

# BiblioBoard

## At the Harvard Public Library

**BiblioBoard** is an online library featuring digital collections of books, images, articles, audio and video from leading publishers and archives around the world. These materials are curated by subject and accessible from anywhere. Explore anything from a collection of the **Dummies** series to graphic novel publishers **Dark Horse** and **Valiant**, as well as children's stories, silent films, historical texts, primary sources and more!

**BiblioBoard's** vast collection of multimedia content is available on the web statewide in Massachusetts via geolocation. You may access it by going to <https://library.biblioboard.com/> or by going to our website [www.harvardpubliclibrary.org](http://www.harvardpubliclibrary.org), clicking on **eBooks**, and the BiblioBoard icon.



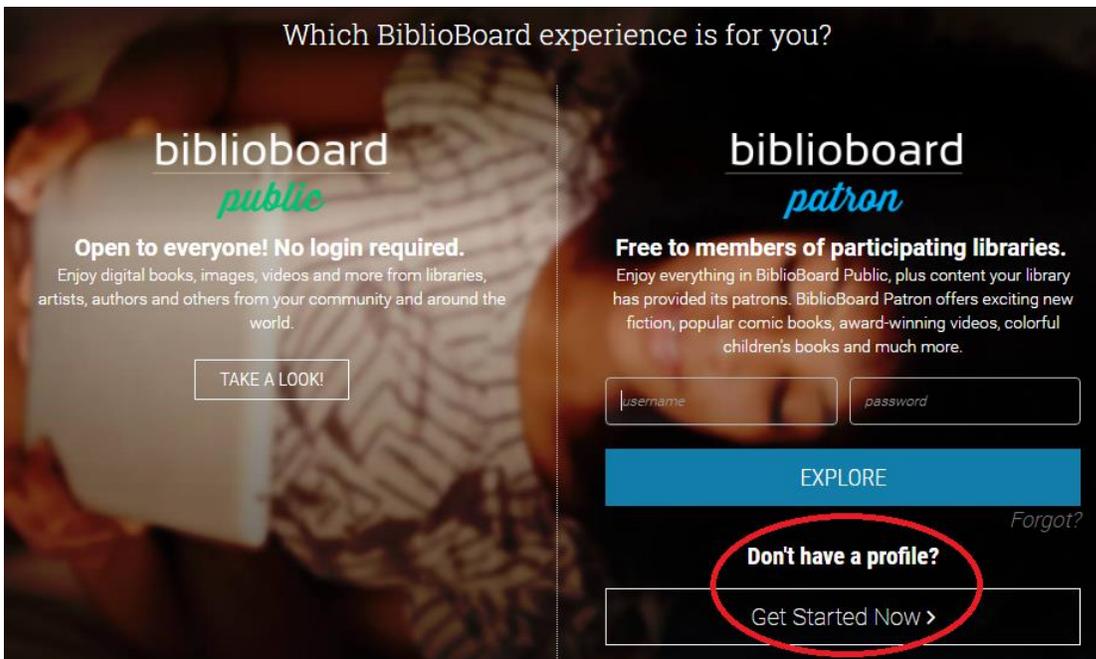
**BiblioBoard** is also available via iPad, Kindle Fire HD (Fifth Generation only) and Android tablet apps. Instructions on how to download the Android, Kindle and iPad app follow.

### BiblioBoard on a Windows or Apple Computer

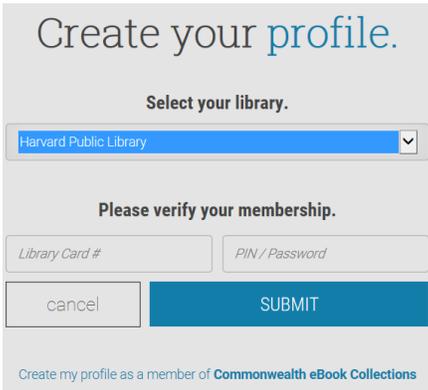
#### Creating an Account

You do not have to create an account to view the documents in BiblioBoard, but it is helpful to have one, so that you can save documents or collections to your favorites, and be able to access them with ease. You will also need to have an account if you wish to access BiblioBoard when you are out of state.

To access BiblioBoard, go to our website at [www.harvardpubliclibrary.org](http://www.harvardpubliclibrary.org) and click on the eBooks and more tab. Scroll down and click on the BiblioBoard icon. BiblioBoard will open to this screen. If you want to access biblioBoard *without* creating an account, choose **Take a Look!** If you would like to create an account in order to save your documents and favorites, select **Get Started Now**.



