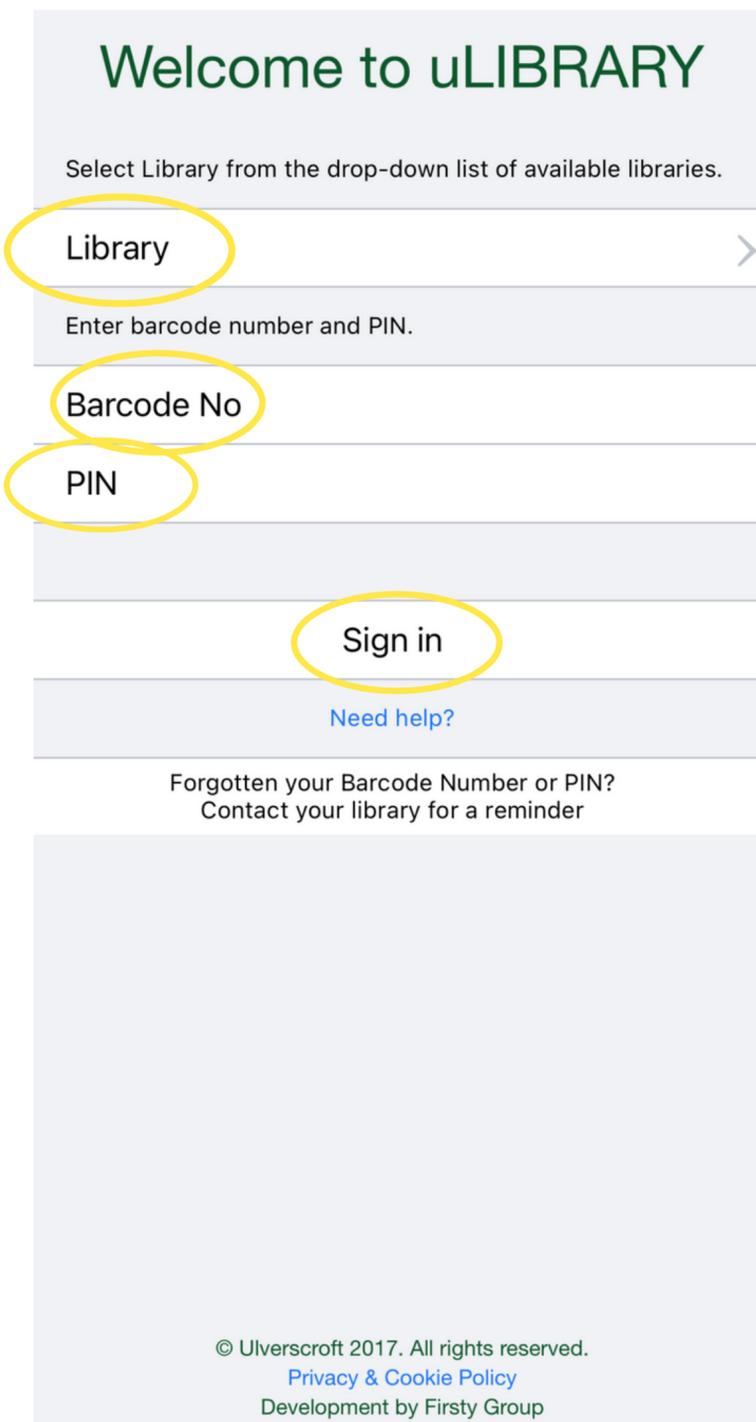


# uLibrary User Guide



## How do I borrow with uLibrary?

On your device download the uLibrary app from the App Store or the Google Play Store

