

# eBooks at the Library

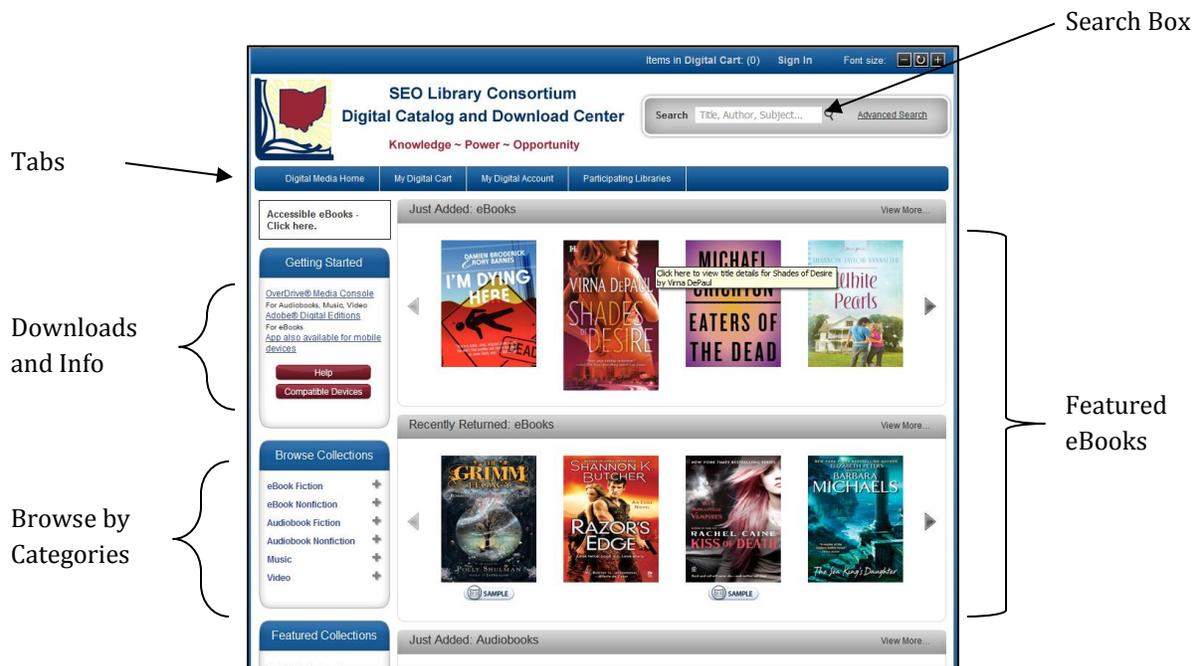
## Kindle

One of the newest developments in reading is the electronic book, or eBook. An eBook is a digital copy of a book that can be read on a Kindle and other digital devices. While the Kindle does not always provide the same reading experience as a true book, it can be very convenient. A Kindle can hold hundreds of eBooks in less space than a single hardback book. A wide variety of eBooks are readily available from Amazon ([www.amazon.com](http://www.amazon.com)). Many libraries are also making eBooks available to their Kindle patrons through their online catalogs. Patrons can search for available titles, check them out with their library card, and then download them to their Kindle.

## Digital Catalog

If you have used the Library's online catalog to find regular books, you should feel comfortable using the digital media catalog. They both work much the same.

Begin by going to the Washington County Public Library web site ([www.wcplib.info](http://www.wcplib.info)). Scroll down the page until you see the **Download Overdrive** image on the left side of the page. Left click the image to go to the Digital Catalog. If you do not have a Kindle Touch or a Kindle Fire, you will probably want to do this on your computer. If you use your Kindle Touch or Fire, you will be directed to the mobile version of the Digital Catalog, which looks different but works much the same (see the Library's handout for digital tablets). These instructions assume you are using a computer.



Across the top of the page are tabs for the different areas of the catalog.

- **Digital Media Home** – this is the browsing and search area of the catalog.
- **My Digital Cart** – this tab shows the items you have selected but have not yet checked out.
- **My Digital Account** – gives you tools to manage your account and download items.
- **Participating Libraries** – displays a list of all the libraries that are a part of the digital catalog.

On the left side are links to software downloads, compatible device information and help. Below that are browsing choices.

**Featured eBooks** and search results are displayed in the main section of the window.

There is a **Search** box in the upper right corner of the window.

