

New Hampshire Downloadable Books

Site Revision - August 2016

Last Update: June 2018

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Minor Updates made since 4 October 2016:

- Checkouts (found in account) is now called Loans. Some screenshots have been changed, but most still show “Checkouts.” Please know that Checkouts are now Loans.
- Update to MP3 Audiobook downloads and transfers from iTunes to an Apple device to reflect the Mac update OS X El Capitan.
- On the OverDrive app, a new bookshelf icon was added, giving patrons a direct link to their Loans.
- Libby instructions added August 2017.
- New screenshots for accounts added May 2018.
- Digital magazine instructions added June 2018.

About This Service

New Hampshire Downloadable Books is a collaboration of more than 200 NH public libraries and the NH State Library. Library patrons from participating public libraries have access to a large collection of digital audiobooks, eBooks, and magazines.

Just like the books borrowed from a physical library collection, these digital titles are borrowed for 7 or 14 days. Waiting lists are common for new materials, but thousands of other titles are available for checkout at any time. Materials are automatically returned to the collection at the end of the lending period and there are never any late fees. Digital magazines are available to everyone without a waiting period.

A valid library card from a participating New Hampshire public library is required to log into this service. Check with your local public library for more details.

Your Account

Before placing a hold or checking out a title, you will need to be signed into the site.

- Click or tap on “Sign in.”

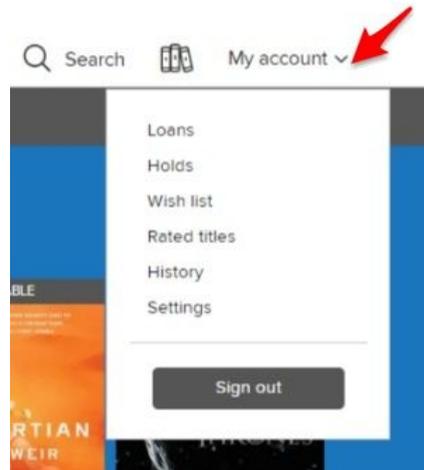


Unless you have already set up an OverDrive account, we recommend signing into the site with your **library card number**. Note that some libraries also require a PIN, password, or prefix. Please contact your local library with questions about logging into the service.

A screenshot of a sign-in form titled "Sign in with your library card". At the top is a library card icon. Below the title is a dropdown menu showing "Rumford: Rumford Memorial Library" with a blue starburst icon. Below that is a "Card Number" input field. A checkbox labeled "Remember my Card Number on this device." is checked and circled in red. At the bottom left is a dark grey "SIGN IN" button with a blue starburst icon, and a "Cancel" link. On the right side, under the heading "Or choose another option", there are two buttons: "Sign in with OverDrive" (with the OverDrive logo) and "Sign in with Facebook" (with the Facebook logo). Below these buttons is a section titled "Why should I choose one of these options?" with the text: "These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account."

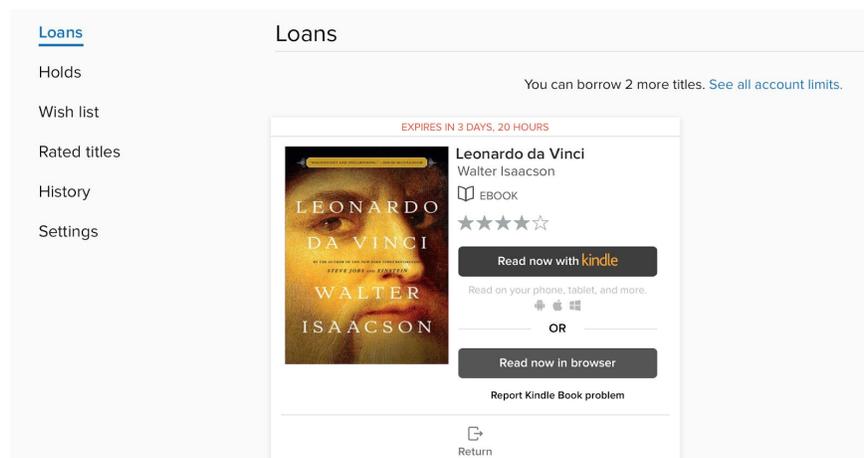
My Account Menu

After signing into the site, the homepage reloads and shows account options. In your account, you will find your currently checked out items, holds, wish list, the titles you have rated, your borrowing history, and account settings.



Loans

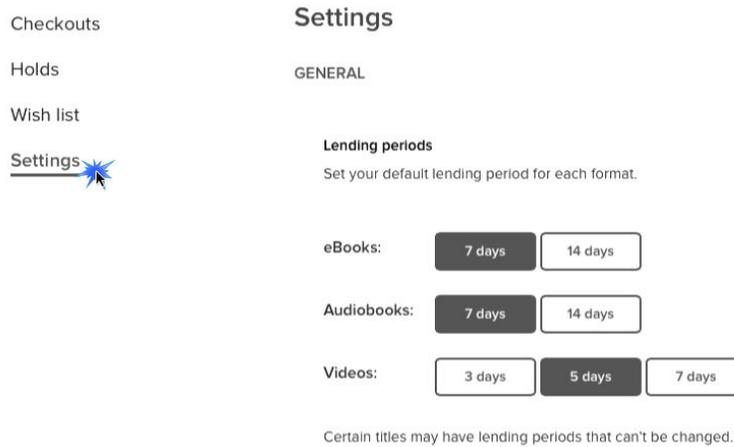
- Here you will find the items you currently have checked out.
- You may only have **three** eBooks or audiobooks checkout at a time. (A fourth item, even if it is being held for you, may not be checked out.)
- Audiobook titles are checked out by default for 7 days.
- eBooks titles are checked out by default for 14 days. It is possible to change the default lending period between 7 and 14 days. See below.
- Most items can be returned to the collection early.



Changing the Lending Period

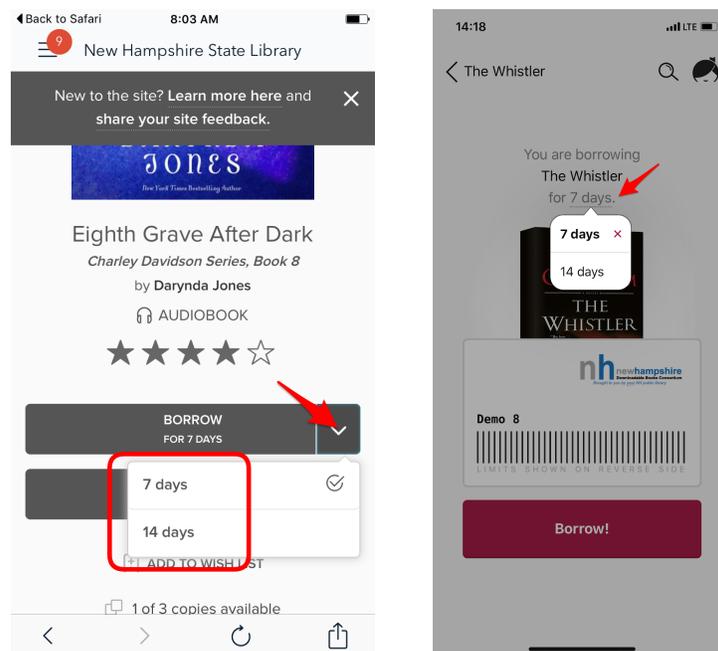
If you typically need more (or less) time to read or listen, you can change your default lending period to 7 or 14 days from “*My Account >> Settings.*” The darker color is the active period setting.

Changing the default lending period only affects new checkouts. The lending period of any items previously checked out cannot be changed.



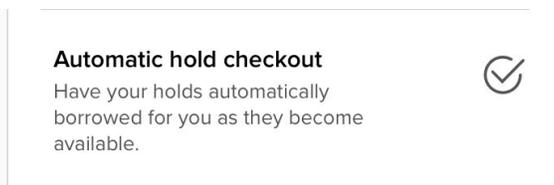
Note that the NHDB does not own videos, but a few individual libraries do own video titles.

Additionally, the checkout period can be changed prior to checking out a title when viewing the item record. (Left, OverDrive App -- Right, new Libby App)

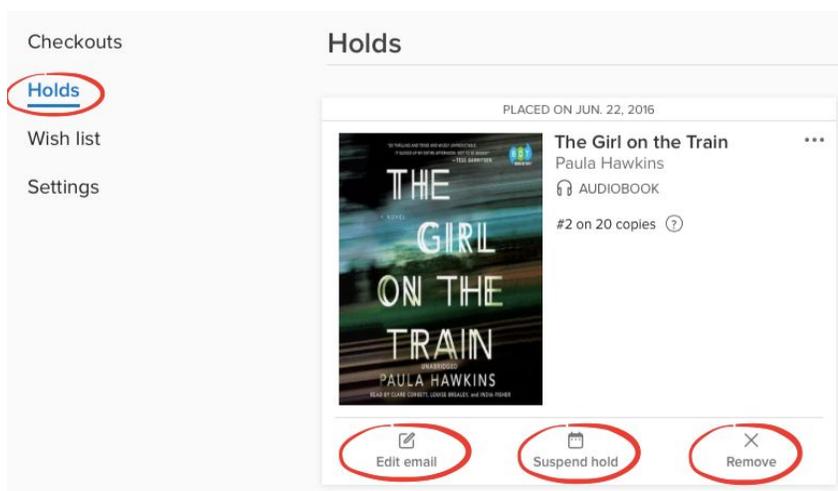


Hold

- Here you will find any items you have placed on hold.
- You may have **five** items on hold at any time.
- Items that are not currently available for immediate checkout can be placed on hold.
- The NHDB purchases multiple copies of audiobooks and eBook titles. Typically an additional copy will be purchased when there are ten or more people waiting for each copy of the title.
- A valid email address is required to place a hold.
- You will receive an email when the title becomes available for you.
- You can edit your email address at any time by visiting “*My Account >> Holds >> Edit Email.*”
- You can opt to automatically checkout a title when it becomes available for you. You must have fewer than three items checked out to receive the hold. This setting can be found at “*My Account >> Settings >> Automatic hold checkout.*”

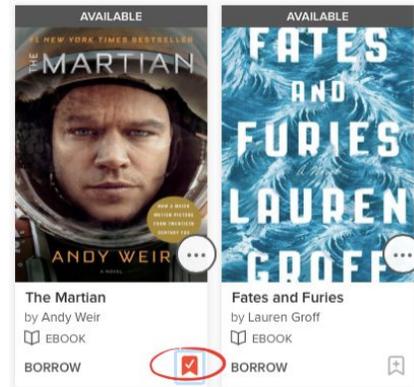


- If you cannot automatically checkout a title or you have disabled this option, the hold is only held for 48 hours. After that time, the hold is removed.
- You can remove a hold or suspend a hold by visiting “*My Account >> Holds >> Options >> Remove/Suspend Hold.*”



Wish Lists

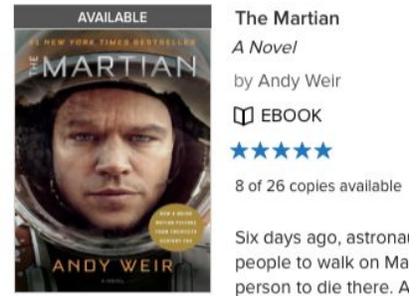
- The wish list found in “My Account >> Wish List” is an inactive list. You are not on hold for the title.
- Use the wish list to keep track of the books you would like to read in the future.
- Titles displaying a red ribbon have been added to your wish list.
- Click or tap the gray ribbon to add a title to your wish list. The ribbon will turn red.
- Click the red ribbon to remove the hold.



Rated Titles

When you are logged into the site, you have the ability to rate the books.

- Empty stars indicate that no one has rated the title.
- Gray stars show the overall rating.
- Blue stars appear when you have rated a title.
- Consider using the ratings to help you remember which titles you have already read!



History

By default, your borrowing history is displayed on your NHDB account. It is possible to remove specific titles from your history or hide your history from being displayed on your account.

Loans

Holds

Wish list

Rated titles

History

Settings

About the history

- Titles are automatically added when you borrow them.
- You can manually add a title from search results or its details page without borrowing it
- You can remove titles from your history individually
- If you don't want to see your history, you can hide it from the [Settings](#) page

[Learn more about the history feature.](#)

OK, GOT IT

Sorted by date added

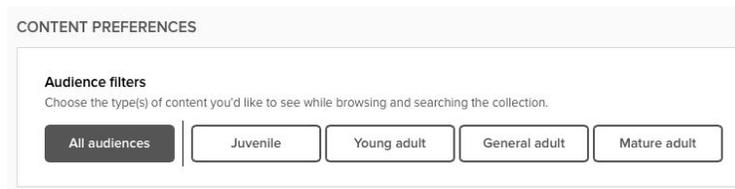
Renewals

It is possible to renew a title if there are no other patrons waiting for the title during the remaining 72 hours of your current lending period. If others are waiting for the title, you will be placed back on the waiting list.

