



Harvard Public Library

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Axis 360

eBooks and eAudiobooks on Apple iOS Devices



Enjoy eBooks and downloadable audiobooks from the Harvard Public Library and the Commonwealth eBook Collections program with the new **Axis 360** app! The **Axis 360** app links your device to the Harvard Public Library's Axis 360 collection and allows you to discover, download and read eBooks and eAudiobooks on the go.

The Axis 360 collection may be browsed online at <http://harv.axis360.baker-taylor.com/> or by going to our website www.harvardpubliclibrary.org and clicking on **eBooks**. You may also search the collection through the **Axis 360** app.

The **Axis 360** collection contains thousands of popular fiction and nonfiction titles for children, teens and adults from leading publishers such as Penguin Random House, MacMillan, HarperCollins, Hachette and Simon & Schuster.

Getting started:

1. Install the **Axis 360** app

- Go to the Apple App Store and search for the free **Axis 360** app.
- Tap **Get**, then tap the **Install** button to download
- Tap **Open**. The app will open with a tutorial.
- Swipe left for tutorial pages or get started by tapping **Skip to find your library or school now** at the bottom of the screen.
- Type Harvard Public Library in the **Search for My Library** search box and tap search. Next, tap on Harvard Public Library.
- Enter your Library ID (barcode) and PIN and tap **Login**.

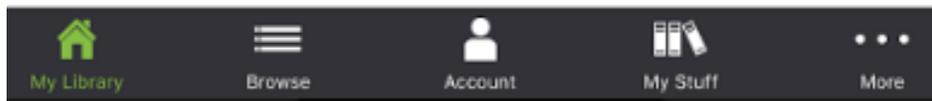
Your Library ID is your Harvard Public Library Card Number (the barcode on the back of your card – enter with no spaces and if it begins with a "D" use a capital D).

Your PIN is the same one that you use to sign into the C/W MARS catalog. If you have not yet signed into the catalog, it is the last four digits of your phone number or your last name in all capital letters.

Your library and login credentials will be saved on your device.

2. Browse the Axis 360 Digital Collection.

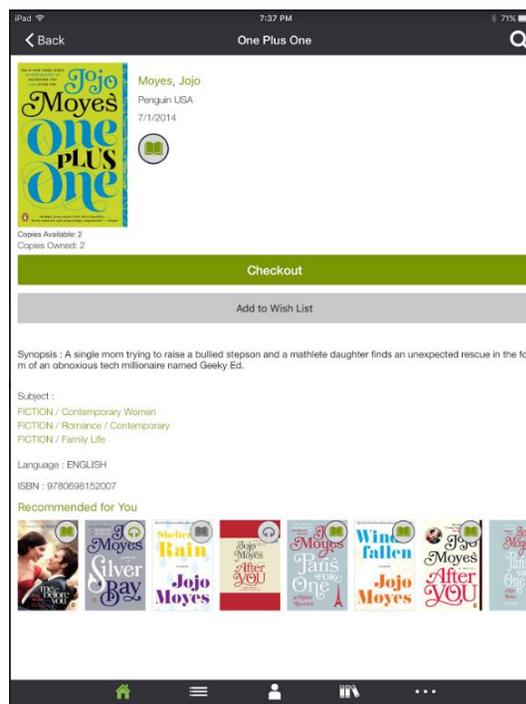
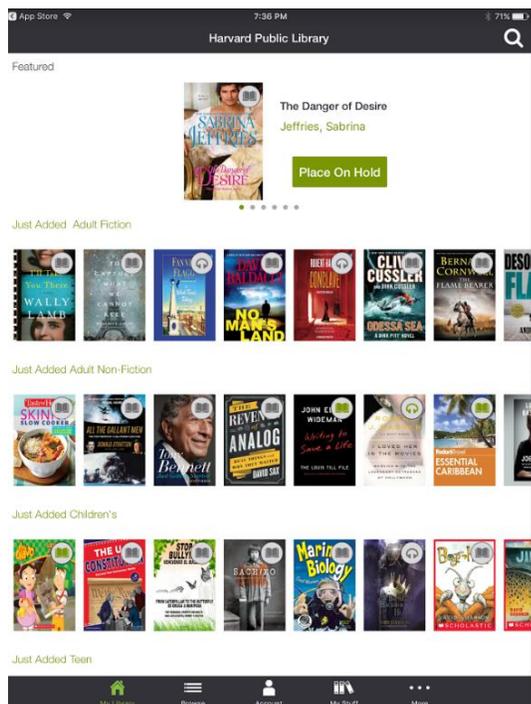
The **My Library**, **Browse** (both on bottom of screen) and the **Search** (top right) functions make exploring the **Axis 360** collection easy.



Scroll through **Just Added** titles on the **My Library** page, or tap **Browse** to browse by subjects, or **Search** for items by title, author and keyword by tapping the magnifier icon at the upper right and entering a search term.

eBook icons  or eAudiobook icons  display at the top right corner of each title to indicate if it is an eBook or eAudiobook.