## Locating a Kindle eBook

There are several ways to look for Kindle eBooks. Use whichever method works best for you.

### Browse by Category

1. Left click **eBook Fiction** or **eBook Nonfiction** in Browse Collections on the left side of the window. .
2. Select a genre or subject from the menu that appears.
3. Browse through the list of eBooks using your mouse's scroll wheel and the **Next** and **Previous** buttons on the page (see **Search Results**).

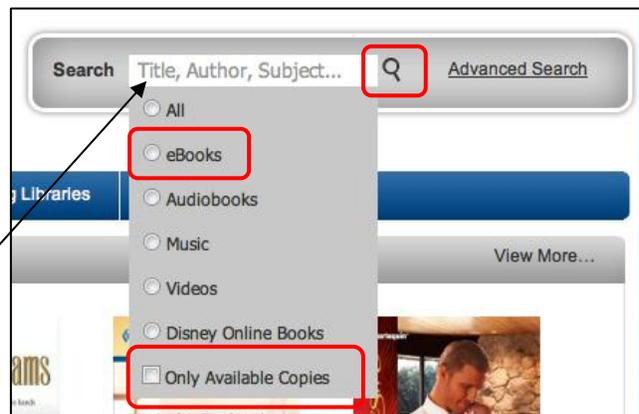
When browsing by category, you need to check the format of the eBook to be sure it is a **Kindle Book**. You cannot use any other format on most Kindles (see the end of this handout for information on how to read EPUB eBooks on the Kindle Fire).

### Use Quick Search

1. Type the title, author's name, subject or keyword(s) into the search box.
2. Hover the mouse over the search box to access the **Format Menu**.
3. Select **eBooks** from the menu.
4. Select **Only Available Copies** if you want to see only checked in items.
5. Left click the **Spy Glass** or press **Enter** on your keyboard.
6. Look for eBooks in the **Kindle Book** format in the search results.



Search Box



## Use the Advanced Search

1. Left click **Advanced Search** to the right of the Search box.
2. Fill in the desired search fields. You do not have to fill in all of them.
3. Select **Kindle Book** for the format.
4. Select **Only show titles with copies available** if you only want to see checked in items.
5. Left click the **Search** button at the bottom of the form.

The screenshot shows the 'Advanced Search' interface. The 'Format' dropdown menu is set to 'Kindle Book'. Below the search fields, the checkbox for 'Only show titles with copies available' is checked. The 'Search' button is located at the bottom of the form.

## Search Results

eBooks have been very popular and it can often be difficult finding a title that is checked in. Unless you select **Only show titles with available copies**, you will find that most of the eBooks displayed in your search results are checked out, as indicated by the **JOIN WAITING LIST** link. If you want one of these eBooks you will have to add your name to the waiting list and wait for it to become available (see the next section).

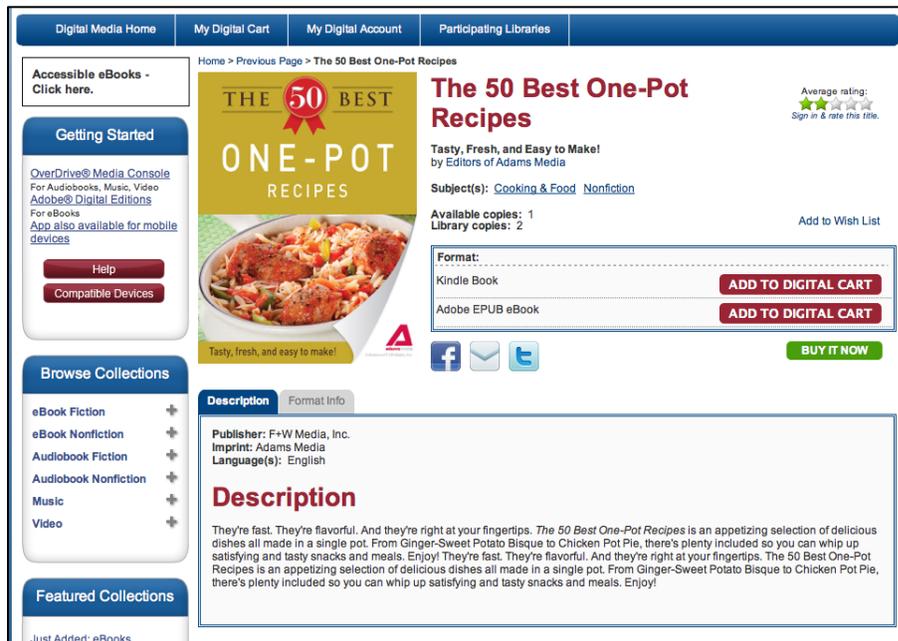
The screenshot displays search results for eBooks. On the left sidebar, the 'Kindle Format' is selected. The main results area shows three items:

- The 50 Best One-Pot Recipes**: Available copies: 1, Library copies: 2. Includes an 'ADD TO DIGITAL CART' button, labeled as a 'Checked In Item'.
- I Love Trader Joe's College Cookbook**: Available copies: 0, Library copies: 1. Includes a 'JOIN WAITING LIST' button, labeled as a 'Checked Out Item'.
- Adobe EPUB eBook**: Includes an 'ADD TO DIGITAL CART' button.

Annotations include a red arrow pointing to 'Kindle Format' in the sidebar, and two red arrows pointing to the 'ADD TO DIGITAL CART' and 'JOIN WAITING LIST' buttons respectively.

The eBooks that have an **ADD TO DIGITAL CART** button are checked in and available for immediate checkout.

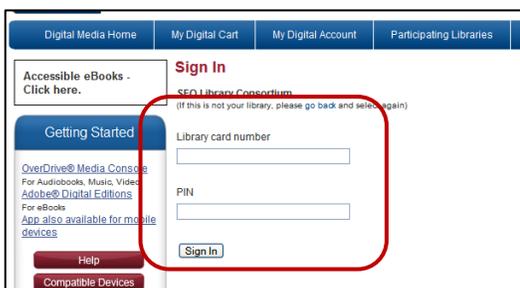
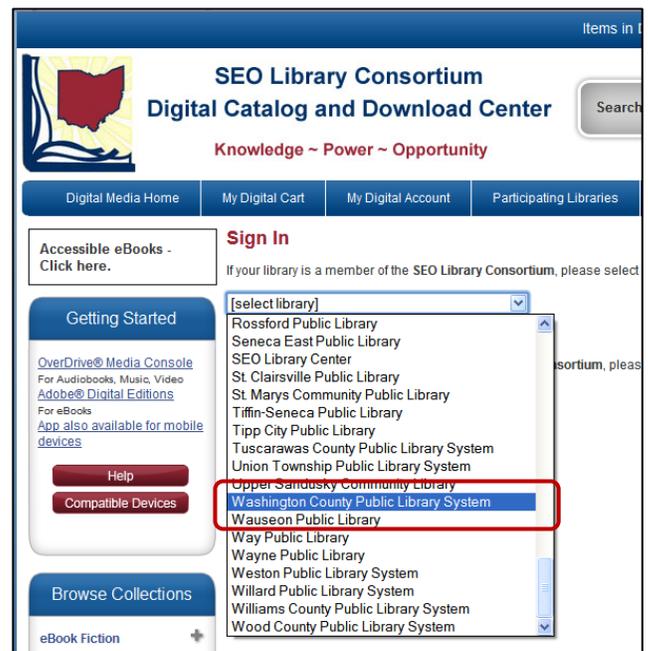
To view detailed information on an eBook, left click its title.



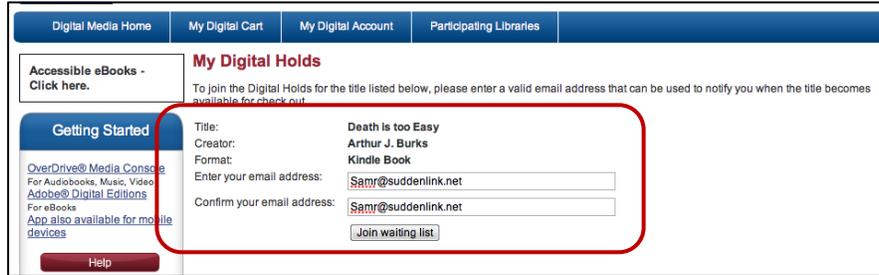
## Checking Out an eBook

### Joining a Waiting List

1. Check the eBook's **format** to be sure it is a Kindle Book.
2. Left click **JOIN WAITING LIST**. You will then go to the **Sign In** page (If you are already signed in, go to step 7.)
3. Select **Washington County Public Library System** as your library.
4. On the next page, enter your entire library card number. Do not include the spaces.
5. Enter your **PIN** (usually the last four digits of the phone number you used to get your library card).
6. Left click the **Sign In** button.



