



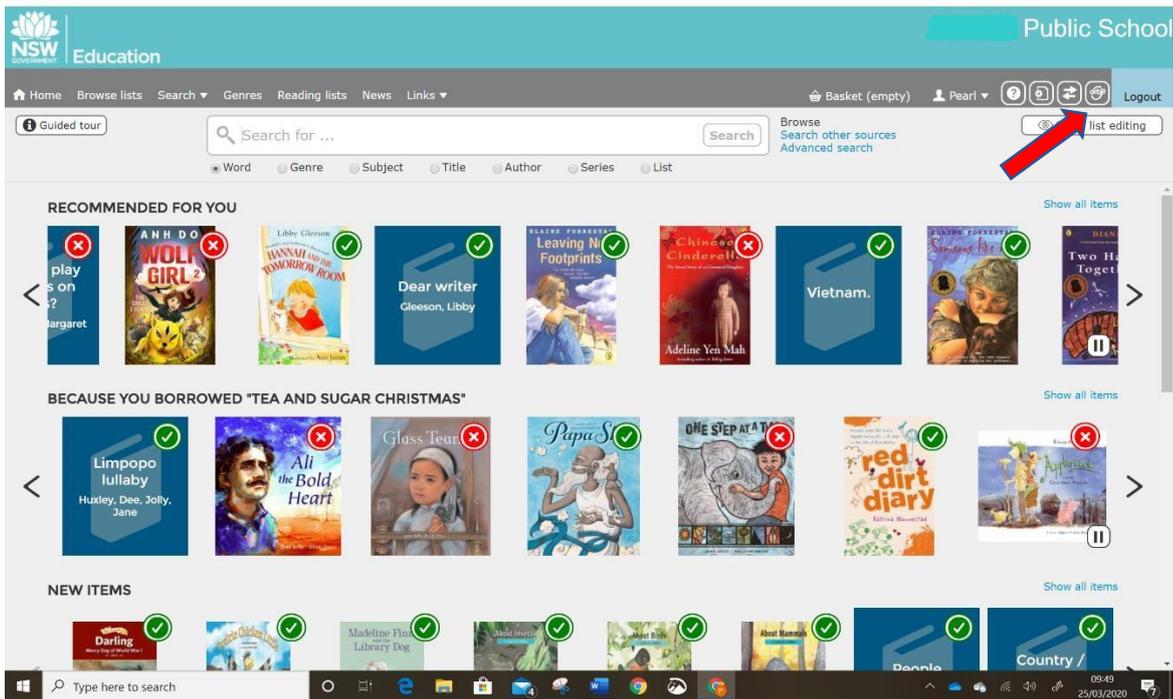
## Summer Hill Public School's online library

# 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 interface. 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 authentication prompt. On the right, there are sections for 'My bookmarks' (with a 'Create new list' button), 'Learning' (listing 'Premier's Reading Challenge', 'National Geographic', and 'My School Library (Oliver)'), and 'Games' (listing 'ABC's The Playground' and 'BBC - Games'). The bottom of the image shows a Windows taskbar with the date 25/03/2020 and time 11:50.

