



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...

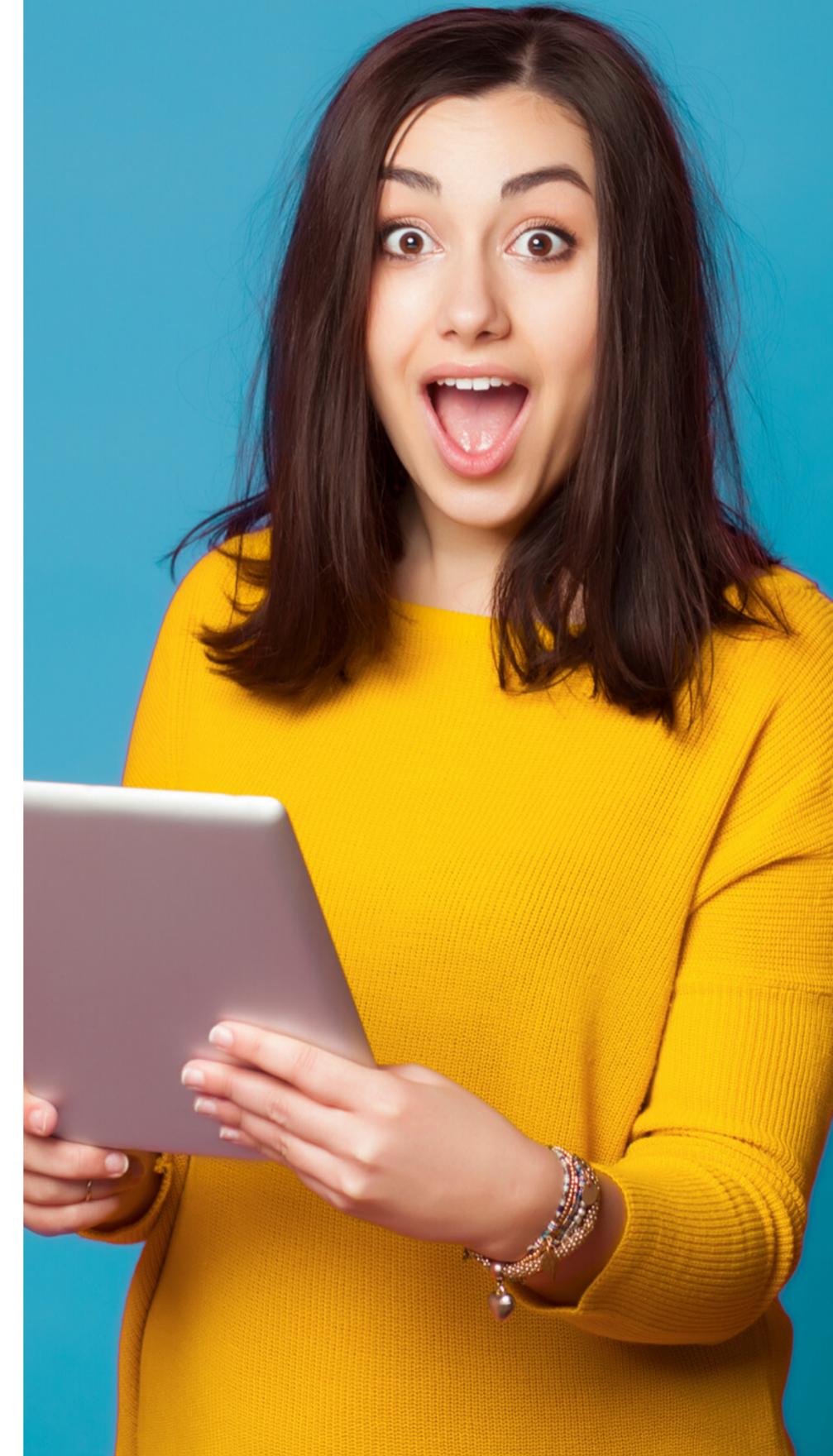
- Are more independent
- Can log in, search for, and download books on their own
- Cannot have their account information managed by Sponsors

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 several links. Two red circles highlight the 'Members' and 'Sponsors' links. A red callout box points to these links with the text 'Manage patrons (aka "Members") and library staff (aka "Sponsors")'. Another red callout box points to the 'My Reading Lists' link with the text 'Manage reading material for your members here'. The main content area on the right shows a 'Welcome External Canada De...' message, an 'Organization Status: INCOMPLETE' warning, and a 'Recent News' section. At the bottom, there's a 'Recent Books' section with a table listing books like 'The Adventures of Sherlock Holmes' and 'Bookshare Demo: The Rocket Boys of NIH'.

