Digital Materials on Your
Black and White Kindle

Includes the Kindle, Kindle Paperwhite, and Kindle Voyage

Overdrive: The Basics

- Available material types:
    - E-books
- Check out limits:
    - 10 items
- Digital materials check out for 14 days and many can be returned early if needed
- You'll never receive late fines; digital materials automatically stop working at the end of the checkout period
- Most items can only be checked out to one person at a time so sometimes you'll need to place a hold

Instructions

Step 1: Log in to Overdrive
- Connect to http://virtuallibrary.overdrive.com
- Click **Sign In**
- Enter your `library card number` and `PIN` and click **Sign In**

Step 2: Search for e-books
- Search by title, author, or keyword using the search box at the top of your screen
- Browse by categories by clicking the menu button (≡) or **Subjects** and choosing a category

Step 3: Checkout an e-book
- Once you find an e-book, click the cover, then click **Borrow**
    - o If the button says **Place a Hold**, this item is checked out and can be placed on hold
- Click on **Go To Loans**
- Click on **Download** next to your e-book and select **Kindle Book**; this will open a new page that displays your book on Amazon.com

- Select the device you want the e-book delivered to and click **Get Library Book**
  - If prompted, type in your Amazon.com `email address` and `password`

To transfer your e-book wirelessly, proceed to step 4a. To transfer your e-book using a USB cable, proceed to step 4b.

Step 4a. Transfer the e-book to your Kindle using a *Wi-Fi connection*
- Turn on your Kindle and connect to a Wi-Fi connection; the e-book will then be transferred to your Kindle and appear on the Home screen
  - If you don't see your new e-book, go to your Kindle menu and choose **Sync & Check for Items**

Step 4b. Transfer the e-book to your Kindle using a *USB cable*
- On the next screen, click **Download now**; your book should now be downloaded into your *downloads* folder
  - If prompted, click **Save**
- Plug your Kindle into a USB port on your computer
- Open your *downloads* folder and find your e-book file
- Move your e-book file into the *documents* folder on your Kindle
- Unplug your Kindle from the computer; the e-book should now appear on your Kindle Home screen

To return an e-book early:
- Go to Amazon.com on your computer and sign in to your account if you aren't already logged in
- Hover over the **Your Account** button and click on the **Your Content & Devices** option
  - If prompted, type in your `password`
- Select the e-book you'd like to return or delete, click the Actions button and choose **Return this book** (if returning early) or **Delete** (if loan has expired)