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Returning your Library eBook early

Your eBook will automatically return on its due date.

If you would like to return it early, open Adobe Digital Editions on your computer. Make sure you are in **Library View**. Hold your mouse over the cover of the book you wish to return on the right pane. Right-click on the cover.

Click **“Return Borrowed Item.”**

You will be asked: “Are you sure you want to return this item?” Click **“Return.”** The book will disappear from your screen.

If the cover does not disappear, right-click on the cover again. Click **“Remove from Library.”** The book will disappear from your screen.

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Placing and Retrieving a Hold

If a title is not currently available, the **“Borrow”** button will be replaced by **“Place a Hold.”** Click **“Place a Hold”** next to the eBook you want. You will be then asked to enter your email address twice, and then click the **“Place a Hold”** button. When the eBook is available, you will receive an email.

From the time the email is sent, you have three days to return to OverDrive and check out the eBook.

****NEW**** Automatic Borrowing

If you'd like a hold to be automatically borrowed for you when it becomes available, make sure that "Automatically borrow this title when it becomes available" is selected.

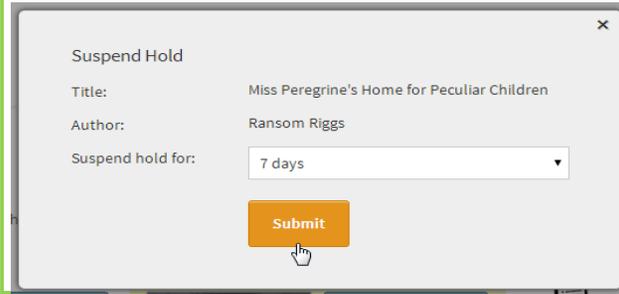
You can turn automatic borrowing on or off for any title you've placed on hold by visiting your **Holds** page and selecting the **[Edit]** link under "Auto checkout."

Suspend Holds

Select your **Holds** page.

Select **Suspend hold** from the **Options** drop-down menu next to the hold you'd like to suspend.

Choose the number of days you'd like to suspend your hold, then select **Submit**



To retrieve your hold, return to the OverDrive site and click on **“Account.”** Sign in to your account. Click on **“Holds.”** Next to the title of your book, click on **“Borrow”** to check out your book and proceed with your download.

Need more help?

On the OverDrive home page, click on **Help**. Then click on **OverDrive Help**.

Questions?

Call or stop in at your local public library—
we'd be happy to assist you!
Or visit www.lib.de.us and click on **“Ask a Librarian”**



Want to suggest an eBook for purchase?
Have a comment about our eBook site?
Email feedback@lib.de.us

Revised 10/2014

How to Download a Library eBook to your **Nook***



**Note: To download books directly on a Nook Color or Tablet, please install the OverDrive app from the Nook App Store. See the Android pamphlet for more information.*



delaware.lib.overdrive.com

This step-by-step guide brought to you by



<http://www2.lib.udel.edu/dla>

What you'll need to get started

- A library card in good standing. You do not need your PIN to use OverDrive. If your card has expired, go to your local library to renew it.
- Adobe Digital Editions software installed on your computer and authorized with your Adobe ID. (To get these see the **Adobe** instruction pamphlet.)
- The cable you use to charge your Nook

Note: To download books directly on a Nook Color or Tablet, see the Android and Adobe pamphlets for more information.

1 Check out and Download an ePUB or PDF to Adobe Digital Editions

Go to delaware.lib.overdrive.com

Click “**sign in**” (top right of the screen) Type in your library card number (all digits, no spaces) and click “**Sign in.**”

Before you begin downloading books, it will be helpful to set your default checkout times by clicking “**Account**” and then “**Settings.**”

Once you've chosen a book, click on the title or the book's cover. Click the “**Borrow**” button.

The book is now checked out to you and will be displayed on your Bookshelf.

If you discover you have chosen the incorrect title, after clicking “**Borrow**”, but before attempting to download, you can click the “**Return Title**” button. The book will be removed from your account. **If not, proceed to next step.**



Click “**Download,**” - a menu will open so you can choose the type of book you wish to download. Choose “**EPUB**” or “**PDF**” then click “**Confirm & Download.**”

A box will pop up asking if you want to save, open or cancel this file. Click “**Open.**” (Think “Open Book”)

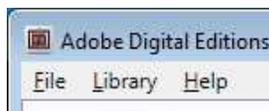
Adobe Digital Editions will open – (please note, the first time it opens, you may be prompted to authorize the software with your Adobe ID.)

Your eBook will load – displaying the cover on the right and the table of contents in the left pane. This is the Reading View.

You can read your book on your computer **OR** You can transfer the book to your Nook. See Step 2

2 Transferring your Downloaded Library eBook to your Nook

Click on “Library” in the upper-left corner to go to the Library View.



Plug your Nook into the computer, using the USB cable. Your Nook may automatically turn on at this point. If not, turn on your Nook.

You should soon see the following message (or similar) *on your Nook*: “If you want to use your Nook and continue charging, please choose Eject from the menu for the Nook drive on your computer” — this means your Nook is ready to receive an eBook from your computer.

The first time you plug your Nook into the computer: *On your computer, a window will open in your Adobe Digital Editions screen. Click “**Authorize Device.**”*

*If prompted, type in your Adobe ID and password. You will receive a message that your device has been successfully authorized. Click “**Finished.**”*

You will now see an additional icon that says **Nook** (or the title of your Nook) underneath the Devices in the left side pane of Adobe Digital Editions. **

Click on “All Items” to return to the books stored on your computer. Click on the title that you want to transfer to your Nook, then click again and hold down the mouse button on the cover of the book that you wish to transfer. Drag the cover to the Nook on the left. When a green plus sign shows, let go of the mouse button. The eBook will then copy to your Nook.

****Note**—if your Nook does not appear under your Bookshelves: Close the Adobe Digital Editions window. Safely eject and unplug your Nook. Reconnect your Nook to your computer and wait a few moments. Open ADE. In Library View, your Nook should now display above Bookshelves on the left side of your screen.

Safely eject your Nook from your computer. Unplug your Nook from the USB cable.

On your Nook 1st Edition: Go to **My Library**. Go to **My Documents**. Your new eBook will be listed. Click on your eBook title to open it & begin reading.

On your Nook Touch: Tap **Library**. Make sure **All** is selected from the drop down box near the upper left corner. Tap the eBook to open it & begin reading.

3 Renewing your Library eBook

Select the **Renew** icon next to the title you'd like to renew.

Note: This option does not appear until three days before the title is due to expire.

If the **Renew** icon is green, you can borrow the title again once your checkout expires.

If the **Renew** icon is grayed out, there are existing holds on the title. You can use the Renew feature to be placed on the title's holds list. Press “enter” and confirm your email address, then click the Renew button.

