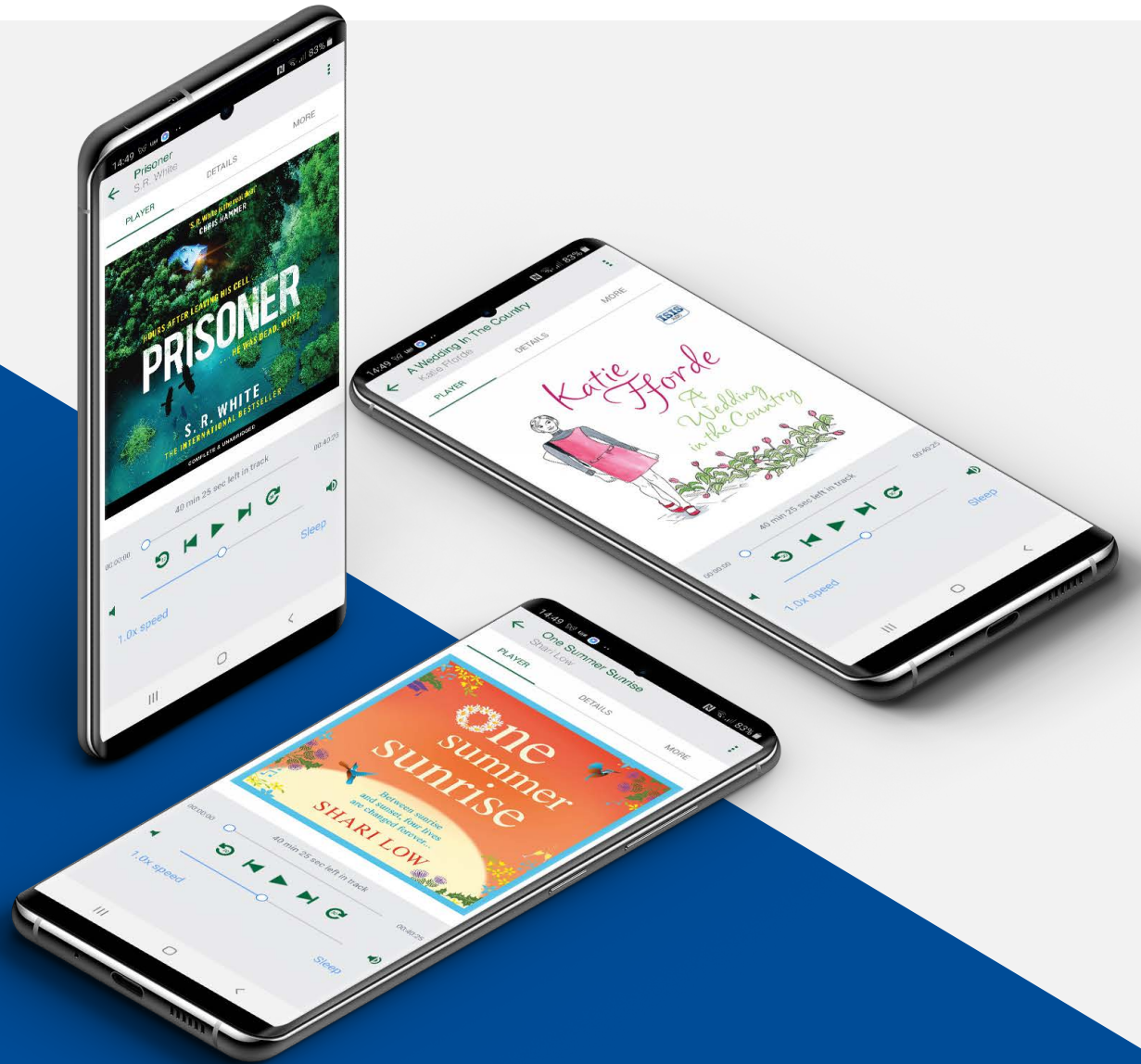




uLIBRARY

Using the app

Discover a new way to experience your favourite books.



uLIBRARY has been developed to be easy to use for any library member. To help with the training process we're pleased to provide this presentation which will teach you all how to use the **uLIBRARY** app.

Contents

1.0 Getting Started

1.1 How to download and install the app

1.2 App Store

1.3 Google Play

1.4 Logging into **uLIBRARY**

2.0 Searching

2.1 How to search

3.0 Downloading eAudiobooks

3.1 Browsing and selecting eAudiobooks

3.2 Borrowing eAudiobooks

3.3 Listening to and downloading
eAudiobooks

3.4 Extending an eAudiobook

4.0 Listening to eAudiobooks

4.1 Media play screen

5.0 Downloading eBooks

5.1 Browsing and selecting eBooks

5.2 Borrowing eBooks

5.3 Reading and downloading eBooks

5.4 Reserving eBooks

5.5 Extending an eBook

6.0 Reading eBooks

6.1 Using the Features Sidebar

6.2 Table of Contents / Bookmarking

6.3 Settings

7.0 Hints & Tips

7.1 Making the most of **uLIBRARY**

7.2 How to access Book Clubs

7.3 Email updates

1.0

Getting started

Installing the app and logging in

1.1 How to download and install the app

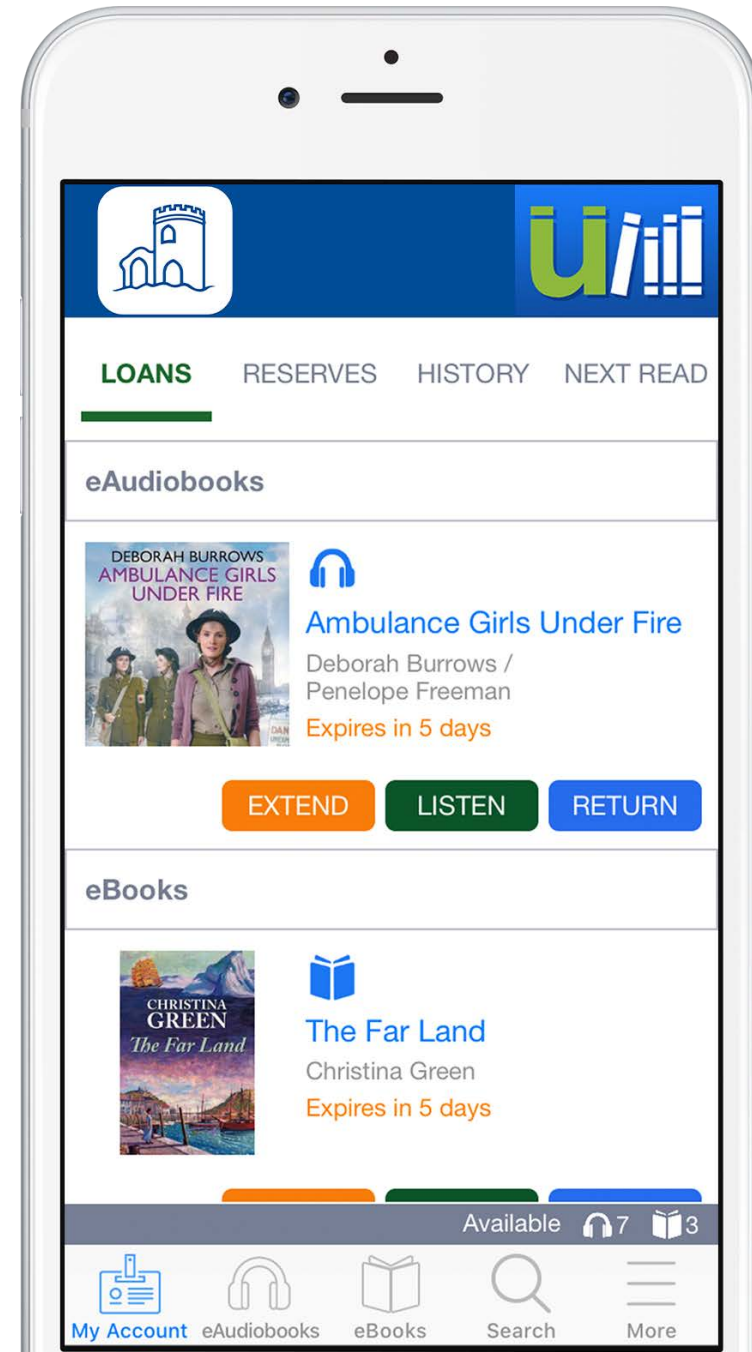
How to download and install the app

The **uLIBRARY** app is available to download for on-the-go listening and reading of your favourite digital titles.

For iOS devices the platform can be downloaded from the **App Store** and for Android users you can find it on the **Google Play Store**.

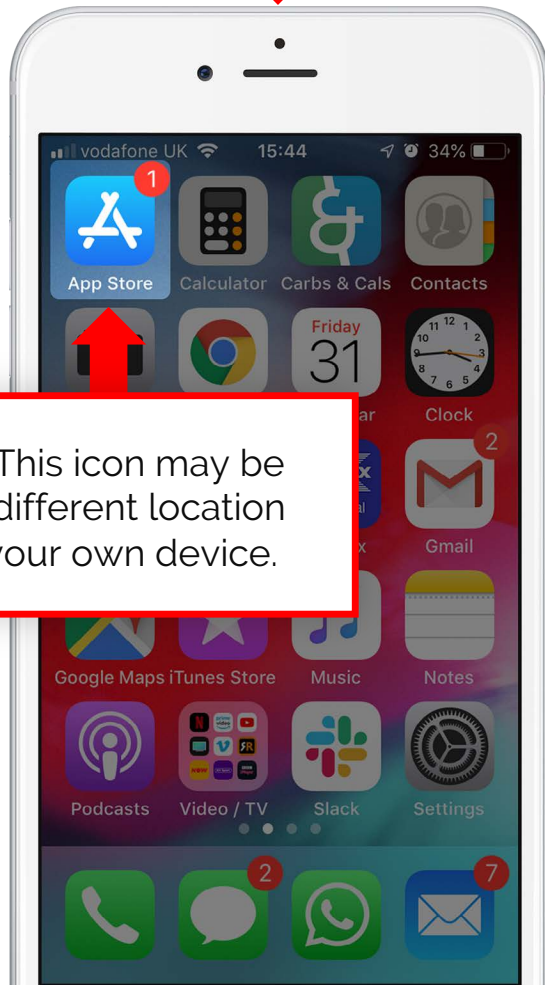
Please note for the purposes of this training document, we will predominantly be featuring screenshots taken on an Apple iPhone device, however, differences between the **uLIBRARY** app on iOS and Android platforms are minimal.

