



# INDYREADS USER'S GUIDE

OdiloTK

22/10/20



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# 01

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**OdiloTK** is a cutting-edge library platform that enables the management and digital lending of eBooks, audiobooks and videos anywhere, anytime and from any device. eBooks can be read on a computer, tablet or eBook reader.

It is available in different languages: Spanish, English, French, German, Portuguese (Brazil), Catalan, Chinese, Valencian, Galician, Dutch and Basque.

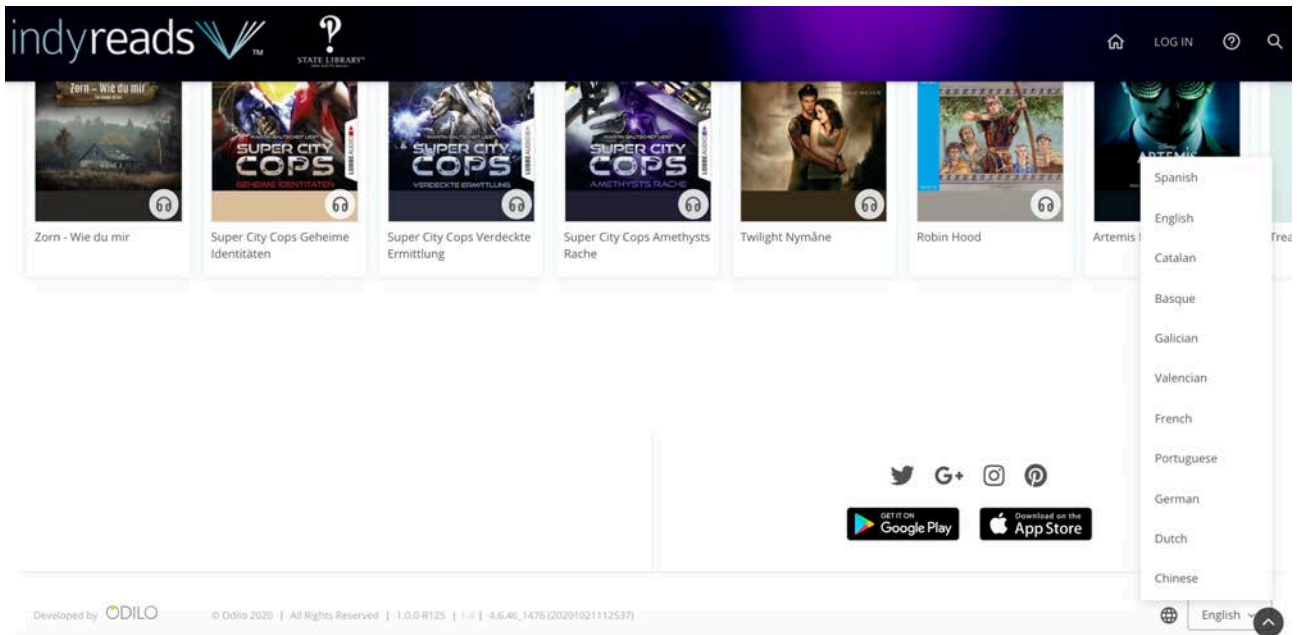


Figure 1. Available languages.

### Basic requirements

To get started with OdiloTK, you will need the following:

- Internet Access.
- Be a registered Library Borrower (Get a library account from your local library)
- Sign up for a free OdiloTK user account.
- Install [Adobe Digital Editions](#) on your computer.

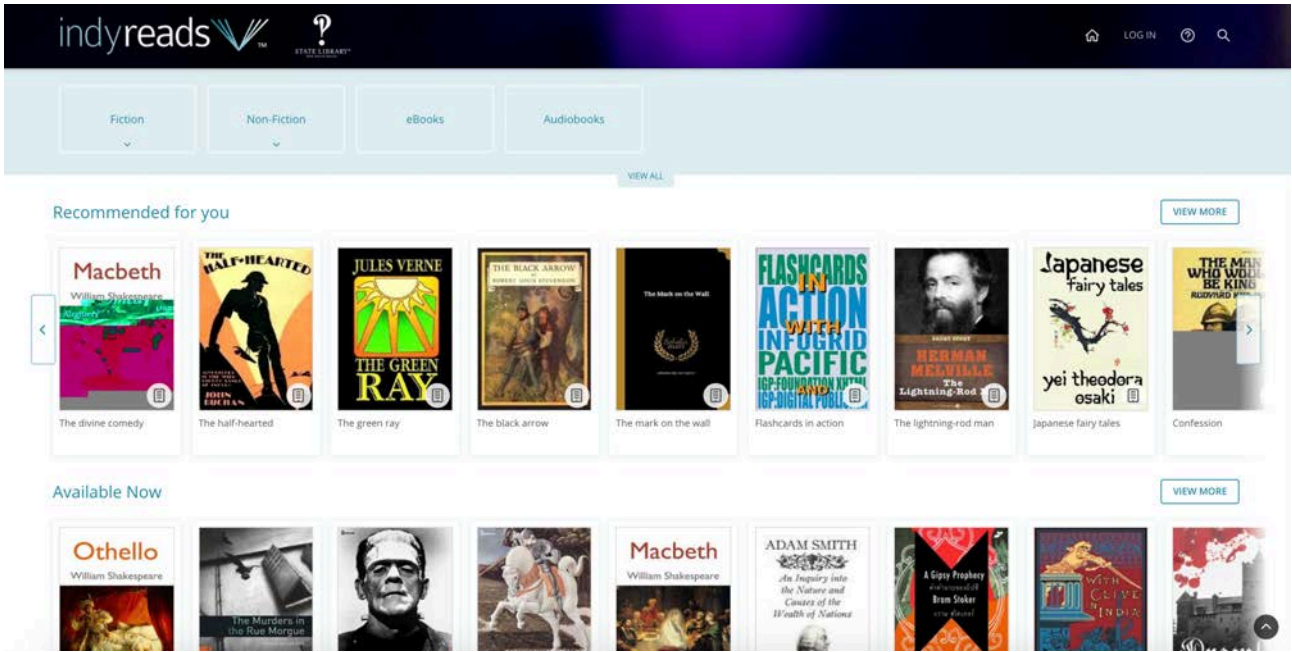


Figure 2. OPAC main page.

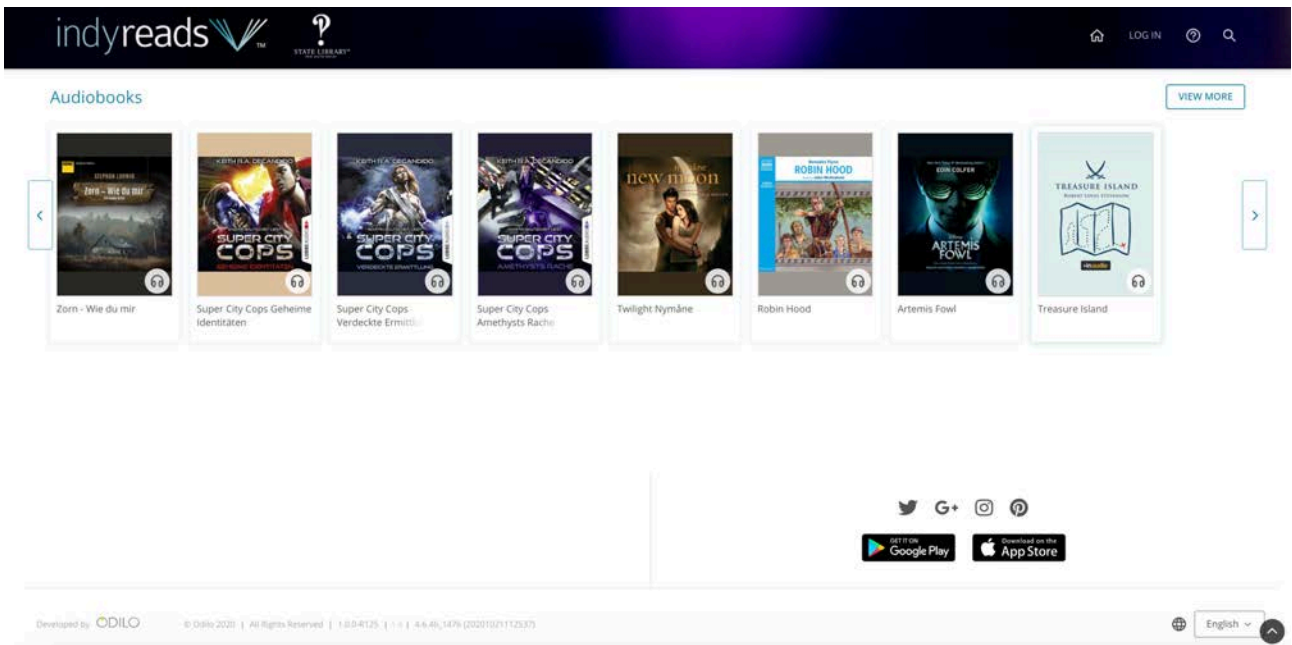


Figure 3. OPAC footer.

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## 2.1 Access to OdiloTK: User Authentication

To access the private platform of OdiloTK, the user needs to know their access data (user and password). Previously, the administrator of the platform has facilitated this information.

Steps to login:

1. Open the web browser.
2. Enter the URL of your library.
3. Click the **Log in** button.

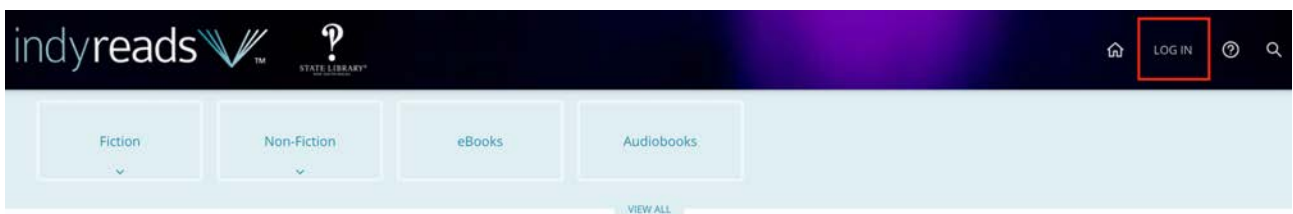


Figure 4. Access to the user's private platform.

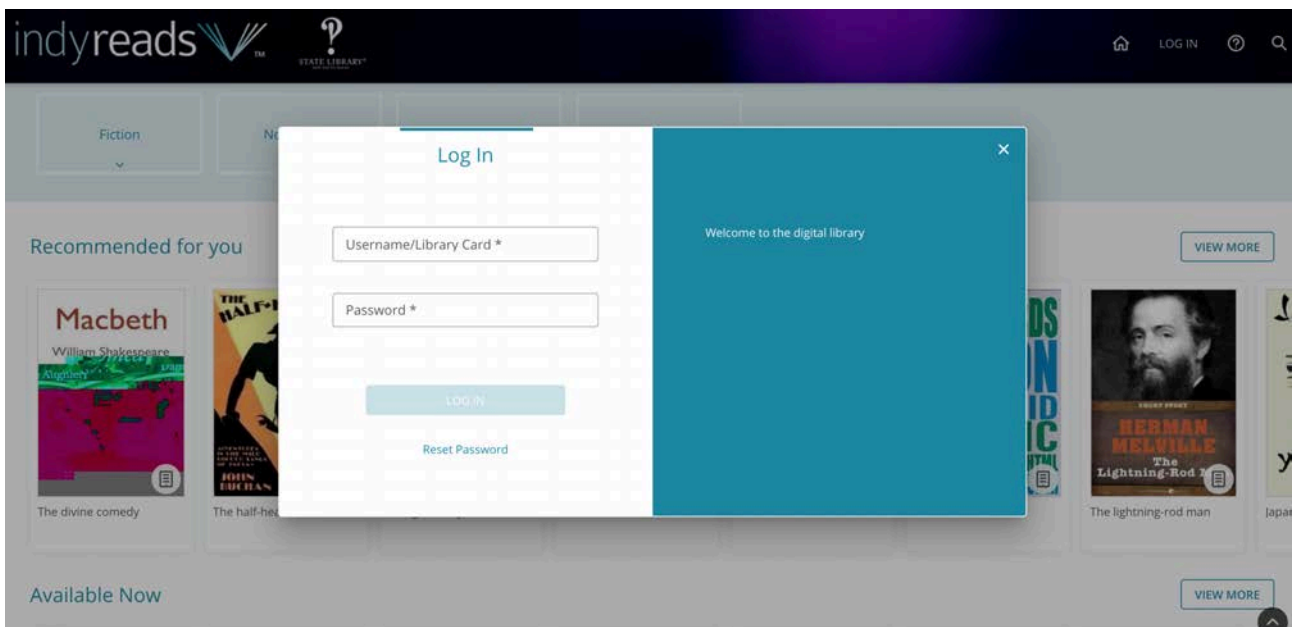


Figure 5. Screen to introduce the access data to the platform.

## 2.2 Available contents

The contents available in the catalog of the digital library are initially displayed on carousels, on the main OPAC screen and from there or from the results page you can access the resource cards.

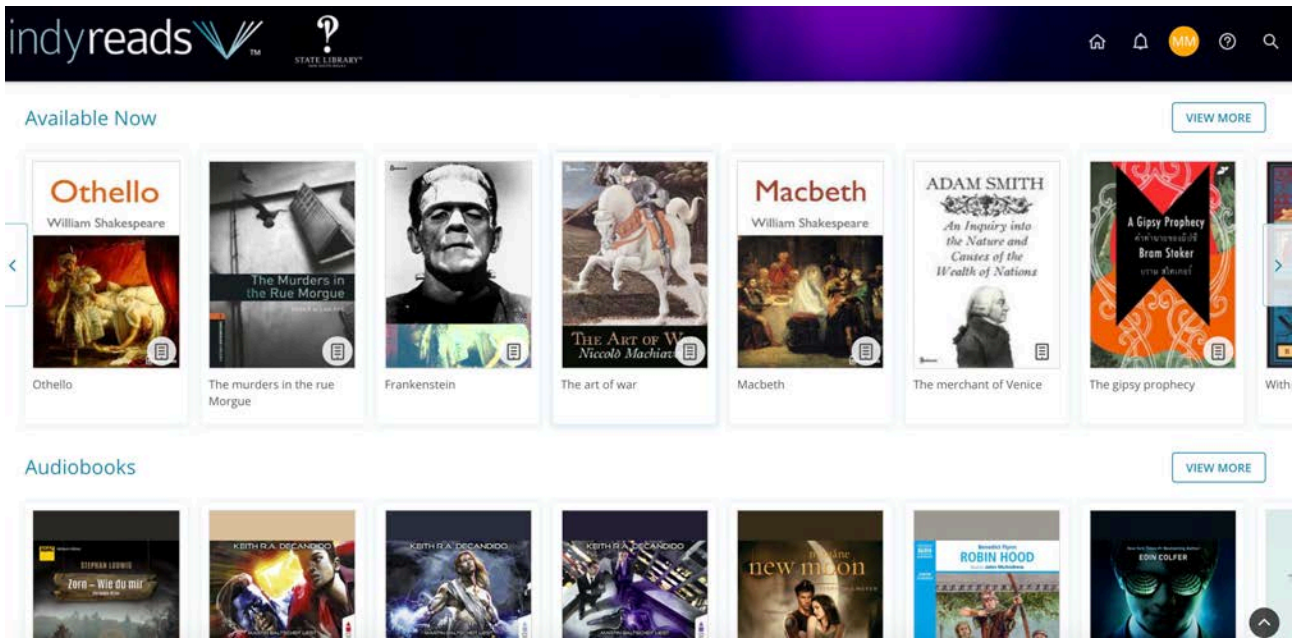


Figure 6. OPAC carousels.

The platform supports resources in several formats (epub, audiobooks, videos,...) which can be read in streaming or by downloading the resource.

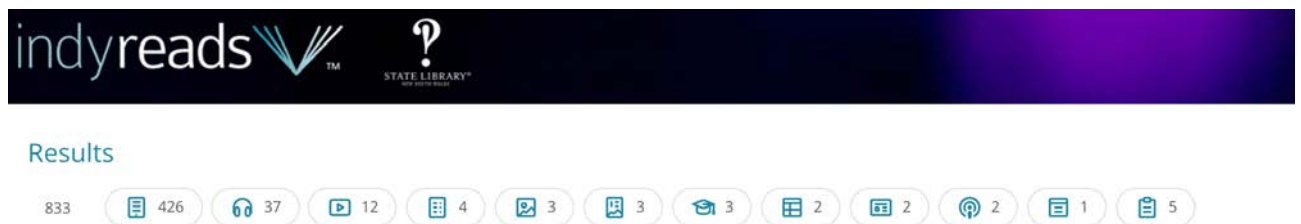


Figure 7. Available formats.



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### 3.1 User's personal area

When the user registers on the platform, they will have a personal area where they can find the sections shown in the following image. To access this area you must click on the avatar that appears on the top right corner and a pop-up window will show the options.

