



**Bookshare**

A BENETECH INITIATIVE

# BOOKSHARE STARTUP GUIDE

for members of

eifl

# What is Bookshare?

Bookshare is the world's largest ebook library for people with reading barriers

- Access to books is 24/7, and they never need to be returned
- Read your way! All books are available in braille, large print, mp3 and Daisy audio, and synchronized text
- Accessible on nearly any device, including Android, iOS, PC, and Mac devices

Books are available...

in more than  
**40**  
languages

in over  
**70**  
countries

through more than  
**850**  
publisher  
partnerships





# Who can use Bookshare?

*ALL USERS MUST HAVE A QUALIFYING PRINT DISABILITY*

Examples include low vision and blindness, a learning disability that affects reading (such as dyslexia), or a physical disability that affects reading

# Types of Memberships

## Individual Members...

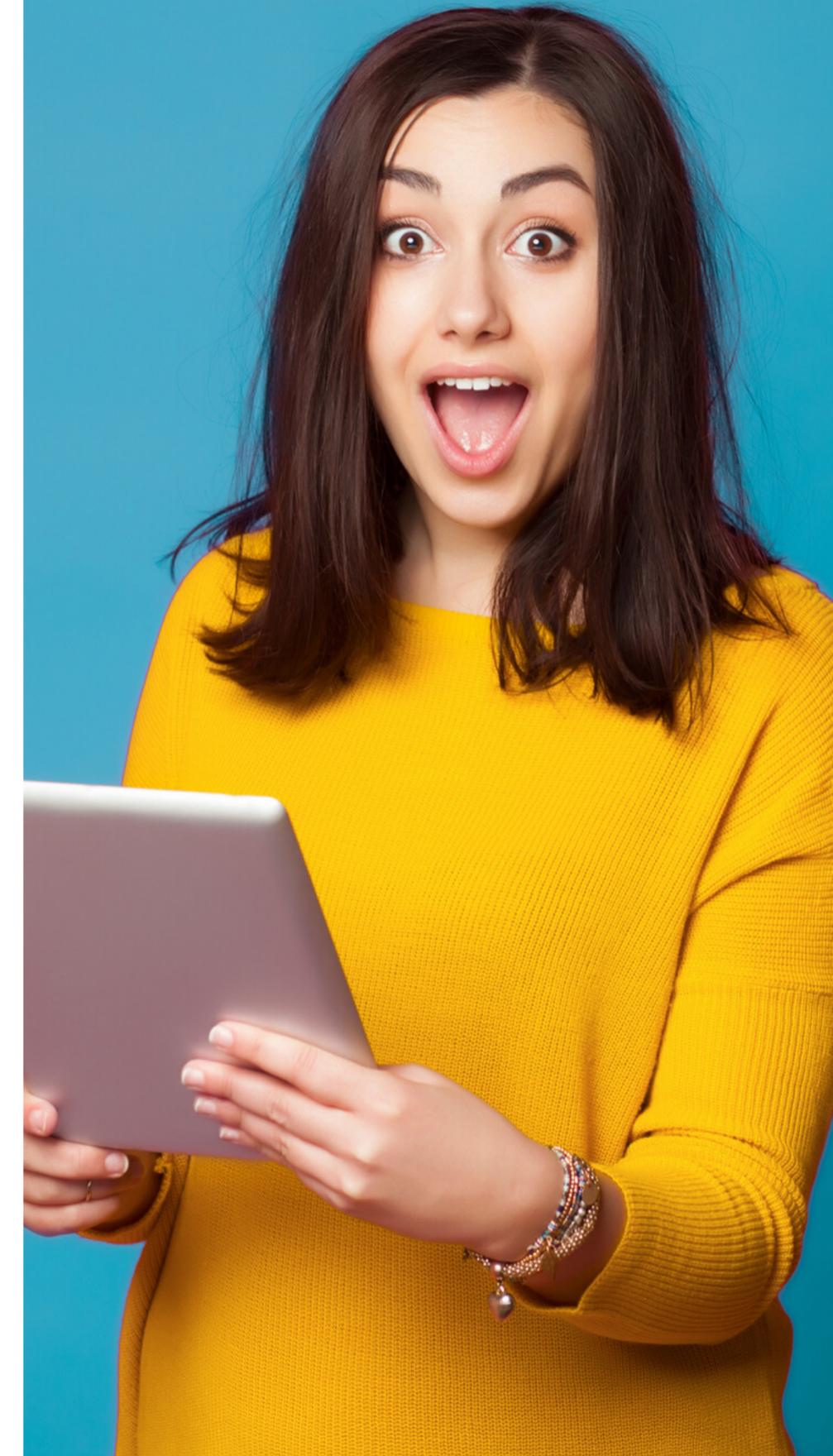
- Are more independent
- Can log in, search for, and download books on their own
- Cannot have their account information managed by Sponsors

