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 (Kindle Books) in less space than a single hardback book. A wide variety of Kindle Books are readily available from Amazon (www.amazon.com). Many libraries are also making Kindle Books 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.

Unless you have a Kindle Fire, you will probably want to use your computer to find and check out your Kindle Books.

The Digital Catalog

Begin by going to the SEO Digital Catalog. The easiest was to get to it is to go to the Washington County Public Library's web site at www.wcplib.info, scroll down the page and then click the **Download OverDrive** image. Be sure to bookmark the page to make it easier to get to the next time.

If you have used the Digital Catalog before, you will notice that it has recently been redesigned.

An **Account** button, **Help** button, **Search** box, and **Sign In** link are located at the top right of the window's header. The **Browsing Menu** appears in the gray area below the header. **Featured Titles** are displayed below the Browsing Menu.

Locating a Kindle Book

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

Browse the Featured eBooks
1. Scroll down the page to see all the featured titles. They are grouped by collections, such as **Newly Released eBooks**.
2. Left click **View more** to see additional titles in a collection.
3. Left click a book jacket to view detailed information on it (see **Search Results** below).

Browse by Category
1. In the **Browsing Menu**, left click a genre under eBook Fiction or subject under eBook Nonfiction.
2. Scroll down to browse the available titles.

Menu Button

Page Controls

3. Use the **Next** and **Previous** buttons or page numbers to view additional pages of titles (they are located at both the top-right and bottom-right of the search results).
4. Left click a book jacket to see detailed information on it.

Notice that the Browsing Menu has disappeared. If you want to see it again, left click the **Menu** button in the header.

Use the Search Box
1. Left click inside the **Search Box** at the top-right of the window.
2. Type a title, author, subject, or keyword(s) into the search box.
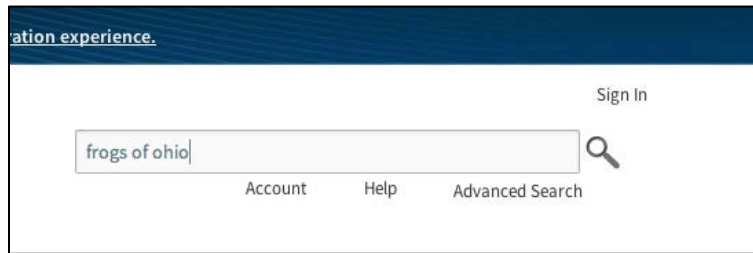
3. Left click the **Spy Glass** or press **Enter** on your keyboard.
4. The results will be displayed in the lower part of the web page.

Use the Advanced Search
1. Left click **Advanced Search** underneath the Search box located in the upper-right corner of the page to go to the Advanced Search page.
2. Fill in the desired search fields. You do not have to fill in all of them.
3. Choose **Kindle Book** as your Format.
4. Select **Available Now** if you only want to see checked in eBooks. **Library Collection** will display all titles that match your search whether or not they are checked in. The default is Library Collection.
5. Left click the **Search** button at the bottom of the form.
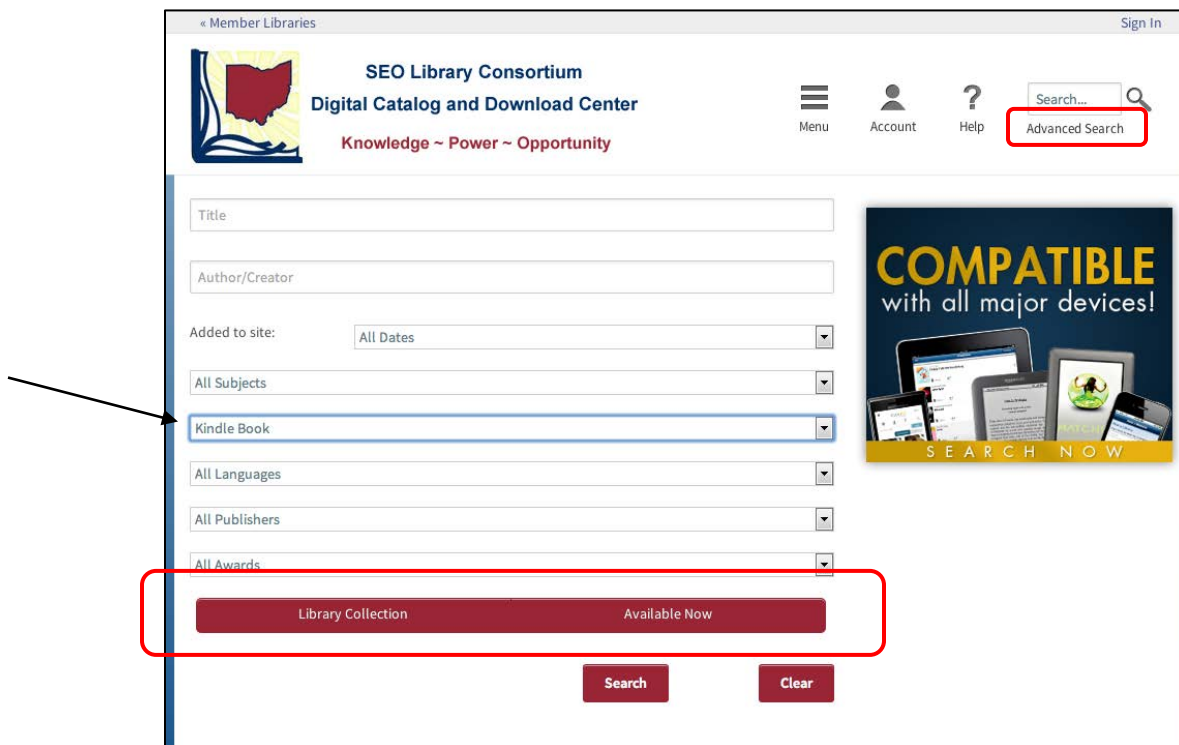
Dealing With Your Search Results

