

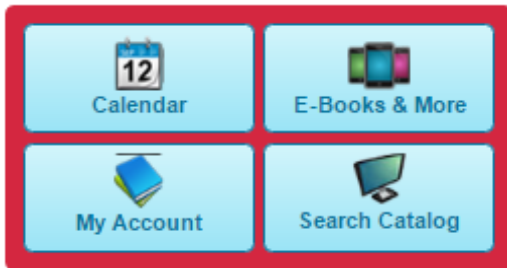
# How to borrow E-books with your KINDLE

You Will Need:

1. Your Kindle (or iPad/other compatible device with an installed Kindle App)
2. Your Amazon account username and password
3. Your library card number

To Download An E-Book:

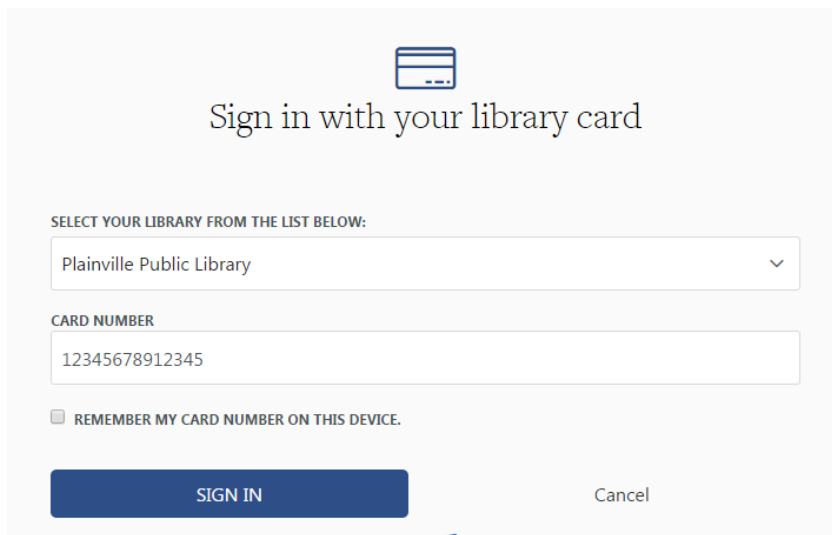
1. Log into your Amazon account at [www.amazon.com](http://www.amazon.com) and leave the page open
2. Open a separate window and go to our website [www.plainvillelibrary.org](http://www.plainvillelibrary.org)
3. On the Home Page click on “E-Books & More”



4. Click on the “Download Overdrive” icon at the top of the page



5. From the dropdown menu, select Plainville Public Library. (If you have a card from a library other than Plainville, select that town from the drop-down menu.)



Sign in with your library card

SELECT YOUR LIBRARY FROM THE LIST BELOW:

Plainville Public Library

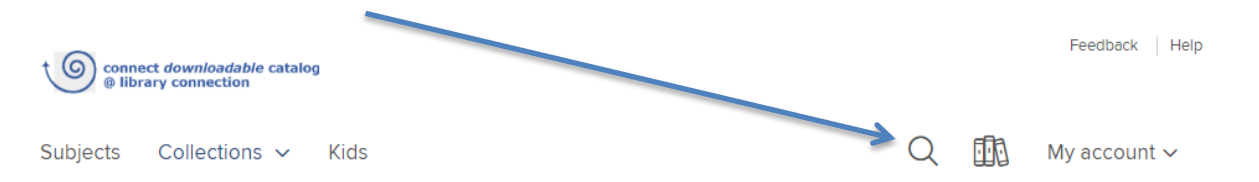
CARD NUMBER

12345678912345

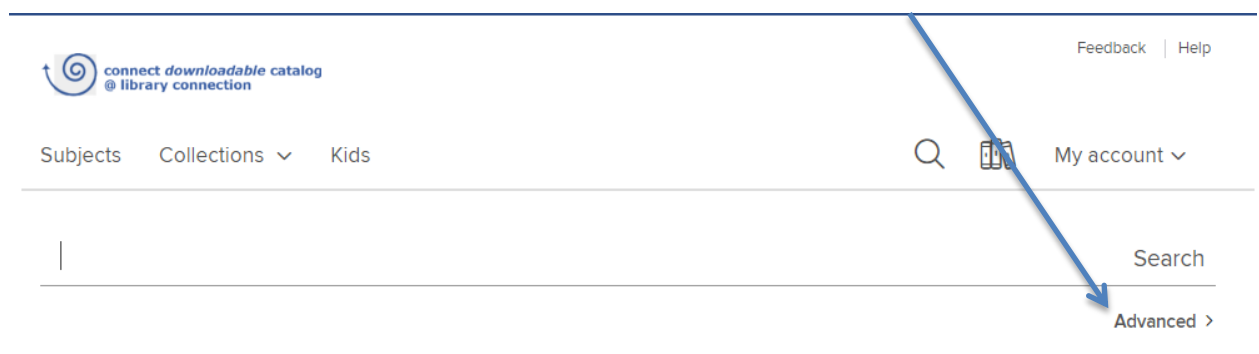
☐ REMEMBER MY CARD NUMBER ON THIS DEVICE.

