

DOWNLOADING LIBRARY E-BOOKS

To Nooks

Sony E-Readers

And Other Non-Kindle
E-Reader Devices



Cragin Memorial Library is pleased to offer its cardholders downloadable e-books through its membership in the OverDrive consortium.

These instructions can be used to download e-books to the Barnes & Noble Nook, the Sony Reader, and other, *non-Kindle* e-reader devices. Although we refer to these devices as “Nooks” throughout this brochure, the instructions apply to all e-readers *except Kindles*.

Getting Started

To download a library e-book, you will need:

- a computer connected to the Internet with the program *Adobe Digital Editions* installed and authorized (see below)
- a registered Nook or other e-reader device (Kindles excluded)
- a valid library card from an OverDrive-member library

Please note that *you cannot download library e-books to the Nook directly. You must download the book using a computer and then transfer it to your Nook. Because of the way Adobe Digital Editions works, you cannot transfer books to your Nook using one of the library's public computers. You can check out books from OverDrive at the library, but you must download them to your own personal computer and then transfer them to your Nook.*

Before you can put library e-books onto your Nook, you first need to install *Adobe Digital Editions (ADE)* software onto your computer. This software is available for both Windows and Mac operating systems. Go directly to www.adobe.com/products/digitaleditions and follow the installation instructions there. Alternatively, you can go through the process of checking out an e-book from the library (following steps below) and then install the ADE software from the link that will appear on the final check-out screen.

Once you have installed *ADE* onto your computer, open the program. You will be prompted to create an *Adobe* account and then to authorize your computer. You can use a single *Adobe* account login on up to five computers/devices. Note that you **MUST** create an account -- otherwise, you will not be able to transfer library e-books from your computer to your Nook. Also, you will need to authorize your Nook using the same *Adobe* ID (you will be prompted to do this the first time you connect your Nook to your computer once *Adobe Digital Editions* is installed). Follow the instructions on the *Adobe* website to set up your account and authorize your computer.

Note that you need to install and set up *ADE* only once. After the initial setup, you can skip right to the process of checking out and downloading e-books.

Checking Out and Downloading E-Books from the Library Collection

1. On your computer, go to www.colchesterct.gov/library then scroll down and click on the icon for *OverDrive Download*. The *OverDrive* collection also can be accessed directly at <http://libraryconnection.lib.overdrive.com>.
2. Click on *Sign In*, select the library name shown on your library card, and enter your 14-digit library card barcode number (leave no spaces). **Please note that your library card must be from an OverDrive member library. If you live in a community whose library does not pay to belong to the OverDrive consortium, you will not be able to use the OverDrive service.**
3. Select a book and check it out.
 - Choose a category from the menus along the top of the page. To see the largest selection, we recommend starting with *All E-book Fiction* or *All E-book Nonfiction*, especially if you just want to browse and see what kind of books are in the collection. You can also view e-books by category: Classics, Historical Fiction, etc.
 - If you want to see only those books that are *currently available* to check out, at the top of the results screen, click the box next to *Only Show Titles with Copies Available*. You can also search for specific titles or authors in Advanced Search. **Please note: e-books come in Kindle format, Adobe ePUB format, or Adobe PDF format. To read the book on a Nook or other non-Kindle e-reader device, you must select either ePUB or PDF.**
 - Once you find a book you would like to read, click on the title. Either *Place Hold* (see more on placing holds below) or *Borrow*.
4. On the next screen, click on *Download*. (If you don't want to transfer the book to your device right away, or if you have checked the book out using a computer other than your own, you can come back and do this step later. Go to the OverDrive website and log in as directed above, click on *My Account*, click on *My Checkouts*, and then click on *Download*.)

Depending on how your computer is configured, what browser you are using, and other factors, you will see a dialog box that will ask if you want to open or save the file. Select *Open* or *Open With* and make sure that *ADE* is selected as the program with which to open the file. Click *OK*, and *ADE* will open and the book will download into your Adobe Digital Editions library.

NOTE: If you do not have *ADE* installed yet, this is where you can install it. In step 4, above the *Download* button, you will see a link that says *Click here to download the software needed to use this Adobe ePUB eBook title*. If you have *ADE* installed already, you may ignore this link and proceed with Step 4. If you do NOT have it installed, you may click on this link and go through the installation process outlined above.

5. To transfer the e-book to your Nook, plug the Nook into the computer using a USB cable. You should see the device listed in the left-hand column of the *ADE* software (when you are in *Library* view). To transfer the e-book to the device, click on the cover image and drag it onto the Nook.

Returning E-Books Early

Downloadable e-books will automatically return to the library's collection at the end of their loan periods, so you will never have to pay overdue fines. If you do not return your e-book early, at the end of the loan period it will simply expire. The title will still appear in your device contents, but you will no longer be able to open it. However, you may return e-books early if you wish to remove the title from your account or to make titles available for other patrons to borrow. To return a downloadable eBook early:

1. Open *ADE*, and make sure you are in *Library* view.
2. Hover your mouse over the cover of the book you want to return, and a small arrow will appear in the upper left of the book cover. Click this arrow.
3. Select *Return Borrowed Item*. You will see a dialog box asking *Are you sure you want to return this item?* Click *Return*.
4. The book will disappear from your *Adobe Digital Editions* library. You may need to manually remove the title from your device, although you will not be able to open it.

Placing a Hold on an E-Book That Is Checked Out

You may place holds on any e-books that are currently checked out to other patrons. Log in as outlined above and find the item on which you would like to place a hold. Click *Place a Hold* next to the ePUB or PDF version of the e-book.

You will be brought to a screen where you will be asked for an email address. Fill in your address, then click the *Place a Hold* button. You will receive an email when the e-book is ready for you to borrow and download. You will have 48 hours **from the time the email is sent** (not from when you read it!) to log in to OverDrive and check out your item.

When you get the email that the e-book is ready for you to download, log in to OverDrive as directed above, click on *My Account*, click on *My Holds*, then add any available holds to your cart. Then you may follow the checkout procedure outlined above.