# The Robert Burns Academy eBook Collection

We are building our own collection of eBooks with the VLeBooks platform which has been developed for schools, colleges and universities and can be accessed on Glow.

Our collection includes fiction, non-fiction, textbooks for classes and revision guides. For some popular authors it is still better value to buy print copies so apologies if your favourites are not there (check EA Libraries' Borrowbox for them instead). Some titles will also be restricted to online reading instead of downloading due to licence details.

Loan limits are set at one or two books per user. If a title can be downloaded the normal loan period will be a maximum of 3 weeks (21 days). Some titles can be downloaded for longer.

## **Accessing VLeBooks:**

The VLeBooks tile can be found in the Robert Burns Academy Glow Launch Pad. You can then add the tile to your own Launch Pad for easy access.



You can browse categories or featured books and use the search function at the top of the screen.

Links to Library Lists of similar book types can be found in the Library Team, Public – Library Catalogue and the Library Blog. You can create your own bookshelves or library lists.

Clicking on a book will give you more information and options to read the title online or download it (if available). Downloaded titles can't be read after the due date expires and can be deleted from your device.

You can also search for eBooks or browse the VLeBooks reading list in the Library Catalogue. You will need to open VLeBooks separately to borrow the titles.

### **Apps and Reading Offline:**

Users can also install the Adobe Digital Editions app to be able to download and read eBooks offline. Use your Glow email to sign up.

The Help button on the main menu has more tips on using the site.



# Using the Online Reader:



Menu options can be opened and hidden by clicking the icons in the sidebar.

Move through the book using the forward and back arrows at the top or by scrolling with the mouse.

You can search for particular words which will give a list of pages with the results highlighted.

A dictionary function is available to check meanings of words.

You can also add bookmarks, highlights and your own notes which will be saved to your account.

### **Accessibility Functions:**



Clicking the Accessibility Settings link allows you to change the text and font settings for the VLeBooks home page to make it easier for you to navigate.



The top bar menu of the online reader allows you to choose a different background colour or overlay and change the page layout among other features.



To have the page read to you click the Read Aloud icon at the top right corner. You can adjust the volume, pause, rewind and fast forward.