## Organizational Members...

- Can be supported more by library staff ("Sponsors")
- Can only read and download books assigned by Sponsors
- Can have their login information managed and reset by Sponsors



You can link a user's Organizational Membership with an Individual Membership. They'll have the independence to download their own books, but a Sponsor can still manage their account! This is called a "Linked Account"



# Navigating WHEN YOU LOG IN



When you're logged into your Organizational account, you will see the name of your organization, current status, and a list of links for account management on the left-hand side.

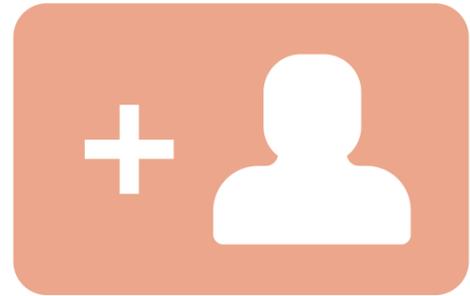
A screenshot of the Bookshare website's 'My Bookshare' dashboard. The page has a dark blue header with the Bookshare logo and a search bar. Below the header, there's a navigation menu on the left with links like 'My History', 'My Reading Lists', 'Members', 'Sponsors', 'Upload Roster', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. A red box highlights the 'Members' and 'Sponsors' links. To the right, there's a 'Welcome External Canada De' section with a yellow box indicating 'Organization Status: INCOMPLETE' and a 'Download Agreement' link. Below that is a 'Recent News' section with two news items. At the bottom, there's a 'Recent Books' section with a table of books, including 'The Adventures of Sherlock Holmes' and 'Bookshare Demo: The Rocket Boys of NIH'. A red box at the top right of the dashboard says 'Manage reading material for your members here'. Another red box at the bottom right says 'Manage patrons (aka "Members") and library staff (aka "Sponsors")'. Red arrows point from these boxes to the highlighted navigation links.

