Accessing eBooks For Free From Your Library With Your Computer and eReader

The Basics

An eBook is an electronic version of a book, which consists of text and images, accessible by your computer, tablet or eReading device. Generally, you can think about an eBook as an electronic version of a printed book. However, some authors are increasingly only releasing an electronic version of a book. You can get free eBooks from the Orillia Public Library with your Library card using the eBooks service OverDrive. Library eBooks are protected by Digital Rights Management (DRM). This means that access to eBooks is restricted to one user per book and copying of the file is prohibited. DRM also means that you must have authorization to use eBooks. This guide will help you set up your device to allow you to access DRM protected library eBooks.
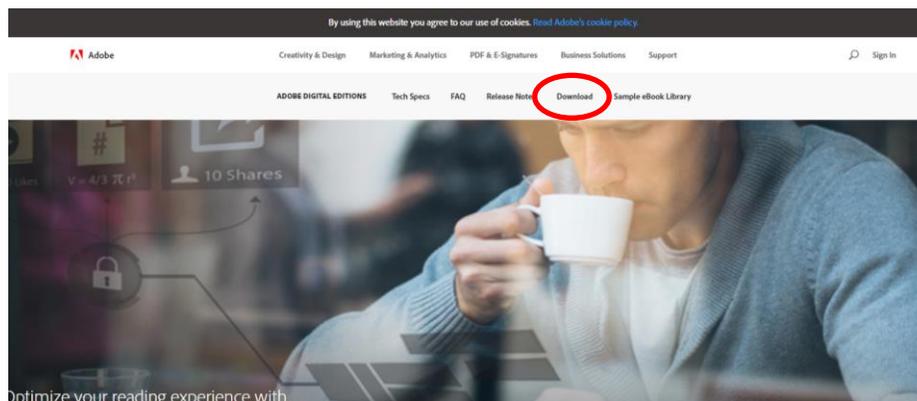
Setting Up

Using eBooks is a straightforward process; but to make this easier and trouble free you will need to make sure you have set up your computer and eReader properly.
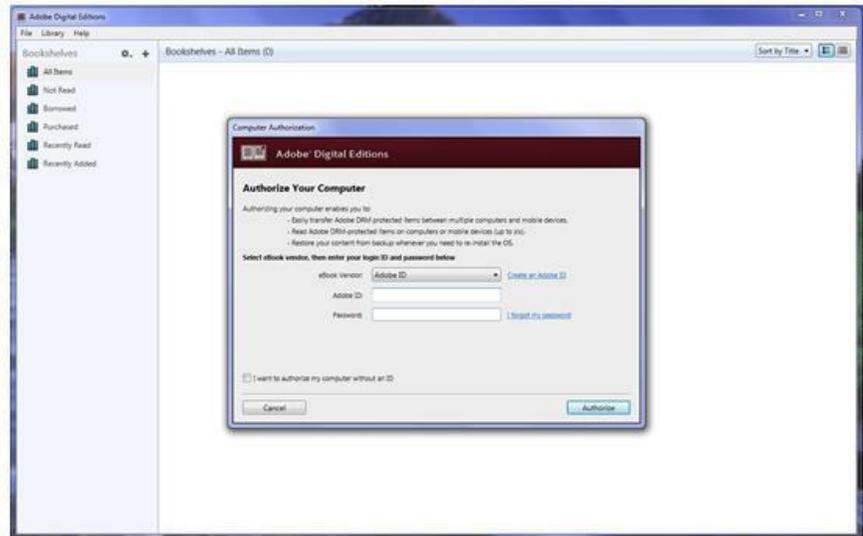
In order to enjoy eBooks on your eReader you will need to have a computer in order to transfer your eBooks to your eReader, such as a Kobo, or you can use the Overdrive station at the Library.

1. On your computer, you will need to download a piece of software called **Adobe Digital Editions (ADE)**. This is a free program that is necessary to access library eBooks. You can download this program at https://www.adobe.com/ca/solutions/ebook/digital-editions/download.html

   Once you have reached this site, you will then download the version of ADE that is compatible with your computer, either Windows or Mac.

2. After ADE is installed on your computer you will need to authorize your computer. You **must** complete this step; it will authorize you to download eBooks.

