eBooks at the Library

Digital Tablets, Smartphones, and iPod Touches

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 digital tablet, smart phone, or an iPod Touch . While these devices do not always provide the same reading experience as a true book, they can be very convenient. Most of them can hold hundreds or thousands of eBooks in less space than a single hardback book. eBooks are readily available from many online sources. Many libraries are also making eBooks available to their patrons through their online catalogs. Patrons can search for available titles, check them out with their library card, and then download them to their digital tablet, smartphone, or iPod Touch.

eBook Compatibility

eBooks come in several different formats. Unfortunately not all devices can work with all formats. Overdrive, a maker of eBook software, provides a list of devices and whether or not they support the eBook formats used by libraries at www.overdrive.com/resources/drc/Default.aspx?type=eBook. If you are considering buying a device specifically to read eBooks from the library, check the list carefully to be sure the device is supported. Some of the more popular devices that support library eBooks are:

- Apple iPad
- Apple iPhone and iPod Touch
- Windows 7 Smartphones

- Android Digital Tablets
- Android Smartphones
- Blackberry Smartphones

Check the list often, as it is continually updated as new devices come onto the market. If your Android device is not listed, it may still work if it has Android version 2.2 or later.

Required Software

Before you can start reading eBooks, you will need to download and install a free app onto your digital device. To work with eBooks available through the Washington County Public Library, you will need either **OverDrive Media Console** or the Amazon **Kindle App**. These apps are available from the Apple Apps Store and Android Marketplace. You can also get the Android, Windows 7, and Blackberry versions of the OverDrive Media Console from the **SEO Digital Catalog and Download Center** (see below for instructions on how to find the web site). Using these apps, you can download eBooks from the library directly to your device over Wi-Fi or a 3G/4G network, depending on your device's capabilities.

This handout assumes you are using the Overdrive Media Console app. If you plan to use the Kindle App, ask for the Kindle Book handout.

Installing OverDrive Media Console on Android, Blackberry, or Windows Phone 7 Devices

1. Start the web browser on your device and go to the **Washington County Public Library** web site: www.wcplib.info
2. Scroll down the page to the **Download audiobooks eBooks video music** image on the left side of the page.
3. Tap the image to go to the **SEO Digital Catalog and Download Center**.
4. Tap the **?** at the top-right of the page.

5. Tap the **Get Software** button on the next page.
6. Tap **OverDrive Media Console** on the Software Downloads page.
7. Choose the version of the **OverDrive App** you need from the box on the right side of the Overdrive page.
8. Tap the **Download Now** button.
9. Follow the instructions for downloading the software onto your device.
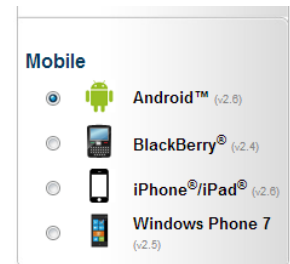
If you are directed to the Washington County Public Library mobile site,

1. Tap the **Catalog** button.
2. Tap the **iDownload** image to the right of the Best Sellers slide show.
3. Proceed with **Step 4** above.

Some Android devices cannot access Google's Android Marketplace. For these devices you can download the Media Console App directly from Overdrive.

1. Go to **Settings** on your device and locate **Allow Installation of Applications from Unknown Sources** (exact wording may vary).
2. Turn the option **On**.
3. Open the web browser and go to the **Digital Catalog.**
4. Tap the **?** at the top-right of the page.
5. Tap the **Get Software** button on the next page.
6. Tap **OverDrive Media Console** on the Software Downloads page.
7. Choose Android as your device.
8. Tap **download OverDrive Media Console for Android from OverDrive** located below the device selection box.
9. On the next screen, read the **User Agreement** and then scroll to the bottom of the screen and tap **I Agree**.
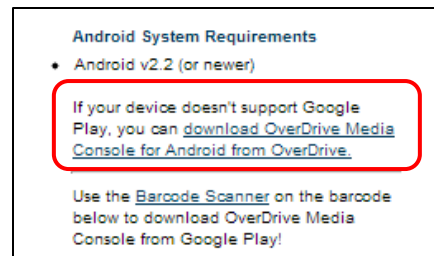
10. The **Media Console** application should then download to your device.
11. Locate your **Download** folder and tap the **Media Console** application to install it.