bookshare.org

Title, author or ISBN

Advanced Search

Is Bookshare For Me? Get Started Get Involved

My Bookshare

Manage reading material for your members here

My Bookshare

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

Learn More

- How to Use Reading Lists
- Select a Reading List
- Compare Accounts
- Help Your Students
- Memberships
- Join the Bookshare Discussion Forum

Welcome External Canada De

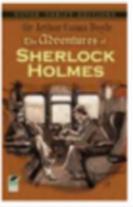
Organization Status: **INCOMPLETE** [Download Agreement](#)

Recent News

Explore a New World with the Bookshare Book Club's July Pick

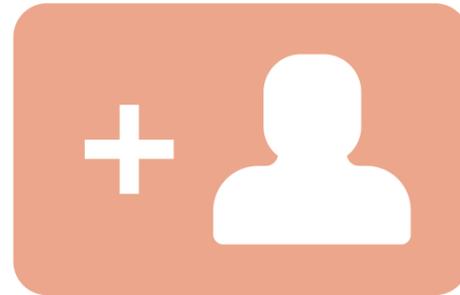
Georgia Keeps Library Patrons Engaged with Bookshare's Accessible E

Recent Books

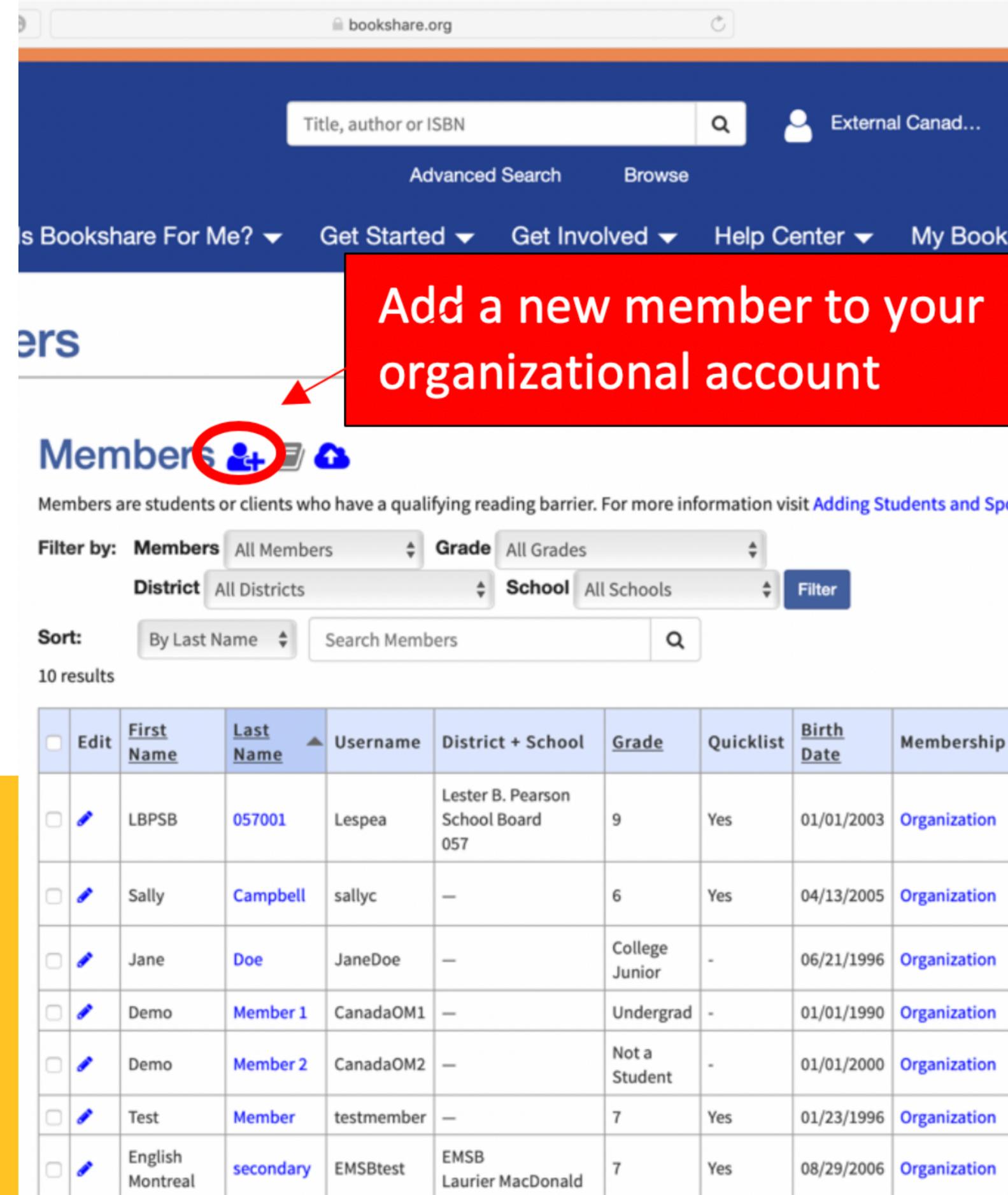
Title
 The Adventures of Sherlock Holmes
 Bookshare Demo: The Rocket Boys of NIH