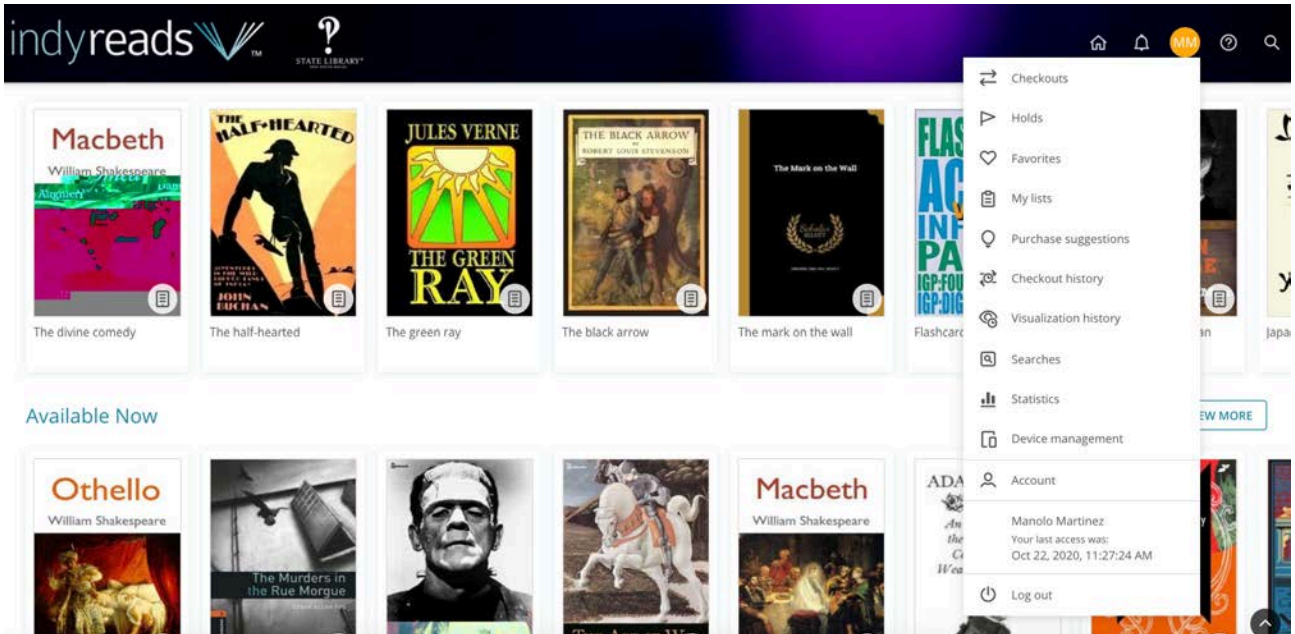


Figure 8. Navigation panel within the user's area.

Once you click on one of them, you will be able to see them all on the left-hand side

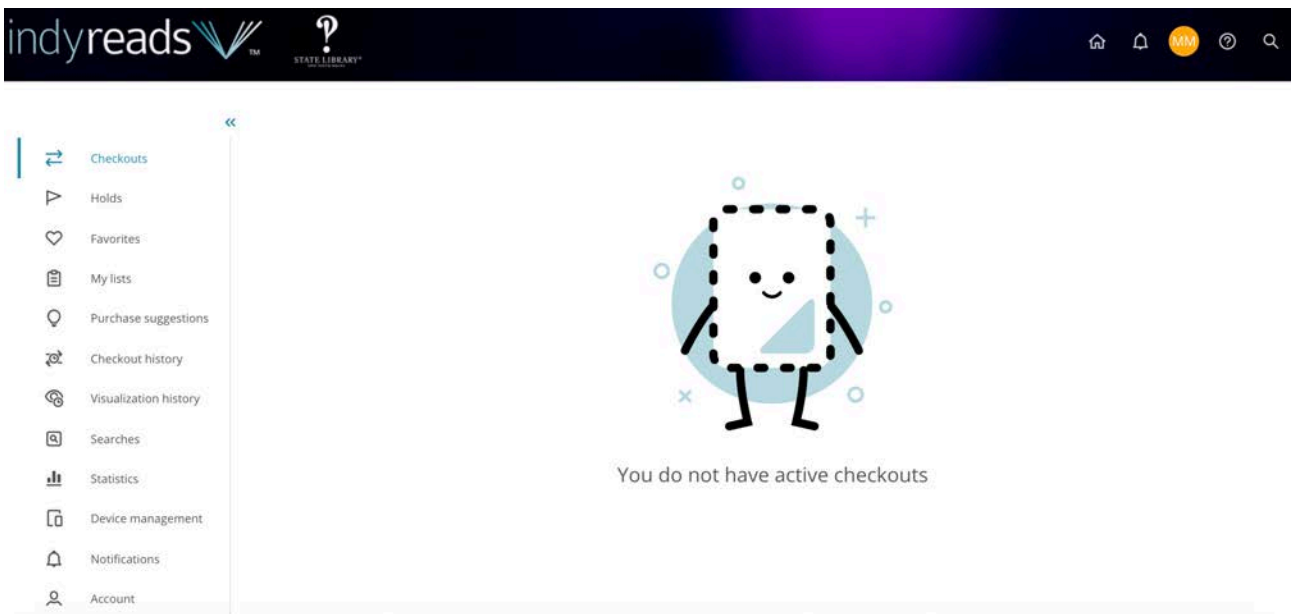


Figure 9. Navigation panel of the user's area on the left-hand side

First of all, the last option of the navigation panel shows their last login (date and time):

 Account

Manolo Martinez  
Your last access was:  
Oct 22, 2020, 9:46:42 AM

Figure 10. User's last login.

- **Checkouts:** It displays the active user's checked out items.

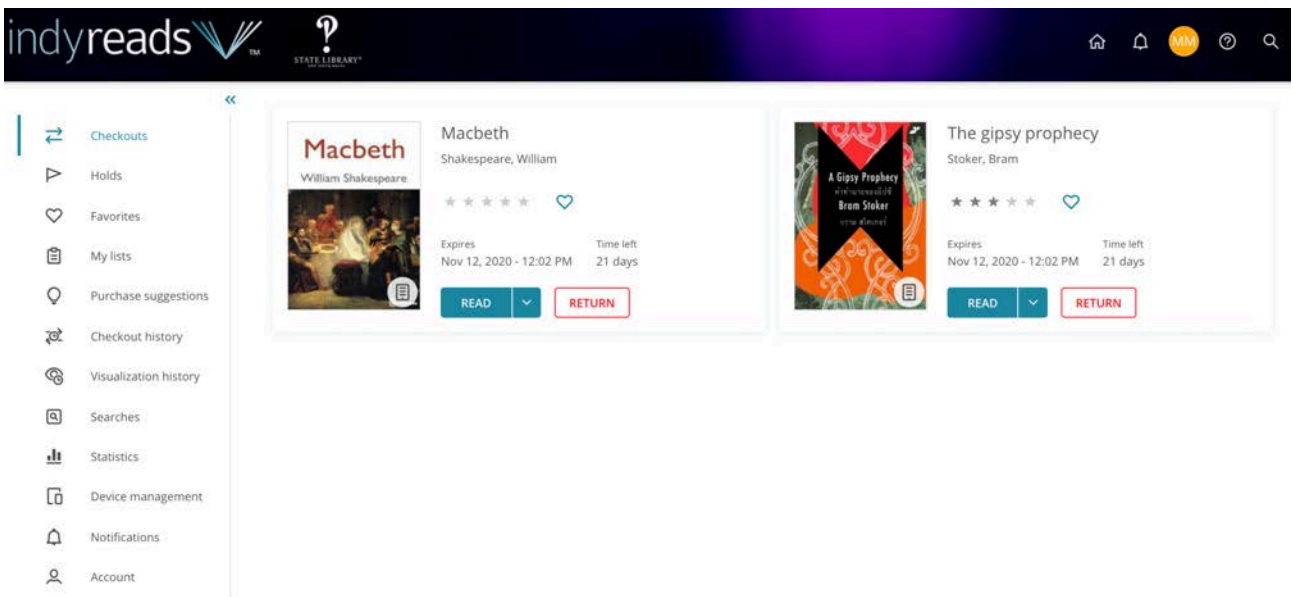


Figure 11. 'Checkouts' section.

If at that time, the user has no checkouts, they will see the following image and message:

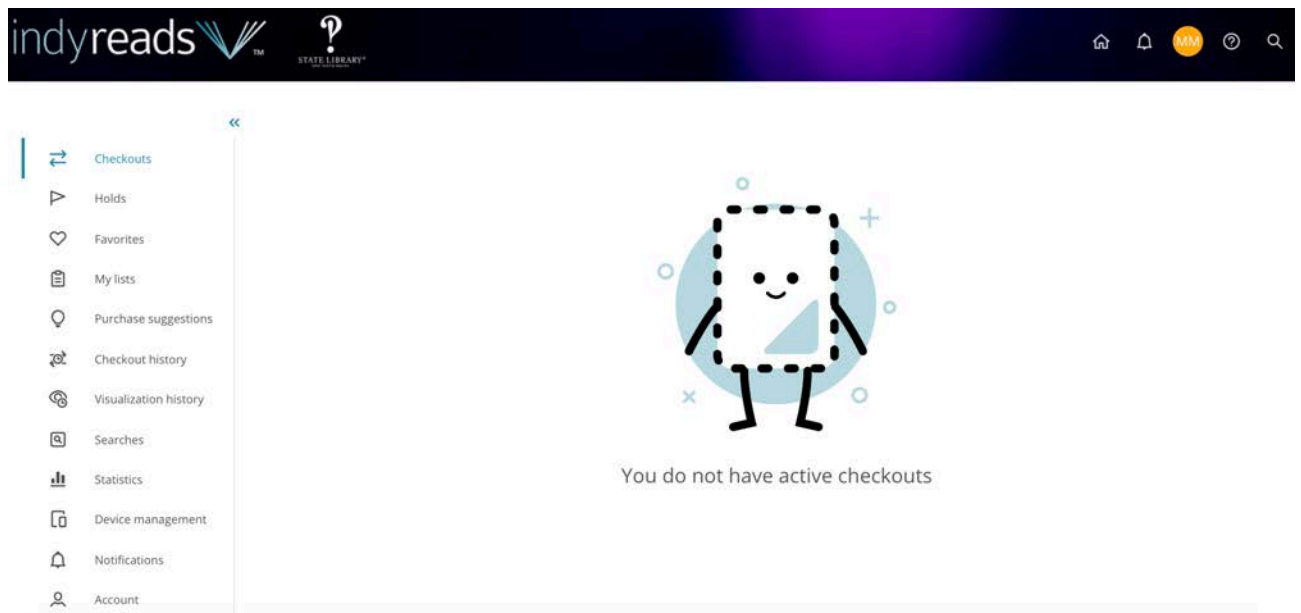


Figure 12. 'Checkouts' section empty.

- **Holds:** The user can use this menu option when they want to have a resource, but all the available items are taken. It allows users to request items and manage items they have requested. When the user requests the desired item, they will be added to a waiting queue automatically. After that, they will be notified by email when the title is available and how they have to borrow it.

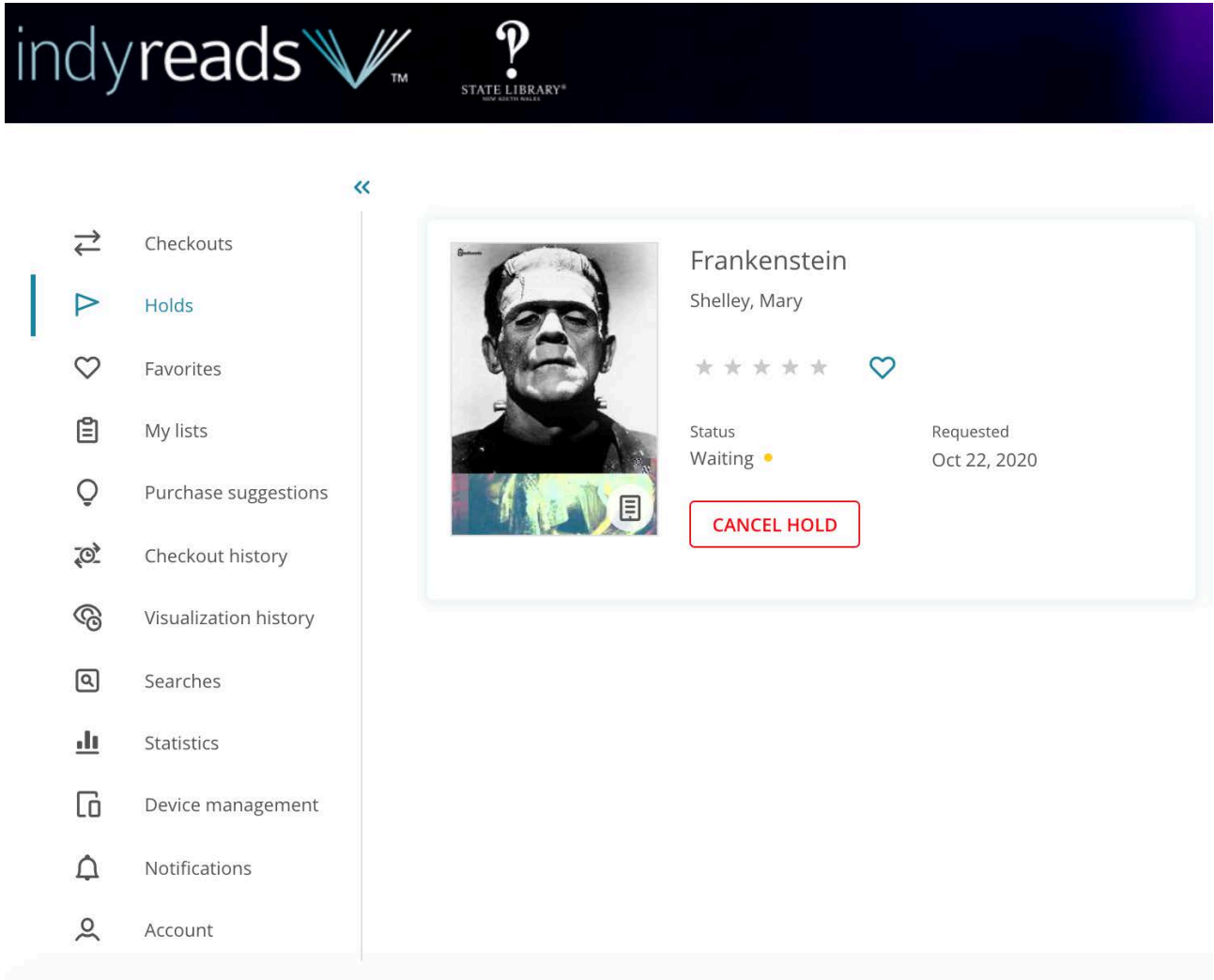


Figure 13. 'Holds' section.

In addition to notifying the user when the hold is available by email, an informative message will also be sent to their Notifications section.

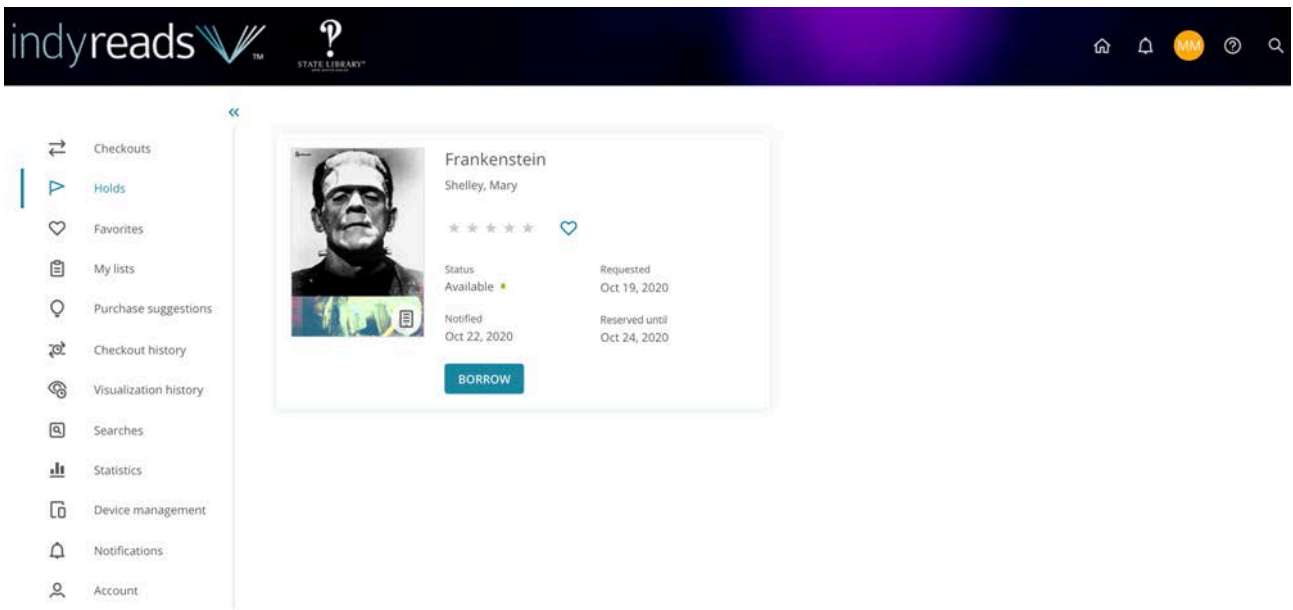


Figure 14. 'Available hold' notification.

The patron will have 48 hours to accept the hold; if they don't, it will go to the next in line.