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



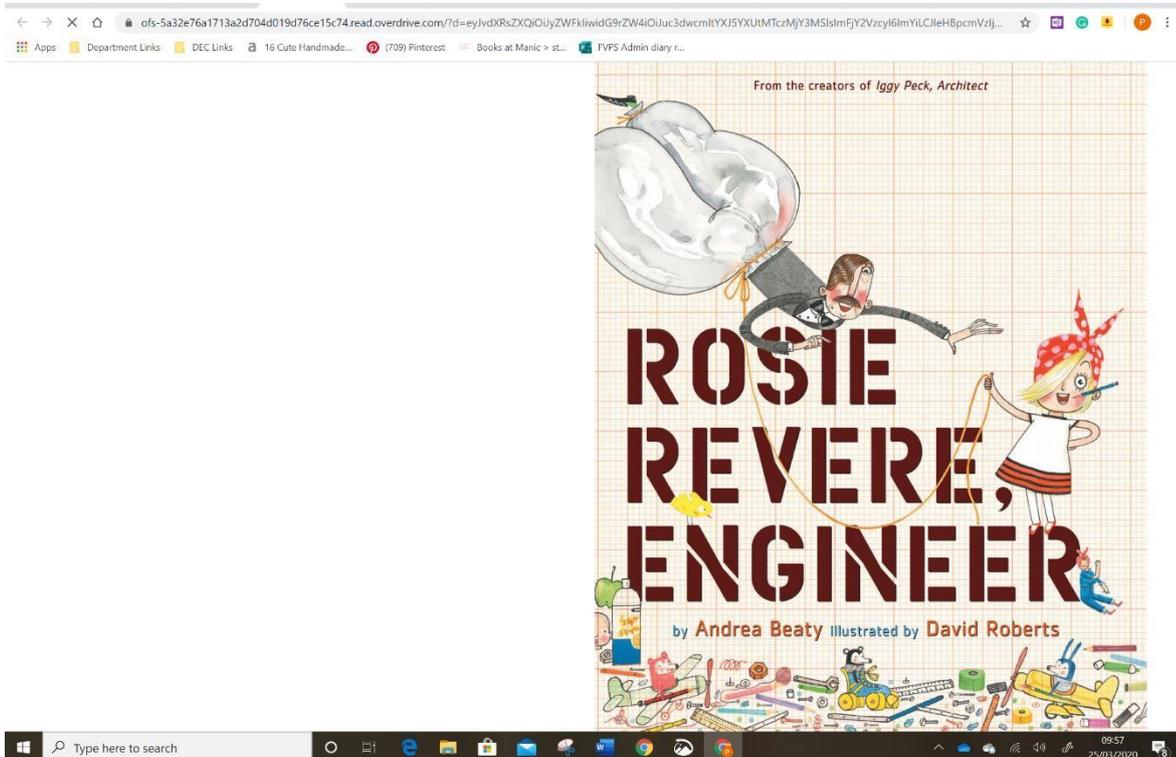
7 Click on the title of the eBook you want to read