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](#)

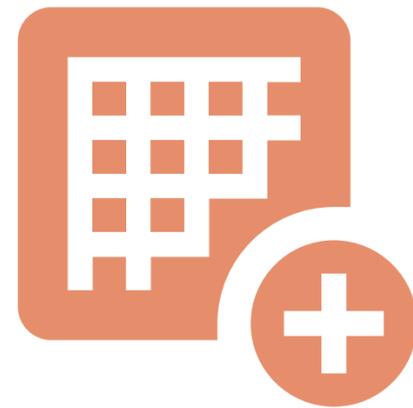
Filter by: **Members** All Members **Grade** All Grades
District All Districts **School** All Schools

Sort: By Last Name

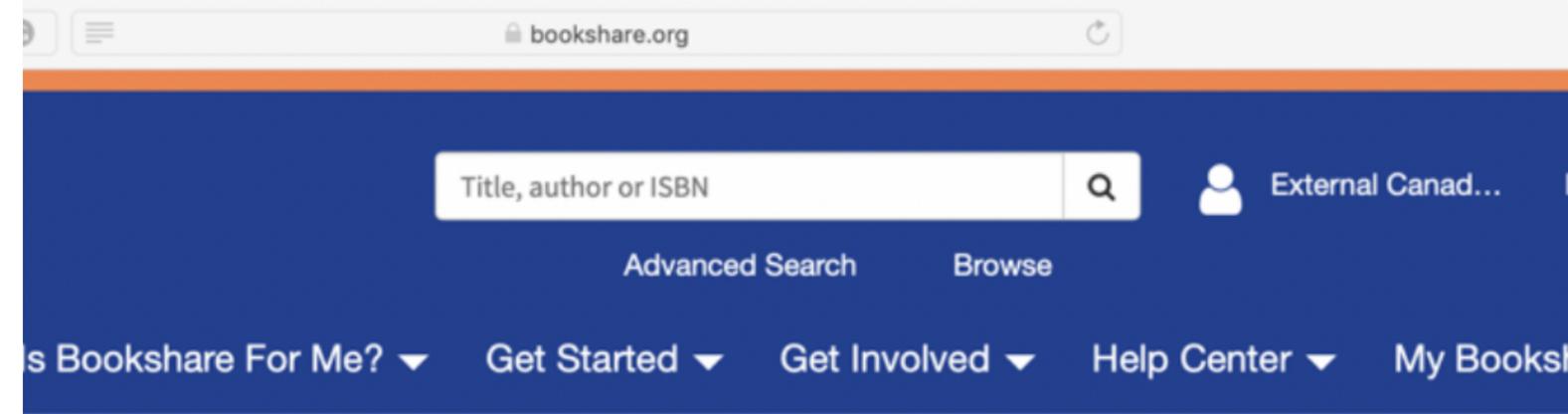
10 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership
<input type="checkbox"/>	<input type="button" value="pencil"/>	LBPSB	057001	Lespea	Lester B. Pearson School Board 057	9	Yes	01/01/2003	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	Sally	Campbell	sallyc	—	6	Yes	04/13/2005	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	Jane	Doe	JaneDoe	—	College Junior	-	06/21/1996	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	Demo	Member 1	CanadaOM1	—	Undergrad	-	01/01/1990	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	Demo	Member 2	CanadaOM2	—	Not a Student	-	01/01/2000	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	Test	Member	testmember	—	7	Yes	01/23/1996	Organization
<input type="checkbox"/>	<input type="button" value="pencil"/>	English Montreal	secondary	EMSbttest	EMSBLaurier 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 red circle around 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 Filter' and 'Sort: By Last Name Search'. A table shows 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-

At the bottom of the table are two buttons: 'Add Sponsor' (with a plus icon) and 'Set To Primary Contact' (with a magnifying glass icon), both circled in red. A red callout box with white text says 'Add a new sponsor to your organizational account'. The footer contains links for 'About', 'Partners', 'Legal', 'Accessibility', 'Blog', 'Donate', 'Privacy', and 'Site Search', followed by a copyright notice: 'are registered trademarks of Beneficent Technology, Inc. This website is © Copyright 2002-2019, Beneficent Technology, Inc.'