Installing OverDrive Media Console on an iPad, iPhone or iPod Touch
1. Turn on your device.
2. Go to the **iTunes App Store**.
3. Search for **OverDrive**.
4. Select the **OverDrive Media Console App**.
5. Tap the **Free App** button.
6. Enter your **iTunes ID**.
7. Tap the **Install** button.
8. Wait for the app to install.

Setting Up the OverDrive Media Console

The first time you use the Media Console, you may be asked to authorize your device (sometimes this step does not happen until the first time you check out an eBook). You only need to do this once using your Adobe ID. You will also need to select the libraries you plan to use.

The following instructions are for an Apple iPad but the process will be much the same for other devices.

Authorize Your Device
1. Start the **OverDrive Media Console** app.
2. The Authorization screen opens (this may not happen until the first time you download an item).
3. If you have an **Adobe ID**, skip to Step 12.
4. Tap the **Register at Adobe.com** button (**Get ID** on Android devices). This will open your web browser and take you to the Adobe Sign In page.
5. Tap **Don't have an Adobe ID?** underneath the Sign In button.
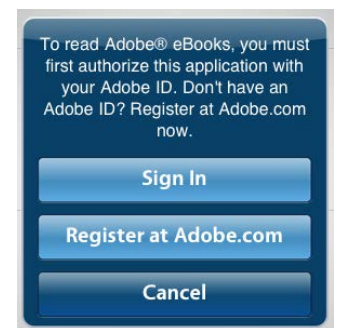
6. Tap the **Create an Adobe Account** button.
7. Fill in the form.
    a. You must have a valid email address to get an Adobe ID.

b. The **Password** is one that you create for yourself.
c. Uncheck **Keep me informed about Adobe…** unless you like lots of emails.
8. After you fill out the form, tap the **Create** button in the lower-left corner.
9. On the next page, tap **Skip this** underneath the **Continue** button (you may fill out the requested information, but it is optional).
10. Return to the **Overdrive Media Console** app.
11. Tap the **Sign In** button (**Settings** on Android devices).
12. Enter your **Adobe ID** (your email address) and your **Adobe Password**.
13. Tap **Authorize**.
14. After you sign in, OverDrive Media Console will open in the bookshelf view.

Select Your Libraries
1. Tap the **Get Books** button in the top-right corner of the app's window (on Android devices, tap the menu icon and select **Get Books**).
2. The **Get Books** screen will appear.
3. Tap **Add a Library** on the Get Books screen.
4. Enter your **Zip Code** in the search box.
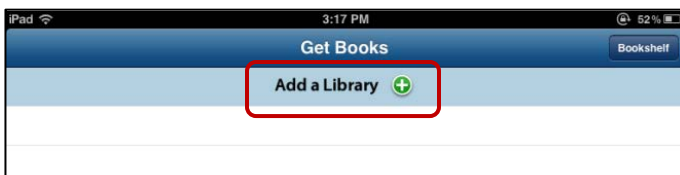
5. Tap **Search**.
6. Select your library from the list that appears.
7. On the next page, tap the **Star** in front of **SEO Library Center** to add it to your list of libraries (the star will turn orange).
8. If you want, you may also add **The Ohio eBook Project**. Your library card will also work with it.
9. After you select your library, tap the **Cancel** button in the upper right corner to return to the **Get Books** screen (on Android devices, open the menu and tap **Get Books** once more).
10. Tap **SEO Library Center** on the Get Books screen. Your web browser will automatically open and take you to the **SEO Digital Catalog**.
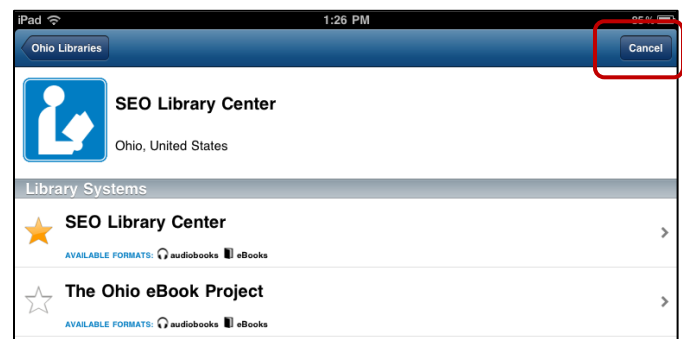
SEO Digital Catalog and Download Center

The Digital Catalog has recently been redesigned. If you have visited the old site, you may need to delete the history and cache of the web browser on your devise to be able to access the new one. This is usually done in the settings menu for the web browser.

