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# RNIB Bookshare – getting started guide

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## Training films and online help

All of the content in this document is also available in our online Help Centre and many of the key functions have a short training film to help you to get started as soon as possible.

### Training films available

* [Introduction to RNIB Bookshare](https://www.rnibbookshare.org/cms/bookshare-me)
* [Who qualifies? - who can use RNIB Bookshare](https://www.rnibbookshare.org/cms/bookshare-me/who-qualifies)

#### Set up and manage your account

* [How to set up your organisation’s RNIB Bookshare account](https://www.rnibbookshare.org/cms/help-center/setting-and-managing-accounts%20)
* [Manage your RNIB Bookshare account](https://www.rnibbookshare.org/cms/help-center/setting-and-managing-accounts%20)
* [Manage your staff account on the Sponsor homepage on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-sponsors%20)
* [Set up staff accounts on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-sponsors%20)
* [Set up your learners on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members%20)

#### Find, download and request resources

* [How to find books](https://www.rnibbookshare.org/cms/get-started/how-find-books)
* [Educator, download a title (Primary Contact or Sponsor)](https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-primary-contact-or-sponsor-account)
* [Learner, download a title (Member)](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members)
* [Downloading Braille Ready Files (BRF)](https://www.rnibbookshare.org/cms/help-center/download-brf)
* [How to request titles](https://www.rnibbookshare.org/cms/requestandshare)

#### Useful tools

* [Create and use reading lists](https://www.rnibbookshare.org/cms/help-center/create-reading-lists)
* [Read books using our web reader tool](https://www.rnibbookshare.org/cms/get-started/how-read-books/read-your-own)

## Step 1: Qualifying print disabilities

Before signing up for your account please ensure that you have learners with qualifying print-disabilities.

This definition is taken from section 31F (2) of the Copyright and Rights in Performances (Disability) Regulations 2014.

“Disabled person” means a person who has a physical or mental impairment which prevents the person from enjoying a copyright work to the same degree as a person who does not have that impairment, and “disability” is to be construed accordingly.

Any individual who falls under the above definition may be eligible to access downloaded items from UK education collection.

This definition is broader in scope than the previous legislation and includes, but is not limited to:

* Blind and partially sighted
* Learning disability
* Physical disability

**English as an Additional Language** and **low literacy levels** are not classed as print-disabilities. These learners would need to have a print-disability, as outlined above, to be able to benefit from the accessible resources on UK education collection.

You can view our film about [Who qualifies? - who can use RNIB Bookshare](https://www.rnibbookshare.org/cms/bookshare-me/who-qualifies) and visit our qualifying disabilities information page for further details:

* Go to “**Is this for me?”**
* Select “**Who qualifies?”**
* Select “**qualifying print-disabilities**” for further information.

The direct link to our qualifying print-disabilities page: [https://www.rnibbookshare.org/cms/bookshare-me/who-](https://www.rnibbookshare.org/cms/bookshare-me/who-qualifies/qualifications) [qualifies/qualifications](https://www.rnibbookshare.org/cms/bookshare-me/who-qualifies/qualifications)

## Step 2: Primary Contact and sign-up

### New account for your organisation

Nominate a member of staff to be the Primary Contact for your organisation's account and ask them to sign-up for your **free UK educational organisation** account:

* Go to **rnibbookshare.org**
* Go to “**Sign up today**”
* Select “**Sign up your UK organisation**”

The direct link to the UK organisation sign up page:

* <https://www.rnibbookshare.org/signUpOrganization>

Set up of your account goes quickly and smoothly if all the details have been provided accurately and you’ve applied using a valid work email address; we cannot accept personal email accounts such as Hotmail or Gmail.

We'll double-check your account details and contact you once we've approved your account and you can then start downloading resources once you have set up your learner (Member) accounts.

