

## How eBook Lending Works

- eBooks work like normal library books. We have a “copy” of each book. When that copy is checked out, the status for the book will read “place request” indicating that you need to wait for the previous person to finish reading it.
- If a copy is available, you will be able to add it to your cart, check out and download the book.
- eBooks automatically expire after 14 days. However, you may check them back in early if you wish.
- You may have 10 items out from Overdrive at any time. This includes eBooks and audio books.

### Brief Instructions for the Tech-Savvie

1. Click on the link to Overdrive on HTL’s web site.
2. Install Adobe Digital Editions from Overdrive (this only needs to be done once).
3. Activate Adobe Digital Editions with an Adobe ID (only done once).
4. Connect your Nook or Sony Reader. Activate it with the same Adobe ID.
5. Check out a book on Overdrive. Download it to Adobe Digital Editions.
6. Drag and drop the book on to your Nook or Sony Reader.
7. In your Nook, go to “My Library” and then to “My Documents”
8. In a Sony Reader, go to Books.

## Detailed Instructions for the Rest of Us

### Setting your Computer to work with our eBook provider, Overdrive

- A. Go to our library homepage: <http://horshamlibrary.org>
- B. On the left-hand side, click on [Digital Books To Go!](#)
- C. Click once again, at the next screen.
- D. On the Overdrive page, scroll down to the bottom. On the left-hand side under Software Downloads, click on Adobe® Digital Editions.
- E. Download and install Adobe Digital Editions. This software requires Flash.
- F. Open up Adobe Digital Editions. It will ask you to activate your software with an Adobe ID.
- G. If you create an Adobe ID:
  - a. You may download the book to more than one computer as long as the computers all use the same Adobe ID. (Up to 6 computers can be activated using one Adobe ID.)
  - b. You can transfer your eBooks only to eReaders that are using the same Adobe ID.
- H. If you decide to continue anonymously:
  - a. You will not be able to transfer eBooks to your eReader!
  - b. You may only download to one computer.
  - c. You can activate an Adobe ID at any time. However, you may lose the rights to see any eBooks that were downloaded previously (anonymously).
- I. We recommend that you create an Adobe ID. Follow the steps to do so.
- J. Activate your Nook by plugging it into your computer with Adobe Digital Editions open.
- K. (See below for Sony Reader instructions.) Adobe Digital Editions will detect your Nook and ask to activate it using the same Adobe ID as your copy of Adobe Digital Editions. Follow the prompts. (It may take a few minutes for Digital Editions to see your Nook.)



## Sony Readers

1. Verify your Sony Reader has v 1.1 firmware installed.
2. Install Sony eBook Library software from <http://ebooksstore.sony.com/download/>
3. **Very Important:** While unplugged, turn on your Sony Reader. Let it boot up.
4. Plug your Sony Reader into your computer. Wait until the computer sees it.
5. Open up Adobe Digital Editions. This is available for download from the Overdrive website.
6. If you have not previously set up your Sony Reader, Adobe Digital Editions will ask to register it using the same Adobe ID as you Digital Editions.
7. Your Sony Reader will appear on the left under Bookshelves.
8. Download ebooks from Overdrive (see attached sheet) and drag the book icon to the Sony Reader icon. The book will transfer to the Reader.
9. Disconnect your reader & unplug.
10. To find your new eBook, go to Books.

## Returning Items Early

To return an item early so that you can check out another, hover your mouse over the book in Adobe Digital Editions.

Click on the Item Options arrow in the upper left corner of the title icon.

Click on Return Borrowed Item.

## Expired eBooks

When your license to view the eBook expires, you will not be able to read it anymore. However, the data for the eBook will stay on your computer, nook or Sony Reader until you delete it.

To delete from Adobe Digital Editions, click on the Item Options arrow in the upper left corner of the title icon. Click Delete Item.

To delete from your Sony Reader:

- Click on the Sony Reader icon in Adobe Digital Editions.
- Click the Item Options arrow over each book and then click Delete Item.
- OR
- With the book open to the “Protected Page” message, push Options on the Sony Reader.
- Scroll down until you see Delete Book.