- On the next screen recheck the format to be sure it is a **Kindle Book**. Also check to be sure your email address is correct.

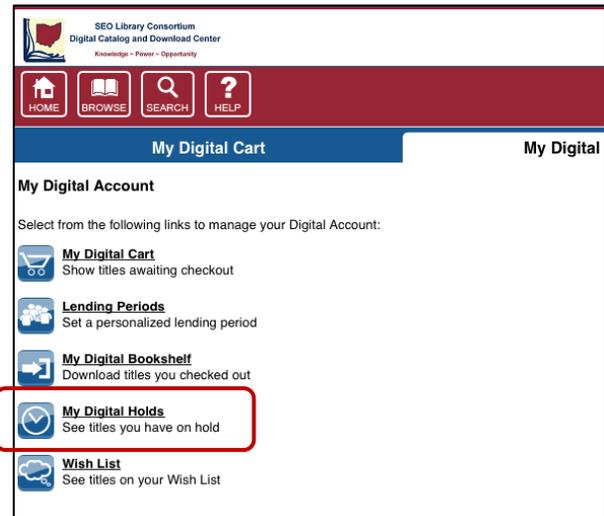


- Left click the **Join waiting list** button.
- On the next screen, select **Click here to continue browsing**.

When the eBook becomes available, you will receive an email notification. The eBook will be held for you for 72 hours. If you do not check it out within 72 hours, it goes to the next person in line.

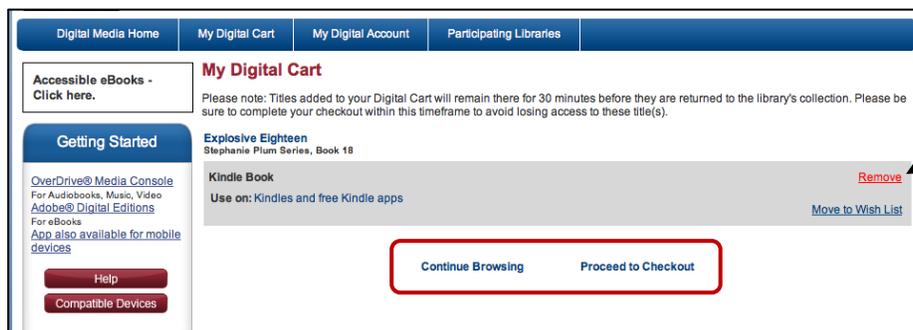
### Claiming Your Hold

- Return to the **SEO Digital Catalog**.
- Select the **My Digital Account** tab.
- Sign in.
- Select **My Digital Holds**.
- Locate the eBook that is available.
- Left click **ADD TO DIGITAL CART**.
- Check out and download your eBook as described in the **Downloading Your Kindle eBook** section of this handout.



### Adding an eBook to Your Digital Cart

- Check the eBook's **format** to be sure it is a Kindle Book.
- Left click **ADD TO DIGITAL CART**. Just as when you join the waiting list, you will be directed to the Sign In page, unless you are already signed in.
- Sign into your account.



Remove eBook

4. Your **Digital Cart** will open showing the eBook(s) you have selected for checkout.
5. Select **Continue Browsing** if you want to look for more eBooks.
6. Select **Proceed to Checkout** if you are finished looking and want to download the eBook(s) in your cart.

When you are finished selecting your eBooks, you can check out the ones in your digital cart. You can have 12 items in your cart at one time, but you can only have 10 digital items checked out at a time. If the number of items in your cart will put over the limit, you must remove excess items from your cart before you can proceed to check out. Items remain in your Digital Cart for 30 minutes, at which time they are automatically returned to the available collection.

## Check Out and Downloading Your Kindle eBook

You can download library eBooks to your Kindle using Wi-Fi but not 3G, even if your Kindle has 3G capabilities. If you do not have Wi-Fi available, you can still download library eBooks to your Kindle. For instructions go to the Kindle support page at Amazon and read the section on **transferring, downloading, and sending files to Kindle**.

You may keep library eBooks for 21 days, at which time they automatically expire. The time begins when you check an eBook out, not when you download it.