Your view of the Digital Catalog may differ from those shown in this handout depending on the size of your device's screen and whether you are using portrait or landscape mode. The images in the handout are from an iPad held in landscape mode.
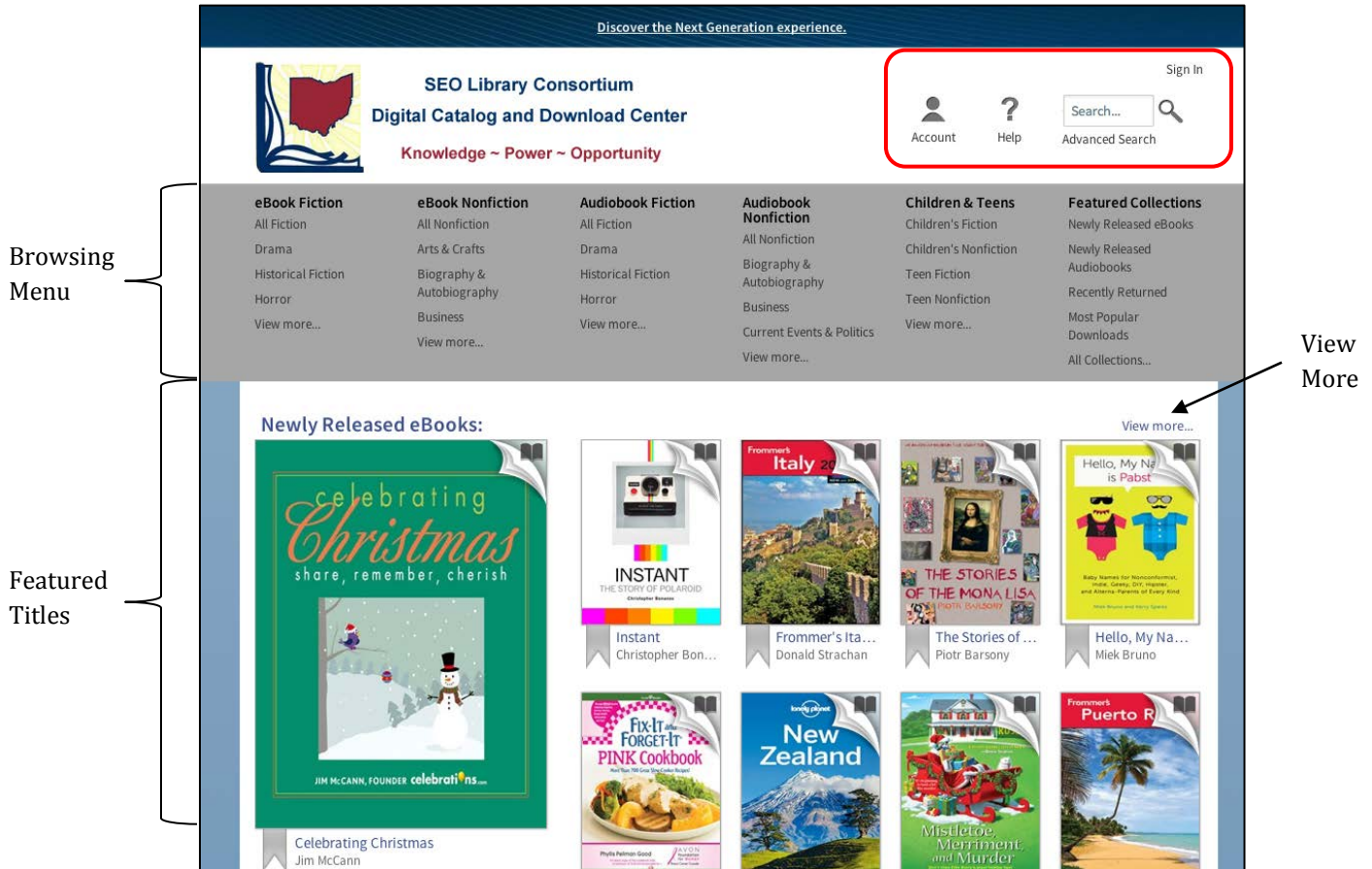
An **Account** button, **Help** button, **Search** box, and **Sign In** link are located at the top right of the window's header. The **Browsing Menu** appears in the gray area below the header. **Featured Titles** are displayed below the Browsing Menu.