If the icon is bold the item is available for checkout. If the icon is gray it is currently checked out, but can be placed on hold. If you want more details about any title, just tap the cover image.



3. Checkout and Enjoy!

For eBooks:

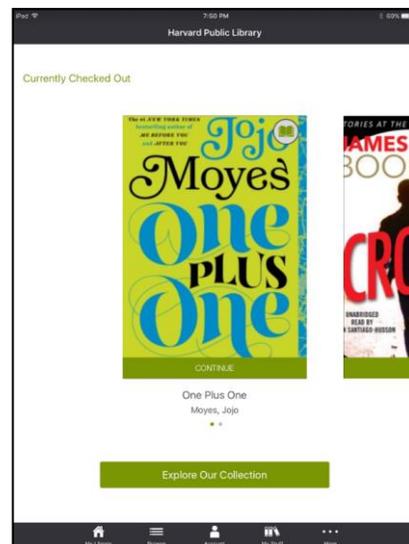
- Tap on the cover image of the item. Tap **Checkout**.
- Under Continue with this eBook checkout? Tap **Checkout**.
- A message will indicate that the checkout was successful and your item will begin to download.
- Once the download is complete, your title will automatically open and you may begin reading immediately.

For eAudiobooks:

- Tap on the cover image of the item. Tap **Checkout**.
- Under Continue with this eBook checkout? Tap **Checkout**.
- A message will indicate that the checkout was successful and your item will begin to download.
- Select **Listen Now** in the middle of the screen.

The next time you open the app, your checked out books will be displayed in the open screen.

Tap your book to continue reading, or tap **Explore our Collection** to browse for more books



Frequently Asked Questions

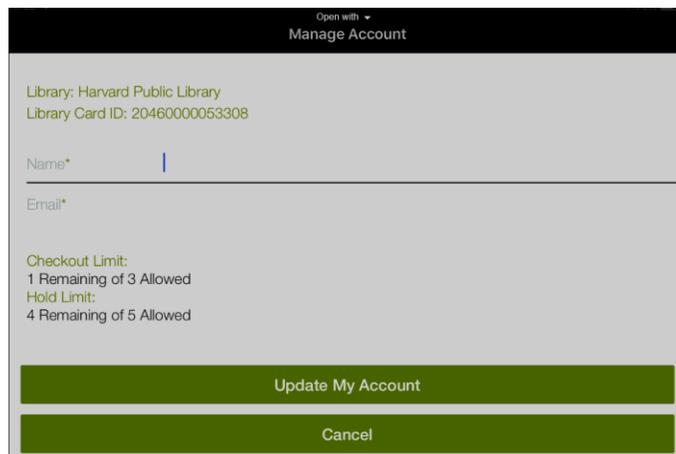
How many titles can I checkout?

You may checkout up to three titles at a time.

How do I place a hold?

If an item is checked out you may place a hold by tapping on the cover image and next tapping on **Place on Hold**. When the title becomes available you will be notified by email and you will have three days to check out the held title.

*Note: In order to place a hold you must have a name and an email address entered under your account. Tap **Account** at the bottom of the screen, then enter your name and email address and tap **Update My Account**.*

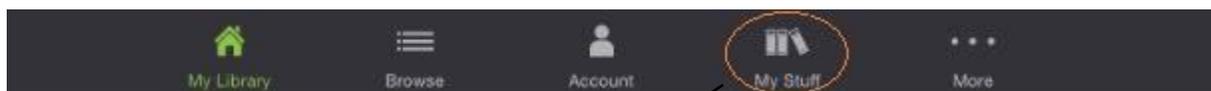


How many holds can I have at one time?

Holds can be placed on up to five titles at a time.

How do I view the items I have Checked Out, On Hold or on my Wish List?

Under **My Stuff** at the bottom of the app you can view your **Checked Out** items, **On Hold** items and your **Wish List** items.



How do I Suspend and Activate a Hold?

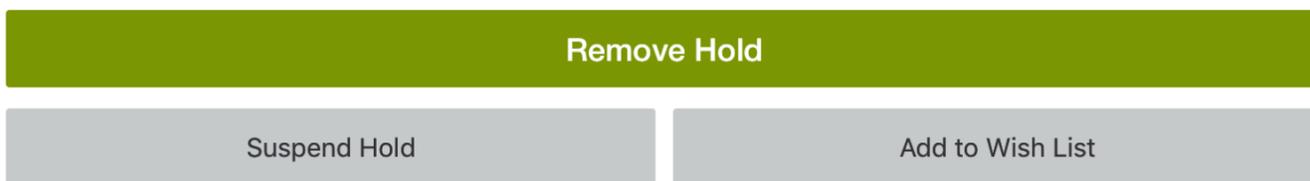
Suspending a title you have on hold lets the patron behind you in the Hold Queue check the title out when it becomes available. This is used when you are not ready to check out the title, but still wish to remain on the hold list for the title.

To suspend a hold on a title, go to your **On Hold** items under **My Stuff**. Click on **Suspend Hold** to the right of the title you wish to suspend.

When you want to reinstate the hold, tap **Activate Hold**.

How do I cancel a Hold?