eBooks have been very popular and it can often be difficult finding a title that is checked in. Unless you selected **Available Now** in the Advanced Search**,** you will find that most of the eBooks displayed in your search results are checked out. You can quickly tell what titles are available by looking for the dark book in the upper right corner of the title's cover picture (Other formats have different symbols; headphones for audiobooks, notes for music, and a film clip for movies). If the book is gray, it is checked out.

Checked Out Item

Checked In Item

Number of Search Matches

Search Box

Sort Order

Selected Filters

Filters

Available Now Button

You can elect to view only the titles that are currently available by selecting the **Available Now** button at the top-right of the search results.

Refining Your Results

There are a number of ways to refine your search results.

- **Search within results** – at the top-left of the search results is a search box which you can use to narrow down the results. You can search by title, author, or key word(s).
- **Sort By** – use this to change how the results are ordered. You can sort by
  - **Added to Site –** this is the default selection. It displays the newest items in the catalog first.
  - **Relevancy** – titles that most closely relate to your search term(s).
  - **Title**
  - **Author**
  - **Release Date –** the date the title was originally published. This is not the same as the date it was added to the catalog.
  - **Most Popular**
- **Filters** – used to limit your results to specific criteria. Most filters may be combined.
  - **Format** – if you did not choose Kindle Book as your format in the Advanced Search, select **Kindle Book** under the Format filter.
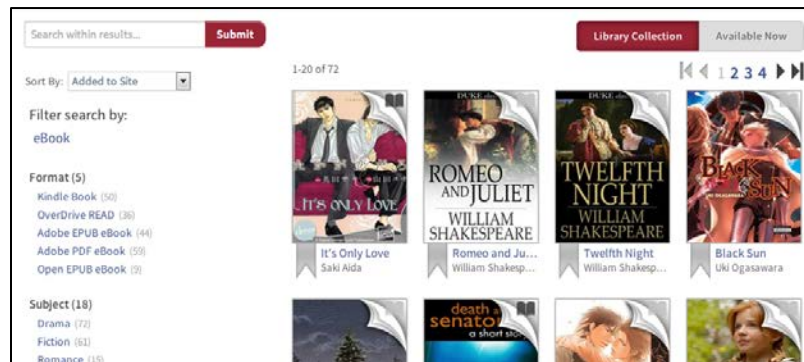
  - **Subject** – limit your results to a specific subject (travel) or genre (romance).
  - **Publisher** – select your favorite publisher(s).
  - **Language** – the majority of eBooks are in English, but there are a few in other languages.
  - **Grade Level** – select appropriate content and reading level.
  - **Rating** – ratings as set by readers. Not all eBooks will have been rated.
  - **Device** – select Kindle Fire from the list and you will only see Kindle eBooks and MP3 audio books, the two formats that are compatible with the Kindle Fire.