8 Click **OPEN** to read your book

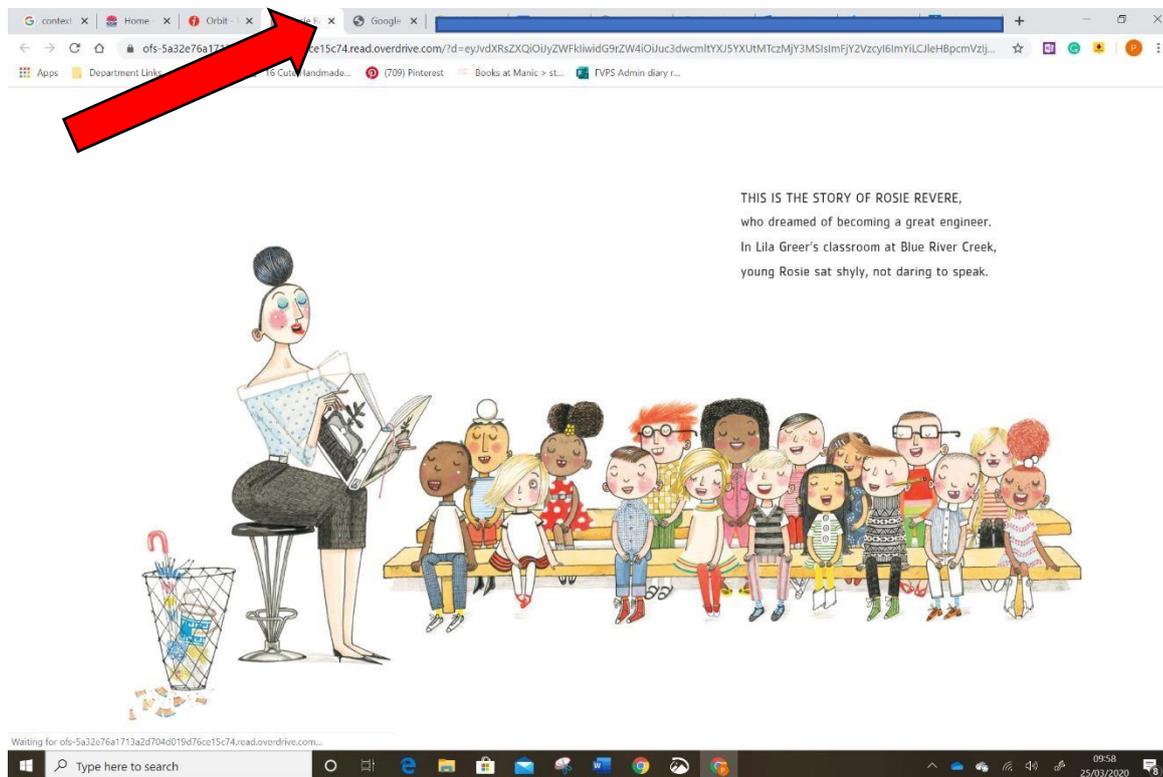


9 Your eBook will open in a new tab. Click on the far-right side of the book to turn the pages forward, and on the left far side to turn pages back.

