

# 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.

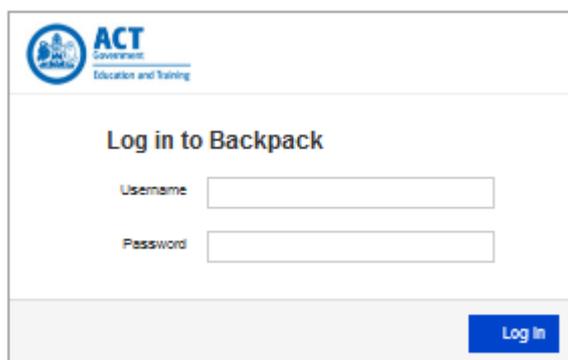
It is free and obtainable by downloading from any online store.

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.



ACT  
Government  
Education and Training

Log in to Backpack

Username

Password

Log in





Secure Logon  
for the Education and Training  
Directorate

Username

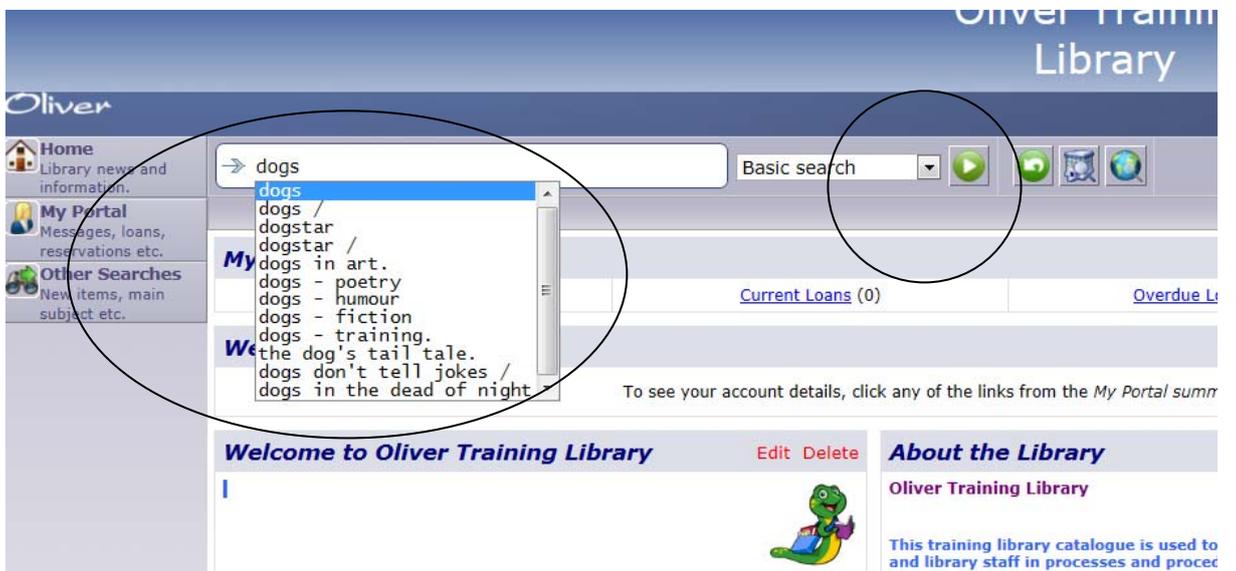
Password

Domain  
ACTEDU ▼

This is a private computer

Logon

- 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.



Oliver Training Library

Oliver

Home  
Library news and information.

My Portal  
Messages, loans, reservations etc.

Other Searches  
New items, main subject etc.

→ dogs

Basic search

dogs /  
dogstar /  
dogstar /  
dogs in art.  
dogs - poetry  
dogs - humour  
dogs - fiction  
dogs - training.  
the dog's tail tale.  
dogs don't tell jokes /  
dogs in the dead of night

Current Loans (0)

Overdue L

To see your account details, click any of the links from the My Portal sumr

Welcome to Oliver Training Library

Edit Delete

About the Library

Oliver Training Library

This training library catalogue is used to and library staff in processes and proces

- 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.

Home  
Library news and information.

My Portal  
Messages, loans, reservations etc.

Other Searches  
New items, main subject etc.

Modify Results  
Refine or Expand the results

WAR

Basic search

Relevance 1-15 of 100

	<a href="#">World War II</a> / [Sally Bullen and Michael Pyne]. (2012)	940.53 BUL <a href="#">Add Review</a>	✓
	<a href="#">World War II</a> / Sean Callery. (2013)	940.53 CAL <a href="#">Add Review</a>	✗
	<a href="#">World War I</a> / [Sally Bullen and Michael Pyne]. (2012)	940.3 BUL <a href="#">Add Review</a>	✓
	<a href="#">Australia at War</a> / John & Jennifer Barwick. (2007)	355 BAR <a href="#">Add Review</a>	✗
	<a href="#">Hitler's Shadow War</a> / McKale, Donald M. (17/03/2006)	<a href="#">Add Review</a>	✓
	<a href="#">World War II</a> / Robert Hillman. (2001)	940 HIL <a href="#">Add Review</a>	✓
	<a href="#">World War II</a> / John and Jennifer Barwick. (1999)	994 BAR <a href="#">Add Review</a>	✓
	<a href="#">World War I</a> / Michael Dugan. (2000)	940 DUG <a href="#">Add Review</a>	✓
	<a href="#">War Horse</a> / Morpurgo, Michael (01/09/2010)	<a href="#">Add Review</a>	✓
	<a href="#">Cold War</a> / Fink, Carole K. (03/12/2013)	<a href="#">Add Review</a>	✓
	<a href="#">Times of War Collection</a> / Morpurgo, Michael (27/09/2012)	<a href="#">Add Review</a>	✓

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.

