



# **Baobab Ebooks**

## **Patron's User Guide**

**October 2017**



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## Access

To access the eBook delivery platform and catalogue go to <http://koha.baobab-ebooks.com/>

### Software requirements for reading online

To access a title online in online e-reader you will need the latest version of Adobe Flash Player installed on your device. You can download Adobe Flash Player here: [get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

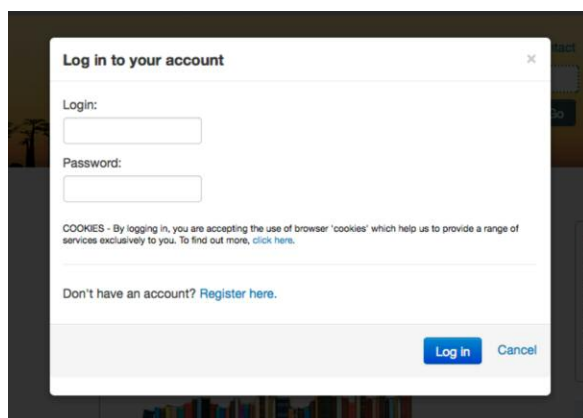
### Software requirements for downloads

To download a title you will need an e-reader. There are several options open to you and all those listed below can be downloaded for free:

- The following work on Windows, iOS and Android systems:
  - Adobe Digital Editions or Adobe Reader. You can download Adobe Digital Editions here: <http://www.adobe.com/uk/products/digital-editions/download.html>. For Adobe Reader go to <http://get.adobe.com/uk/reader/>.
  - Blue Fire - <http://www.bluefirereader.com>

### Self-registration

If your students are using the Self-Registration method of authenticating their access to the Baobab Platform they should complete the following steps:



Log in to your account

Login:

Password:

COOKIES - By logging in, you are accepting the use of browser 'cookies' which help us to provide a range of services exclusively to you. To find out more, [click here](#).

Don't have an account? [Register here](#).

Log in Cancel

- Go to the homepage
- Click 'Login to your account'
- Select the 'Register Now' link
- Complete the form (All sections in red MUST be completed)
  - Email addresses used to register must be those affiliated to the university.

*(Self-registration continues on the next page)*

*(Self-registration – continued)*

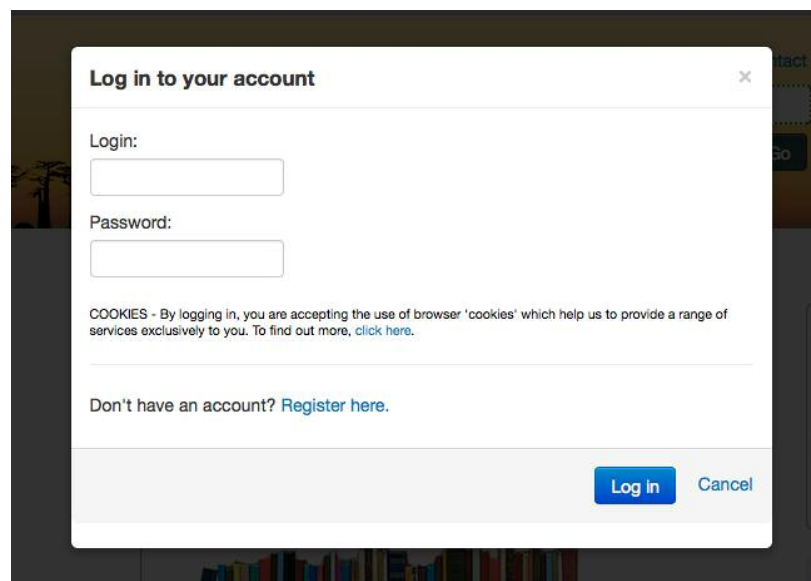
**Verification:**

Please type the following characters into the preceding box: **MMRXY**  
Note: The preceding box is case-sensitive. Ensure that the entered characters are in all-caps.