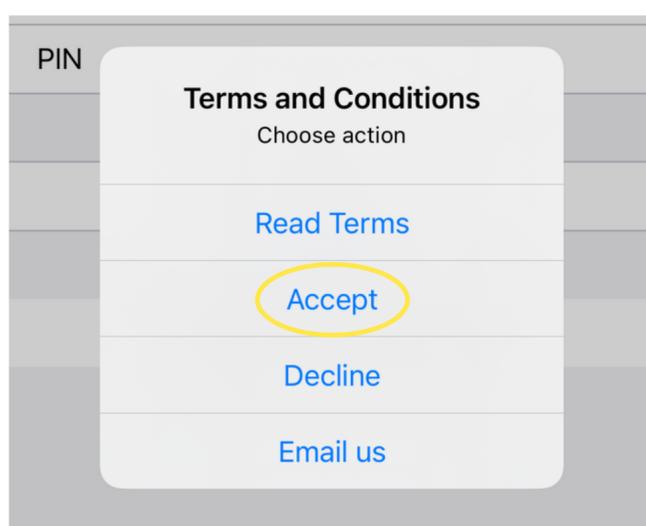


After it is installed, open uLibrary, Tap Library and scroll until you find "Richmond-Upper Clarence"

Enter your Barcode No.  
(This is your member code found on your library card)

Enter your PIN  
Your PIN is your date of birth in the format:  
ddmmyy

Tap "Sign in"



Accept the Terms and Conditions to continue  
It gives you the option to Read Terms first, if you wish

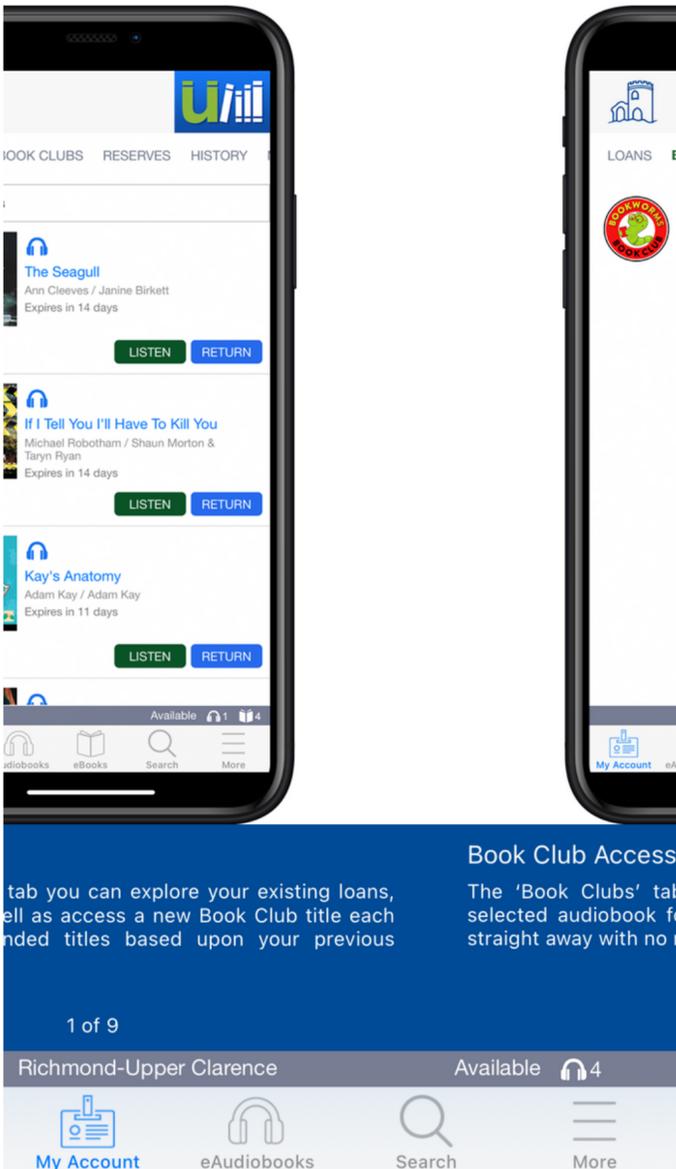
If you decline, you will not be able to use the app



Swipe through the uLibrary hints and read them

These will help you use the app!