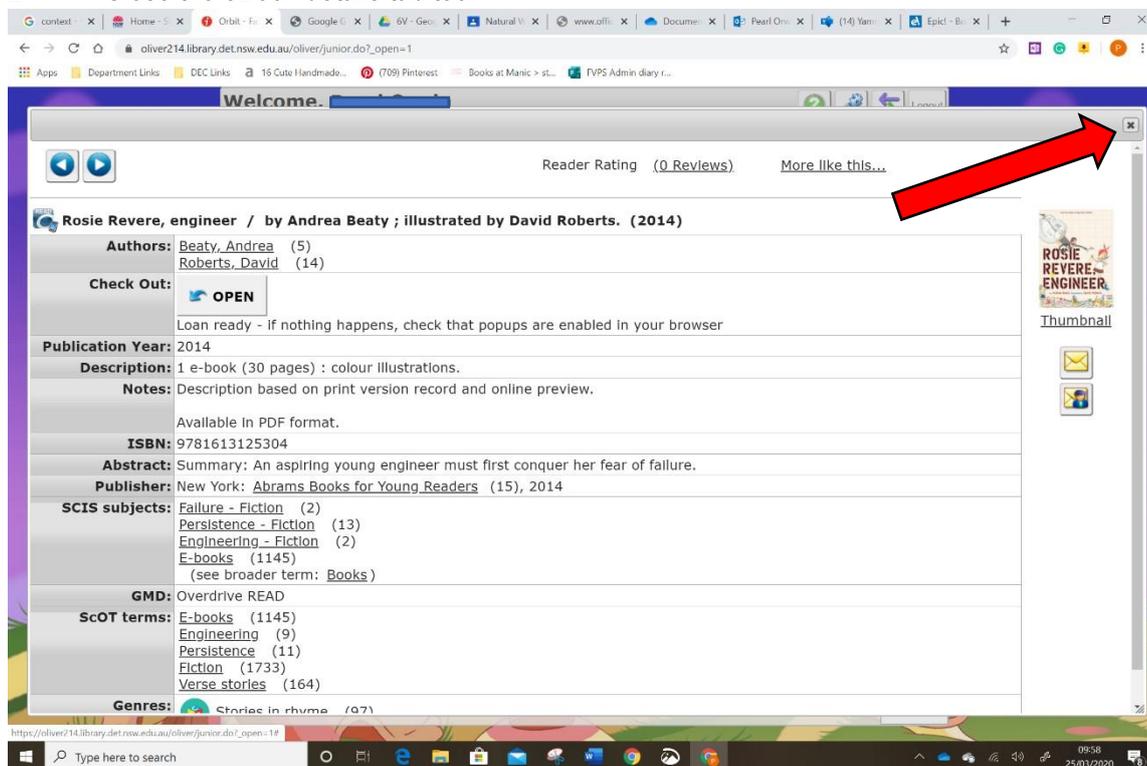


# Returning your eBook

1 After reading the eBook close the tab.



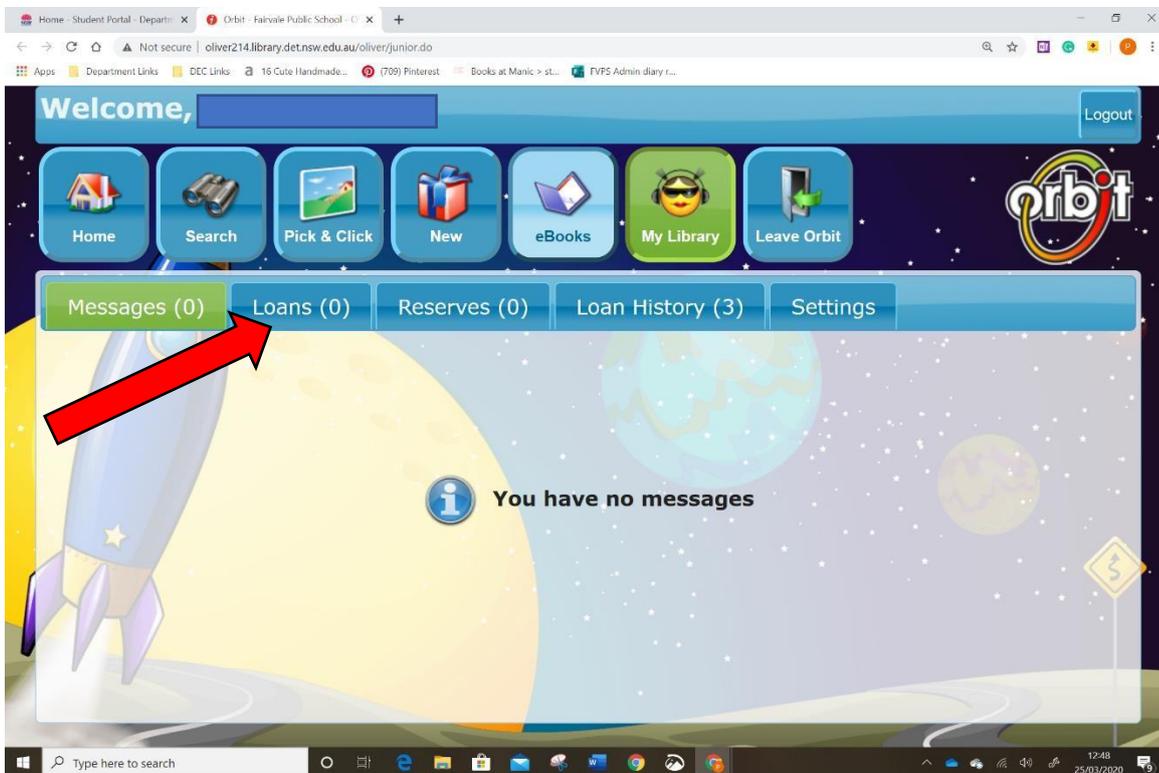
2 Close the eBook details tab too.