After 5 days of hold expiration, it will be automatically deleted from *Holds* section.

- **Favorites:** The user has the option to add in this section, from the results screen or from the item details page, those titles they love.

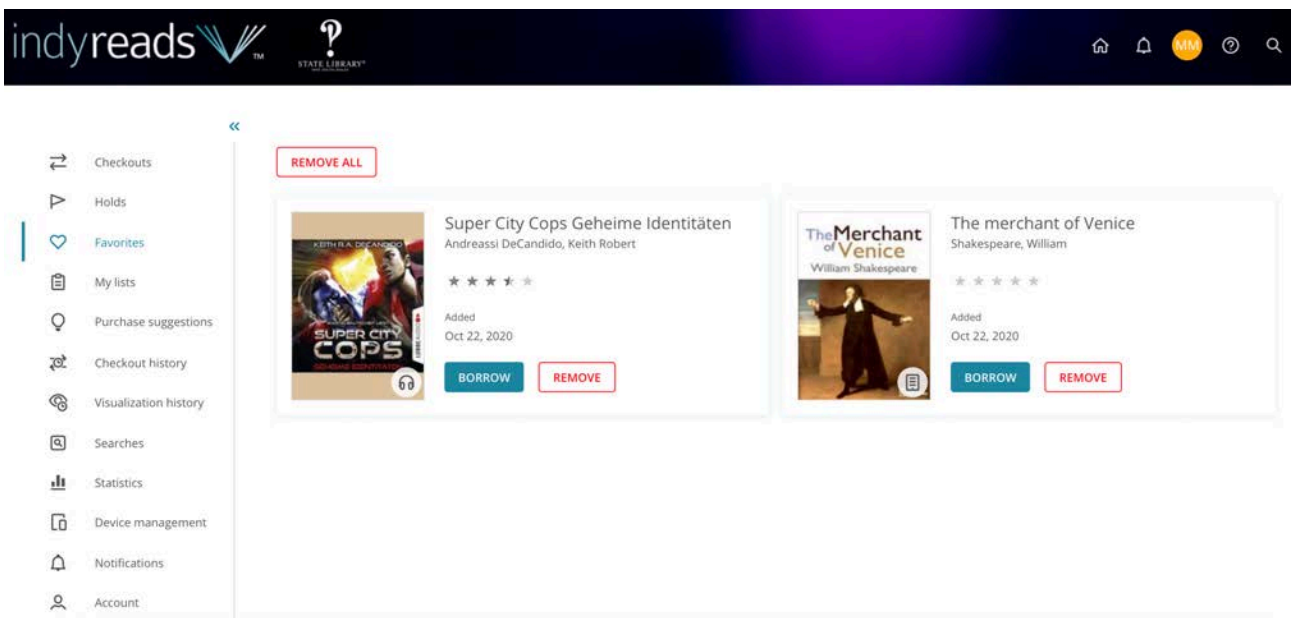


Figure 15. 'Favorites' section.

- **My lists:** It shows all the public and private lists that the user has created.

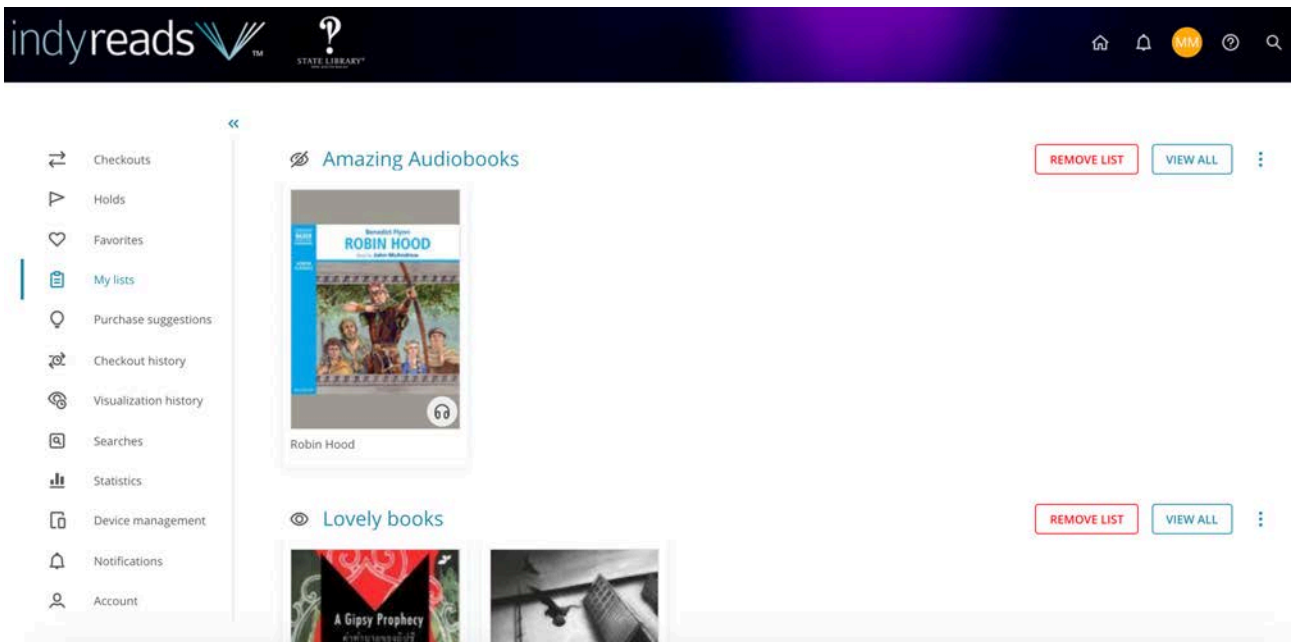


Figure 16. 'My lists' section.

- **Purchase Suggestions:** It allows users to formulate requests to the library in order to consider them when expanding their catalog.

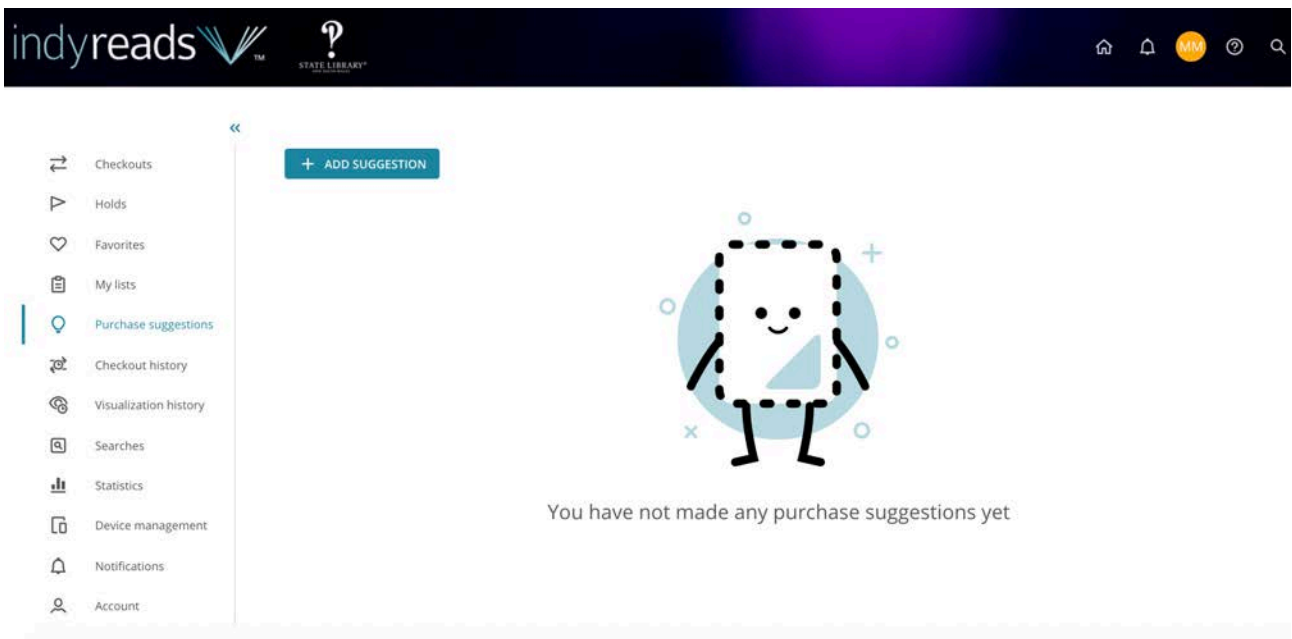


Figure 17. 'Purchase suggestions' section.

- **Checkout history:** It shows a history of all the titles borrowed by a user. You have the option, using '**Remove**' button, to delete the title, which you do not want to keep in your history, or '**Remove All**' if you have more than one title and want to delete from your history.

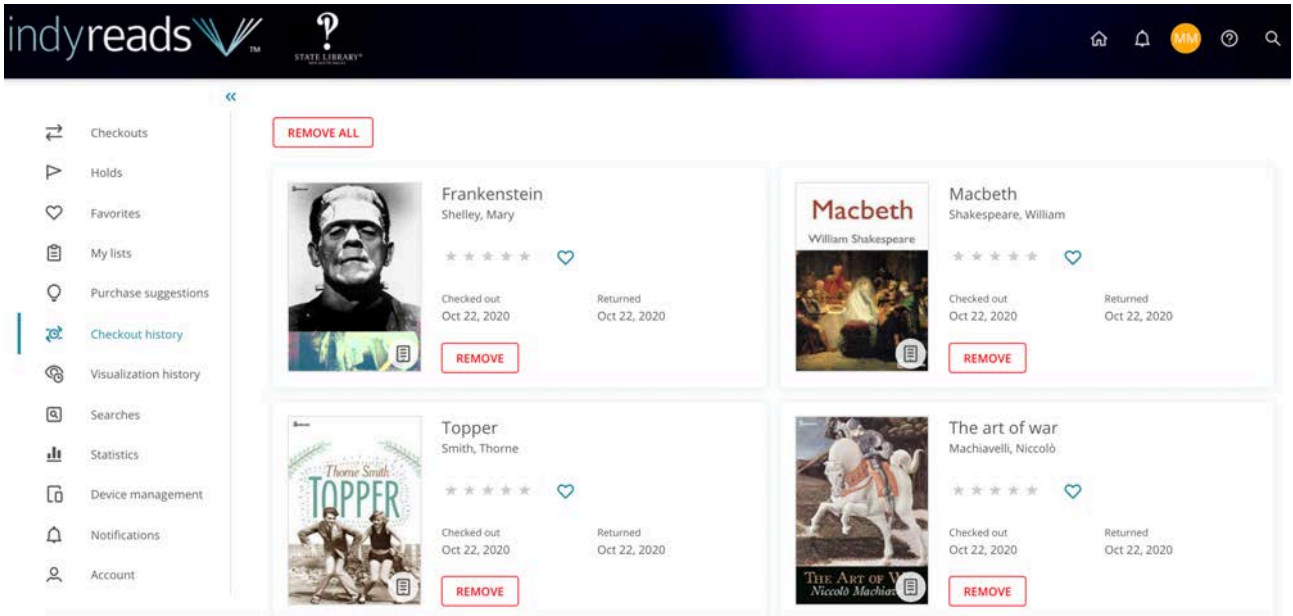


Figure 18. 'Checkout History' section.

- **Visualization history:** It allows users to access their visualization history, when the library has pictures in their catalogue and a user has accessed them.

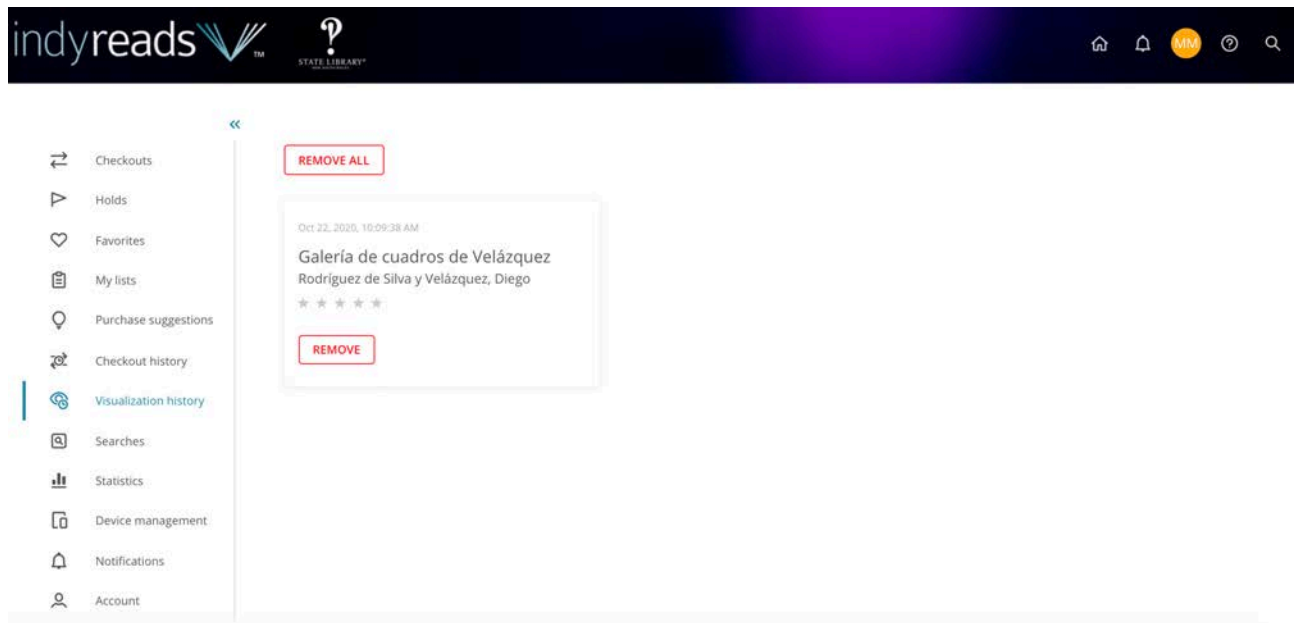




Figure 19. 'Visualization History' section.

- **Searches:** It allows the user to view the searches that he/she has made and if he/she wishes, save them (by clicking on the icon ) and share them by copying the link and clicking on the icon .

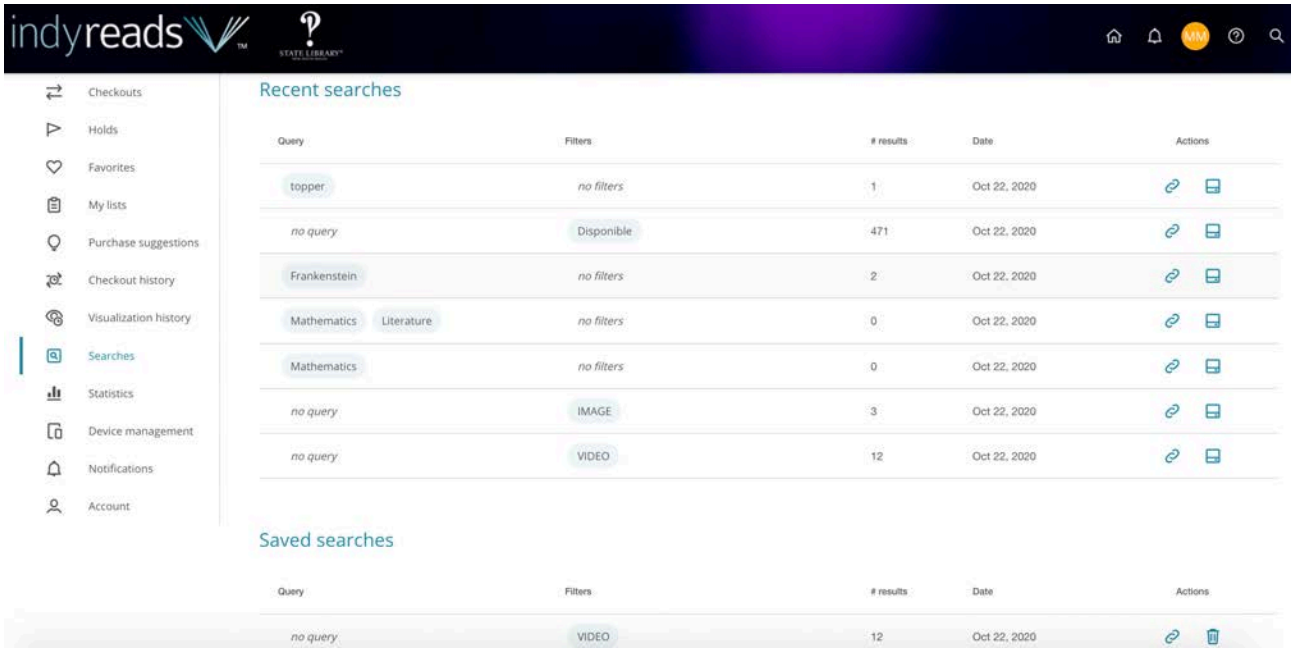


Figure 20. 'Searches' section.