To delete from your Nook:

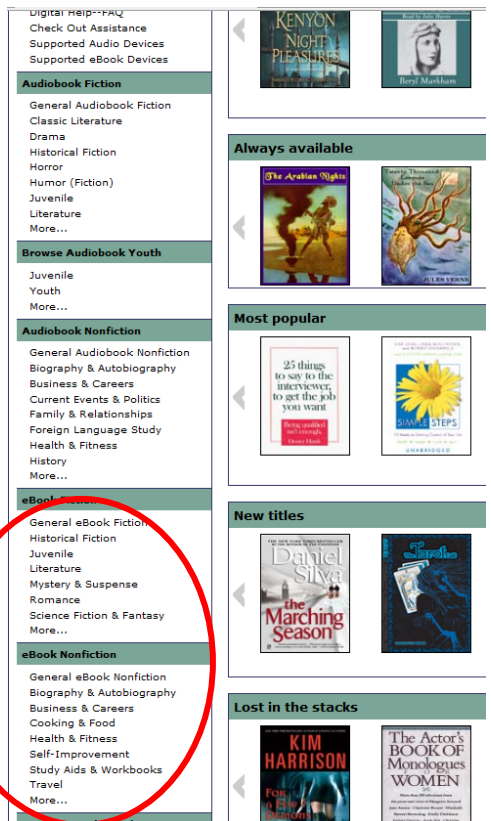
- click on the Nook icon in Adobe Digital Editions.
- Click the Item Options arrow over each book and then click Delete Item.

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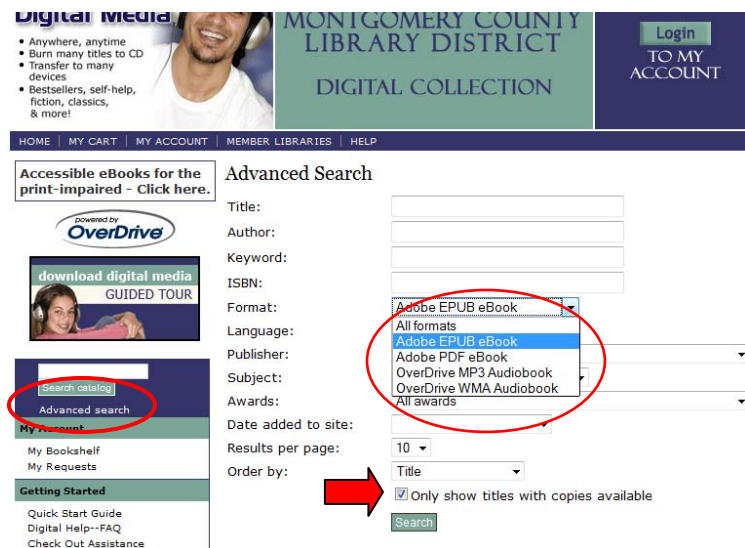
bjs/ 1.2011

## Checking out eBooks on OverDrive

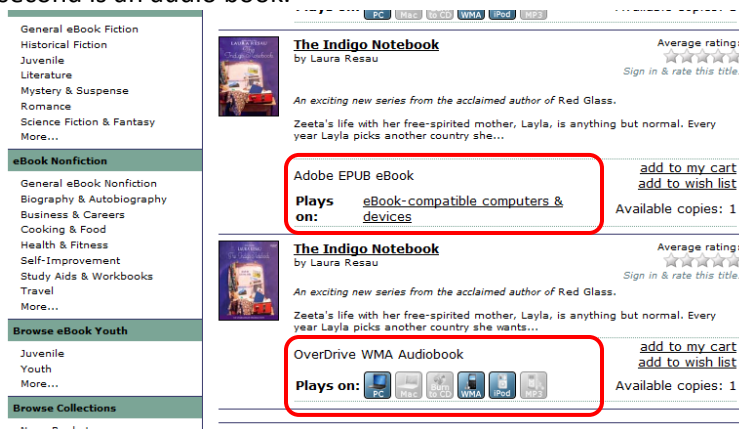
- A. You can browse through just the eBooks by scrolling down until you see the eBook sections on the left of the screen:



You can also go to the Advanced search, Limit by Format and Show Only Titles with Available Copies:

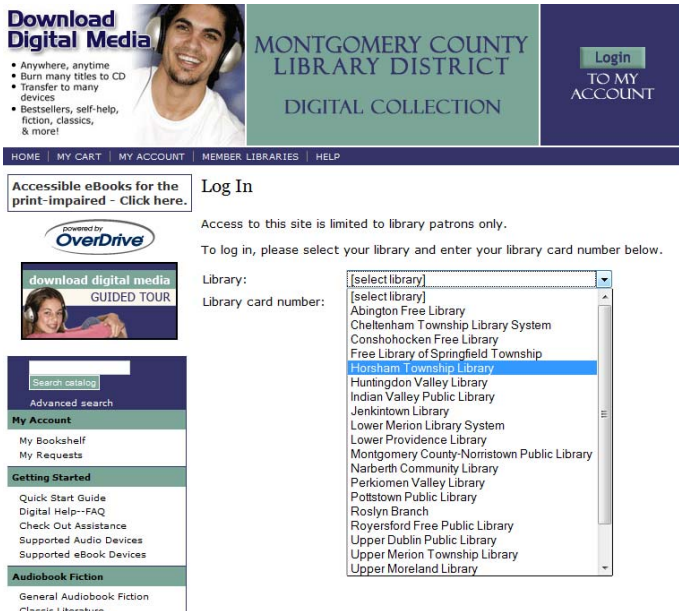


- B. In a general search, eBooks will be mixed in with audio books. You can tell the difference by checking the type of the book and what they will play on. The first item below is an eBook. The second is an audio book.



- C. To check out a book, click “add to my cart.” If you are finished browsing, click “proceed to checkout.”

D. When you log into your OverDrive account, the library you choose should be based on your library barcode number:



21224.... numbers, choose Horsham Township Library

22398.... numbers, choose Montgomery County-Norristown Library

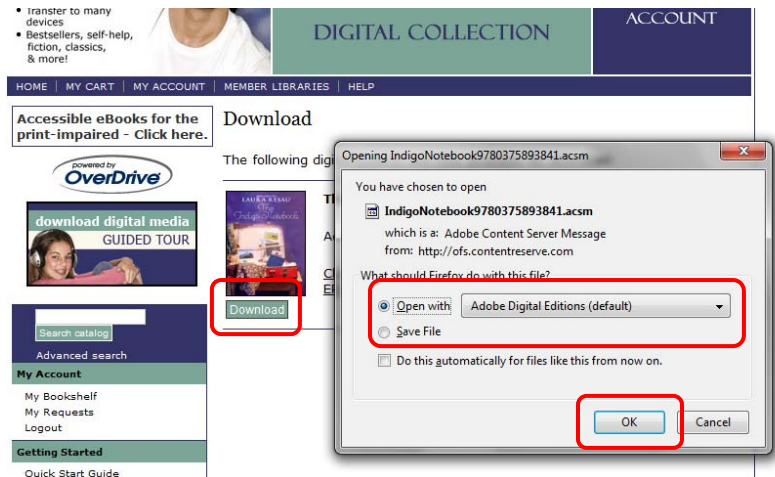
(Hatboro residents, please contact the library for information on using Overdrive.)

(Bucks County cardholders, you must access Overdrive through your Bucks County Library.)

E. Download your title, allow it to Open with Adobe Digital Editions, click OK.\*

The Adobe Digital Editions screen will show the downloaded title in the main screen. Connect your nook to your computer; it will appear on the left under Bookshelves.

Drag the icon of the downloaded title to the nook icon. The content will transfer.



To find the new eBook, go to My Library on your nook. Scroll until you see My Documents.

The downloaded book will be in My Documents.

\*On some computers, the pop-up screen does not give "Open with Adobe Digital Editions" as an option. You have to Save the file, then find it in the Downloads file on your computer. Right-click, then choose Open With... and select Adobe Digital Editions.