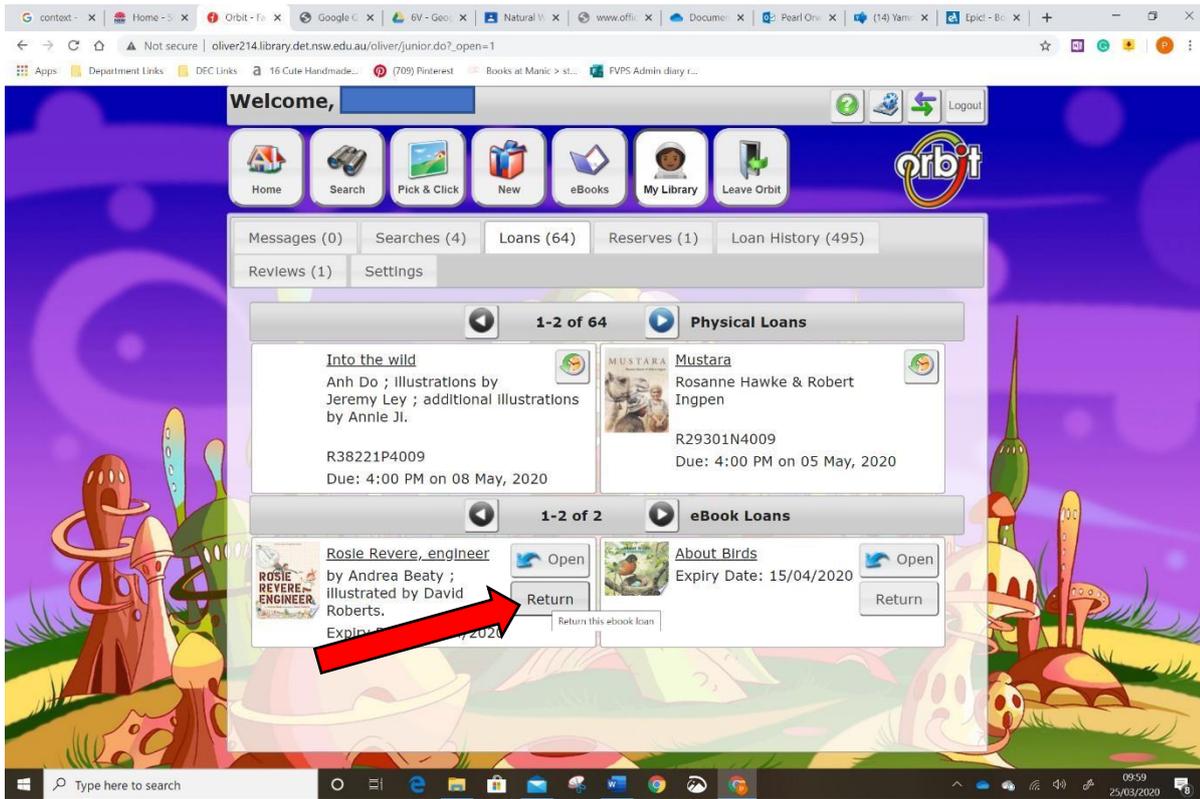
### 3 Go to My Library



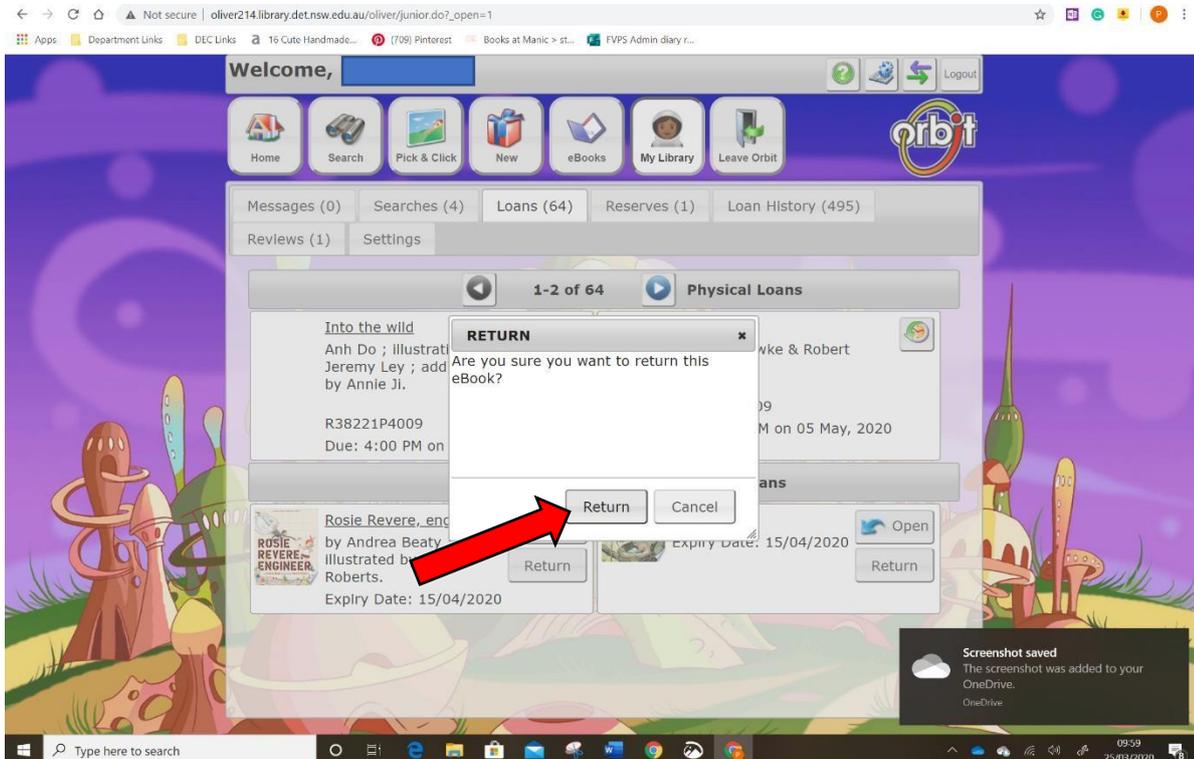
### 4 Go to LOANS



## 