Manage reading material for your members here

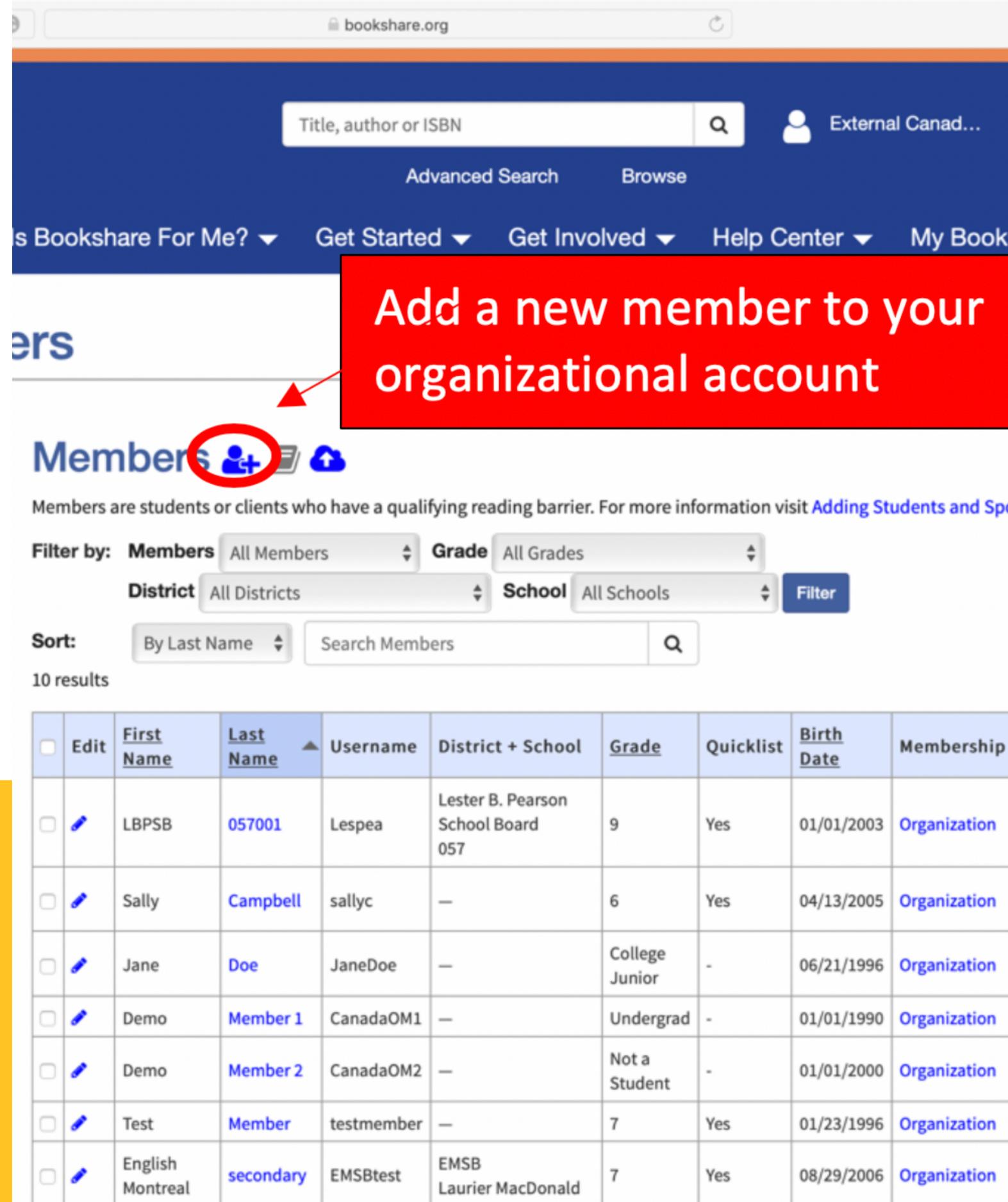
Manage patrons (aka "Members") and library staff (aka "Sponsors")

# Navigating

# ADDING MEMBERS



When you click on the *Members* link, you will be taken to a list of your library's current members. Click the *Add* icon at the top of the screen to add a new Organizational member.



bookshare.org

Title, author or ISBN

External Canad...

Advanced Search Browse

Bookshare For Me?  Get Started  Get Involved  Help Center  My Book

## Members

Members are students or clients who have a qualifying reading barrier. For more information visit [Adding Students and Sp](#)

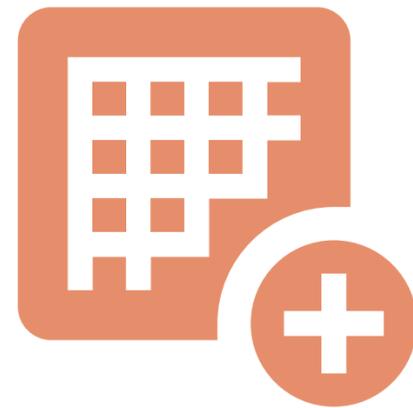
Filter by: **Members** All Members  **Grade** All Grades   
**District** All Districts  **School** All Schools

