

Glen Cove Public Library

Instructions for downloading eBooks & eAudiobooks

What Is An...

eBook: an electronic counterpart to a printed book. These can be viewed on a computer screen or on an eBook reader.

eAudiobook: an electronic counterpart to a book on a CD. These can be played on a computer or most portable devices.

Benefits:

- There is no charge for the service.
- There are no late fees or fines.
- You can download books from home or any mobile device.

Loan Periods

Although these books are digital copies, they are treated as regular hardcover books. They are checked out to patrons. If a book is checked out it will not be available to others.

eBooks:	14 day loan period
eAudiobooks:	14 day loan period

When the loan period has expired the books will no longer play on a computer or portable device. The books can be checked out again if they are available.

Compatible Devices

Most devices work with **Nassau Digital Doorway**. For a full listing please check www.overdrive.com/resources/drc/.

eAudiobooks One Time Setup for PC/Mac

Before checking out your first eAudiobook, there is a one-time set up procedure you must follow. If you plan on using **Nassau Digital Doorway** on more than one computer, follow the same setup procedure for each computer.

1. Go to *app.overdrive.com* and select “Get Started.” Options are available for your operating system (Windows or Mac). Click on button for your operating system and your download will begin shortly, or you will be taken to the app store for your operating system. After the download is completed, install the program.
2. Launch the Overdrive Media Console by double clicking the shortcut placed on your desktop.
3. Once launched, click “Tools” then “Windows Media Player Security Update.”
4. Follow the on-screen instructions. When finished, you are ready to download books.

Transfer eAudiobooks to a Portable Device

After installing the required software, you are ready to download and transfer books to portable devices. From now on you will only need to follow these directions. You will not need to install or make any more changes to your computer.

1. Browse the **Nassau Digital Doorway** site at *www.glencovlibrary.info/ebooks* for titles you would like to listen to.
2. Add titles to your cart by clicking “Borrow.” You can checkout up to five titles at the same time. (You may be asked to “sign in for availability.”) Enter your home library and your library card number to sign in.
3. Once the titles are checked out, click on the “Download” button to the right of the book cover picture. This will launch Overdrive Media Console and prompt you to begin the download of the book.
4. Once the download is complete, make sure your device is connected and highlight the book title by clicking on it. Then click the transfer button on the top of the Overdrive Media Console to start the transfer wizard. Follow the on-screen instructions to transfer the book to your portable device.

Setup an Apple Device (iPhone & iPad)

Before checking out your first eAudiobook or eBook on your Apple device, there is a one-time setup procedure you must follow. If you plan on using **Nassau Digital Doorway** on more than one device, you must follow the same setup instructions for each device.

1. Go to the “App Store” by clicking the icon on the home screen.
2. On the bottom of the screen, tap on the “Search” button (magnifying glass). Once the “Search” button is pressed you will see a search box on the top of the screen. Tap on this box and type “Overdrive Media Console” and then press the blue “Search” button on the bottom right.
3. When the search is complete, you should see the “Overdrive Media Console” app listed. Tap on the app for the full description of features. (If you have an iPad you will see an iPhone and iPad version of the app. Tap the iPad version.)
4. When the app description opens, tap on the “Get” button on the top right of the screen. Tap the same button again when it says “Install” to download the app. You will then be asked to type in your Apple User ID password. (**There is no charge for the app.** You need your User ID password for synchronization purposes.)
5. After your User ID password is entered, you will see the app start to download. When the installation is complete, return to the home screen. You will then be able to open the app. Tap the icon one time to open Overdrive.
6. Before you can download books, you must first authorize your device. To do so, tap on the “Sign up” button in the middle of the screen. On the next screen, choose “Sign up with Facebook” or enter your name, email, and a password to sign up with your email address. Then click “Sign up” if you choose the latter option. You are now signed in.
7. Tap on the menu at the upper left hand corner. (It is a series of three horizontal lines.) Click “Add a Library” and search by area code “11542.” Select “Glen Cove Public Library.” Then, under Library System, select “**Nassau Digital Doorway.**”
8. Click “Sign in” on the right. Select your home library and enter your library card number. You are now ready to check out eBooks and eAudiobooks on your Apple device.

Setup Android & Nook Devices (Phones & Tablets)

Before checking out your first eAudiobook or eBook on your Android device there is a onetime setup procedure you must follow. If you plan on using **Nassau Digital Doorway** on more than one device, you must follow the same setup instructions for each device.

