

## Borrowing eBooks: Kindle eReader

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**Overview:** Learn how to locate and borrow Kindle eBooks from the Buffalo & Erie County Public Library using OverDrive.

**Student Skill Level:** Advanced

**Requirements:** valid B&ECPL Library Card, Amazon account username & password, mouse and Internet skills, basic Kindle operational skills, USB cable (optional)

**Objectives:**

- Learn how to Access Library eBooks through OverDrive
- Sign in to your Account
- Learn how to Browse for eBooks
- Search for eBooks
- Place a Hold
- Borrow an eBook
- Transfer eBook via USB cable (optional)
- Return an eBook early (optional)

Revised 3-3-16



To see a list of upcoming computer classes go to:  
[www.buffalolib.org/content/computer-training](http://www.buffalolib.org/content/computer-training) or call (716) 858-8900.

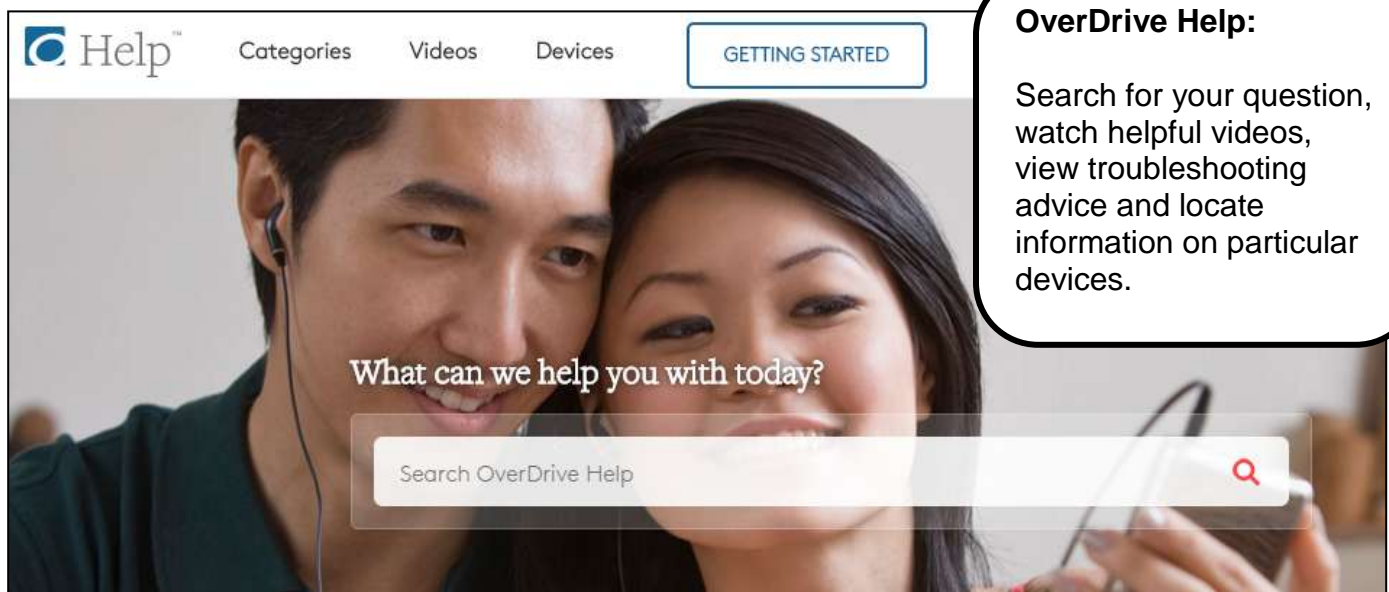
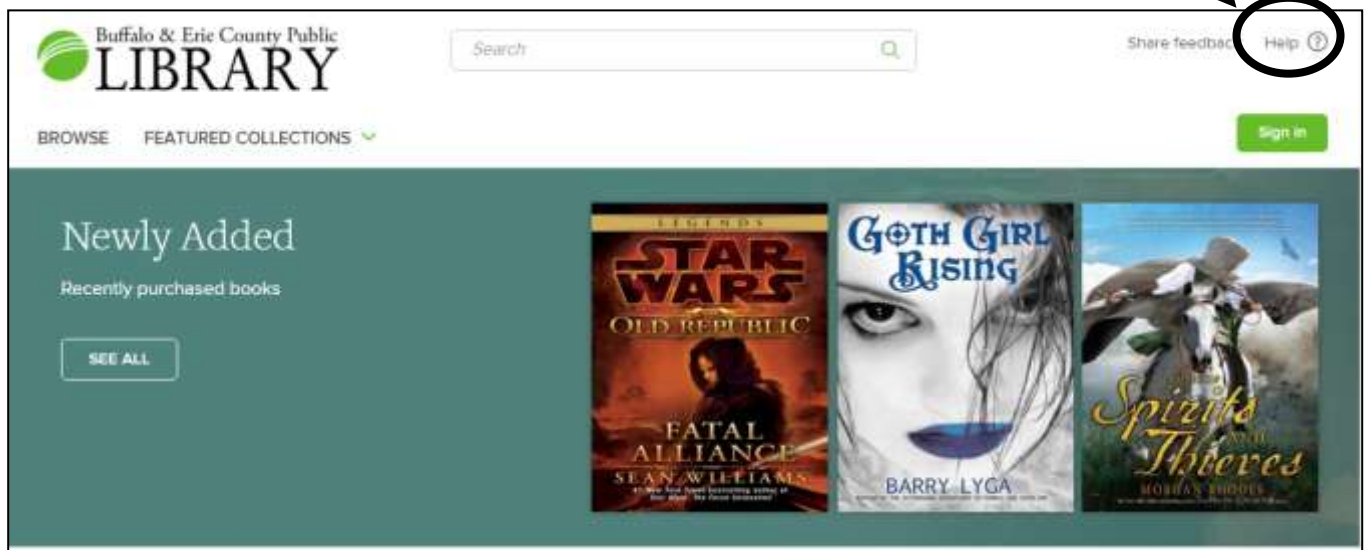
## Access Library eBooks