If you are a **non-UK organisation,** please contact us for further information:

* Go to **rnibbookshare.org**
* Go to “**Sign up today**”
* Select “**Sign up your non-UK organisation**”

You can view our film '[How to set up your organisation’s RNIB Bookshare account](https://www.rnibbookshare.org/cms/help-center/setting-and-managing-accounts%20) ' and the direct link to the non-UK organisation sign up enquiry page: <https://www.rnibbookshare.org//contactUs/Membership-and-Registration>

### Existing account for your organisation

If your organisation already has an account but you need to change the Primary Contact, you can find details of how to do this in our Help Centre:

* Go to “**Help Centre**”
* Go to “**Manage my account”**
* Select “**How do we change our organisation’s Primary Contact?**”

Direct link to our Help Centre article on changing your PC:

* [https://www.rnibbookshare.org/cms/help-center/how-do-we-change-primary-](https://www.rnibbookshare.org/cms/help-center/how-do-we-change-primary-contact-our-account) [contact-our-account](https://www.rnibbookshare.org/cms/help-center/how-do-we-change-primary-contact-our-account)

## Step 3: Set up your staff (Sponsor) accounts

Your organisation’s Primary Contact can create a Sponsor account for any members of staff within your organisation who also require access to the service and are supporting learners with print-disabilities.

All staff (Primary Contacts and Sponsors) will be able to add learners (Members) and create and share reading lists.

You can do Step 3 before we’ve approved your Primary Contact organisation account.

* Log in
* Go to "**My homepage**"
* Select "**Sponsors**" or "**Manage your list of staff...**"
* Select "**Add a sponsor**"
* Complete the details and "**Save**"
* The new Sponsor will receive a welcome email with a link to set their password. Please note this is not instant and make take a few hours to come through.

You can view our film '[Set up staff accounts on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-sponsors%20)' and this information is also available in our Help Centre:

* <https://www.rnibbookshare.org/cms/help-center/how-do-i-add-sponsors>

## Step 4: Set up your learner (Member) accounts

You won’t be able to download resources until you’ve set up your learner (Member) accounts. You will not be able to set up these up until we've confirmed that your Primary Contact organisation account has been approved.

Giving your learners their own account gives them access to Dolphin EasyReader accessible reading app, and encourages independent study as well as allowing parents to log in using their child’s details to support home learning. It also enables us to provide accurate figures on the number of learners we're reaching so our Fundraising team can source donations to support the continued running of this free service.

* Log in
* Go to "**My homepage**"
* Go to "**Members**" or "**Manage your list of learners**"
* Select "**Add a member**"
* Complete the details and "**Save**" \*
* Let your learner know their log in details

**\*Note**. To maintain learner privacy, please ensure to anonymise their details when creating their Member account. For example you could enter their true first name, with a number for their surname.

|  |  |
| --- | --- |
| **Field** | **Example** |
| First name | Mary |
| Last name | Learner1 |
| Current grade | Year 5 / KS2 |
| Username | MaryLSS1 |
| Password | MaryLearner1  The password should be at least eight characters long and contain a minimum of one capital letter and one number. |
| Disability | Check relevant boxes |
| Download preferences | Setting a format preference does not stop you from seeing any of the others, it simply makes it the first option to appear when you select a book to download.  This means you don’t have to enter the drop down menu each time to select the format your learner uses the most. |
| District | IGNORE this field |
| School | IGNORE this field |

You can view our film '[Set up your learners on RNIB Bookshare](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members%20)' and this information is also available in our Help Centre: <https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members>

## Step 5: Search and download

### Book formats

PDF - the book record title (where possible) will state “(PDF)” at the end of it and is only downloadable as a PDF.

EPUB - the book record title will not have anything at the end of it and it can be downloaded in the following formats:

* Daisy with images
* Daisy text only
* Audio (DAISY or MP3)
* Unified English Braille (Contracted or Uncontracted)
* EPUB

Note: the EPUB download option is only available if it was added to the collection in either EPUB 2, EPUB 3 or RTF format.