Using the **uLIBRARY** app



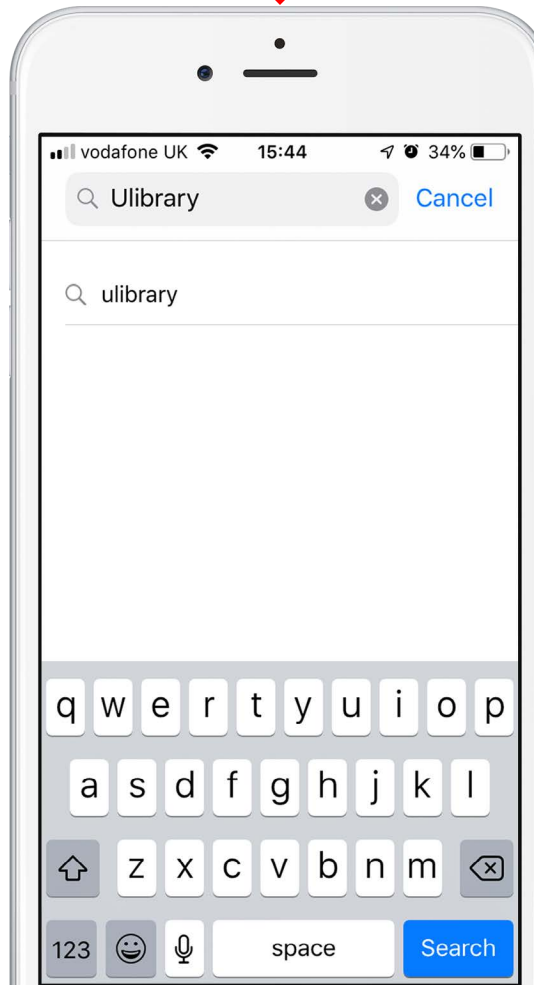
1.2 Downloading and installing the app on the Apple App Store

1. Open the App Store app.

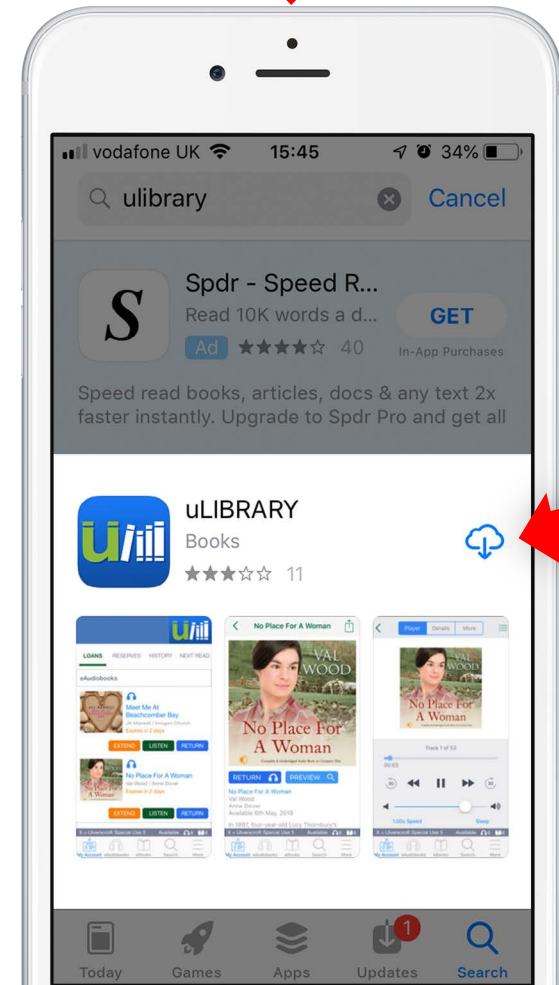


NB: This icon may be in a different location on your own device.

2. Search for **uLIBRARY**.

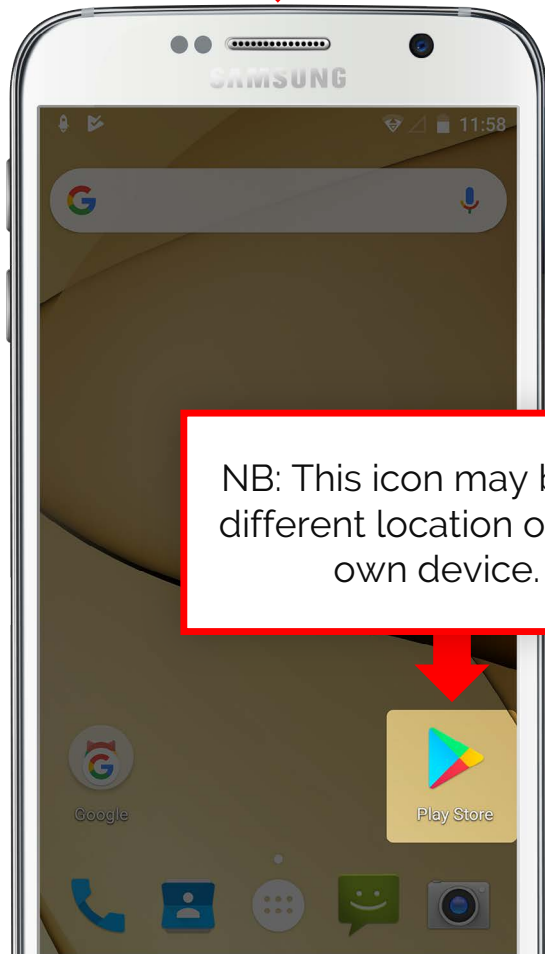


3. Tap the cloud icon to install.



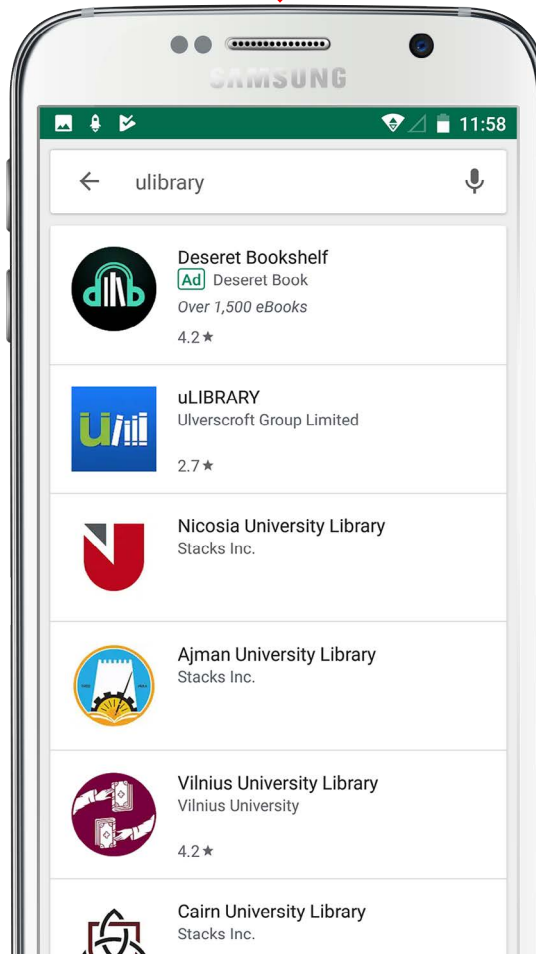
1.3 Downloading and installing the app on Google Play

1. Open the Google Play app.

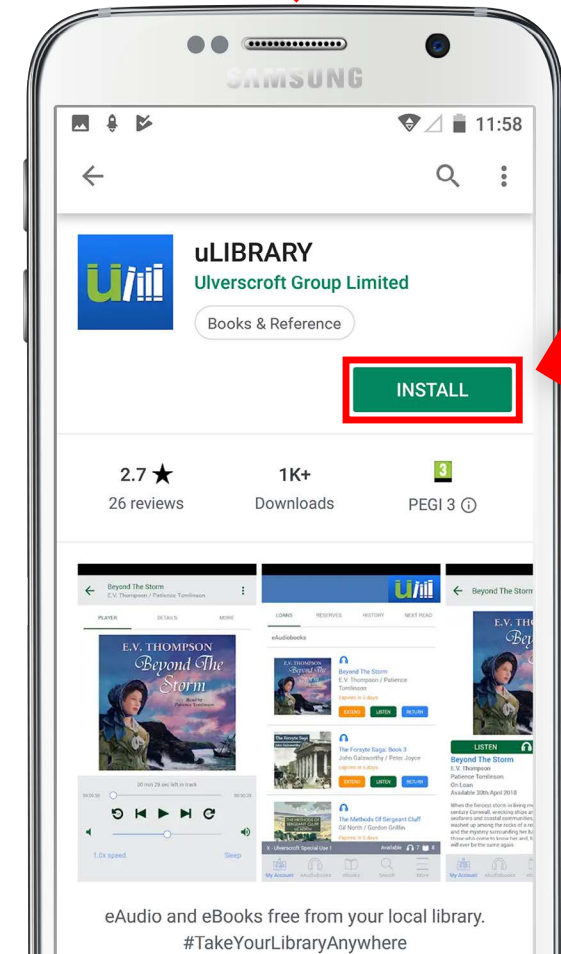


NB: This icon may be in a different location on your own device.

2. Search for **uLIBRARY**.



3. Select **uLIBRARY** and tap install.



1.4 Logging into uLIBRARY

Logging into uLIBRARY

To log into **uLIBRARY** users need to select their local library from the drop down menu and enter their **Barcode Number** and **Pin**.

Apple iPhone

The screenshot shows the login interface on an iPhone. At the top, it says "Welcome to uLIBRARY". Below this is a instruction: "Select Library from the drop-down list of available libraries." There is a "Library" dropdown menu with a blurred selection. Below that is the text "Enter barcode number and PIN." followed by two input fields: "Barcode No" and "PIN". The "PIN" field has four dots for input. A "Sign in" button is centered below the fields. Below the button is a link "Need help?". At the bottom, there is a link "Forgotten your Barcode Number or PIN? Contact your library for a reminder". The footer contains copyright information: "© Ulverscroft 2017. All rights reserved. Privacy & Cookie Policy Development by Firsty Group".

Android Smartphone

The screenshot shows the login interface on an Android smartphone. At the top, it says "Welcome to uLIBRARY". Below this is a instruction: "Select Library from drop down list of available libraries." There is a "Library" dropdown menu with a downward arrow. Below that is the text "Enter your barcode number and PIN to login." followed by two input fields: "Barcode No" and "PIN". A "SIGN-IN" button is centered below the fields. Below the button is a link "Need help?". At the bottom, there is a link "Forgotten your Barcode Number or PIN? Contact your library for a reminder". The footer contains copyright information: "© Ulverscroft 2017. All rights reserved. Privacy & Cookie Policy App Development by Firsty Group".