The Buffalo & Erie County Public Library offers a vast selection of eBooks and Audiobooks for its patrons to check out and access on their home computers and eDevices.

To begin, start from the Library's homepage, [www.buffalolib.org](http://www.buffalolib.org), and click on the logo for **OverDrive**.



Now that you are on the OverDrive website you will see links to browse eBooks, Audiobooks, and Videos. Note that you can also browse recently purchased books. Click **Help** at the top of this page.



## Sign In

Return to the OverDrive homepage and click **Sign In** at the top to sign in.

Sign In

The OverDrive website offers multiple sign-in options.

1 SIGN IN USING LIBRARY CARD

OR

The options below are best if you already have an OverDrive account, use the OverDrive app, or have multiple library cards.

2 SIGN IN USING OVERDRIVE ACCOUNT

SIGN IN USING FACEBOOK

Don't have an OverDrive account? [Sign up, it's free!](#)

### 1 Sign in using **Library Card**:

This is a good option if you're under 13 years old or don't want to sign up using your email address and name. *You'll be able to borrow titles, place holds, and add titles to your wish list.*

1. Click **Sign In Using Library Card**.
2. Enter the number that appears on the back of your library card. *Omit the letter A if your card begins with A.*
3. Click **Sign In**.
4. Click if **Yes** or **No** if you are 13 or over.
5. *If you clicked **Yes**, you may enter your email address and name (both are optional) to receive OverDrive's recommendations and reviews.*
6. Click **Sign Up Now**.

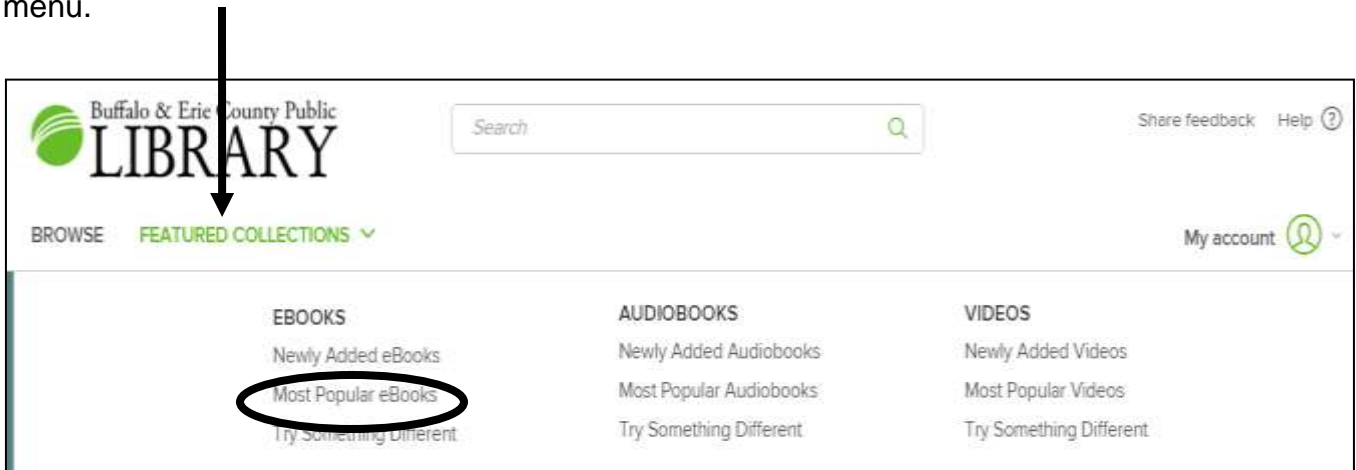
### 2 Sign in using **OverDrive** or **Facebook**:

This is a good option if you already have an OverDrive account, currently use the OverDrive app or belong to multiple libraries. *You'll be able to borrow titles, place holds, and add titles to your wish list.*

1. Click **Sign In Using OverDrive (or Facebook)** and enter your email address and password.
2. *The first time you sign into your OverDrive or Facebook account, you'll be prompted to add your library card number to your account. Click **Add a Card**.*
3. *Enter your card number and click **Yes, Grant Access**.*

## Browse eBooks

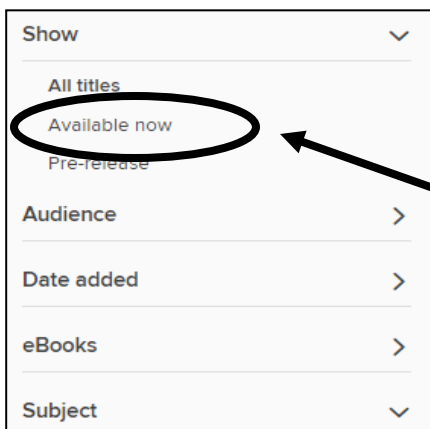
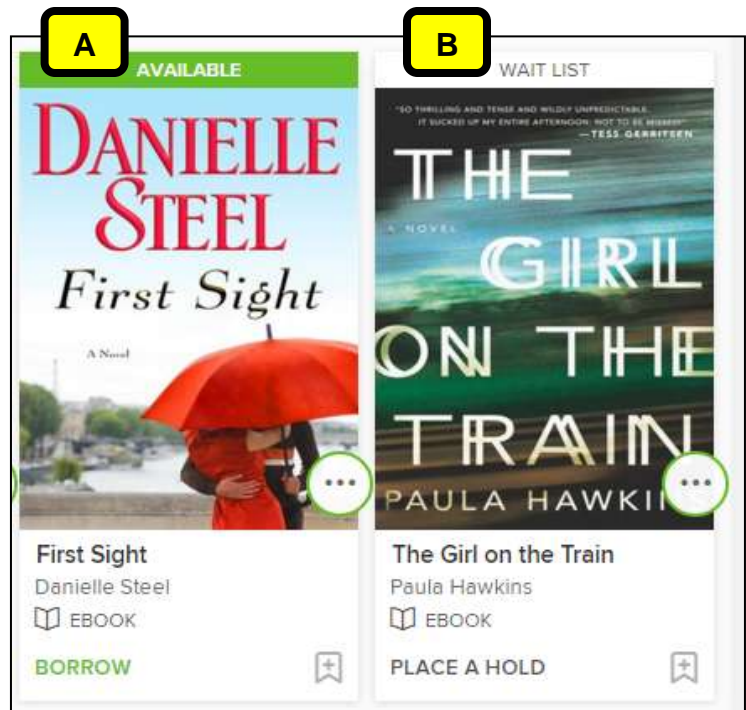
Click **FEATURED COLLECTIONS** and then click **Most Popular eBooks** from the drop down menu.



The example on the right shows 2 eBooks in the Library's collection.

**A.** Notice that the first eBook is labeled **AVAILABLE**. This means that the eBook can be borrowed.

**B.** The second eBook is labeled **WAIT LIST**. This means that the book is currently **unavailable**. A hold can be placed for the eBook.



If you only want to view available titles, click **Available Now** on the left side of the page. Your screen will refresh.