SIGN IN Cancel

6. Enter your library card number and click “Sign In.”
  - a. If you are working from a personal device, you may choose to check the box next to “Remember my card on this device.” Once this option is checked the device will conveniently remember your library card number for future sessions. Only choose this option if you are working from a secure, personal home device.
7. Once signed in, you may browse our collection of downloadable books by genre, book cover or use the search bar on the top right side of the page for a specific search.
  - a. Since the library offers E-books in many different formats, you may wish to start your search by limiting the results to only books compatible with the Kindle. To do so click on the “magnifying glass” icon on the Search bar.



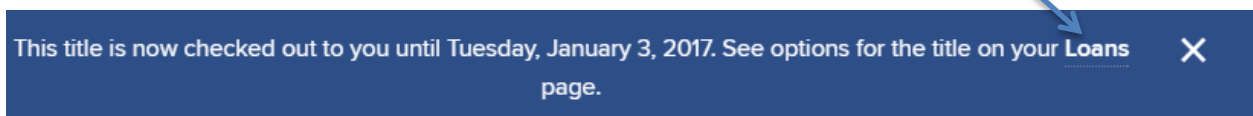
This will expand the menu and give the option to do an “Advanced Search.”



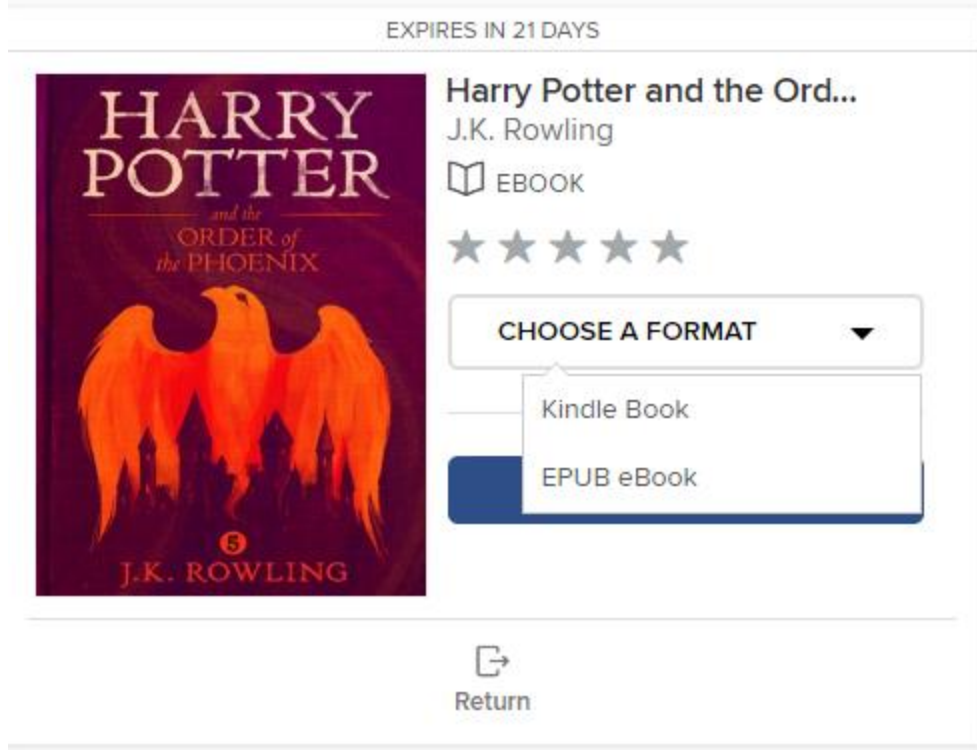
- b. Locate the “All Formats” dropdown menu and select “Kindle Book” from the list.
  - c. You may choose to limit your search to the titles that are currently available. Locate the “Availability” dropdown menu and select “Available Now” - you will automatically limit your search to books available for immediate download.
  - d. Once you have selected your preferences click “Search”
8. When you have found an item you wish to download, hover over the title and click on the word “Borrow.”



- (If all copies of the book are currently checked out, you will see the words “Place a Hold” instead of “Borrow.” By clicking on the “Place a Hold” option, you will be placed on the hold list for the item. When the E-book is available for download you will be notified by email. )
9. Once you click on the word “Borrow,” a message will appear letting you know when the Kindle book is due. To complete the download, click on the word “Loans.”