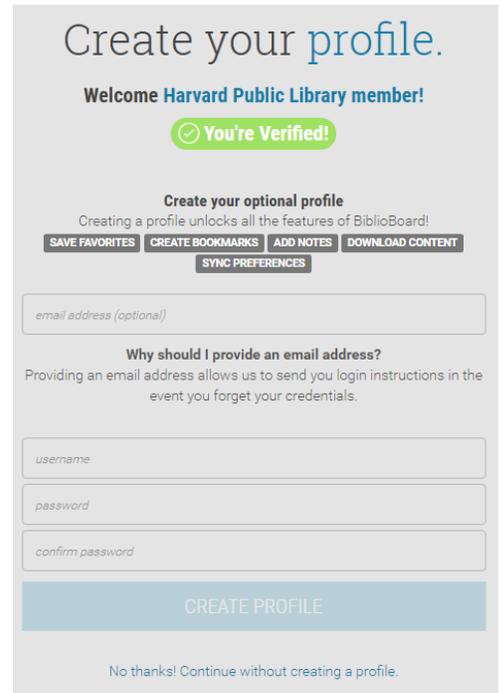
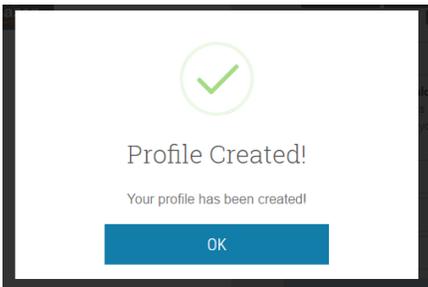
A message will pop up, asking you to choose your library. Select Harvard Public Library from the drop down menu.



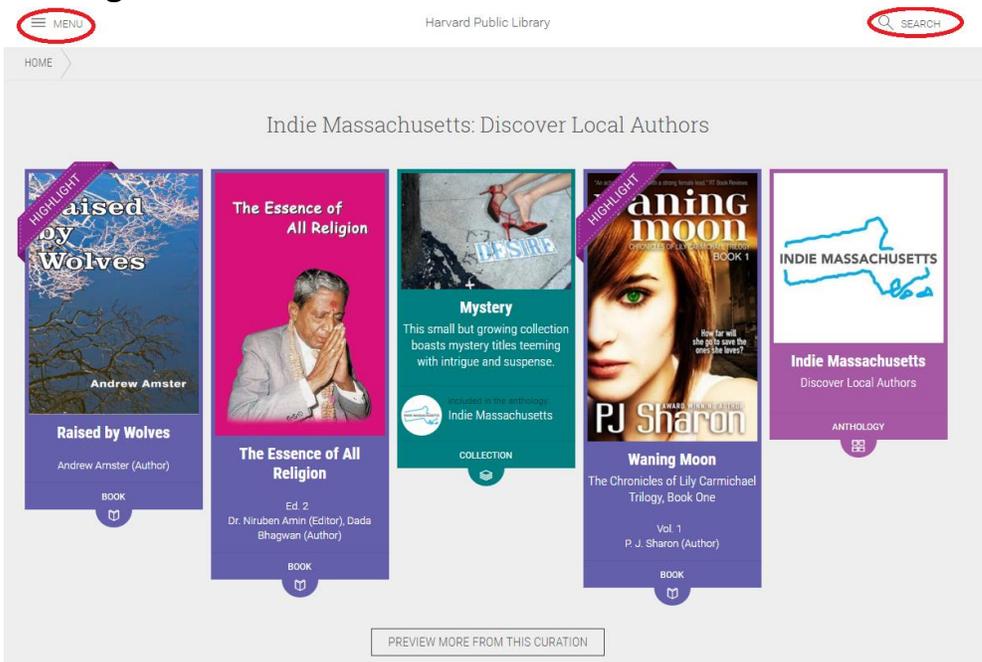
Your library card number should be entered with no spaces, and if it begins with “D” use a capital D. Your pin is the same one that you use to login to the catalog. If you have not yet logged in, it should be the last four digits of your phone number or your last name in all capital letters. Then click **Submit**.

You will now be asked to enter an email address and create a username and password. Then select **Create Profile**.

A window will come up stating Profile Created! Click **OK**.