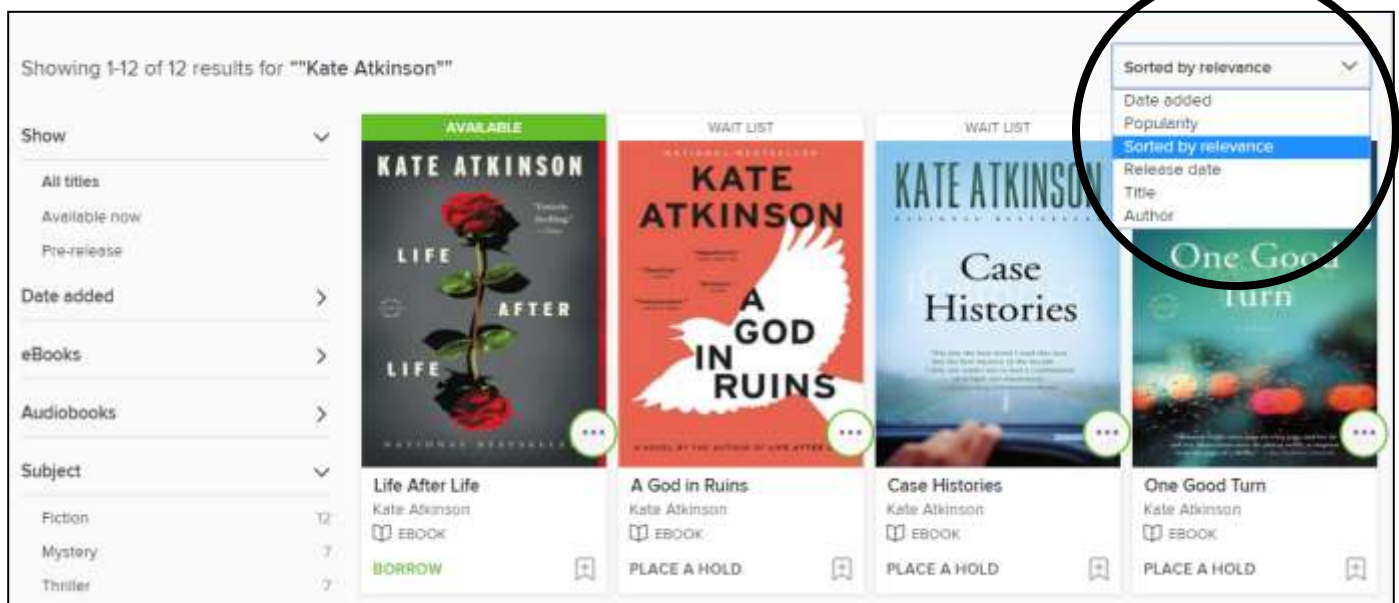
Note the other filtering options on the left side of the page. *Multiple filters can be used at the same time.*

## Search for eBooks

If there is a specific title or author that you are looking for, try putting it in quotes in the search box at the top of the page. For example, type: "Kate Atkinson" and click the magnifying glass to search.



On your search results page, notice the sorting options: Date added, Popularity, Relevance, Release date, Title, and Author.



## Place a Hold

If the eBook you are interested in is labeled **WAIT LIST**, you can place a hold on that title. This will add your name to the waiting list and it's free! Click on **WAIT LIST** above the book cover image.

On the next page, click on **PLACE A HOLD**.