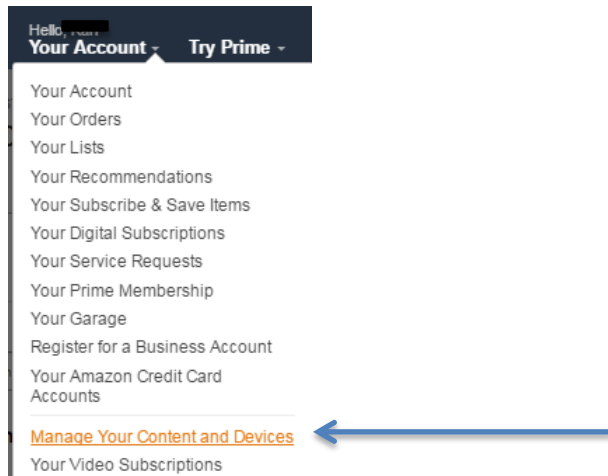
## Loans



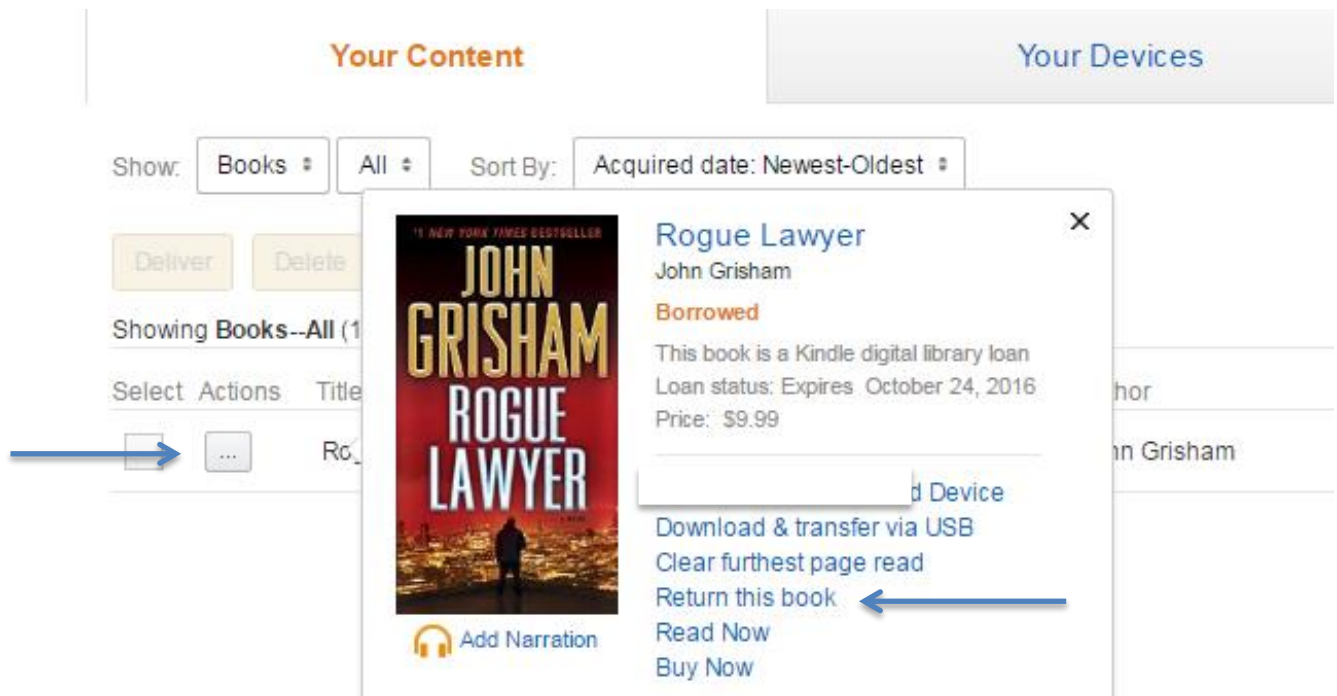
- a. Click the “Choose a Format” drop-down menu
  - b. Choose “Kindle Book”
  - c. You will be directed to Amazon.com
- 10.** Once the Amazon window automatically opens. Click on the yellow “Get Library Book” button. (If you haven’t already logged into your Amazon account you will be prompted to do so.) Your Kindle book will be downloaded to your device via Wi-Fi (if it is connected) or the book may be downloaded by connecting the Kindle to your computer with the USB cable and clicking “Download Now” in Amazon.
- 11.** Congratulations! You have completed the downloading process. Most E-books expire in 21 days. Once the lending period is over the book is automatically returned. There are no late fees. You may check out up to 10 E-books at a time.
- a. You may renew a title no sooner than 3 days before it is about to expire. Log into your OverDrive account and click on the Checkouts tab to renew.

## How to Return your Book Early

1. Log into your Amazon account and click on “Manage Your Content and Devices” in the menu under “Your Account”



2. Find the title you wish to return and click the “Actions” button. Then click “Return this Book”



3. Amazon asks you to confirm you want to return the book. Click “Yes” and the book has been returned. You don’t have to return a book unless you want to return it before the due date. The book will be automatically returned on the due date.

## Meet Libby!



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