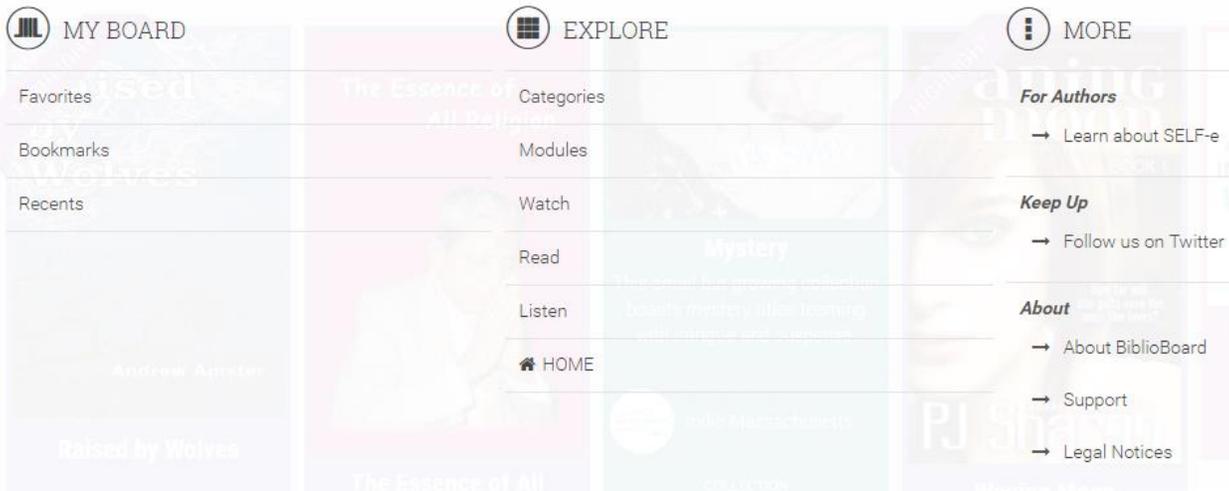


## Using Biblioboard



Biblioboard’s home screen offers Popular Curations, featured collections, modules and categories.

To search for a specific item, use the **Search** button at the top right of the screen. To browse collections, click the **Menu** icon in the top left.



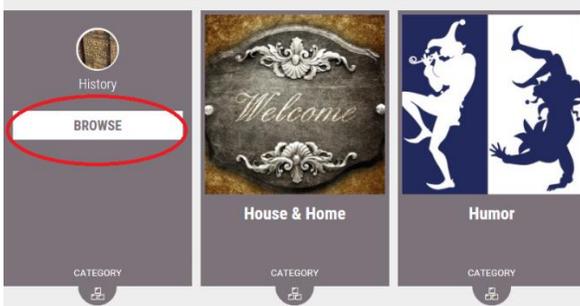
From the menu screen, you can use My Board to access recent items, or those you have bookmarked or favorited.

The Explore menu lets you browse the collection by Categories and Modules, or by Watch (eVideos) Read (eBooks) or Listen (sound files.)

Categories and Modules are set up a little differently. Below are instructions for searching both.

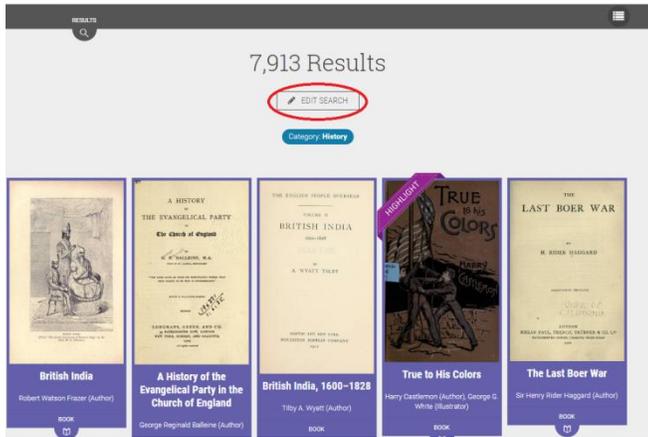
## Categories

From the category screen, select a topic you are interested in. To view a collection, hover over the collection title. A Browse button will appear. Click **Browse**.

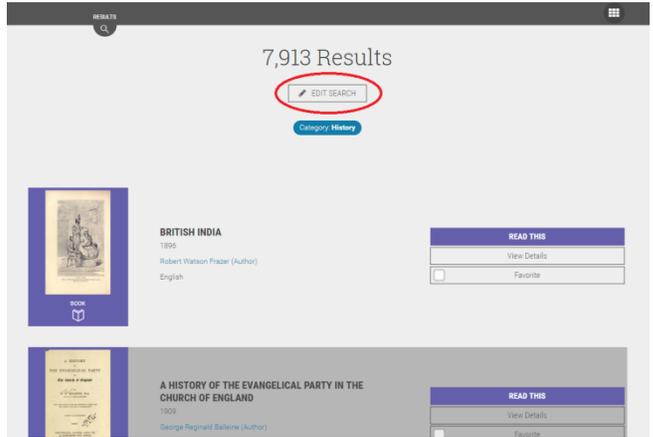


You will be taken to the category page, where the number of documents in the category are listed. There are 8,671 results in the history category. Biblioboard should automatically open in ListBox view. To see a list of documents, select the ListView icon in the upper right hand corner. To narrow your results, select **Edit Search**.