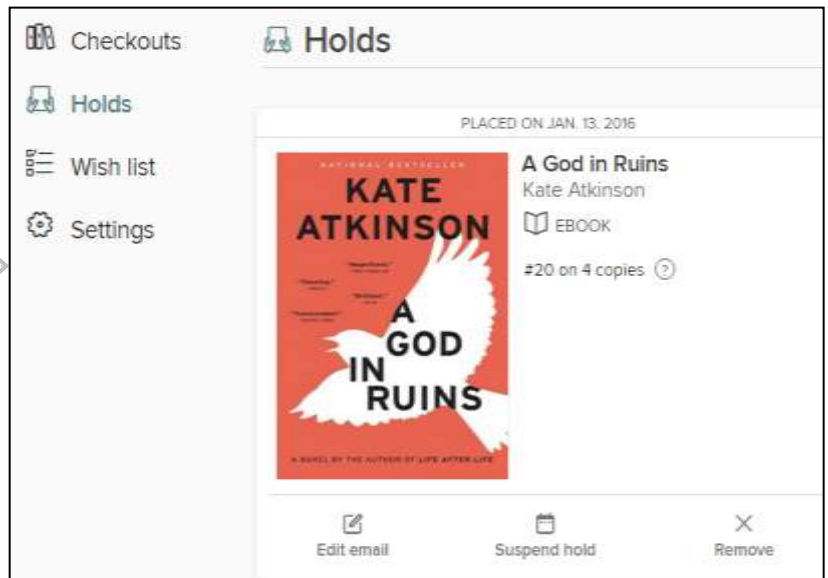
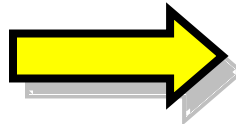
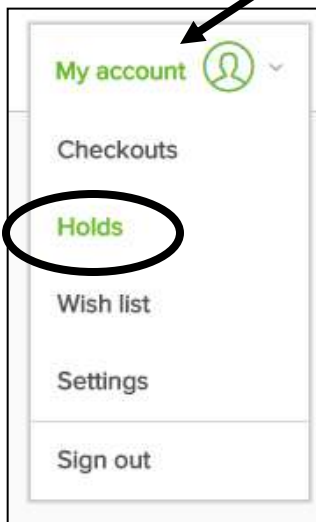
You will then be asked to enter your email address twice. Click **PLACE A HOLD** when finished. You'll receive an email when the title becomes available.

*By default, your holds will be automatically added to your **Checkouts** as soon as they're available.*



When your hold is available and has been automatically checked out to you, click **MY ACCOUNT** at the top of the page and then click **Checkouts**. Click **Choose a Format**. Click **Kindle Book** and click **Confirm**. The Amazon website will open in a new window. Click **Get Library Book**. Enjoy!

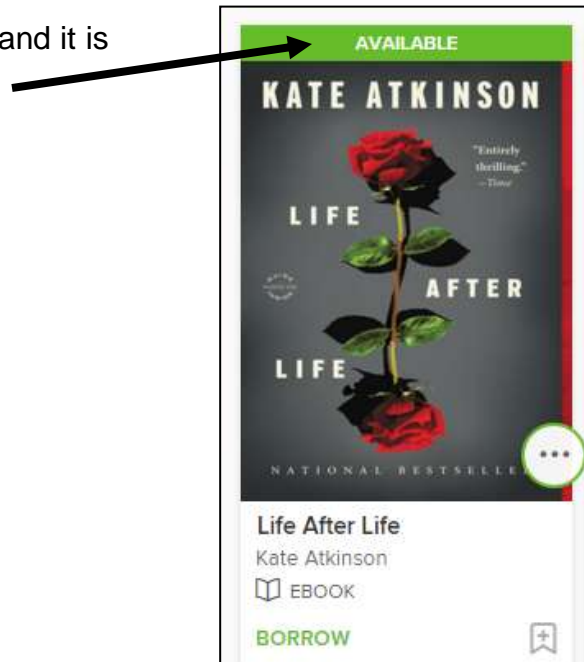
To view your Holds, click **My account** at the top of the page and then click **Holds** from the drop down menu.



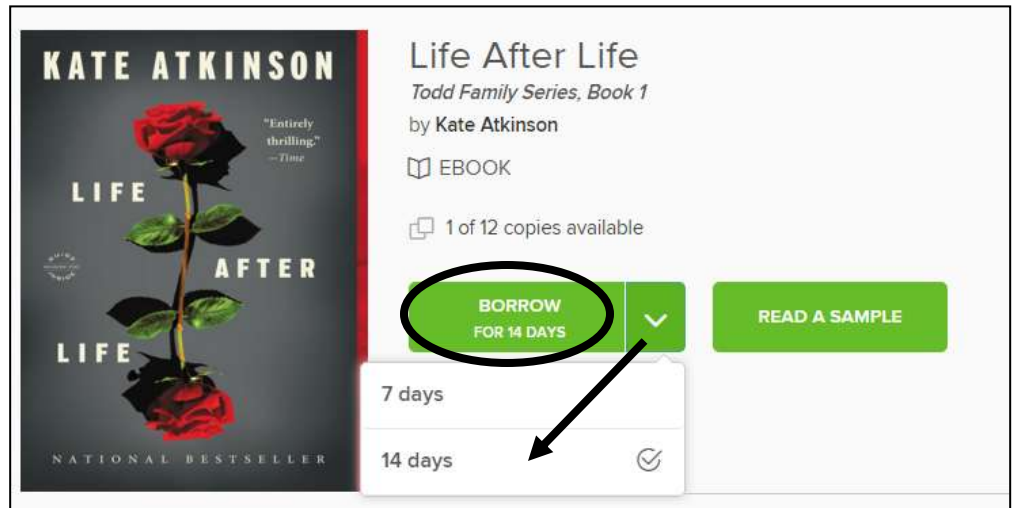
**TIP:** You can also **Sign out** of your account using the **My account** drop down menu.