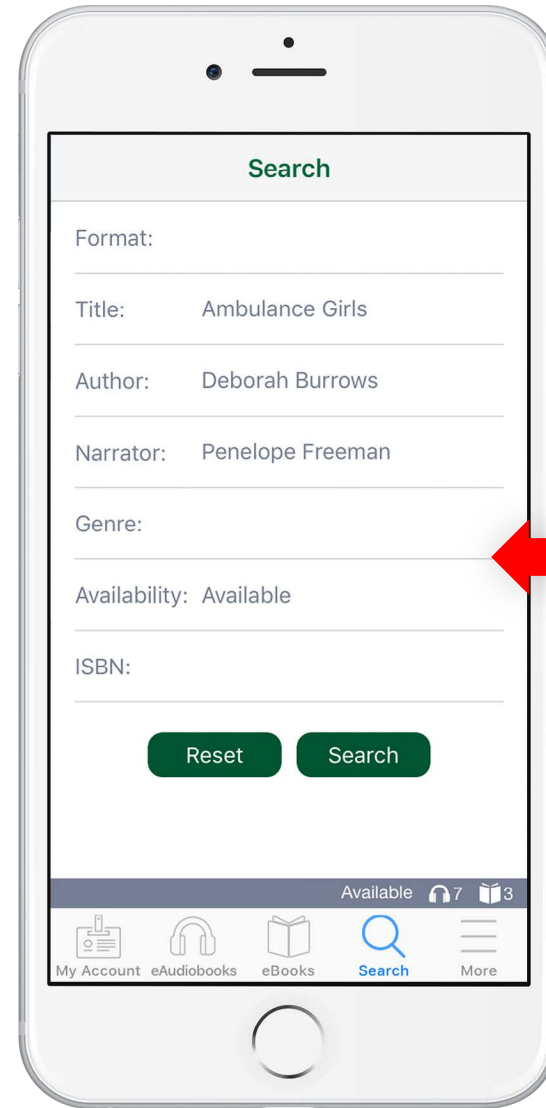
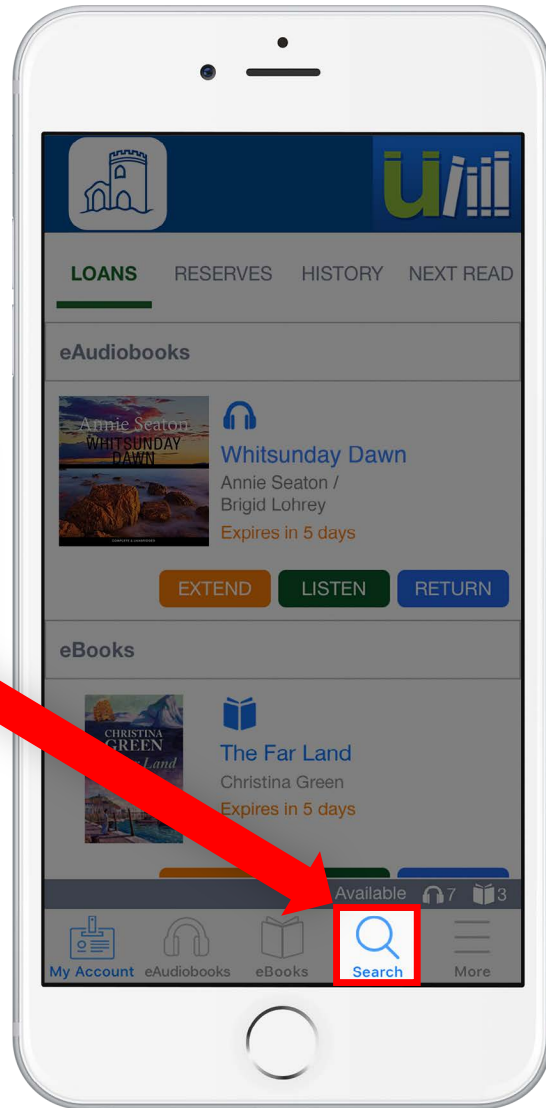
2.0

Searching

How to search for a title, author and more

2.1 How to Search

To find a title click the search icon at the bottom of the screen.



From here you can select your format of choice; search for a title, author and narrator; genre and if the title is available.

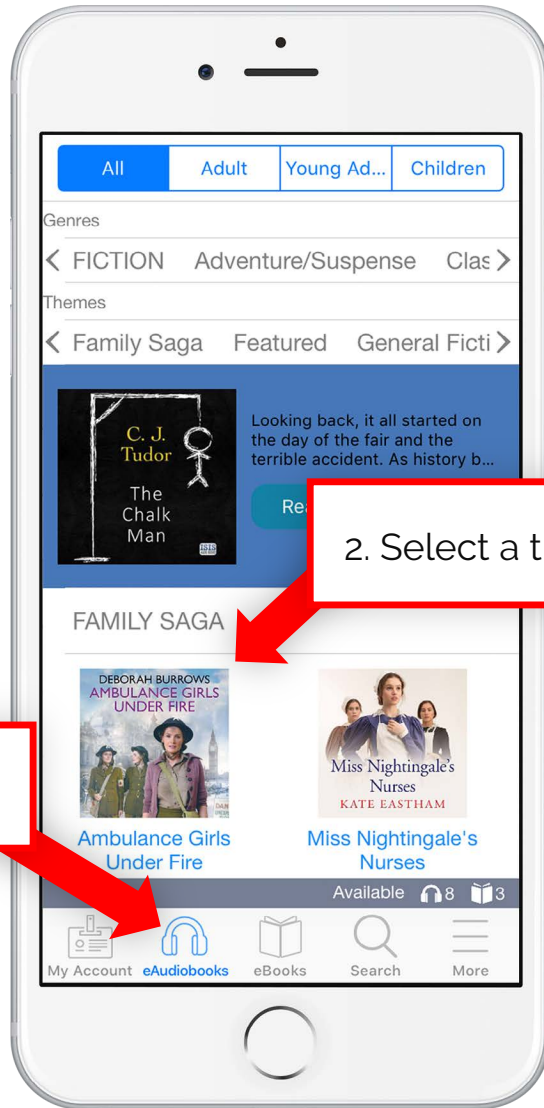
3.0

Downloading eAudiobooks

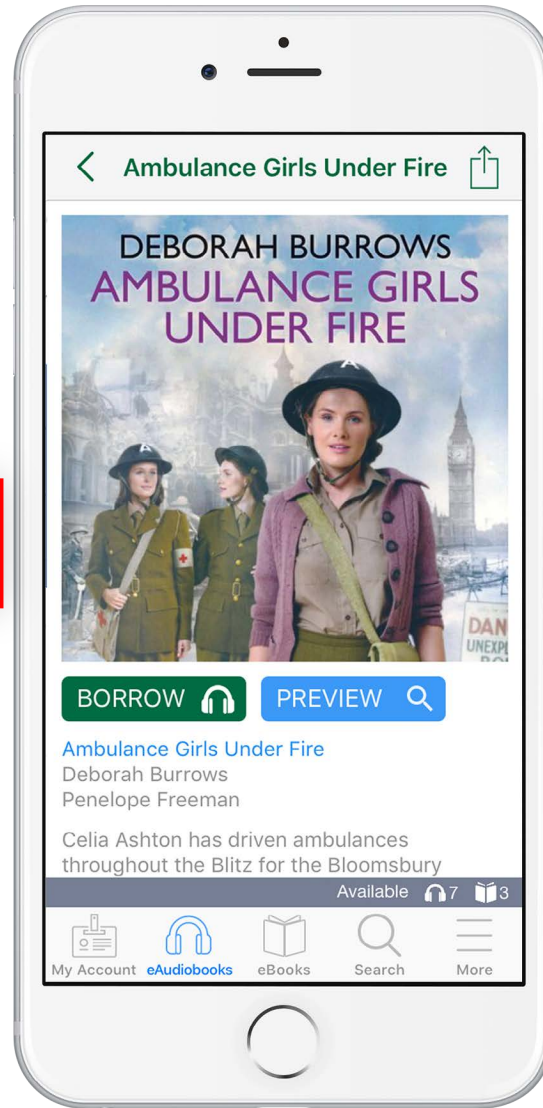
3.1 Browsing and selecting eAudiobooks

From the eAudiobooks tab you can find and select an audio title from your **uLIBRARY** collection.

1. Select the **eAudiobooks** tab.



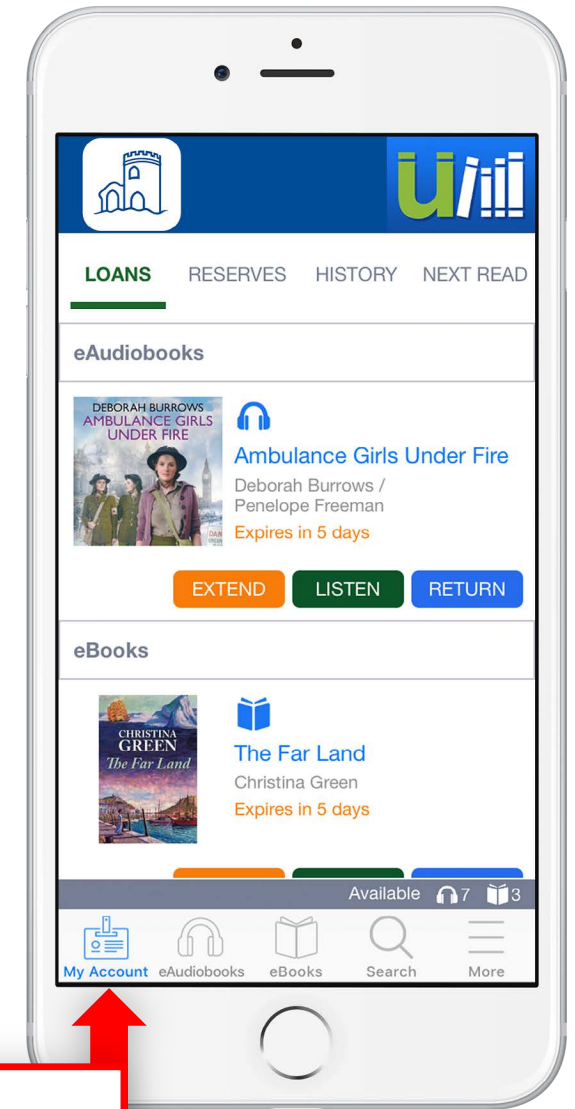
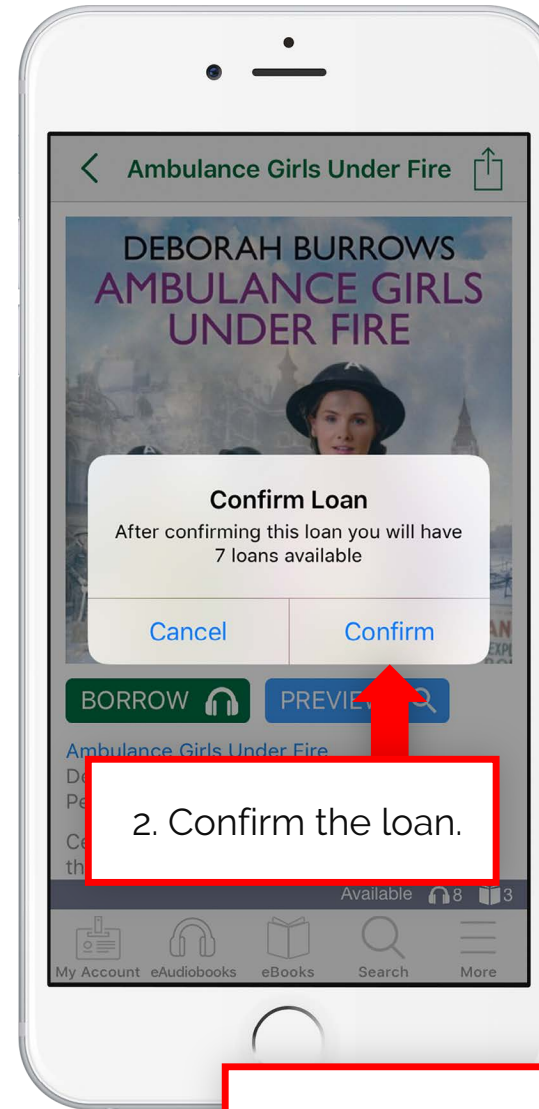
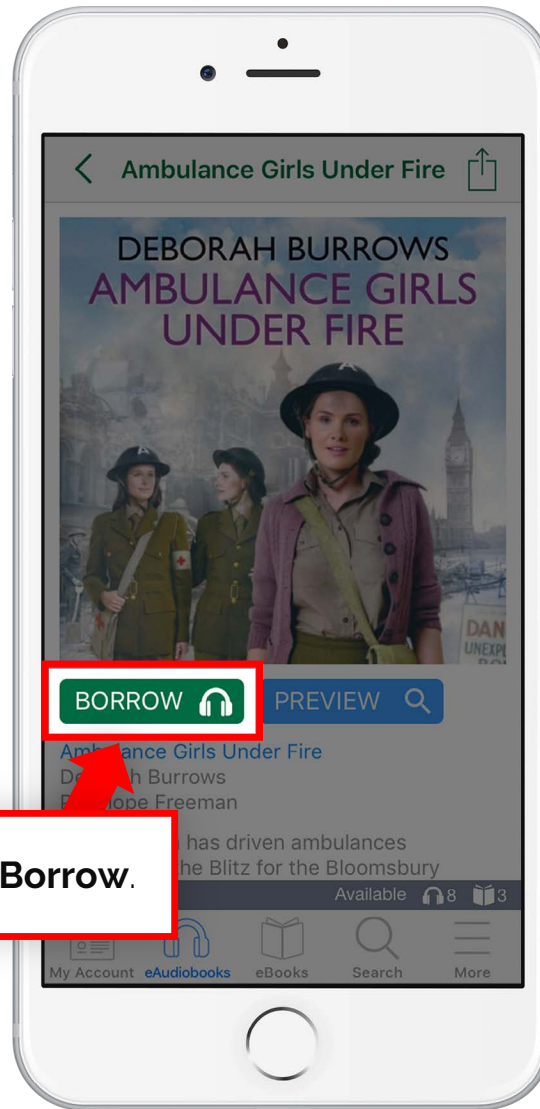
2. Select a title.



