



Memory Stick Quick Guide

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Introduction

We can send audiobooks to you on USB memory stick via Royal Mail in special pouches. Each stick contains one book which should be sent back to us when you've listened to it using the same pouch. Simply turn the address card over to show the Calibre Audio address and pop it in any post box. Postage is free of charge.

On your joining form you indicated some categories of books that you would like to listen to. We usually send your first book from one of these categories.

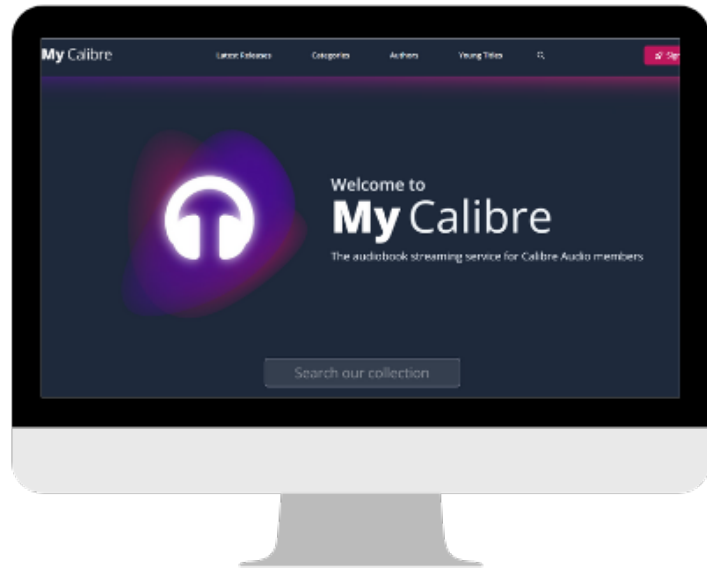


When you return your first book you will be given an automatic allocation of three books to ensure you have a constant supply at home while others are being returned or sent out to you.

For many of our USB members, we continue to select books we think you will enjoy from your preferred categories and send them automatically. When you return a book, we will send you another without you having to do anything. However, you can call membership services on 01296 432339 to request specific books or change your categories.

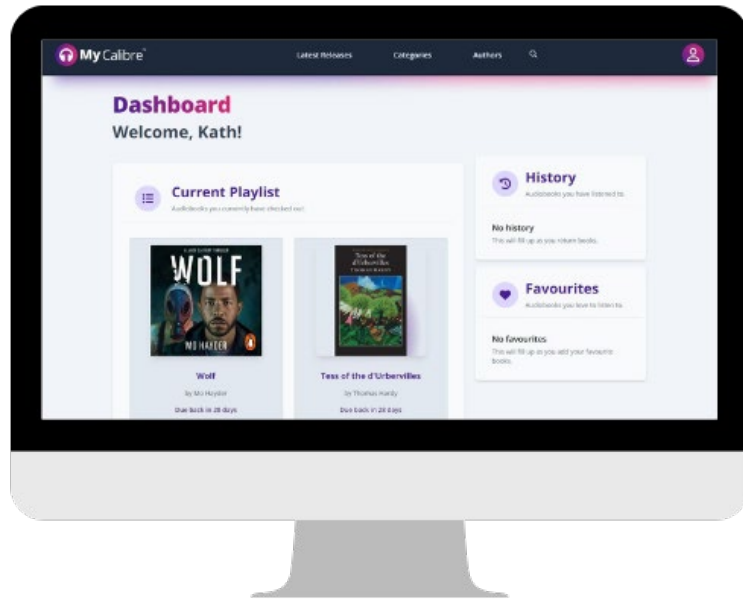
If you wish to choose your own books, you, or someone who helps you, can add and remove books from your own personal postal list via our online service called My Calibre. Please read on for instructions.

How to add books to your postal list



Go to <https://my.calibre.org.uk>. You will need to sign in to manage your account and add books to your lists.

Click the 'Log In' button in the top right-hand corner and then enter your membership number or password. Your password may be your surname in lower case, and your membership number begins with 'ca' followed by digits. If you do not know your details, please contact membership services on 01296 432339.



