GUIDE TO ACCESSING EBOOKS FROM YOUR SCHOOL LIBRARY CATALOGUE THROUGH THE DIGITAL BACKPACK FOR STUDENTS

(FROM HOME OR ANY INTERNET BROWSER)

Important considerations:
Electronic books (ebooks) in OverDrive READ format can be viewed in a compatible web browser, either a desktop computer or personal device **without installing** any additional software.
It is essential that **pop-ups be allowed** for the successful downloading of eBooks.

Audiobooks require **OverDrive App** to be installed on your home computer or personal device in order to hear the audiobook.
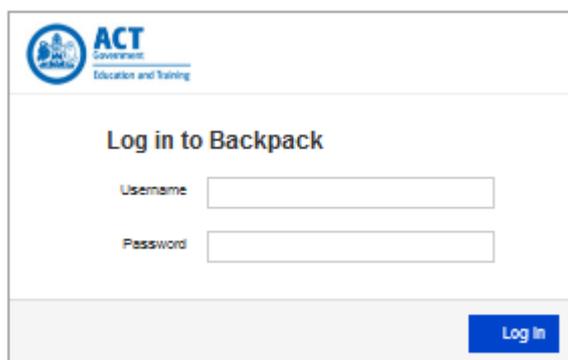It is free and obtainable by downloading from any online store.
It is essential that **pop-ups be allowed** for the downloading of audiobooks.

Access to the central electronic book collection is **only via your school library catalogue**, not through an external digital library.
Ten (10)) eBooks/audiobooks can be borrowed in total at any one time. The loan period is **two (2) weeks**. Loans will be **automatically** returned.

1. Type into an internet browser the web address   https://backpack.ed.act.edu.au/
2. **Log in to Digital Backpack** using your school computer login username and password credentials. Students use their seven digit Student ID number and password.

3. Click on **Oliver Library Management System** icon.

4. From the drop-down menu view all the school sites offered. As a registered borrower with your school library, select the school site you need. Please note, this screen may be skipped and you may be taken directly to your school's library catalogue.

5. Login to the secure logon by using your school computer login username and password. Remember, to download the eBooks within your Oliver library school catalogue you **must** be logged in.

6. To search, enter a title, author's surname or general term in the key word search field, at the top of the screen eg. dogs. Click on the green arrow, next to the search option, to commence any search.
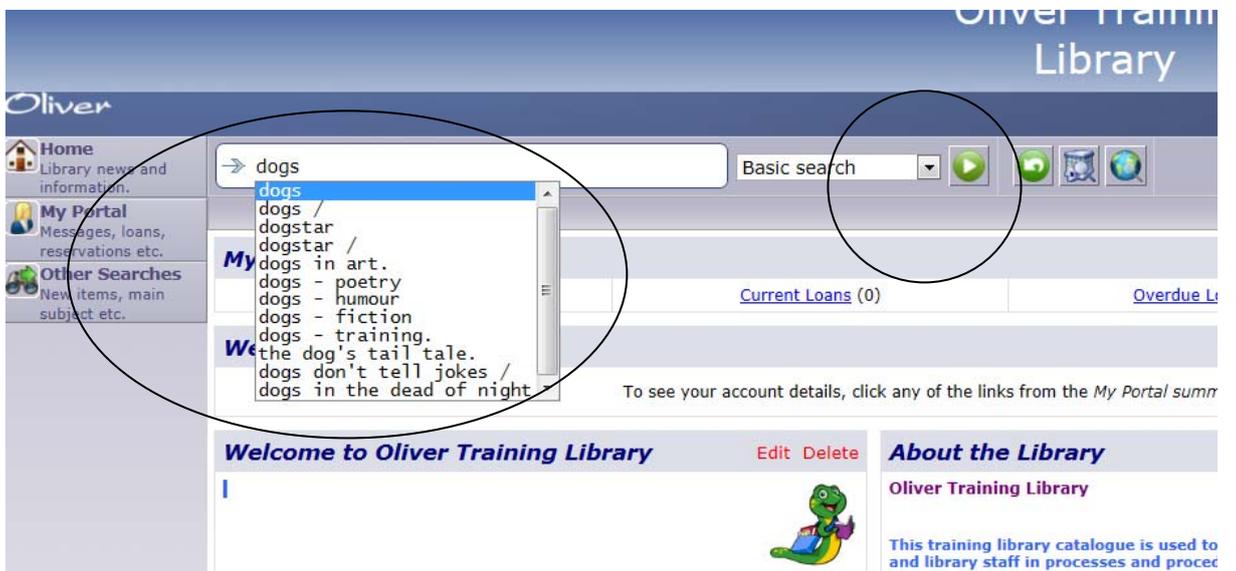
7. On the results page, you will see records matching a search. Identify the **type** of record by hovering over the icon on the left hand side of the screen eg. eBook image, audiobook image, book image. The green ticks and red crosses on the right indicate the availability of an item.