3. To authorize your computer, you will need to **create an Adobe ID**. If you are not prompted to authorize the first time you launch ADE, click on the **Help** button, select **Authorize Computer**, and then in the pop-up window click on **Create an Adobe ID.**
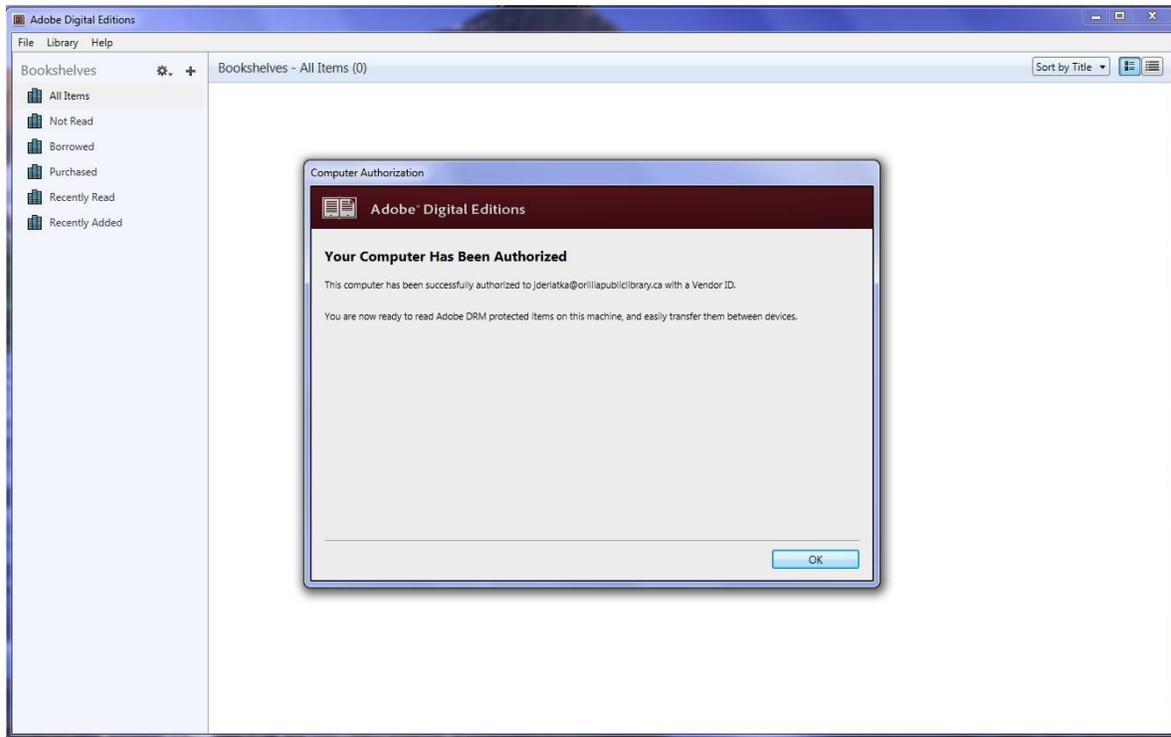

4. Clicking **Create an Adobe ID** will take you to the Adobe website and you will then fill in the required information. This will include providing your email address and creating a password.
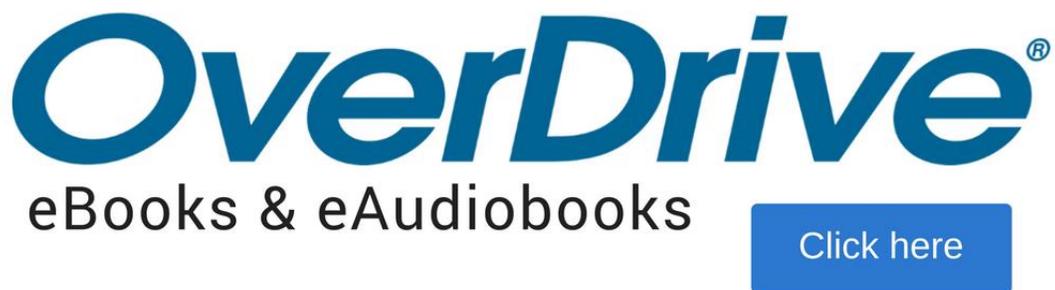