Sort: By Last Name  Search Members

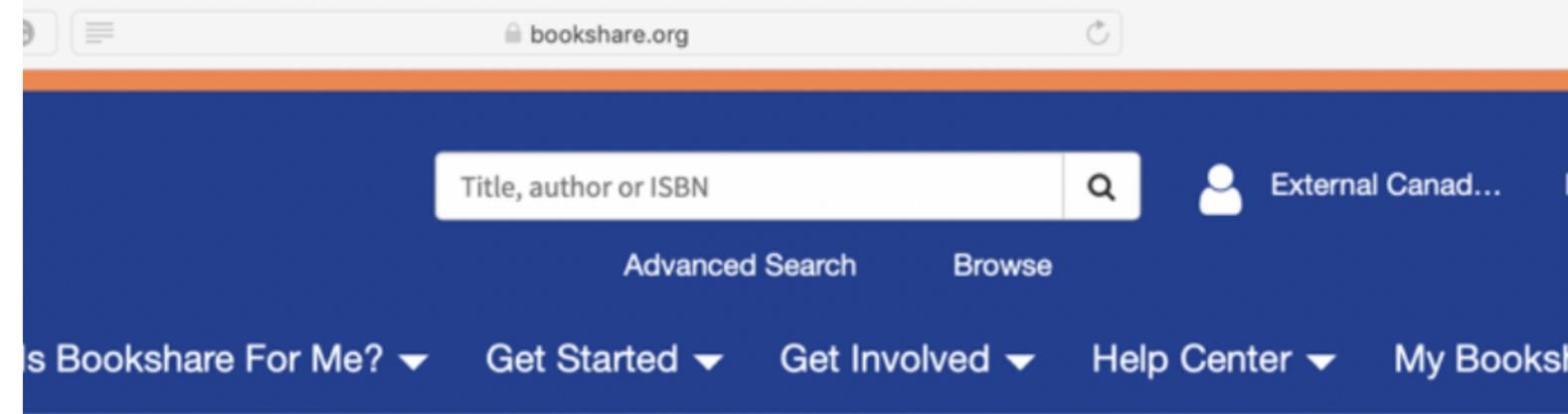
10 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership
<input type="checkbox"/>		LBPSB	057001	Lespea	Lester B. Pearson School Board 057	9	Yes	01/01/2003	Organization
<input type="checkbox"/>		Sally	Campbell	sallyc	—	6	Yes	04/13/2005	Organization
<input type="checkbox"/>		Jane	Doe	JaneDoe	—	College Junior	-	06/21/1996	Organization
<input type="checkbox"/>		Demo	Member 1	CanadaOM1	—	Undergrad	-	01/01/1990	Organization
<input type="checkbox"/>		Demo	Member 2	CanadaOM2	—	Not a Student	-	01/01/2000	Organization
<input type="checkbox"/>		Test	Member	testmember	—	7	Yes	01/23/1996	Organization
<input type="checkbox"/>		English Montreal	secondary	EMSbttest	EMSB Laurier MacDonald	7	Yes	08/29/2006	Organization

# Navigating THE UPLOAD ROSTER



To upload multiple members at once, click on the *Upload Roster* link, download a new roster as an Excel spreadsheet, and follow the instructions provided.



If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

## Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

**This form serves as proof of disability in place of sending signed documentation.**

[New Member/Sponsor Roster Template](#)

## Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster file. After selecting the file, select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

**Select roster file to upload**

Choose File no file selected

Upload

# Navigating MANAGING SPONSORS



Sponsors are library staff that have administrative privileges such as downloading books for your members and adding new members. To manage Sponsors, click the *Sponsors* link in the main menu.

A screenshot of the Bookshare.org website. The browser address bar shows 'bookshare.org'. The top navigation bar is dark blue with a search box containing 'Title, author or ISBN', a user profile icon for 'External Canad...', and links for 'Advanced Search' and 'Browse'. Below this is a secondary navigation bar with links: 'Is Bookshare For Me?', 'Get Started', 'Get Involved', 'Help Center', and 'My Book'. The main content area is titled 'Sponsors' and includes a sub-header 'Sponsors' with a plus icon. Below this is a description: 'Sponsors are additional staff that download books for your students and manage your rosters.' There are filter and sort options: 'Filter by: District All Districts School All Schools' and 'Sort: By Last Name'. A table shows 2 results. At the bottom of the table, the 'Add Sponsor' button is circled in red. A red callout box with white text says 'Add a new sponsor to your organizational account' with an arrow pointing to the 'Add Sponsor' button. The footer contains links for 'About', 'Partners', 'Legal', 'Accessibility', 'Blog', 'Donate', 'Privacy', and 'Site Search', followed by a copyright notice for Beneficent Technology, Inc.