Locating an eBook

There are several ways to look for eBooks. 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. Tap **View more** to see additional titles in a collection.
3. Tap a book jacket to view detailed information on it (see **Search Results** below).

Browse by Category
1. In the **Browsing Menu**, tap a genre under eBook Fiction or subject under eBook Nonfiction.
2. Scroll down to browse the available titles.
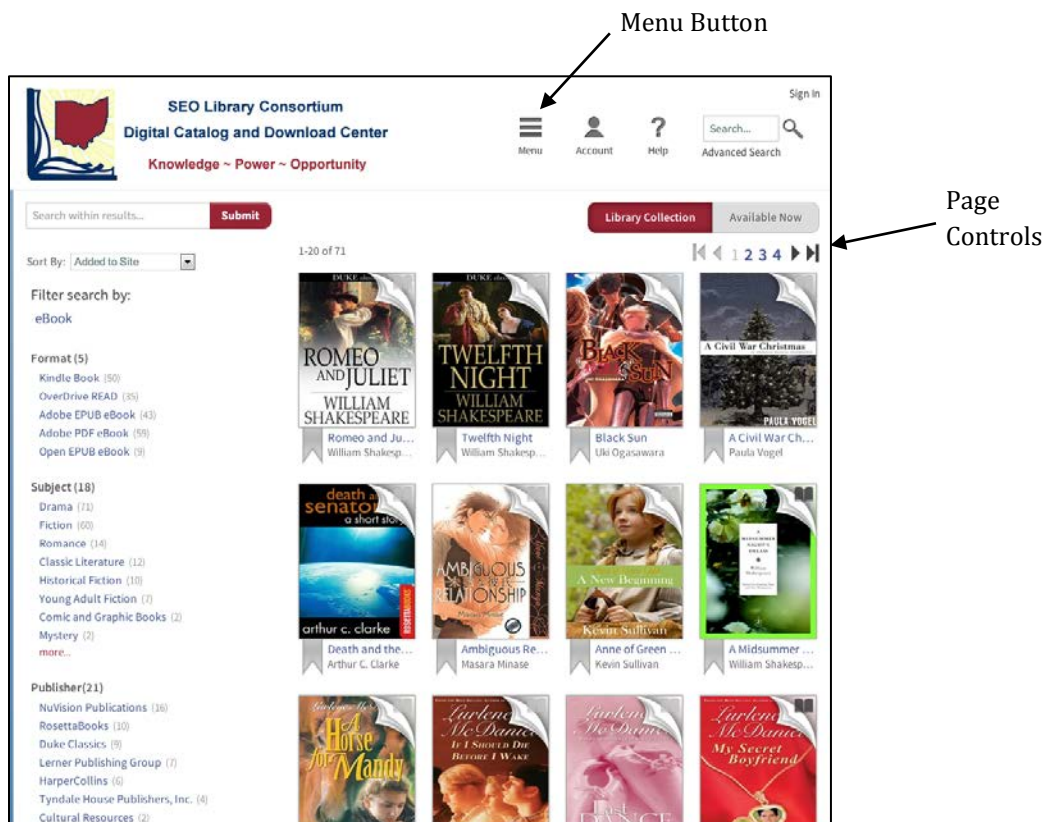
3. Use the **Next** and **Previous** buttons or page numbers to view additional pages of titles (they are located at both the top-right and bottom-right of the search results).
4. Tap a book jacket to see detailed information on it.

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

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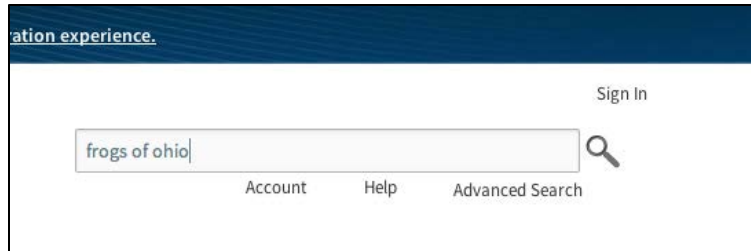
3. Tap the **Spy Glass** or tap **Enter (Go)** on your on screen keyboard.
4. The results will be displayed in the lower part of the web page.