After filling out this information, click **Sign Up** to complete the process. It is very important to remember this ID username and password, as you will now enter it into the authorization window in ADE. You can also use this same ID to authorize multiple devices.
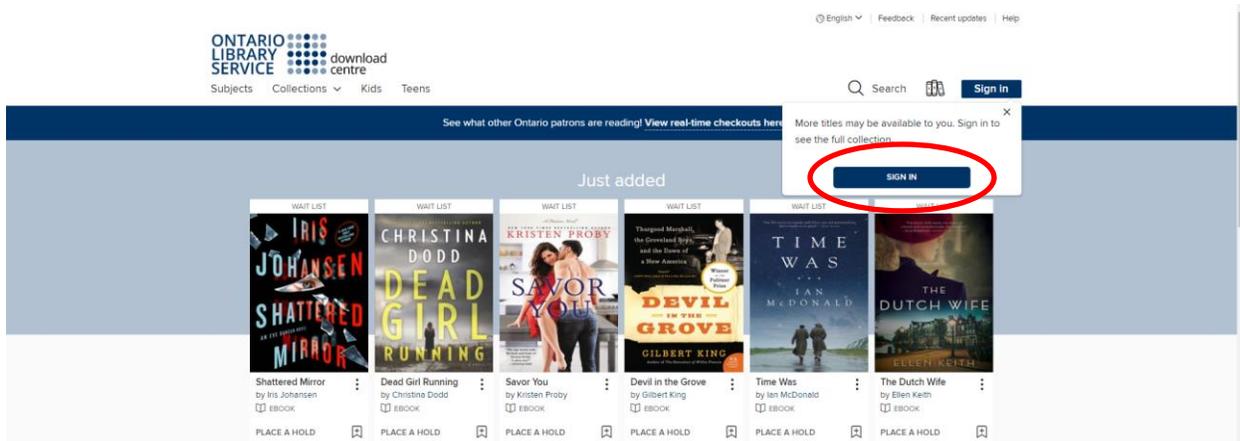
Once you return to ADE, simply enter in your Adobe ID username and password and then click **Authorize.** You will receive a message that **Your Computer Has Been Authorized**. You are now ready to download eBooks!
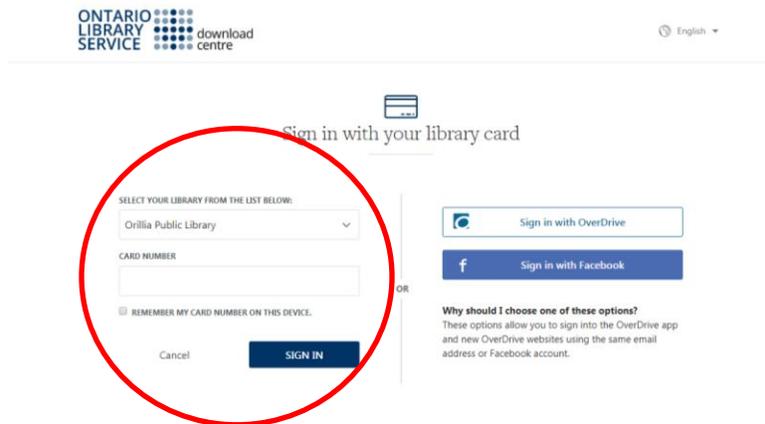

7. Now that your computer is authorized, you will need to open your internet browser and navigate to the Library's website, orilliapubliclibrary.ca. On the library's home page you will select the **eResources** tab, and then click **eBooks & eAudiobooks**. In the menu of items that appear, you will select the first **Overdrive eBooks & eAudiobooks** logo which will take you to our shared Overdrive site.

8. Next you will **Sign In** to view Orillia's collection. We have purchased additional titles of select books for exclusive access by Orillia patrons; you will not see these titles unless you are signed in.

