BORROWING FROM RBDIGITAL (eBOOKS, eAUDIOBOOKS & ZINIO MAGAZINES) updated 01.01.18

Requirements:

- You must live within the Dyersville city limits, be a resident of a town that contracts with James Kennedy Public Library for service, or have a paid membership at the library
- The number on the back of your James Kennedy Public Library card
- A computer or a portable device that supports downloadable media such as a tablet, iPhone, or smartphone
- Internet connection and/or WiFi
- The rb digital app (was OneClickdigital) must be downloaded on your device. It is available for free from your app store.

To set up your accounts:

1. You will need two login/password combos (called profiles) – one for the eBook & eAudio collection and one for the digital magazine collection.
    a. They can be the same login & password.
    b. They must be set up from a computer. They cannot be set up in the app.
    c. You can only be logged in to one profile at a time and will need to switch between the two if you use both the eBooks/eAudio and digital magazines.
2. Go to the library website www.dyersvillelib.ia.us
3. Click on the **rb digital** button on the website home page.
4. Click on **Register.**
5. Enter the requested information:
    a. Library card number. This is located beneath the barcode on your library card.
    b. Your name, email, and the password you want.
6. Go back to the library website www.dyersvillelib.ia.us
7. Click on the **Zinio** button on the website home page.
8. Click **Create New Account**.
9. Enter the requested information:
    a. Library card number. This is located beneath the barcode on your library card.
    b. The user name and password you want.
    c. Your name, email, and zip code.

Borrowing eBooks & eAudiobooks:

1. Make sure your device is connected to Wifi
2. Open the rb digital app
3. Choose your country then log in with your login/password for rb digital (formerly OneClickdigital, if you set up an account with them).
4. Select **James Kennedy Public Library** from the selection of libraries.
   a. If you were logged in to access the digital magazine collection you will need to switch libraries.
5. You will be taken to the Home page for eAudio and eBooks.
6. Search for an eBook or eAudio by title or author using the **Search** box. Or scroll through the lists of titles to browse.
7. Tap on the cover of the title to get more information.
8. Tap on **Checkout** to borrow the title. At the confirmation message, tap **OK**.
9. The Checkout option will change to **Read**.
   a. Tap on it to open the book and start reading.
10. Repeat for all titles you want to download.
11. Tap on the **Menu** (3 horizontal lines) then on **Checked Out** to access everything you have borrowed.
12. Tap **Read** to open an item to download then to read or listen to.
    a. Items borrowed may be accessed when not connected to WiFi if they are downloaded.
13. When you exit the app, you will remain logged in to your eBook profile.

To return an eBook or eAudiobook:

1. Make sure you are logged on to your account for eBooks and eAudio.
2. Tap on the **Menu** (3 horizontal lines) then on **Checked Out** to access everything you have borrowed.
3. Tap on the cover of the item you want to return to bring up the details.
4. Tap on **Return** then **OK** to confirm the return.
5. Click on **Back** to return to the Checked Out page.

Borrowing Magazines:

1. Open the RBdigital app. You will be logged in to the account you last accessed.
2. If you need to switch into the magazines profile, tap on the **Menu** (3 horizontal lines) then on **Your Profiles**.
3. Select **Carnegie-Stout Public Library** (we share a magazine collection with them).
   a. If you were logged in to access the eBook/eAudio collection you will need to switch libraries.
   a. The first time you access this collection you will need to add the Carnegie-Stout Library by tapping the **+** next to Profiles. It will prompt you to log in with your Zinio email/password.
   b. Tap **Next.**

4. Scroll down to the magazine section and browse through the magazines available.
    a. Tap on the cover of one to open and bring up details.
    b. If you are interested in back issues tap on **View All Issues** to see all that are available.
5. Tap on **Checkout** to borrow the magazine. At the confirmation message, tap **OK**.
6. Download the magazine to your device by tapping on **Read** (this happens the first time you tap on Read).
    a. A downloading/opening bar will show at the top of the magazine and it will open once downloaded.
    b. Items borrowed may be accessed when not connected to WiFi if they are downloaded.
7. Tap on the **X** in the top, left corner to close the magazine and return to the borrow screen.
8. Tap on the **Back** button to return the magazine collection.
9. Tap on the **Menu** (3 horizontal lines) then on **Checked Out** to access everything you have borrowed.
10. Tap on **Read** for the magazine you want to open and read.
11. When you exit the app, you will remain logged in to your magazine profile.

To delete a magazine from your device:

1. While in the app, make sure you are logged in to your profile that accesses the magazines.
2. Tap on the **Menu** (3 horizontal lines) then on **Checked Out** to access everything you have borrowed.
3. Tap on the **X** in the top, right corner of the magazine cover. Then hit **OK** to confirm the return.
4. Repeat for every magazine you want to delete.

Swapping Between Profiles:

1. If you need to switch between your profiles for the eBook/eAudio and digital magazine profiles, tap on the **Menu** (3 horizontal lines) then on **Your Profiles**.
    a. Select the name of the library associated with the collection you are trying to access (James Kennedy Public Library for eBooks/eAudio and Carnegie-Stout for digital magazines).
    b. Do this by sliding the button next to **Use This Profile** under the library's name.
2. The first time you access the digital magazine collection you will need to add the Carnegie-Stout Library. To do this:
    a. Tap the **+** next to Profiles.
    b. You will be prompted to log in with your Zinio email/password.
    c. Tap **Next.**
    d. Select **Carnegie-Stout Public Library**.
3. Once your two profiles are set up and linked to a library, your user names / passwords should be automatically saved.