Use the Advanced Search
1. Tap **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. 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.
4. Tap the **Search** button at the bottom of the form.
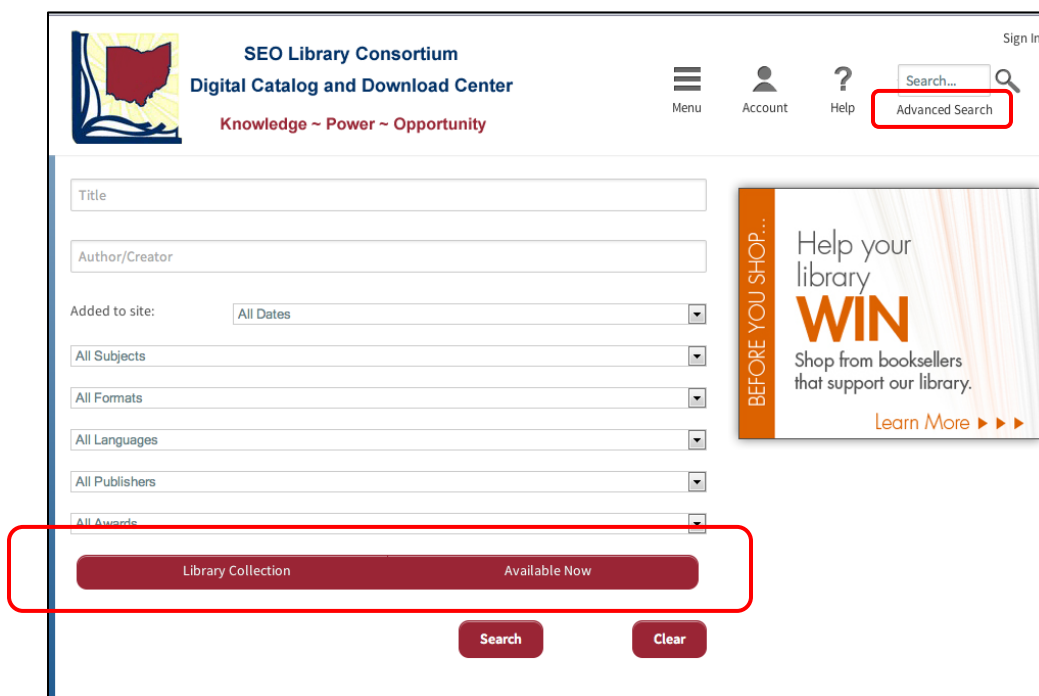
Dealing With Your Search Results

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** – select only the format(s) that are compatible with your device.
  - **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 your device from the list and only format(s) that are compatible with it will be displayed. For example, if you choose Kindle Fire, you will only see Kindle Books and MP3 audio books.

Device(13)
iPhone
iPod Touch
iPad
Windows Phone 7
Windows 8 Tablet
BlackBerry
BlackBerry Playbook
Android 2.1
Android 3
Android 4
Sony Reader Wifi
Kindle Fire
Nook (Color & Tablet)

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, tap the **X** in front of it.

Detailed Information for a Title

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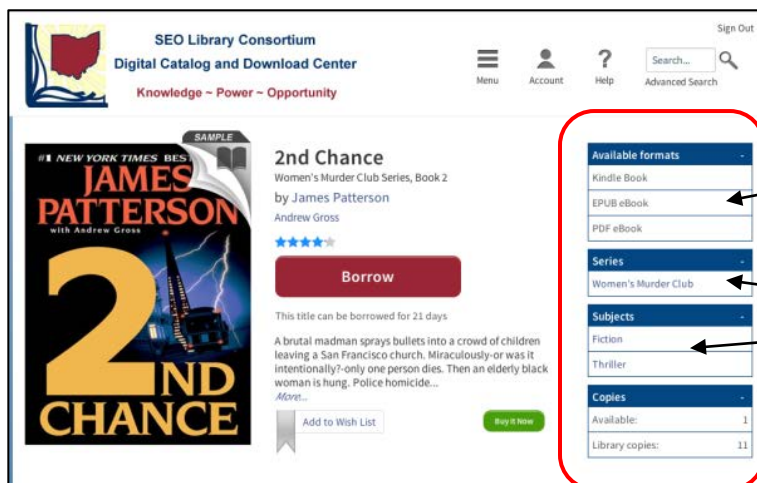

Formats

Tap to see related titles.

