



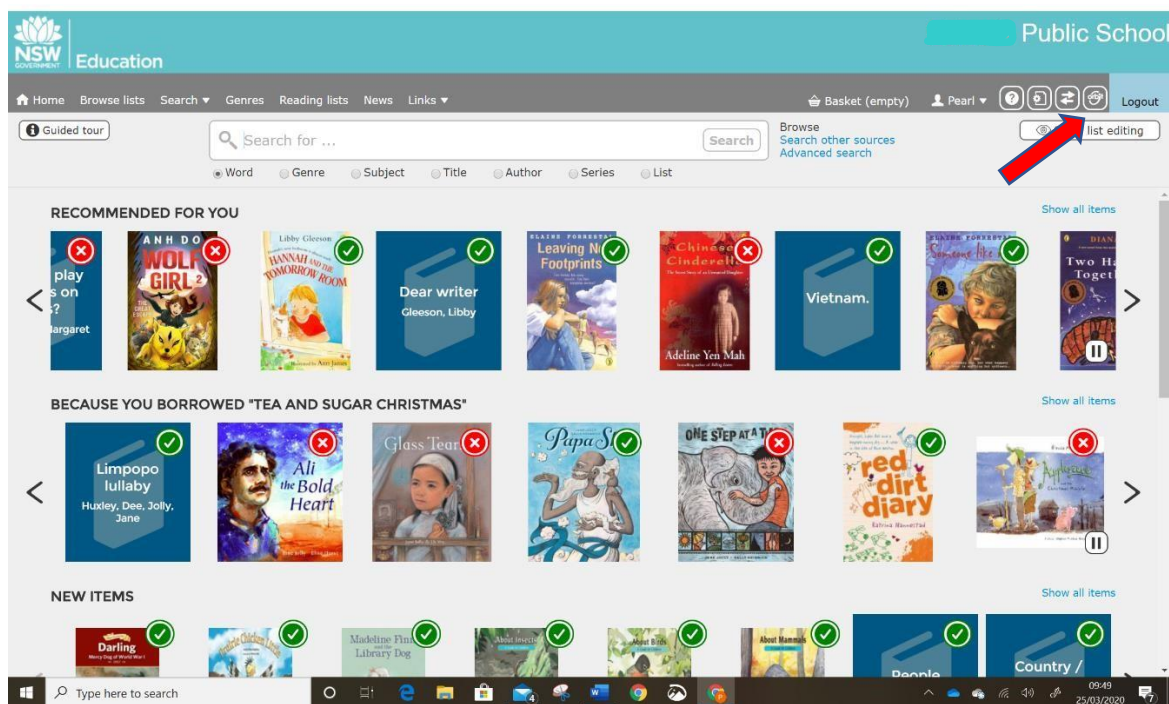
Summer Hill Public School's online library

How to borrow and read an eBook on Orbit

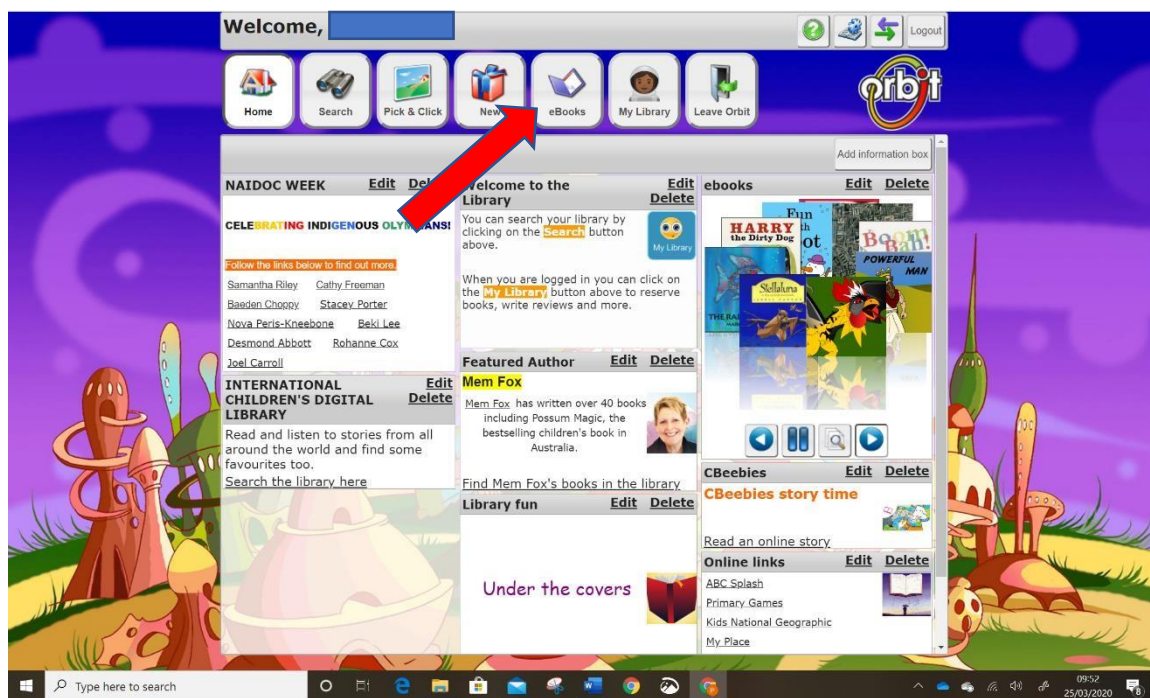
- 1 Logon to your student portal with your Department of Education (DoE) username and password
- 2 Go to **Oliver Library**