## Sponsors

### Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Filter by: District All Districts School All Schools [Filter](#)

Sort: By Last Name [Search](#)

2 results

<input type="checkbox"/>	Edit	First Name	Last Name				
<input type="checkbox"/>		Al	Berta	—	Reading Specialist	alberta@bookshare.org	999-
		External Canad	Demo Sponsor	—	demo account	canadaorg@bookshare.org	000-

[+ Add Sponsor](#) [Search](#) [Set To Primary Contact](#) [Remove](#)

[About](#) [Partners](#) [Legal](#) [Accessibility](#) [Blog](#) [Donate](#) [Privacy](#) [Site Search](#)

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Filter by: **Members** All Members Grade All Grades  
 District All Districts School All Schools Filter  
 Sort: By Last Name Search Members Q

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Bookshare	Ben	BookshareBen	Smith School Smith School	9	Yes	03/10/2007	Organization	Physical	
<input checked="" type="checkbox"/>		Jane	Doe	JaneDoe12345678	—	6	Yes	06/30/1997	Organization	Learning	
<input type="checkbox"/>		Bill	Smith		—	10	Yes	04/23/2011	Organization	Physical	
<input type="checkbox"/>		Jane	Smith	(private)	—	8	Yes	05/02/2004	Org + Individual	Visual	
<input type="checkbox"/>		Sharon	Smith	sharonsmith123	—	6	Yes	05/05/2015	Organization	Visual	
<input type="checkbox"/>		Sue	Smith	suesmith	—	9	Yes	05/05/1999	Organization	Visual	

- Add Individual Membership
- Increment Grade Level

Are you frustrated because your members can't search for and download their own books? That's because, as members of your library's roster, they are Organizational members and need an account Sponsor to download books for them.

To give a member the capability to download their own reading material, simply navigate to your list of members, check the box next to their name, and select "Add Individual Membership" from the dropdown menu at the bottom of the page. They will receive an email prompting them to create login information!

# LINKED ACCOUNTS

For members who need more independence

# Using SEARCHING FOR BOOKS



Search for books with the search bar at the top of your account home page, or at Bookshare.org. You can search for the title, author's name, ISBN number, or keywords. Click "Advanced Search" to filter by country, language, subject, and more!

The screenshot shows the Bookshare website interface. At the top, there is a search bar with the placeholder text "Title, author or ISBN" and a magnifying glass icon. Below the search bar are two buttons: "Advanced Search" and "Browse". The search bar and these buttons are circled in red. To the right of the search bar, there is a user profile icon and the text "External Canad..." and "Log out". Below the search bar, there are several navigation links: "Is Bookshare For Me?", "Get Started", "Get Involved", "Help Center", and "My Bookshare".

## Manage Members

**My Bookshare**

- My History
- My Reading Lists
- Members
- Sponsors
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

### Members

Members are students or clients who have a qualifying reading barrier. For more information visit [Adding Students and Sponsors](#).