3. Once you've selected a title you can read the synopsis, preview the audiobook or borrow and reserve the title dependant on the availability.

3.2 Borrowing eAudiobooks

Once you've clicked **Borrow** and confirmed the loan, the title will be added to the **My Account** screen.



3.3 Listening to and downloading eAudiobooks

Upon clicking **Listen** the full eAudiobook will download.

A green tick will show the title has downloaded.

Once a user has finished with their title it can be returned from the **My Account** screen using the **Return** button.



3.4 Extending an eAudiobook

When an eAudiobook loan is close to expiring the **Extend** button will appear.

Once clicked the user will be asked to confirm the extension and then confirm whether they would like to receive a notification when the loan is about to expire.



4.0

Listening to eAudiobooks

4.1 Media play screen

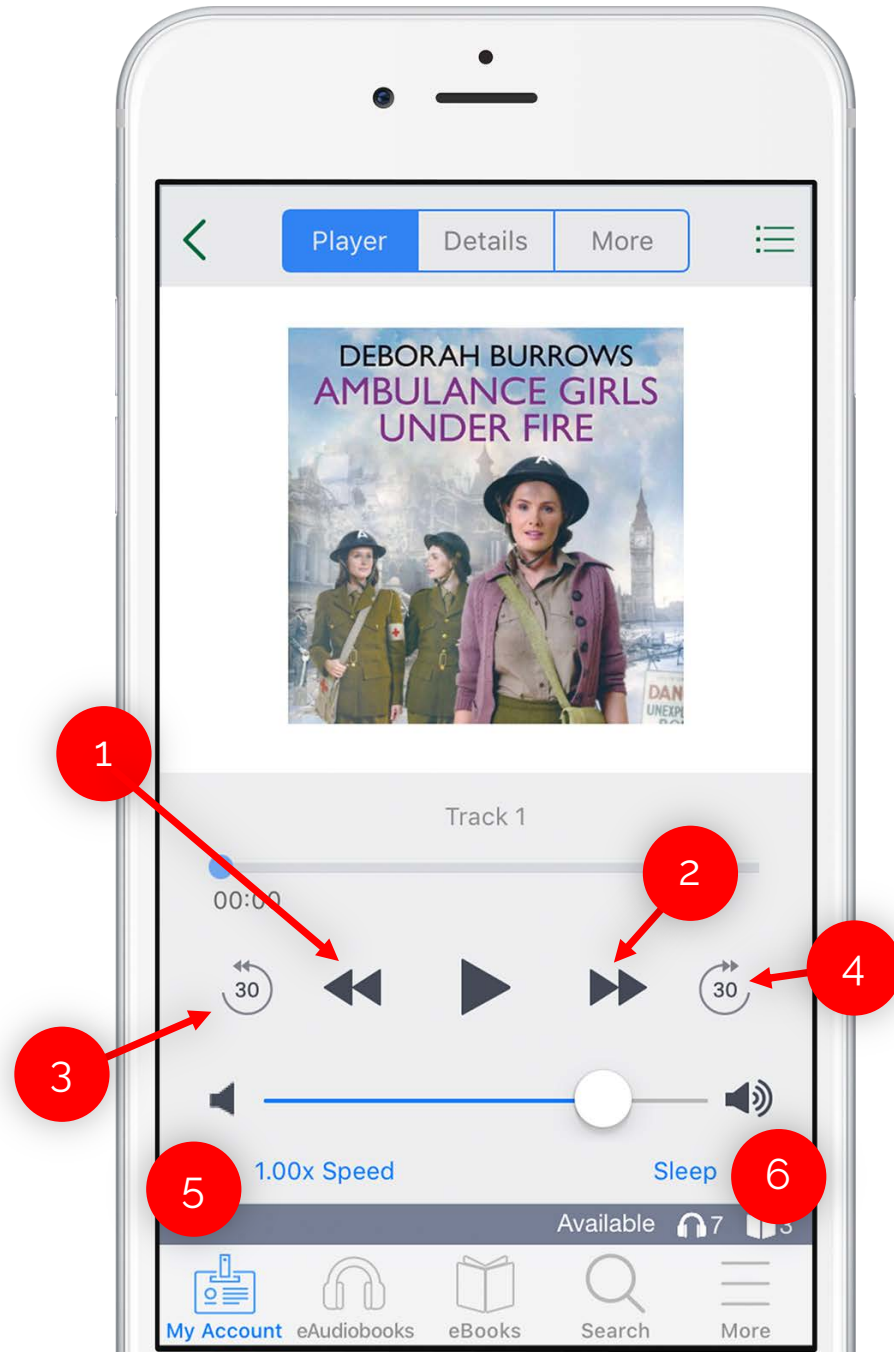
Listen at your own pace

Once the title has downloaded you can listen to it in your own way. From the play screen you can change chapters with the rewind (1) and fast forward (2) buttons as well as move the recording backwards by 30 seconds (3) or forwards by 30 seconds (4).

Below the volume slider you can find the Speed function (5). From here you can change the speed of the audio to one that is more comfortable for you.

Another exciting feature is the Sleep function (6). This allows users to set a timer for when the audiobook will stop playing.

Using the **uLIBRARY** app



5.0

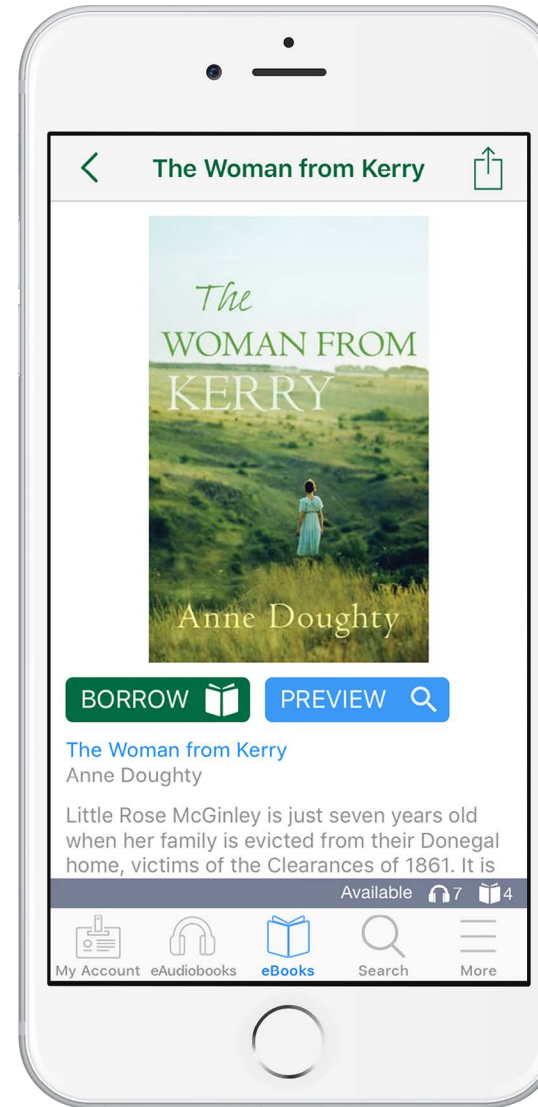
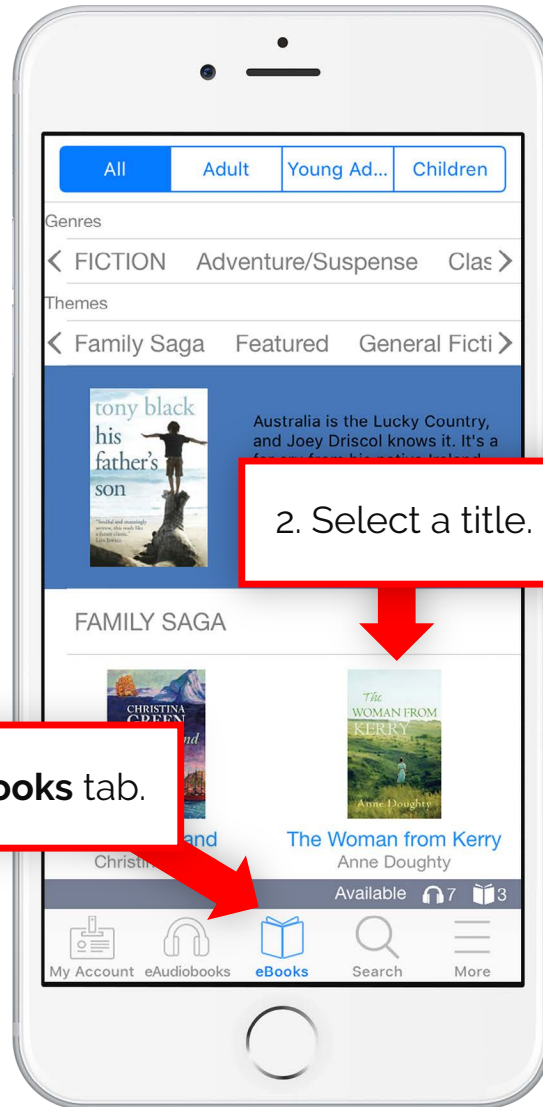
Downloading eBooks

5.1 Browsing and selecting eBooks

From the eBooks tab you can find and select an eBook title from your **uLIBRARY** collection.