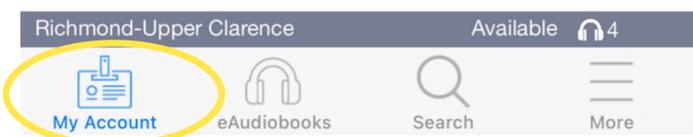
Tap "Back" when you've finished reading

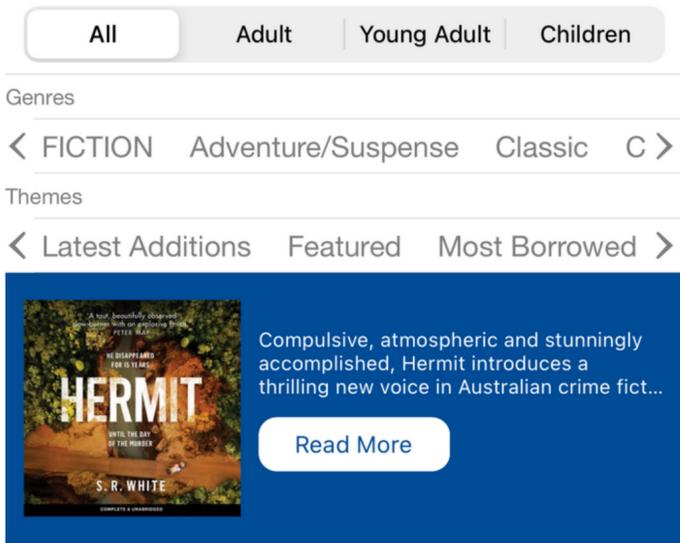


This is your account screen

From "My Account" You can see your loans, Book Clubs, reserves, history and suggested next reads

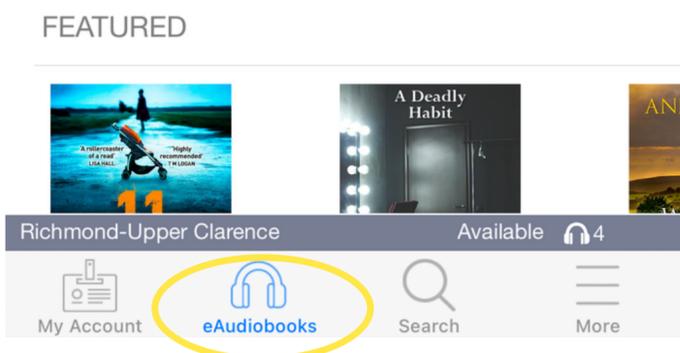
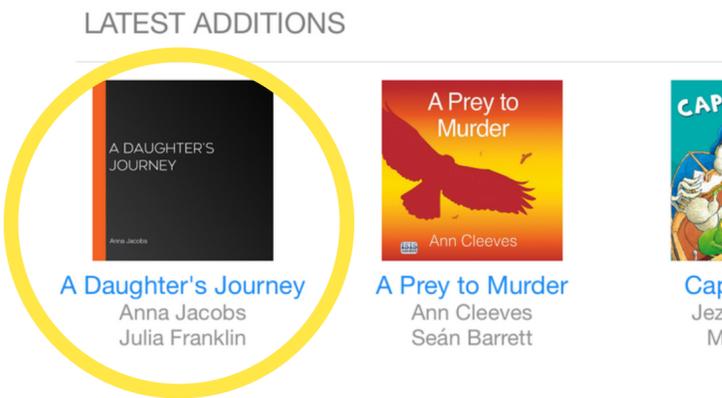
You can also navigate to the eAudiobooks page where you can browse audiobooks to listen to and navigate to the search feature if you would like to search for a specific title



