1. Download the **BorrowBox** app from the App Store (Play Store for Android)



- 2. Open the BorrowBox app
- 3. Select your Library
- 4. Enter your library card barcode in uppercase into the ID/Barcode field
- 5. Enter the last 4 characters of your barcode in uppercase into the PIN/Password field (example: 123D)
- 6. Tap 'Sign In'
- 7. Tap on the Magnify glass to search for a title, or tap on the headphone icon to browse the collection

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- 8. Find a title you wish to borrow or reserve. You may have a combined maximum of 4 loans and reserves.
- 9. Tap on 'Reserve' to reserve a title that is currently out on loan



10. Tap on 'Borrow' to loan a title



11. Keep browsing if you wish to look for more titles, or click 'Listen Now'/'Download now'



12. Titles are downloaded chapter by chapter. Tap '**Download complete eAudiobook**'/'Download All' to download all chapters at once. Alternatively you can download individual chapters from the menu.

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14. Titles can be returned early, otherwise they will automatically be deleted at the end of their 14 day loan.