1. Select the **eBooks** tab.

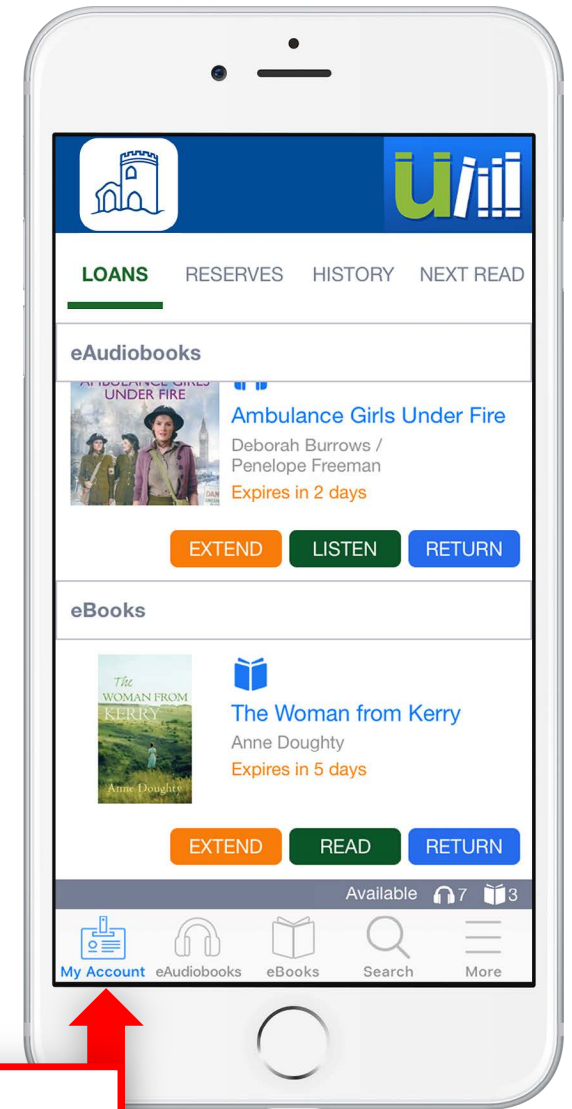
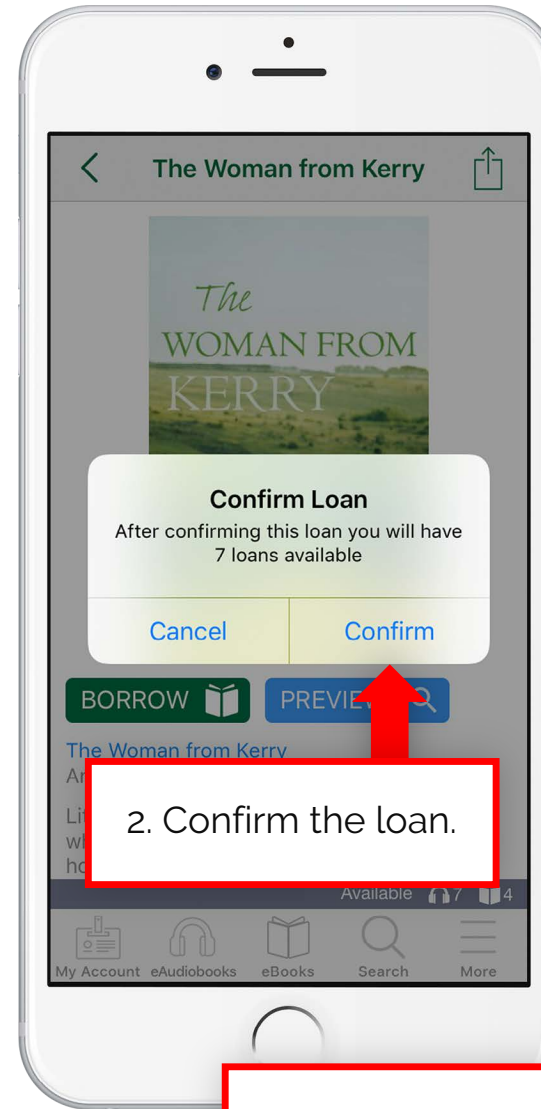
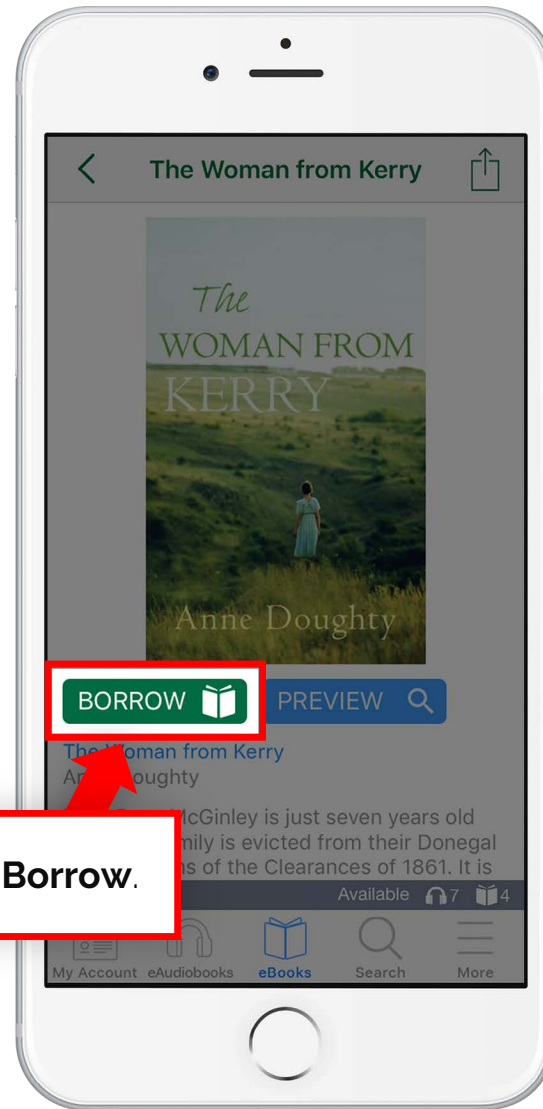
2. Select a title.



3. Once you've selected a title you can read the synopsis, preview the eBook or borrow and reserve the title dependant on the availability

5.2 Borrowing eBooks

Once you've clicked **Borrow** and confirmed the loan, the title will be added to the **My Account** screen.

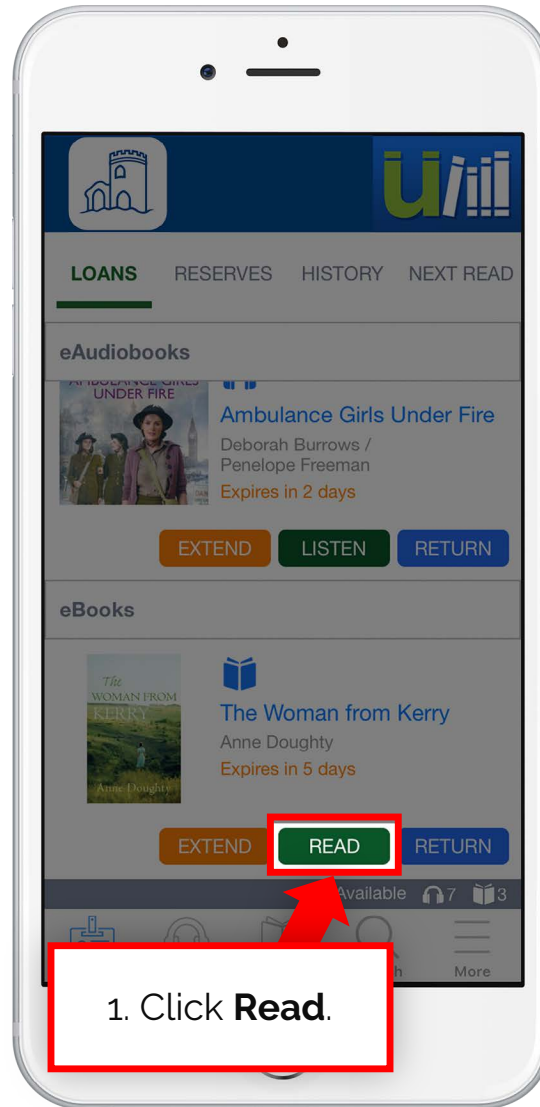


5.3 Reading and downloading eBooks

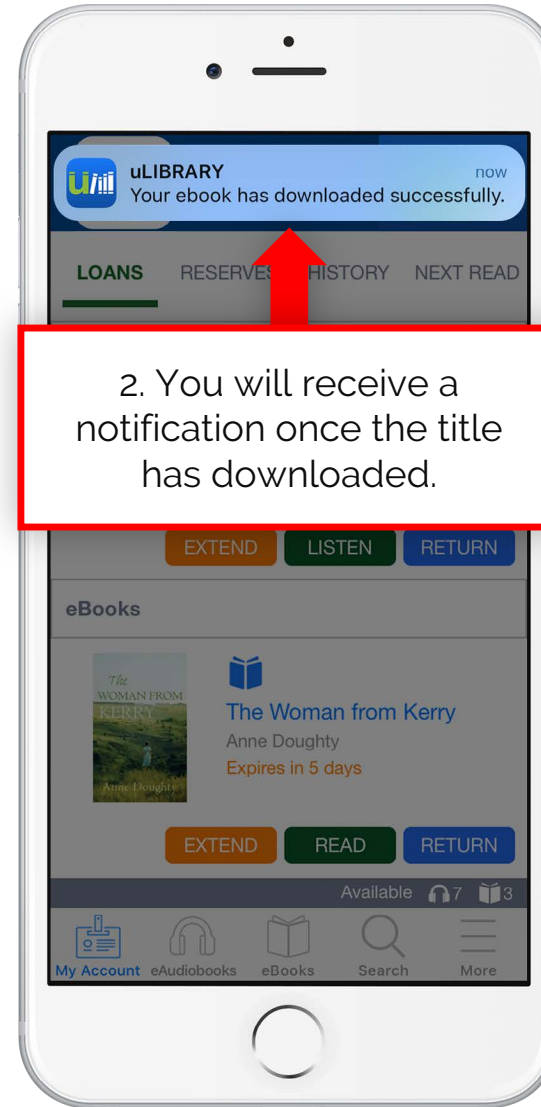
Upon clicking **Read** the full eBook will download.

You will receive a notification once the title has downloaded.