- **Statistics:** When a patron has read a book, on this section there will be statistics of the last resource read and an average of all their readings

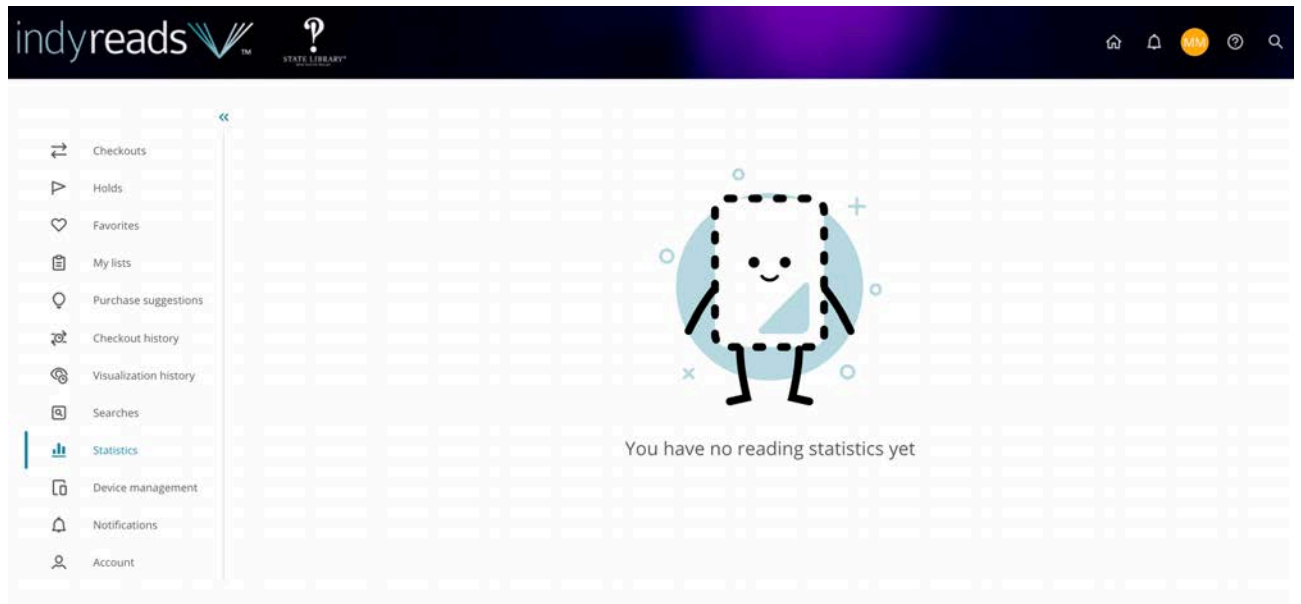


Figure 21. 'Statistics' section.

- **Device Management:** A patron can log in with their same credentials with up to 6 different devices. In this section you will be able to deactivate them to leave room for another device.



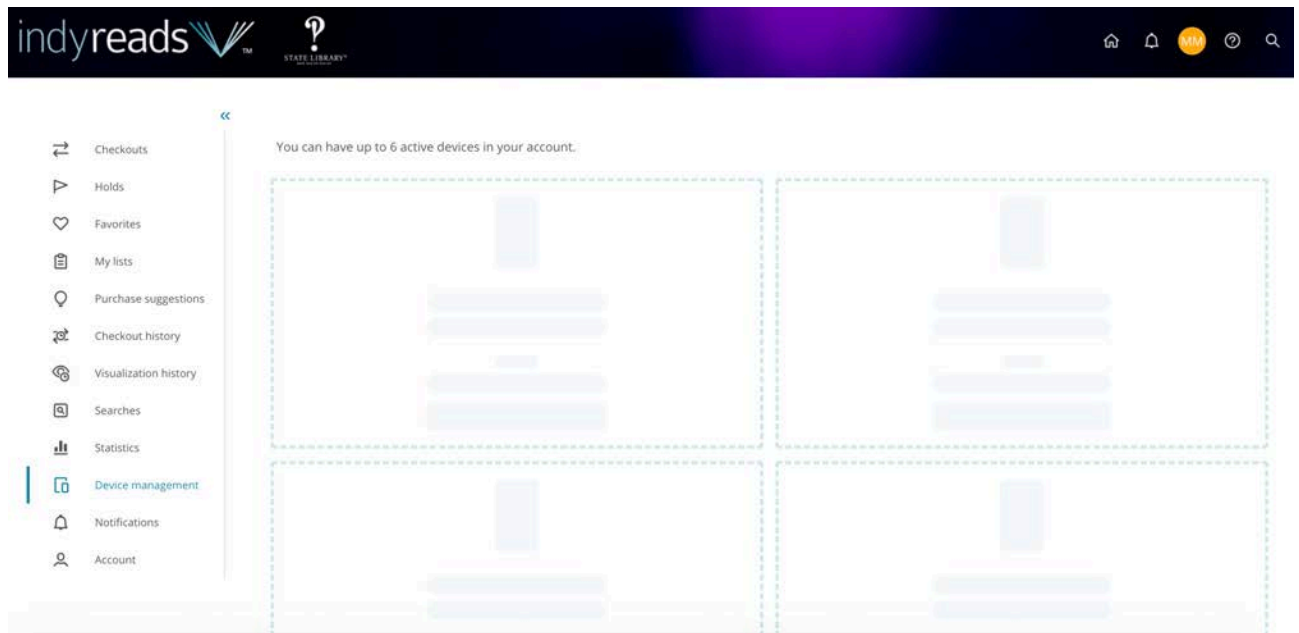


Figure 22. 'Device Management' section.

- **Notifications:** see the notifications that send the administrator/platform.

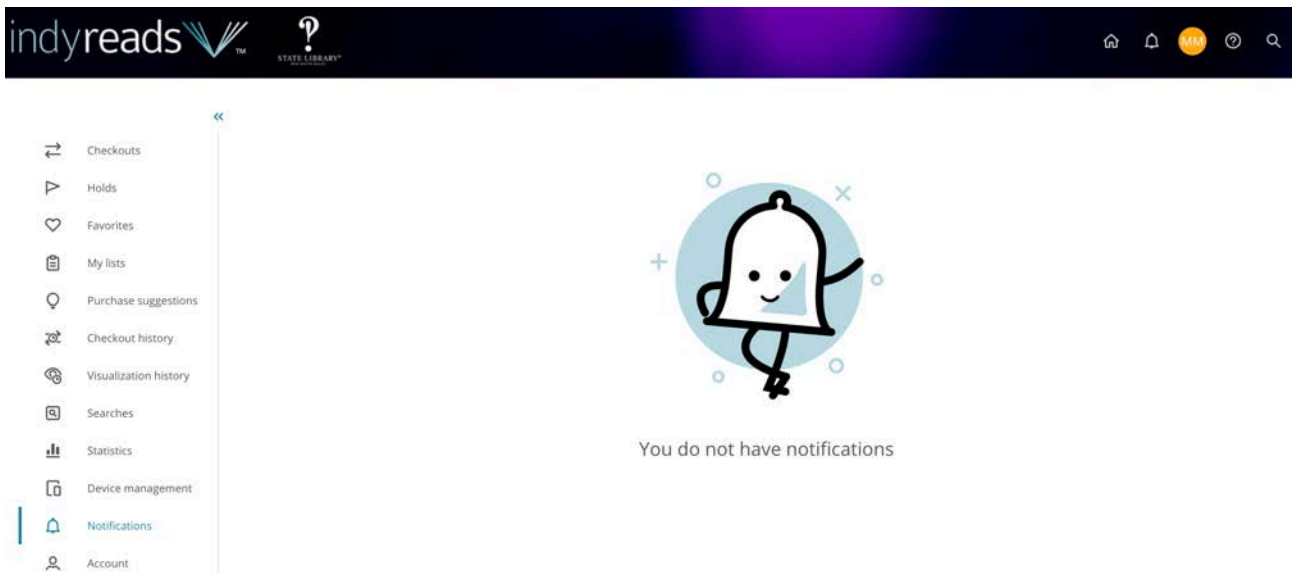


Figure 23. 'Notifications' section.

- **Account:** Users can update their profile. There is an option to accept all holds automatically when the hold is active. To do this, you must activate the option **"Accept holds automatically"**

Also, there is an option to, based on use, show a personalized carousel on the homepage. In order to do that, you have to activate the option **“Show Recommendations”**

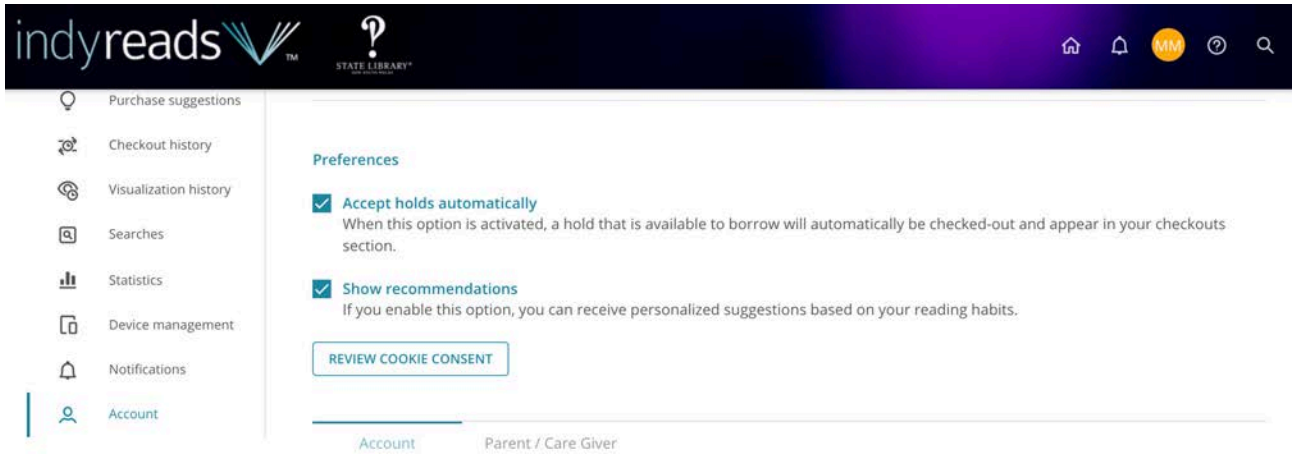


Figure 24. 'Account' section.

### 3.1.1 Searches

On the OdiloTk platform, users have access to content in two different ways:

- Quick content search.
- Different carousels that exist on the main page such as Best Sellers, Just Arrived, Most Popular, etc.

#### **Quick content search**

The platform has a predictive search functionality and when the user writes text on the box to search, all the catalog matches are shown. It is possible to navigate between the different suggestions offered using the arrow keys – up and down -, and you can select a specific option by clicking 'Enter'.

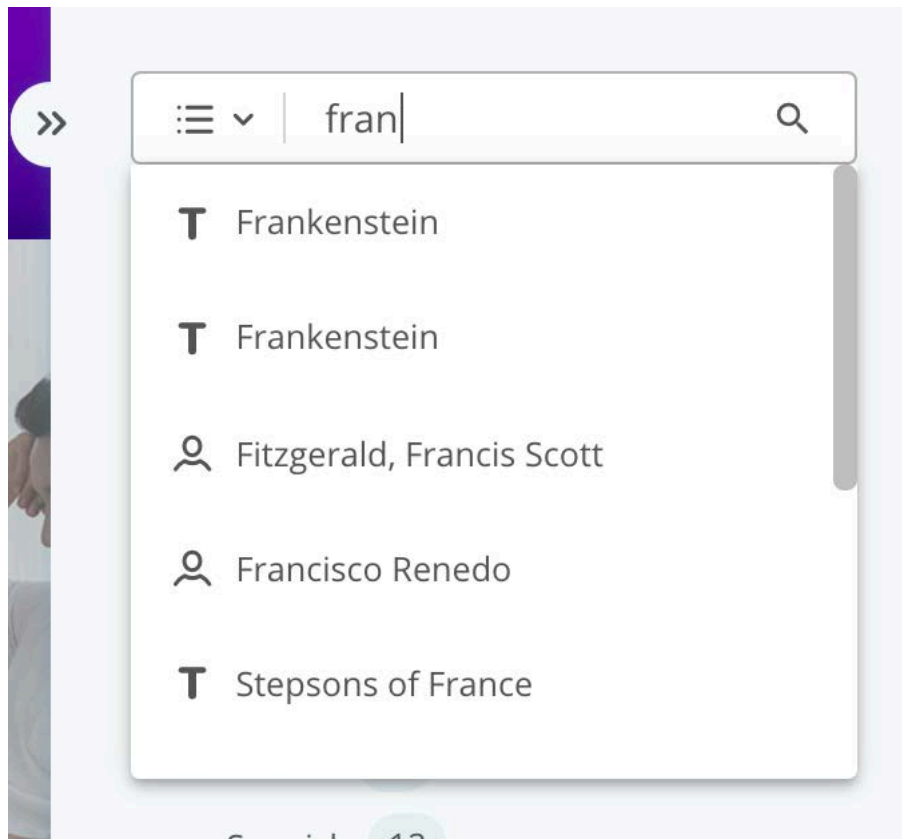


Figure 25. Predictive search functionality.

To search the list of available titles, follow these steps:

- 1.- Go to the main page and click on the **magnifying glasses** icon → the search box will show on the right-hand side.
- 2.- Insert into the text area a **word** or **sentence** that identifies the content that you want to look up. A dropdown will automatically appear with the options that match your search. If any of these options is the one you want, click on it and you will directly access the item details, otherwise, click on the **Magnifying glasses** icon (or hit enter) and the results page with all the matches will be displayed.

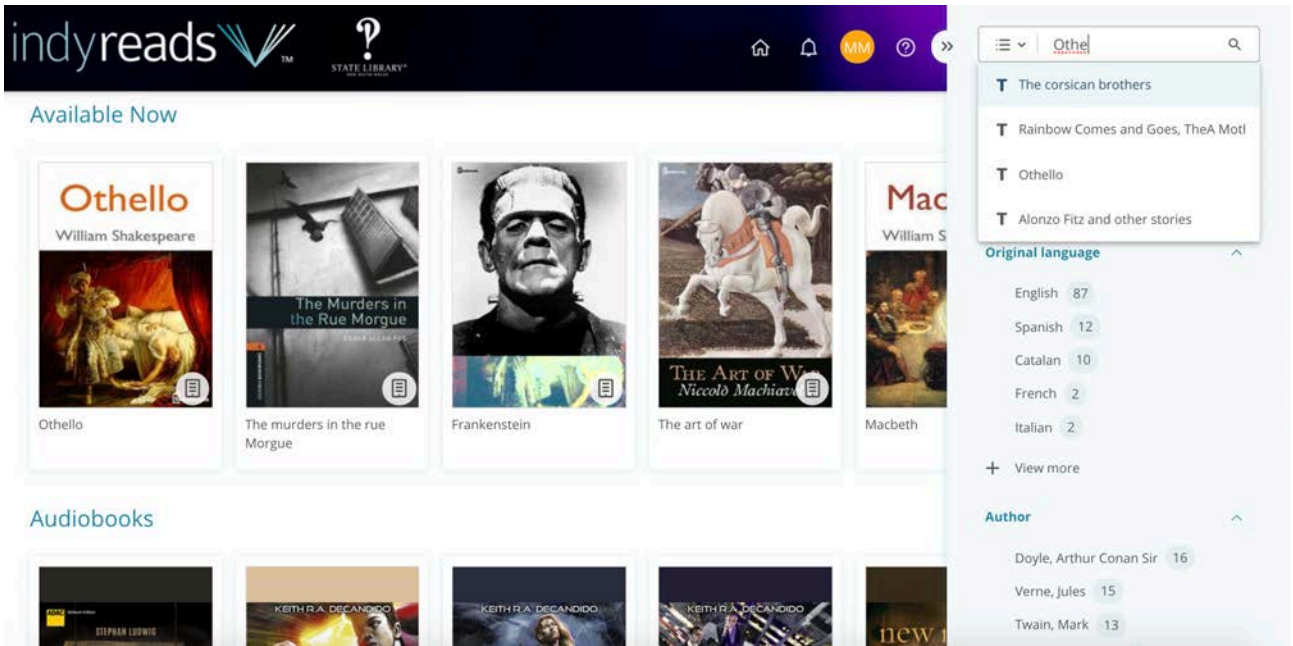


Figure 26. Search box on the main page.