- Enter the Verification code – which can be found in **bold** below the Verification request box.
- Click 'Submit'
- An email will be sent to the account used to register (from [librarian@baobab-ebooks.com](mailto:librarian@baobab-ebooks.com)). Go to the email and click the link. This will send you back to the Baobab site, detailing a username and password. These are your user name and password to access Baobab

## Login

Login to Baobab via homepage (<http://koha.baobab-ebooks.com/>) by entering your username and password in the boxes:



**Log in to your account** ×

Login:

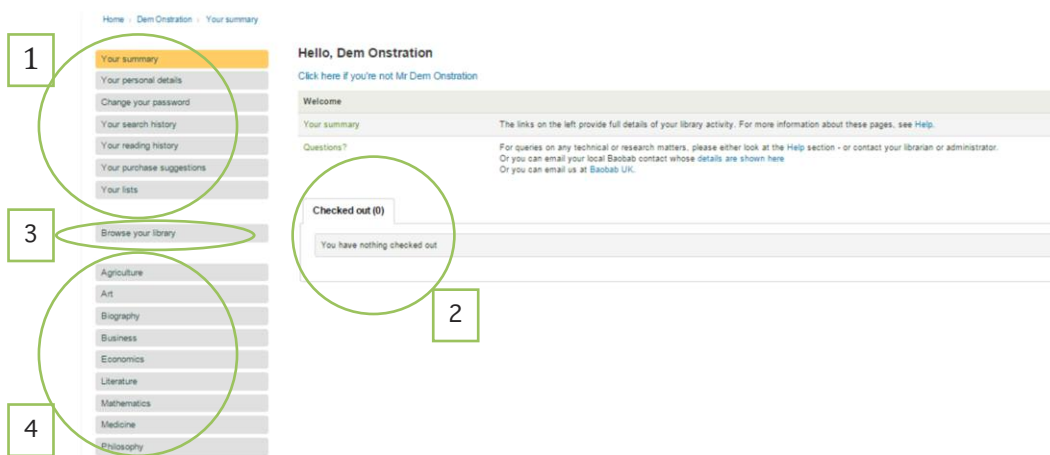
Password:

COOKIES - By logging in, you are accepting the use of browser 'cookies' which help us to provide a range of services exclusively to you. To find out more, [click here](#).

Don't have an account? [Register here](#).

## Your Summary Page

Once logged in you will be directed to the 'Your Summary' page.



This page records all your personal information and activity on Baobab.

1. Links to other pages, relevant to your account are visible on the left of the screen. The subject category icons are also visible on this page.
2. Details of all the titles currently checked out against your account are listed on this page.
3. Browse your library – allows you to browse only the titles available within your library.
4. Links to subject searches across the whole catalogue.

## Your Personal Details

Personal details of the account holder can be updated via this link. All fields in red are required and MUST remain completed.

Home > Register a new account

Browse your library

- Agriculture
- Art
- Biography
- Business
- Economics
- Literature
- Mathematics
- Medicine
- Philosophy
- Politics
- Religion
- Science
- Technology

### Identity

Salutation:

**Surname:**  Required

**First name:**  Required

Date of birth:  [Clear date](#)

Initials:

Other names:

Female:  Male:  N/A:  Required

### Main address

Street number:

Address:

## Change Your Password

Your password can be changed here. This enables the patron to make the password more memorable. The password must be at least 8 characters long.

Home > Dem Onstration > Change your password

- Your summary
- Your personal details
- Change your password**
- Your search history
- Your reading history
- Your purchase suggestions
- Your lists

Browse your library

- Agriculture

### Change your password

Your password must be at least 8 characters long.

