

e-book/Audio Book Frequently Asked Questions

Where can I get general information on ebooks and audio books?

One way is to log into your school library. Click on the ebook/audio book icon that



appears to the right of the school photo:

Where can I get step-by-step instructions on how to use e-books/audio books on a computer or on a portable device?

Log in to your school library. Click on the **Help Sheets** link under the school photo:



Who can help me with using e-books if I get stuck?

In September 2017, we will have an amazing elementary TL team supporting all elementary schools. The TL assigned to your school will be able to help you. As well, I have gone over e-books and audio books at some of the district IT Contact meetings, so your school IT Contact person will be able to help as well. I have also provided in-service to the library clerks.

Where can I access these e-books?

You can access them at school, or on any computer in the world. You can also access them on portable devices, if you install three apps. I have made a help sheet specifically for both of these.

How do I access our District's Elementary e-book collection?

I have made a help sheet specifically for this, but basically you log into your school library, click on **Catalog**, then on **Destiny Discover**. This enables you to see the

collection of e-books. You can also access e-books through **Catalog**, then **Library Search**, and typing in a subject. The titles displayed, however, are not sorted by type, i.e, print titles, e-books, kits etc. are intermingled in the results list.

How many people are permitted to borrow an e-book at one time?

The publishers decide on how they license the use of their e-books. Often they are available in both a single user version, and a multi user version. In order for me to share the e-book titles I purchase across the district on our District Follett ebook Shelf, copyright restricts me to single user versions. The only place that multi user versions can be placed is on an individual school's unique Follett ebook Shelf (has a unique URL.) If certain titles become popular I will purchase more single user copies of them for the District Follettshelf from the LRC budget. If there is a particular e-book title that you would like multiple users to access, then talk with your new Teacher-Librarian assigned to your school and he/she will be able to purchase it for your school. Only the users in your school will have access to the title, and with the bonus of multi-user permissions.

How many e-books may I borrow at one time and for how long?

You may borrow up to 5 Follett e-books at a time, plus an additional 3 Overdrive e-books. Students may borrow 2 Follett e-books and 3 Overdrive e-books at a time. The borrowing period is two weeks. I will adjust these in the future if necessary. You can return ebooks early. I recommend that you do this if you are done with them, to make them available to other users, as well as to enable you to sign out new ones if you are at your limit. Borrowing limits can also be set in the Follett system by your new Teacher-Librarian.

Can I project the e-books onto my Smartboard/White board?

Yes! This is a fabulous use of them for generating class discussions. When the new science kits were created for the LRC, I purchased many non-fiction ebook titles, to go along with the print titles in the kits.

Why is it that some titles don't have a cover image and the French accents are incorrect?

When I import the titles not all of the cover images import correctly, and many of the French accents turn to gibberish. To fix these issues I have to go into each title's electronic record and add the image, as well as fix the accents, and this takes time. The e-books themselves, however, are just fine.

Why do some e-book titles have a small blue E icon beside them and others a small green E icon?

I basically purchase e-books from two sources: Follett, that produces the Destiny software that our libraries and LRC are automated with, and Overdrive. Follett e-books have the green E icon and their titles import fairly easily into our system, with little or no tinkering. Overdrive e-books, which have the blue E icon, have just recently, within the last year or so, been said to be "fully compatible" with our Follett Destiny software. They have been set up to integrate into our Destiny system so that when you click on **Destiny Discover**, they appear integrated with the Follett e-books. When you want to open one, you do not have to log in again to access them.

A current glitch that occurs, as of June 2017, when opening Overdrive e-books, is that you are taken to the Overdrive landing page where our Overdrive e-books are hosted, instead of the e-book opening directly as it should. You have to type the title in again in the search bar at the top of the Overdrive webpage. This glitch occurred during our last Follett Destiny upgrade, and Follett has promised us that it will be fixed in the next upgrade this summer (2017.)

You will notice that when you click on a Follett e-book that the tab on the top of the screen indicates you are accessing that e-book title from Follett's server. When you click on an Overdrive e-book a new window opens and the tab indicates that you are now in our collection of Overdrive ebook titles hosted on Overdrive's server. Once in our Overdrive ebook collection website you can search for more Overdrive titles that we own. Note that our Follett e-books are not hosted on the Overdrive site, just the Overdrive titles.

Why do you buy Overdrive titles if they take a lot more behind the scenes work to integrate and fix up, take us to a different site and have slightly different tools?

Overdrive is the largest digital content supplier in the world. Publishers decide who they are going to distribute their titles to, and Overdrive is the choice of many. Hence, I am able to get digital titles through Overdrive that I cannot get through Follett. Overdrive also has a large number of fiction and non-fiction "Read along" titles in English that will

support our struggling readers. They also have several “Read along” French fiction titles that I cannot get through Follett. (French teachers: note that Overdrive has very few French non-fiction titles, and I have purchased all 30 that looked relevant. They were only available in pdf format that is not as versatile, and requires Adobe Acrobat Editions to be installed on the computers they are downloaded on if you want to return them early. I asked the IT department to install Adobe Digital Editions on all the school servers and they have done this. Before this it was not possible to return a pdf e-book early. Be sure to check out the 140 some Paul et Suzanne titles – yes, some records may need fixing but they play well. I will keep searching for good titles!)

The big news is that a year ago Follett purchased Baker and Taylor, another huge book distributor in the United States. I am hoping this will increase the digital titles I am able to get through Follett.

Do all Follett e-books have text-to-speech?

Unfortunately no, and the text-to-speech is computerized and not perfect. In addition, you can't tell which Follett e-books have text-to-speech until you open them. I have asked Follett for this to be added to their next upgrade. If a title does have text-to-speech, when you open it you will either see a play button on the bottom navigation bar, to the left, or a speaker icon on the bottom navigation bar to the right.

What are Overdrive Read Along e-books?

These are e-books that come with professional narration that you can turn on or off. Whenever available this is the format I purchase. Unfortunately, when searching in Destiny, you can't tell if it is a read along title until you click on it and then “Additional Info” or open the book. If you open an Overdrive e-book, however, you are taken to the Overdrive website that hosts our Overdrive e-books, and the titles there display with “Read along” in a black ribbon across the cover page of the book.

I will add more questions and answers as they arise.

Joan Pearce, LRC Teacher-Librarian