### Borrow an eBook

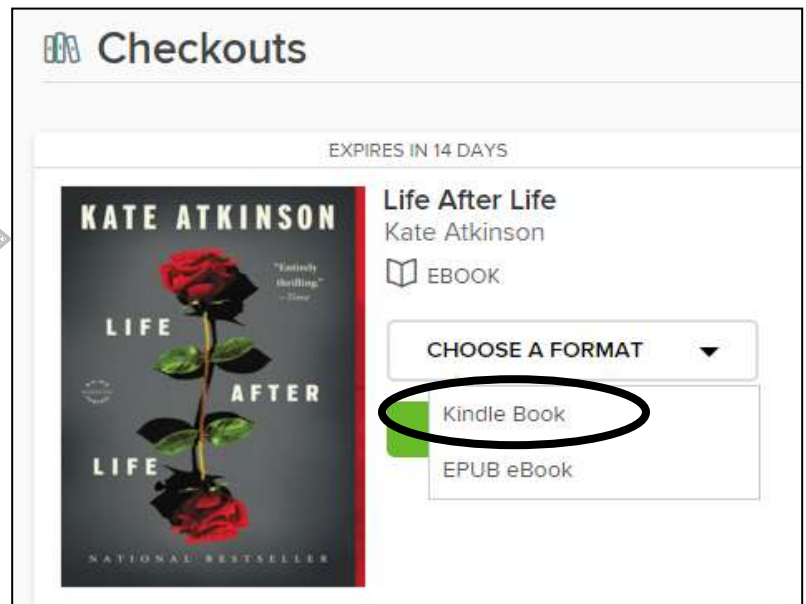
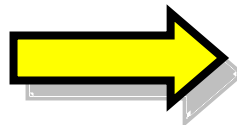
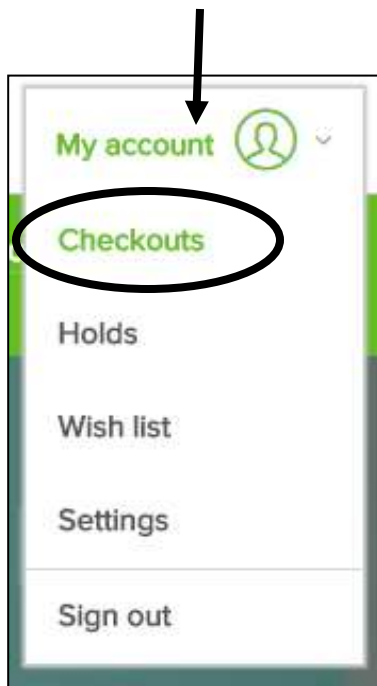
When you find a book that you are interested in and it is **AVAILABLE** to check out, click **AVAILABLE**.



On the next page, click on **BORROW**. Note: There is a **drop down arrow next to BORROW**. Click it to change your default lending period, 7 or 14 days.



Click **My account** at the top of the page and then click **Checkouts** from the drop down menu.



Click on **CHOOSE A FORMAT** for a drop down menu of choices.

Click **Kindle Book**.

The screen will refresh to **GET KINDLE BOOK (FROM AMAZON)** and the Amazon website will open in a new window.



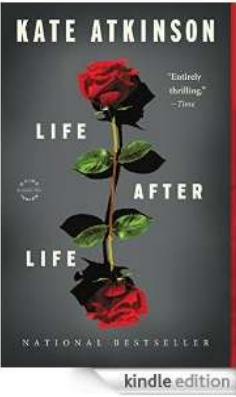
You will see your title, along with a few notes about downloading to a Kindle.

If you are not already signed in to Amazon you will need to do so now. *Be sure to sign in using the same email address that you used to register your Kindle.*

If you have multiple devices attached to your Amazon account, please choose one from the drop down menu under **Deliver to**. If there is just one device registered to your account then it will be automatically highlighted.

Then click **Get Library Book**.