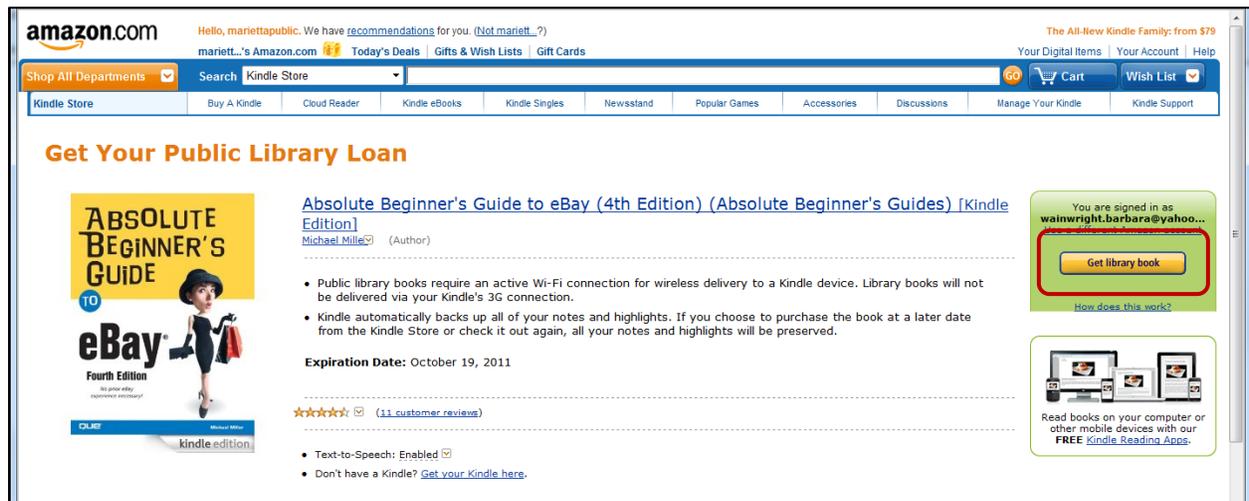
1. Select the **My Digital Account** tab (go to step 4 if you used the **Proceed to Checkout** button in step 6 above).
2. **Sign In** if you need to.
3. Left click **My Digital Cart**.
4. Review your selections. Be sure they are all **Kindle Books** and they do not exceed the number of items you are allowed to have checked out. If you have too many in your cart, remove the excess.
5. Click the **Confirm check Out** button.



6. On the Download screen, click the **Get for Kindle** button.



7. At this point you will be directed to Amazon's web site.



8. Click the **Get library book** button on the right side of the page to move it to your Kindle account.

9. If asked, log into your Amazon account.

10. Select the device you want to have the eBook delivered to (it should default to your Kindle).

11. Click the **Continue** button.

12. If you have more eBooks to download, return to your digital cart and repeat steps 6-11.

13. **Sync** your Kindle with your Amazon account to retrieve the eBook.



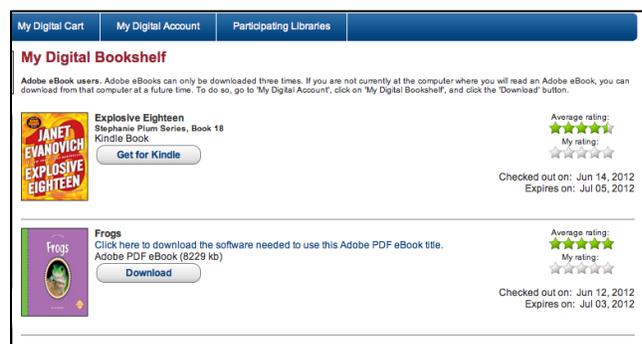
## Managing Your eBooks

You can manage your library eBooks through the **My Digital Account** at the SEO Digital Catalog web site or the **Manage your Kindle** page at Amazon.

### My Digital Account

1. Return to the **SEO Digital Catalog**.
2. Select the **My Digital Account** tab.
3. Sign in.
4. Select **My Digital Bookshelf**.