The screenshot shows the NSW Department of Education Student Portal. On the left sidebar, the 'Oliver Library' link is highlighted with a red arrow. The main content area includes a Google Search bar, a calendar, and a Google login prompt. On the right, there are sections for 'My bookmarks', 'Learning' (listing Premier's Reading Challenge, National Geographic, and My School Library (Oliver)), and 'Games' (listing ABC's The Playground and BBC - Games).

3 Go to Orbit



4 Go to eBooks



5 Scroll through the eBooks to find the one you would like to read, or search for one

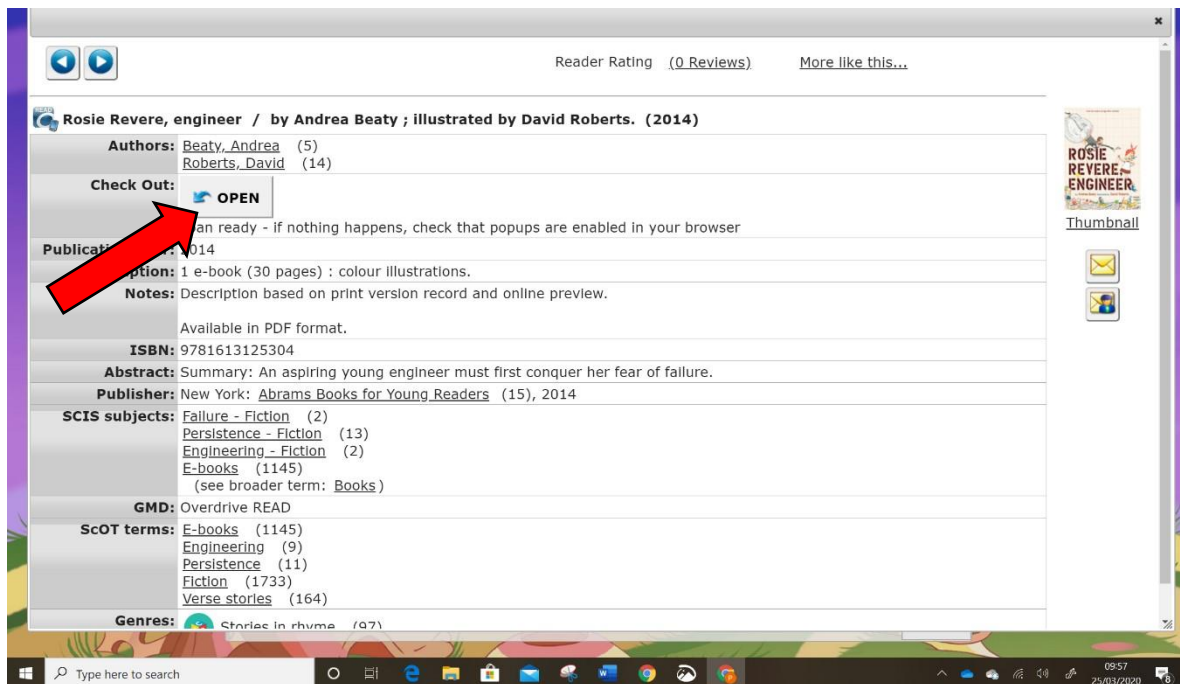
- 6 Don't forget the ebook symbol and the green tick to let you know that it's in