9. The first time you sign in you will be prompted to choose your library. Type in **Orillia Public Library**. Another box will appear below and you will then enter your library barcode number (without the spaces).
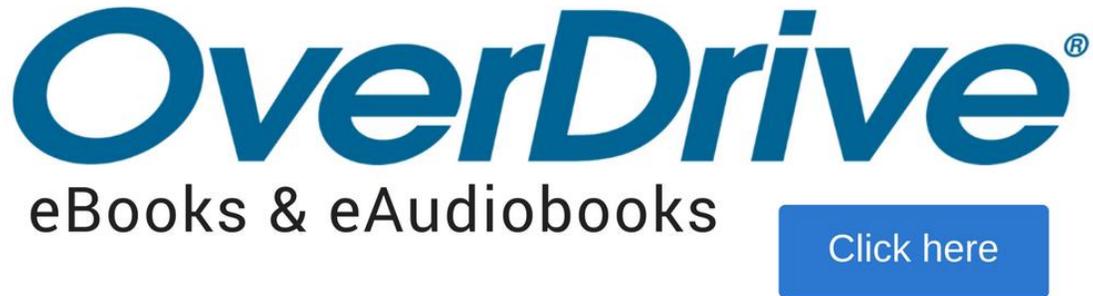

10. To save you library card number so you don't have to enter it every time, check "Remember My Card Number on This Device".

11. Now that you have authorized your computer and logged in with your library card you are set up to borrow eBooks from the Orillia Public Library.
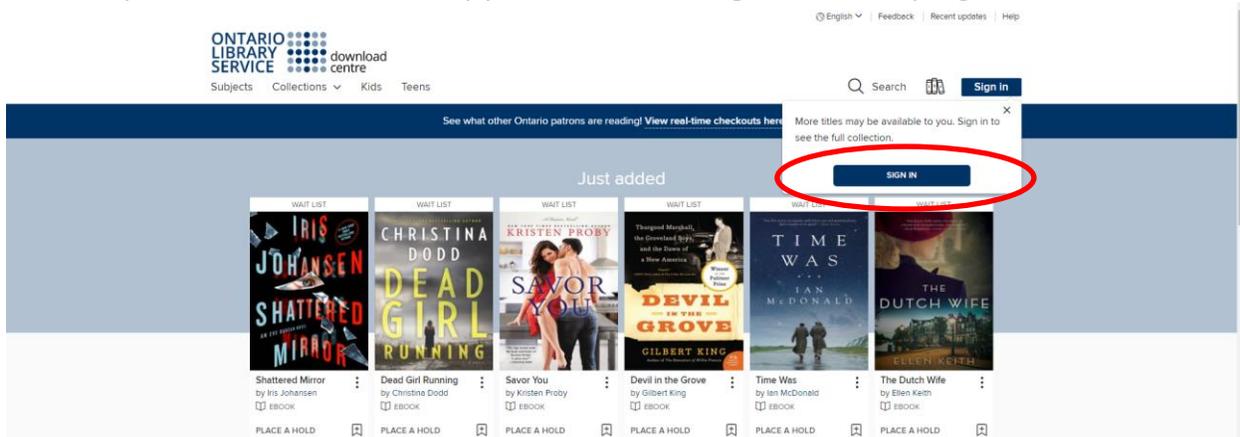
Logging In

After the initial setup of Adobe Digital Editions (ADE), you will need to login and check out eBooks. These are the steps you will go through each time you want to find a new eBook to read.
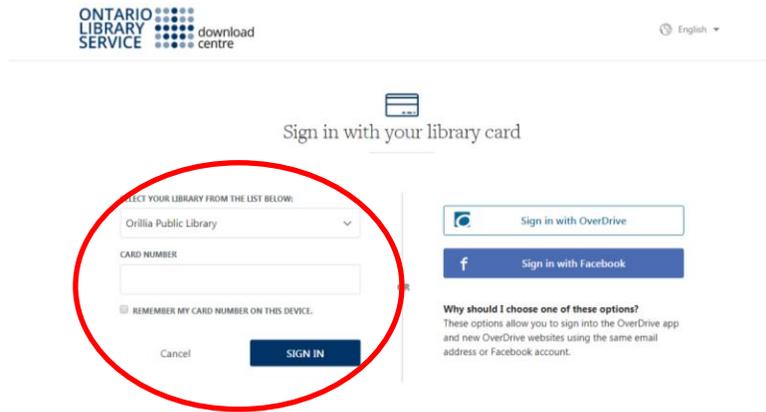
1. In your internet browser, navigate to the Library's website and click on the **Overdrive eBooks & eAudiobooks** logo.