The top half of the page displays the book jacket, title, author and a brief description of the eBook. You can tap the author to see additional books written by him. On the right side of the page is displayed the **Available Formats** for the eBook. The **Series** and/or **Subject** categories the eBook belongs to are listed next. These have links that will display additional titles when tapped. 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 right 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. Tap the title on which you want to place a hold.
2. Tap the **Place Hold** button. You will then be directed to the **Sign In** page (If you are already signed in, go to step 8).
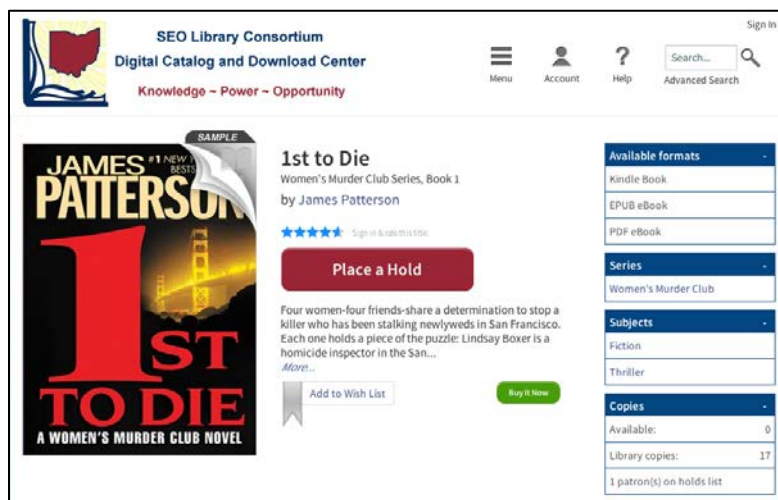

3. Start typing **Washington** into the library search box on the Sign In page.
4. Select **Washington County Public Library Systems** from the list of available libraries that appears.
5. Enter your entire library card number. Do not include the spaces.
6. Enter your **PIN** (usually the last four digits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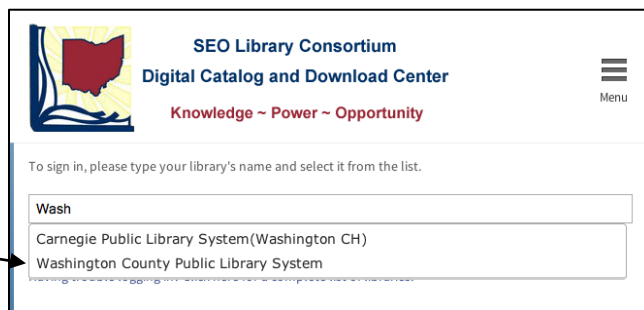
When the eBook becomes available, you will receive an email notification. The eBook will be held for you for 72 hours. If you do not check out the item within 72 hours, it will go to the next person in line for it.

Claim Your Hold
1. Return to the **SEO Digital Catalog and Download Center**.
2. Tap **Sign In** at the top-right corner of the page.
3. Choose your library and enter your library card number and PIN.
4. Tap the **Sign In** button.
5. Tap 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
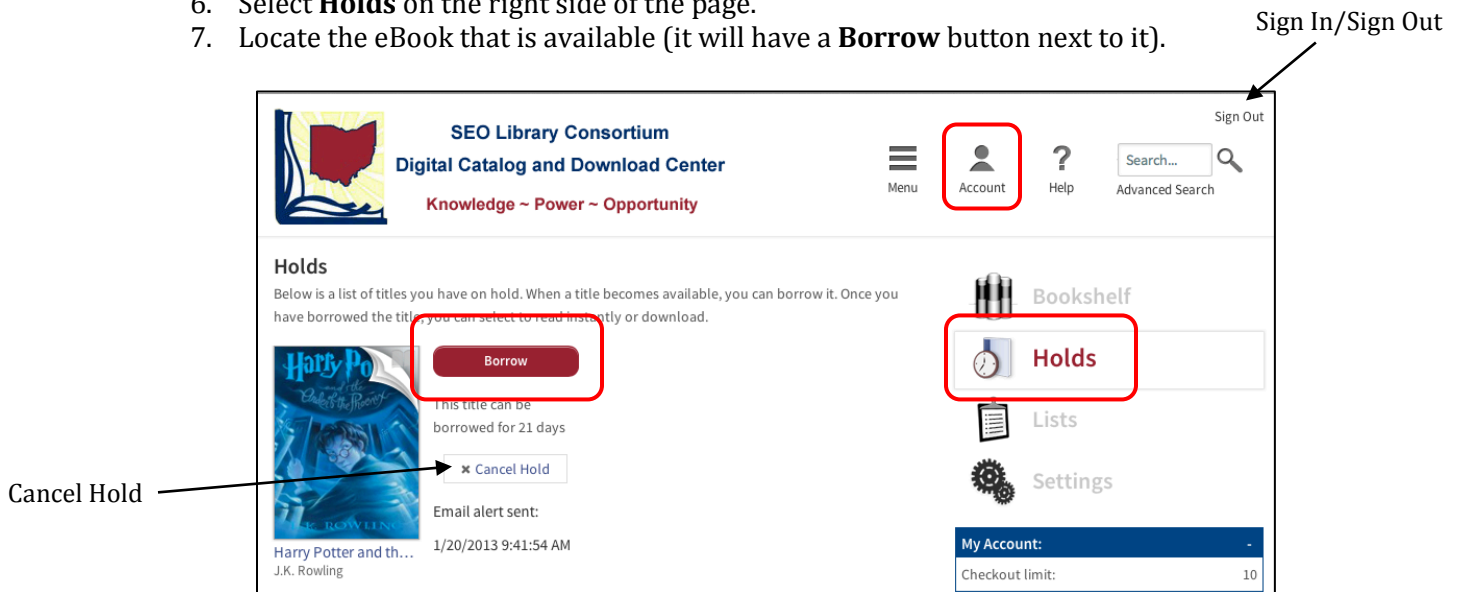
Cancel Hold