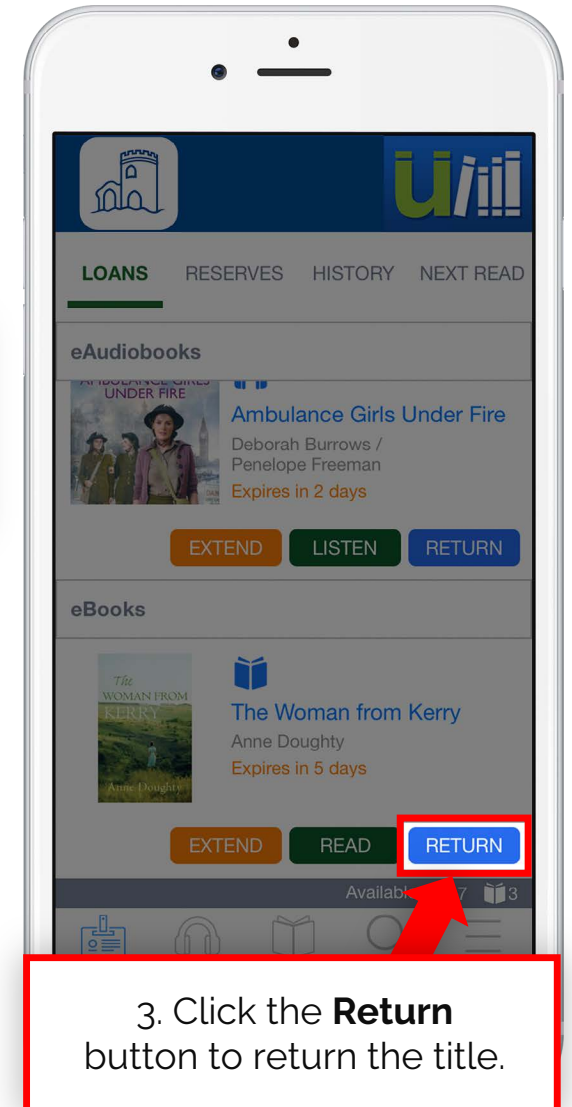
Once a user has finished with their title it can be returned from the **My Account** screen using the **Return** button.



1. Click **Read**.



2. You will receive a notification once the title has downloaded.



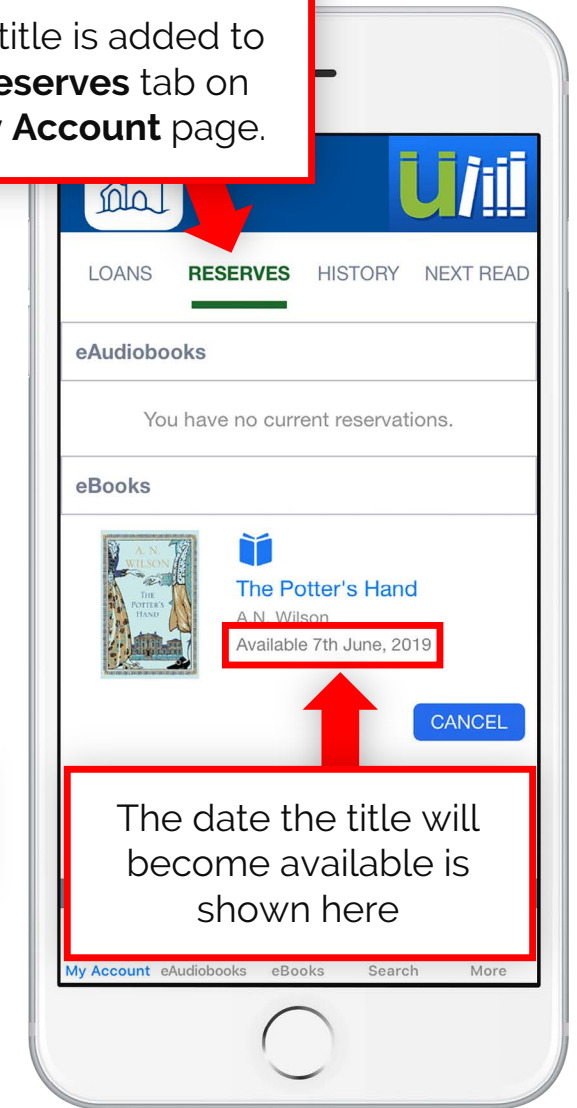
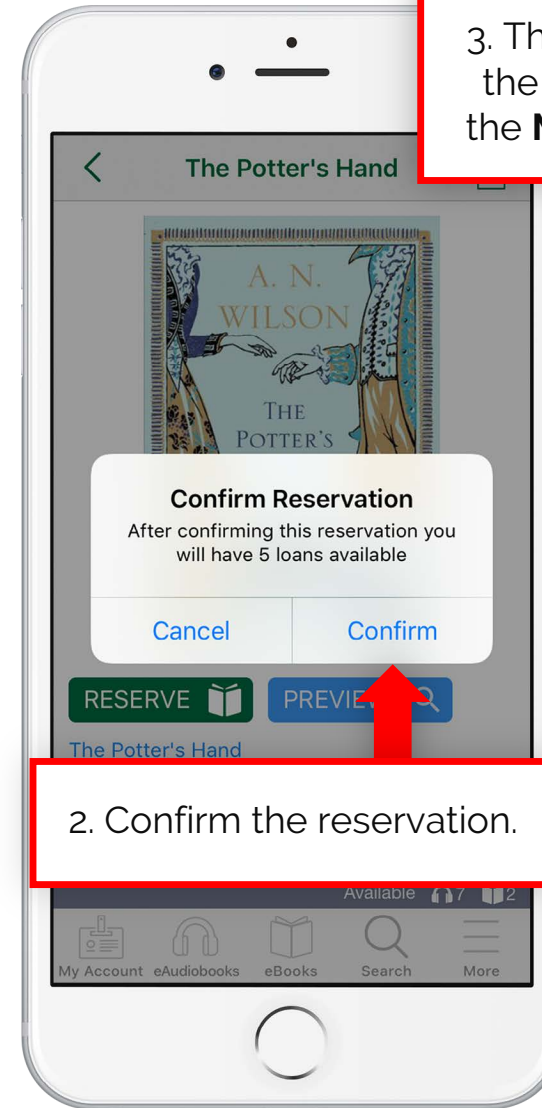
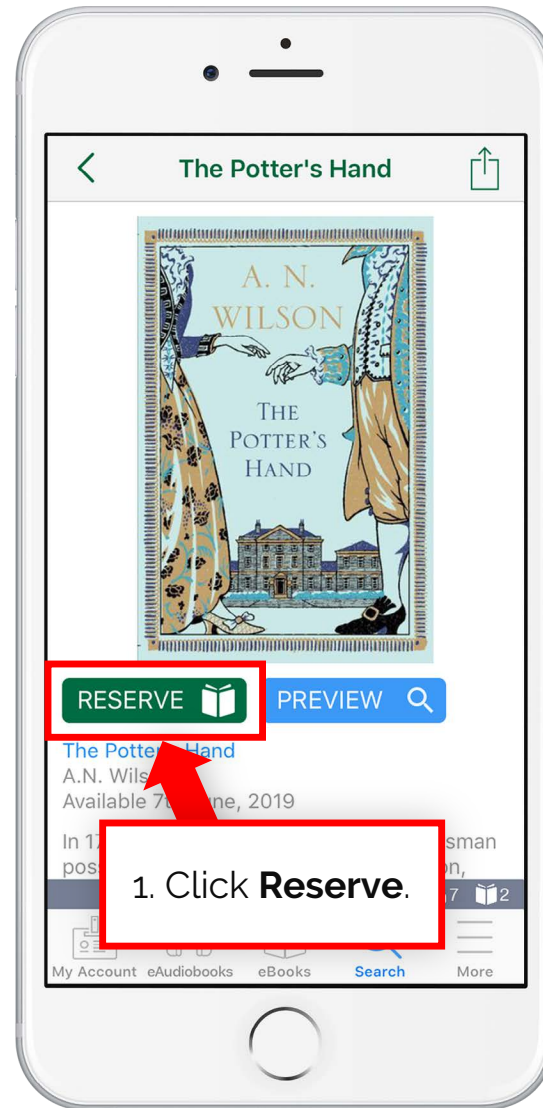
3. Click the **Return** button to return the title.

5.4 Reserving eBooks

If the eBook is currently in use by another user, the **Borrow** button will be replaced with **Reserve**.

Once pressed and confirmed, the title will be added to the **Reserves** screen tab on the **My Account** page.

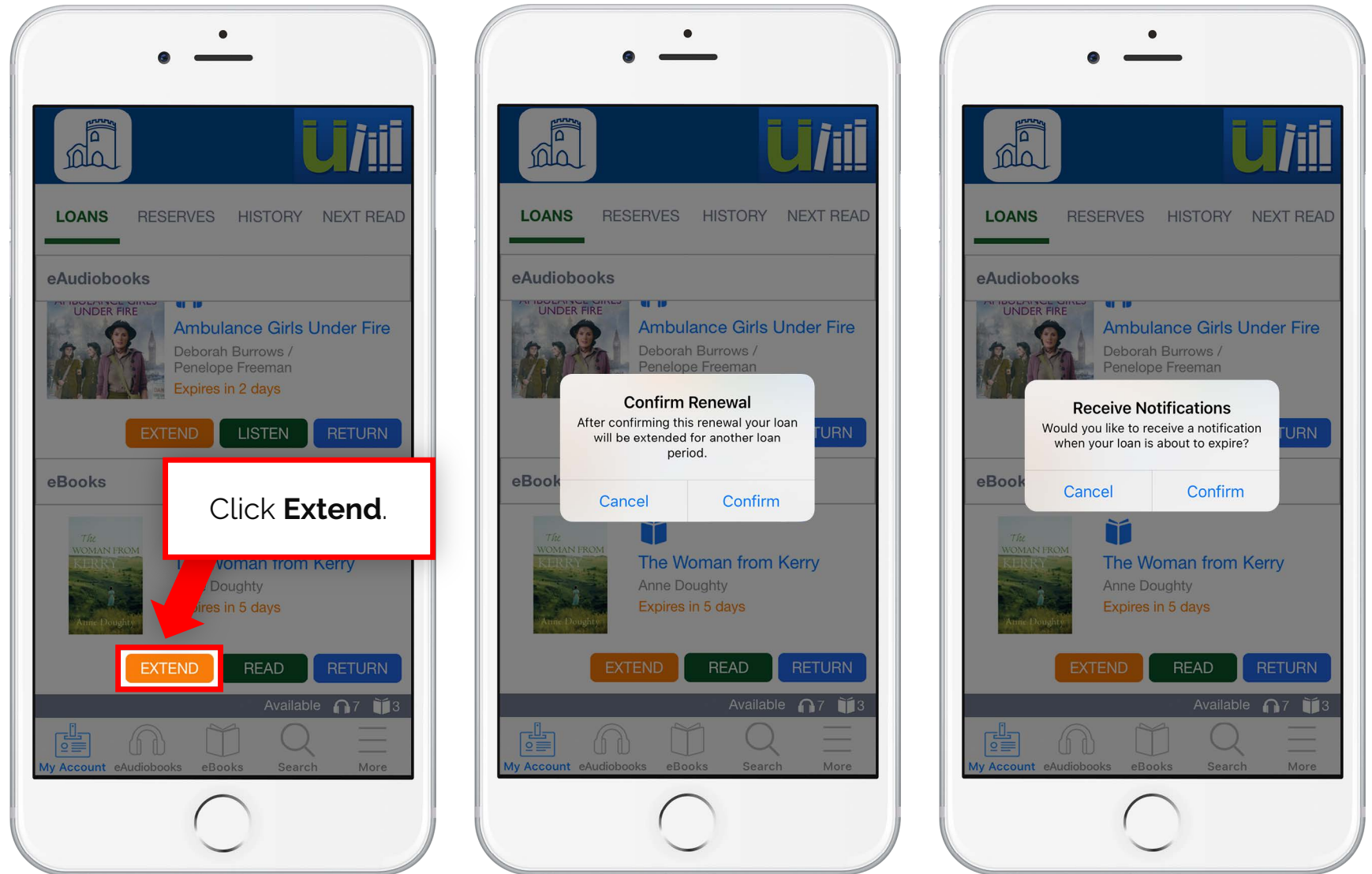
From here you can see when the title will become available.