**Filter by:** Members All Members Grade All Grades

**District:** All Districts **School:** All Schools **Filter**

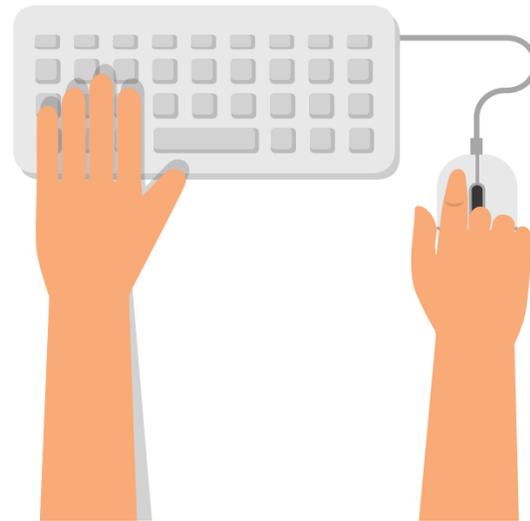
**Sort:** By Last Name Search Members

10 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability
<input type="checkbox"/>	<a href="#">✎</a>	LBPSB	057001	Lespea	Lester B. Pearson School Board 057	9	Yes	01/01/2003	Organization	Learning
<input type="checkbox"/>	<a href="#">✎</a>	Sally	Campbell	sallyc	—	6	Yes	04/13/2005	Organization	Learning, Visual
<input type="checkbox"/>	<a href="#">✎</a>	Jane	Doe	JaneDoe	—	College Junior	-	06/21/1996	Organization	Learning
<input type="checkbox"/>	<a href="#">✎</a>	Demo	Member 1	CanadaOM1	—	Undergrad	-	01/01/1990	Organization	Learning
<input type="checkbox"/>	<a href="#">✎</a>	Demo	Member 2	CanadaOM2	—	Not a Student	-	01/01/2000	Organization	Visual
<input type="checkbox"/>	<a href="#">✎</a>	Test	Member	testmember	—	7	Yes	01/23/1996	Organization	Visual
<input type="checkbox"/>	<a href="#">✎</a>	English Montreal	secondary	EMSbttest	EMSBLaurier MacDonald	7	Yes	08/29/2006	Organization	Learning

Bookshare also has special collections of books, such as New York Times Bestsellers, disability and job upskilling resources, and Popular Young Adult Novels. Access all of these collections with the "Browse" button right under the search bar!

# Using ASSIGNING BOOKS

A screenshot of the Bookshare website interface. The top navigation bar includes the Bookshare logo, a search bar, and user options like 'External Canad...' and 'Log out'. Below the navigation bar, there are links for 'Is Bookshare For Me?', 'Get Started', 'Get Involved', 'Help Center', and 'My Bookshare'. The main content area is titled 'My Reading Lists' and features a sidebar menu with options like 'My History', 'My Reading Lists', 'Members', 'Sponsors', 'Upload Roster', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area displays a list of reading lists with columns for the list name, sharing status, number of titles, and number of members. A red callout box highlights the 'Manage reading lists for members here' text. A 'New!' badge is visible next to the 'Reading Lists' header.

Bookshare  
A BENETECH INITIATIVE

Title, author or ISBN

Advanced Search Browse

External Canad... Log out

Is Bookshare For Me? Get Started Get Involved Help Center My Bookshare

## My Reading Lists

Manage reading lists for members here

Reading Lists

**New!** You can now subscribe to Reading Lists shared by other sponsors in your Organization or Special Collections from the Bookshare Team! To share your own Reading Lists with your Organization, open a Reading List, go to Edit Details, and set the Share option to 'Organization'.

Showing 1 - 10 of 10 results Sort: By name

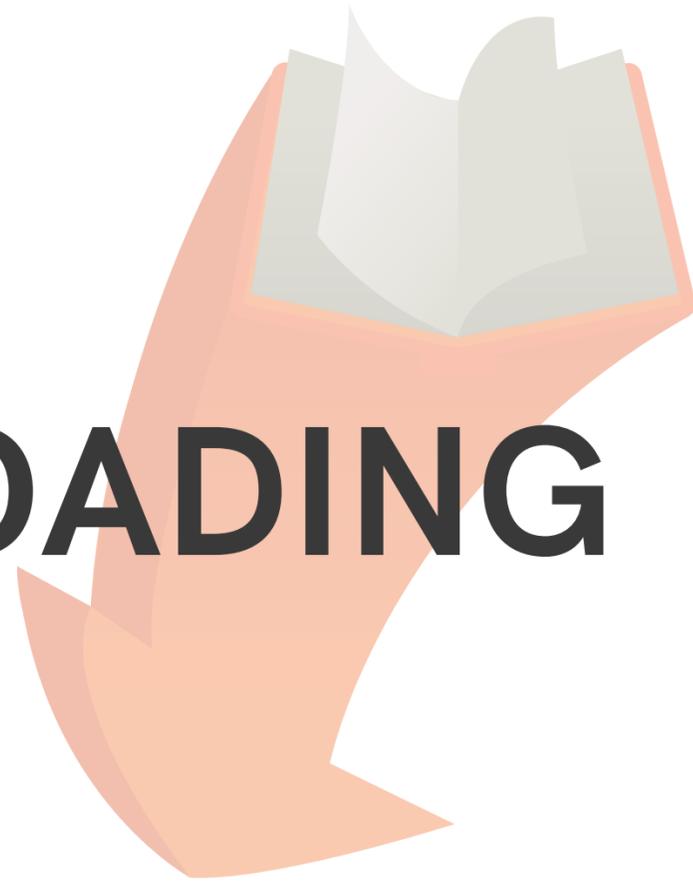
<b>CELAtest reading list</b>	Shared with Members	9 titles	1 member
<b>EMSB secondary test</b>	test for our secondary schools Private	3 titles	1 member
<b>Honore Mercier</b>	Grade 3 Shared with Org (0)	1 title	0 members
<b>Jane Doe's Reading List</b>	Shared with Org (0)	2 titles	1 member
<b>LBPSB Demo Reading List</b>	Public domain books for practicing on Bookshare and Capti. Shared with Org (0)	7 titles	1 member
<b>OM1's assignments for 2016 to 2017</b>	titles requested by OM1 for the 2016-17 school year Shared with Members	5 titles	1 member

