



RBDigital eAudio Ordering Procedures

For Public Libraries

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What's RBdigital eAudio?

RBdigital eAudio is our primary platform for purchased eAudiobooks. It follows the physical checkout model – so one patron can check out a particular copy of an eAudiobook at a time. To allow more patrons to access a title simultaneously, we must purchase more copies of it.

While eBooks are available on RBdigital, we don't purchase this format, as cloudLibrary is our primary eBook platform.

Please remember that prices in RBdigital are in American dollars.

Finding Items

Browse Lists

When you log in, you will be taken to RBdigital's *Dashboard*, where you will see lists for *Top Holds* (titles we own with the highest number of holds), *Newly Added eAudio*, *Newly Added eBook*, and *Most Popular for Other Libraries* (titles popular at non-Parkland libraries).

Ignore the eBook shelf, as we do not purchase eBooks from RBdigital.

The screenshot shows the RBdigital dashboard interface. At the top, there are navigation tabs: Home, Advanced Search, Library Settings, Library Management, Reporting, and Purchasing Tools. Below these is a 'Quick Search' field with a dropdown menu set to 'All' and a search button. A secondary navigation bar includes: Dashboard, Top Wishlist, Top Holds, Featured, Newly Added, What's Popular, Circ Alert, Expiration Alert, and Coming Soon. The 'Top Holds' section features six audiobook covers with their titles and authors: 'Book Thief, The' by Markus Zusak (1 Hold/1 Copy), 'Twelve Years a Slave' by Solomon Northup (1 Hold/1 Copy), 'Silkworm, The' by Robert Galbraith (1 Hold/1 Copy), 'Target, The' by David Baldacci (1 Hold/1 Copy), 'Blackberry Pie M...' by Joanne Fluke (1 Hold/1 Copy), and 'Doctor Sleep' by Stephen King (1 Hold/1 Copy). The 'Newly Added eAudio' section shows the beginning of a row of audiobook covers, including 'Broadchurch', 'Echoes of', 'The Blood', 'Ken Follett', and 'Lockwood & Co.'

Search for Titles

Looking for a specific author or title? Type it into the *Quick Search* field and click on the search button (the magnifying glass icon).

Alternatively, click on the *Advanced Search* tab and create a more complex search. Be sure to click on *Format* to limit your search to eAudio. Other useful limits on this page allow you to limit your search to a particular genre or language, to fiction or non-fiction, to owned or unowned, or date added (e.g. if you wish to simply browse titles added in the last 3 months, you can select that in the *Date Added* dropdown, and then click on *Search*.)

You can also use the *Publisher* dropdown to browse by publisher (e.g. Recorded Books).

Home **Advanced Search** Library Settings Library Management Reporting Purchasing Tools

Title Search

Advanced Search

Title	<input type="text"/>	Narrator	<input type="text"/>
Author	<input type="text"/>	Publication Date	All <input type="button" value="v"/>
Format	All <input type="button" value="v"/>	Date Added	All <input type="button" value="v"/>
Genre	All <input type="button" value="v"/>	Target Audience	All <input type="button" value="v"/>
Language	All <input type="button" value="v"/>	Owned/Un-owned	All <input type="button" value="v"/>
Publisher	All <input type="button" value="v"/>	Imprint	All <input type="button" value="v"/>
ISBN	<input type="text"/>	Fiction / Non-Fiction	All <input type="button" value="v"/>
Duration	All <input type="button" value="v"/>	Terms	All <input type="button" value="v"/>
DRM Type	All <input type="button" value="v"/>	Available for Purchase	Yes <input type="button" value="v"/>

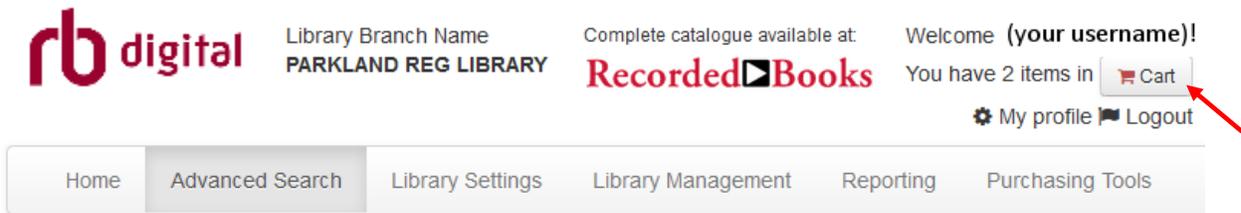
Limit your search to eAudio

Adding Items

When you find a title you want, click on the *Cart* button next to it, which looks like this: 

Note: Orders for eBooks and forthcoming titles will not be processed.

The title will be added to your cart. Click on the *Cart* button on the top right of the page to view all titles currently in your cart.



The screenshot shows the top navigation area of the library website. On the left is the 'rb digital' logo. In the center, it says 'Library Branch Name PARKLAND REG LIBRARY' and 'Complete catalogue available at RecordedBooks'. On the right, it says 'Welcome (your username!)' and 'You have 2 items in Cart' with a red arrow pointing to the 'Cart' button. Below this are links for 'My profile' and 'Logout'. A horizontal navigation bar contains links for 'Home', 'Advanced Search', 'Library Settings', 'Library Management', 'Reporting', and 'Purchasing Tools'.

Removing Items

Click the *Cart* button (as above).

Click *Remove* beside any item you want to delete from your cart.

Ordering

Verify Items

First, make sure your cart does **not** contain eBook titles or forthcoming titles. eBooks will have a book icon under the Format column in your cart. Forthcoming titles will have a date listed in the Coming Soon column. **Remove** any of these items from your cart.

Shopping Cart

Export to:

Remove	Date Added	Part #	Title	Term	Author	ISBN	Coming Soon	Format
remove	09/17/14	Z09018	No One Belongs Here More Than You	Purchase	July, Miranda	9781490641690		
remove	09/17/14	EB00231778	13 Words	26 Circ	Snicket, Lemony	9781443404433	03/17/14	

Click on *Remove* to remove a title from the cart.

Remove any titles with a future date listed under *Coming Soon*.

eAudiobook

eBook

If you would like to save a spreadsheet of the titles in your cart, select Excel in the *Export to* dropdown menu, click on the *Export* button, and save the file.

The screenshot shows a shopping cart interface. At the top, there is a section for 'Export to' with a dropdown menu currently set to 'CSV'. The dropdown menu is open, showing 'CSV' and 'Excel' as options, with 'Excel' highlighted in blue. To the right of the dropdown are three buttons: 'Export', 'Continue Shopping', and 'Print Cart'. Below this is a table representing the cart items.

Author	ISBN	Format	QTY	Unit Price	Total
July, Miranda	9781490641690	Coming Soon	1	\$65.00	\$65.00

Order your Cart

Do not click submit!

To order your cart submit the *Library MARC Order Cart* form on the PRL support site (<http://support.prl.ab.ca/index.php/forms/marc-order-cart-form/>)

When PRL's acquisitions department processes your order, they will download the cart and delete it. They will then email you to let you know that your order has been processed.

Pricing

Prices for RBdigital titles are all given in **US dollars**. The amount you will pay in Canadian dollars will depend on the exchange rate at the time the order is processed.

Statistics

Parkland will provide statistics on a monthly basis for RBdigital and other eContent platforms. This information is saved on the Q drive in the Statistics folder.

Questions? Contact your PRL consultant or acquisitions.