5.5 Extending an eBook

When an eBook loan is close to expiring the **Extend** button will appear.

Once clicked, the user will be asked to confirm the extension and then confirm whether they would like to receive a notification when the loan is about to expire.

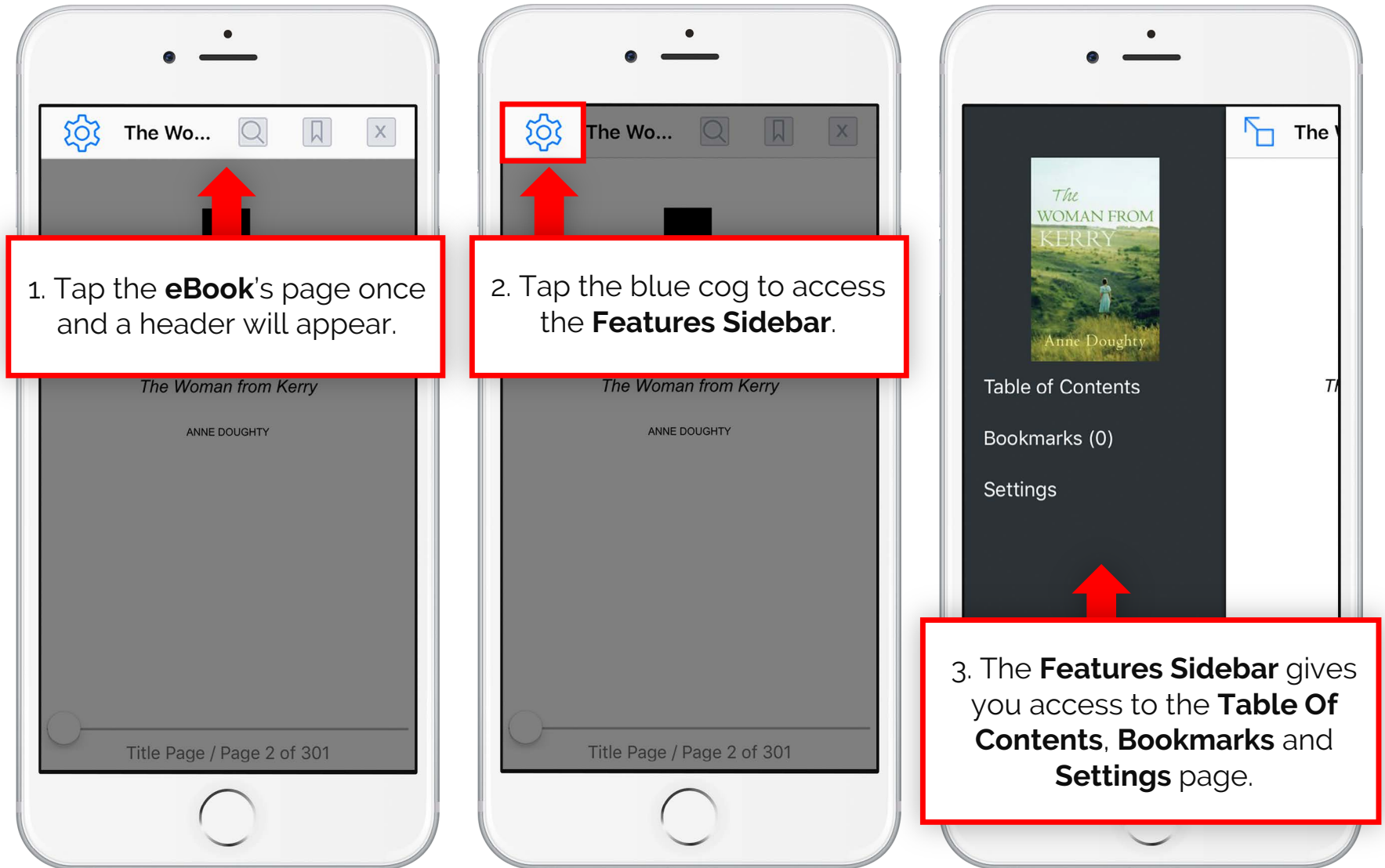


6.0

Reading eBooks

6.1 Using the Features Sidebar

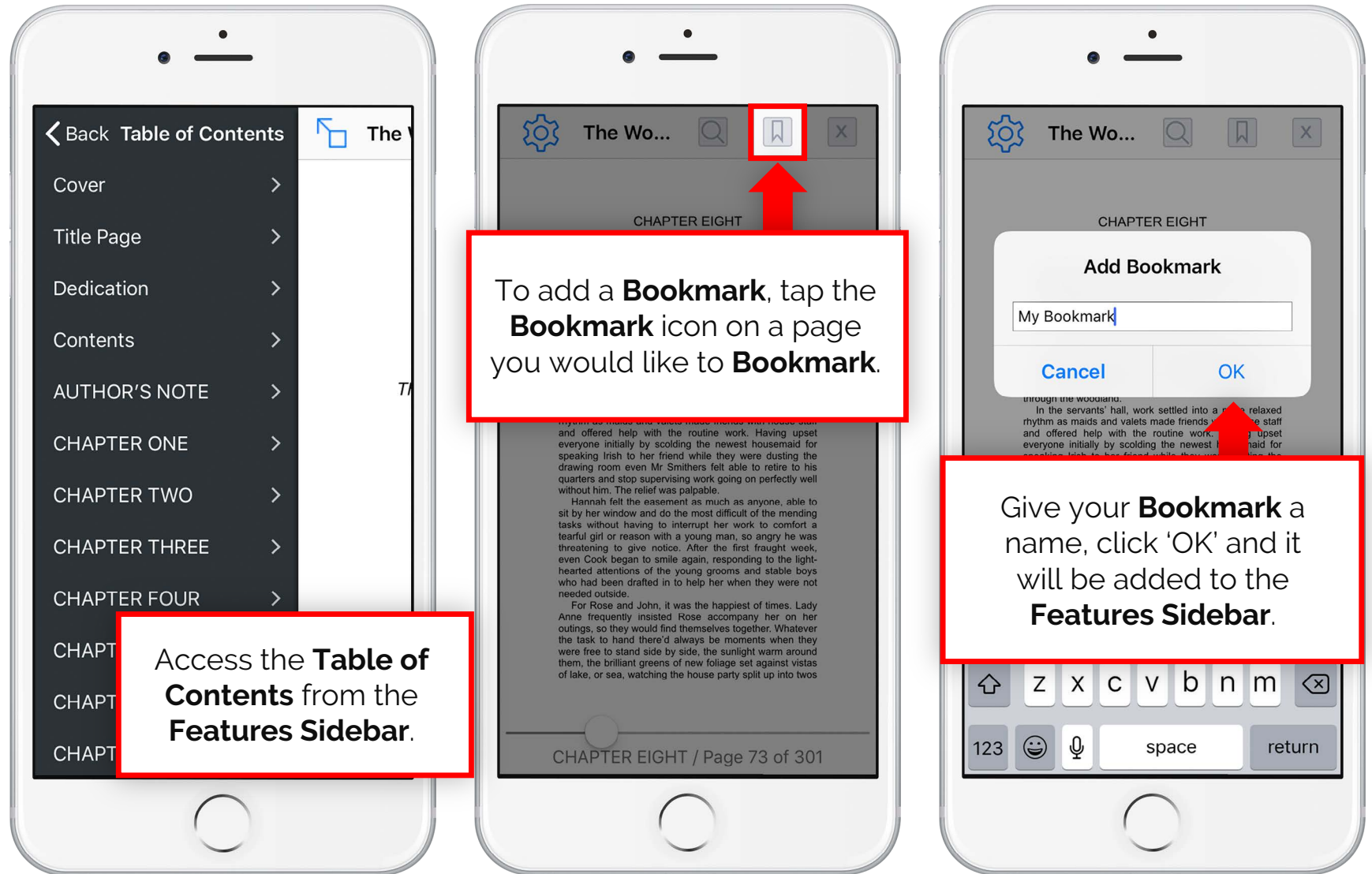
Once the **eBook** has downloaded you can adapt the title to your own requirements using the **Features Sidebar**.



6.2 Table of Contents / Bookmarking

From the **Table of Contents** you can switch between chapters with ease.

Setting a **Bookmark** is simple as well, just tap the page you want to mark, add a name and it will be added to the **Bookmark** list within the **Features Sidebar**.