Maturity Levels

Within “*My Account >> Settings,*” you will see the option to reduce the visibility of titles based on the maturity level.

Pro Tip: If a patron is only seeing romance novels and not much else, it is likely that they have selected only “Mature adult” titles. Adjust the settings to General adult and Mature adult.



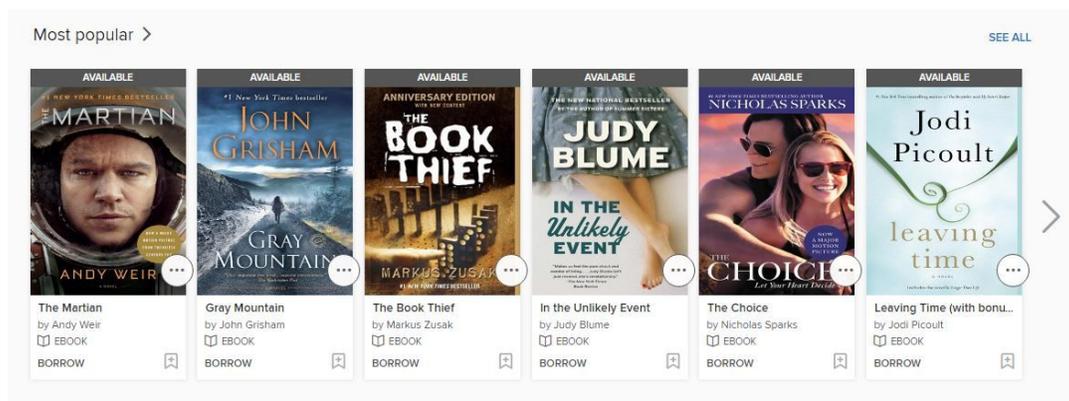
Selected materials are shown in dark gray.

Navigating the Site

Showcase Collections

The homepage of the NHDB site contains both hand-selected and automated collections. These collections will change periodically. The purpose of these collections is to show you not only the newest titles available to the service, but also great titles available to checkout and enjoy now.

Scroll through the collection or click/tap on “See All” to view the works on a separate page.



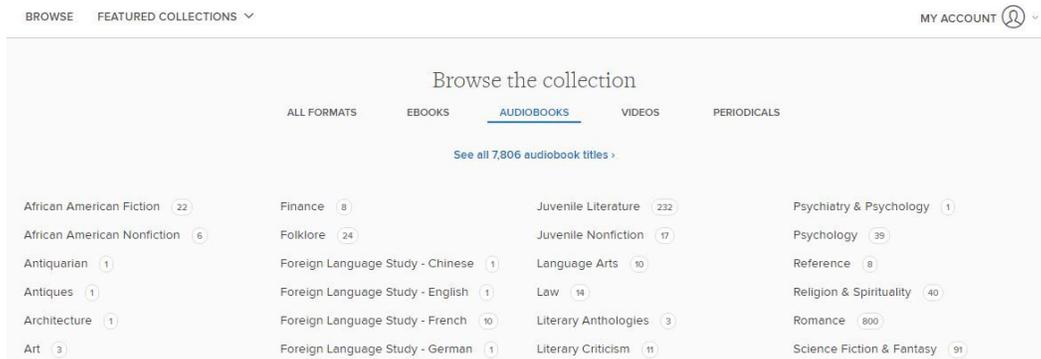
Featured Collections

If you are looking for a specific format, use the Featured Collections drop-down menu to jump directly to a list. Featured collections are only visible on the NHDB website, not on the Libby app.



Browsing the Collection

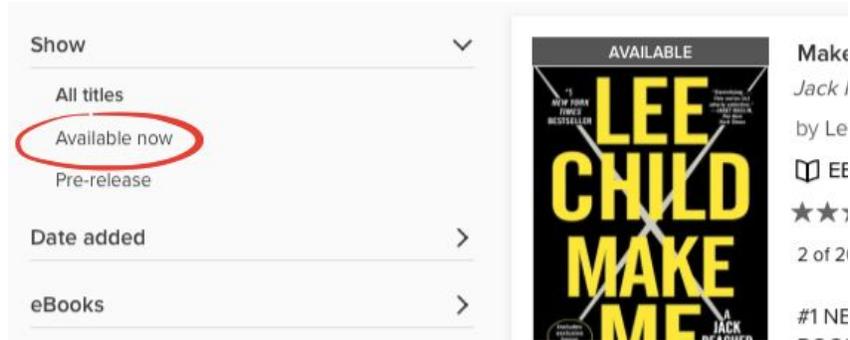
Clicking or tapping on “Browse” from the top menu will display all of the subjects assigned by the publishers to categorize the titles in the NHDB collection. This can be a useful way to finding similar materials under a specific topic. On the Libby app, the collection is browseable from “Top Subjects” heading on the main page.



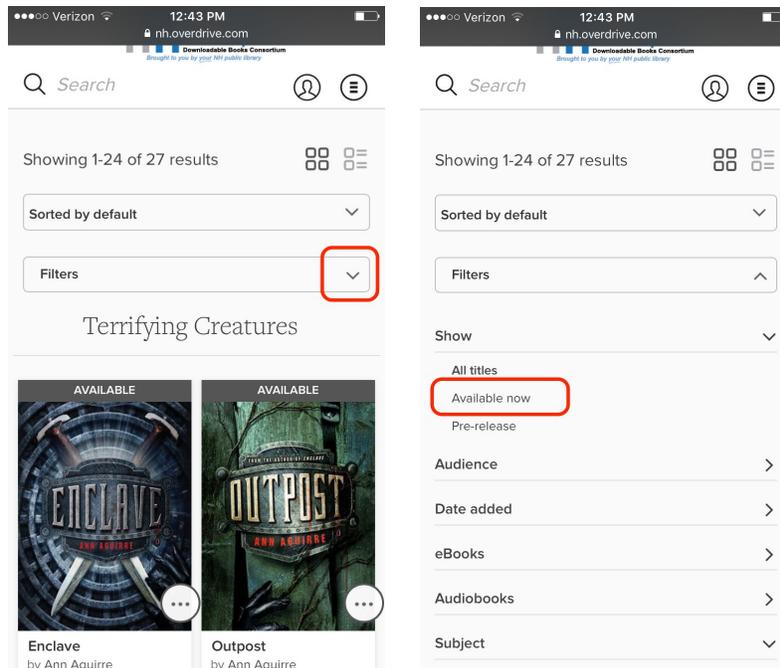
Finding Available Titles

Many of the new showcase collections are designed to show available titles first. The exceptions to this are the newly added title collections and the results of any searches you do. If you wish to only see available titles, filter the results by “Available Now.”

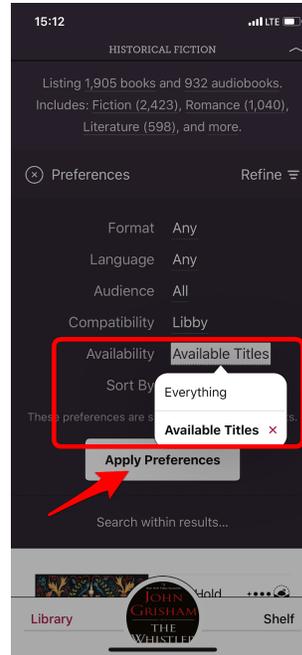
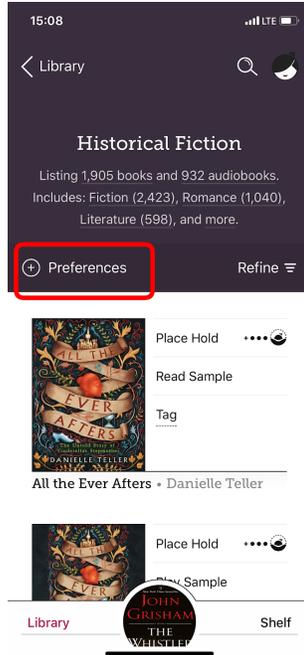
- On a computer, Available Now is found on the left sidebar...



- On the OverDrive app, you must first tap “Filters” to find “Available Now.”

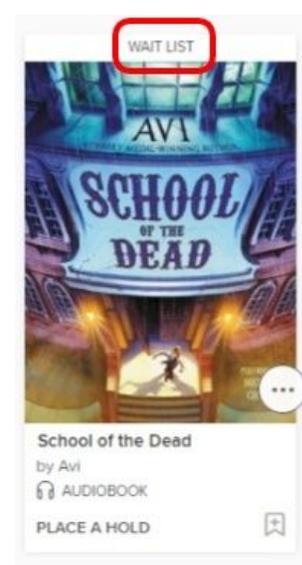
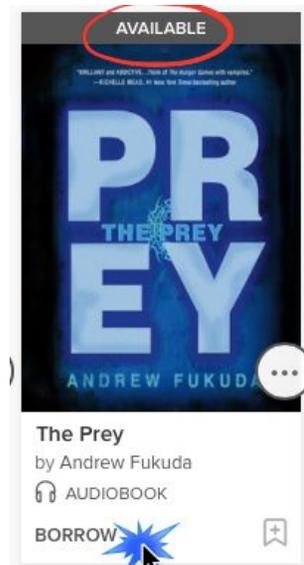


- On the Libby app, you must tap into “Preferences.”



Checking Out a Title

While browsing the collection, look for an available title, sorting to available titles, if needed. When you find a title you wish to read, click on “Borrow.”



- Visit “My Account >> Loans” to start the download. (See specific instructions for your device or app.)

App or Device-Specific Instructions

Kindle or Kindle App Users:

Overview for Kindle eReader or App

If you own a Kindle eReader, a Kindle Fire, or have installed the Kindle App on your smartphone or tablet:

- Most, but not all, of the eBooks in the NHDB collection are compatible with the Kindle eReader or app.
- The Kindle app can be installed for free on a wide variety of Apple, Android, Windows, or Blackberry devices.
- The Kindle eReaders and Kindle Fire do not require an app for Kindle Books, but the Kindle Fire will require an app for the digital magazines and [audiobooks](#).
- Kindle eInk eReaders cannot play audiobooks or be used to read digital magazines.

Compatible Formats

- Kindle Books
 - Kindle Books can be transferred wirelessly via Wi-Fi to a Kindle, Kindle Fire, or to a wide variety of devices with an installed Kindle app.
 - Kindle Books can be transferred with a USB cable to Kindle eReaders, but not to a tablet or smartphone with the Kindle App installed.
- MP3 Audiobooks
 - Kindle Fires (and a wide variety of Apple and Android smartphones and tablets) can manage and play the MP3 audiobooks via the [OverDrive app](#).
 - The Libby app by OverDrive is not officially available for the Kindle Fire, but [some people have had success installing the app](#) from outside the Kindle/Amazon App Store.
 - Following these instructions, I was able to successfully install the Libby app on my own Kindle Fire. It works great!
 - Tip: Due to the small Silk browser screen, be sure to move the screen to view the search box on the right of the screen to search for the Libby app.
 - You will also need to adjust a setting in the Fire to allow for installation from unknown sources.
- Digital Magazines (Coming Summer 2018)
 - Kindle Fires have the potential to handle digital magazines -- if and when the Libby app becomes available. At this time, the Libby app is not officially available

from the Kindle/Amazon App Store, but the app [can possibly be installed from another source](#). See above for more tips.

Kindle Requirements

- You must have a library card in good standing at one of the 200 member New Hampshire Public Libraries.
- You need to know your card number and perhaps a library account PIN, password, or prefix. Contact your local librarian for more information.
- You will need to know your Amazon ID (email address) and password to send Kindle Books onto your device or download to a computer for USB cable loading.

Pro Tip: Ask the user if they know their Amazon login (email address and password) prior to initiating Kindle Book instruction. This is required when borrowing a Kindle Book.

Quick Start Instructions

- You can use any web browser on any internet-connected computer, tablet, or smartphone to visit our [NHDB site](#) and to checkout an eBook in [Kindle Book format](#).
- Turn on your Kindle device and connect to wi-fi or open your Kindle app and sync the device or app to download and start reading the library's Kindle Book.