If you decide that you no longer want to be on the hold list for a title, you can remove the hold. Tap on **My Stuff**, next tap on the **On Hold** tab. Tap on the cover of the item you wish to cancel. This will bring you to the title's detail page. Tap **Remove Hold**.



Can I return an eBook or eAudiobook early?

You can return an **eBook or eAudiobook** title early, or the title will automatically return at the end of the lending period, so there are no late fees.

To return an audiobook early from your Apple iOS device, find the title you wish to return on the **Checked Out** tab within **My Stuff**.



Tap on the cover of the eBook or eAudiobook you wish to return. You will then be brought to the item's detail page. Select:

- Return** If you want to return the eAudiobook and remove all files and bookmarks.
- Remove** If you want to delete your eAudiobook from your device, but keep the eAudiobook checked out. You may download the eAudiobook again while it is checked out.

Can I Renew a title?

Yes, if no one else has placed a hold on the book, you can renew it directly through the app as early as four days before it expires. Under "My Stuff" tap on the book cover, tap the Renew button, and confirm for another two weeks to enjoy your book.

How do I delete an expired title from the Axis 360 app?

Tap on **My Stuff**. Next tap the cover of the title you wish to delete and tap **Remove**.

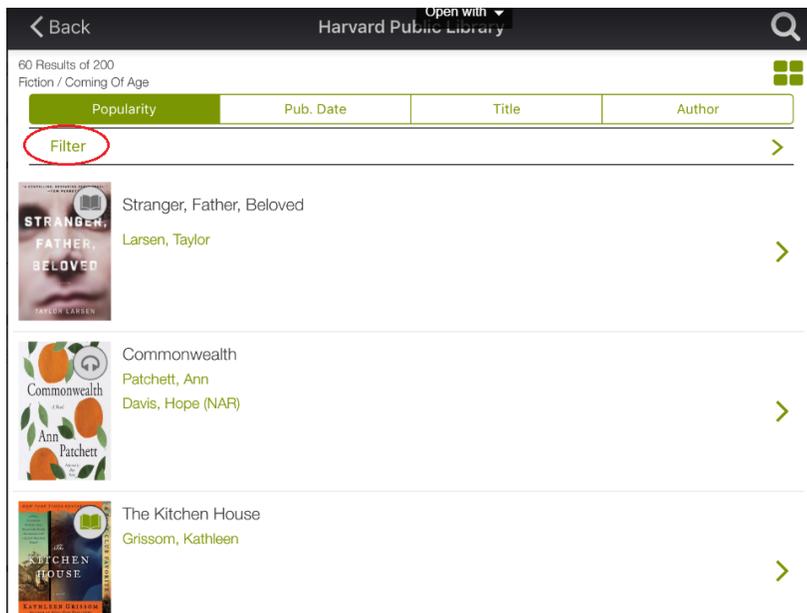
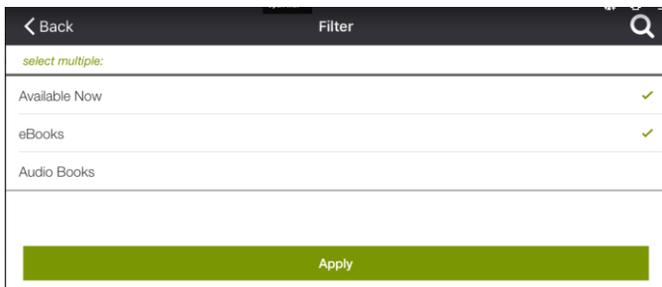
To avoid having to manually remove your expired titles, go to the **Preferences** page (under **More** on the bottom of the screen) in the **Axis 360** app and select **Automatically Delete Expired items?** Once you have done so, any time a title expires, it will be automatically removed from your mobile device.

Is there a way to search only eBooks, or eAudiobooks or Available Now using the Axis 360 app?

Yes, but only within categories. In the **Axis 360** app when you are either browsing a category in **My Library** such as the **Just Added Adult Fiction**, or when you are browsing the complete category listings in **Browse**. Tap the category's name to fully view all of the titles in the category. Next tap **Filter** at the top of the page.

You may then select the category you would like to filter by, **Available Now**, **eBooks** or **eAudiobooks**. Tap **Apply**.

Note: The filter should stay applied while you search other categories.



You can also browse by **Available Now**, **eBooks** or **eAudiobooks** through your browser on the Axis 360 collection website at <http://harv.axis360.baker-taylor.com/>

On the top left of the collection webpage you will see the symbols for **Available Now**, **eBooks** and **eAudiobooks**:



You may click on the icons individually or together to narrow your search.

What is the Wish List?

Adding titles to your **Wish List** helps you organize and keep track of titles you may want to borrow at a later date. To add an item to your **Wish List** tap on the cover image of the item. Tap **Add to Wish List**.

Need more help?

Under **More** at the bottom of the **Axis 360** app there is a **Help** tab. Or ask a Reference Librarian! Stop by the reference desk, email reference@harvardpubliclibrary.org or call the Harvard Public Library at 978-456-4114.