Filters are the most powerful way to refine your search results. You can apply one or more filters to get to just the titles you want. Your selected filters are displayed in the gray box near the top of the left column. To remove a filter, left click the **X** in front of it.

Detailed Information for a Title

Left click the book jacket to see detailed information on a title, place a hold on it, or to check it out.

The top half of the page displays the book jacket, title, author and a brief description of the eBook. You can left click the author to see additional books written by him. On the right side of the page is displayed the **Available Formats** for the eBook. If it does not say Kindle Book, you will not be able read the eBook on your Kindle. The **Series** and/or **Subject** categories the eBook belongs to are listed next. These have links that will display additional titles when left clicked. The number of available copies (ones that are checked in) and the total number of copies available in the library system are shown at the bottom of the column. A large red **Borrow** or **Place a Hold** button is prominently displayed to the right of the book jacket.

If you scroll down, you may see additional information such as a full description of the eBook, author information, and reviews.

Place a Hold
1. Left click the title of the eBook on which you want to place a hold.
2. Left click the red **Place a Hold** button. You will then be directed to the **Sign In** page (If you are already signed in, go to step 8).

3. Start typing **Washington** into the library search box on the Sign In page.
4. Select **Washington County Public Library Systems** from the list of available libraries that appears.
5. Enter your entire library card number. Do not include the spaces.
6. Enter your **PIN** (usually the last four digits of the phone number you used to get your library card).
7. Left click the **Sign In** button.
8. Check all the information on the **Hold Confirmation** page to be sure it is correct.
9. Left click the **Place a Hold** button at the bottom of the page.
10. On next page you are given the option to return to browsing or view your holds.
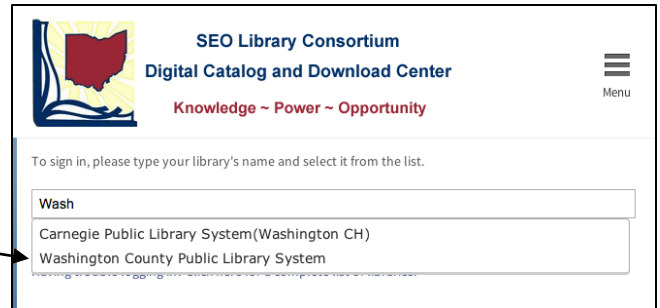
When the eBook becomes available, you will receive an email notification. The eBook will be held for you for 72 hours. If you do not check out the item within 72 hours, it will go to the next person in line for it.

Claim Your Hold
1. Return to the **SEO Digital Catalog and Download Center**.
2. Left click **Sign In** at the top-right corner of the page.
3. Choose your library and enter your library card number and PIN.
4. Left click the **Sign In** button in the upper-right corner of the page.
5. Left click the **Account** button in the top-right of the page.
6. Select **Holds** on the right side of the page.
7. Locate the eBook that is available (it will have a **Borrow** button next to it).