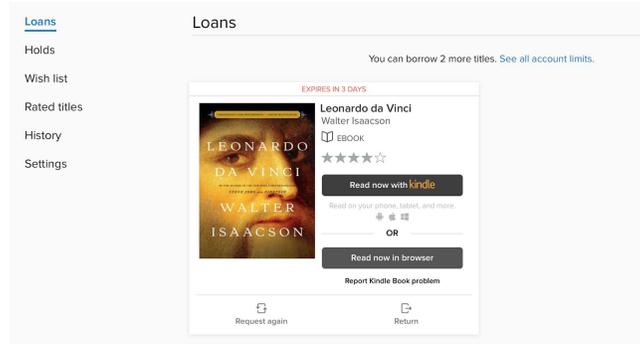
Checking Out a Kindle Book

A Kindle Book can be sent wirelessly to any Kindle eReader or to a smartphone or tablet device with the Kindle app installed. Your borrowing/delivery options include:

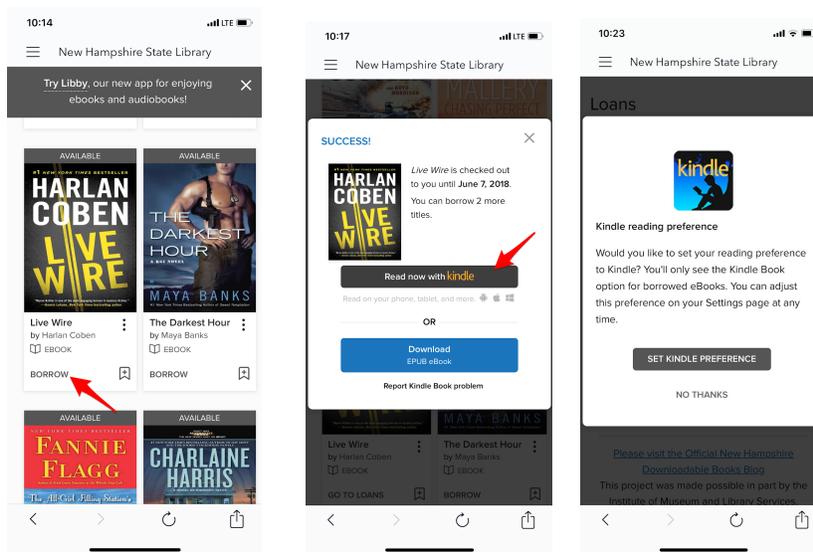
- Using a computer to search, check out, and deliver the Kindle Book to the Kindle app or Kindle eReader.
- Using the default web browser, such as Chrome on an Android device or Safari on an Apple device, to search, check out, and deliver the Kindle Book to the Kindle app or Kindle eReader.
- Using the Libby app on an Android or Apple device to send the eBook to the Kindle app or a dedicated Kindle eInk Reader.

Browse the collection and once you find a Kindle Book you wish to read...

- Select an eBook and tap "Borrow." A pop-up message will appear stating that the book has been successfully checked out and to *"Read Now with Kindle."*
- The title can also be found by visiting *"My Account >> Loans."*



- As seen on the OverDrive app. Be aware that you might be asked to set a Kindle “preference.” I said “no thanks” to stay more flexible with my choices.



Select the Kindle Book Format

- Click or tap on “Read Now with Kindle” from any point in checkout process or by visiting “My Account >> Loans.”

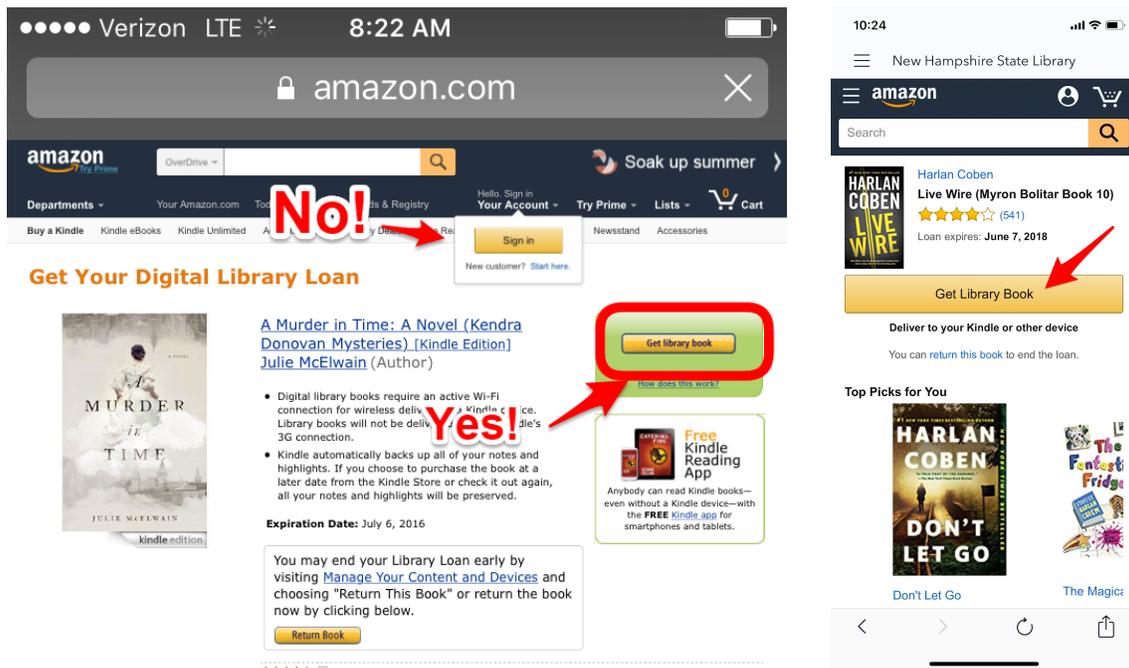
Pro Tip: A small percentage of titles in the NHDB collection are not compatible with Kindle eReaders and/or the Kindle app. If the book is not available in Kindle Book format, try the [Read Now](#) format on smartphone or tablet devices. This is the default format for the Libby app.

At the Amazon Site

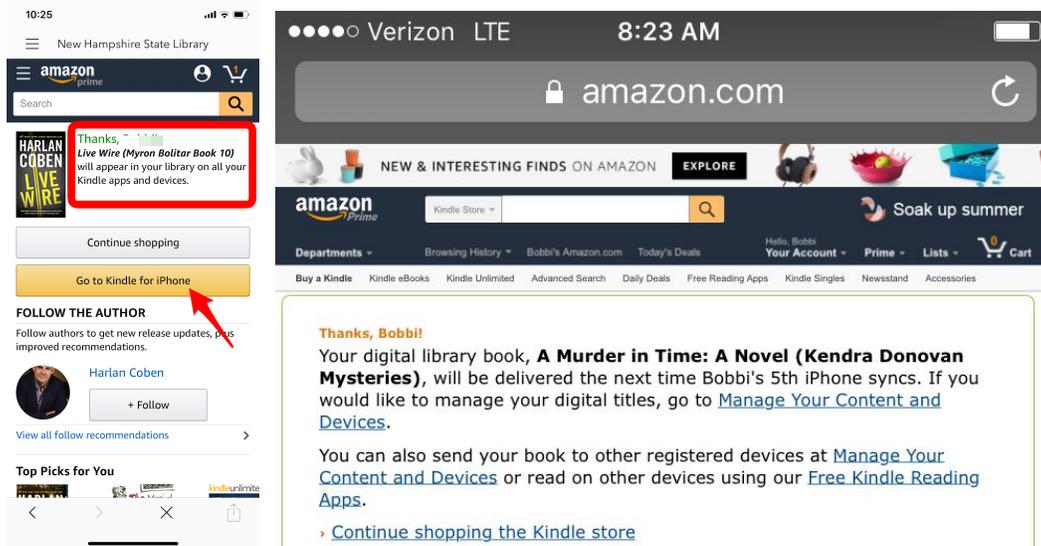
You are brought directly to the Amazon website. At the Amazon site, if you are not logged into Amazon already, you will notice an orange button that prompts you to sign into Amazon. **Do not tap this “Sign In” button.** It will not bring you to the correct place. Only tap the “Get

Library Book” button. Sign into your Amazon account. If you are already logged into Amazon, make sure that this is the correct account.

Pro Tip: The Amazon account used to check out the eBook must be the same account used to register the Kindle or Kindle app! If the user logs into the Amazon account and the app (or Kindle device) is not listed, the user logged into the wrong account. Unfortunately, the Kindle Book cannot be transferred to another Kindle account. If this happens and the patron is using the Kindle app on a smartphone or tablet, consider trying the OverDrive [Read Now](#) format in the OverDrive app, a computer browser, or the new Libby app.



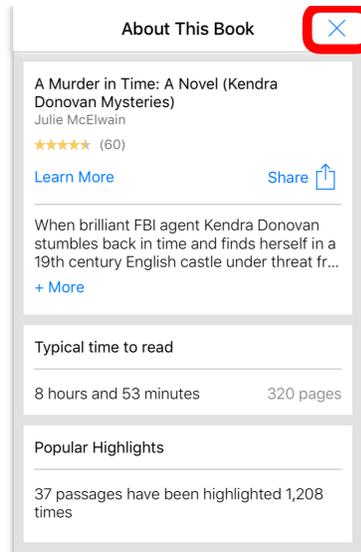
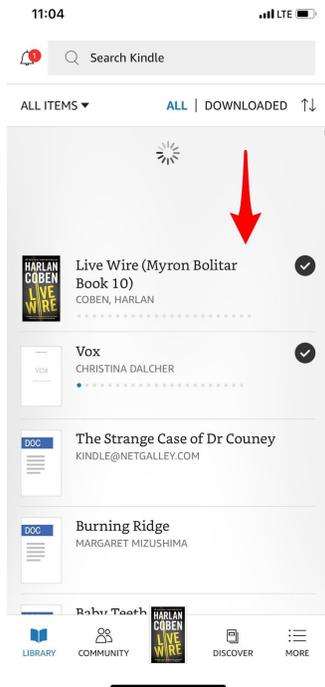
- Select which device/app you want to use to read the Kindle Book (website only) and press continue. The site will state that the Kindle Book will be delivered to the Kindle app/device the next time the app syncs.
 - Mobile users are not prompted to select a device. The Kindle Book is sent to ALL of the devices on their account.



Pro Tip: The Kindle Book can be delivered to another Kindle device or Kindle app registered to the same account by clicking on “Manage Your Content and Device” or viewing material in the Kindle Cloud from the app or device itself and selecting the title to download to the device.

Loading the Kindle Book to the Kindle App

- Open the Kindle app on the device and sync the app to download the Kindle Book.
- From “Library View” (the display of book covers and/or titles, not from within a book itself), tap on the three horizontal “settings” icon in the upper right corner.
- Get out of the settings view (by tapping to the right of the screen) and tap on the book cover to start reading.
- Tap the “x” to remove the book information.

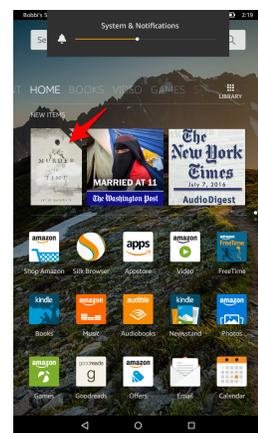


He was in hell.
The fire from the torches lent a satanic flicker to the cavern's

- Amazon sends “personal letters” to users when a borrowed title expires. The letters (and borrowed books) can be removed from the app by long-tapping (press and hold) the item.
- Note that there are “cloud” and “device” views on Kindle apps. Books can be moved from the “cloud” view to the device by tapping on the book cover. It is not always necessary to visit “Manage Your Content and Devices” on the Amazon site to move a book to another device or app.

Loading the Kindle Book to the Kindle Device

The Kindle eReaders and Kindle Fires **do not require a separate app** when borrowing Kindle Books from the NHDB collection. Simply checkout an eBook on any browser (or the Libby app) and select the Kindle Book format. After signing into the Amazon site, select the desired Kindle device and turn on the Kindle. The Kindle Book will typically load automatically to the home screen of the device as soon as the device connects to the local wireless network and syncs.