## ListBox



## ListView



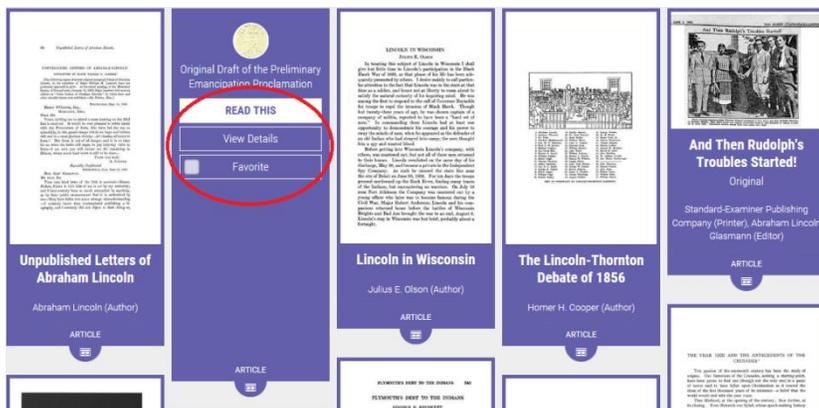
The **Edit Search** page allows you to search for documents or books by:

1. Keyword
2. Title
3. Contributor Name
4. Content Type
5. Category
6. Module
7. Language
8. Publication Year
9. Place of Publication
10. Publisher
11. License Type

A **keyword search** is the simplest way to narrow your results. For example, a keyword search for “Abraham Lincoln” narrows your list of results from 7,913 to 117 documents.

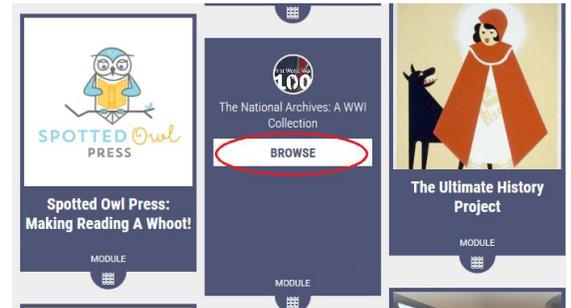
If you are only looking for articles about Lincoln, not books or images, you can narrow your results further by selecting “Article” under the **Content Type** (#4) drop down menu.

When you find a document you are interested in reading, hover over it. You can select **Read This** to read the title immediately, **View Details**, for information about the document, or **Favorite**, to add it to your favorite documents for easy retrieval.



## Modules

From the Modules page, select a topic you are interested in. To view a collection, hover over the collection title. A Browse button will appear. Click **Browse**.



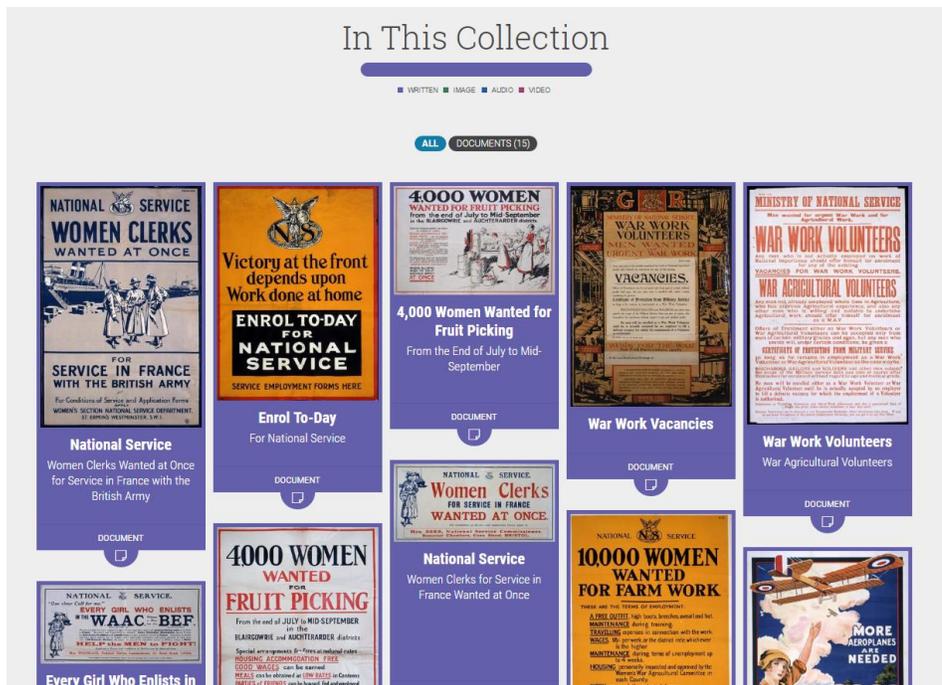
When you click **Browse** you will be taken to a new screen, with more specific categories under the broader heading. For example, when you open **The National Archives: A WWI Collection**, you will be given several new collections.