5 Click Return



## 6 Click Return again

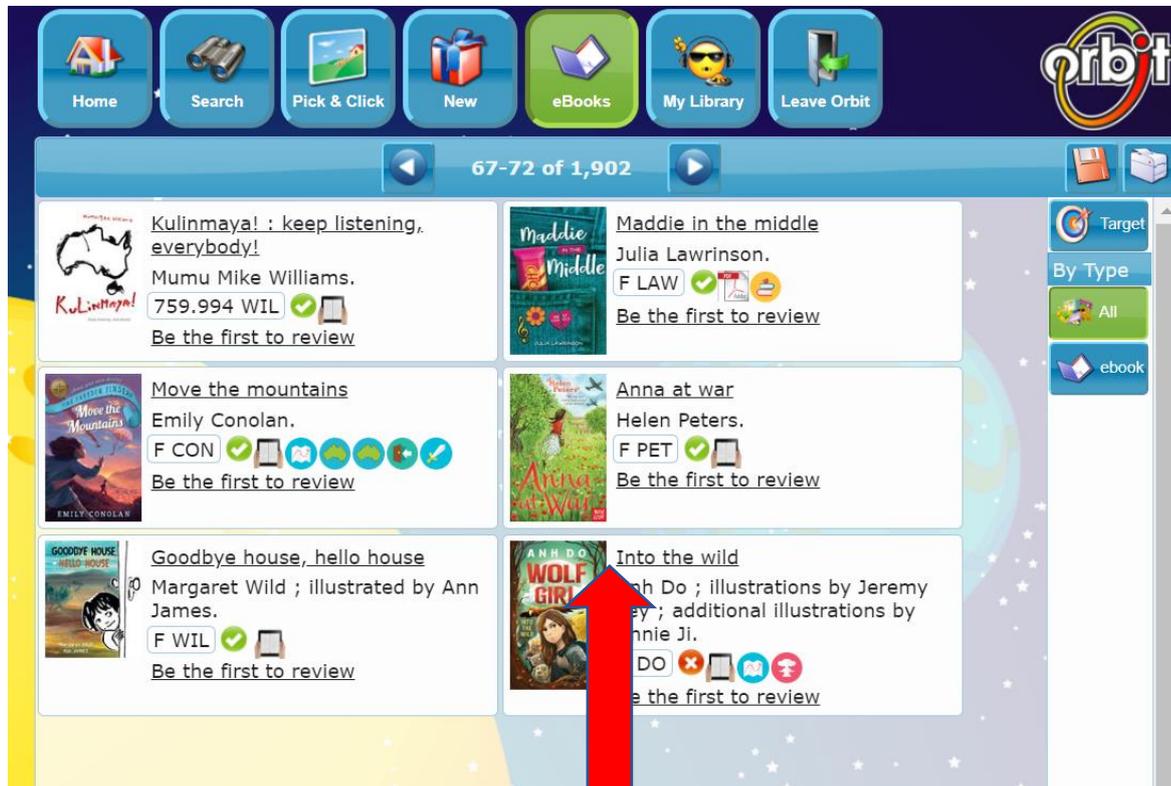


You are able to have two ebooks on loan at once.