Current password:

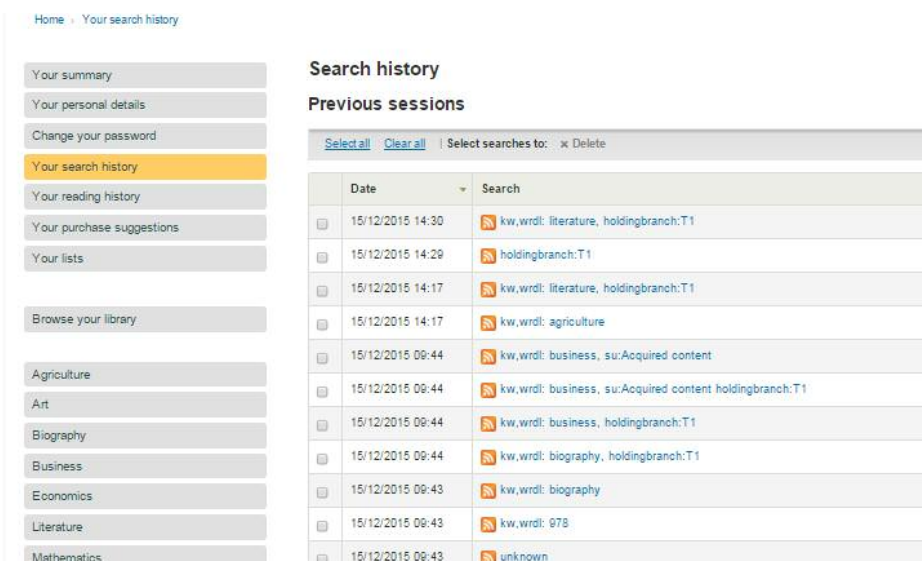
New password:

Re-type new password:

[Cancel](#)

## Your Search History

All searches made through your account are logged here. This enables the user to re-use searches to pull up the same list of titles used previously without having to remember all the search terms used.

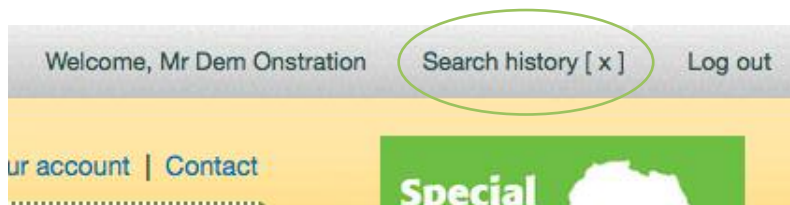


Home > Your search history

Your search history

Date	Search
15/12/2015 14:30	kw,wrdl: literature, holdingbranch:T1
15/12/2015 14:29	holdingbranch:T1
15/12/2015 14:17	kw,wrdl: literature, holdingbranch:T1
15/12/2015 14:17	kw,wrdl: agriculture
15/12/2015 09:44	kw,wrdl: business, su:Acquired content
15/12/2015 09:44	kw,wrdl: business, su:Acquired content holdingbranch:T1
15/12/2015 09:44	kw,wrdl: business, holdingbranch:T1
15/12/2015 09:44	kw,wrdl: biography, holdingbranch:T1
15/12/2015 09:43	kw,wrdl: biography
15/12/2015 09:43	kw,wrdl: 978
15/12/2015 09:43	unknown

The Search History link is also in the top ribbon.



## Your Reading History

Lists all titles previously checked out by the patron.



Checkout history

Order by date

Showing last 50 items. Show all items

Title	Item type	Call no.	Date	Links
Learning Outside the Primary Classroom Selgwick, Fred	2 hour ebook loan		(Checked out)	Read Now

## Your Purchase Suggestions

Enables users to make purchase suggestions for titles that the institution hasn't purchased. The purchase request is submitted to the acquisition librarian who can then make the decision on whether to purchase the title.

## Your Lists

Allows you to create private and public lists.

### *Private Lists*

These can be created by the individual user to store together titles which they have found useful in a particular subject area or for a particular project or module. It makes the titles easier for the to refer back to at a later date.

### *Public Lists*

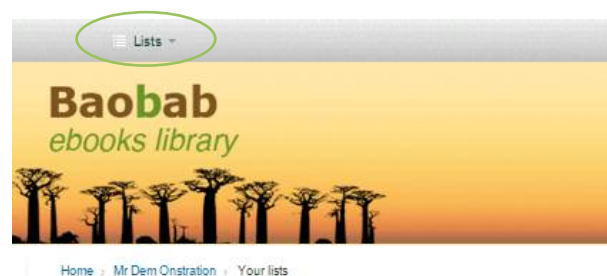
These can be used by professors and lecturers to group together books to be used in a particular module or course. The list could be titled by the course name and used to build the course reading list.