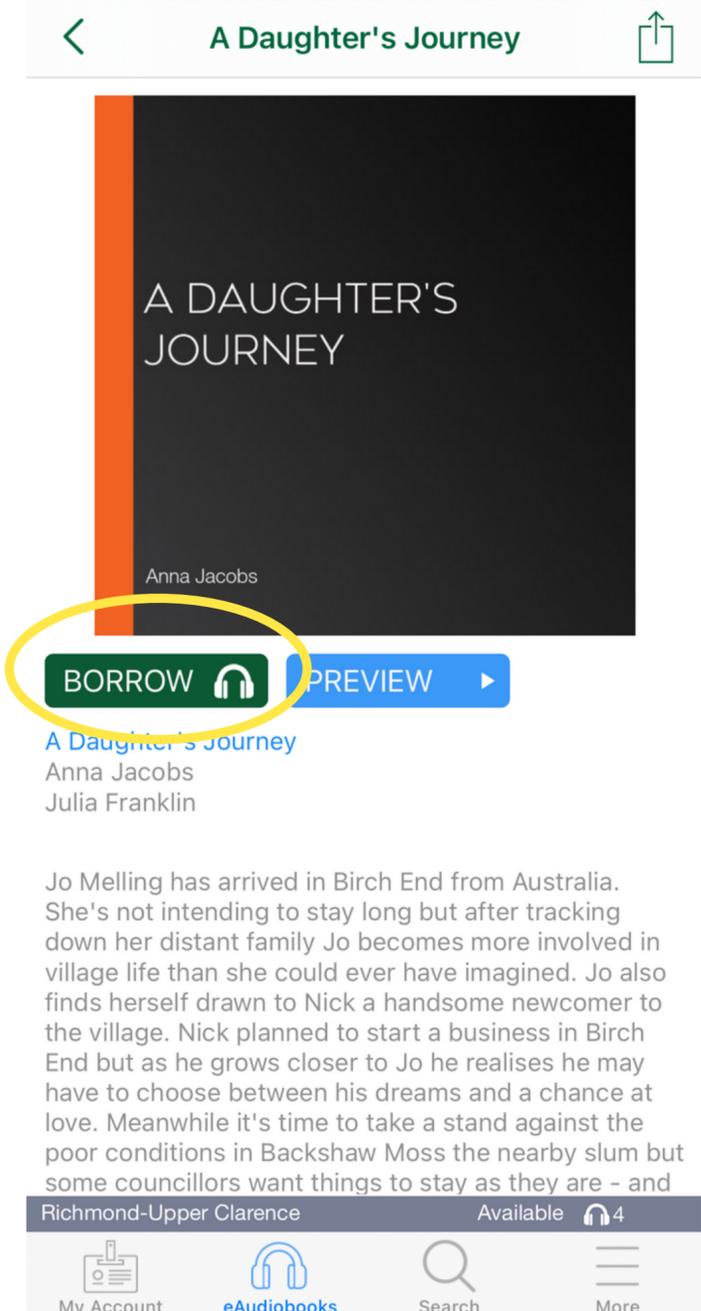


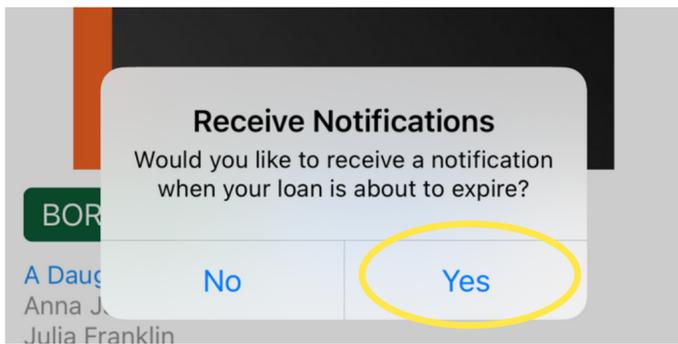
Tap eAudiobooks to browse all titles

Tap on an eAudiobook cover to preview/borrow the book

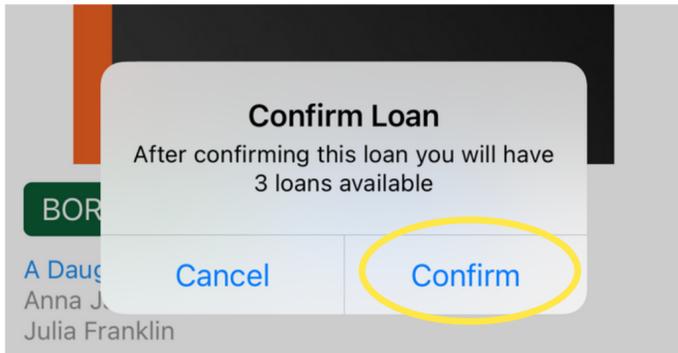


Tap Borrow if you would like to borrow the selected eAudiobook



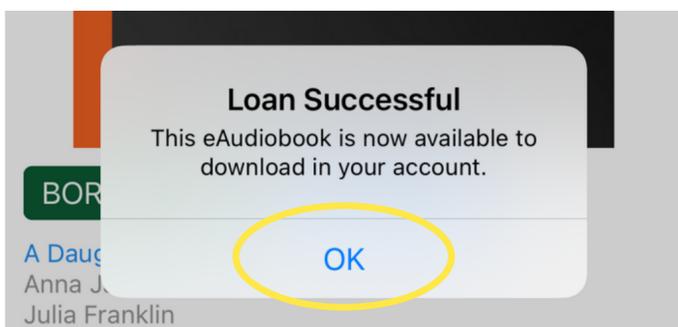


If you'd like to receive notifications, tap "Yes"



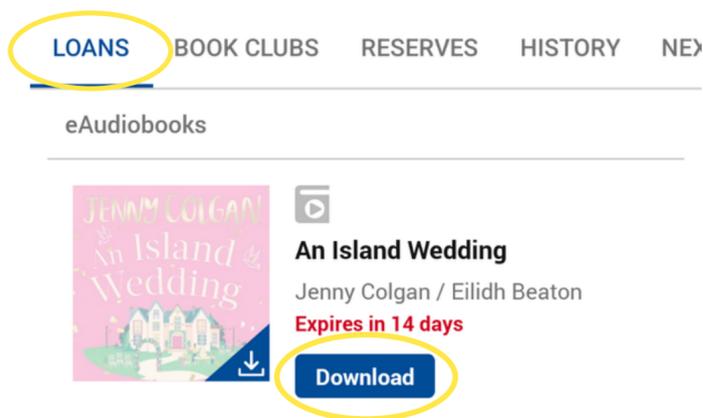
On uLibrary, you can have a maximum of 4 loans at a time