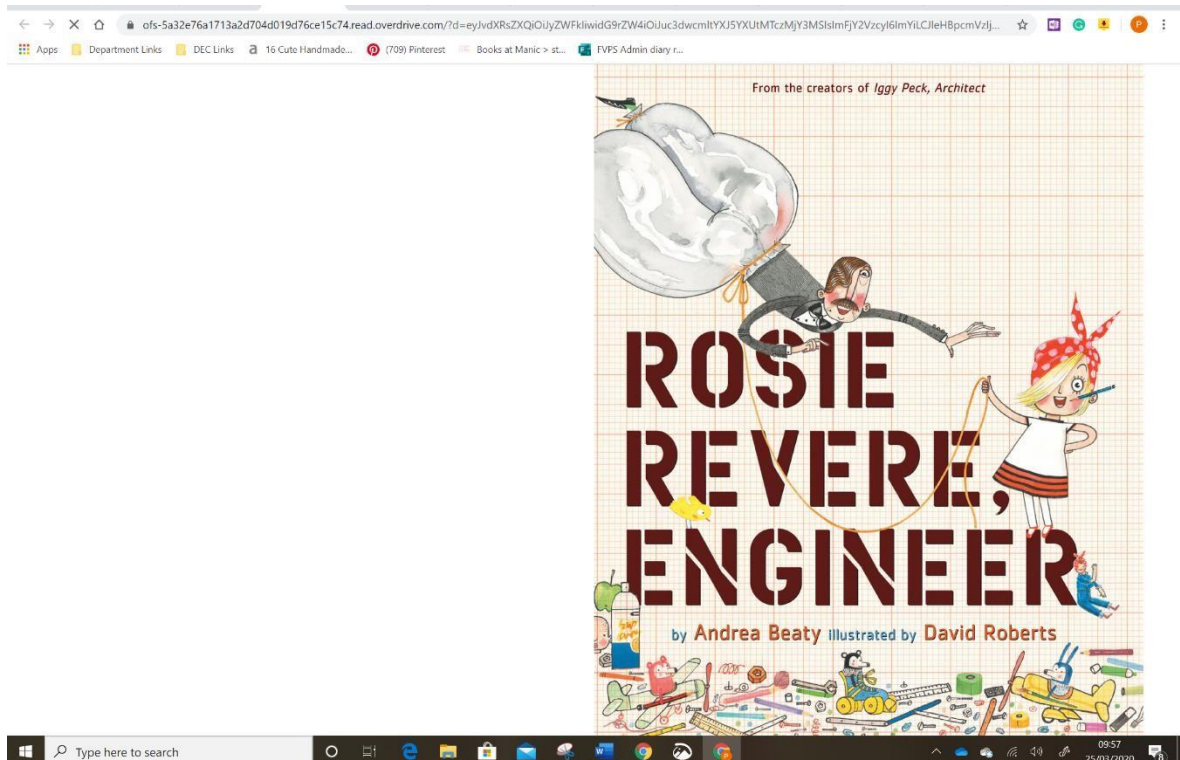
- 7 Click on the title of the eBook you want to read