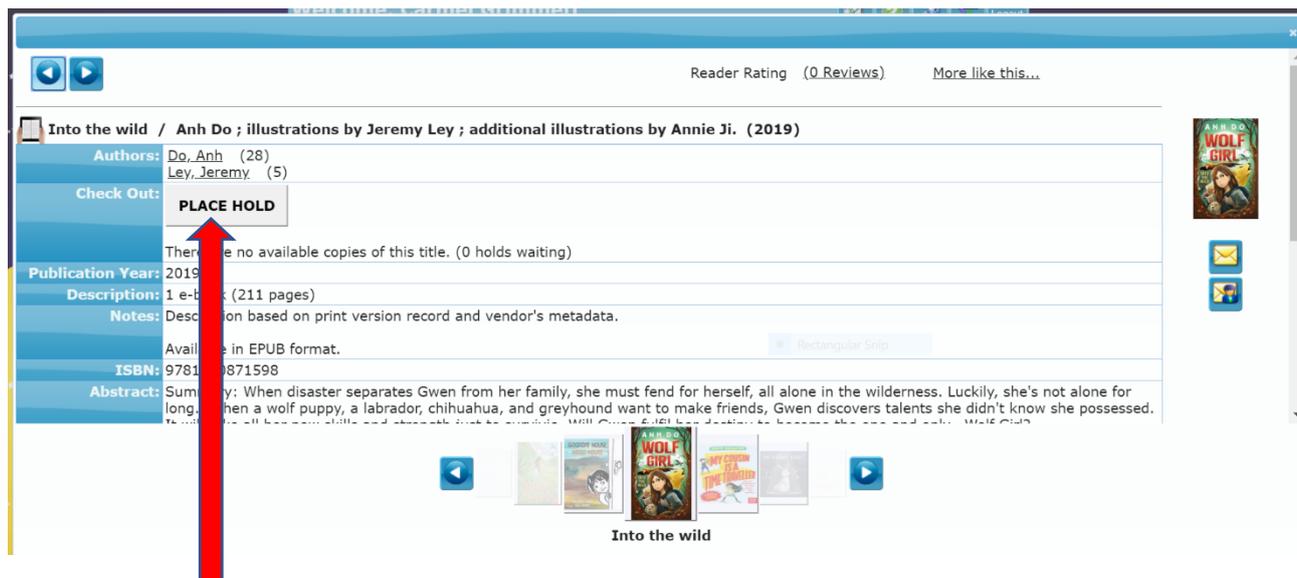
Each loan lasts for two weeks.

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.