Organizational members can only access books assigned by Sponsors. This works by assigning books to Reading Lists. To access Reading Lists for your library, click the *Reading Lists* link in the main menu.

To create a new reading list, click the "Create" button at the bottom of the Reading List screen. You will enter the list name and description, and have the option to assign it to just one member, or to multiple members at once.

# Using

# DOWNLOADING BOOKS



Downloading books with Bookshare is easy! All Bookshare books are available in DAISY, MP3 audio, EPUB, Braille, and Word formats. Just select the desired format from the dropdown menu next to a title and hit "Download".

## Jane Doe's Reading List

**Status:** Member List shared with members

The following members are assigned to this reading list. Assign other members in your organization using the Add Members button. Use the "View Activity" link to see which titles each member has accessed.

? Assigned Members (1) **Titles (0)** Activity

Show by

List: All Members Grade: All Grades Filter Search

<u>First Name</u>	<u>Last Name</u>	Username	Format Preference	<u>Grade</u>	Quicklist	<u>Birth Date</u>	Membership	Disability	Plan	Action
Jane	Doe	JaneDoe12345678	DAISY with Images	6	-	06/30/97	Organization	Learning		<a href="#">View Activity</a>

Add members

To add books to a reading list, first click the name of that reading list, then select the "Titles" at the top of the screen, and finally click the "Add Books" option. This will allow you to search for and add any available title to the list.

# Using READING BOOKS



## My Bookshare

### My Bookshare

- [My History](#)
- [My Reading Lists](#)
- [My Account](#)

### Learn More

- [How to use your Bookshare account](#)
- [Upgrade to an Individual Membership!](#)
- [Join the Bookshare Discussion Forum](#)

## Welcome Sally Student

### Recent News

[Stick Your Nose in the Bookshare Book Club's August Selection](#)

[Adding My Voice to the Nation's Blind](#)



[Recent Books](#) | [Assigned Books \(4\)](#) | [Reading Lists](#)

Title	Author	Action
 <a href="#">Wonder</a>	<a href="#">Palacio, R. J.</a>	<a href="#">Read Now</a> <a href="#">DAISY with Images</a> <a href="#">Download</a>
 <a href="#">Horrible Harry at Halloween</a>	<a href="#">Kline, Suzy</a>	<a href="#">Read Now</a> <a href="#">DAISY with Images</a> <a href="#">Download</a>

First, identify which reading tool the member is using—Braille Sense, for example. Then download the book in a format that is compatible with the tool, whether it's .brf, audio, or DAISY. When the member logs into their Bookshare account, they'll have access to the book!

The easiest way to read is with the Bookshare Web Reader. Select "DAISY text only" as the format, and then press "Download"! If you have assigned the member a username and password, they can log in and read any book by themselves, as long as you've added it to their Reading List.

# Getting Help

## RESOURCES

The Bookshare Help Center - FAQs and video tutorials

- <https://www.bookshare.org/cms/help-center>

The Reading Tool Wizard - discover ways to read Bookshare books with your device

- <https://www.bookshare.org/cms/reading-tool-wizard>

Discussion Forum - get help and join the conversation

- <https://discussions.bookshare.org/>

The Learning Center - learn tips and tricks, access webinar recordings, and join upcoming webinars

- <https://www.bookshare.org/cms/help-center/learning-center/webinars>

Bookshare Customer Support can be reached by email at [international@bookshare.org](mailto:international@bookshare.org) or by phone at +1 (650) 352-0198 from 9:00 AM to 5:00 PM PST. We're in California!