8 Click **OPEN** to read your book

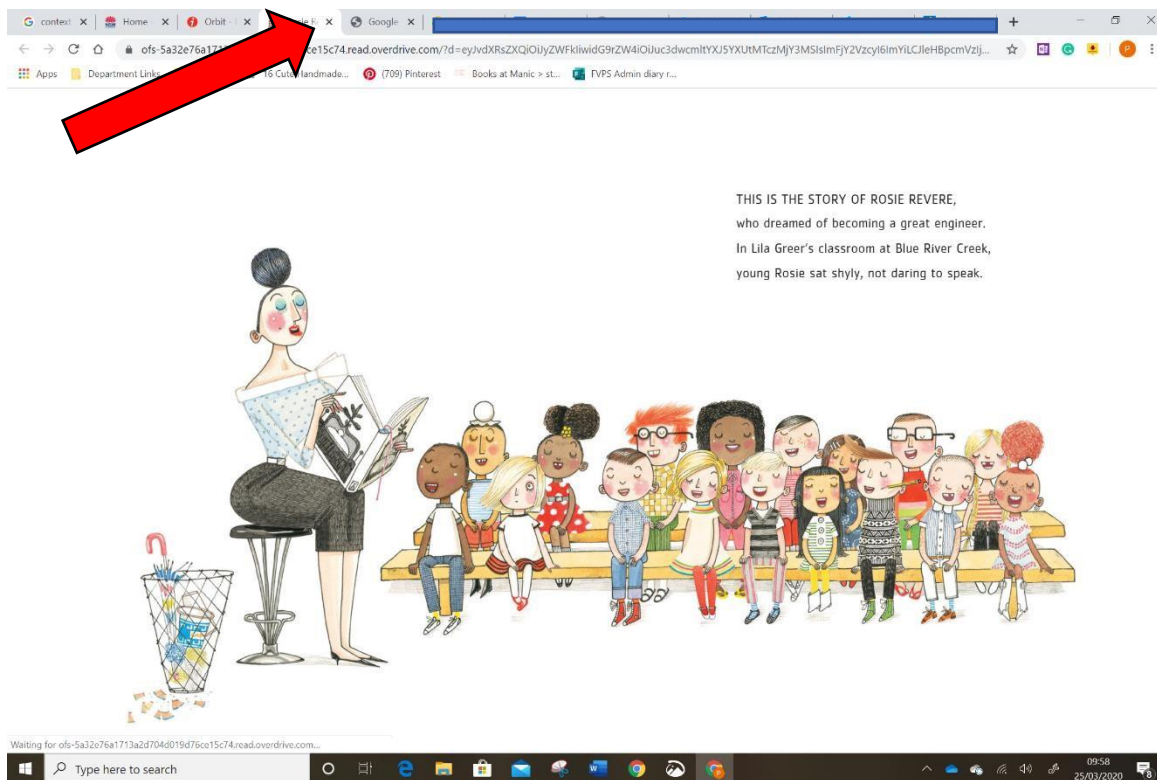


9 Your eBook will open in a new tab. Click on the far-right side of the book to turn the pages forward, and on the left far side to turn pages back.

