TUOLUMNE COUNTY
PUBLIC
LIBRARY

TUOLUMNE COUNTY LIBRARY E-BOOK LENDING POLICIES

EBooks website - http://tuolumnecounty.lib.overdrive.com

Checking out

Two eBooks are allowed for check out. Your Cart holds up to 6 titles at a time. Titles are removed from your Cart after 30 minutes to allow other users the opportunity to check them out.

Returning and Renewing

EBooks may be returned before they expire. EBooks cannot be renewed, but may be checked out again after expiration date if available.

Holds

An email is required to place eBooks on hold. Two eBooks may be placed on hold at one time. We notify you by e-mail when an eBook becomes available. You have 4 days to check out your hold after the email is sent.

To cancel a hold:
1. Log into your account.
2. Click on "MY HOLDS".
3. Click on the eBooks' "REMOVE" to cancel the hold.

Email Change

To change or update an email:
1. Log into your account.
2. Click on "MY HOLDS".
3. Click on the eBooks' "EDIT".
4. Enter the new email address in "EMAIL ADDRESS" then "CONFIRM EMAIL ADDRESS".
5. Click "SUBMIT" to update the email address for the selected eBook.

For help or questions call (209) 533-5507, Tuesday – Saturday, 10am – 6pm

HOW TO RETURN EBOOKS

Please note: Returning eBooks is entirely optional. eBook downloads automatically expire at the end of your checkout period.

Returning eBooks for the Kindle, Kindle Touch & Kindle Fire:
1. On your computer, go to http://www.amazon.com.
2. Click on "My Account" in the top right and sign in.
3. On the "My Account" page scroll down and click on the "Manage Your Kindle" button on the right side.
4. Find the eBook that you want to return from the list of titles.
5. Once you find it, click the "Actions" button on the right and select "Return this book."
6. It will ask you to confirm. Select "Yes." The title will remain on the "Your Kindle Library" page until you select "Delete from Library" from "Actions."

Returning eBooks for the Nook, Nook Color and Nook Tablet:
1. On your computer, open Adobe Digital Editions.
2. Make sure "Library View" is selected. It's the button in the top left that shows three books side by side.
3. To the right in the viewing area, the covers of the books that are checked out should appear. If not, make sure that "All Items" is selected on the left under "Bookshelves."
4. On the top left of the book cover of the book that you want to return, there should be a button with an arrow on it.
5. Click on the arrow and options should be displayed.
6. Select "Return Borrowed Item."

Returning eBooks for the iPad, iPhone or iPod Touch:
1. Open OverDrive Media Console app.
2. On the main screen, press and swipe across the eBook you want to delete. A "Delete" button is displayed next to the title.
3. Tap "Delete" to display the return options.
4. Tap "Return and Delete." The eBook is returned and deleted.

Returning eBooks for an Android based phone or tablet:
1. Open OverDrive Media Console. On the main screen, tap and hold the eBook you want to return. The title menu is displayed.
2. Tap "Delete" to display the return options.
3. Tap "Return and Delete." The eBook is returned and deleted.

Returning eBooks for any Sony eReader: (also laptop)
1. On your computer, open Adobe Digital Editions.
2. Make sure "Library View" is selected. It's the button in the top left that shows three books side by side.
3. To the right in the viewing area, the covers of the books that are checked out should appear. If not, make sure that "All Items" is selected on the left under "Bookshelves."
4. On the top left of the book cover of the book that you want to return, there should be a button with an arrow on it.
5. Click on the arrow and options should be displayed.
6. Select "Return Borrowed Item."

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INSTRUCTIONS FOR KINDLES WITH WI-FI CAPABILITY AND KINDLE FIRE

Step 1 – Turn on your Kindle's Wi-Fi. Tap or click the search field from your Kindle menu screen.

Step 2 – Go to http://tuolumnecounty.lib.overdrive.com
- Click on the "SIGN IN" tab at the top right of the screen.

Step 3 – Enter your complete Library card number and your Library pin number.
- Now you can search for a particular title or just browse. Pay attention to the box below the book cover to see if the title is a Kindle book title.
- If title is available, it will say "ADD TO CART" in box. If it is checked out, it will say "PLACE A HOLD".

Step 4 – Once you find a title you want, click "ADD TO CART".
- Click "CONTINUE BROWSING" to check out more titles or click "PROCEED TO CHECKOUT" to check out the title in your cart.

Step 5 – At the "CHECKOUT" screen, choose a lending period of 7, 14, or 21 days.

Step 6 – Click "CONFIRM CHECK OUT".

Step 7 – At the "DOWNLOAD" screen, click the "GET FOR KINDLE" button.
- This opens the Amazon.com website. You may be required to sign in with your Amazon.com account if you are not already logged in.

Step 8 – In your Amazon.com account, tap or click on the "MANAGE YOUR KINDLE" screen. Find your library eBook, then tap or click on the "ACTIONS" button to download the book to your device.

Step 9 – The eBook will download automatically through the Wi-Fi to your Kindle library.

Step 10 – Enjoy your eBook from your Tuolumne County Library!

For help or questions call (209) 533-5507, Tuesday-Saturday 10-6pm

To return your Kindle Library eBook early, access your Amazon.com account, tap or click on the "Manage your Kindle" screen. Find your library eBook, then tap or click on the "Actions" button and select "Return Borrowed Item".

T U O L U M N E   C O U N T Y
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INSTRUCTIONS FOR KINDLES WITH 3G ONLY

Currently, 3G is not available in the Tuolumne County area.
EBooks need to be downloaded to a Kindle through a computer.