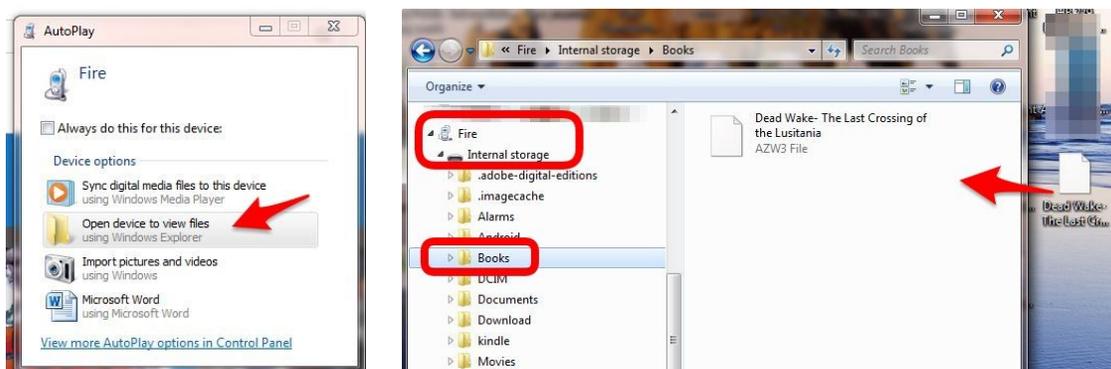
Kindle eReaders & 3G Networks

Ensure the Kindle Book is connected to the local wireless network. A Kindle with cellular (3G or LTE) capabilities will still need to be connected to the local wireless network. Library books cannot be transferred via the cellular network.

Transferring a Kindle Book via USB Cable

If a local wireless network is not available, the Kindle Book can be downloaded to a Windows or Mac computer and transferred by connecting the Kindle or Kindle Fire to a computer with a USB cable.

- Download the Kindle Book to a Windows or Mac computer. When doing so, be sure to select the correct device. The Kindle Book file is specific to the device and cannot be used on other devices you own.
 - During the initial checkout/download from the Amazon site, select “Transfer via computer.”
 - Or visit Manage My Content and Devices to download the title to your computer.
- Hint: Be sure to download the file to a known location, somewhere you can easily find it again.
- Connect the Kindle eReader or Kindle Fire to the computer using the USB cable.
- On a Windows computer, Autoplay will appear. Be sure to select “Open Device to Select Files.” Mac users will locate the device in the Finder software.
- Copy/paste or drag/drop the eBook file into “*Device Name >> Internal Storage >> Books.*”
- The eBook will appear in your Kindle’s library



Returning the Kindle Book Early to the Collection

- Once an eBook has been selected to use as a Kindle Book, it can only be returned from the *Amazon >> Manage Your Content and Devices* website.

- Browse or search for the desired title, tap the [...] button under “Actions” to get the menu for a particular title.
- Tap on “Return this book.”

Manage Your Content and Devices

The screenshot shows the 'Your Content' tab of the 'Manage Your Content and Devices' page. At the top, there are filters for 'Show: Books', 'All', and 'Sort By: Purchase Date: Newest-Oldest'. Below this is a table with one row for the book 'Dark Lover (Black Dagger Brotherhood, Book 1)' by J.R. Ward. The book is marked as 'Borrowed'. The 'Actions' column for this book has a dropdown menu open, showing options: 'Deliver', 'Download & transfer via USB', 'Clear furthest page read...', 'Return this book' (highlighted with a red box), 'Read Now', and 'Buy Now'. A red arrow points to the 'Actions' button in the table. To the right of the table, the author's name 'J.R. Ward' is listed.

Select	Actions	Title	Author
<input type="checkbox"/>	...	Dark Lover (Black Dagger Brotherhood, Book 1) J.R. Ward Borrowed This book is a Kindle digital library loan Loan status: Expires July 26, 2016 Price: undefined7.99	J.R. Ward

OverDrive App: Reading EPUB eBooks and Listening to MP3 Audiobooks

The OverDrive app is used to read EPUB eBooks and play MP3 audiobooks. This free app can be installed on a wide variety of devices, including but not limited to Apple iPhones, iPads, iPod Touch, all Android tablets and smartphones, Windows phones, Nook tablets, and the Kindle Fire.

Overview of the OverDrive App

If you own a smartphone or tablet device:

- Most, but not all, of the eBooks in the NHDB collection are compatible with the OverDrive app.
- All of the MP3 audiobooks can be downloaded and listened to on the OverDrive app.
- The OverDrive app can be installed for free on a wide variety of Apple, Android, Windows, or Blackberry devices.

Compatible Formats

- EPUB eBooks
- MP3 Audiobooks

Requirements

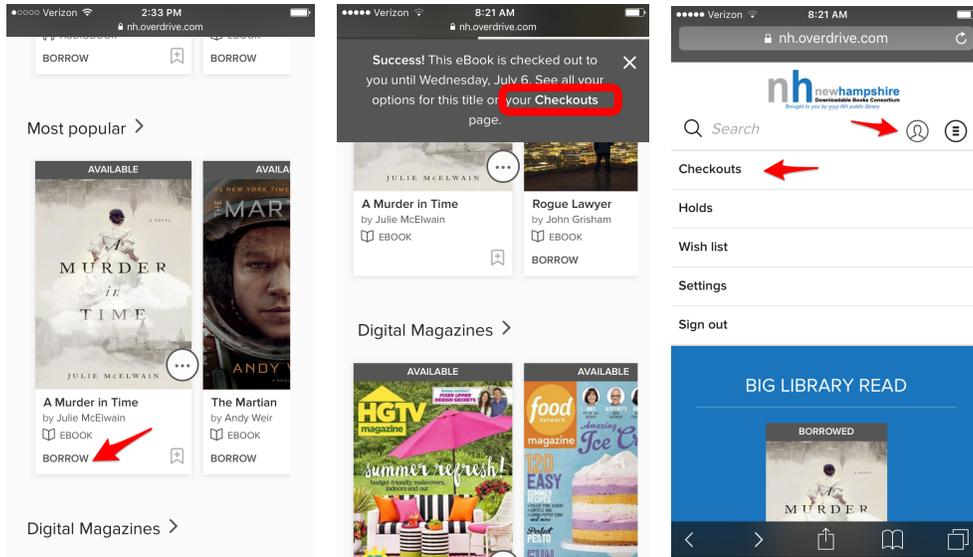
- You must have a library card in good standing at one of the 200 member New Hampshire Public Libraries.
- You need to know your card number and perhaps a library account PIN, password, or prefix. Contact your local librarian for more information.
- You must install the OverDrive app for your Apple, Android, Blackberry, or Windows smartphone or tablet device. Note that Apple users must have their Apple ID and password to install an app. Creating an OverDrive account is not required, but those wishing to read or listen to the same book on multiple devices will find it helpful. Apps registered to the same OverDrive account syncs the location of the eBook or Audiobook across multiple devices. Note that the app cannot sync location between an eBook AND audiobook together.

Quick Start Instructions

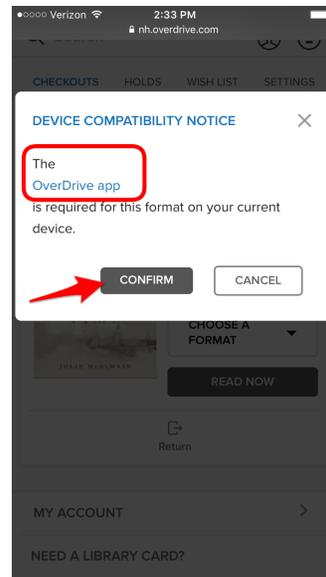
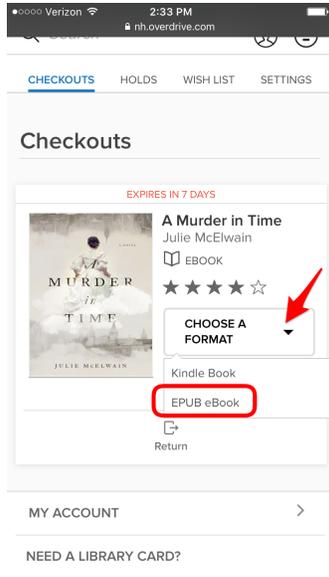
- While the OverDrive app has its own built-in web browser, you may find it less confusing to use the default web browser (e.g. Safari or Chrome) for the device to browse and checkout a title and initiate the download.
- The OverDrive app will then open to manage the download of the title.

OverDrive App Instructions

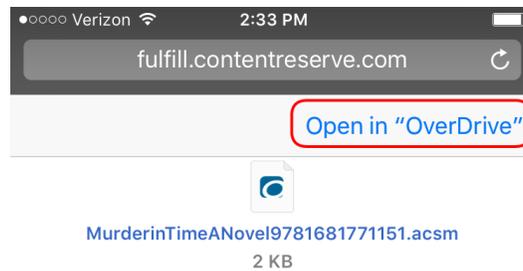
- Select an eBook or audiobook and tap “Borrow.” A pop-up message will appear stating that the book has been successfully checked out and to visit your checkouts. If you are quick, you can tap the underlined “Loans” link in the pop-up or tap on the account icon and then checkouts.



- Select the desired format: Note the new Device Compatibility Notice
 - eBook readers will tap “choose a format” and then select “EPUB eBook.”
 - Audiobook listeners will tap MP3 audiobook in initiate the download to the OverDrive app.



- Those using the default web browser (Safari) on a Apple device will see the following prompt to open the file in OverDrive.

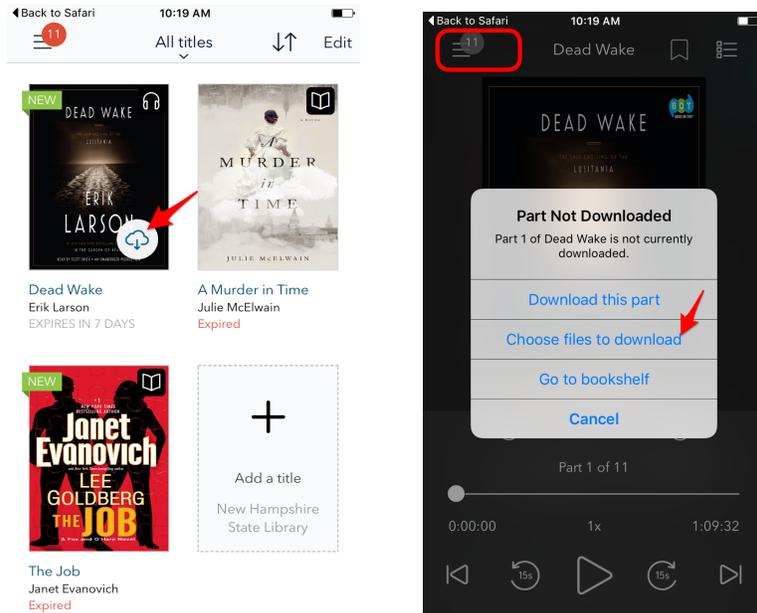


- The OverDrive app will open and the download will begin.
 - eBooks are downloaded very quickly.
 - Audiobooks are much larger files and will take 10-60 seconds per part.
- Tap to open the EPUB eBook and start reading!

MP3-Specific OverDrive App Instructions

Due to the large file size, there are some differences between the eBook and audiobook downloads.

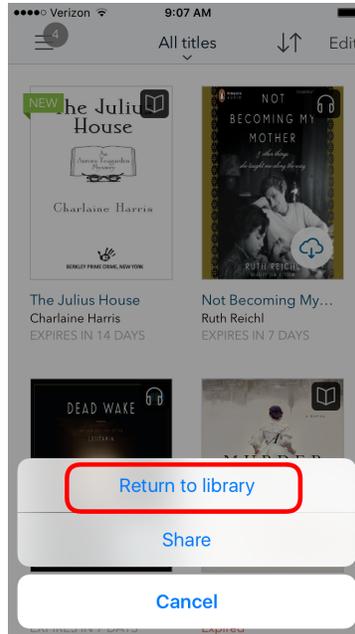
- When you are ready to download the audiobook, tap on the cloud icon on the book cover.
- It is possible to choose which parts to download (recommended for those concerned about cellular data) or allow the entire download to run for all parts.



Returning Items Early to the Collection with the OverDrive App

All Adobe EPUB eBooks and MP3 Audiobooks can be returned to the collection early. However, take care in returning too many items early, too often. Doing so triggers an “Excess Activity” error and locks up the account for days or longer! A good rule of thumb for most people is to read the book or audiobook as you normally would do and return it to the collection. If you are unsure whether the book or audio will be to your liking, try a sample first. Do not use the checkout process to sample titles and then return three or more at one time.

