

## Checking Out Library OverDrive eBooks in Kindle Format and Downloading Titles to a Kindle Device – 1/25/2012

Go to [www.epls.org](http://www.epls.org) and click on “Download Audio & eBooks ” and click on “OverDrive Collection”. You will be brought to the library’s OverDrive site. Search for an eBook. (Kindle Fire users will open the Web browser and go to [www.epls.org](http://www.epls.org). Tap on “Download Audio & eBooks” to reach the library’s OverDrive site.)

**Search Tips:** Unless you want to browse the entire collection, it is best to use the “advanced search” function. Click on “Advanced Search”, and narrow the search by Kindle Book and by checking the box “Only Show Titles with Copies Available”. You can also narrow further with the “Date Added to Site” to see the latest eBooks that have been added.

Once you find a title you want to check out, click on “Add to Cart” next to the Kindle Book format and click on “Proceed to Checkout”, choose a 7, 14 or 21 day checkout and click on “Confirm Checkout”.

You will be asked to enter your library card number and your PIN if you have not logged in. Click on “Get for Kindle” and you will be linked to the Amazon site. You must log on to your Amazon account that is registered to your Kindle. Click on “Get Library Book”. If your device has the wi-fi turned on, your title will immediately download - otherwise the next time you connect to wi-fi, the title will load onto your device.

(Kindle Fire users need to make sure they have a wi-fi connection, then tap the Quick Settings icon and tap Sync to display the title.)

The titles you have checked out display in Amazon when you click on Manage Your Kindle, and in OverDrive when you click on Items Out.

### **A Kindle Fire can play OverDrive's MP3 audio books**

To use OverDrive’s MP-3 audio books, make sure you have allowed installation of apps on your Fire:

- On your home screen, tap the small Settings button in the upper right corner of the screen and select More. Tap Device. Turn on Allow Installation of Applications.

Install the OverDrive Media Console Android App on your Fire. The app is not currently available from either the Amazon or Android marketplaces, but you can get it free from OverDrive. Go to <http://overdrive.com/Software/omc/>

Once the app is loaded, you are now ready to select, check out and download MP3 audio books from the library’s OverDrive site.

### **Check Out Limits**

Ten titles can be checked out from the OverDrive site at any one time (eBook and audio books combined).

### **Returning a Title Early**

Log into your Amazon account. Go to “Manage Your Kindle”. Next to each title you have borrowed is an “Actions” pull-down menu. Select “Return This Book” and the title will be deleted from your OverDrive “Items Out” list. (You will need to delete it from your Kindle device and Amazon list at Manage Your Kindle.)

### **No Renewals**

OverDrive titles cannot be renewed. Once a title has expired (or you have returned it early), you can check it out again. If there are holds on the title, you can place a hold and you will be notified when it is available for you to check out again.

### **Expired Titles**

Expired titles are not automatically deleted from your Kindle. When a title has expired, it has a message next to the title [Loan Ended]. To delete a title, click on Home at your Kindle, scroll to the title and click the right arrow or the left arrow and then click on “Remove from Device”.

### **To See Expiration Dates**

There are two places to view the expiration dates for the Kindle titles you have checked out: from your OverDrive account in Items Out or from your Amazon account at Manage Your Kindle. (Look for the + plus sign next to each title in Manage Your Kindle. If you click on the + plus sign, the expiration date displays.)

### **What time does the title expire?**

Titles expire at the same time of day they were checked out. For example, if a title is checked out at 2:15 PM, it will be returned at 2:15 PM on the expiration date.

### **Emails from OverDrive about Holds**

If you have placed a title on hold because someone else had it checked out, OverDrive will contact you by email when it is available for you to check out. To check out your hold, go to My Holds in your OverDrive account. You have 72 hours to check out your hold – once you have started the check out process you have 30 minutes to finish checking out the title.

### **Emails from Amazon**

Amazon sends emails to patrons when a title is close to expiring and when it has expired. The emails say that the title can be checked out again from the library or purchased from Amazon.

### **De-registering and registering a Kindle**

To de-register and/or register a Kindle, contact Amazon Kindle Support.

A Kindle is registered to a particular Amazon account (email and password). There may be limits on the number of registered devices - usually six - that can simultaneously use a single book.

### **Changing from a 3G to a Wi-fi Connection OR connecting to a new wi-fi connection**

You cannot use 3G to download library Kindle books. You must connect your Kindle to wi-fi – or transfer via USB. (If the Kindle is on 3G this will display in the upper right hand corner of the device.) When the wi-fi connection is made “Wi-Fi” will display in the upper right hand corner of the screen.

### **If No Wi-Fi Access Is Available – Can Transfer via USB**

Instructions for transferring titles via USB are at this Amazon web page:

<http://www.amazon.com/gp/help/customer/display.html?nodeId=200375630>

(Please note that transferring a title via USB is done from Manage Your Kindle in Amazon. Only current titles can be transferred – if a title has expired, the option to transfer via USB will not display. Expired titles in your list at Manage Your Kindle will stay there until you delete them.)