8. If you are unsure which subject to search, then choose the **Advanced search** option from the drop-down menu and limit your search by **Types** eg. eBook or audiobook. Click on the green arrow next to the search option to commence any search. The search will result only in that type of resource, but from a variety of subject areas.


9. To access an eBook, double click the hyperlinked blue title of the record to open the full details of the resource.

10. If the eBook is available in the required format, a "Borrow OverDrive Read eBook" icon will appear in the Check Out area. Click this icon to download the eBook via your internet browser. **All eBooks, in the OverDrive READ format, will open directly in the internet browser** of your computer or personal device **without any need for software. NOTE: Pop-ups must be enabled** in personal computers, laptops and personal devices for the eBook to be downloaded successfully.
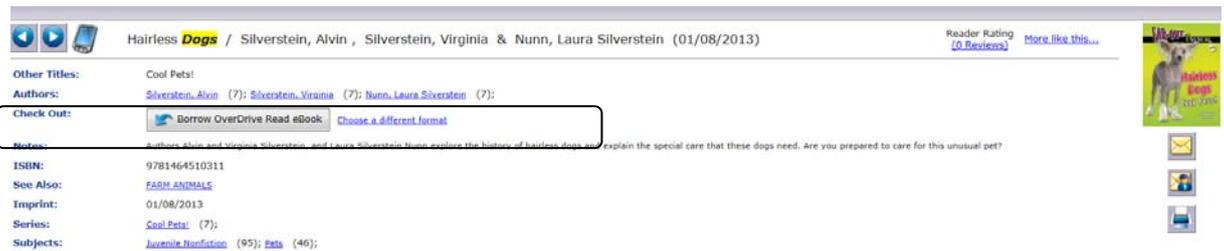
11. If you prefer to borrow an eBook in the Adobe Epub format, click on <u>Choose a different format</u> from the drop down menu, as circled. Click on the green highlighted tick.
NOTE: **Software such as the OverDrive App must be downloaded onto the device before any borrowing can successfully occur in Adobe Epub format**. EBooks in the Adobe Epub format can be read offline in the OverDrive app.
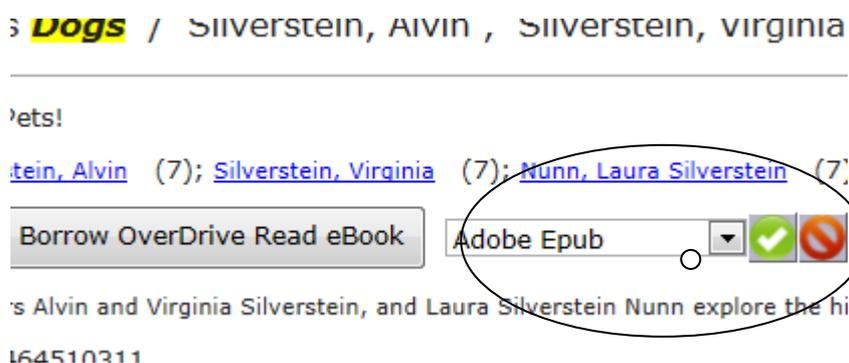
12. To borrow an audiobook follow the same steps – 6 to 10. The icon for audiobooks is circled.
 Audiobooks require the OverDrive App to be installed, to hear them. NOTE: Pop-ups must be enabled on the device for audiobooks to be downloaded successfully.

Viewing and accessing your electronic loans in your school Oliver Library

1. To re-access your electronic loans, which have already been borrowed, you must be logged into your school library via the Digital Backpack – Steps 1 to 5.
2. On the left hand menu in the search screen open My Portal > Loans >

3. The **Electronic Loans** tab displays a list of electronic books that you have borrowed and the date that the loan expires automatically. Your eBook can be accessed again from this screen using the **Action** icon.
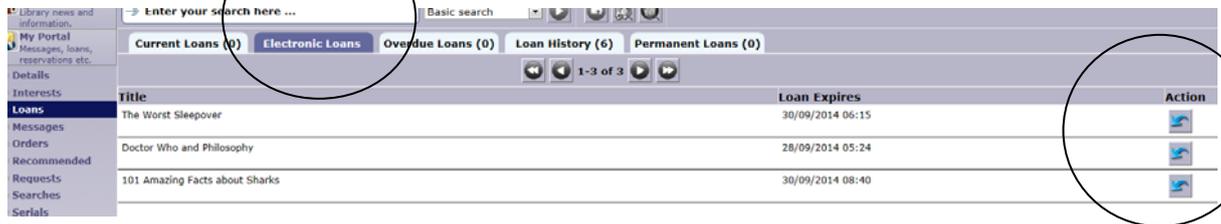
4. After clicking on the **Action** icon, you will go to the full details screen where you can download or read the item again.