If you click on the magnifying glasses, you will also see a filter that you can use to narrow down your search

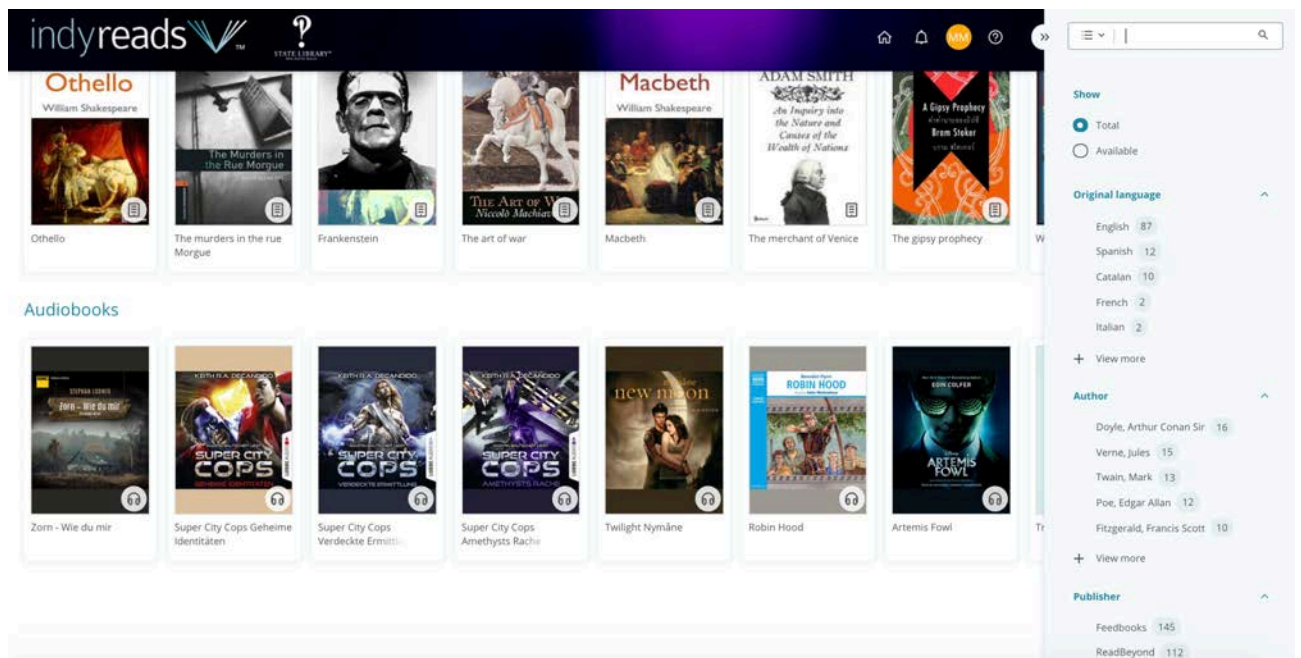


Figure 27. Search box and filters.

Advanced searches are allowed too; an **Advanced Search** can be performed by filtering specific fields (Author, Title, Publisher, Subject) or by any field that contains information (All).

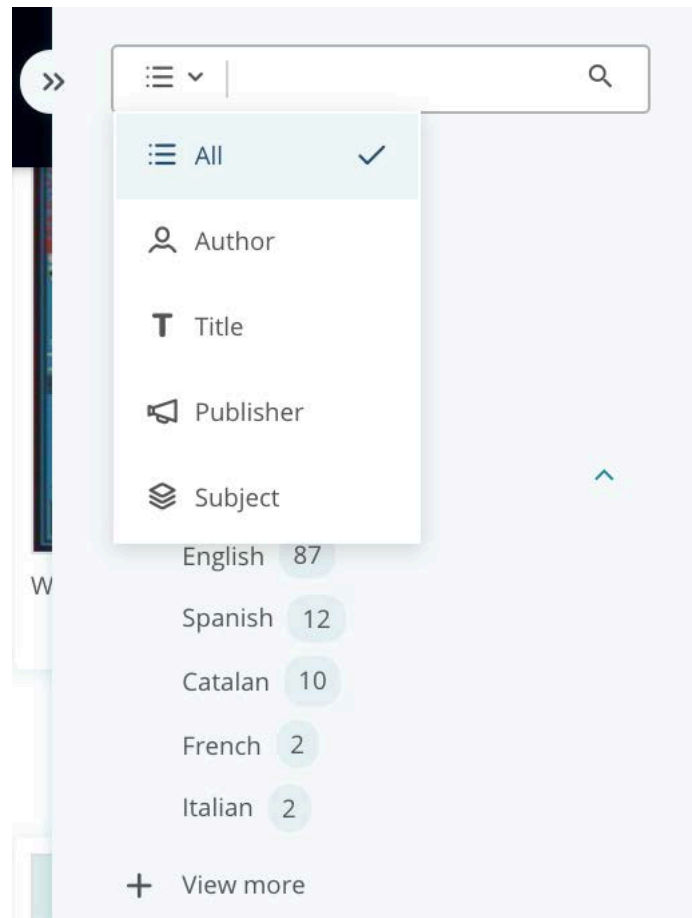


Figure 28. Advanced Search.

It is also possible to view all catalog resources by making a blank search. The screen that is shown to the user is the following one and on this they can perform different filtering (format, subject, author, etc.).

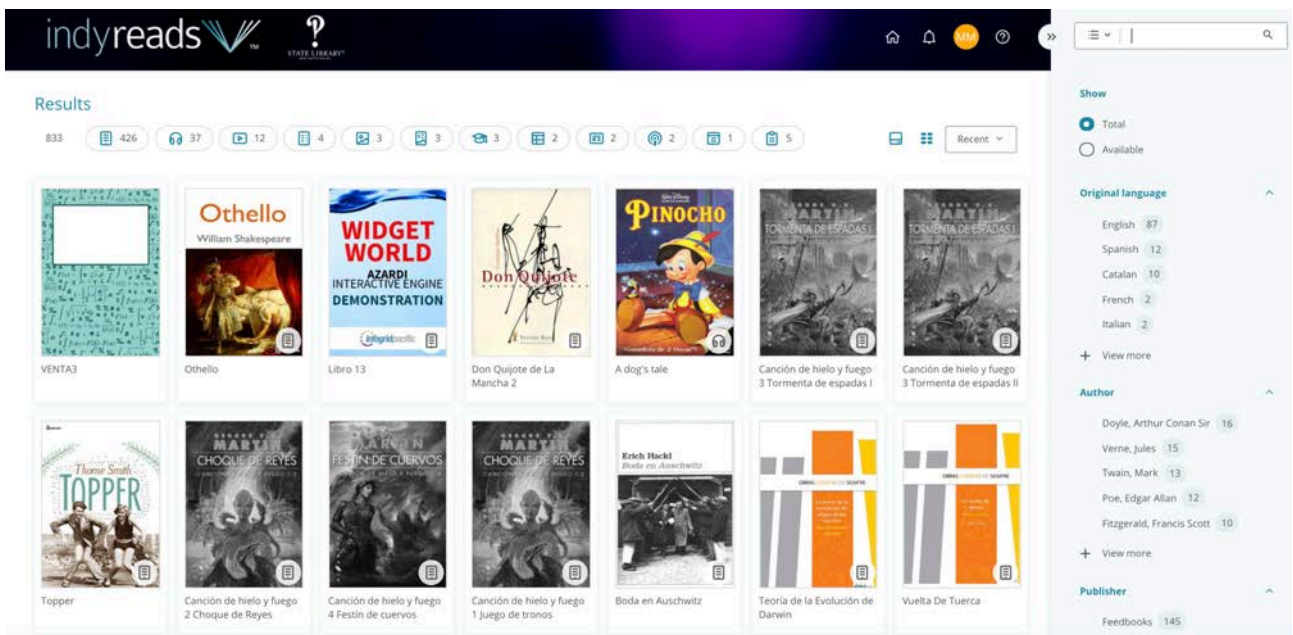


Figure 29. Results screen.

This results page offers the user the option to order the results according to:

- Recent
- Relevance
- Title (A-Z)
- Title (Z-A)
- Author (A-Z)
- Author (Z-A)
- Publication year

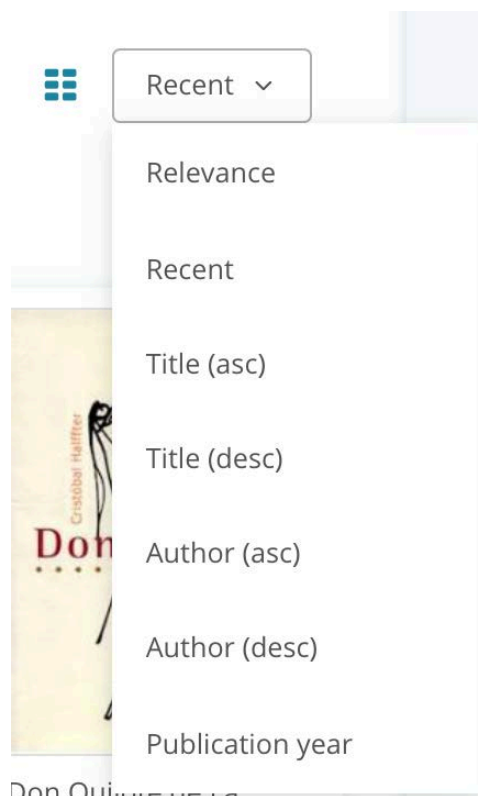


Figure 30. Order options.

It is important to mention that if the administrator of the platform chooses, the following actions can be carried out:

- The user will not see those resources that cannot be borrowed due to restrictions of their associated lending policy.
- In the catalog only titles that have available copies and therefore can be borrowed will be displayed.

## 3.1.2 Checkouts

It is necessary for users to identify themselves on the platform with their credentials in order to be able to perform checkouts.

### 3.1.2.1 Borrow eBooks from a computer or eBook reader

To take out a loan, the user must be identified on the platform in advance.

The steps are:

1. Find the resource you want or locate a resource using the available carousels.

The recently cataloged titles or most update titles will appear in first positions in carousels.

2. When you find the desired item, you have to click on it in order to display its details page, check the number of available copies and the formats in which you can read the resource.

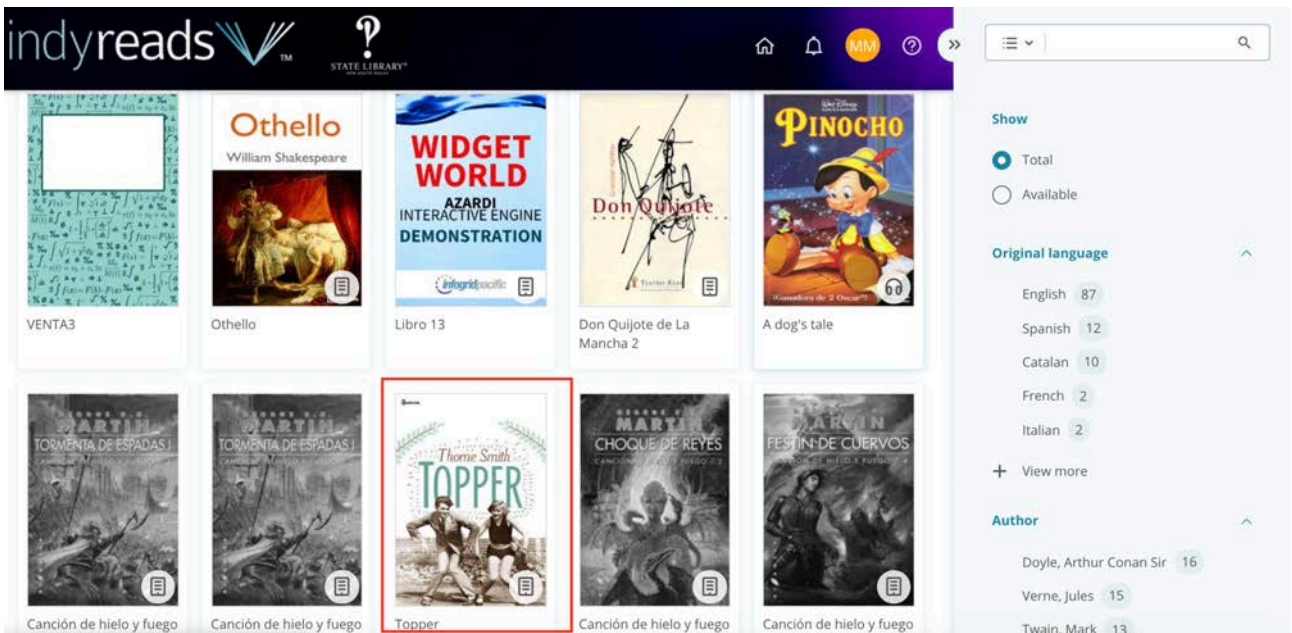


Figure 31. Find a title.

- Once in the item details page, click on **Borrow** to get the title.

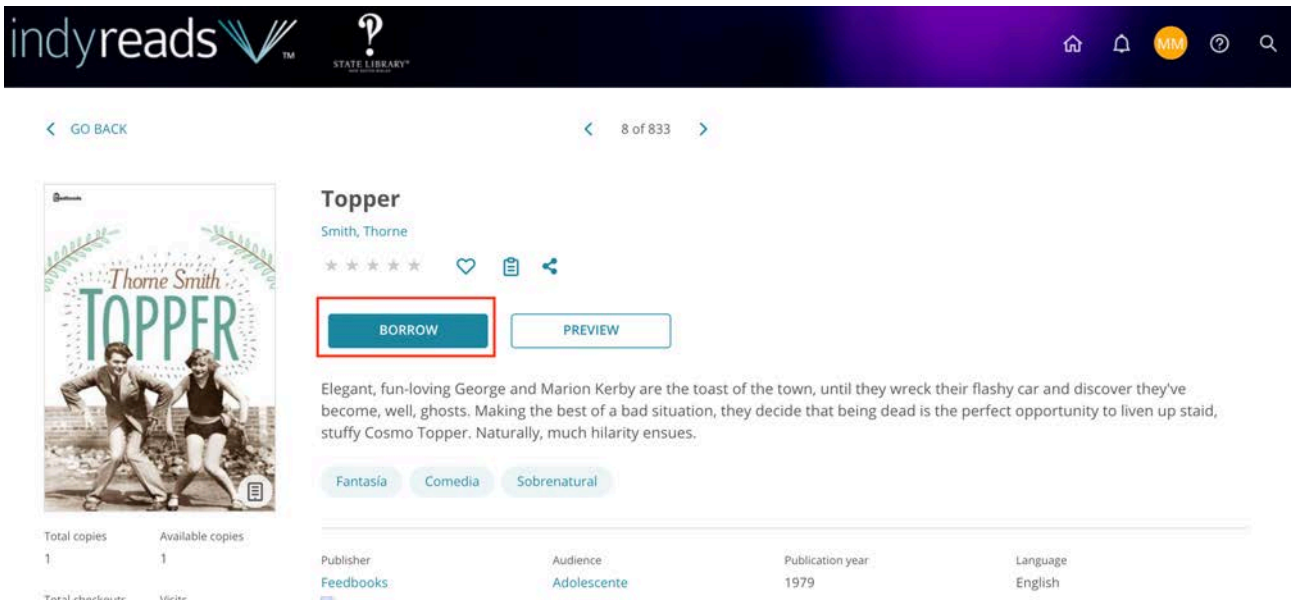


Figure 32. Borrow button.

- After clicking on **Borrow**, the **Checkouts** screen will show and you can choose how to read the book.



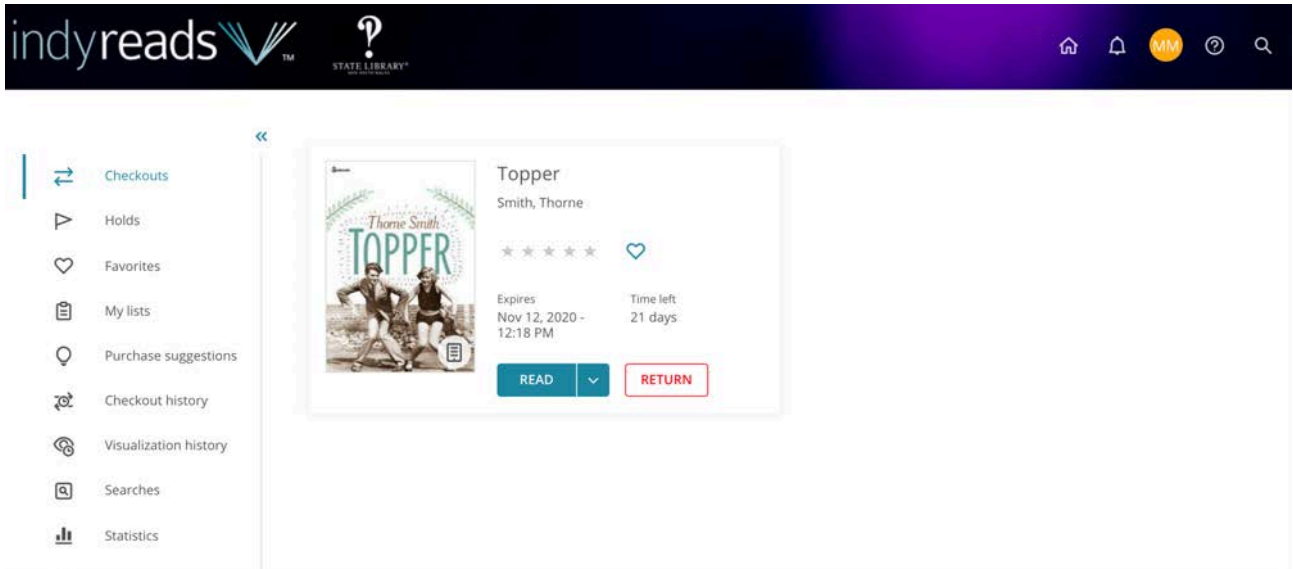


Figure 33. Screen of a checked out item by a user.

If you select **'Read'** you will be taken to another page where you will be displaying the book using **'Nubereader'**, our online reading service.

When you choose the arrow next to **'Read'** you'll see the option **'Download for Adobe Digital Editions'**, therefore you will need that software in order to open the file and enjoy its reading.

\* Once the book is downloaded for Adobe Digital Editions, we will not be able to return it directly from the library. To return it, you will have to access your Adobe Digital Editions library, right click on the book you want to return and select the option **"Return borrowed item"**.

### 3.1.2.2 Audio resources

Resources with audio format can also be present in the platform to borrow. If the user wishes, before taking it out on loan, they can listen to up to 10% of the content so that they can decide if they really want to borrow it or not.