Sign In/Sign Out
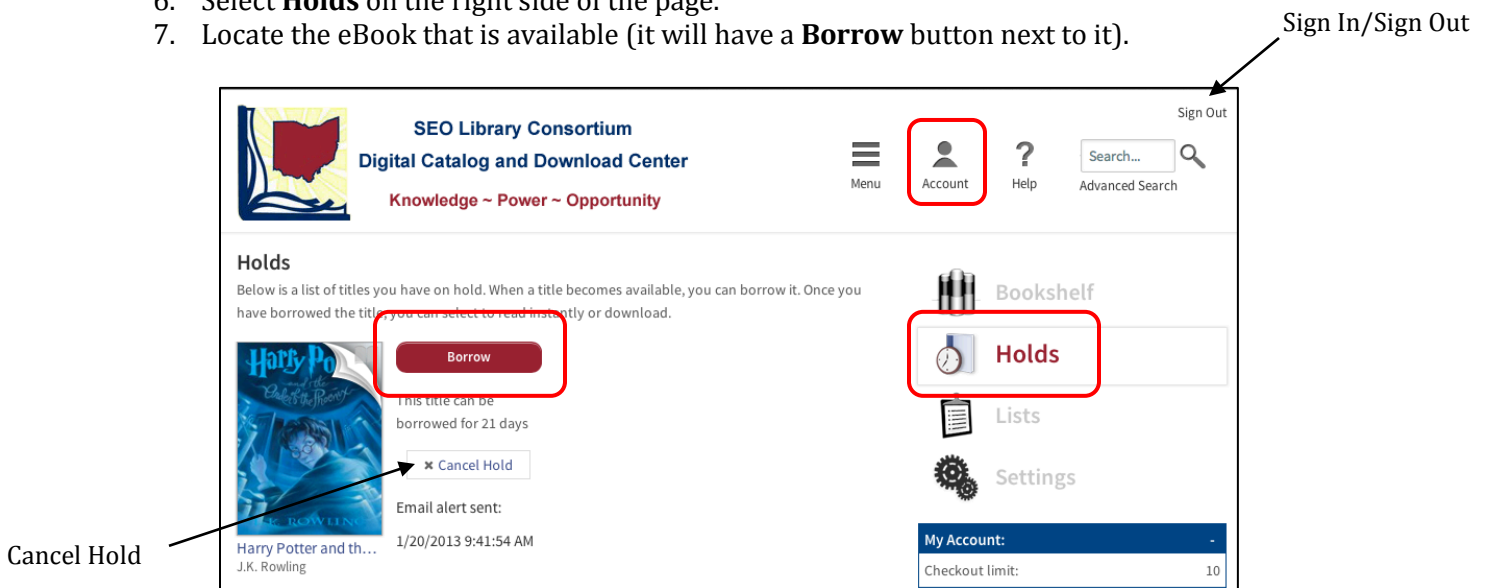
Cancel Hold

8. Left click the **Borrow** button or left click **Cancel Hold** if you no longer want it.
9. Left click the **Go to Bookshelf** button on the next page.
10. Left click the **Download** button on the Bookshelf page.
11. Select **Kindle Book** from the drop-down menu.
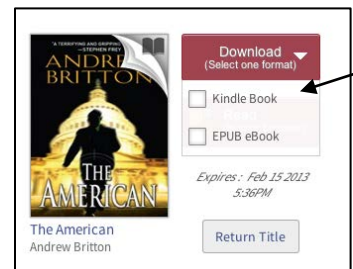
12. Left click **Confirm & Download** at the bottom of the format menu.
13. You will next be directed to the **Amazon** web site.
14. If you have more than one Kindle, select the one you want to send the book to from the drop-down menu under **Deliver to:** located in the green box on the right side of the web page.
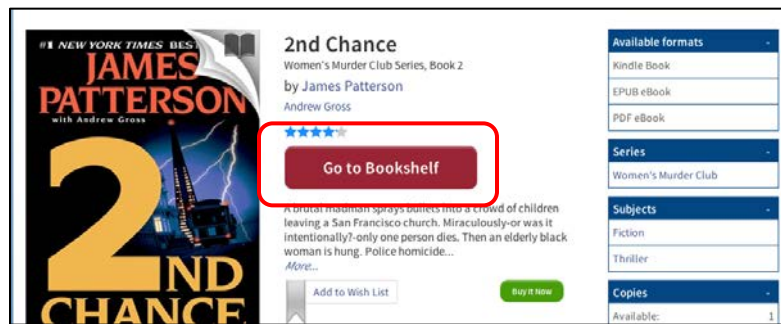15. Left click **Get library book**.
16. Turn on your Kindle. Your book should be automatically downloaded to your Kindle. (Library Kindle Books can only be downloaded over WiFi. You cannot download them over 3G or 4G networks).
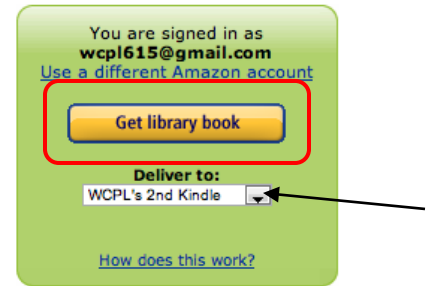
Borrow a Kindle eBook

1. Select an available title.
2. Left click the **Borrow** button for the eBook.
3. If you are requested to do so, sign into your account. After signing in, you may need to click the **Borrow** button once more.
4. Left click the **Go to Bookshelf** button on the next page.