2. This will bring you to the Overdrive website. It is recommended that you sign in to your account before you do any browsing, this way you can see any additional titles that we have purchased for Orillia library patrons. Click on **Sign In** in the top-right corner.
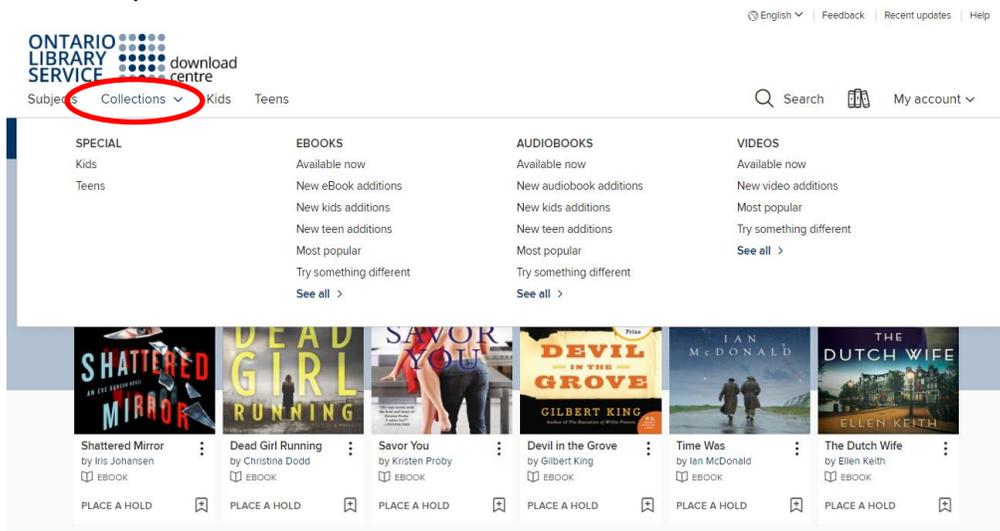
3. If necessary, type in your library name. Then, fill in your library card information (without the spaces). If you have not already done so, it is recommended that you select **Remember my login information on this device.** This will save the information that you have typed in, meaning that you will not need to type out your card number each time you borrow books.
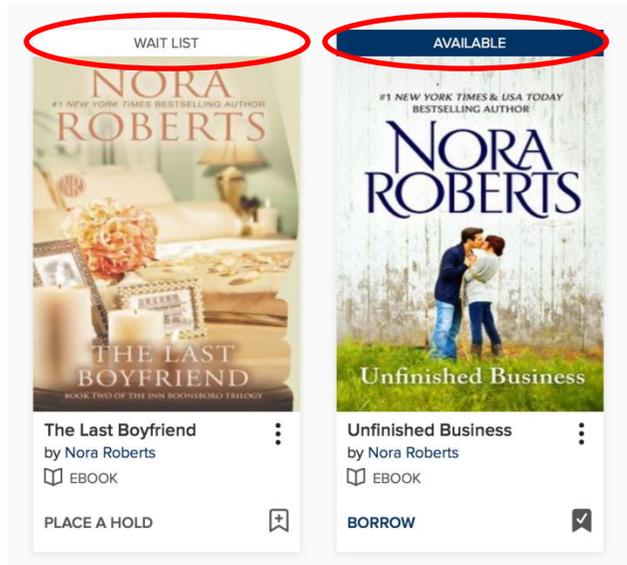

Checking Out

There are several ways that you can browse eBooks; by title, author, genre or collection, to name a few.

1. Click on the Collections drop-down menu located at the top of the page to view various collections of eBooks, eAudiobooks and Videos. Simply click on the link to view the collection that you wish to browse.
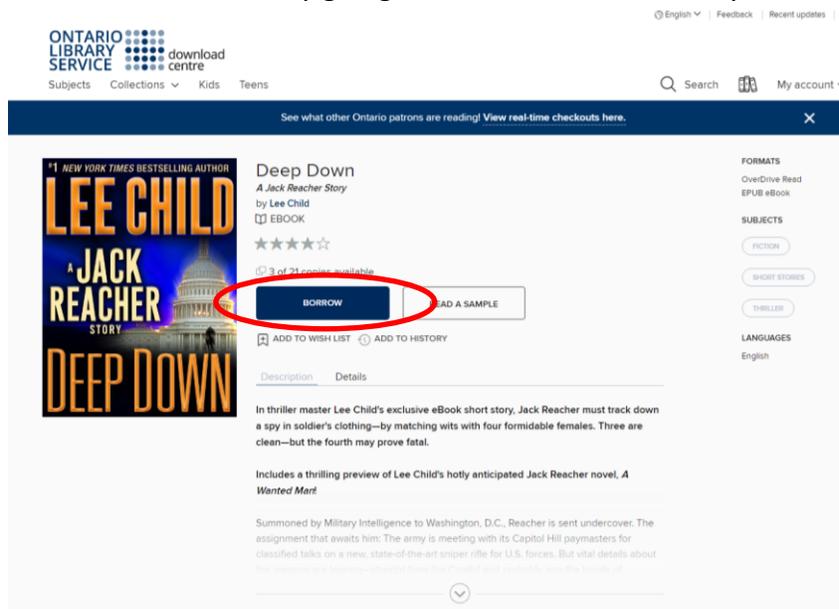