Tap "Confirm" to proceed



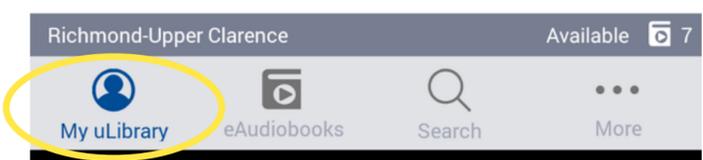
If you see this prompt, your loan has been successful!

Tap "OK"



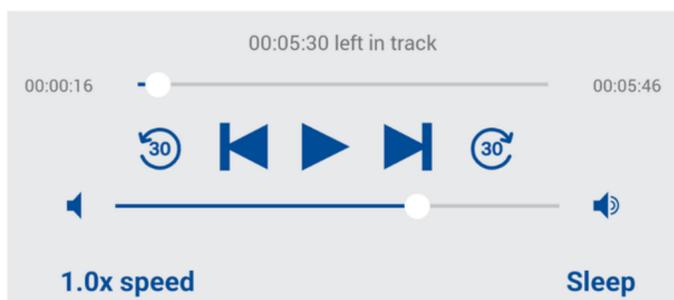
If you navigate back to the "My Account" screen and the loans tab you will now see your loan

Tap "Download" to begin downloading your eAudiobook. The eAudiobook will be streamed while it is downloading.





A progress bar shows the download status.