1. Go to “Google Play” store by clicking the icon on the home screen.
2. On a phone, tap the magnifying glass on the top right for the search box. On a tablet, tap the search box on the top right of the screen. Once pressed, you will see a search box with a keyboard on the top of the screen. Type “Overdrive Media Console” and then press the search button (magnifying glass) on the right.
3. When the search is complete you should see the “Overdrive Media Console” app listed. Tap on the app for the full description of features.
4. When the app description opens, tap on the “Download” button on the screen. Tap the “OK” or “Accept” button when prompted on the screen. **(There is no charge for this app.)**
5. You will then see a progress bar showing you the installation progress. When the installation is complete, you will see an “Open” button on the screen. Tap on this button to open the app. (Normally, to open this app you must click the “All apps” button on your home screen or use a shortcut on your home screen.)
6. Before you can download books, you must first authorize your device. To do so, tap on the “Sign up” button in the middle of the screen. On the next screen, choose “Sign up with Facebook” or enter your name, email, and a password to sign up with your email address. Then click “Sign up” if you choose the latter option. You are now signed in.
7. Tap on the icon at the upper left hand corner. It is a series of three horizontal lines. Click “Add a Library” and search by area code “11542.” Select “Glen Cove Public Library.” Then, under Library Systems, select **“Nassau Digital Doorway.”**
8. Click “Sign in” on the right. Select your home library and enter your library card number. You are now ready to check out eBooks and eAudiobooks on your Android/Nook device.

Downloading Books onto Apple & Android Devices

After installing the required app, you are ready to download and transfer books to your device. From now on, you will only need to follow these directions and will not need to install or make any more changes to your device.

1. Open the “Overdrive Media Console” by tapping on the app on your home screen.
2. After the app opens, tap the three horizontal lines on the top left of the screen for the menu.
3. On the next screen, tap on “**Nassau Digital Doorway**” to launch the eBooks and eAudiobooks catalog where you can search and check out books.
4. Search the catalog by tapping the “Search” button (looks like a magnifying glass) on the top and type in a book title or author in the search box. You can also browse the collection by tapping the “Browse” button on the top and then tapping the subject of interest.
5. Check out a title by clicking on “Borrow” when viewing a title. You can have up to 6 titles checked out at the same time. (You may be asked to “Sign in for availability.”)
6. You will be prompted to enter your home library and your library card number.
7. Once the title is checked out, click on the “Download” button to the right of the book cover. You will see a drop down menu appear. Select “EPUB eBook” from the menu and click “Confirm & Download.”
8. Now tap the three horizontal lines at the top left for the menu. Select “Bookshelf” to view your downloaded titles.
9. Tap the cover of the book and start reading.

Reserving Books

Since the **Nassau Digital Doorway** treats digital books like regular hardcover books, there may be times when the book you are searching for is checked out to another patron and unavailable to you. It is, however, possible to place a reserve on a title. You will be contacted via email when it is available for you to check out.

1. Browse the **Nassau Digital Doorway** site at www.glencovellibrary.info/ebooks for titles you would like to read or listen to.
2. When you find the title click the “Place Request” link and you will be prompted to enter your home library and library card number.
3. You are now on the waitlist for the title. You will receive an email when the book is available. If you do not check out the title within 3 days, it will be given to the next patron in the hold queue, or you can turn on automatic borrowing to make sure you never miss a hold. Please note that you can't place holds on periodicals.

Downloading eBooks onto a Kindle

Downloading books onto your Kindle is easy. All you need is a library card and your login information for *Amazon.com* (Your email address and password).

1. Browse the Nassau Digital Doorway site at *www.glencovellibrary.info/ebooks* for titles you would like to read.
2. Check out a title by clicking on “Borrow” when viewing a title. You can have up to 6 titles checked out at the same time. (You may be asked to “Sign in for availability.”)
3. You will be prompted to enter your home library and your library card number.
4. Once the title is checked out, click on the “Download” button to the right of the book cover. A drop down menu will appear. Select “Kindle Book” from the menu and click “Confirm & Download.” This will take you to *www.Amazon.com*.
5. After *www.Amazon.com* loads, click the green “Get Library Book” button on the top right of the screen.
6. You will then be prompted to login to your *Amazon.com* account using your email address and password. Click the “Sign-in” button below. (**Your account will not be charged.** There is no charge for borrowing library books.)
7. On the next screen, you will be prompted to select the Kindle device you would like to use. Select the device using the drop-down menu and click the “Continue” button.
8. If your Kindle has WiFi, the book will be wirelessly delivered to your Kindle and you are finished. If your Kindle does not have WiFi, the next screen will tell you so and you should follow the directions below.
9. Click the “Download” button on the current screen. You will be prompted to open or save the file. Select “Save File” and click “OK”. The book has now been saved to your default download location.
10. Connect the Kindle to your computer using the USB cable that came with your Kindle. This cable may also be used as your charge cable.
11. Wait for the Kindle to go into USB drive mode. It should then show up on your computer as a “mass storage device” located in “My Computer” on a PC or on the desktop of a Mac.
12. Double click the Kindle drive to see the folders contained on the Kindle. Double click the “Documents” folder to open it.
13. When the documents folder is opened, copy the Kindle book file you downloaded into this folder.
14. Disconnect the Kindle from your computer and the book should appear in your library.