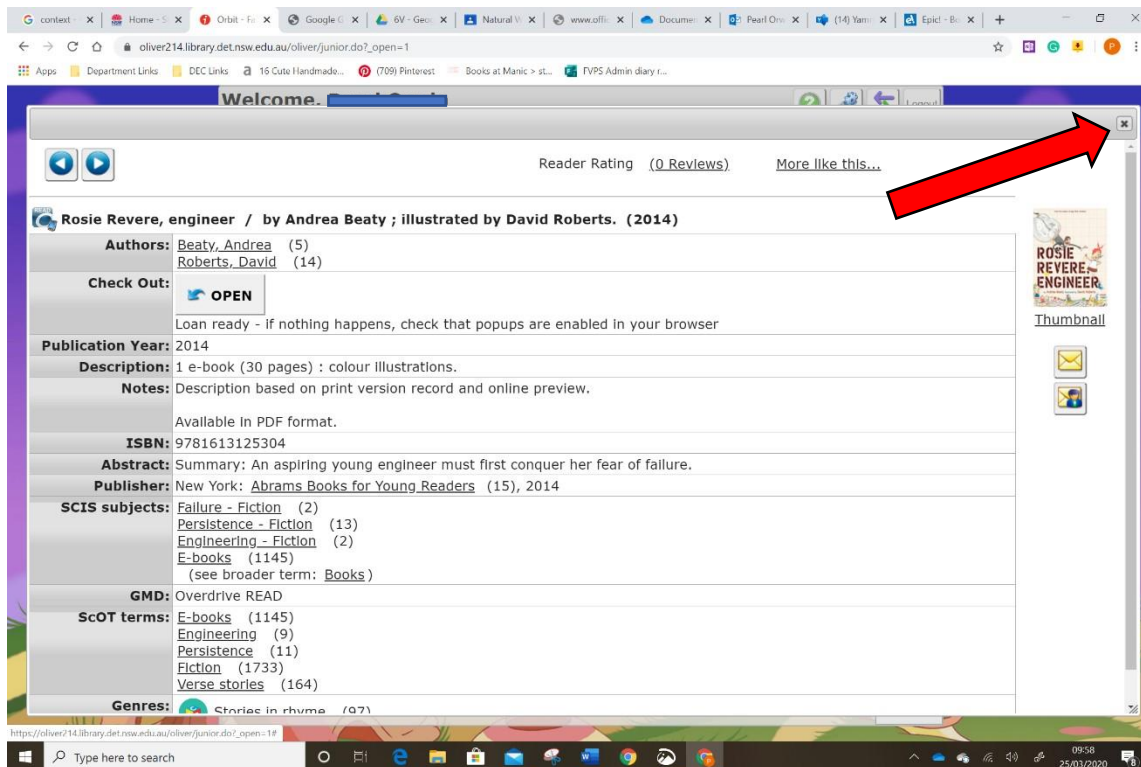


Returning your eBook

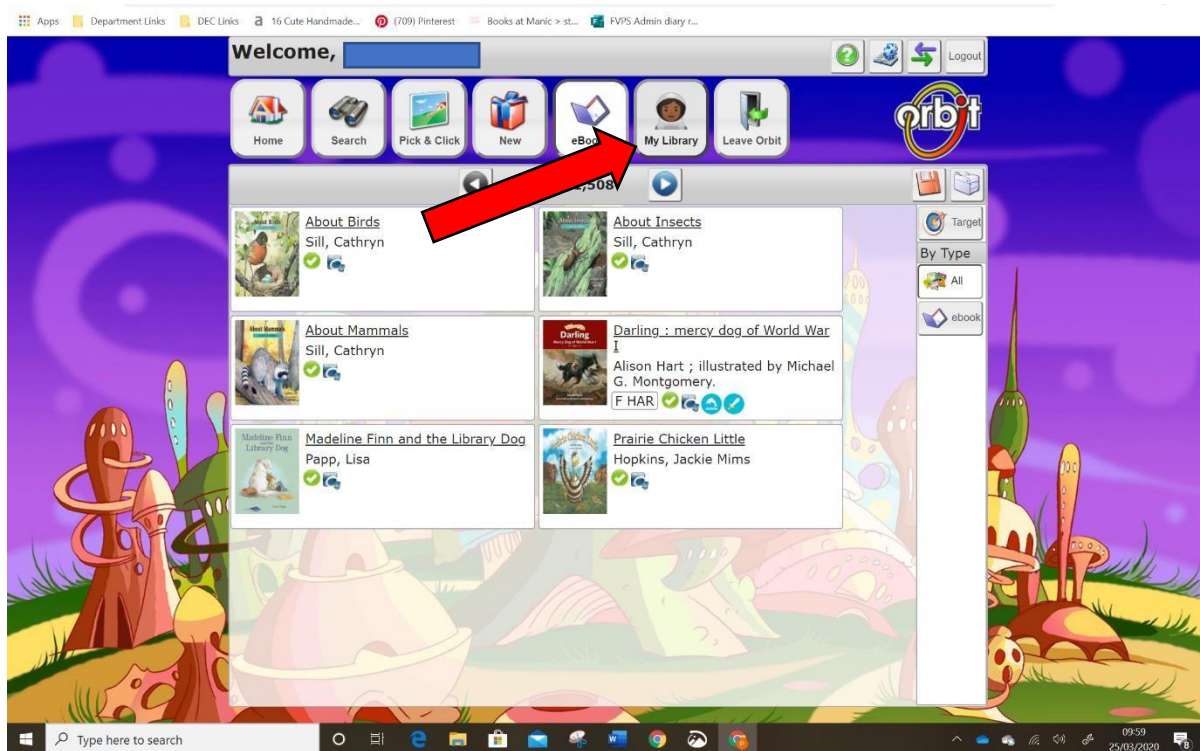