2. Once you have selected a title that you would like to check out there are a couple of indicators that you will need to watch for.

   The first thing to watch for is whether the book is currently available, or if you will need to place a hold.

4. To view more information about the book, such as a description or the number of copies of a book, you will need to click on the book cover.

5. Once you have decided that you would like to borrow the book, you will click **Borrow** and follow the prompts to download the title. If you choose not to download it now, you can download in later by going to the Loans section of My Account.

6. Depending on your computer and the type of browser you are using, you should see your downloaded file appear at the bottom of your computer screen. You may be asked if you would like to **Save** or **Open** your file. You will select **Open**.
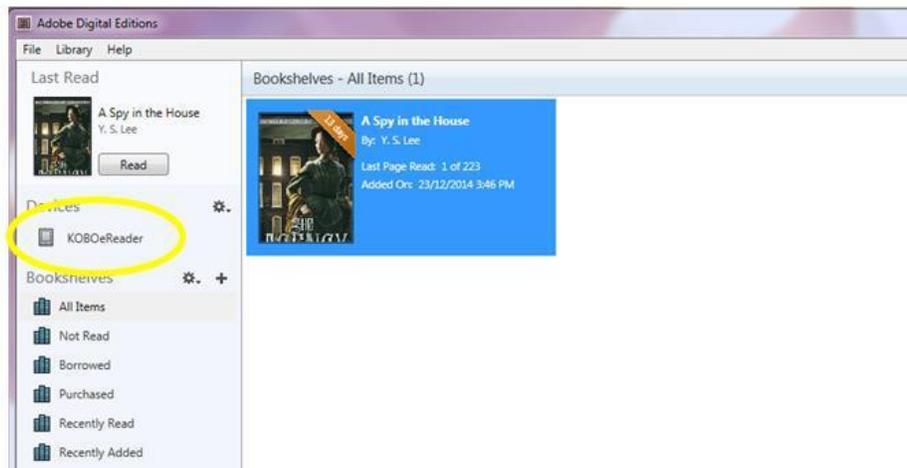

7. Selecting **Open** will ensure that your eBook will download to ADE. This should happen automatically

8. Once you have downloaded your eBook to ADE you are ready to transfer your eBook to your eReader and then start reading. First, you will need to click **Library** to view your library contents in ADE.
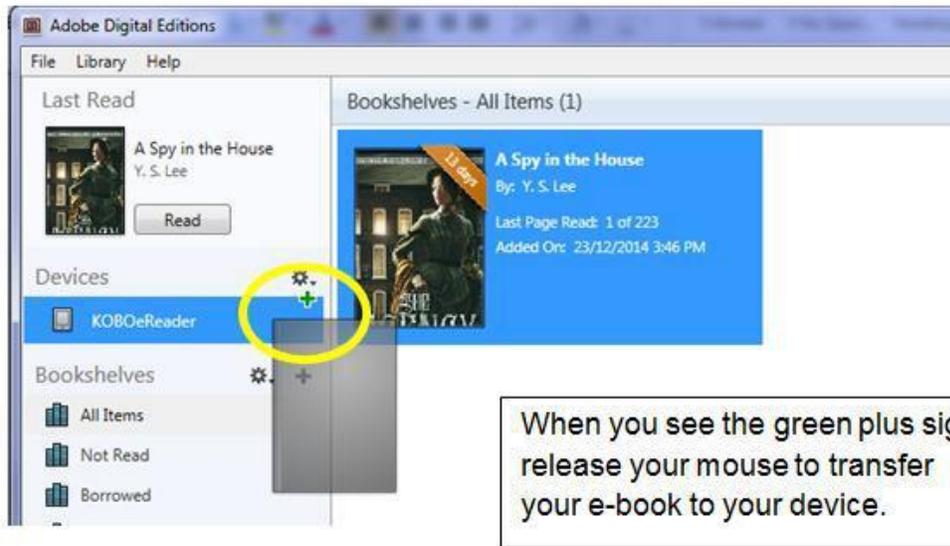

Library view in ADE.