Audios can be heard in Streaming..

To locate a desired audio, the reader can also narrow down the search to **audiobooks**, search for the desired resource, access its card and borrow the resource.

The screenshot shows the 'Robin Hood' audiobook page on the indyreads website. The page features a book cover, a 'BORROW' button, a 'PREVIEW' button, a description, and a metadata table.

Total copies	Available copies	Publisher	Audience	Publication year	Language
1	1	Naxos Audiobooks	Adolescente	2000	English
Total checkouts	Visits	ISBN	Type	Size	
16	19	9789629543945	Audiolibro Findaway	63 MB 02:19:25 H	

Figure 34. Audio resource.

### 3.1.2.3 Renew a loan

This functionality allows patrons to perform a renewal of a resource when the end of their loan period is approaching.

The user can renew a loan from their personal area when it would be expiring in three days, as long as that title has no holds and has not been previously renewed.

It should be highlighted that the platform enables **a single loan renewal**, as long as the book has no holds

The steps to carry out a renewal are:

- 1) In order to make a renewal of a resource, it is necessary that the loan ends in three days. During the last three days of the loan period, if there are no holds of the resource by other users, the button with the option "**Renew loan**" will appear.
- 2) Click on the "**Renew Loan**" button and verify on the pop-up screen that you want to renew the book.
- 3) Once you accept the renewal you will see a message that says "**Your loan has been renewed**", this means that the renewal of your checkout has been correct and that you can enjoy the resource for a new loan period.

### 3.1.3 Lists management

OdiloTK allows users to create their own "**Wish List**" where they can store all the resources they want or are interested in. The list creation lets users to visit these resources later without searching it and/or share those items with other users.

These lists can be public or private. If a list is **public**, everybody can see it, whereas if the list is **private**, only the user who created it can find it in My Lists section.

#### 3.1.3.1 Add titles in a list

Users can create lists of books (desired items, already read, romance, ...) adding these elements to the list one by one. This can be done from the **Item Details Page**, clicking on **Add to List**. This **Add to List** icon will appear when you're in the full information tab of the resource.

1 of 1

GO BACK

**Robin Hood**  
Flynn, Benedict

★ ★ ★ ★ ★

BORROW PREVIEW

Add to list

The popularity of Robin Hood endures for ever. In this bright re-telling for audiobook by Benedict Flynn, complete with sound effects, Robin Hood steals from the rich and gives to the poor, faces and overcomes the Sheriff of Nottingham, is supported by Little John and Alan a'Dale, and meets Maid Marian. But the drama and the danger are ever present, and sadness is not far away.

Aventuras Crimen

Total copies	Available copies	Publisher	Audience	Publication year	Language
1	1	Naxos Audiobooks	Adolescente	2000	English
Total checkouts	Visits	ISBN	Type	Size	
16	19	9789629543945	Audiolibro Findaway	63 MB 02:19:25 H	

Figure 35. Add to list.

1. Click on the **Add to list** option.

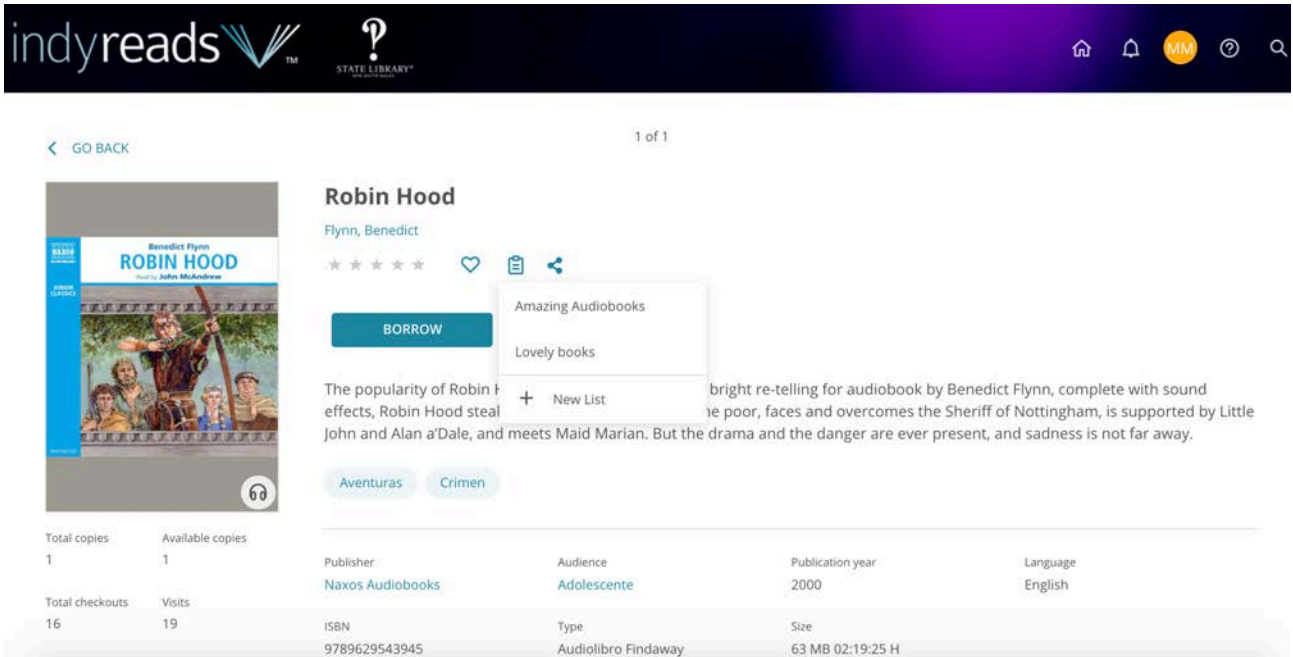


Figure 35. Pop up window to add resources to a list.

On the pop-up window, the user has to decide if the resource is added to a previously created list or to a new list.

Select the desired list above **+ New List**, if the item is going to be added to a previously created list.

If the user wants to add a resource to a new list, click on **+ New List**:

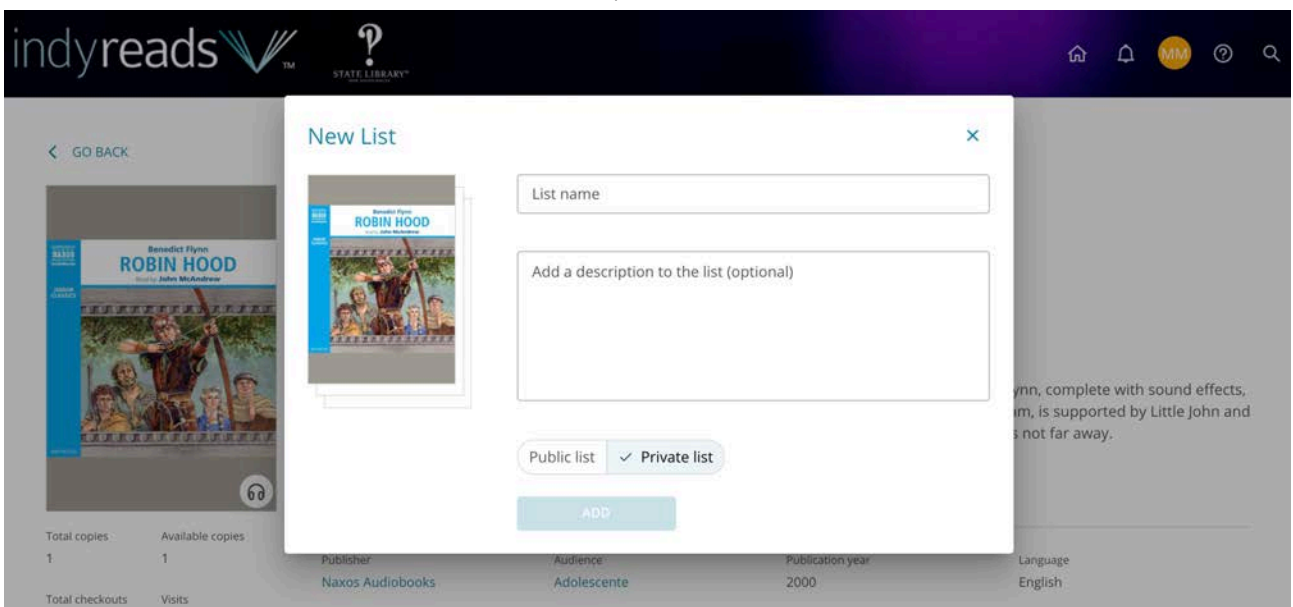


Figure 36. Create a new list and add an item.

1. Insert the **name** of the **list** in the text box called List Name.
2. Add a description to the list, if you want to do so.
3. Choose if the list will be **public** or **private**.

4. Click **Add**.
5. In **My lists** section you will be able to see this new list.

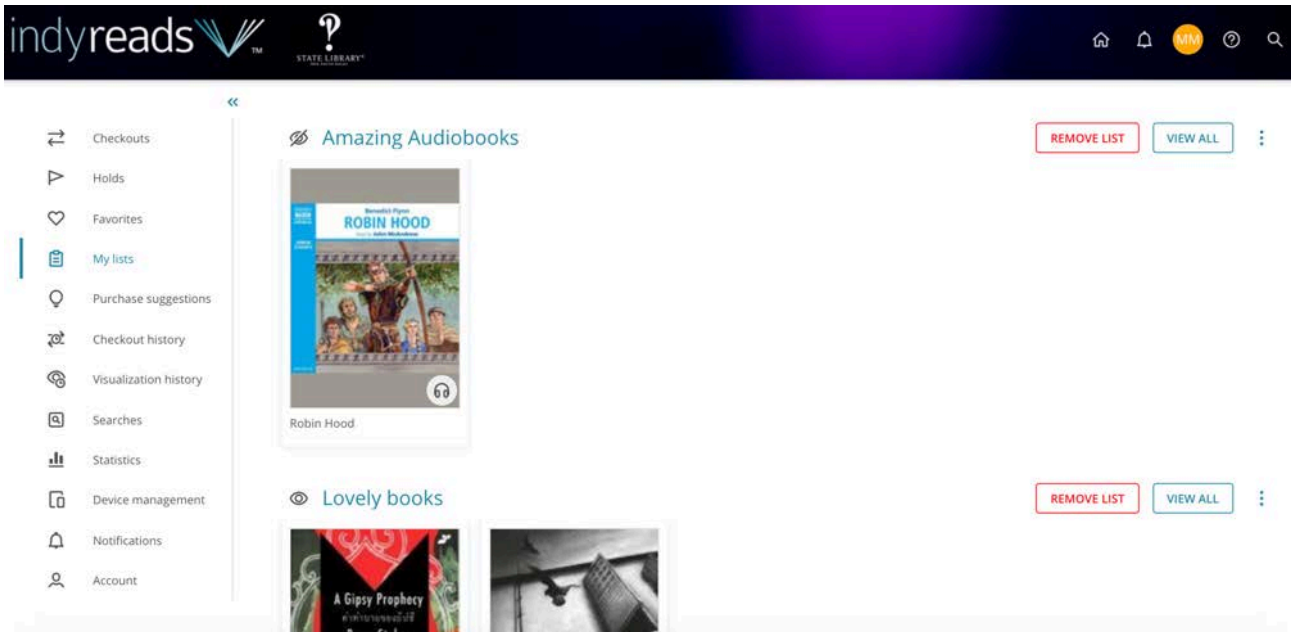


Figure 37. My lists.

### 3.1.3.2 Delete items from a list

Items can be deleted from a list by clicking on the **“view all”** icon on the right-hand side of the list.

Then, you can click **Remove** to have those titles deleted from your list, or **Remove List** if you want to delete it completely

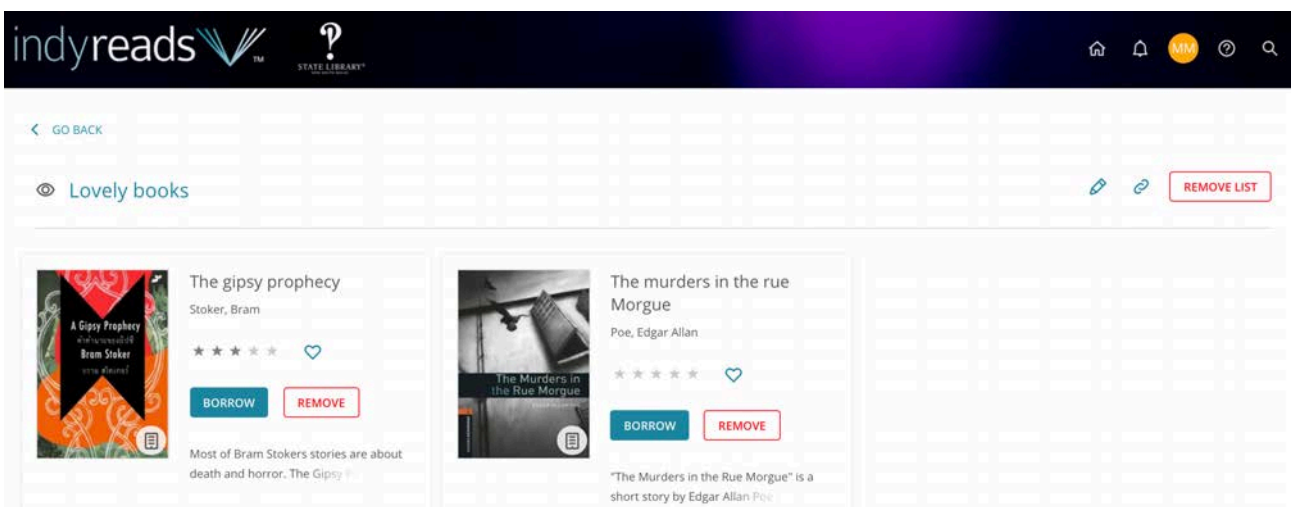


Figure 38.. Delete a resource from a list.

### 3.1.4 Purchase suggestions

It is a functionality that allows patrons to suggest the acquisition of titles that do not appear in the catalog of the digital library. The library staff will receive this request and will evaluate the future acquisition of the resources.

The steps to follow to make a request are:

- 1) Access the platform with your credentials and go to "**User area**".
- 2) Click on "**Purchase Suggestions**".

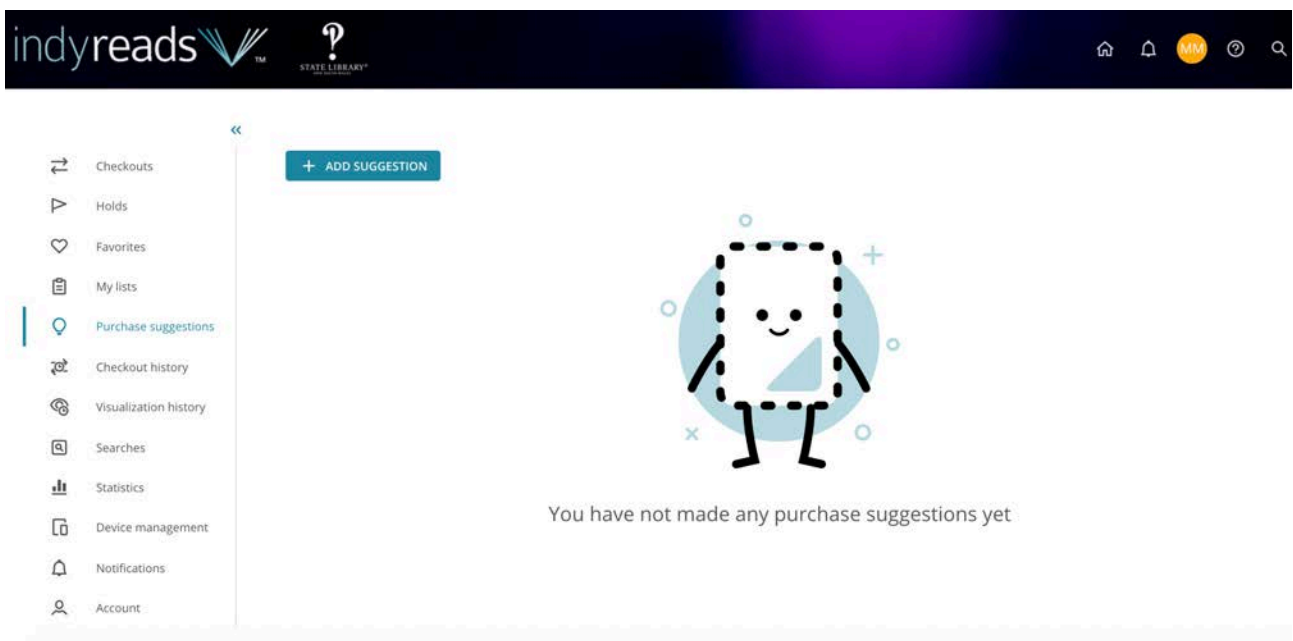


Figure 39. Suggest for purchase.

- 3) Click on "**Add suggestion**".
- 4) Now, the next page will be linked to Odilo Place and it will allow you to request a title that is available on the Market Place.