### Find books

The quickest way to find the book you need is to **type the ISBN into the search box** at the top of any page on the site. Enter the ISBN without any spaces or hyphens.

On viewing the search results on the top right handside of the table you can switch between a table or list view depending on your preference. To change it select “**list view**”.

Further guidance on finding books can be found on the site.

* Go to the site’s homepage by selecting the RNIB logo in the top left
* Go to “**Books, Images, Exams, Music**”
* Select “**Books**”
* Select “**How to find books**”

You can view our film '[How to find books](https://www.rnibbookshare.org/cms/get-started/how-find-books)' and finding books webpage page: <https://www.rnibbookshare.org/cms/get-started/how-find-books>

### Book requests

If the book isn't available, you’ll be directed the “**Advanced search**” form. Select the link to the “**Book request form**” and let us know the title and ISBN of the book you need. We’ll then do our best to get a file from the publisher.

We work with around 1100 publishers and further **guidance on how to submit your book requests** can be found on the website. Please ensure to familiarise yourself with the information on this page:

* Go to the site’s homepage by selecting the RNIB logo in the top left
* Go to “**Books, Images, Exams, Music**”
* Select “**Books**”
* Select “**Request a book**”

View our film '[How to request titles](https://www.rnibbookshare.org/cms/requestandshare)' and link to our book request information:

* <https://www.rnibbookshare.org/cms/get-started/find-books/request-book>

### Find images

We've a large collection of large print and tactile images in the collection covering a range of curriculum subjects.

* Go to the site’s homepage by selecting the RNIB logo in the top left
* Go to “**Books, Images, Exams, Music**”
* Select “**Images**”
* Select “**Finding images**”

The direct link to our catalogue of images: <https://www.rnibbookshare.org/cms/finding-images>

### Download from a staff (Sponsor) account

View our training film on how to download: [Educator, download a title (Primary Contact or Sponsor)](https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-primary-contact-or-sponsor-account)

* Go to “**Help Centre**”
* Search for “**How do I download from a staff (Primary Contact or Sponsor) account?**”

The direct link to the Help Centre article:

* [https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-](https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-primary-contact-or-sponsor-account) [primary-contact-or-sponsor-account](https://www.rnibbookshare.org/cms/help-center/how-can-i-download-staff-primary-contact-or-sponsor-account)

### Download from a learner (Member) account

View our training film on how to download: [Learner, download a title (Member)](https://www.rnibbookshare.org/cms/help-center/how-do-i-add-members)

* Go to “**Help Centre**”
* Search for “**How do I download from a learner (Member) account?”**

The direct link to the Help Centre article:

* <https://www.rnibbookshare.org/cms/help-center/downloading-learner>

### Downloading – quick guide

* Search for the book you need
* Select “Download”
* Choose the format you wish to download
* Assign the book to your learner(s), by checking the box next to their name, and download
* Confirm the download
* Selecting “Available” opens the file

### My History

“My History” will display all the downloads you have made. You have the ption to visit their record details pages by selecting the **title** link, as well as redownload by selecting the link in the “**Action**” column.

Learner (Member) account – “**My homepage**” will display the most recent titles accessed from their “**My History**” or that they have downloaded directly from their account.

## Step 6: Create reading lists

If you find yourself needing the same books regularly, for example GCSE English Literature set texts, you can set up a reading list so you don't have to search for them each time they're needed.

You can then assign the reading list to your learners (Members) so they can quickly access the books they need to read and you can also share your reading lists with other members of staff (Sponsors).

### Create reading lists and share with your learners (Members)

View our training film: [Create and use reading lists](https://www.rnibbookshare.org/cms/help-center/create-reading-lists).

Guidance on how to create reading lists and share them with your learners (Members) can be found in our Help Centre:

* Go to “**Help Centre**”
* Search for “**Reading list**”
* Select “**How do I create a reading list**?”