9. Once you are in the Library, you will now transfer your eBook to your eReader. Make sure that you eReader is now plugged into your computer.

10. To transfer you eBook to your eReader, you will need to make sure that your eReader is displayed in ADE. You should see your device displayed above the **Bookshelves.**

11. If your device is displaying in ADE, you are ready to transfer your eBook to your device. To complete the transfer, all you need to do is drag and drop the book over to your eReader. To do this, **click and hold** the book you want on your device. Next, **drag the book** over to your device. Release your mouse once you see a **green plus sign** over your reader.

When you see the green plus sign, release your mouse to transfer your e-book to your device.

12. Once you release your mouse, your eBook will be copied to your eReader. All you will need to do now is eject your reader and start reading.

Alternatively, you can right click on the book and add it to your ereader using the right clock menu

13. After safely ejecting your eReader, your downloaded eBook should automatically appear. If it does not, try searching in your device's library.

Placing a Hold

1. Our eBook collection is popular, so it is likely that you will have to wait for certain titles to become available. Like physical books, the library only has so many copies of eBooks and they are licensed for one user at a time. Placing a hold is easy; all you need is an email address.

2. When you encounter a book you want to borrow and it is unavailable you will see the option to **Place a Hold** instead of **Borrow.** Click on **Place a Hold.**
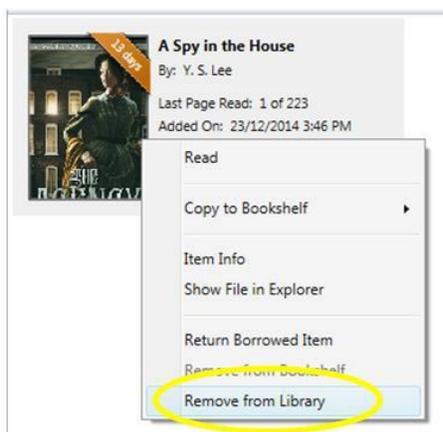
3. After clicking **Place a Hold,** you will see a pop-up indicating that the hold has been successfully placed, as well as your position in the holds queue. You will also see information about the automatic check-out and the e-mail address to which you will receive your notification.

4. By default, your hold will automatically be checked out to you when it is available. This way you will not miss picking up your hold.

5. After receiving an email notifying you that your hold is available for pick up, you will login in to your Overdrive account on your computer.

6. Navigate to your **Loans** to find the items that you currently have checked out. Since the hold was automatically checked out to you, you should find the item here. Click **Download** to start reading.

7. If your hold is not on your **Loans** page this may mean that you have unchecked the automatic checkout option or already have too many items checked out. In this case, navigate to your **Holds** shelf and check if the item is there. You will see a button to **Borrow**, which will check it out to you, adding it to your **Bookshelf**, and then you can **Download**.

8. You will also want to know where your **Holds** shelf is as it is the place where you can find out your position in the holds queue.

Deleting a Book

With eBooks you will never accumulate late fees as access simply expires; however, the books will not automatically remove themselves from your computer or eReader. You will continue to see the book cover on your device and on your computer in ADE. When the title has expired, you will no longer be able to open it or access the book.