5. Please note: If you are using an early version of an internet browser, such as Internet Explorer 9, you will not be able to download the ebooks. Internet browsers such as Firefox, IE 10, IE 11, Chrome, Safari on iPads will support the ebooks and download them successfully.

6. The eBook will open and you can continue reading from the last page you were on, if you click on the bookmark tab before closing.
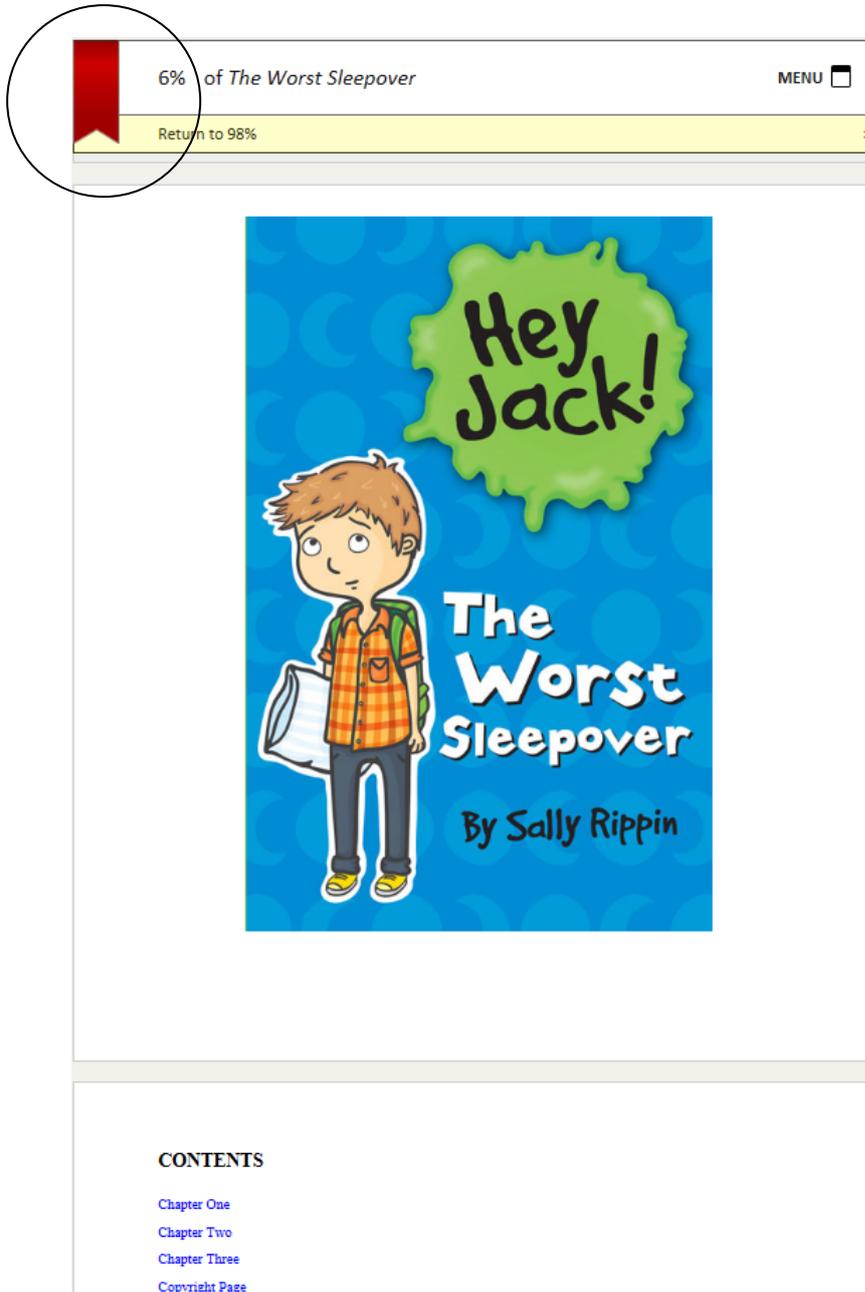
7. EBooks and audiobooks are automatically returned into the central collection after a two weeks loan period. **Good luck with your borrowing!** See your school library staff for individual assistance.

8. **For additional information on OverDrive app see: http://omc.overdrive.com**