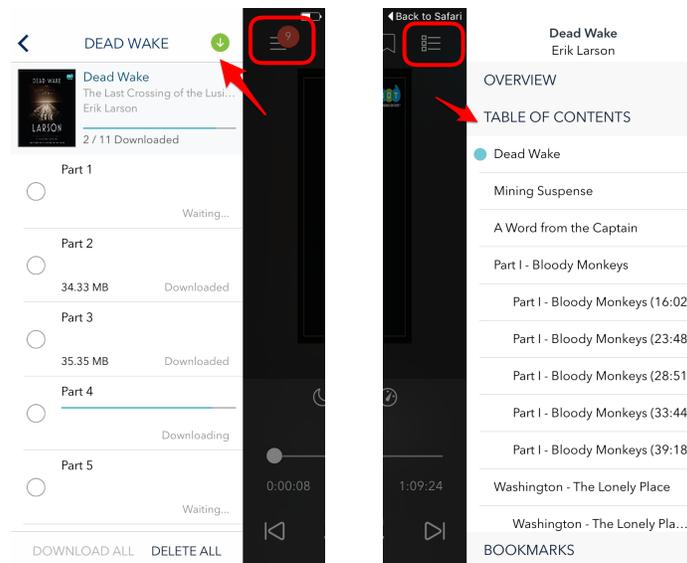
- Using the OverDrive App, both eBooks and Audiobooks can be returned by visiting the app bookshelf and long pressing the cover image of the title.
- Select “Return to Library” to return the title early and free up room in your digital account for more checkouts.
- Expired titles can be deleted from the collection in the same manner.



Pro Tips for Listening with the OverDrive App

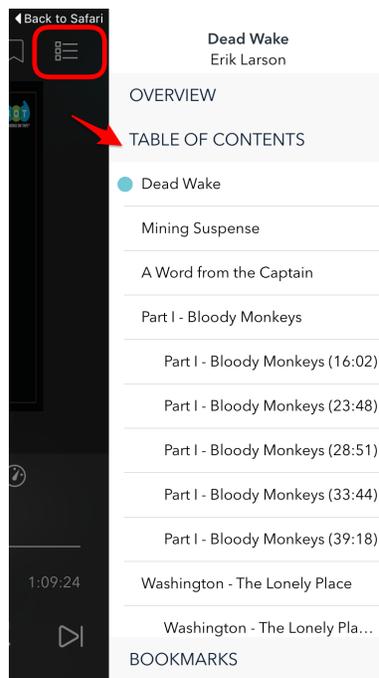
Note the small green download button (Apple) or the on/off toggle (Android) to allow downloads or not. If an audiobook title will not download, check this setting.

The MP3 audiobooks as displayed through the OverDrive app typically have a nice table of contents, accessible via the small menu option on the upper-right corner of the screen. The blue dot denotes listening location.



Useful OverDrive App Settings

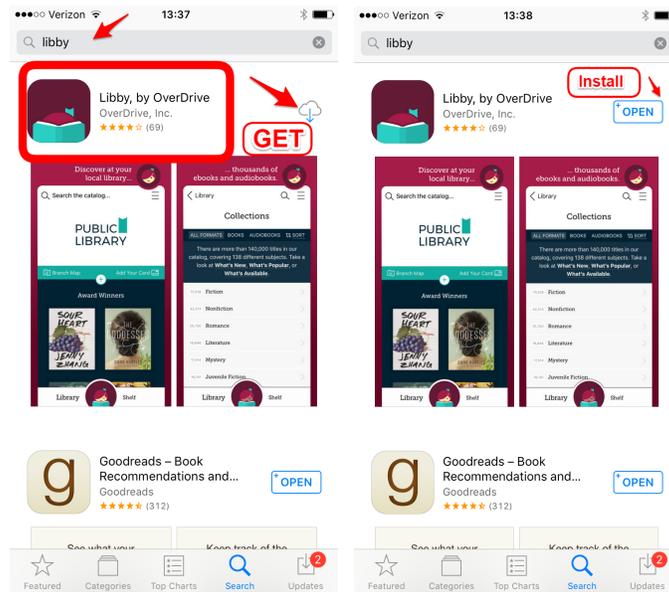
- Automatic downloads: Turn off for better cellular data control.
- Automatic syncing: This allows users to jump to the same place of an eBook or audiobook if multiple devices are used. The user must log into all OverDrive Apps with the same OverDrive account. Try turning this setting off if there are problems with getting to the correct location in the audiobook.
- Browse libraries in Safari: iOS (Apple) only. Recommended.
- Delete app cookies: This is helpful to resolve download problems.



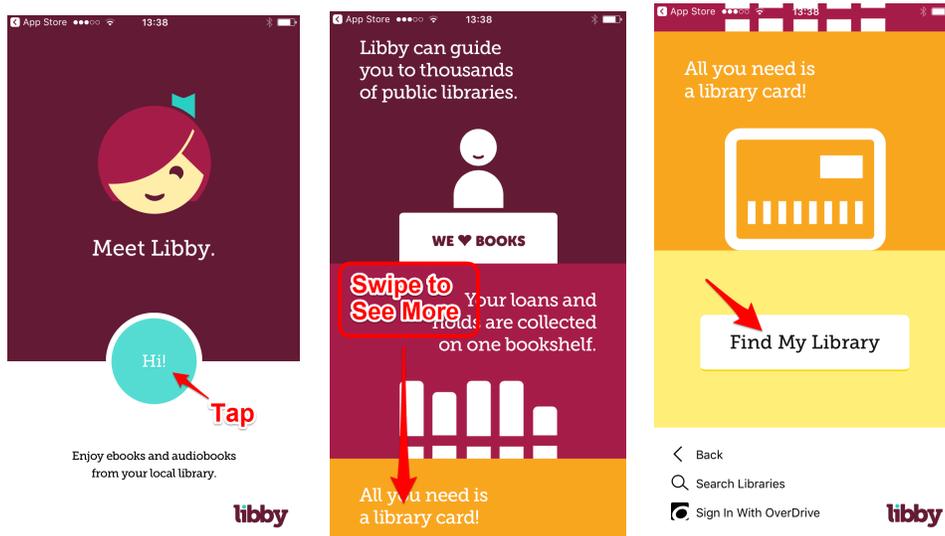
Libby Instructions

Libby is the new app from our New Hampshire Downloadable Books' vendor, OverDrive. At this time the new app can be used in addition to the current OverDrive app. Both apps allow you to read eBooks and listen to audiobooks on your mobile phones and tablet devices.

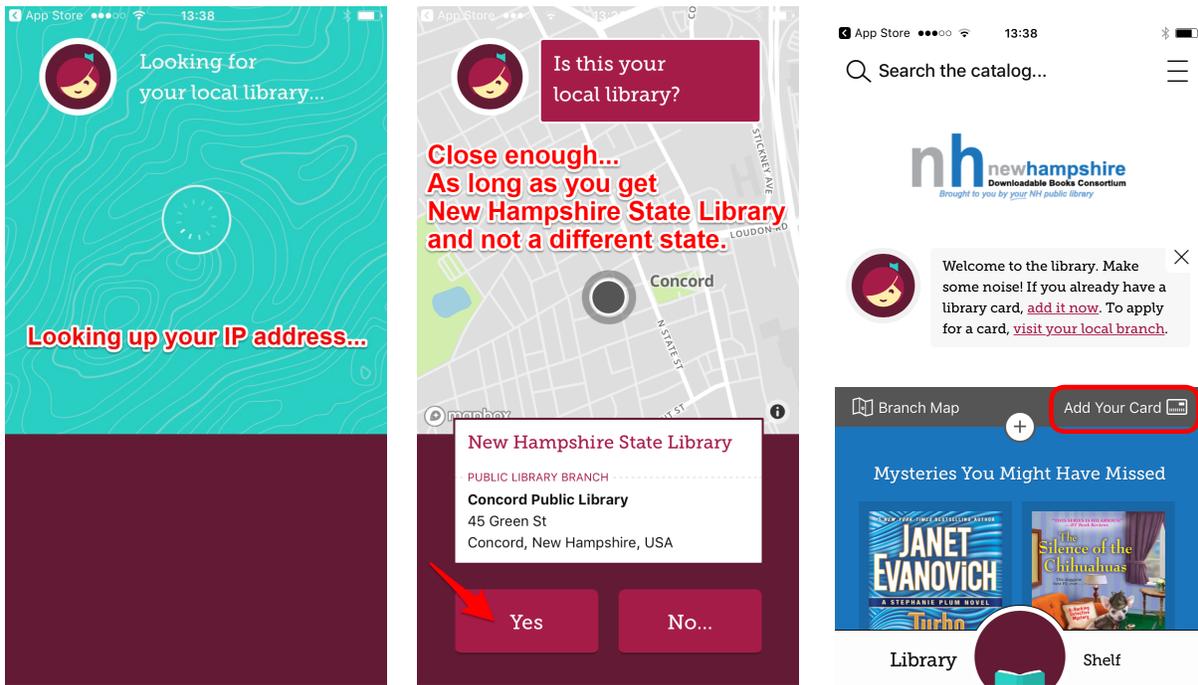
Finding the Libby App in the Mobile App Store



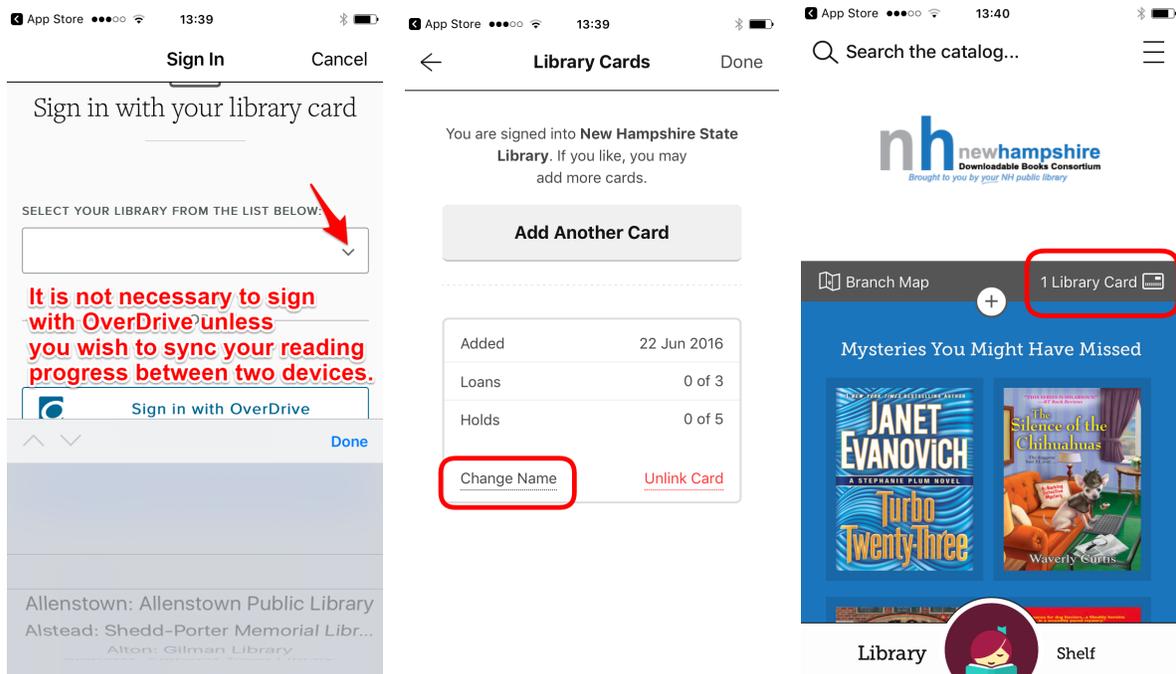
The first time you load Libby, you will walk through these welcome screens.



Find your library and add your library card. Any result for “New Hampshire State Library” is acceptable. You will need to sign into your local public library when you add your card.