### *How to create a list*

- Select the My Lists tab
- Click 'New List'
- Type the list name
- Select how your list should be sorted
- Category is either Private or Public \*\*
- Set the permissions
- Save



The list can be viewed through My Lists tab or the Lists icon in the ribbon



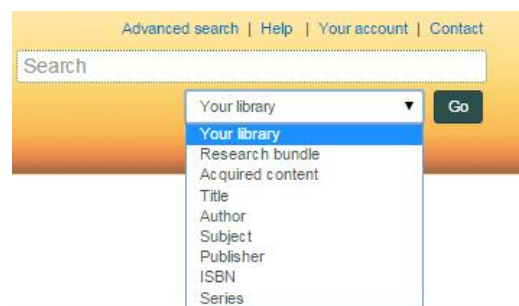
\*\* it is important to make the list private if it is for personal use



## Searching

### Basic Search

To conduct a basic search type the search term into the search bar. This will bring back all results where the search term appears. To narrow the search, look at the Refine the Search links on the left. You can conduct a narrower search direct from the search bar by using the dropdown menu below the search bar.



For example:

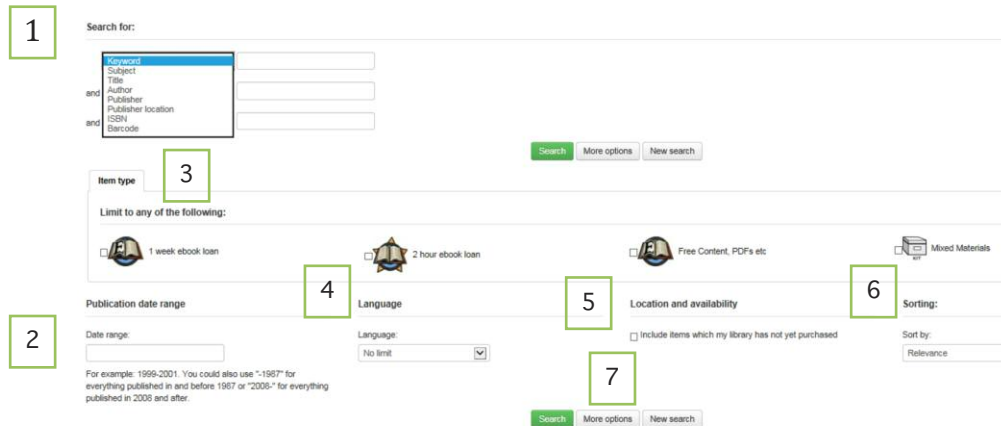
#### *Search by Author*

- Type the author name into the search bar
- Select 'Author' from the dropdown menu
- Press Go
- If more results than just your author come up then use the Refine Your Search, either by finding the author with their forename or by subject areas

#### *Search by Subject*

- Type the subject area into the search bar
- Select 'Subject' from the dropdown menu
- Press Go
- To further narrow this search review the Refine this Search action box.

## Advanced Search



The screenshot shows the Advanced Search interface with the following numbered callouts:

- 1**: A dropdown menu for search criteria, currently showing 'Keyword', 'Subject', 'Title', 'Author', 'Publisher', 'Publisher location', 'ISBN', and 'Barcode'.
- 2**: The 'Date range' input field.
- 3**: The 'Item type' section, which includes checkboxes for '1 week ebook loan', '2 hour ebook loan', 'Free Content, PDFs etc', and 'Mixed Materials'.
- 4**: The 'Language' dropdown menu, currently set to 'No limit'.
- 5**: The 'Location and availability' section, including a checkbox for 'Include items which my library has not yet purchased'.
- 6**: The 'Sorting' dropdown menu, currently set to 'Relevance'.
- 7**: The 'More options' button, which is used to access advanced search settings like Boolean operators.