8. Tap the **Borrow** button (tap **Cancel Hold** if you no longer want it).
9. Tap the **Go to Bookshelf** button on the next page.
10. Tap the **Download** button.
11. Select the format you want from the drop-down menu. Be sure you select the correct format. If it is available, you can click the **Read** button to read it in your web browser (See **OverDrive Read** at the end of this handout).
12. Tap **Confirm & Download** at the bottom of the format menu. Once you choose a format, you cannot change it.
13. After a short pause, the OverDrive Media App will open and your book will be downloaded.
14. **Adobe Digital Editions** will open and the eBook will be saved to it.
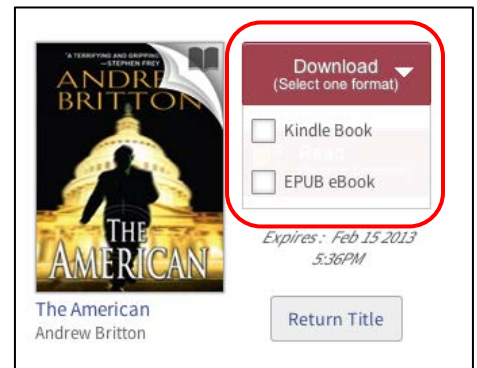
Borrow an eBook
1. Select an available title.
2. Tap the **Borrow** button for the eBook.
3. If you are requested to do so, sign into your account. After signing in, you will need to click the **Borrow** button once more.
4. Tap the **Go to Bookshelf** button on the next page.
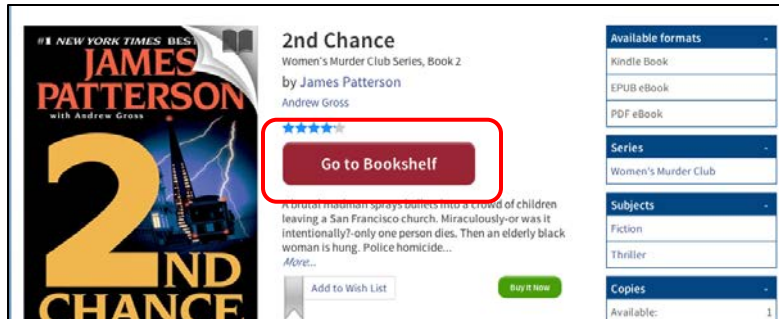
5. Tap the **Download** button.
6. Select the format you want from the drop-down menu. Be sure you select the correct format. If it is available, you can click the **Read** button to read it in your web browser (See **OverDrive Read** at the end of this handout).
7. Tap **Confirm & Download** at the bottom of the format menu. Once you choose a format, you cannot change it.
8. After a short pause, your web browser will ask if you want to **Open** or **Save** the file. Choose **Open**.
9. **Adobe Digital Editions** will open and the eBook will be saved to it.

