Middlebury Public Library

How-To Download Library e-Books to Kindle

- Visit the Middlebury Public Library's homepage (http://www.middleburypubliclibrary.org/).

- Click on the OverDrive Catalog icon, which is located on the left side of the screen (just under the 'iCONN.org' link and reads 'Download audiobooks and ebooks').

- You are now looking at our e-book (and digital audiobook) online catalog! You can either browse through the collection or conduct a search by using the Search Bar located at the top right of the page. After conducting a search or browse, you will notice a drop-down menu on the left hand side of your screen labeled 'Show Me.' In this menu you can select two options to narrow your search:

  o **Available Now** (if selected) will show only those titles that you can checkout and download immediately (i.e. those titles that have no reserves placed on them or are designated as 'Always Available').

  o **Additional Titles to Recommend** (if selected) will display items which the catalog recognizes *may be* related to your search terms but is not quite sure (i.e. a search for Sherlock Holmes with 'Additional Titles to Recommend' selected may show books written by Michael Sherlock).

- Once you see a title you want to check out, just click on the item's cover in the search list.

- The next screen will show you several pieces of information about the title:

  o If it is available to check out, there will be a large blue button labeled 'Borrow.' If not, the large button will read 'Place a Hold.'

  o If you want to simply remember a certain title for future reference, you can select the 'Add to Wish List' option below the large blue button. This will place the item in a list which can be viewed from your 'Account' (see the icon at the top of your screen).

  o On the right side of the screen, you will see 'Available Formats,' 'Series' (if the item is part of one), 'Subjects,' and 'Copies.'

    ▪ **Available Formats** will tell you if the book is available in Kindle format, and if it is (a vast majority of titles are), Kindle Book will be listed.

    ▪ **Series** will display a link which, if clicked on, will present a listing of other books in the series pertaining to the particular item that you are viewing (if it is part of a series).

    ▪ **Subjects** will display links that will bring you to a listing of titles related to that particular subject or genre (i.e. mystery, classic, etc.).

- **_Copies_** tells you how many digital copies of the title the library owns and how many of those titles are available to check out.

  o If you are ready to check out or place a hold and you have set how long you wish to check the title out for, simply click on that large blue button.

- The next screen will ask you which library you are a member of. Simply start typing in the text box and a listing of all the available libraries will pop-up. Select the Middlebury Public Library (or if you are a patron of another library, select whichever library you are registered with).

- Next you will be asked for your library card number, so type that in.

- You will now be on your 'Bookshelf' screen, which shows all the items you have checked out at the present time. Click on 'Download.' Then click on 'Kindle Book.' Finally, click on 'Confirm & Download.' _Note: You can also return a book before the due date using this 'Bookshelf' screen by clicking on 'Return Title.' This can be helpful because you are only allowed a maximum of 5 checkouts at a time._

- You will now be brought to Amazon's website, and you should see the book jacket of the title you checked out. Look on the right hand side of the screen and click on 'Get Library Book.' _Note: If you have more than one Kindle linked to a single Amazon account, you can decide which one to send it to by using the drop-down menu below the 'Get Library Book' button._

- That's it! If your Kindle device has Wi-Fi enabled your book should automatically show up in your book list on your Kindle device or Kindle app. If not, it may help to sync your Kindle by going into your Kindle's settings menu and selecting 'Sync Device.'

- _Note: If your Kindle does not have Wi-Fi you will need to transfer the book via USB connection to your Kindle device. If that is the case with the particular title you want, visit the following link (http://www.amazon.com/gp/help/customer/display.html?nodeId=200798780) to view Amazon's detailed information on this process for each individual device._