

Downloading eBooks

Nook Glowlight & eInk Readers



Before You Start

To get started, you will need access to the following items:

- A fully charged NOOK Glowlight or eInk Reader
- A laptop or desktop computer with Internet access
- A Lake Bluff Library Card (or a card from another library that subscribes to Overdrive/My Media Mall)
- USB Transfer Cable/Charger for your NOOK Glowlight or eInk Reader
- Adobe Digital Editions (free software)

Setup

If this is your first time using Overdrive, you'll need to complete some one-time setup steps.

Create an Adobe ID, Download Adobe Digital Editions, & Authorize Your Computer

1. Download and install Adobe Digital Editions, available for free at: <http://www.adobe.com/solutions/ebook/digital-editions/download.html>.
2. Open Adobe Digital Editions once it is installed.
3. You need to authorize your computer using your Adobe ID. Click on Help > Authorize Computer.
4. You'll need to create an Adobe ID. Click on "Create an Adobe ID" option to create a free Adobe ID.
5. Enter your Adobe ID and password. Click OK.

Congratulations! You have successfully set up your computer to download eBooks! Proceed to the next sections to learn how to check out eBooks.

Sign in to My Media Mall

1. Visit www.mymedimall.net using your desktop or laptop computer.
2. Click on the "Sign In" link in the top right corner of the page.
3. Select "Lake Bluff Public Library" (or the name of your home library) from the drop down menu.
4. Enter your library card number (numbers only, no spaces or dashes) and click the "Sign In" button. If you've saved your card number on this device, you'll just need to click the "Sign In" button.

Hint: Check the "Remember my login information on this device" box to save your card number.

Troubleshooting: If you can't log in, your card may be expired, or you may have fines in excess of \$5.00. To check on the status of your card, please call the library or log in to your online account



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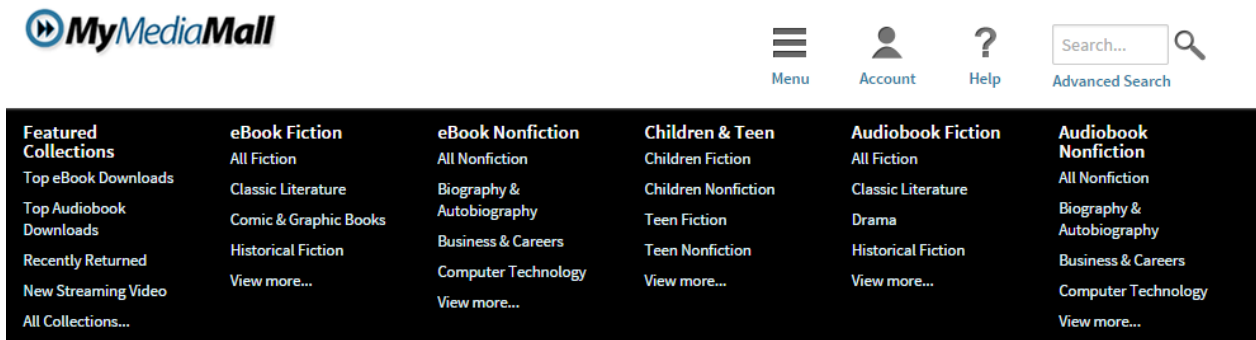
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Searching for Items