Step 1 – Using a computer with internet access, go to http://tuolumnecounty.lib.overdrive.com
- Click on the "SIGN IN" tab at the top right of the screen.

Step 2 – Enter your complete Library card number and your Library pin number.
- Now you can search for a particular title or just browse. Pay attention to the box below the book cover to see if the title is a Kindle book title.
- If title is available, it will say "ADD TO CART" in box. If it is checked out, it will say "PLACE A HOLD".

Step 3 – Once you find a title you want, click "ADD TO CART".
- Click "CONTINUE BROWSING" to check out more titles or click "PROCEED TO CHECKOUT" to check out the title in your cart.

Step 4 – At the "CHECKOUT" screen, choose a lending period of 7, 14, or 21 days.

Steps 5 – Click "CONFIRM CHECK OUT".

Step 6 – At the "DOWNLOAD" screen, click the "GET FOR KINDLE" button.
- This opens the Amazon.com website. You may be required to sign in with your Amazon.com account if you are not already logged in.

Step 7 – Connect your Kindle to the computer with the USB cable.

Step 8 – In your Amazon.com account, click on the "MANAGE YOUR KINDLE" screen. Find your library eBook, then click on the "ACTIONS" and select "DOWNLOAD & TRANSFER USING USB"

Step 9 – Kindles appear on computers in the same location as external USB drives appear. For Windows users, it is located in the "Computer" or "My Computer" menu. For Mac users, the drive appears on the desktop. Open the Kindle drive. Select "SAVE" in the "DOCUMENTS" folder of your Kindle device. Once you have safely ejected your Kindle from your computer, the eBook will appear on your home screen.

Step 10 – Enjoy your eBook from your Tuolumne County Library!

For help or questions call (209) 533-5507, Tuesday-Saturday 10-6pm

To return your Kindle Library eBook early, access your Amazon.com account, tap or click on the "Manage your Kindle" screen. Find your library eBook, then tap or click on the "Actions" button and select "Return Borrowed Item".

INSTRUCTIONS FOR SONY READER, NOOKS, KOBO AND OTHER ANDROID DEVICES

EBooks are transferred from a computer to an Android device using Adobe Digital Editions software. This software allows readers to view and manage eBooks.

Steps 1 – From your computer, go to Adobe Digital Editions: www.adobe.com/products/digitaleditions

Step 2 – Click or Tap "INSTALL" or "LAUNCH". Then, Click "CONTINUE". The activation screen is now displayed.

Step 3 – Under "AUTHORIZE COMPUTER" enter the email address and password for your Adobe ID. If you do not have and Adobe ID, create an account.
- Click on "CREATE AN ADOBE ACCOUNT". Please fill in requires fields and Click on "CONTINUE" or "ACTIVATE".
- Click "FINISH" to close the "SET UP ASSISTANT" dialog box.

Step 4 - Go to http://tuolumnecounty.lib.overdrive.com
- Click on the "SIGN IN" tab at the top right of the screen.

Step 5 – Enter your Library card number and your Library pin number.
- Now you can search for a particular title or just browse. Pay attention to the box below the book cover to see if the title is an ADOBE EPUB book title.
- If title is available, it will say "ADD TO CART" in box. If it is checked out, it will say "PLACE A HOLD".

Step 6 - Once you find a title you want, click "ADD TO CART".
- Click "CONTINUE BROWSING" to check out more titles or click "PROCEED TO CHECK OUT" to check out the title in your cart.

Step 7 - At the "CHECKOUT" screen, choose a lending period of 7, 14, or 21 days.

Step 8 - Click "CONFIRM CHECKOUT" and "DOWNLOAD" the title.
- When you download your title, Adobe Digital Editions opens automatically.

Step 9 – Connect your eBook reader to your computer, and follow the prompts to authorize your device. Use the same Adobe ID as entered in Step 3. When complete, the link for your reader should display under "BOOKSHELVES". Drag and drop the Adobe eBook to your eBook reader (under "BOOKSHELVES")

Step 10 - Enjoy your eBook from your Tuolumne County Library!

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INSTRUCTIONS FOR READING EBOOKS ON COMPUTERS

EBooks are transferred from a computer using Adobe Digital Editions software.
This software allows readers to view and manage eBooks.

Steps 1 – From your computer, go to Adobe Digital Editions:
www.adobe.com/products/digitaleditions

Step 2 – Click or Tap "INSTALL" or "LAUNCH". Then, Click "CONTINUE". The activation screen is now displayed.

Step 3 – Under "AUTHORIZE COMPUTER" enter the email address and password for your Adobe ID. If you do not have an Adobe ID, create an account.
- Click on "CREATE AN ADOBE ACCOUNT". Please fill in requires fields and Click on "CONTINUE" or "ACTIVATE".
- Click "FINISH" to close the "SET UP ASSISTANT" dialog box.

Step 4 – Go to http://tuolumnecounty.lib.overdrive.com
- Click on the "SIGN IN" tab at the top right of the screen.

Step 5 – Enter your complete Library card number and your Library pin number.
- Now you can search for a particular title or just browse. Pay attention to the box below the book cover to see if the title is an ADOBE EPUB book title.
- If title is available, it will say "ADD TO CART" in box. If it is checked out, it will say "PLACE A HOLD".

Step 6 - Once you find a title you want, click "ADD TO CART".
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Step 7 - At the "CHECKOUT" screen, choose a lending period of 7, 14, or 21 days.

Step 8 - Click "CONFIRM CHECKOUT" and "DOWNLOAD" the title.
- When you download your title, Adobe Digital Editions opens automatically.

Step 9 - Enjoy your eBook from your Tuolumne County Library!

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