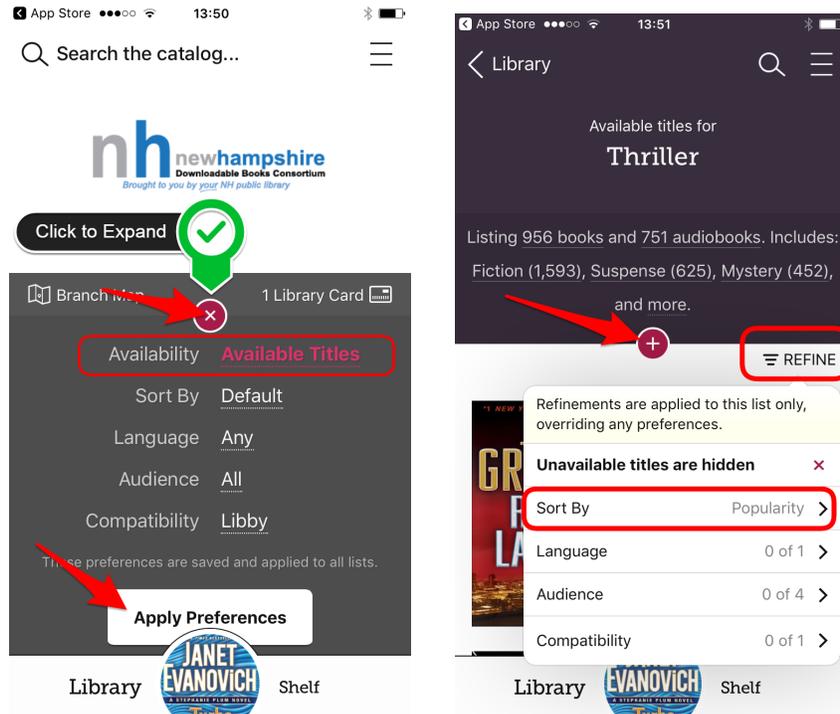


Sign in with your library card number. It is not necessary to sign into an OverDrive account unless you wish to sync your eBook or audiobook across multiple devices, allowing you to jump to the last read location.

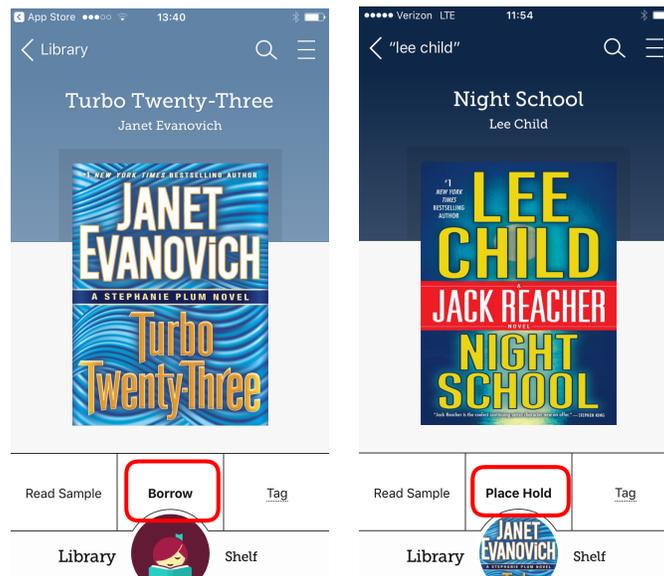


Navigating the Site

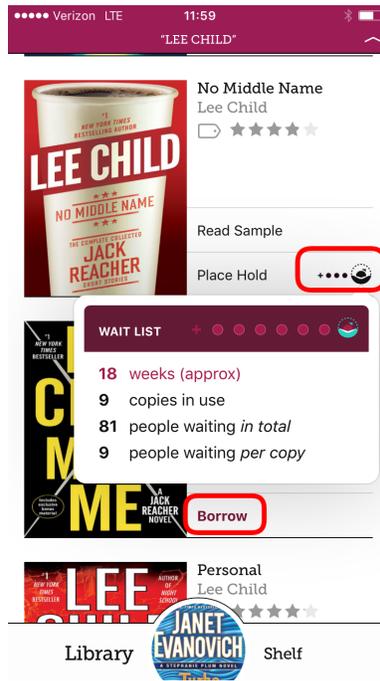
Tapping on the small “+” symbol in the center of the screen will provide you with many more browsing and sorting options!



Spotting the Difference Between Available and Checked Out Titles

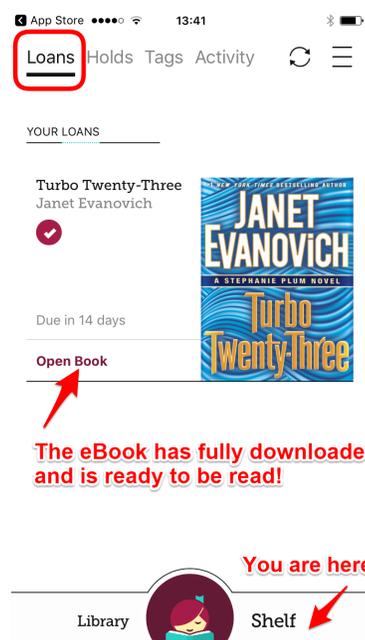
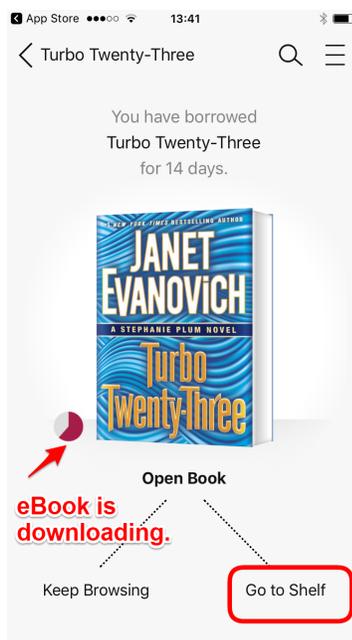
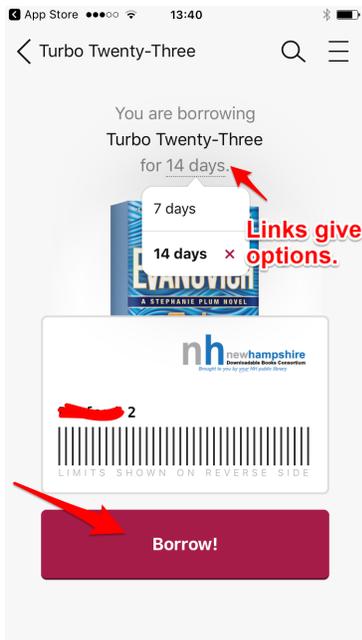


The results of a search allow you to see the borrowing or hold options in a listview. Tapping on the Wait List icon provides more details.



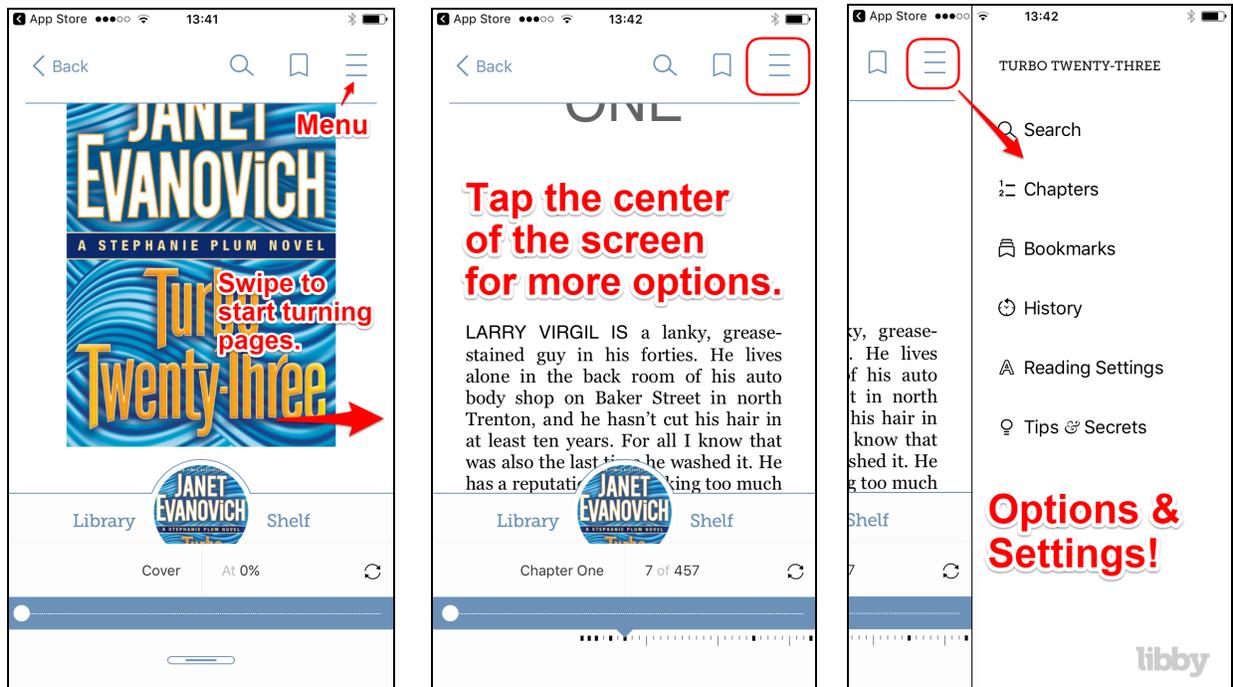
Borrowing the Title

Select your desired borrowing period and tap borrow. Though app settings, you can set your automatic download preferences.

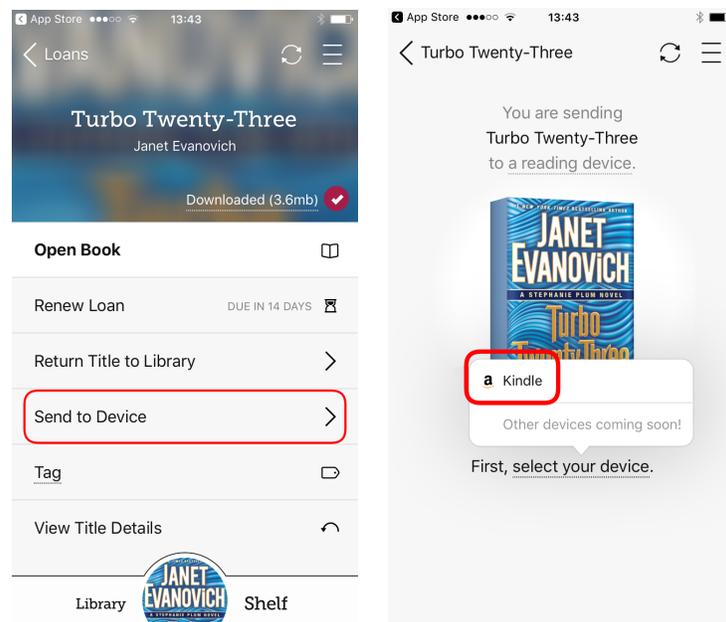


Reading the eBook

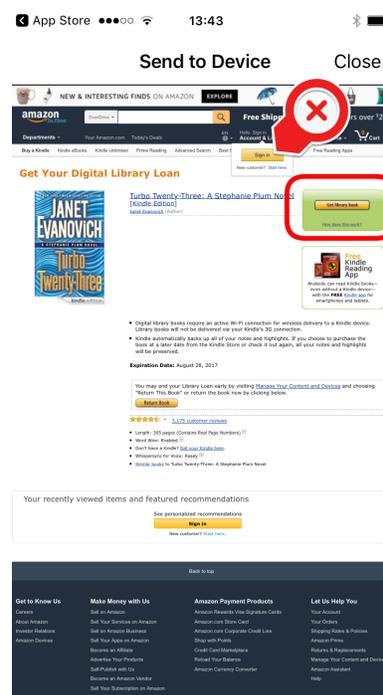
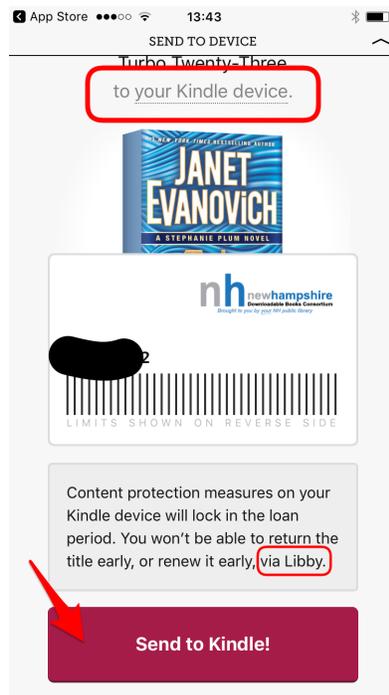
Once the book opens, swipe or tap the screen to turn pages. View the Menu to see more options.