1 After reading the eBook close the tab.



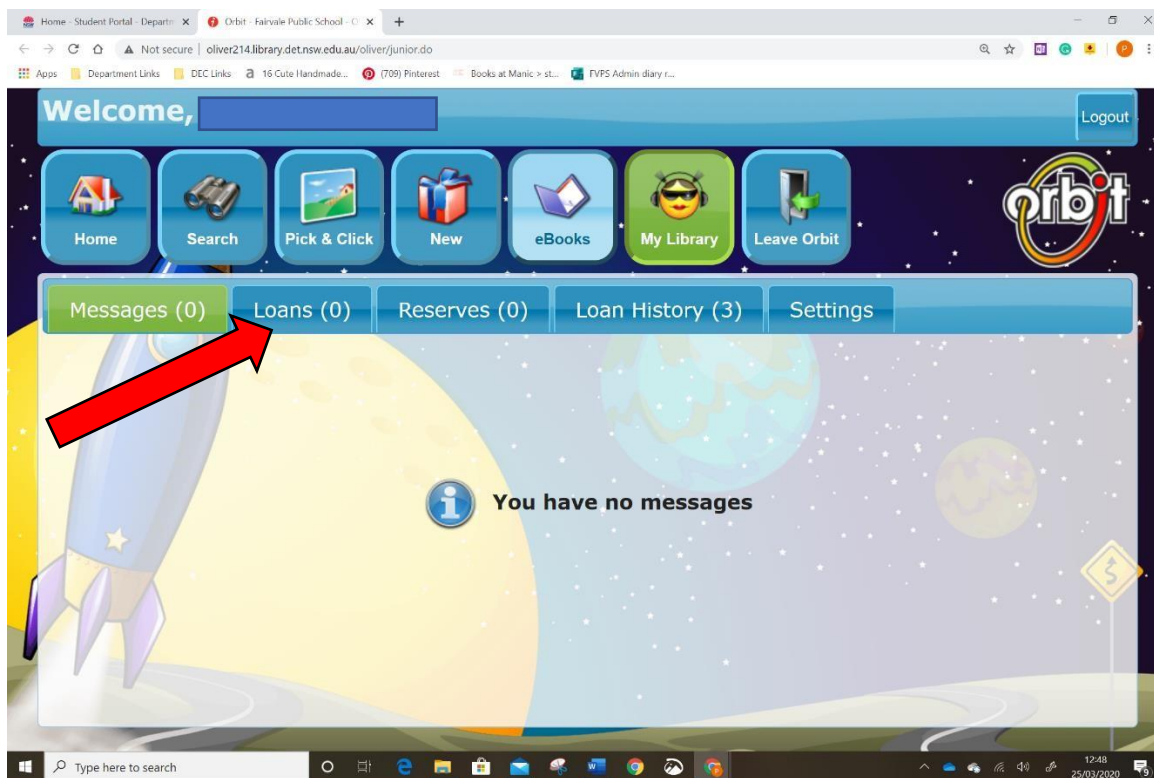
2 Close the eBook details tab too.