Dashboard

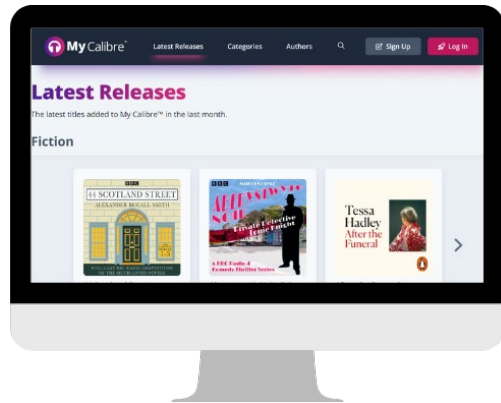
When you first sign into My Calibre you will see a page with a section called “Dashboard”.

This is where the books you wish to be sent will appear once you add them to your list.

If you want us to send you books from your postal list instead of automatically from the categories you selected, we recommend keeping your postal list topped up to around 25 titles.

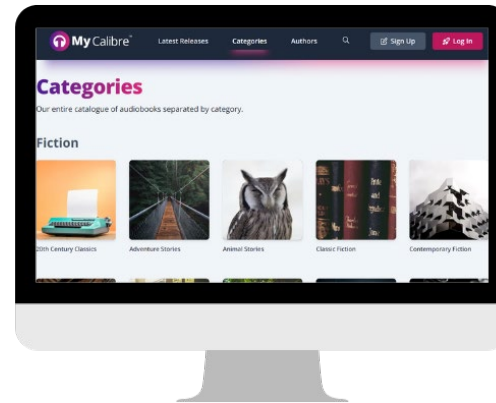
Browsing the collection

You can search for books in one of three main ways:



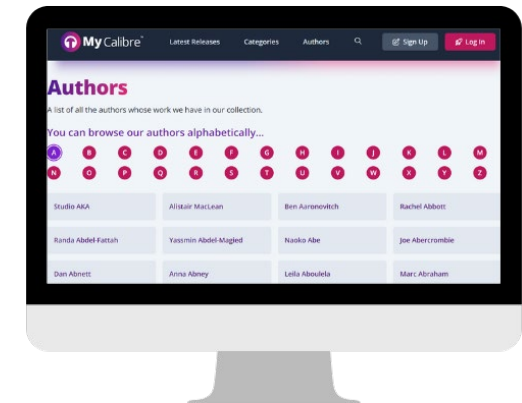
Latest Releases

This page updates each month with the most recent titles.



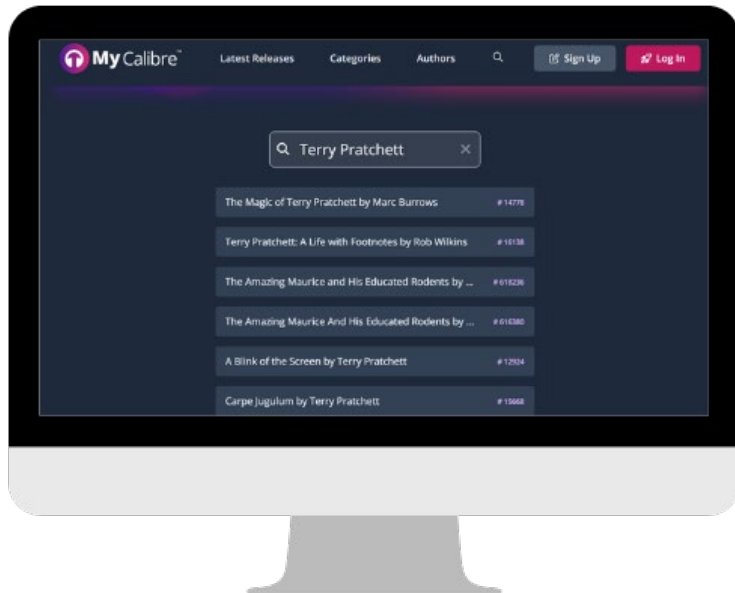
Categories

Browse our collection by category – with over 70 fiction and non-fiction categories to choose from.



