✓ Transfer the title to your Kindle device.
   - In the menu on the right side of your screen, select the device you wish to download the title to using the *Deliver To*" drop down menu.
   - Tap *Get Library Book*.

✓ 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.

Return E-Books Early

Downloadable e-books will automatically go back to the library's collection at the end of their loan periods, so you will never have to pay overdue fines. If you do not return your e-book early, the book will simply expire at the end of the loan period. You may return e-books early to remove the title from your account and make it available for other patrons to borrow.

To return an Overdrive e-book early:
   - Go to www.amazon.com.
   - Log in to your Amazon account.
   - Go to *Manage Your Kindle*.
   - Locate the book in the list.
   - Click on *Actions*.
   - Click on *Return This Book*.
   - Click on *Yes*. The book will be removed from your library downloadable account and will become available for another patron to borrow.
   - 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.

Place 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.
   - Touch *Place a Hold* next to the Kindle version of the e-book.
   - You will be brought to a screen and asked for an email address. Fill in your email address, then touch 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.
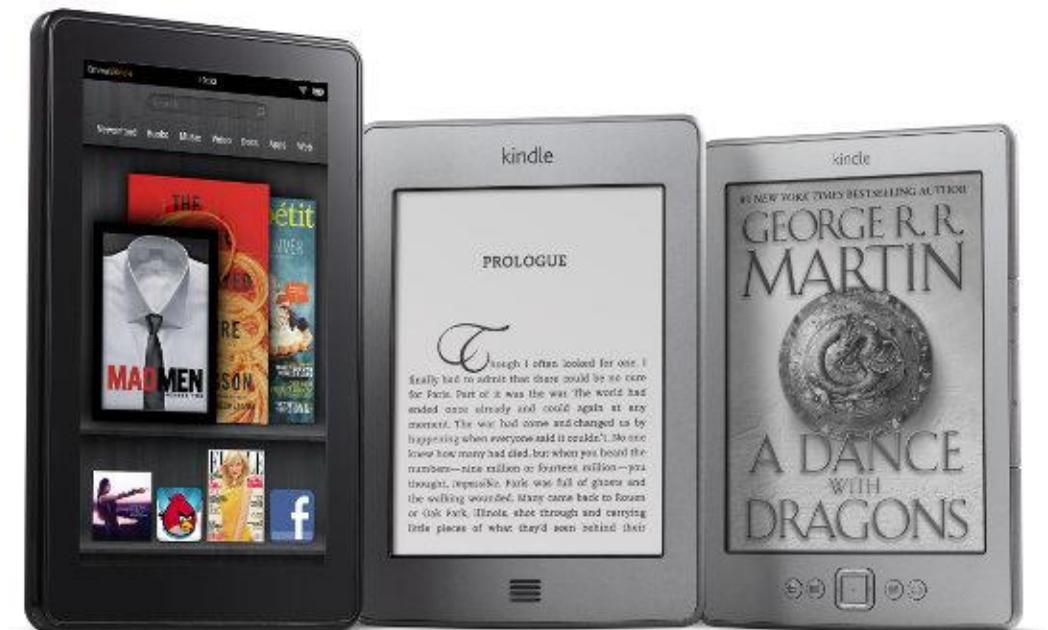
More Questions?

Check out Overdrive online at https://help.overdrive.com

Stop by the information desk with your device or call 860-685-2528.

DOWNLOADING LIBRARY E-BOOKS

Kindle

RUSSELL LIBRARY
A great place to be.

Get Started

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

- an Amazon account
- a registered Kindle device
- a valid library card from an OverDrive member library, such as Russell Library in Middletown or one of the LION consortium libraries.

Download the OverDrive app on your Kindle. The Overdrive app is free.

Create an account on OverDrive

To sign up for an Overdrive account you can register with your Facebook account (if you have one), or create a new account with Overdrive.

To create an account with Overdrive, follow these steps:

- **Open the OverDrive app. Touch the *Sign Up* button**.

- **Create a new account**
    - Enter your name and email address into the boxes.
    - Set a password.
    - Tap the *Sign Up* button.

- **Set your home library**
    - Touch the *Home* button (three grey horizontal lines) at the top left of your screen, then touch *Add a Library*.
    - Type in the name of your library **[Middletown - Russell Library]** in the Search box, and tap *Search*.
    - Select **[Middletown - Russell Library]** from the list.
    - Enter the barcode number on the back of your library card **without spaces**.
    - Tap the **LION: LIBRARIES ONLINE** link to open Overdrive on your device
    - *It's a box with the words **+ Add a Title LION: Libraries Online**.*

Sign in to OverDrive

- Before downloading titles from OverDrive, make sure that you are signed in to your Amazon account.

- On your Kindle, open the web browser and go to www.russelllibrary.org. Scroll down and click on the icon for *OverDrive Download:*

- Tap the *Sign In* button in the upper right corner

- Select **[Middletown - Russell Library]** from the drop down list on the left hand side.

- Enter your full barcode number into the box. Your barcode number is located on the back of your library card.

- Select the **Remember My Card Number on This Device** box if you want your device to remember your library card number. Tap *Sign In*.

Check Out and Download Books from the Library Collection

- To locate a specific title or author:

    - In the search box, type in the title or author of the book and tap the gray magnifying glass icon beside it.
    - You'll see a selection of book covers that match your search.
    - Tap the cover of the e-book (or audiobook) that you want.

- To browse available titles:

    - Touch the Menu icon (three horizontal bars to the right of the search bar). This will open a menu that will allow you to browse by subject or category. Scroll down to see your options.
    - Once you choose a category to browse, you can limit your search to items that are currently available by tapping the Filters Box and tapping *Available Now* on the menu.
    - Scroll down through the list to locate a title and tap the cover to download the item to your device.

- Once you have found a book you would like to read, tap the cover to select it and then tap the *Borrow* button.

    - *If the item is already checked out to another patron, it's not available to borrow.*
    - *Tap the Place a Hold button and enter your email address to request this item when it becomes available.*

- After you tap *Borrow,* scroll down and tap the *Download* button to add the title to your device. Select the Kindle format from the drop down list. The item will be added to your Bookshelf.

- 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.