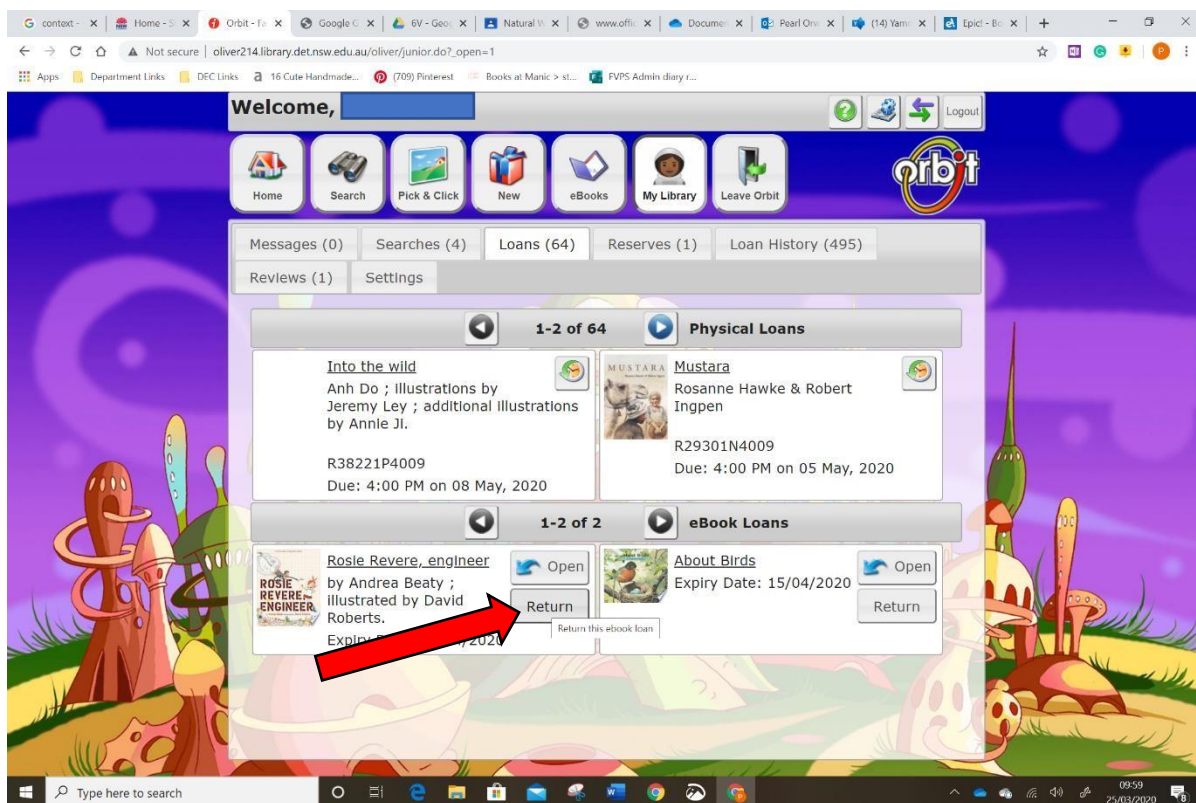
3 Go to **My Library**



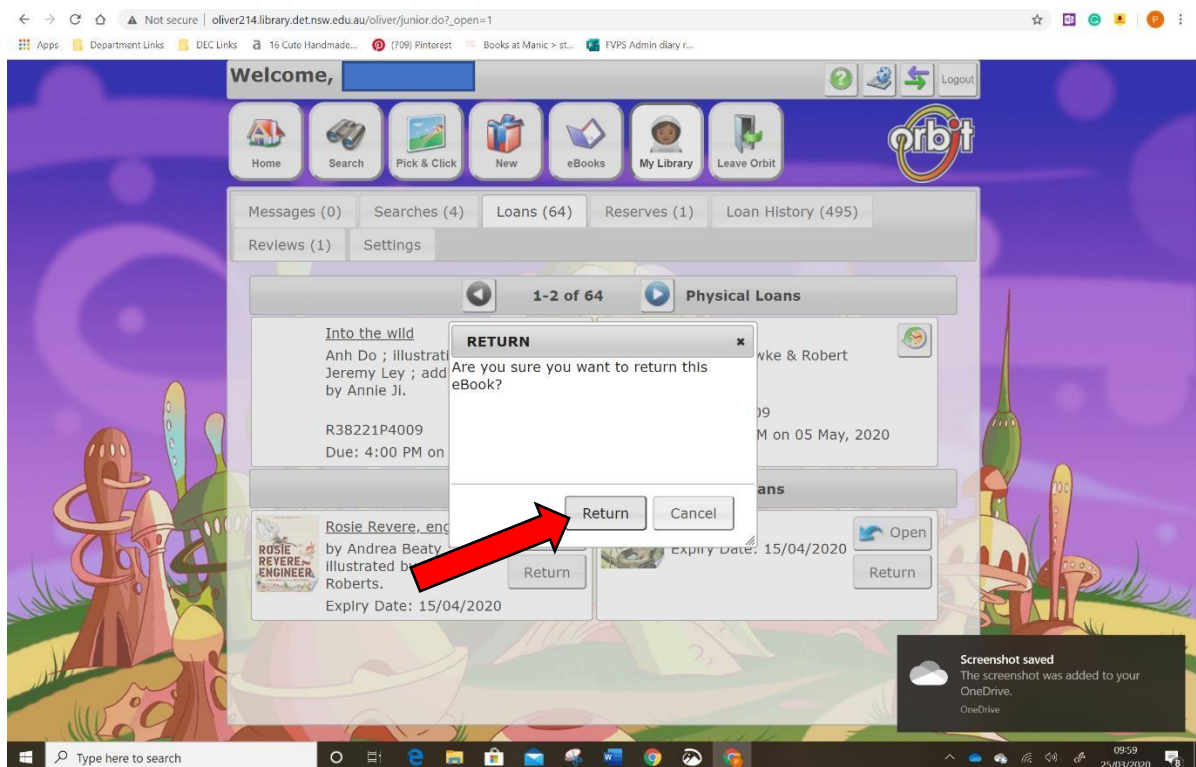
4 Go to **LOANS**



5 Click **Return**



6 Click **Return** again

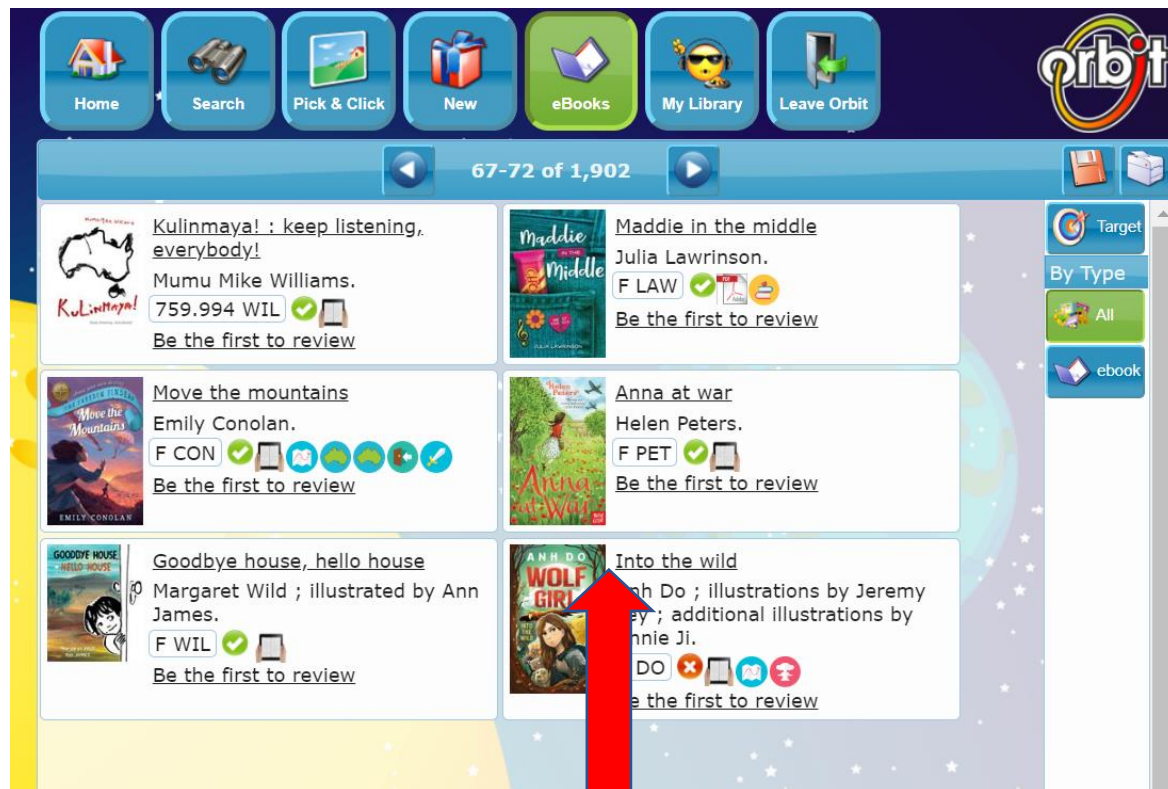


You are able to have two ebooks on loan at once.