To remove the title from your device once it has expired, you will need to plug in your eReader to your computer. Open ADE; then click on your device (which should appear above Bookshelves in ADE). Once you have opened your device in ADE to view your contents, select the book you want to remove and then right click. You will see a drop-down menu; select Remove from Library to remove the item from your device.
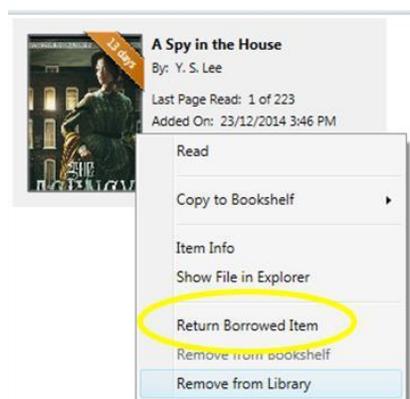
*Please note: If your item has not <u>expired</u> and you click **Remove from Library**, this will simply remove the book from your device and ADE; the title will still be checked out to you until the item expires

Returning Titles

If you would like to return your eBook before the expiration date of the title (i.e. remove completely from your account) you will need to select the title that you want to return early.

Right-click on the book you want to return to view the drop-down menu. This time, you will want to select **Return Borrowed Item**.

You will be asked whether or not this is an action you want to continue with; simply click **Return** to continue with the process.

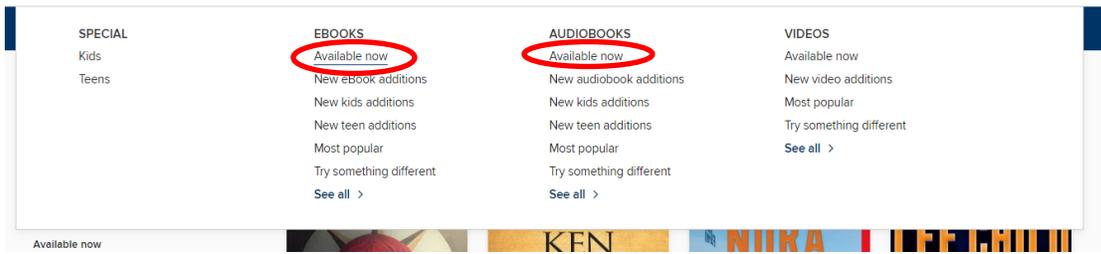This will remove the title from ADE **and** from your account.

*Please note, while selecting **Remove from Library** will delete your eBook from ADE it will not remove it from your eReader. It is important that you also check your device and ADE library. The eBook will need to be removed from both locations
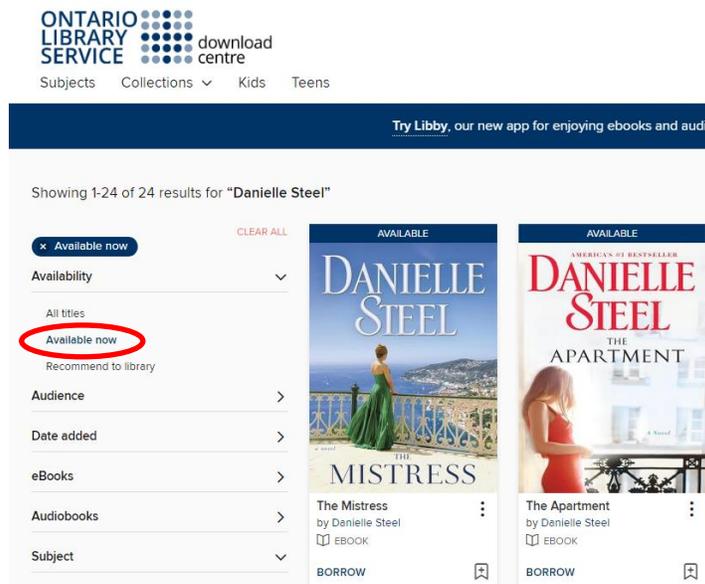
Advanced Searching

There are many eBooks on our Overdrive site and it can be overwhelming to search through all of them especially when many seem to be checked out. There are some tricks that you can use to find available books to borrow quickly.

A great way to find available titles fast is to use the **Available Now** feature when you are browsing eBooks.

You can select to view only available titles by first choosing the Collections drop down menu, then choosing the **Available now** options either under the Audiobook or eBooks menus.

If you have already conducted a search, you can use limiters to show only certain titles within your search result, including seeing only the titles that are currently available. The example below is displaying a search result for the author "Danielle Steel". By selecting Available Now on the left and side, only titles that are currently available will be displayed.

Once you have mastered this step, try experimenting with some of the other limiters to see which ones work best for you.

Do you still have more questions? Ask a staff member. Or visit the Overdrive Help website at https://help.overdrive.com/.