

Returning E-Books Early

Downloadable e-books will automatically return to the library's collection at the end of their lending periods, so you will never have to pay overdue fines. If you do not return your e-book early, at the end of the loan period the book will simply expire. The title will still appear in your device contents, but you will no longer be able to open it. However, you may return e-books early if you wish to remove the title from your account or to make titles available for other patrons to borrow.

To return a Kindle downloadable e-book early:

1. Go to www.amazon.com.
2. Log in to your Amazon account.
3. Go to *Manage Your Kindle*.
4. Locate the book in the list.
5. Click on *Actions*.
6. Click on *Return This Book*.
7. Click on *Yes*. The book will be removed from your library downloadable account and will become available for another patron to borrow.
8. If you wish to delete the title from your Amazon Kindle Library, click *Actions* again, then *Delete from Library*. You may also need to manually remove the title from your device.

Placing a Hold on an E-Book That Is Checked Out

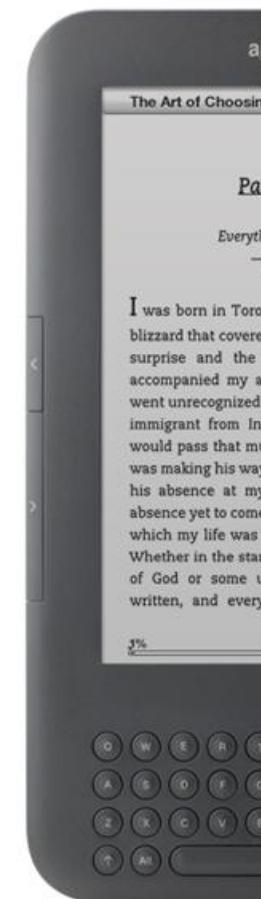
You may place holds on any e-books that are currently checked out to other patrons. Log in as outlined above and find the item on which you would like to place on hold. Click *Place a Hold* next to the Kindle version of the e-book. You will be brought to a screen where you will be asked for an email address. Fill in your address, then click the *Place a Hold* button. You will receive an email when the e-book is ready for you to borrow and download. You will have 48 hours **from the time the email is sent** (not from when you read it!) to log into OverDrive and check out your item. When you get the email that the e-book is ready for you to download, log into OverDrive as directed above, click on *My Account*, click on *My Holds*, then add any available holds to your cart. Then you may follow the checkout procedure above.

*Instructions by Sarah McCusker, Head of Technical Services, Canton Public Library 1/2012, rev. 6/6/2013;
rev. by Lindsay Riordan 3/2015*

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DOWNLOADING LIBRARY E-BOOKS

Kindles



Russell Library is pleased to offer its cardholders downloadable e-books through its membership in the OverDrive consortium.

These instructions can be used to download e-books to Kindles. If you need instructions on downloading e-books to Barnes and Noble Nooks or to other non-Kindle e-reader devices, please see our brochure entitled *Downloading Library E-Books to Nooks, Sony E-Readers, and Other Non-Kindle E-Reader Devices*.

Getting Started

Most OverDrive e-books now are compatible with the Kindle. To download a library e-book to a Kindle, you will need:

- an Amazon account (Make sure that you are signed in to your Amazon account)
- a registered Kindle device with the OverDrive app installed; **OR** a registered Kindle app on a device such as an iPhone, iPad, or Android device
- a valid library card from an OverDrive member library

Set-up Tips for Your Kindle Device

Before beginning, OverDrive recommends that you make a few changes to your device settings to help your books load better on your Kindle.

- 1) **Before downloading titles from OverDrive, make sure that you sign-in to your Amazon account.**
- 2) For best performance, OverDrive recommends that you turn off the “Accelerate Page Loading” setting.
 - To do this, tap the *Menu* button at the bottom center of your Kindle screen. Select *Settings* from the pop-up menu.
 - Under Settings, make sure that the “Accelerate Page Loading” option is unchecked.

Sign in to OverDrive

Follow these steps to sign in to OverDrive:

1. On your Kindle, open the web browser and go to www.russelllibrary.org, then scroll down and click on the icon for *OverDrive Download*. This will open the OverDrive web catalog and allow you to browse for titles.
2. Tap the *Sign In* button in the upper right corner and select “Russell Library” from the drop down list.
3. Tap *Go* and enter your full barcode number into the box. Your barcode number is located on the back of your library card. **(Note: Your library card must be from an Overdrive member library. If you live in a community whose library does not subscribe to Overdrive, you will not be able to use the Overdrive service. If you get an error message, your library card may be expired. Call the Russell Library at 860-347-2520 for help.)**

4. Select the *Remember Me On This Device* box if you want your device to remember your library card number. Then tap *Sign In* and proceed to the directions below for Checking Out Books.

Checking Out and Downloading Books from the Library Collection

Follow these steps to check out and download a book to your Kindle tablet:

1. To locate a specific title or author:
 - Type in the title or author of the book you are looking for in the Search box, located in the upper right corner. Tap the magnifying glass icon on the right side of the Search box. Tap the cover of the book to select it. Follow the directions in #3 to borrow the item.
2. To browse available titles:
 - Touch the gold *Menu* icon in the upper left corner (three horizontal bars). This will allow you to browse all titles, or to browse by category. Select a category from the drop down menu.
 - Once you choose a category to browse, you can limit your search to items that are currently available by tapping *Available Now* from the menu located on the left of your Kindle screen.
 - Scroll down through the list to locate a title, and tap the cover to download the item to your device. Follow the directions below to borrow an item and open for reading.
3. Once you have found a book you would like to read, tap the cover to select it and then tap the *Borrow* button. **(Note: If the item is already checked out to another patron, it is not currently available to borrow and you will instead see a *Place a Hold* button. Tap the *Hold* button and enter your email address to request this item when it becomes available.)**
4. After you tap *Borrow*, scroll down and tap the *Download* button to add this title to your device. Select the Kindle format from the drop down list. The item will be added to your Bookshelf.
5. On the next screen, click on *Download Kindle*, then click on *Kindle Book* from the dropdown list, then click on *Confirm* and *Download*. You will be transferred to Amazon.com to complete your download.
6. Once you are transferred to Amazon.com, you will need to transfer the title to your Kindle device.
 - In the menu on the right side of your screen, select the correct Kindle device you wish to download the title to using the “Deliver To:” drop down menu.
 - Tap *Get Library Book*.
7. Finally, tap the *Settings* button located in the upper right corner of your Kindle home page and select “Sync” to deliver the book to your device.