5. Left click the **Download** button on the Bookshelf page.
6. Select **Kindle Book** from the drop-down menu.
7. Left click **Confirm & Download** at the bottom of the format menu.
8. You will be next directed to the **Amazon** web site.
9. If you have more than one Kindle, select the one you want to send the book to from the drop-down menu under **Deliver to:** located in the green box on the right side of the web page.
10. Left click **Get library book**.
11. Turn on your Kindle. Your book should be automatically downloaded to your Kindle. (Library Kindle Books can only be downloaded over WiFi. You cannot download them over 3G or 4G networks).

Manage Your eBooks

You can view your account information by selecting the **Account** button in the upper-right of the page. Select **Bookshelf** to see what you have checked out, when they are due, and re-download items that you currently have checked out. Select **Holds** to check on the eBooks you are waiting for or cancel holds you no longer want. You can set your default lending period to 7, 14, or 21 days by going to **Settings**.
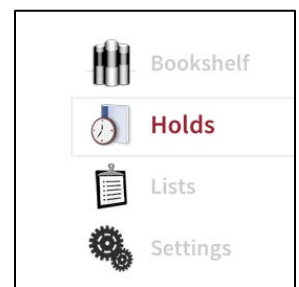
The **Manage Your Kindle** page shows much of the same information, but also shows all the Kindle Books you have ever checked out from the library or purchased from Amazon. In addition, it gives you the ability to return library Kindle Books early.

Returning Kindle Books Early

1. Go to **www.amazon.com.**
2. Point to **Your Account** to the right of the search box.
3. Select **Manage your Kindle** from the menu that appears.
4. Log into your Amazon account.
5. Locate the book you wish to return in your list of titles (look for ones that say digital library).
6. Point to the **Actions** button at the far-right of the title.
7. Select **Return this book** from the menu.
8. Confirm your choice and then wait for your account to be updated.
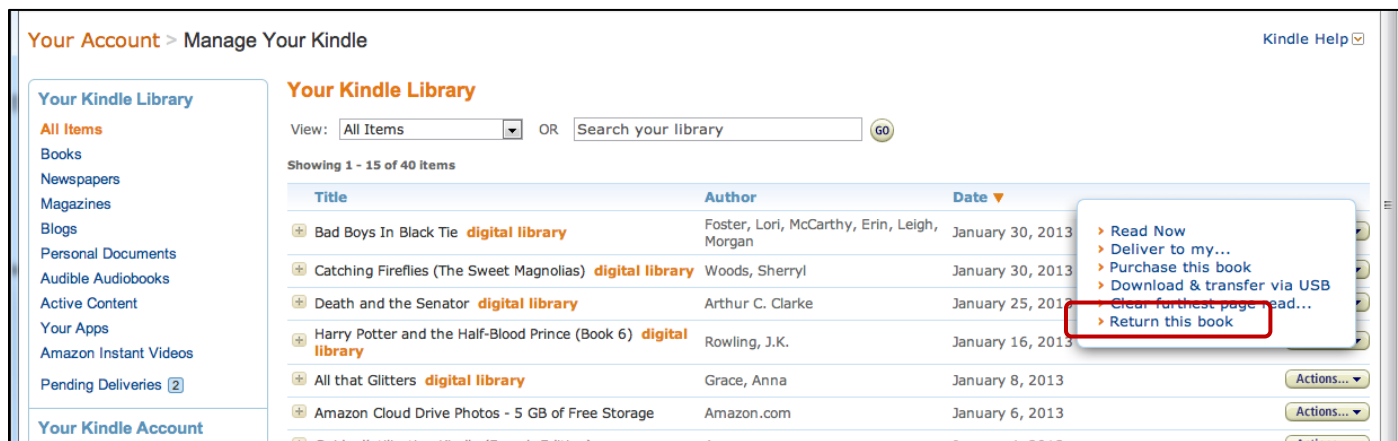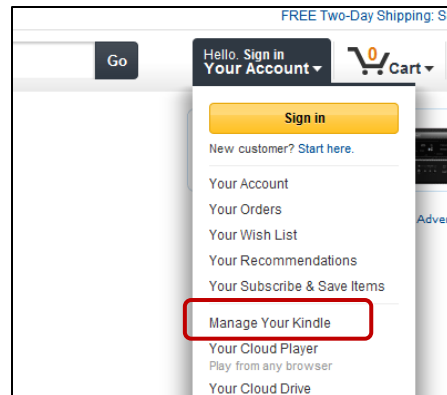
There is no way to renew a Kindle Book from the library.