Returning an eBook Early on a Kindle

The **Nassau Digital Doorway** allows you to checkout 6 titles at a time. You might want to return a title early in order to checkout another title or to allow another person to check it out.

1. Go to *www.amazon.com* and place your mouse over “Your Account” on the top right of the page. A list of items should appear, click on “Manage Your Kindle.”
2. You will then be prompted to login into your *Amazon.com* account.
3. After logging in, you will see the list of titles currently on your Kindle. Click on the “Actions” button to the right of the title you would like to return, and then click on “Return this book.”
4. A box will then be displayed asking if you would like to return the title, click the “Yes” button. The book should now be successfully returned.

Other eReaders One Time Setup (Nook, Sony, Kobo, etc.)

Before checking out your first eBook, there is a one-time setup procedure you must follow. If you plan on using Nassau Digital Doorway on more than one device, you must follow the same setup instructions for each device.

1. Install Adobe Digital Editions from *www.adobe.com/products/digitaleditions*
2. The program should open automatically after installation. If not, launch Adobe Digital Editions by double clicking the shortcut on your desktop.
3. A setup dialogue box will automatically open and you will be prompted to enter your email address and password. (If you are not prompted automatically click on “Help” on the top of the screen and then click on “Authorize Computer.”) If you have never signed up, click the link to “Sign up now”, fill out the form, and then sign in. (You will be offered the opportunity to use the software without providing an email address; however, you must register with an email address to be able to transfer the downloaded books to your reader.)
4. After the setup is complete, plug your eBook reader into the computer using the USB cable that came with your device. You may be asked if you want to see the files on the device but you do not need to view them.
5. When your eReader is plugged in, you should see it show up in the left column. This device must be authorized for use with your account. To do so, click the gear button next to the name of your eReader. Select “Authorize Device” from the drop down menu and follow the wizard.
6. You are now ready to check out your first eBook.

Transfer eBook to an eReader (Nook, Sony, Kobo, etc.)

After installing the required software from the directions on the previous page you should be ready to download and transfer books to eBook readers. From now on you will only need to follow these directions and will not need to install or make any more changes to this computer.

1. Browse the **Nassau Digital Doorway** site at www.glencovlibrary.info/ebooks for titles you would like to read.
2. Check out a title by clicking on “Borrow” when viewing a title. You can have up to 5 titles checked out at the same time. (You may be asked to “Sign in for availability.”)
3. You will be prompted to enter your home library and your library card number.
4. Once the title is checked out, click on the “Download” button to the right of the book cover. A drop down menu will appear. Select “EPUB eBook” or “PDF eBook” from the menu and click “Confirm & Download.” This will launch Adobe Digital Editions and the download will begin. When the download is complete, you will see the cover of the book on the screen.
5. Click the “Library” button on the top left of the screen. You will see thumbnails of the books currently downloaded.
6. Plug the eBook reader into the computer using the USB cable that came with your device. You may be asked if you want to see the files on the device but you do not need to view them.
7. You should now see your eBook reader in the left column of the list. (If you do not see it, close Adobe Digital Editions and reopen the program.)
8. Click on the book in the right column and drag it onto your eBook reader on the bottom of the left column. You will then see a progress bar indicating the book is being copied onto your reader.
9. Disconnect your eBook reader. The books are now available. (On the Nook, the books are located in “My Documents” under the “My Library” menu.)

Returning a Book Early for eReaders

The **Nassau Digital Doorway** allows you to checkout 5 titles at a time. You might want to return a title early in order to checkout another title or to allow another person to check it out.

1. Open Adobe Digital Editions by double clicking the shortcut on your desktop or find the program in your start menu on the bottom left. (On a Mac, look in your Applications folder)
2. After the program is loaded, look on the right for the book you would like to return. Place your cursor over the title and right click on the book.
3. After clicking, select “Return Borrowed Item” from the drop down menu. A box will appear asking if you are sure you would like to return the item. Click “Return.” The book is now considered returned.

Should you need further assistance, call or stop by the reference desk. The librarians will be happy to assist you.