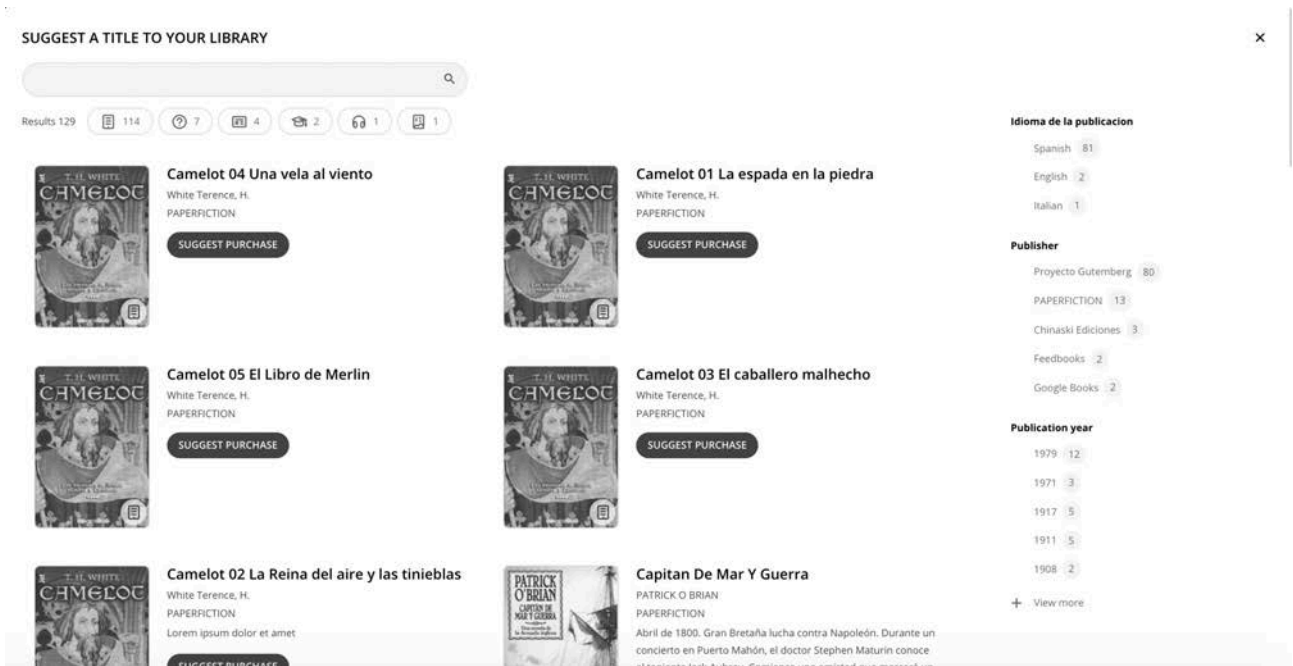


Figure 40. Send a request.

- Once you click on Send your application, it will be registered and you should only have to wait for the response from the library staff.

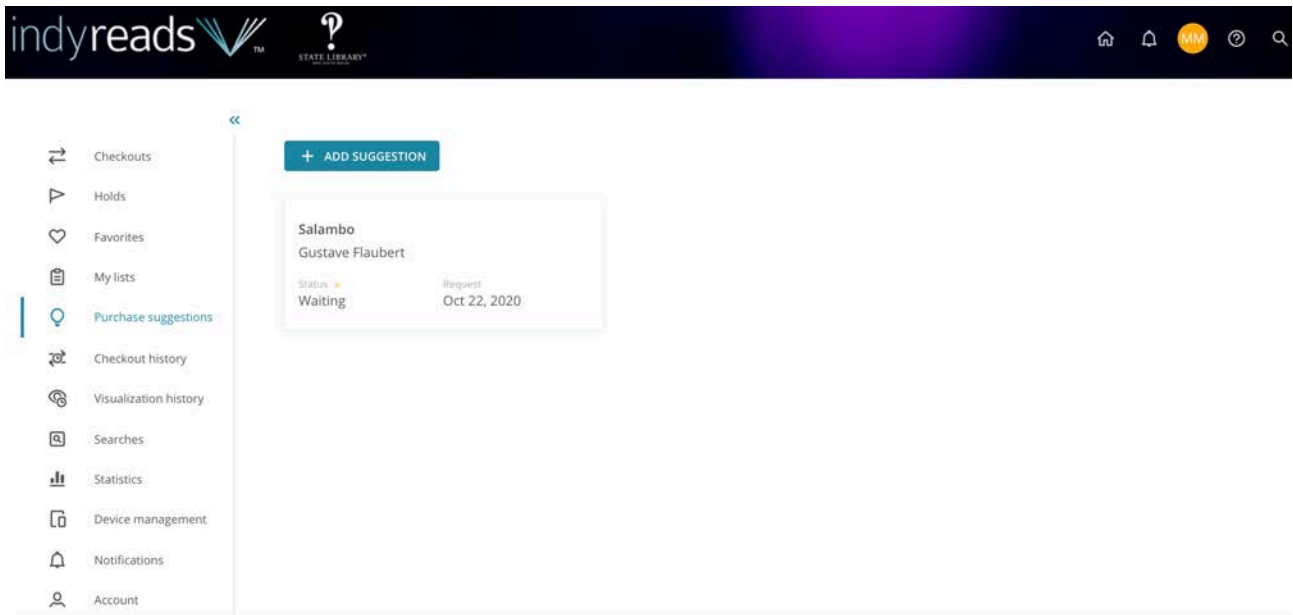


Figure 41. Request waiting for response.

- Alternatively, you can suggest a purchase by searching any title and scroll down. You will see a message saying "Do you want to suggest more titles to add to this library"?

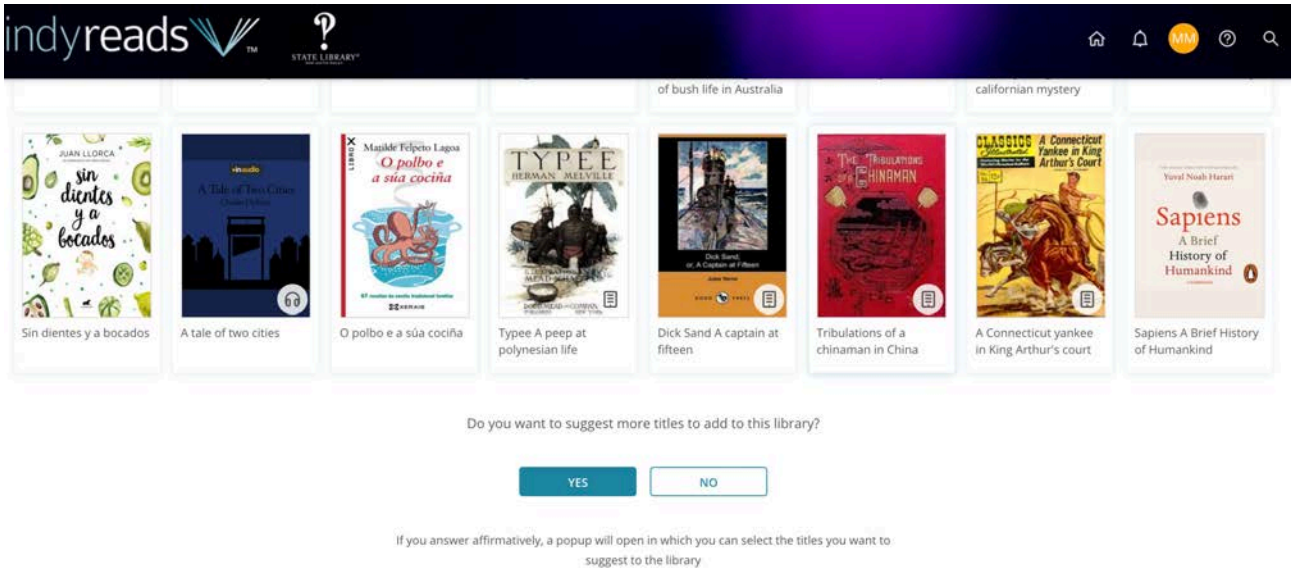


Figure 42. Adding a suggestion in a different way

By clicking **Yes** it will take you to Odilplace as well.



04  
Actionalities for the u

## 5.1 Rate

Indicate your degree of satisfaction with the resources of the platform. For that:

1. **Look for the resource** you want to value.
2. **Click** on the **title** to open the details page of the book with all the information.
3. **Click** on the **star** that indicates your vote, with 1 being the lowest score and 5 being the highest score.
4. Once you vote, it will be computed with the other users' ratings, in the **"Average rating"**, which is below the title page.

The average rating shown will be the one that obtain that book among all users of the Odilo platforms. In this way, the titles will have more ratings and the score will be more useful to decide if you want to borrow that title or not.

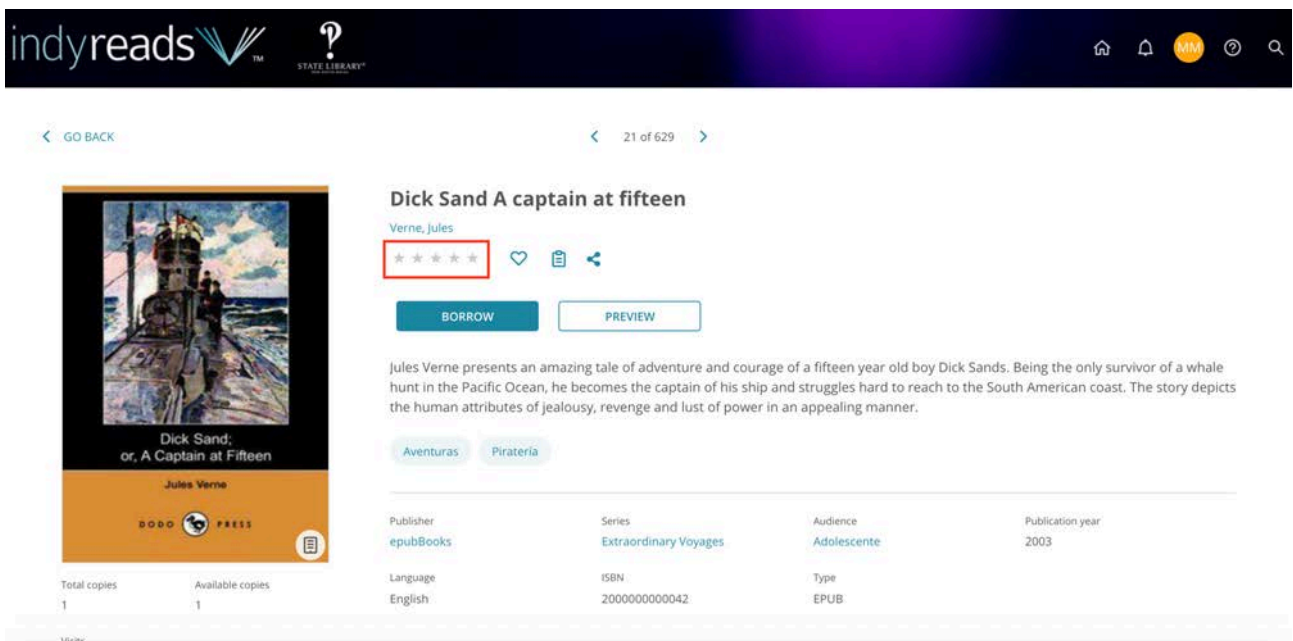


Figure 43. Rate a resource.

In addition to being able to rate the resource from its item details, if the user wants, he can also vote the title from the section **"Checkouts"** and **"Checkout History"**.

They just have to access any of these sections from the personal area and carry out the rating of the resource, through the stars, as has been mentioned on the steps described above.

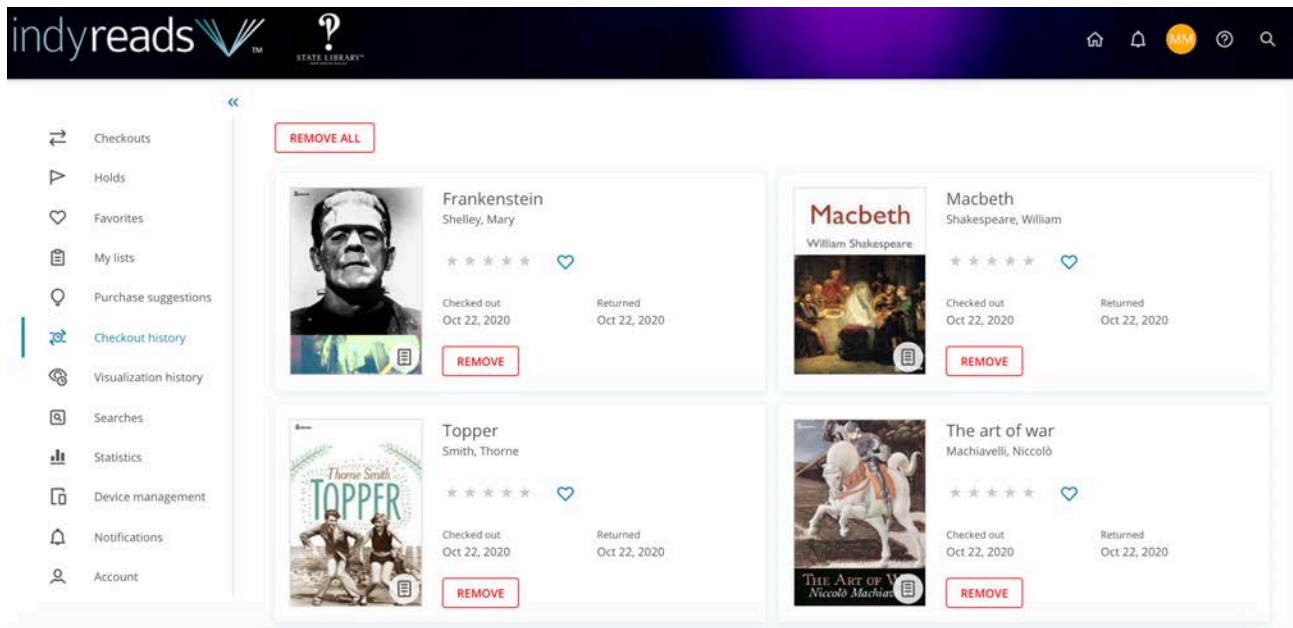


Figure 44. Rate a resource from the checkout history

## 5.2 Reviews

To leave a review about any of the resources previously borrowed:

1. **Log in** on the platform.
2. Look for the resource that you want to review.
3. Click on the desired resource.
4. Scroll down until you find the **"Add review"** button and fill in the text box.
5. Finally, click on the **"Add"** button for the comment to be approved by the administrator.

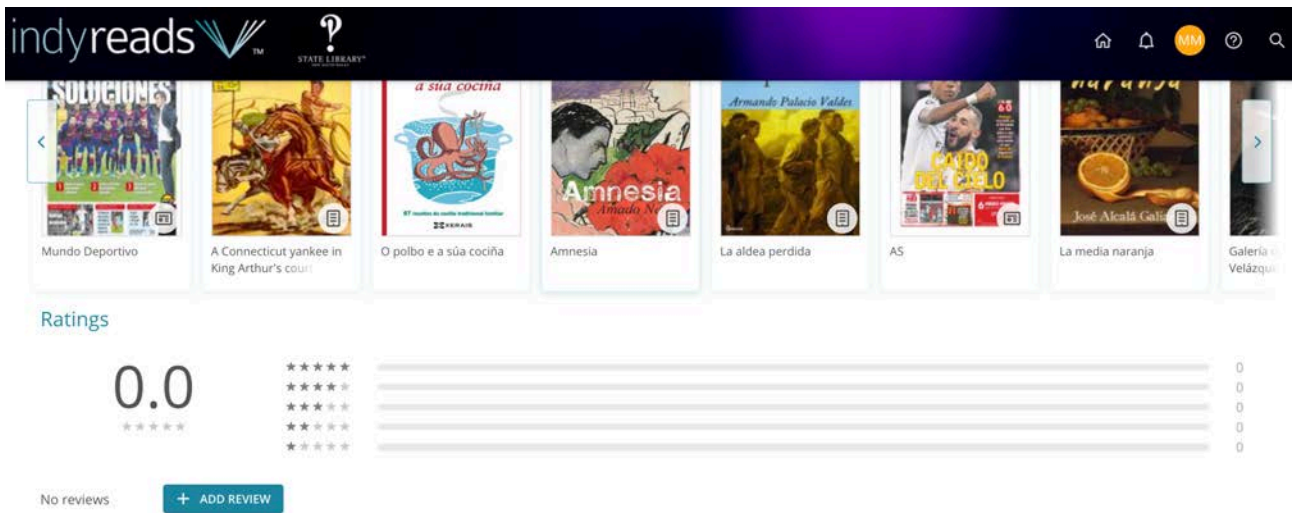


Figure 45. Add a comment.

### 5.3 Drop-down menu

If the administrator wishes and configures it, library members will find on the top right-hand corner, a **drop-down menu** with **additional information** related to the library or links to external web pages of interest to the user inside the **help** button.