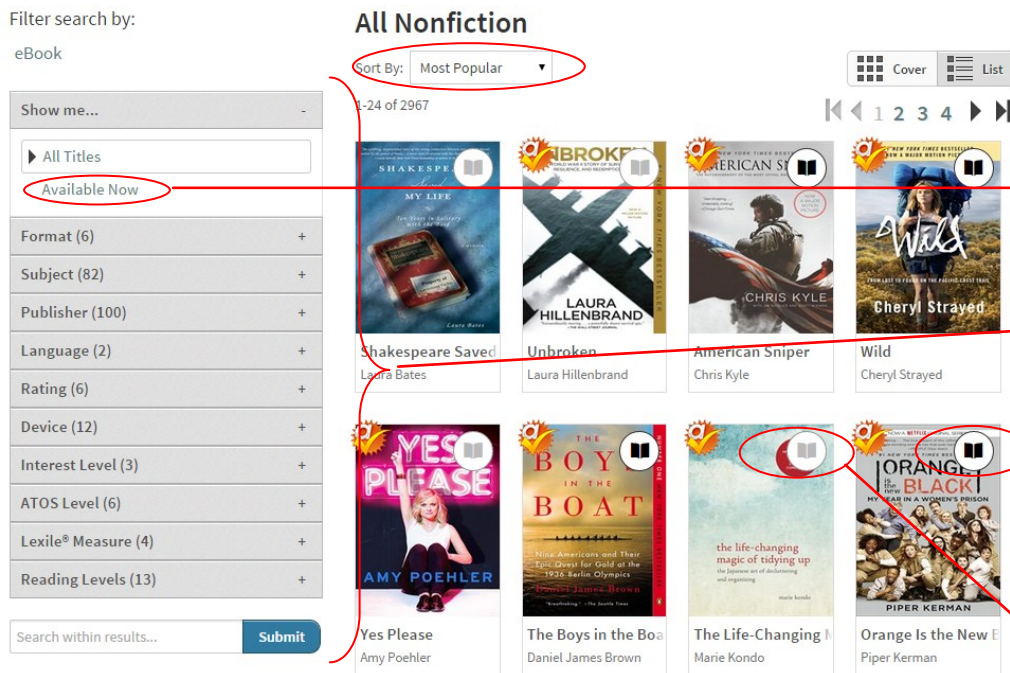
There are several ways that you can search for items.

Browsing

You can browse collections by clicking one of these links:



Once you've clicked on a link, you'll see a list of all the titles in that collection. Use the facets on the left-hand side of the page to further narrow your choices.



Sort titles in a specific order.

Click this option to only show titles that are available.

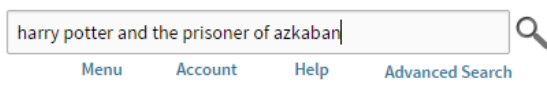
Use facets to narrow your search by format, subject, etc.

Shows format and availability. This is an eBook that is currently available to check out.

This is an eBook that is checked out (but you can put a hold on it!)

Search

If you have a specific title or author in mind, you can search for it using the search bar at the top of the page.



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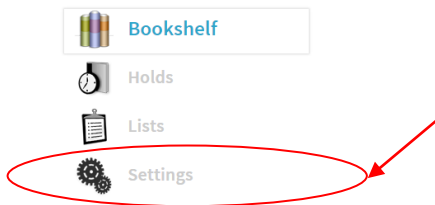
Setting Up Loan Periods

If this is your first time checking out, you might want to review your loan period settings. You can choose a loan period of 7, 14, or 21 days for eBooks and eAudiobooks; streaming videos have loan periods of 3, 5, or 7 days.

