

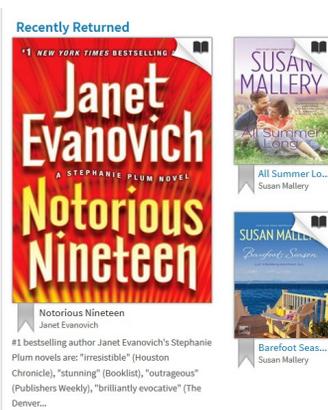


Pickerington Public eLibrary: Kindle Instructions

Step A. How to Check Out a Kindle e-book (including Kindle Fire)

Note: It is best if your Kindle is already connected to WiFi. Your Amazon 3G connection does not work with library titles. If not connected to WiFi, you must “Sync and Check for Items” on your Kindle Menu, once you are connected to WiFi, to have your e-books appear.

1. Go to www.pickeringtonlibrary.org on your personal computer or using your Kindle Fire web browser
2. Click “Downloadables;” on the next page click “Overdrive”
3. Once the “Overdrive” website opens, click “Sign In” in the upper right corner



4. At the login screen, click the drop down box that reads “select library.”
5. Choose Pickerington Public Library and click “go”
6. Enter your library card number and PIN. Click “Sign In.”

Note: this step is important: a wider selection of titles will appear when you sign in. It is possible to browse e-books without signing in with a library card. However, signing in will display more books.

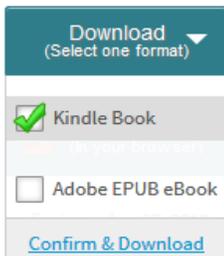
7. From here, search for a particular title or just browse. Pay attention to the book or headphones icon on the book cover to see if the title is an MP3 (e-audiobook) or Kindle (e-book).

Gone Girl
A Novel
by Gillian Flynn

Borrow

If a title is available, it will say “Borrow” in the blue box. If it is checked out, it will say “Place a Hold.”

8. Once a title is selected, click Borrow



9. Click Go to Bookshelf
10. Select the Download button that displays with your book
11. Check the box next to Kindle Book (EPUB and MP3 titles are not compatible with Kindle)
12. Click Confirm & Download; you will be taken to an Amazon sign-in page

13. Click the yellow “get library book” button to check out the book

Get library book

14. Sign in to the Amazon account information associated with your Kindle
15. Choose your Kindle device in the “deliver to” drop down menu
16. Click Continue
17. Your e-book will now appear on your device

Note: If your Kindle is connected to WiFi (on fourth generation Kindle [2011], Kindle Touch, Kindle 3 Keyboard), the e-book will download wirelessly to “Home” and you can start reading!

For Kindle Fire only: it may be necessary to swipe down from the top of the screen to open the tool bar and select “Sync.” The e-book will download wirelessly to your “Home” screen, in your carousel. Touch the cover of your title to open and begin reading!

Step B. How to Return e-books Early on Your Kindle

1. Visit www.amazon.com
2. Sign in using the e-mail address and password associated with your Kindle
3. Click "Manage Your Content and Devices"
4. Under the "Your Content" tab you will see library items borrowed
5. Click actions, found to the left of the title you wish to return; a drop-down menu will appear
6. Click Return this book
7. A message will appear stating: "Are you sure you want to return this Library Loan e-book?"
8. Click Yes, the e-book will be removed from your library e-book account
9. The e-book will remain in your content library in your Amazon account.

Note: Amazon uses it to make future recommendations for you. You may also delete the item from your Kindle library

10. To delete the item from "Your Kindle Library", select "Actions", and "Delete from Library"
11. A message will appear stating: "Are you sure you want to permanently delete this title? Doing so will permanently remove this title from your account."
12. Click "Yes;" the book will be removed from your Kindle library

Step C. How to Suspend a Hold

1. To suspend a hold, log into your account on the Overdrive website
2. Once you have logged in with your library card, visit your Holds shelf.
3. From here click on the option button located next to the cover of the title you have on hold.
4. Drop down the menu options and click "Suspend Hold"
5. Next drop down the "Suspend a Hold For" box on the pop-up window.
6. Select the amount of days you would like to suspend your hold for and click "Submit".
7. The item on hold will now show the date the suspension will expire.

Step D. How to Renew Library e-books

1. Log into your account on the Overdrive website
2. On your library Bookshelf, click the "Renew" button next to the title you'd like to renew.

Note: This button will appear 3 days before the title is supposed to expire.

3. Enter and confirm your email address in the renewal form, then click "Renew."

Note: make sure that "automatically borrow this title at the time of renewal" is selected.

4. Once you renew a title, you will see a checkmark and the word Renewed next to that title on your library Bookshelf. You can also see which titles you've scheduled to renew on your Holds page.

5. As soon as your current checkout expires, you'll receive an email with instructions on how to access the title again.

Note: that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you'd like to re-download your renewed title, you'll have to go back to your library Bookshelf and select Download again.

Still have questions about your Kindle? Contact our Reference Staff members!



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