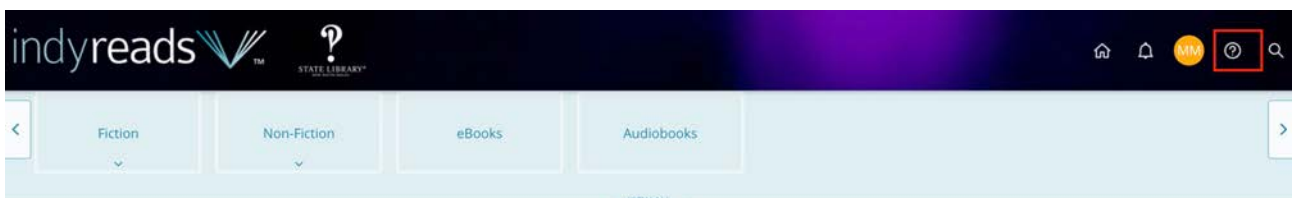


Figure 45. Location of drop-down menu on OPAC.

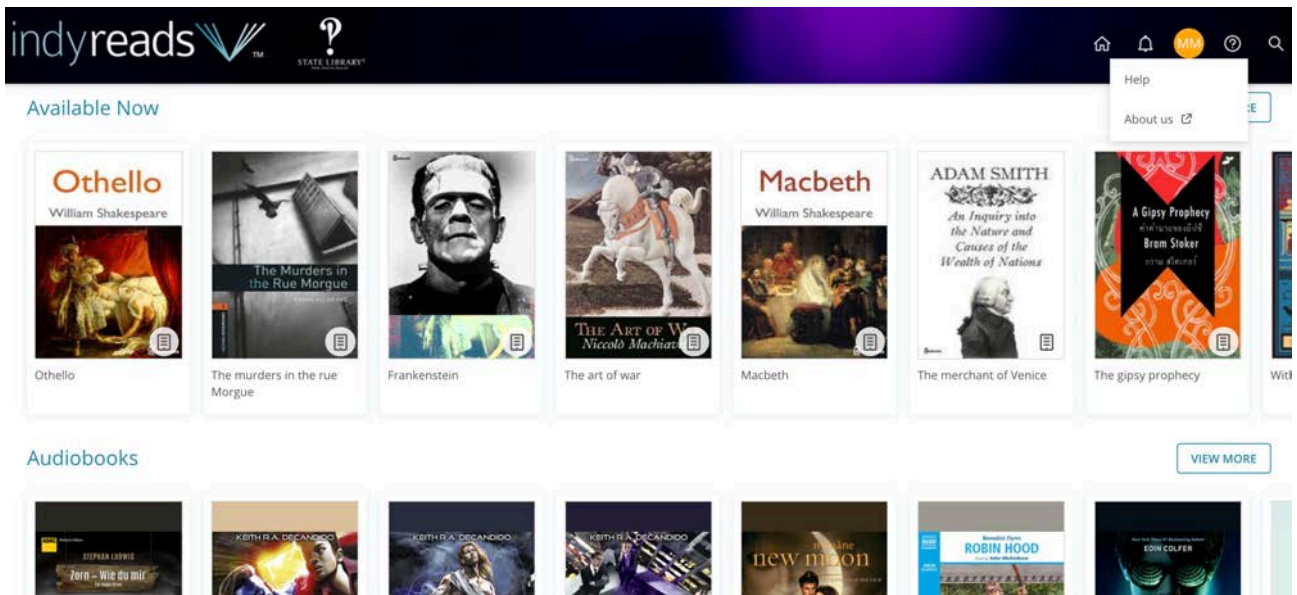


Figure 6. Drop-down menu.

## 5.4 Recommendations

Users, who visit any OPAC resource of their library, will obtain a series of recommendations about different resources that are in the catalog to visit. These recommendations will depend on whether a user is in the platform after logging in with their credentials or not.

1. **If the user is identified**, the recommendations they get will be classified as follows:

- *Recommended for you.*
- *Other users also viewed.*
- *Other users also checked out.*

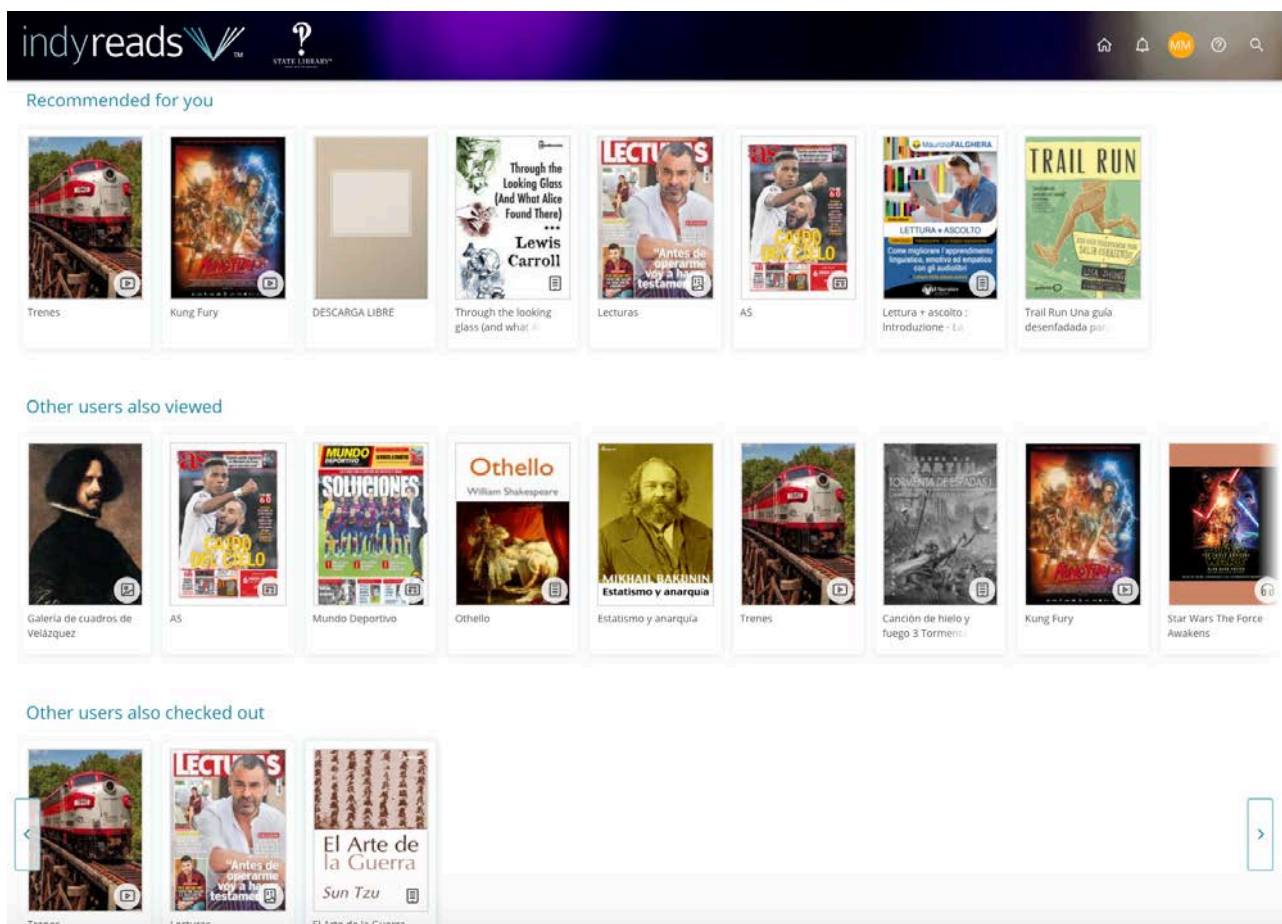


Figure 7. Recommendations.

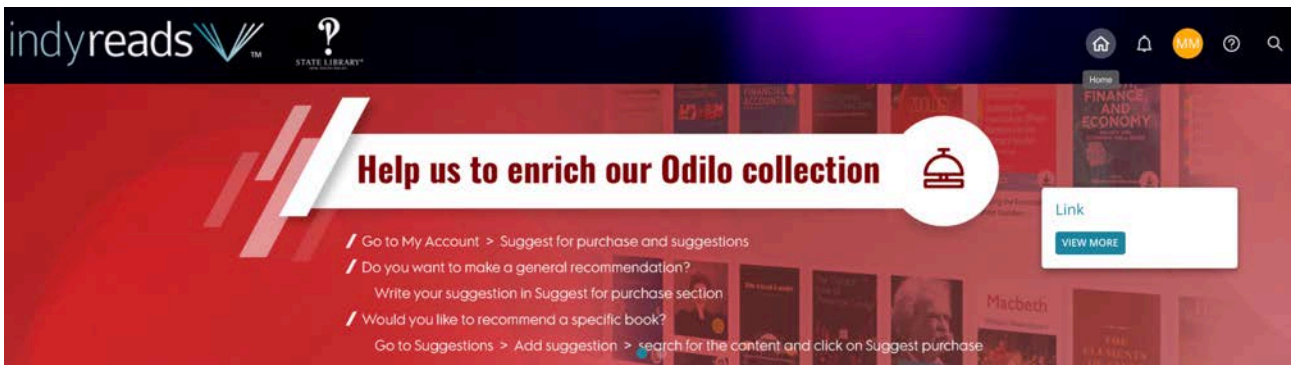
The user can navigate through the different tabs in order to discover the resources, which are recommended.

2. If the **user** is **not logged in**, the recommendations will be classified as follows:
  - *Other users also viewed.*
  - *Other users also read.*
  - *Similar titles.*

## 5.5 News Banner

At the top of the OPAC homepage, users can read news or interesting information selected by the platform administrator for their enjoyment.

In this way, the readers and the Administrator obtain a new way of interaction.



## 5.6 "Recommended for you" Carousel

When the user accesses the platform, performs several checkouts, reads several titles and the administrator of the platform has enabled the option, a carrousel called "**Recommended for you**" will be shown, according to the activity that the user performs in the platform, new titles will be suggested.

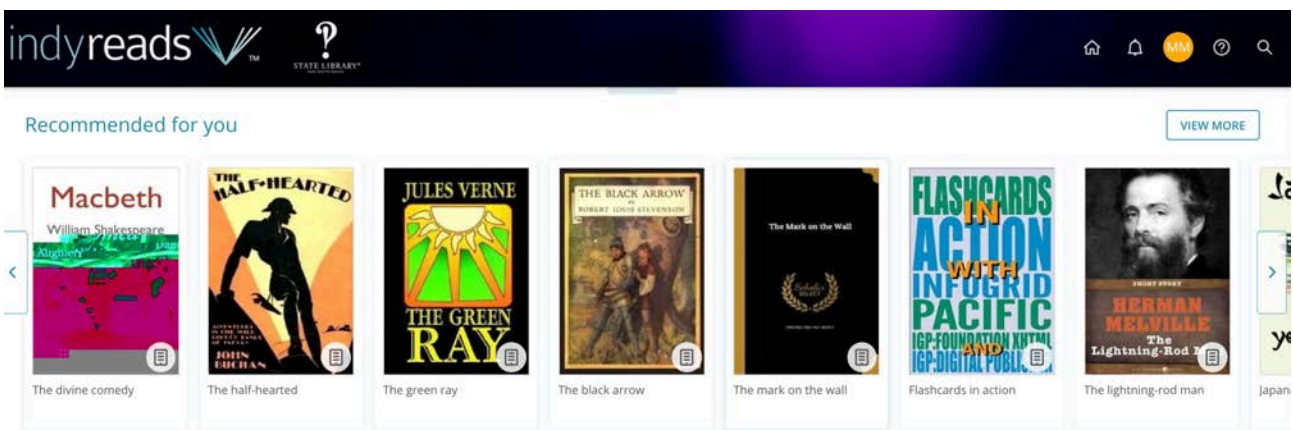


Figure 48. 'Recommended for you' carousel.

## 5.7 Help menu

To facilitate the use of the platform, there is a **Help menu** on the top right-hand corner of the main page of the OPAC, where you can find information about how to borrow a title, how the search filters work, etc.

1. Go to the top right of the screen.

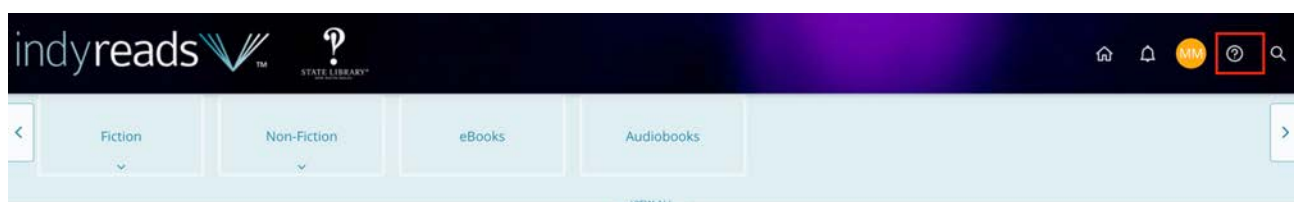


Figure 49. Help menu.

2. **Click** the **Help** button.

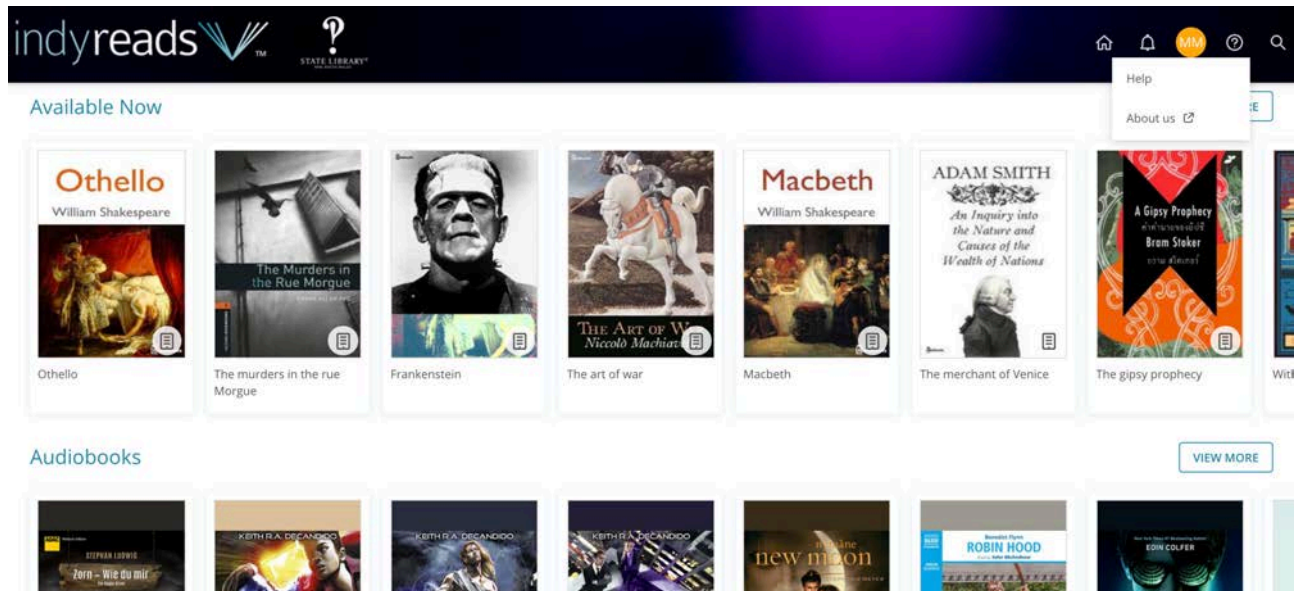


Figure 50. Help menu and drop-down.

3. **Select** **Help**

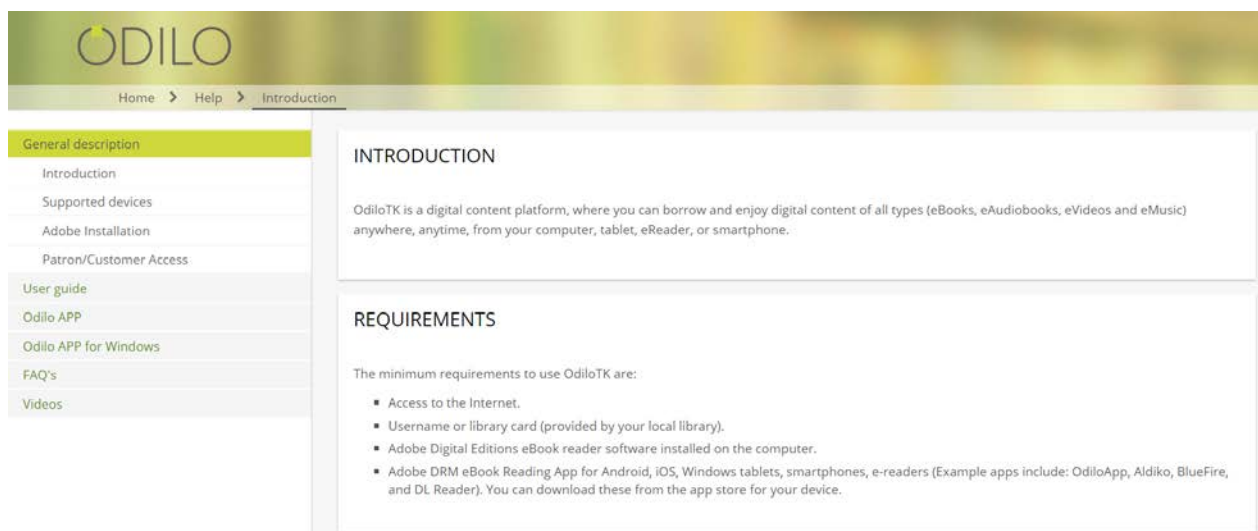


Figure 51. 'Help' section.