Authors / Narrators

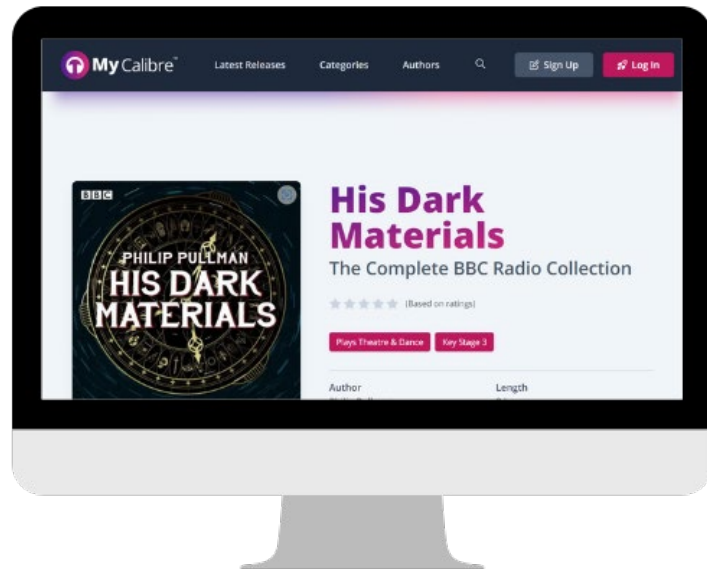
Find an author or narrator and see a list of their available audiobooks.



Using the search function

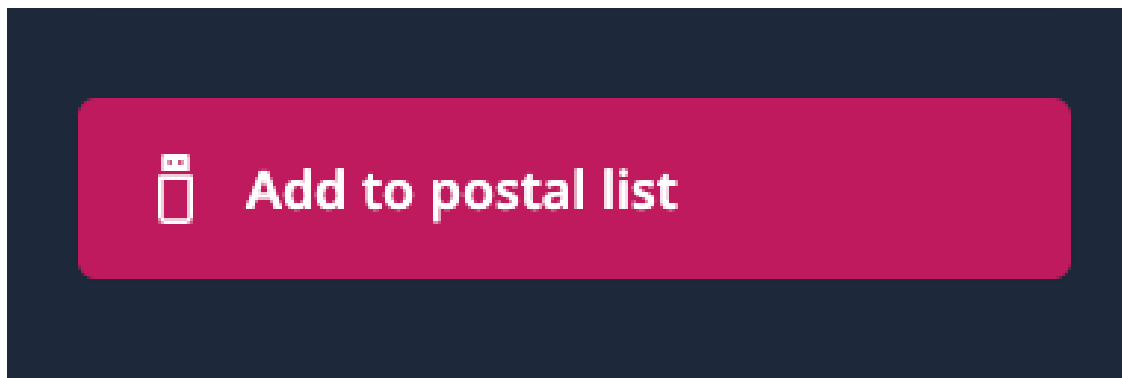
You can also search for audiobooks by using the search bar that appears at the top of the page when you click the magnifying glass symbol. You can search by title, author, narrator, or just the subject matter.

It will return a list of results for you to choose from. You can also use the search bar on the My Calibre home page.



Audiobook Information

When you find an audiobook that interests you, click on the title for more information including the synopsis, length and the narrator's name. You can also see more titles by the author, as well as listen to a sample or add the book to your list.