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, re-download items that you currently have checked out, and access your **OverDrive Read** eBooks. 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**.
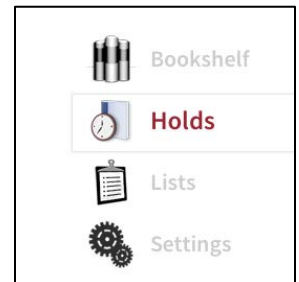
Reading Your eBooks

Now that you have your eBooks downloaded to your device, it is time to enjoy them.

1. Open the **OverDrive Media Console** app.
2. The titles you have checked out will appear on your bookshelf.
3. Tap a title to start reading it.
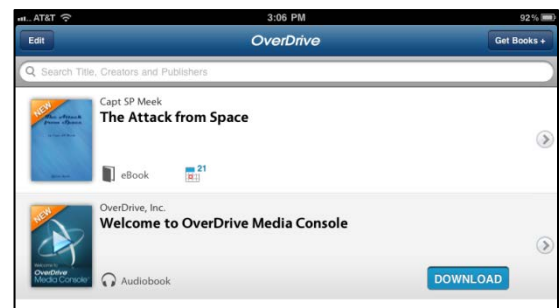
Returning eBooks

When the 21-day lending period for a title runs out, an expiration notice will appear when you start the OverDrive Media Console app. Tap the **Delete** button in the notice to remove the title from your device. If you tap the **Dismiss** button, the notice will disappear; however it will return the next time you start the OverDrive Media Console app. Once an eBook expires, you can no longer open it even though it may appear on your bookshelf.

It is also possible to return eBooks early.
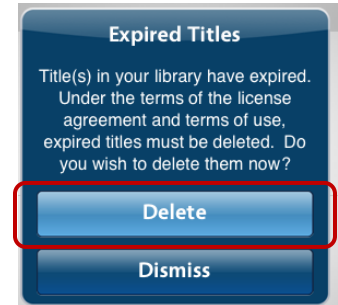
Returning an eBook Early

1. Tap the **Edit** button at the top left of the bookshelf screen (Tap the ⊕ to the right of the title on Android devices, then go to step 4).
2. Tap the **Red Minus Sign** to the left of the title you want to return.
3. Tap the **Delete** button to the right of the title.
4. Tap **Return and Delete** in the confirmation box that appears.
5. Tap the **Done** button at the top left corner of the screen when you are finished.

When you return to your bookshelf, you will find that the deleted eBook is no longer there.
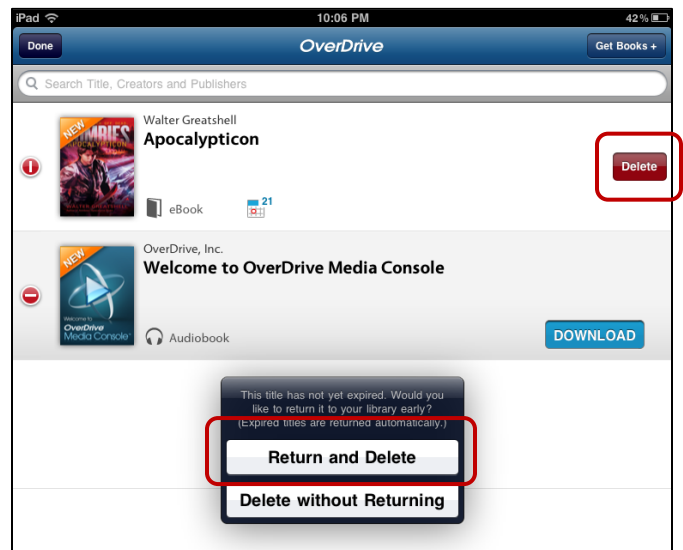
OverDrive Read

OverDrive Read is a new feature that allows you to check out and read an eBook without actually downloading it. The only software needed is a current web browser. This means you can use your computer, digital tablet, or smartphone to read an eBook (see separate handout for details). You always start at the right place in the eBook when you switch from one device to another. The first time you start to read an OverDrive Read eBook, you must be connected to the Internet. Afterward, if you book mark 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. Tap the **Read** button.

Your eBook will then open in your 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** button below the Other Format(s) menu.

Even if you are using OverDrive Read, you can still download the eBook to your device; however, the copy on your device will not sync with the OverDrive Read copy.