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Oliver

Home  
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Other Searches  
New items, main subject etc.

Advanced search

Find best match Available copies only Documents Search within current results only Include Non-Physical Items

Title ... enter here Year From - Year To

Author ... enter here Subject ... enter here

Publisher ... enter here Series ... enter here

Types  
AudioVisual  
Book  
Computer file  
eBook

Branches  
Main  
TRAIN

Collections  
All  
Audio Visual  
Big Book  
Christmas time

Welcome to Oliver Training Library

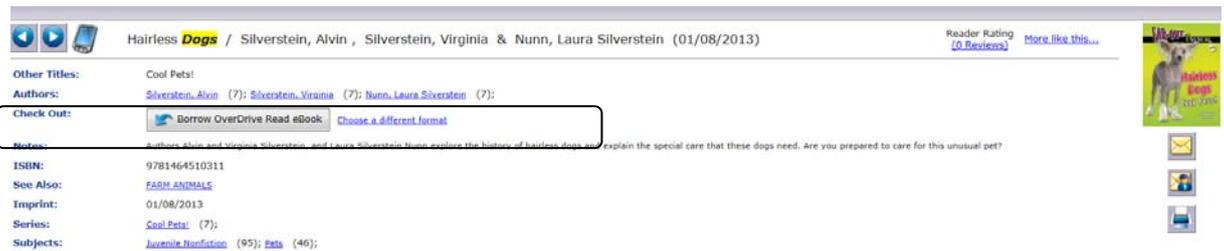
Oliver Training Library  
This training library catalogue is used to train teacher-librarians and library staff in processes and procedures using Oliver Library System.

New Resources  
Here are new ebooks and audiobooks added to the collection in the last 14 days. The books have been placed on a rotating carousel.

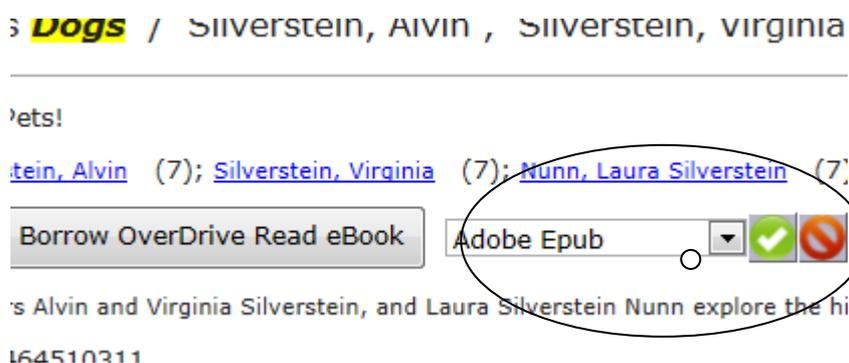
9. To access an eBook, double click the hyperlinked blue title of the record to open the full details of the resource.

[101 Amazing Facts about Dogs](#) / Goldstein, Jack (01/05/2014)

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 Choose a different format 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**.

Harry Potter and the Goblet of Fire / Rowling, J.K.

**Other Titles:** Harry Potter Series, Book 4

**Authors:** [Rowling, J.K.](#) (15);

**Check Out:** [Borrow MP3 Audiobook](#) [Choose a different format](#)

**ISBN:** 9781781102282

**See Also:** [Dystopian fiction](#) [Life on other planets - Fiction](#) [Science fiction](#) [Space - Fiction](#) [Time travel - Fiction](#) [Utopian fiction](#)

**Series:** [Harry Potter](#) (8);

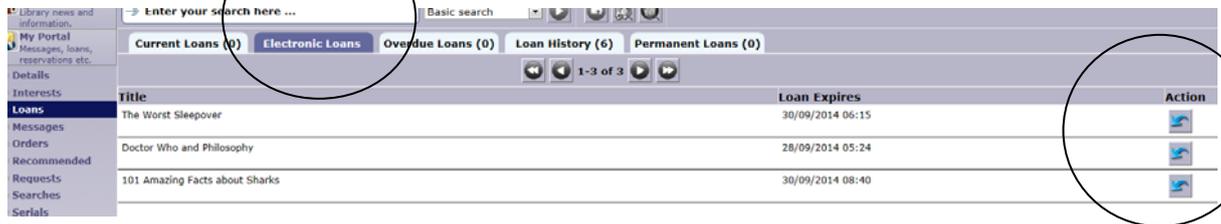
**Subjects:** [Fantasy](#) (580); [Juvenile Fiction](#) (607);

## 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 >

The image shows a vertical navigation menu for the Oliver Library. The menu items are: Home (Library news and information), My Portal (Messages, loans, reservations etc.), Details, Interests, Loans (highlighted in dark blue), Messages, Orders, Recommended, Requests, Searches, Serials, and Other Searches (New items, main subject etc.).