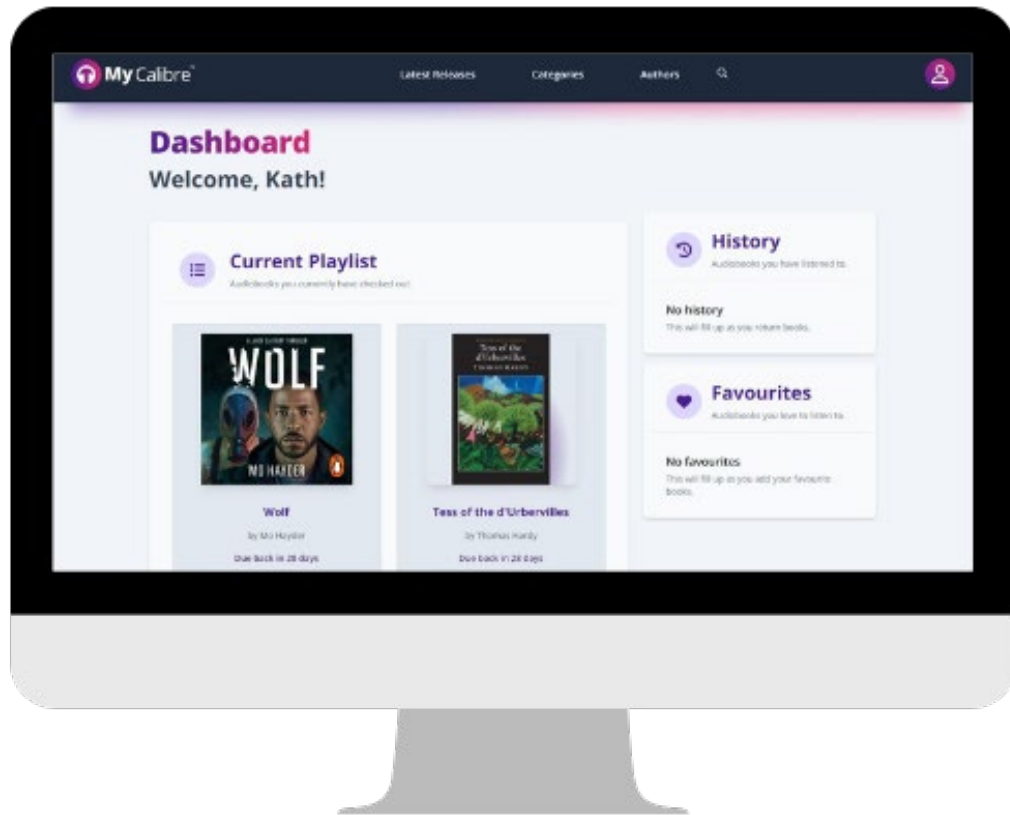


Adding a title to your postal list

To add a title to your postal list, click on the pink “Add to postal list” button.

This will add the book to your list and change to display the date it was added.

Your book will be added to your list.



My postal book list

You will now be able to see the books you have added by clicking on the profile icon in the top right-hand corner and selecting 'Dashboard'.

If you change your mind and want to remove the book, simply click on 'remove from list'.

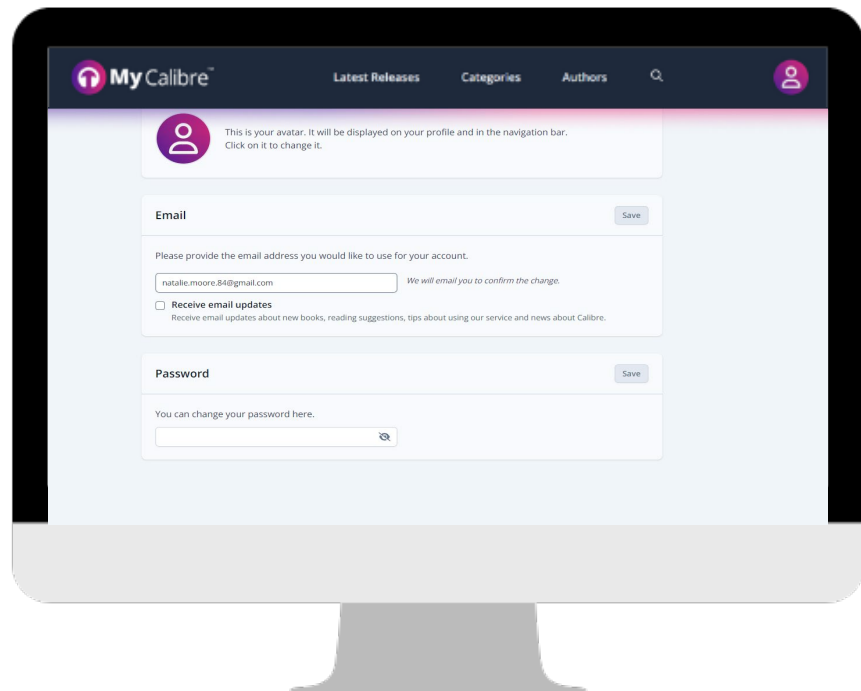
There is no limit to the number of books you can have on your postal request list.

The books on your list will be selected to be sent to you by date first, then author – so the most recent books you added will be sent last.

Key points about borrowing and returning books

- USB memory sticks are loaned to you for a period of eight weeks
- We'll send another book to you when we receive a return
- If you do not receive a book from us, we may not have received your return – please contact us
- If you wish to pause receiving books for a period, please let us know
- You can ask for extra books – for example if you are going on holiday
- Some books contain bad language, sex scenes and other content that may offend. Please let us know if you do not want to receive X-rated material

NB: As a charity, we do not charge for overdue, lost or damaged books but we would appreciate your help to keep these to a minimum. Lost books cost us over £16,000 a year in replacement memory sticks and wallets.



My Account

You can see the email address we have for you in the “Account Settings” tab. You can update this and your password here.

Any questions?

If you have any questions or require further help,
please get in touch with our Membership Services
team:

Email: membershipservices@calibre.org.uk

Telephone: 01296 432339

calibreaudio.org.uk

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