



# Pauline Johnson Elementary School

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Dear Parent/Guardians,

To encourage and support students with their independent reading, HWDSB provides a digital lending library called eMAX.

eMAX, which is accessible through the HUB, includes eBooks and Audiobooks appropriate for K-12 students. These digital resources can be read and listened to on almost any device from an iPad to an MP3 Player. This initiative is exciting and engaging for our students!

## To access eBooks and Audiobooks available on eMAX, follow these simple steps:

The links to the Virtual Library resources are located on the top left corner of the page.

1. Please login to the HUB <https://hwdsb.elearningontario.ca/d2l/home> using your school e-mail username and password.
2. On the top menu bar click on **Select a Course..**
3. From the drop down menu click on **Library 01 Learning Commons.**
4. **My Learning Commons** catalogue will open up
5. Click on **Everything to Digital Catalogue** and browse or search by topic
6. Use limits to limit your search to a particular collection, genre or reading level.
7. Click on a **Preview** button and choose **HTML** to read a small part of the book before making your choice.
8. When you have found an eBook or Audiobook that you would like to check out, select **Download.**
9. You will be prompted to enter your nine-digit OEN number. (located in student's agenda)
10. Select **HTML or OverDrive Listen** (to read or listen in your browser), **Adobe Digital Edition, PDF** (to download eBooks) **MP3** (for Audiobooks).
11. Students 13 years and older will be prompted to create a free OverDrive account

**Note:** For download and registration please use one of the following Internet Browsers: Google Chrome, Safari or Mozilla.

12. You will need either Adobe Digital Editions on your computer or the appropriate app for your mobile device or eReader installed before you download the book. In eMAX, click **Help** then **Software** to access **Adobe Digital Editions** or **OverDrive Media Console.**
13. You can **Read** your eBook in a browser. *Please note: Internet access is required.*
14. **Download** the title to your Adobe Digital Editions or download to your eReader and open it to begin to read/listen to.
15. If you do not have the appropriate app on your device, you will be prompted to download it. You can find your downloaded title by opening your OverDrive app.

*\*Please note: downloaded titles can be read or listen to without Internet access.*

16. You will be given an **Auto-Return date.** The title will be returned automatically on this date.
17. For device specific guides please visit eMAX Help <http://www.hwdsb.on.ca/lrc/virtual-library/emax-help/>

If you have questions, please see the list of frequently asked questions on the reverse side of this page.



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### FREQUENTLY ASKED QUESTIONS

#### IS MY DEVICE COMPATIBLE?

For a list of compatible devices, please select **Help** in eMAX.

#### HOW MANY TITLES CAN I CHECK OUT AT A TIME?

You can check out up to 20 titles.

#### HOW DO I KNOW IF THE EBOOK OR AUDIOBOOK IS "JUST RIGHT" FOR ME?

You can **Sample** it before downloading. This gives you an opportunity to read the first page of the eBook or listen to audio samples before checking it out.

#### WHAT DOES 'ALWAYS AVAILABLE' MEAN?

**Always Available** titles are always available for checkouts to all users.

#### CAN I BORROW FROM EMAX IF I HAVE AN OVERDUE BOOK FROM THE SCHOOL'S LIBRARY?

No. If you have an overdue book, you must resolve this with your Teacher-Librarian.

#### HOW LONG CAN STUDENTS CHECK OUT AN E-BOOK OR AN AUDIOBOOK?

Lending periods vary from title to title. Most will be deleted from your device after 14 days.

#### HOW CAN I RETURN A TITLE BEFORE IT EXPIRES - BEFORE IT IS RETURNED AUTOMATICALLY?

Some titles can be returned before they expire. Please go to **Account** and click on **Return Title**

**Please use caution when doing this. If you return a title more than 3 times in one week, your borrowing privileges will be suspended for one week.**

#### CAN I RENEW A TITLE?

Titles cannot be renewed, but you can check them out again after they expire if they are still available.

#### ARE ALL OF THE EBOOKS AND AUDIOBOOKS AGE APPROPRIATE FOR MY CHILD?

The eBooks available are appropriate for students from kindergarten to grade 12. Please use your discretion and monitor your child's reading choices at home.

#### CAN I STILL USE EMAX IN THE SUMMER?

Yes. Please ask your Teacher Librarian about the eMAX Summer Reading Contest or visit <http://www.hwdsb.on.ca/llrc/virtual-library/emax-summer-reading-contest-2/>

#### I STILL HAVE MORE QUESTIONS ABOUT EMAX. WHO CAN I CONTACT?

You can use the Support option on eMAX to email an expert, or contact your school Teacher Librarian for further assistance.

**Happy reading!**