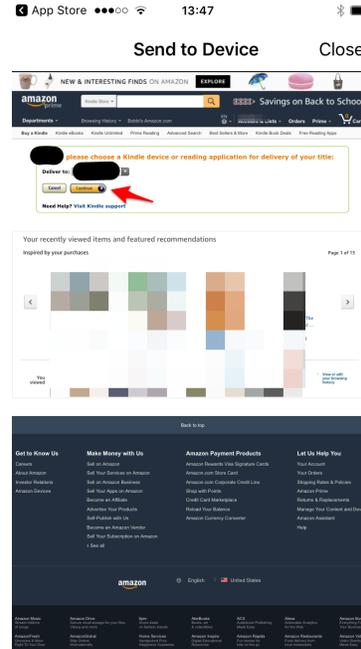
Sending the eBook to a Kindle eReader or Kindle App



Be careful to log into the Amazon correctly so as to not get off track. Ignore the “Sign in” button and tap on the “Get library book” button instead.

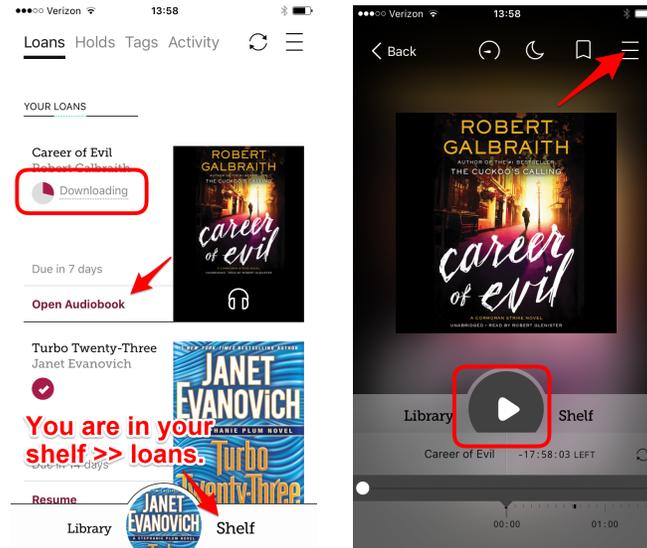


Sign into Amazon and send the eBook to the desired Kindle eReader or Kindle app.



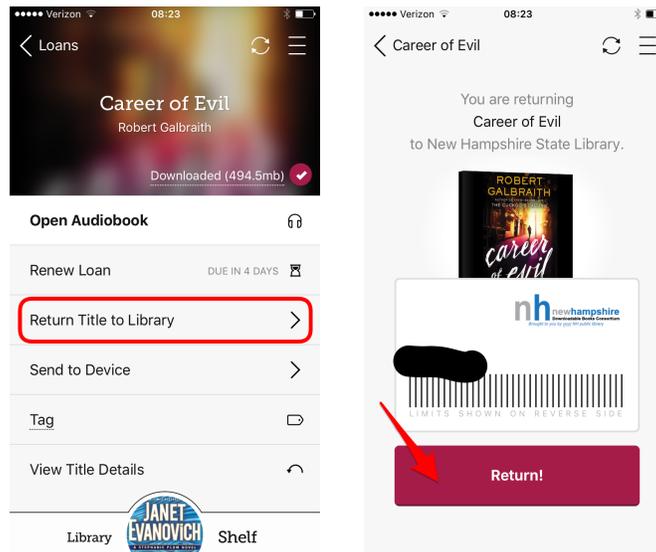
Listening to an Audiobook in the Libby App

Checking out an audiobook is the same as checking out an eBook. The only difference is the size of the file. (Remember, audiobooks are often 10-20 hours of audio!) It is possible to adjust your [download settings](#) to only download large files (like audiobooks) on Wi-Fi, if desired.



Early Returns from the Libby App

From “Shelf,” tap on the cover image of the book. Note that eBooks sent to a Kindle eReader or Kindle app must be returned from the Amazon website. See these [instructions](#).

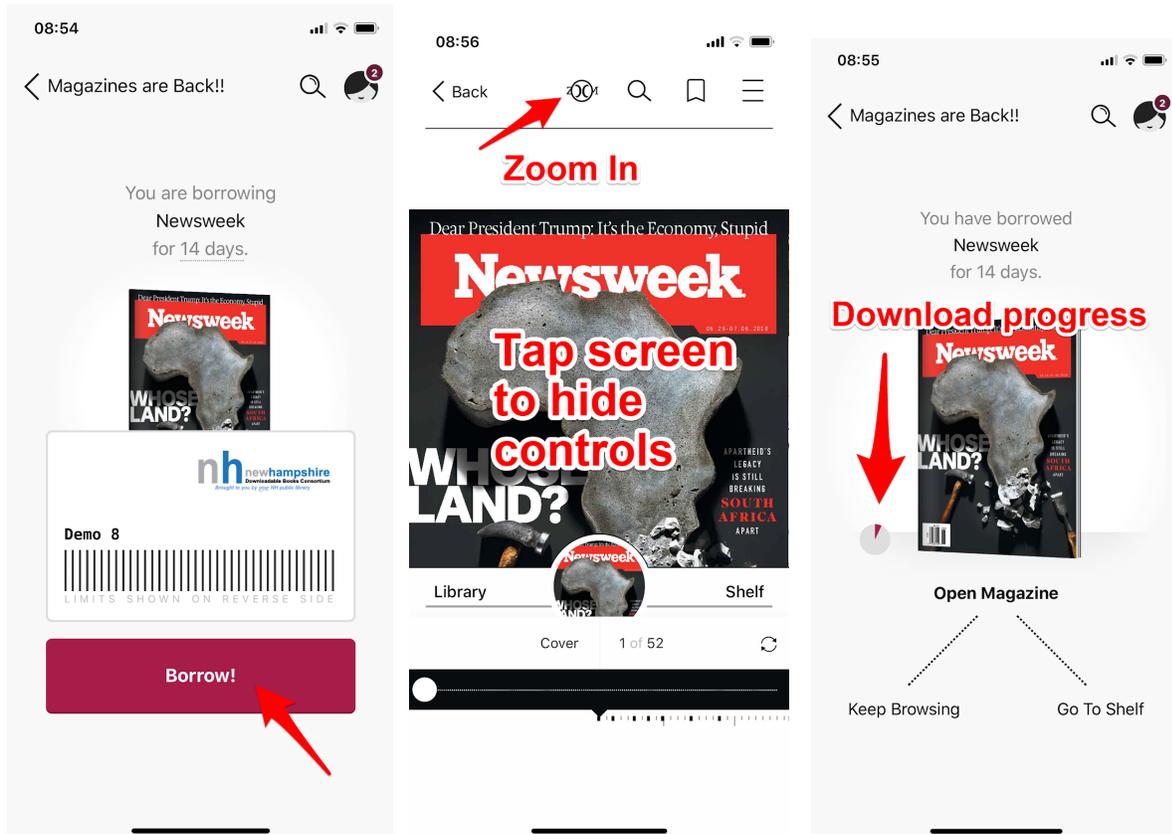


Reading Magazines on the Libby App

The NHDB has added 25 simultaneous, unlimited checkout magazine titles to the collection. In the Libby app, the magazines are checked out and used very similarly as the eBooks. Due to their large file size, you may need to update your [Download Settings](#) to allow for magazines to be downloaded on cellular settings. The magazine titles expire after 14 days, but can be checked out again. As time goes on, back issues will be available for continued checkout.

Increasing Magazine Text Size

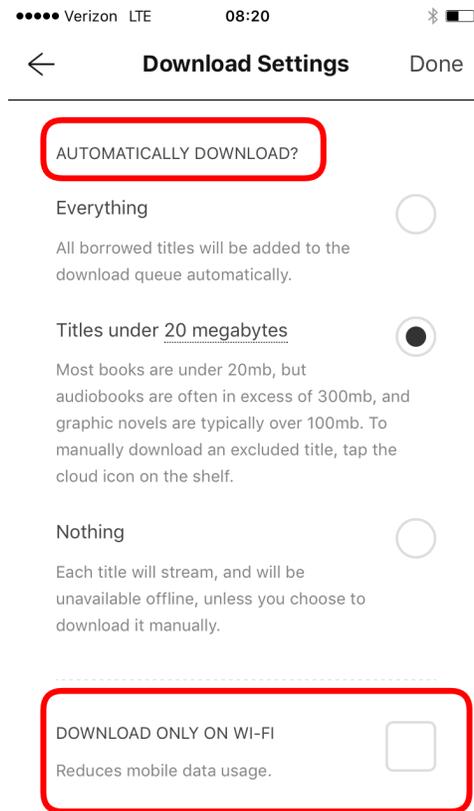
- Within the magazine, tap once to bring up controls.
- Tap Zoom.
- Pinch to zoom.



Download Settings

From the Libby app's main settings menu (three horizontal lines found on the app's homepage), you can set your download settings based on your reading habits and cellular connectivity usage

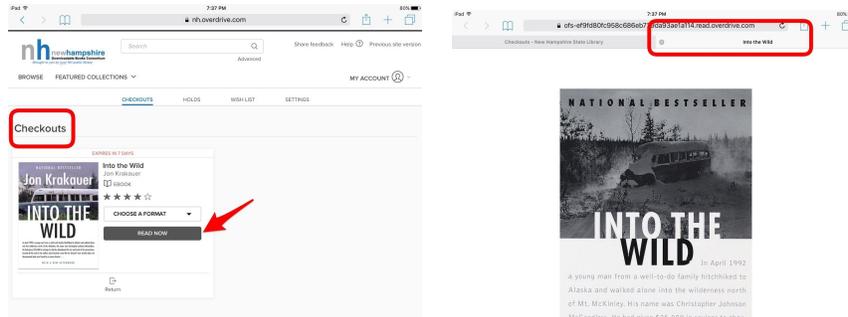
preferences. The eBooks are typically very small and will not use much cellular data, but audiobooks can use much more! Select the option to only download on Wi-Fi if you are concerned about cellular data usage.



Read Now: App-less Reading on a Computer for eBooks and Magazines

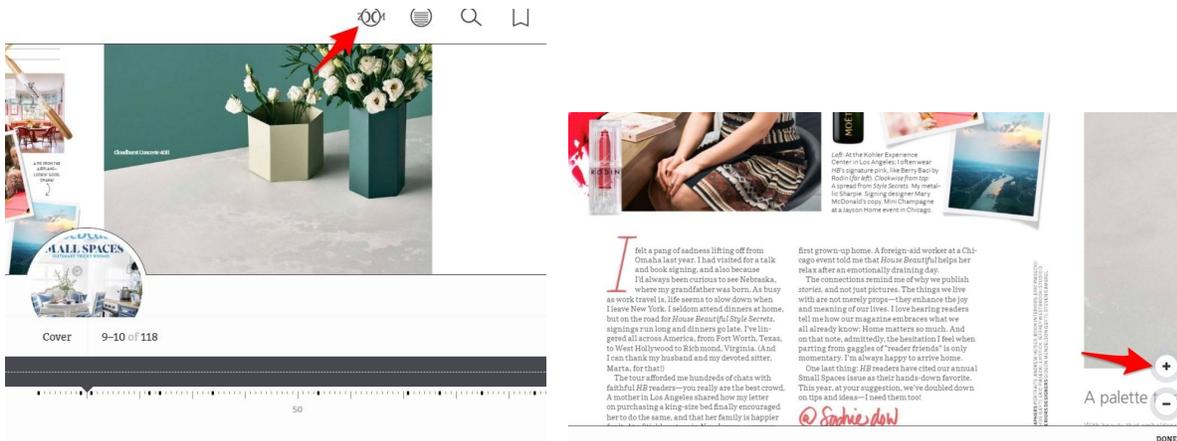
Reading on a computer could not be easier with the Read Now format. This format is available for both eBooks and the new digital magazines.

- After checking out an eBook or a magazine, visit “*My Account >> Loans.*”
- Tap on “Read Now.”
- Note that a new tab opens in the browser.



An additional feature to the digital magazines is the ability to zoom in on an article.

- Click in the center of the screen.
- Click on “Zoom.”
- Use the plus symbol to zoom.



Returning a Read Now eBook

Since the Read Now eBook can additionally be downloaded as a Kindle Book OR an Adobe EPUB eBook, there are various ways the title could potentially be returned.

- If the eBook is only read in the Read Now format on your computer, it can be returned from the “*NHDB website >> My account >> Loans>> Return.*”

The “return” option becomes unavailable in “checkouts” if another format is also selected.

- [Kindle Books](#) are returned from Amazon.com >> Manage Content & Devices.
- [EPUB eBooks](#) can be returned from the old OverDrive app.

Read-Along Books for Children

Some children’s books in the collection include narration when downloaded to a smartphone or tablet in the Read Now format.

Follow the instructions for the OverDrive Read Now format to download and read these titles.

