

St Aloysius' College Digital Library Getting Started

<u>Access</u>

You can access you eLibrary via Desktop browsers (eg. Chome, Safari, IE) or Mobile Apps (IOS and Android) by clicking on the relevant links below:

iOS devices Android devices Windows device

Finding your library

Once you have installed the ePlatform App onto your device, the first step is to find your library. You will be prompted to **Find Your Library** (St Aloysius College).

<u>Login Details</u>

Username: your personal College email address

Password: Changeme12345

Please change your password once you've logged on. This can be done by clicking your name icon on the top right-hand corner and selecting **Change Password**.

Looking for a book in your library

To find a book in your eLibrary there are many options. You can:

- browse eBooks and Audiobooks by clicking on the Browse icon at the bottom of your screen
- look for a specific book via the **search field**

• use the **advanced search** function to look for books via title, ISBN, author or publisher

If your book does not show up, you can request the book via Miss Lapping.

Borrow an eBook or Audiobook

Every title you see displayed is in your eLibrary, most titles should be available for you to borrow, however some will be 'greyed' out and thus have already been borrowed by someone else.

The number of loans per month are limited, so before you borrow please **Look Inside** and read the first few pages of the book to see if you'd like to read on. For Audiobooks you may listen to an excerpt. This helps limit unneeded borrows.

Once you've decided on an eBook or Audiobook, just click on the book you want to loan in your eLibrary and click **Borrow**.

If the book is not available at the moment, it will give you the option to **Reserve** the title. It will be added to **My Loans** and accessible for you to read as soon as it is available again.

Return an eBook or Audiobook

If you want to return an eBook or Audiobook before it is due, simply go to **My Loans** and click **Return**.

If your loan-period is expired, the book will be returned to the library, so you don't have to worry about books being overdue.

You can read and listen to an eBook or Audiobook for two weeks before it is to be returned to the library.

To cancel a reservation, a **Cancel Reserve** button is displayed next to the book cover in your shelf.

Need more support?

Click on **Support** so see FAQ's, helpful tips and more detailed user guides.

If there's anything you would like help with, please email Miss Lapping at klapping@staloysius.org