- 1. Drop down menu:** You can choose to search by keyword, subject, title, author, publisher, publisher location, ISBN, barcode.
- 2. Publication date range:** Allows you to search by publication date.
- 3. Item type:** Allows you to limit the search to files available for 1 week loan, 2 hour loan, free content or mixed materials.
- 4. Language:** A drop down menu with a list of languages is available to choose from.
- 5. Location and availability:** Tick the box to include titles not yet purchased by your library in the search.
- 6. Sort by:** A drop down menu allows you to select the order in which the search results will appear.
- 7. More options:** This includes the possibility of entering more keywords and of refining the search by subtype limits. It is here that you can change the Boolean Operators – 'And', 'Or', and 'Not'.

## Accessing a title

Once a title is selected information is displayed including title, author, publisher, subject areas and content (where available) on a title information page.

## Title information page

The screenshot shows the title information page for 'Learning Outside the Primary Classroom' by Fred Sedgewick. On the right side of the page, there is a box labeled '1' containing a list of actions: Read Now, Download, Print, Save to your lists, Save record, and More searches.

1. *Action Box*: Lists all the actions available for this title.

Item type	Status	Date due
1 week ebook loan	Available	
1 week ebook loan	Available	
1 week ebook loan	Checked out	21/12/2015

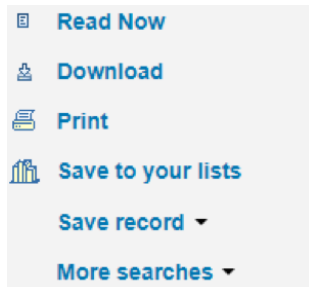
2. *Item type*: Details how long the loan period is set for. The loan period is determined by your librarian.

3. *Status*: Indicates whether a title is available to borrow. If it is already checked out, the record will be marked.

4. *Date Due*: provides information on when the item will be returned, if currently on loan.

## Borrowing Options

All Borrow options are available via the Action Box.

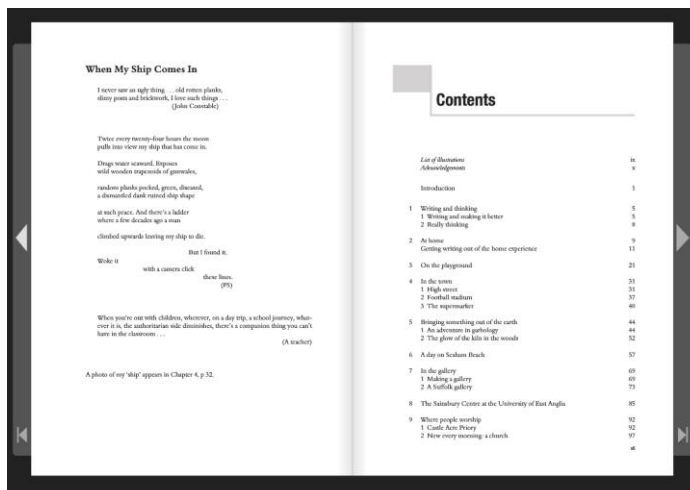


\*\*Note that when you select 'Read Now' or 'Download' options, the title will be automatically checked out against your account.

## Read Now

This opens in the Baobab online reader. You are able to view single or double page spreads, magnify and search across the text.

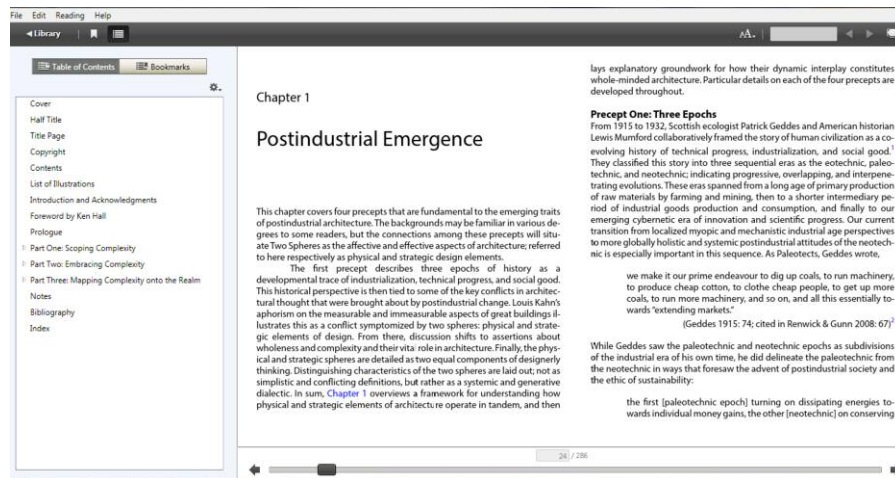
\*\*Note that you need to have the latest version of the Adobe Flash Player installed on your device to view the title in the online e-reader (see Software requirements for reading online – Page 2).