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
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.
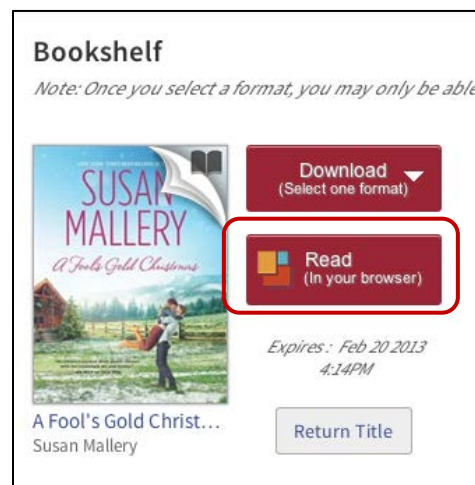
OverDrive Read

If you have a Kindle Fire you can use **OverDrive Read**, a new feature that allows you to check out and read an eBook using the Kindle Fire's web browser. The first time you start to read an OverDrive Read eBook, you must be connected to the Internet. Afterward, if you bookmark your eBook, you can continue to read it even when not connected to the Internet.

Checking Out OverDrive Read eBooks
1. Perform a search as you normally would.
2. Select **OverDrive Read** from under the **Format Filter** on the left side of the page.
3. Select a title.
4. Click the **Borrow** button.
5. Sign in if requested.
6. Click the **Go to Bookshelf** button.
7. Left click the **Read** button.

Your eBook will then open in the Kindle Fire's web browser. Be sure to bookmark the page so you can easily return to it. If you do not bookmark it, you will need to sign into your account, return to your Bookshelf, and click the Read button again. You may delete the bookmark once the eBook expires or when you are finished with the eBook. You can return OverDrive Read eBooks early by clicking the **Return Title** button below the Read button.

Even if you are using OverDrive Read, you can still download the eBook to your Kindle, if it is available as a Kindle Book; however, the copy on your Kindle will not sync with the OverDrive Read copy.

Transferring Kindle Books over USB

Some publishers do not allow their Kindle Books to be transferred to Kindles over WiFi. You must download these Kindle Books to your computer first and then transfer them to your Kindle using a USB cable.

1. Locate and checkout a Kindle Book as you normally would. Be sure you use your computer even if you have a Kindle Fire.
2. On the Amazon page, left click the **Get library book** button.
3. On the thank you page, left click the **Download now** button.

4. The Kindle Book will be downloaded to your computer. Remember the folder to which it was downloaded.
5. Connect your Kindle to your computer using a USB cable.
6. Go to **Computer** or **My computer** on your computer.
7. Locate your **Kindle** in the list of connected drives.
8. Left click the icon for your Kindle.
9. Locate the **Document** folder on your Kindle.
10. Drag the Kindle Book file from the folder to which it was downloaded to the **Document** folder on your Kindle.
11. Disconnect your Kindle from your computer.
12. The book should now appear on your Kindle.
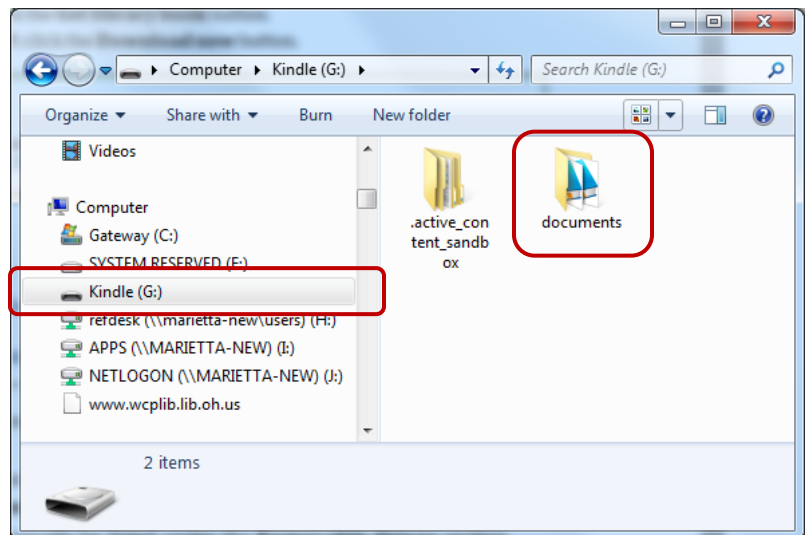
Further Reading

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