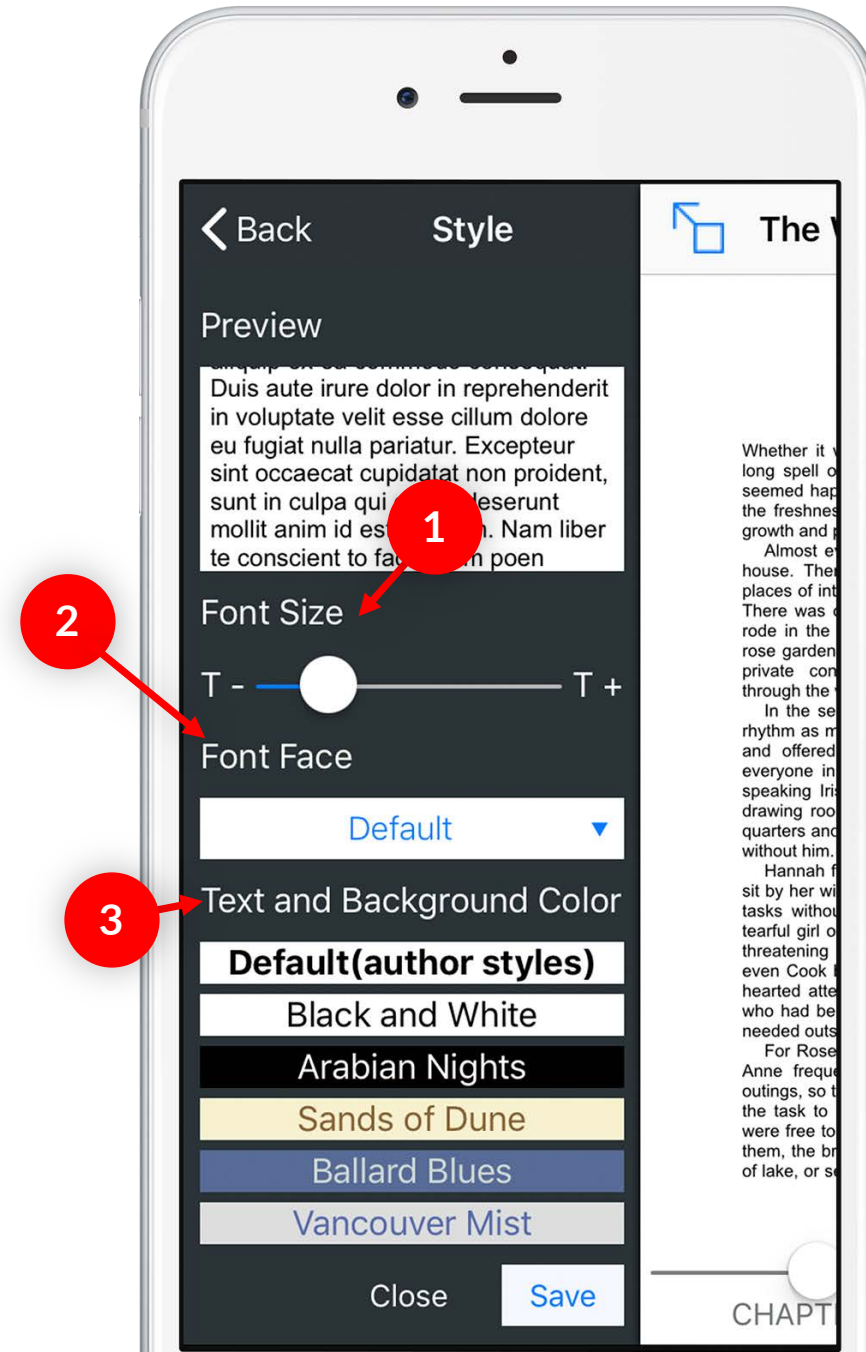


6.3 Settings

Read your own way

From the **Settings** page you can change the **font size (1)**, the **font face (2)** and the **text and background colour (3)**.

Using the uLIBRARY App



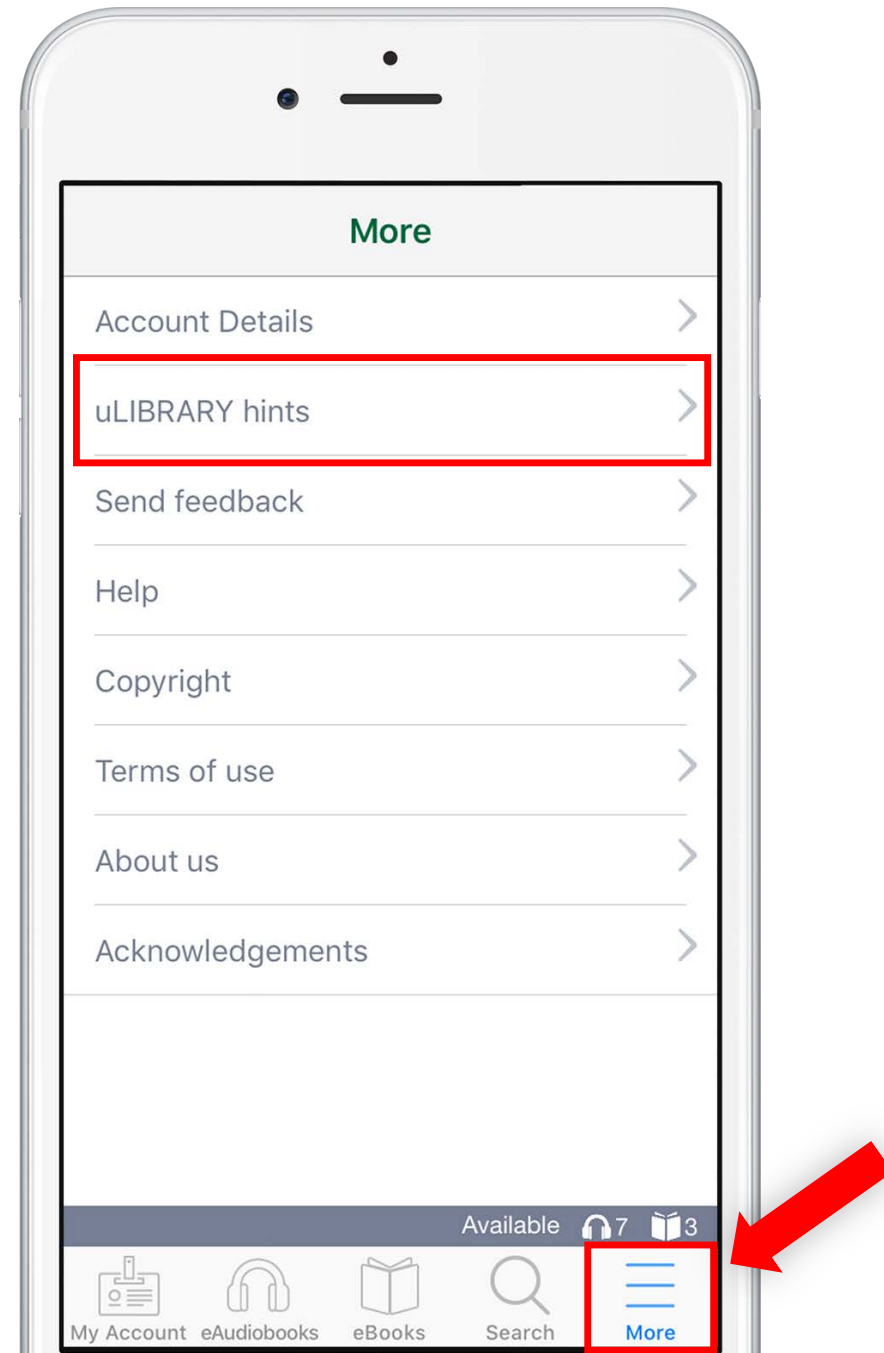
7.0

Hints & Tips

7.1 Making the most of uLIBRARY

We're always happy to help new and existing users and so have implemented a number of different ways to learn how to use the app:

- **uLIBRARY** hints can be accessed from the **More** tab on the **uLIBRARY** app.
- The **uLIBRARY** platform includes automatic synchronisation, which allows users to switch between using the browser and app version without losing your place.
- With our automatic bookmarking function you'll never lose your place again.
- Video tutorials are available from www.ulibrary.net/how-it-works.
- Printable resources featuring our 6 step plan.
- Get further help by clicking **Send feedback** within the app to directly email the **uLIBRARY Technical Support Team** at digital@ulverscroft.co.uk.



7.2

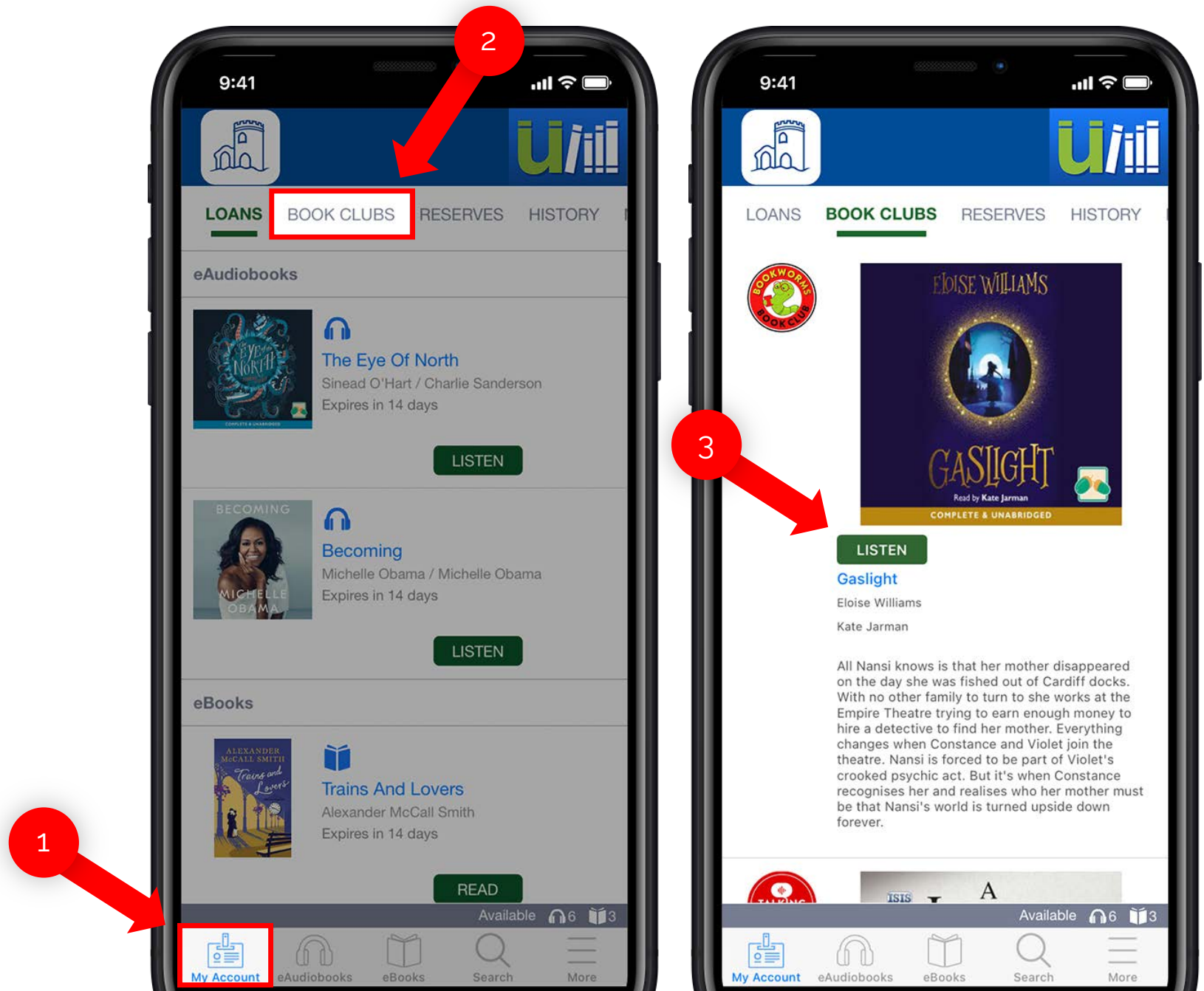
How to access Book Clubs

You can listen to each month's **Bookworms Book Club** and **Talking Books Book Club** within the **Book Clubs** tab on the **My Account** screen.

Click **Listen** to launch the player for that month's selection and begin listening to the title. The title will only be active within the **Book Club** tab for that month.

Please note, listening to a Book Club title will not reduce the user's number of available loans.

Using the **uLIBRARY** app



7.3 Email updates

Receive our email updates

You can keep up-to-date on your loans by entering your email into the **Account Details** screen within the **More** tab.

Any email address used for this goes into a secure database, with all emails sent automatically to ensure no data can be misused. In compliance with GDPR rules in Europe, data may be removed from our system upon request.