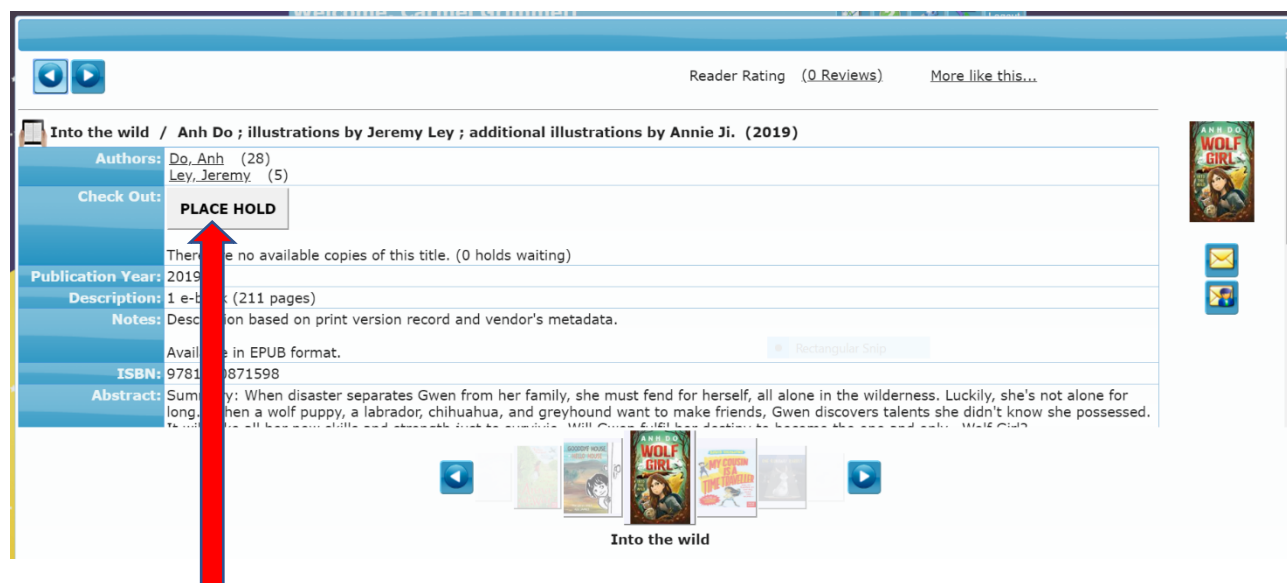
Each loan lasts for two weeks.

You are able to borrow up to 30 ebooks in a month.

RESERVATIONS can be made if the ebook you want is on loan to someone else.



Click on the title.



Click on the 'Place Hold' button.