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

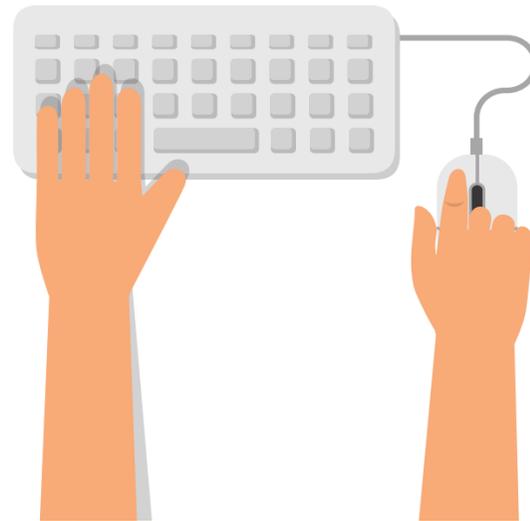
10 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability
<input type="checkbox"/>	Edit	LBPSB	057001	Lespea	Lester B. Pearson School Board 057	9	Yes	01/01/2003	Organization	Learning
<input type="checkbox"/>	Edit	Sally	Campbell	sallyc	—	6	Yes	04/13/2005	Organization	Learning, Visual
<input type="checkbox"/>	Edit	Jane	Doe	JaneDoe	—	College Junior	-	06/21/1996	Organization	Learning
<input type="checkbox"/>	Edit	Demo	Member 1	CanadaOM1	—	Undergrad	-	01/01/1990	Organization	Learning
<input type="checkbox"/>	Edit	Demo	Member 2	CanadaOM2	—	Not a Student	-	01/01/2000	Organization	Visual
<input type="checkbox"/>	Edit	Test	Member	testmember	—	7	Yes	01/23/1996	Organization	Visual
<input type="checkbox"/>	Edit	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. The main content area is titled 'My Reading Lists' and features a sidebar menu, a 'Reading Lists' section with a 'New!' notification, and a table of existing reading lists. A red callout box highlights the 'Manage reading lists for members here' text.

Bookshare
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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

My Bookshare

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

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

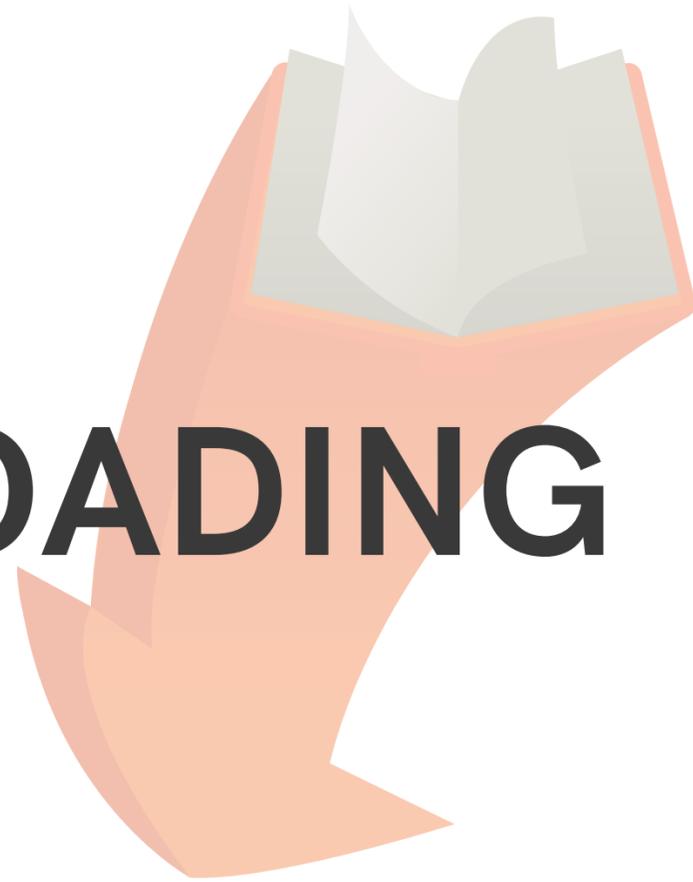
CELAtest reading list	9 titles	1 member
Shared with Members		
EMSB secondary test	3 titles	1 member
test for our secondary schools		
Private		
Honore Mercier	1 title	0 members
Grade 3		
Shared with Org (0)		
Jane Doe's Reading List	2 titles	1 member
Shared with Org (0)		
LBPSB Demo Reading List	7 titles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

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		View Activity

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](#)

Discover Ways to Read Our Books | Get Answers in the Help Center | Read More for free!

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

Title	Author	Action
 Wonder	Palacio, R. J.	Read Now DAISY with Images Download
 Horrible Harry at Halloween	Kline, Suzy	Read Now DAISY with Images Download

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 or by phone at +1 (650) 352-0198 from 9:00 AM to 5:00 PM PST. We're in California!