- 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.



Title	Loan Expires	Action
The Worst Sleepover	30/09/2014 06:15	
Doctor Who and Philosophy	28/09/2014 05:24	
101 Amazing Facts about Sharks	30/09/2014 08:40	

- After clicking on the **Action** icon, you will go to the full details screen where you can download or read the item again.



 The Worst Sleepover / Rippin, Sally (01/08/2012)

**Authors:** [Rippin, Sally](#) (26);

**Check Out:** [Download OverDrive Read eBook](#) [Choose a different format](#)

**Notes:** The Hey Jack! adventures are perfect for boys who are desperate to begin reading but are bored by daggy school readers! Jack is having a sleep over at his friend's house! He can't wait. It's going to be the best fun ever...isn't it?

**ISBN:** 9781742739311

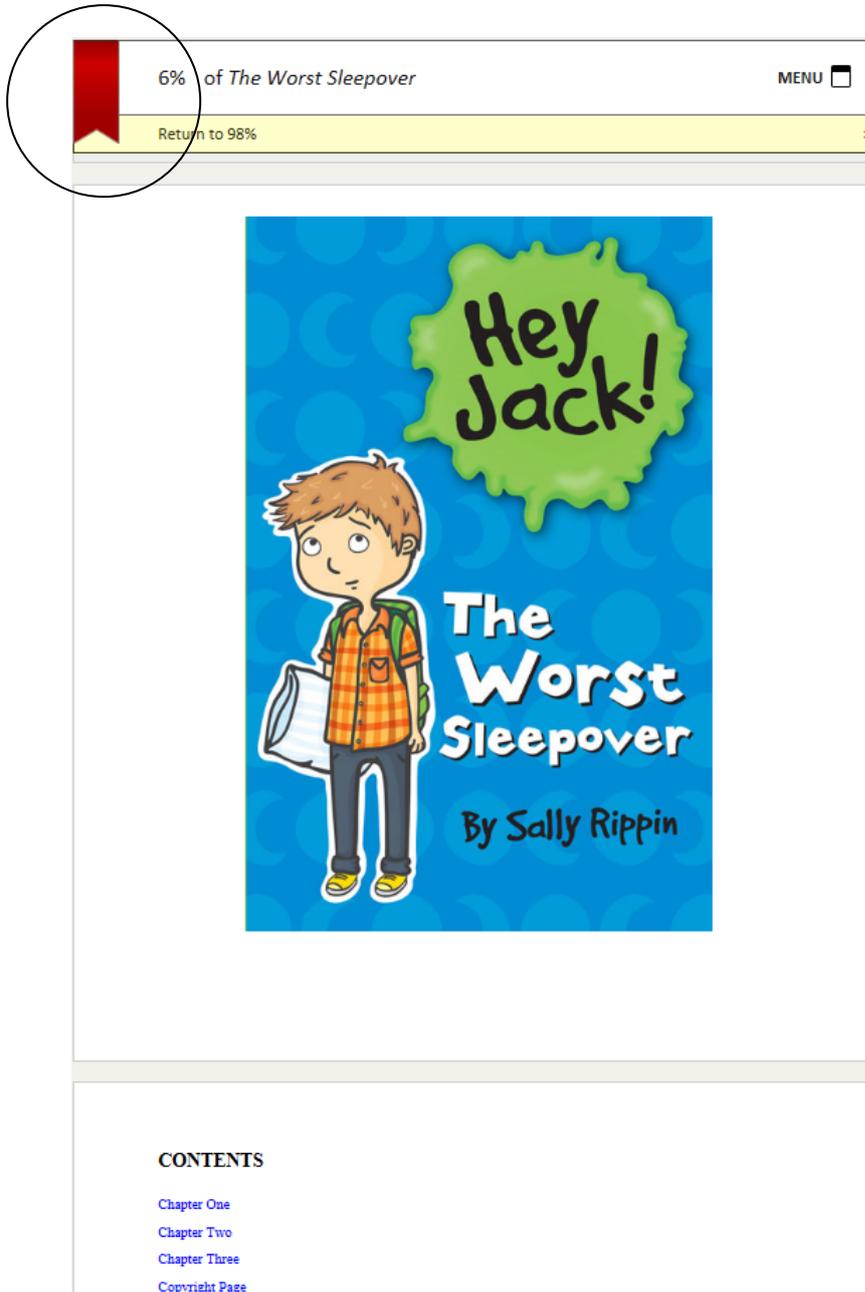
**Imprint:** [Hardie Grant Edmont](#) (162), 01/08/2012

**Series:** [Hey Jack!](#) (15);

**Subjects:** [Juvenile Fiction](#) (607); [Juvenile Literature](#) (246);

- 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.

- 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.



- 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.
- For additional information on OverDrive app see: <http://omc.overdrive.com>