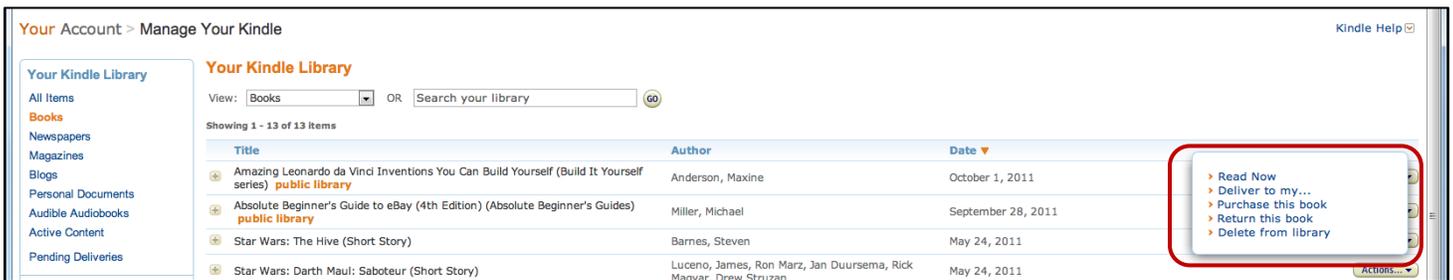
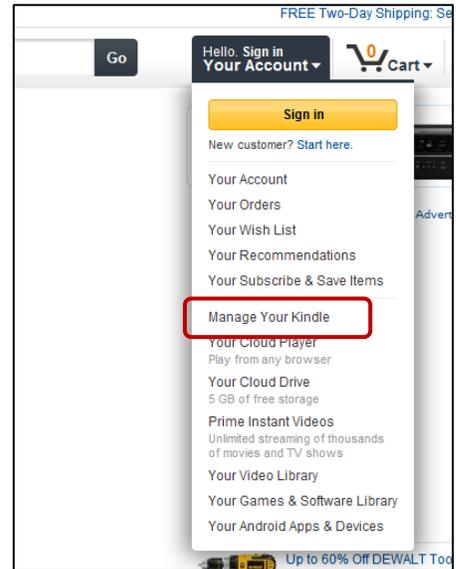
The Digital Bookshelf shows you all the items you have checked out, when they expire and gives you the opportunity to download them again if you need to, up until the lending period ends.



The **Manage Your Kindle** page shows the same information, but also shows all the Kindle books you have ever checked out from the library or purchased from Amazon. It also gives you the ability to return library eBooks early.

### Returning Kindle Books Early

1. Log into your Amazon account.
2. Point to **Your Account** to the right of the search box.
3. Select **Manage your Kindle** from the menu that appears.
4. Locate the book you wish to return in your list of titles (look for ones that say **public library**).
5. Left click the **Actions** button at the far right of the title.
6. Select **Return this book** from the menu (second item from the bottom).



### Reading EPUB Books on the Kindle Fire

The Kindle Fire is capable of not only reading Kindle Books but also eBooks in the EPUB format (another popular format for eBooks found in the library collection). In order to checkout and read EPUB eBooks you must first install the Overdrive Media Console app.

### Installing the Overdrive Media Console App

1. Turn on your Kindle Fire.
2. Tap the small **Gear** in the upper right corner of the screen (the settings button).
3. Tap **More** on the far right of the settings menu that appears near the top of the screen.
4. Scroll down and tap **Device**.
5. Tap **On** located to the right of **Allow Installation of Applications from Unknown Sources**.

6. Return to the **Home** page.
7. Start the web browser by tapping **Web** at the top right of the screen.
8. Navigate to the Overdrive Media Console page at:  
**[www.overdrive.com/software/omc/AndroidEULA.aspx](http://www.overdrive.com/software/omc/AndroidEULA.aspx)**
9. Read the **User Agreement** and then scroll to the bottom of the screen and tap **I Agree**.
10. The **Media Console** application should then download to your Kindle.
11. Tap the **Menu** button at the bottom of the screen.
12. Tap **Downloads** in the menu.
13. Locate and tap the **Overdrive Media Console App** in the list of downloads.
14. Tap **Install** to install the Overdrive Media Console App.

You are now ready to checkout EPUB eBooks from the library using the Media Console app. See the handout **eBooks at the Library: Digital Tablets, Smartphones, iPod Touches** for instructions on how to use the Overdrive Media Console.

## **Further Reading**

*How to do everything Kindle Fire* by Jason Rich. © 2012

*Kindle Fire* by Peter Meyers. © 2012

*Kindle Fire for Dummies* by Nancy Muir. © 2012

*The Kindle Fire: Pocket Guide* by Scott McNulty. © 2012

*Kindle Fire Quicksteps* by Joli Ballew. © 2012

*Kindle Touch for Dummies* by Leslie Nicoll. © 2012

*My Kindle Fire* by Jim Cheshire. © 2012