## Get Your Digital Library Loan



[Life After Life: A Novel \[Kindle Edition\]](#)  
[Kate Atkinson](#) (Author)

- Digital library books require an active Wi-Fi connection for wireless delivery to a Kindle device. Library books will not be delivered via your Kindle's 3G connection.
- Kindle automatically backs up all of your notes and highlights. If you choose to purchase the book at a later date from the Kindle Store or check it out again, all your notes and highlights will be preserved.

**Expiration Date:** December 22, 2015

You may end your Library Loan early by visiting [Manage Your Content and Devices](#) and choosing "Return This Book" or return the book now by clicking below.


[Return Book](#)

You are signed in as **tomtrainer85@yahoo.com**  
[Use a different Amazon account](#)

[Get library book](#)

**Deliver to:**  
 Kindle Paperwhite

[How does this work?](#)



Anybody can read Kindle books—

The eBook will be sent to your device within a matter of minutes through a WiFi connection. *Please make sure your Kindle is turned on and connected to WiFi.*

### Thanks, Tom!

Your digital library book will be delivered to Kindle Paperwhite. Your Kindle will download **Life After Life: A Novel** the next time it connects to Wi-Fi. If you would like to manage your digital titles, go to [Manage Your Content and Devices](#).

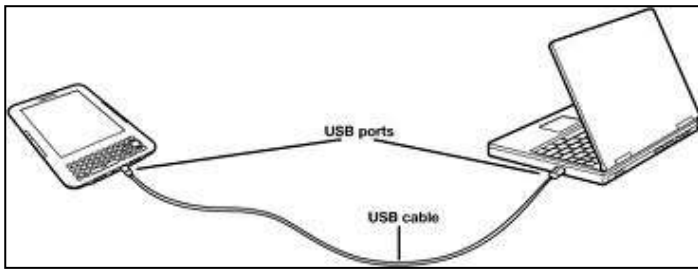
To transfer to your device via USB, click **Download now** ([Learn more](#)).



**TIP:** You can only transfer titles wirelessly through a valid WiFi connection, not with 3G service. If you do not have access to WiFi, please see the next page.



### Transfer eBook via USB Cable



If you do not have a WiFi connection you can still access eBooks from the Library by downloading them as a file and transferring them to your device with the USB cable that came with your Kindle.

If you have not done so already, connect your Kindle to the computer and *turn off 3G service if applicable*.



Verify that **Transfer via Computer** is selected and then click **Get Library Book**.



Next, choose which Kindle you plan to transfer the title to. This is just in case there is more than one Kindle registered to the account. Click **Continue**.

You will be asked to either save the file or find a program online to open it. Click **Save**.

You will then be prompted by another popup menu, this time choose **Open folder**.

A new window will appear.

It will have the title of your book listed as a file.

Drag and drop that file so it copies onto your Kindle device

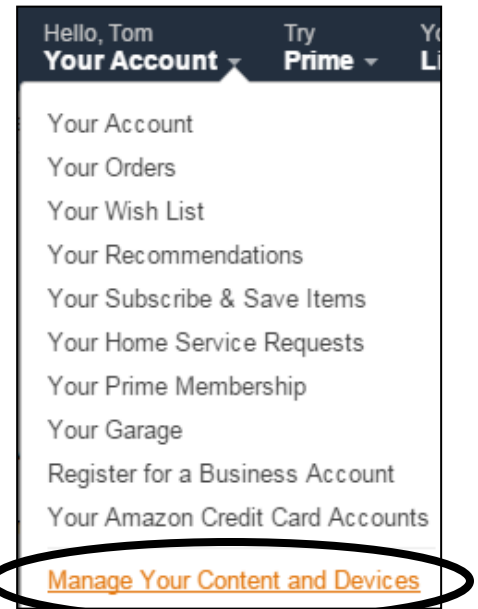
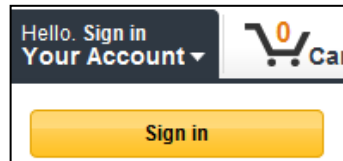
Give your Kindle some time to correctly download the title and then disconnect your Kindle from the computer.



## Return eBooks Early (optional)

Go to the Amazon website ([www.amazon.com](http://www.amazon.com)).

Sign in to your account.



Under **Your Account** click **Manage Your Content and Devices**.

Click in the box to the left of the borrowed book to add a **checkmark** and then click on the **square button with three dots** next to it. A pop up will appear with a list of options. Choose **Return this book**.