The direct link to the creating reading lists article: <https://www.rnibbookshare.org/cms/help-center/create-reading-lists>

### Share reading lists with staff (Sponsors)

Guidance on how to share your reading lists with other staff (Sponsors) can be found in our Help Centre:

* Go to “**Help Centre**”
* Search for “**Reading list**”
* Select “**How do I share a reading list**?”

The direct link to the sharing reading lists article: <https://www.rnibbookshare.org/cms/help-center/how-do-i-share-reading-list>

Once your reading list has been opened up for sharing, staff (Sponsors) can subscribe to it:

* Go to “**Help Centre**”
* Search for “**Reading list**”

#### Select “How do I subscribe to a shared reading list?”

The direct link to the subscribing to reading lists article: <https://www.rnibbookshare.org/cms/help-center/subscribe-to-reading-lists>

## Step 7: Using other file formats

### Reading on a computer or device

Learn how different file formats can be read on a computer or device; such

as on a laptop, an iPad, with accessibility software and apps and other devices such as a BrailleNote or Victor Reader Stream:

* Go to “**Get started**”
* Go to “**Read books**”

Choose how you want to read:

* [Read with an IPad](https://www.rnibbookshare.org/cms/help-center/how-can-i-save-PDF-ibooks)
* [Reading with audio](https://www.rnibbookshare.org/cms/help-center/how-do-i-get-audio-version-book)
* [Using braille displays](https://www.rnibbookshare.org/cms/help-center/reading-refreshable-braille-displays-and-ipads)
* [Reading with a Kindle](https://www.rnibbookshare.org/cms/help-center/can-i-read-your-books-using-kindle-or-nook)
* [Read with an Android device](https://www.rnibbookshare.org/cms/help-center/how-use-rnib-bookshare-android-device)
* [Read on a PC](https://www.rnibbookshare.org/cms/help-center/reading-pc)
* [Read with Dolphin EasyReader](https://www.rnibbookshare.org/cms/help-center/dolphin-easyreader)
* [Reading a physical book](https://www.rnibbookshare.org/cms/help-center/creating-hard-copy-titles)

Allowing your learner their own member account develops their independence and any title can be viewed in the learners preferred electronic format using this accessible e-reader. Its free to download and use on Apple and Android devices.

### DAISY

The DAISY files downloading from RNIB Bookshare are DAISY 3.0. The text files work with just about every type of accessible technology that reads text and supports DAISY 3.0 (not DAISY 2.02); such as screen readers, self-voicing synthetic-voice DAISY players, braille notetakers, portable self-voicing DAISY players, and scan-and-read software such as Read:OutLoud.

Further information about DAISY can be found in our Help Centre:

* Go to “**Help Centre**”
* Search for “**DAISY**”
* Select “**DAISY information**”

The direct link to the Help Centre article on DAISY:

* <https://www.rnibbookshare.org/cms/help-center/daisy-information>

### Braille

You can visit our braille information pages to learn more about using our Braille Ready Files (BRF):

* Go to the site’s homepage by selecting the RNIB logo in the top left
* Go to “**Books, images, exams, music**”
* Select “**braille files**” (under “books”)

The direct link to the braille information page: <https://www.rnibbookshare.org/cms/help-center/training-and-> [resources/braille](https://www.rnibbookshare.org/cms/help-center/training-and-resources/braille)

## Further information and contact us

Further information on using the files in our collection and producing accessible electronic documents can be found on our information pages and in our [Help Centre](https://www.rnibbookshare.org/cms/help-centre).

Our online contact form: <https://www.rnibbookshare.org/contactUs>

* + Phone: **0300 303 8313**
  + Email: [bookshare@rnib.org.uk](mailto:bookshare@rnib.org.uk)
  + Website: [rnibbookshare.org](http://www.rnibbookshare.org/)
  + Facebook: [facebook.com/RNIBBookshareUK](https://www.facebook.com/RNIBBookshareUK)
  + Twitter: [@RNIBBookshare](https://twitter.com/RNIBBookshare)

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Author: RNIB Bookshare

Date created: 6 December 2016

Last updated: July 2021