USING

To Download Library Books

Onto Your Kindle

To borrow an e-book from the Ocean County Library, you need to have a valid Ocean County Library card (less than $25 in fines), an Apple ID, Internet access, an e-mail address, and an Amazon account. If you have a black-and-white Kindle, you will need to have access to a computer.

TO BORROW A BOOK:

1) Go to **www.elibrarynj.com** on your Fire (if you have a black-and-white Kindle you need to do this on a computer).

2) Tap **Sign In** on the top right side of the screen, then tap the down arrow next to **Select Library**. Choose **Ocean County Library** and tap **Go**. Enter your library card number and tap **Sign In**.

3) If you are searching with your Kindle Fire, tap Q at the top of the screen and then tap **Advanced Search**. If you are using a computer, click **Advanced Search** on the top right side of the screen.

4) On the drop-down menu beside the words **All Formats**, select **Kindle Book**. If you want titles that are available immediately, tap in the box beside the words **Show Only Titles with Copies Available**. Tap **Search**. *Please note*

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that although you are requesting titles that can be borrowed right away, the searching isn't perfect and may also show titles that you will need to place a hold for (see the next step).

5) On each book cover, you will see a tiny image of an open book in the top right corner. If the image is black, the book is available for immediate checkout. If the image is gray, you will need to add your name to the waiting list. To do this, tap the book cover and then tap **Place a Hold**.

6) When you find a title that you'd like, tap the book cover. Tap **Borrow** to check the book out, **More** to read a summary of the book, or **Sample** to read part of the book before you check it out. You can also tap to add the book to your **Wish List** if you might want to read the book in the future.

7) Tap **Go to Checkouts**.

8) Tap the down arrow beside the word **Download**. Check the box beside **Kindle Book**. Tap **Confirm & Get Kindle Book**. This will take you to the Amazon website.

9) Tap **Get Library Book** in the green box on the right side of the page.

10) Type in your e-mail address and Amazon password.

11) Make sure that the box under **Deliver To** has the correct name of the device that you want to read on. If not, click the down arrow to select another device. Tap **Continue**.

12) You should see the book on your Kindle the next time that you connect to Wi-Fi. If it does not appear right away, tap the **Settings** button - (which is either in the top right corner of your screen OR can be accessed by

swiping down quickly from the top of the screen) and then tap **Sync**. The book should automatically appear on your home screen.

TO READ AN E-BOOK:

1)   To turn the pages of the book, swipe your finger or a stylus across the screen.

2)   To add a bookmark to your book, tap the top right corner of the screen.

3)   To change the font size, brightness, background color, margins, or line spacing, access the **Action Bar** by tapping the center of the screen. Tap **Aa** at the bottom of the screen to adjust your reading preferences. Tap the center of the screen to make the **Action Bar** disappear.

4)   To look up a word in the dictionary, press and hold down the word.

5)   To go to a particular chapter in the book, tap the center of the screen and then tap on the **Action Bar** at the bottom of the screen. Tap **Table of Contents** and select the chapter that you want to go to.

TO RETURN A BOOK:

Library e-books are automatically returned (so you don't have to worry about late fees!). However, the book will continue to appear on your Kindle until you delete it from your device (the cover image will display the title and the words "loan ended."). If you have an older Kindle Fire, you can remove the image by pressing the cover image on your **Carousel**. Then, tap **Remove from Device**.

To return the book early and remove it from your ELibraryNJ account.....

1) Go to **Amazon.com** and sign in with your username and password. Tap **Your Account** in the top right corner. Tap **Manage Content and Devices**.

2) You will see a list of titles that are on your device under the heading **Your Content**. Look for the title that you want to return and / or delete from your Kindle. Tap the **Actions** button – **"…"** - to the left of the title.

3) Tap **Return This Book** and then tap **Yes** when you are asked whether you are sure that you want to return it. The book is removed from your list of Kindle contents.

OTHER THINGS TO KNOW:

1) To borrow an audiobook, search for titles with the format **OverDrive MP3 Audiobook**. You will see a tiny image of headphones in the upper right corner of each title. If the image is black, you will be able to borrow the title immediately. If the image is gray, then you will need to go on the waiting list. **Please note that you will also have to follow the instructions for downloading the OverDrive app in order to listen to audiobooks from ELibraryNJ on your Kindle Fire.**

2) There is a limit of 5 items that can be checked out at one time.

3) You can decide how long you would like to borrow your e-books and audiobooks! Tap **Account** at the top of the screen, then tap **Settings**. Press the button for the number of days that you would like (7, 14, or 21).

4) Items can be renewed one time (if no one is waiting for them). The **Renew** option will appear 3 days before a title's expiration date. Click the word **Renew** to activate the renewal option. If there are existing holds on the item, the **Renew** option will be grayed out; however, you can still place a hold on the book.

5) You can manage your holds by tapping **Account** and then **Holds**. Tap the down arrow beside the word **Options** beside the title to suspend or remove your hold, change your e-mail address, or decide whether the book is automatically checked out to you when it becomes available.

6) Create a **Wish List** of titles that you want to read, **Rate** books that you've read, or find books that are **Recommended for You** based on titles that you've borrowed. View these options by tapping **Account** and then **Lists**.

7) You can decide whether you want to view cover images when you browse, and whether you want to exclude books that may be graphic. To adjust these settings, go to **Account** and then tap **Settings**. Select the **Maturity Level** and **Cover Images** of the type of material that you want to see.

8) Another way to search for a title is to tap **Menu** at the top of the **ELibraryNJ** page. This will allow you for browse e-books and audiobooks by genre.