From this page, you can browse by Civilians & World War One, Propaganda and WWI, Technology in WWI or Women & The First World War. If you hover over one of these collections you will have the option to **Explore** or mark it as a **Favorite**.

For example, if you select **Explore** under **Propaganda and WWI**, you will be brought to new set of collections:



From here, if you choose to explore **Workers Needed**, you will come to a page of documents:



To read a document, hover over it, and select **Read This**. You can also choose to **View Details** about the document or make it a **Favorite**, in case you need to refer to it again.

**For a more complete understanding of BiblioBoard's numerous resources, take some time to explore!**

### Check Out Process

Essentially, there is no checkout process. The items are always available. Simply use your web browser or the mobile app on tablet devices to read items in the collection.

Login is only required for personalized features such as favorites, bookmarks, synchronized reading across devices, etc. Login is required to view resources out of state.



# BiblioBoard Library

## Android, Kindle and Apple

## Tablet App Instructions



*Note: At this time, the Biblioboard app is only available for 5<sup>th</sup> generation Kindle Fires. If you have an older Kindle Fire, the app will not download, but you can still access Biblioboard Library using a PC or Apple computer.*

*Previously, there had been a way to sideload the Biblioboard app to older Kindle Fires. If you have an older Kindle Fire, please check <http://support.biblioboard.com/> to see if the sideloading option is available.*

### BiblioBoard Library App

Go to the app store on your device and search for **Biblioboard Library**, then, download and install the app.  
*Kindle Users: If you are having difficulty finding the kindle app in the amazon app store, search for “Biblioboard Library” in the Shop Amazon app.*

### Creating an Account

When the app opens, tap the menu button (three lines). If you have an account, tap **Sign In**. If not, tap **“Don’t have a profile? Create yours now!”**

*Creating a **BiblioBoard** account will allow you to save favorite items, add bookmarks and notes, access your recently viewed content, download select PDFs and sync your preferences across devices.*

If you have chosen to create an account, you will be taken to a new page, where you will be asked “would you like to create an account under the Commonwealth eBook Collections?” Tap **“No, I’ll Choose My Library.”**

Select **Harvard Public Library** from the drop-down list, then enter your barcode number and PIN. Be sure to enter the barcode with no spaces, and if it begins with “D” make sure it is capitalized. Your PIN is the same one you use to log into the library catalog. If you have not logged into the catalog, your PIN should be the last four digits of your phone number or your last name in all capital letters. Tap **Submit**.

On the next page, you will be asked to enter your email and choose a username and password. Then, tap **“Create Profile.”**

You will now be signed into **BiblioBoard**.

## Searching BiblioBoard

The app will open on the **Popular Curations** page. To browse by Category or Module, tap the menu icon (three lines in the upper right hand corner), then tap **Browse By** and select **Categories** or **Modules**. You can also use the search box located under the menu icon to search for specific content.

## Downloading for Offline Use

### *How do I download books to my Offline Bookshelf on my iPad?*

When you find an item you are interested in downloading to your Offline Bookshelf, tap the cover, then tap **Offline Bookshelf**. A window will popup, asking “Add to Offline Bookshelf?” Tap **ADD**.

To go back one page, tap the back arrow in the upper left hand corner of the page. To go back to the **BiblioBoard** home screen to continue browsing, tap the words “Harvard Public Library.”

When you have finished your selections, you can access your **Offline Bookshelf** by tapping the menu icon at the top of the screen. Tap **My Board**, then tap **Offline Bookshelf**. The items you have downloaded will be displayed there.

To remove an eBook from your **Offline Bookshelf**, tap on the image of the item. Next, tap **Offline Bookshelf**. A window will pop up, asking “Remove from Offline Bookshelf?” Tap **REMOVE**.

### *How do I download books to my Offline Bookshelf on my Android or Kindle Fire?*

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