# Kentucky Libraries Unbound: eBooks

## How to Check Out, download, & transfer Adobe EPUB & PDF titles

The Calloway County Public Library is pleased to offer library patrons the ability to download free eBooks through Kentucky Libraries Unbound, a consortium of Kentucky Public Libraries powered by OverDrive. CCPL card holders can check out and download eBooks anytime, anywhere by visiting <a href="www.callowaycountylibrary.org">www.callowaycountylibrary.org</a> web page. Patrons may select the Kentucky Libraries Unbound tab and then click on the OverDrive Logo. There is also a Kentucky Libraries Unbound tab located on the LS2PAC page.

## **How EBook Lending Works**

- EBooks work like normal library books. We have a digital "copy" of each book.
- If a copy is available, you will be able to add it to your cart, check out, and download the book.
- If all copies are checked out, the status for the eBook will read "place eHold" indicating that you need to wait for an available copy.
- eBooks automatically expire after the check out period (7-21 days). However, you may check them back in early if you wish.
- You may have 10 items out from Kentucky Libraries Unbound at any time. This includes eBooks and audio books.

#### What You Need

- 1. A Calloway County Public Library Card.
- 2. A computer (minimum: Win 200 SP4 or Mac v10.4.10)
- 3. Internet access
- 4. An eReader that can display DRM-protected Adobe ePub or PDF eBooks (most Kindles, Nooks, Sony Readers, Kobos, smartphones, including iPhones & Droid, & iPads.)

# **Instructions in Brief**

- 1. Go to CCPL's web page: <a href="www.callowaycountylibrary.org">www.callowaycountylibrary.org</a> and click the OverDrive Logo or you click on the Kentucky Libraries Unbound tab located on the LS2PAC Page.
- 2. Download and install the free Adobe Digital Editions Software from Kentucky Libraries Unbound (Link in the lower left of the KLU website).
- 3. Activate Adobe Digital Editions with an Adobe ID
- 4. Connect you compatible eReader. Activate it with the same Adobe ID.
- 5. Check out a book from Kentucky Libraries Unbound. Download it to Adobe Digital Editions.

6. In Adobe Digital Editions, drag and drop the book on to your eReader icon (in the "bookshelves" list).

## Step 1: Set Your Computer to Work with our eBook Provider, OverDrive

- 1. Go to our library homepage: <a href="www.callowaycountylibrary.org">www.callowaycountylibrary.org</a>. Either select the Kentucky Libraries Unbound tab and clicking the OverDrive Logo or enter the LS2PAC and click the Kentucky Libraries Unbound tab located at the top of the page.
- 2. On the KY Libraries Unbound page, scroll down to the bottom. On the left-hand side under Software Downloads, click on Adobe Digital Editions.
- 3. Download and install Adobe Digital Editions. This software requires Flash.
- 4. Open up Adobe Digital Editions. It will ask you to activate your software with an Adobe ID.
- 5. 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 devise that are using the same Adobe ID.
- 6. 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 and Adobe ID at any time. However, you may lose the rights to see any eBooks that were downloaded previously.
- 7. It is recommended that you create an Adobe ID. Follow the steps to do so.
- 8. Activate your eReader by plugging it into your computer with Adobe Digital Editions open.
- 9. Adobe Digital Editions will detect your device 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 eReader.)

# **Checking Out eBooks on OverDrive**

- 1. Go to our library home page (<a href="www.callowaycountylibrary.org">www.callowaycountylibrary.org</a>). Enter LS2PAC and click on the Kentucky Libraries Unbound tab. This will take you to the KY Libraries Unbound website (our digital media catalog)
- 2. Click on Login. Select Calloway County Public Library from drop down list.
- 3. Login in using your library card number (the entire barcode number on the back of your card) and your PIN.
- 4. Search for titles. You can limit your search to eBooks by clicking on the Advanced Search. You may also limit to available copies.
- 5. To check out a book, click "add to eCart". Or place a hold if is not available.
- 6. Proceed to Checkout. Confirm checkout.

7. Click Download. If given the option to open or save, click open. Depending on your computer, the title will automatically open or give you the option to open with Adobe Digital Editions.

## **Getting Your eBook on to Your Nook**

- 1. Open up Adobe Digital Editions.
- 2. Plug in your Nook. If you have not previously set it up, Adobe Digital Editions will ask to register your Nook using the same Adobe ID as your Digital Editions.
- 3. Your Nook will appear on the left under Bookshelves
- 4. To transfer your EBook to the Nook, click on your previously downloaded eBooks and drag them to the Nook icon. The book will transfer.
- 5. Unplug your Nook.
- 6. To find your new eBook on your Nook, go to My Library
- 7. On the touch screen, scroll up until you see My Documents.
- 8. Your new book will be in My Documents.

## Getting Your eBook on to Your Sony Reader

- 1. Verify your Sony Reader has v1.1 firmware installed.
- 2. Install Sony eBook Library software from <a href="http://www.bookstore.sony.com/download/">http://www.bookstore.sony.com/download/</a>
- 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.
- 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 your Digital Editions.
- 7. Your Sony Reader will appear on the left under Bookshelves.
- 8. To transfer your eBook to the Sony Reader, click on your previously downloaded eBooks and drag them to the Sony Reader icon. The book will transfer.
- 9. Disconnect your Reader & unplug.
- 10. To find your new eBook on your Sony, go to Books.

# Getting Your eBook on to Your Kindle

- 1. You will need your Amazon account information but otherwise no set up is required.
- 2. Connect your Kindle to your computer or to your Wi-Fi.
- 3. Select and check out a book. Note: You must choose the Kindle version of your book.
- 4. At the Download Screen, click "Get for Kindle".
- 5. Your computer will automatically launch the Amazon website. Click "Get Library Book"
- 6. Log into your Amazon Account.
- 7. Your Amazon account will ask you which Kindle you would like to send your book to. Select the correct one and click continue.

- 8. Connect your Kindle to wireless. Library books cannot be transferred via 3G/Whispernet.
- 9. At this point, Amazon will either send your book to you via wireless or you can download it directly.

## **How to Return Items Early**

- 1. To return an item early so you may check out another, hover your mouse over the book in Adobe Digital Editions.
- 2. Click on the Item Options arrow.
- 3. Click on Return Borrowed Item.

## What to Do When Your Book Expires

- 1. When your license to view the eBook expires, you will not be able to read it any more.
- 2. However, the data for the eBook will stay on your computer & eReader until you delete it.
- 3. To delete from Adobe Digital Edition, click on the Item Options arrow over the book title.
- 4. Click the Item.
- 5. To delete from your Nook of Sony, click on the eReader icon in Adobe Digital Editions. Click the Item Options arrow over each book and then click Delete Item.

This information is from the Digital Media Help section of Kentucky Libraries Unbound <a href="http://kyunbound.lib.overdrive.com/">http://kyunbound.lib.overdrive.com/</a>, Paul Sawyier Public Library <a href="http://www.pspl.org">http://www.pspl.org</a> and the help files at <a href="http://www.upperdublinlibrary.org/cms/AboutUs/BeyondBooks.aspx#overdrive">http://www.upperdublinlibrary.org/cms/AboutUs/BeyondBooks.aspx#overdrive</a>. For a full list of compatible devices, please visit <a href="http://www.overdrive.com/resources/drc/">http://www.overdrive.com/resources/drc/</a>.