1. Sign into My Media Mall. Click on the “Account” link near the top of the page.



2. In your account page, click on the “Settings” tab.

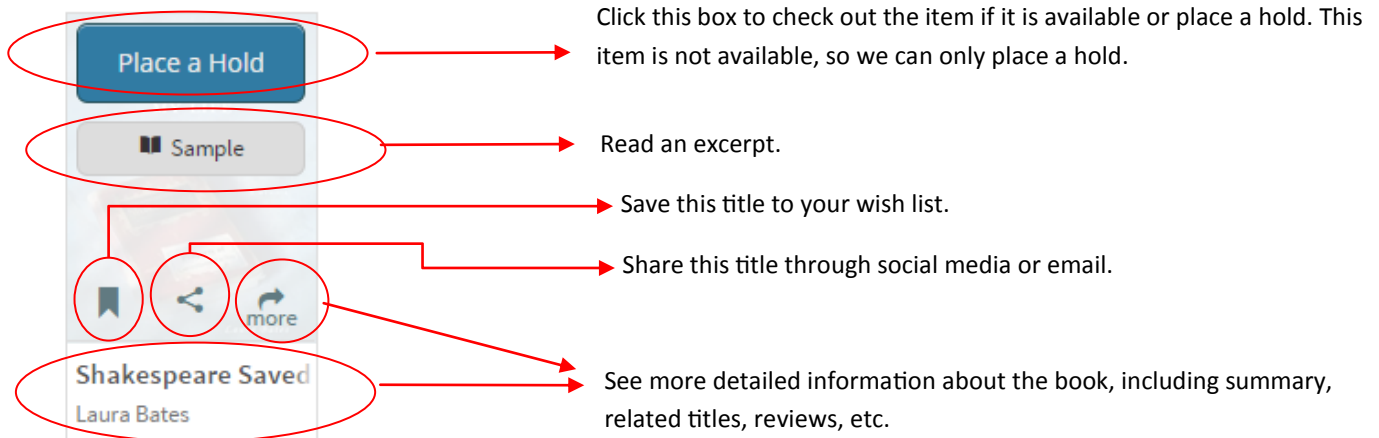


3. The loan period settings are at the very top of the page. If you want to change your loan period settings, just click on the time period that you would like. Your changes will be saved automatically.

- You don't need to do this for every checkout—the app remembers what loan period you've chosen.
- If you change your settings while you have items checked out, your current loans won't be adjusted to reflect the new loan period; it will only apply to items that are checked out after the change is made.

Get More Information About a Title

While you're browsing, you might want to see more information about a title, such as the summary or related titles. Click on the cover of the item that you're interested in to pull up the following menu:



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Checking Out

Once you have located a title to borrow, you will need to check it out and download it to your computer before transferring it to your eReader. You may have a total of 5 items checked out to your account at any given time.

1. Click on the blue “Borrow” button.
2. This will bring you to your account’s bookshelf. Click on the “Download” button next to the item.
3. Select the desired format.
 - Be sure to choose EPUB/PDF. The Kindle book format will **not** be compatible with your device.
 - You will not be able to change your format selection once you tap “Confirm and Download,” so make sure that you have the format that you want!
4. Confirm your selection. Your item will download to your computer.

Transferring to Your Device

1. Locate the file that you just downloaded and open it. It should open in Adobe Digital Editions and display in your Library.
2. Connect your Glowlight or eReader to your computer using the USB Transfer Cable/Charger. The eReader should appear under the “Devices” heading in Adobe Digital Editions. If it doesn’t appear immediately, try relaunching Adobe Digital Editions.
3. Transfer the eBook to your NOOK by right clicking on the title and selecting “Copy to Device > NOOK.” If you want to confirm that the file transferred before you unplug, click on the “NOOK” option under the “Devices” heading.
4. Eject the NOOK from your computer before you unplug the device.
 - Windows: Locate the NOOK on your computer (usually visible from “My Computer.”). Right click on the NOOK and select “Eject.”
 - Mac: Locate the NOOK on your computer (usually visible on the desktop). Right click on the NOOK and select “Eject.”
5. The eBook will now be accessible from your NOOK’s library.

Renewing

Like print books, items may be renewed provided that no one is waiting for them.

1. The option to renew will become available three days before the item is due.
2. Sign in to My Media Mall. Click on the “Account” icon to visit your account bookshelf.
3. Locate the item that you want to renew. Click on “Renew.”
4. Renewing will place an advance hold on the item so that when it expires, you’ll be able to check it out immediately.



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Returning

Items expire automatically at the end of their loan period, but you can return them early

1. Connect the device to the computer using the USB cord/charger.
2. Open Adobe Digital Editions.
3. Click on “All Items” to show all of the items currently associated with the device and the computer.
4. Locate the item you wish to return. Right click on the item and select “Return Borrowed Item.” This will remove the item from both the computer and the device.

Holds

If an item is checked out, you may put it on hold. You may have up to 7 holds at any given time.

1. Locate an item that you would like to check out. Click on the “Place a hold” button.
2. This will take you to a confirmation page. Click “Place a hold” to complete the request.
 - If you have automatic checkout enabled, the hold will automatically check out to your account once it is available. You will still need to download the item and transfer it to your device.
 - If you don’t have automatic checkout enabled or if your account already has 5 items checked out, you’ll receive an email when your item arrives. You will have 72 hours to retrieve your hold item. Holds may be retrieved from the “Holds” page in the “Account” section of My Media Mall.

eAudiobooks and Streaming Video

eAudiobooks and Streaming Video are not compatible with eInk devices.

Lost? Not Sure What to Do?

Please feel free to call or visit the library with questions! We are always happy to help. We do recommend calling ahead of time so that we can ensure that someone is available to help you, especially if your question is more in-depth, or if you’d like someone to walk you through the process.