## Download

If the Download option has been selected, the title will open in your preferred digital reader (see Software requirements for downloads – Page 2).

**\*\*Note that on computers provided in your library, the download link may not be available. Use the Read Now option instead.**



## Return this Title

You can return the title directly from Online Reader or from your preferred digital reader when downloaded.

You can also return the title from Your Summary Page. Find the title you wish to return in the list of checked out items and select 'Return this title' from the drop-down menu next to it.

Checked out (1)				
1 Item(s) checked out				
Title	Due	Call No.	Fines	Links
Learning Outside the Primary Classroom Sedgwick, Fred	26/11/2015 14:00		No	<a href="#">Read Now</a> <a href="#">Download</a> <a href="#">Return this title</a>


**\*\*Note that all the borrowed titles will be automatically returned when the loan period expires.**

## Additional Functions

### Place Hold *(functionality to be reviewed)*

Allows you to reserve a title that is currently checked out by another user. The Place Hold option will only appear in the Action Box if the title is currently checked out. If it is available the Place Hold link doesn't appear.

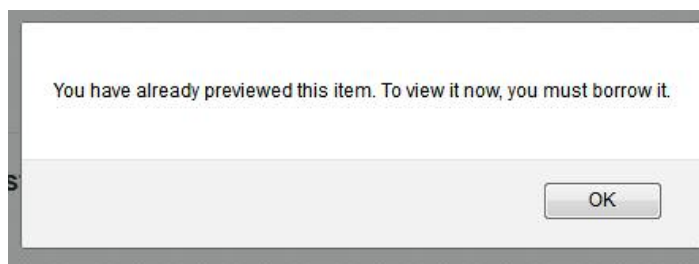
#### Confirm holds for: Dem Onstration (58)

Hold	Title	Hold not needed after	Place on	Pickup location
<input checked="" type="checkbox"/>	<a href="#">Two spheres .</a> , by Bachman, Leonard R.	<input type="text"/>  <a href="#">Clear date</a>	<input checked="" type="radio"/> Next available copy <input type="radio"/> A specific copy	Kenya 1 ▾

[Place Hold](#)

### Quicklook

This preview functionality allows you to view a selected title once and for a maximum of five minutes through the Online Reader. The print / copy and paste functionality is disabled. A title previewed in this way does not constitute a loan. If you attempt to access again, you will receive the following message:



### Print

Allows you to print the title information.

### Save to your list

Allows you to create private or public lists. These may be useful for the creation of reading lists, especially for student personalised dissertation / thesis reading lists.

See previous section on creating lists

### Save Record

Saves the bibliographic information on a title in a variety of formats.



### **More Searches**

This functionality allows you to search for the title information in other global catalogues. You won't be able to access the title outside the Baobab platform.

### **Training**

Training modules can be found online at [www.baobab-ebooks.com/support](http://www.baobab-ebooks.com/support)

Training modules are currently provided in the following areas:

- Getting Started
- Basic Search
- Advanced Search
- Borrow
- Place Hold
- Make a Suggestion

Additional Training Support:

- Tips for Trainers

Training modules are being regularly being added and updated.

Visit Baobab YouTube channel to view step-by-step tutorial video instructions: [www.baobab-ebooks.com/platform/training-videos](http://www.baobab-ebooks.com/platform/training-videos)