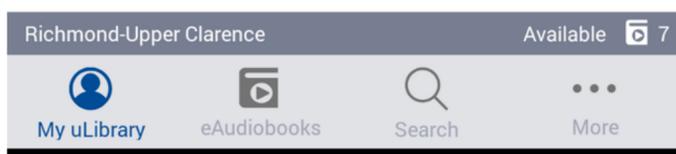


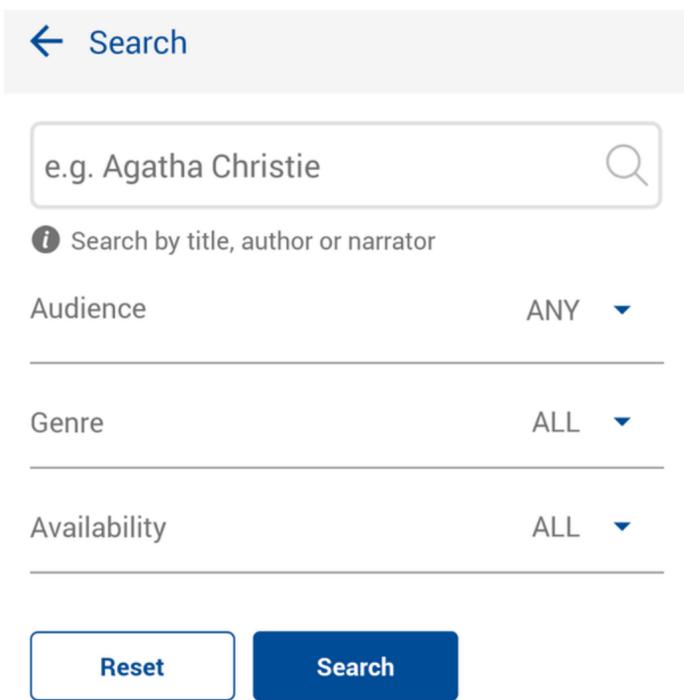
LOANS BOOK CLUBS RESERVES HISTORY NEXT

eAudiobooks



Once the eAudiobook has fully downloaded, the button will change to "Listen", the cover will become full coloured, and a grey tick icon will appear above the title.



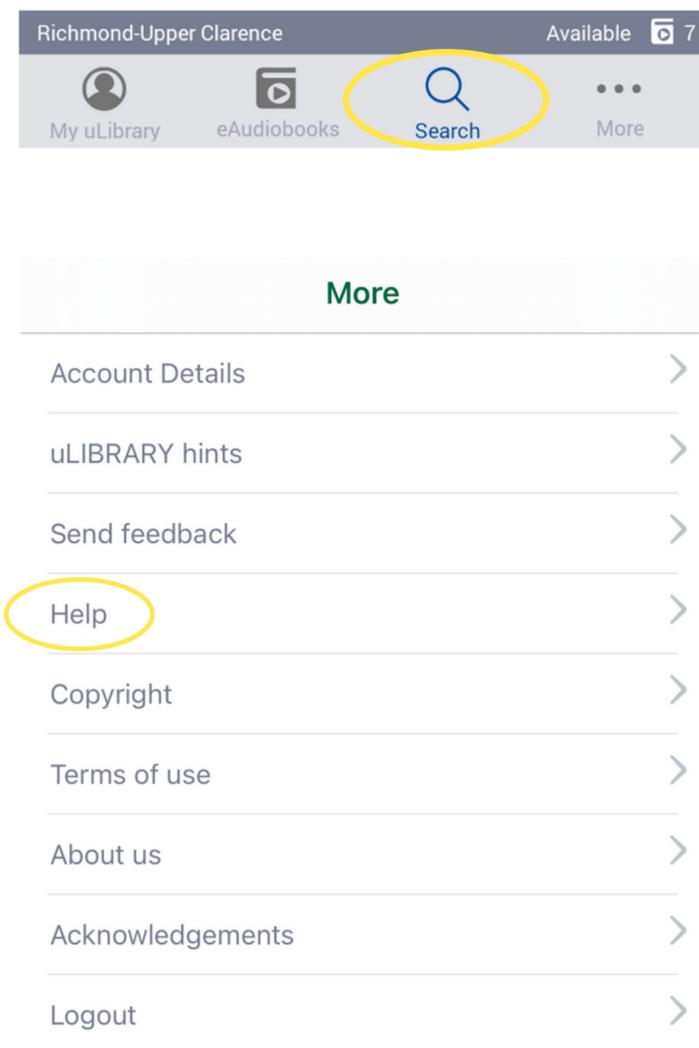


If you would like to search for a specific title or author, tap "Search" from the lower menu

uLibrary search requires titles and author's names to be spelt correctly - if there is an error it won't show the result so be sure to check your spelling

Type the title or author in the field shown and tap "Search"

If you find a title you would like to preview/borrow, tap on its cover and follow the steps for borrowing from earlier



If you need further help, tap "More" from the lower menu

and then tap "Help"