Pro Tip: These books include narration and can take longer to fully load and play the audio than other eBooks.

See the collection of Read-along eBooks for children on the homepage of the NHDB site or from this [link](#).



Reading eBooks on a Computer

It is not only possible, but enjoyable, to read eBooks on a lightweight computer. Here are the options available.

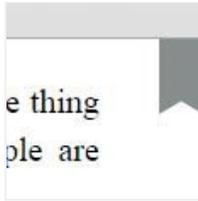
OverDrive Read Now eBooks

Without a doubt, the Read Now format is the easiest and quickest way to get reading eBooks on a computer.

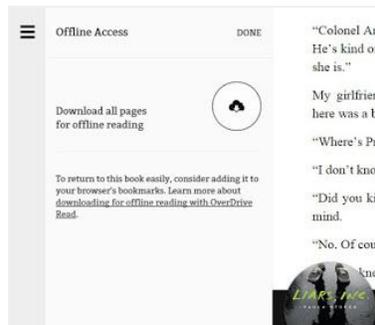
- After checking out an eBook, visit "Account."
- Click on the blue button "Read Now" next to the desired title.
- The entire eBook will open in a new window or tab of your browser.
- Use the right arrow key on your keyboard to easily turn the pages.
- Bookmark the eBook just like you'd bookmark a favorite website. I like to click, drop, and drag a "favicon" to the bookmarks bar of my browser, but there are many ways to accomplish the same thing.



- Add a bookmark by simply clicking the top-right corner of the page.



It is usually possible to download the READ eBook for offline reading. Click on the center of the screen to get menu options. Click on the menu icon in the upper-left corner of the screen and select "Offline Access."



Returning Read eBooks Early to the Collection

OverDrive Read titles are returned from the NHDB website >> Account >> Checkouts >> Return -- unless another format (Kindle Book or EPUB eBook) has also been selected. If another format was also selected:

- [Kindle Book Early Returns](#)
- [EPUB eBook Early Returns from OverDrive App](#)

Reading Kindle Books on a Computer

If you have a Kindle or Amazon account, it is quick to check out an eBook in the [Kindle Book format](#) and start reading immediately on a computer with the Kindle Cloud Reader.

- While in your NHDB account, select the title in the Kindle Book format.
- You are brought to the eBook's item record in Amazon.
- Click "Get Library Book" and sign into the site if necessary.
- Select "Kindle Cloud Reader" as your preferred delivery location.
- (Note that if you are already signed into the site, you'll receive the option to select "Kindle Cloud Reader" immediately. If you are not signed into Amazon with the correct account, you'll need to click "Get Library Book," sign into the site, and then select "Kindle Cloud Reader.")

- Click on the link "Read now in Kindle Cloud Reader" to open the Kindle Book in your browser.



- The first time using Kindle Cloud Reader on a new computer, you'll be given the option to set up the Cloud Reader for offline reading.
- Turn the pages with the right arrow key on your keyboard or by clicking the right arrow on the screen.
- Make note of the various reader settings and bookmarking options that appear to the top of the page when the mouse is moved.

[Instructions](#) for returning Kindle Books to the collection early.

Downloading MP3 Audiobooks to a Computer to Listen or Transfer

Required Software

If you wish to download the MP3 audiobook to listen to on a computer and/or transfer to an MP3 player or to an audio app on a smartphone or tablet, you will need to install the OverDrive program for Mac or OverDrive for Windows.

- Windows users -- even Windows 8 and 10 -- must use the Windows for Desktop version of the app. Do not use the Windows 8 or 10 version as it lacks the capabilities to manage and transfer the MP3 audiobooks.



- Mac users should initiate their download with this icon:



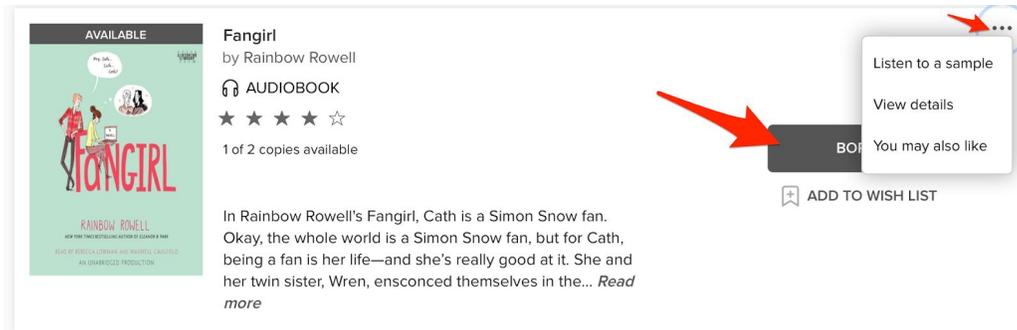
Listening to a Sample

Before checking out an audiobook, consider listening to a sample. This can save you the step of having to return the title if you do not enjoy the narration.

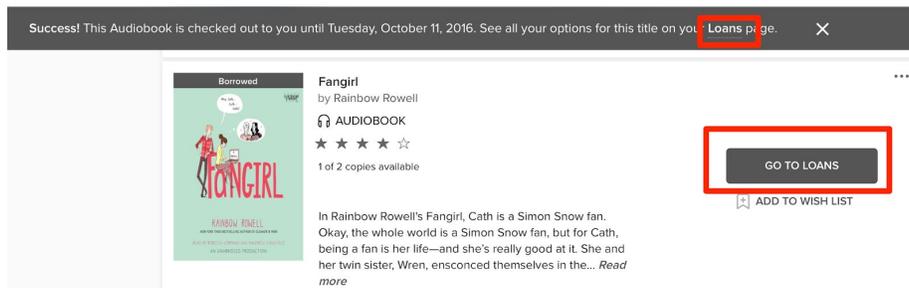


Listening to a sample is easiest in “List” view.

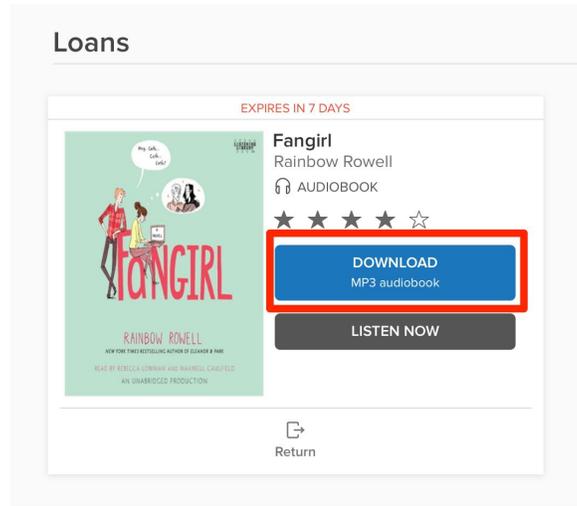
- Click on the three horizontal dots to listen to a sample and “Borrow” to check out the title.



- Visit “My Account >> Loans” to find your borrowed MP3 audiobook.
- *Or if you are viewing the item record, “borrow” will change to “GO TO LOANS.”*



- At the **Loans** page, computer users wishing to download the audiobook to their computer will see “Download MP3 Audiobook.”

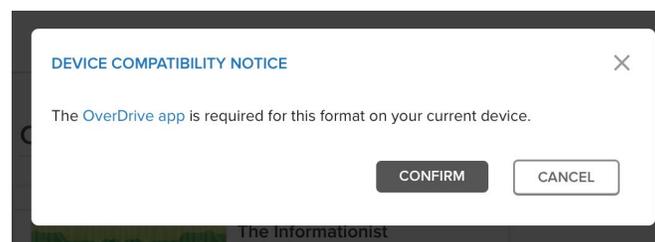


Pro Tip: Until the audiobook has been downloaded to the computer or app, it can be returned from the Checkouts screen. After it has been downloaded, the audiobook must be returned early with the OverDrive app or OverDrive program for Windows. Mac users cannot return the audiobook early. Contact your local library for assistance.

Mobile app users will notice “Add to App” and should see the [OverDrive app instructions](#).

Downloading the Audiobook to a Computer

- After tapping the “Download” button, you will receive a reminder that software is necessary.



- A small audiobook installer file will download.
- Note that this file is *not* your entire audiobook, rather the file that opens the OverDrive program and starts the download.
- This file must be opened by the OverDrive program. No other program will be able to open, handle, or initiate the download of the audiobook



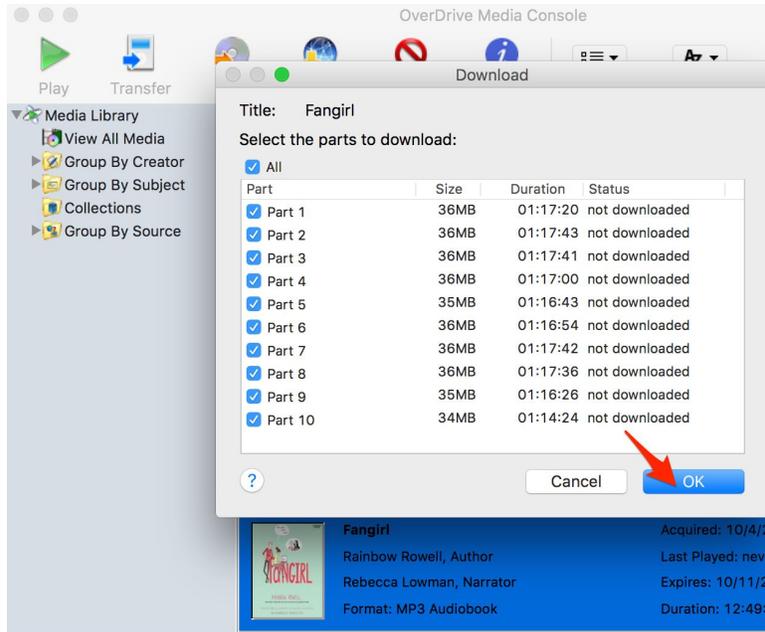
The different browsers and operating systems will handle this installer file very differently. The best advice is to look for the saved file in your default download location, however...

- Chrome users should look first at the bottom of their browser screen and double-click the .odm file.
- Firefox users should open (rather than save) the file with the default application (OverDrive for Mac or Windows).
- Locate and open this .odm file. The OverDrive program will open and prompt you to save the audiobook files in a specific location. When downloading your first audiobook, you will be prompted to create a new folder in the “Documents” folder. Allow the new folder to be created.

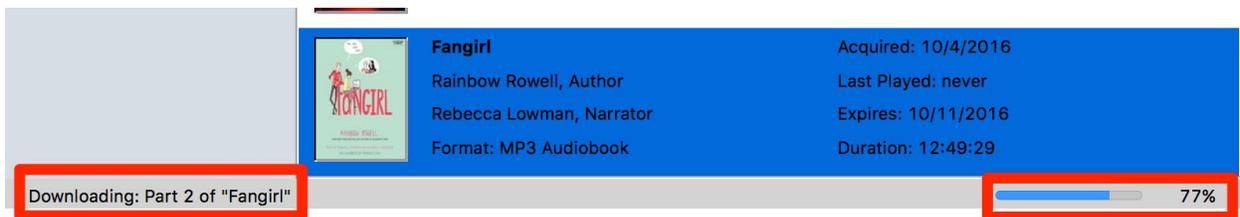


Pro Tip: Saving the audiobook files in the default download location is an important part of the download process. If the file type becomes disassociated with the program or default download location, the file will not open.

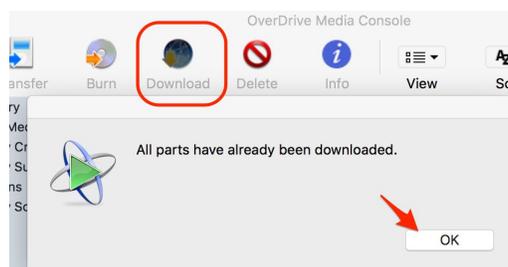
- For all normal, high-speed internet connections, it is recommended to download all parts at once. Expect 10-60 seconds per part, depending on the speed of the internet.



- Watch the progress of the parts at the bottom of the OverDrive program.



- If you are wondering if all parts downloaded or if you noticed a download error, tap on “Download” rather than revisiting the NHDB site and restarting your download again.



Pro Tip: Always recommend the “Download” button on the OverDrive program to redownload missing parts. The “Download” button on the NHDB website can only be pressed three times before needing reactivation. Librarians can reset the downloads in Content Reserve >> Support >> Reset Downloads. However, always check that there is not a bigger issue at play!

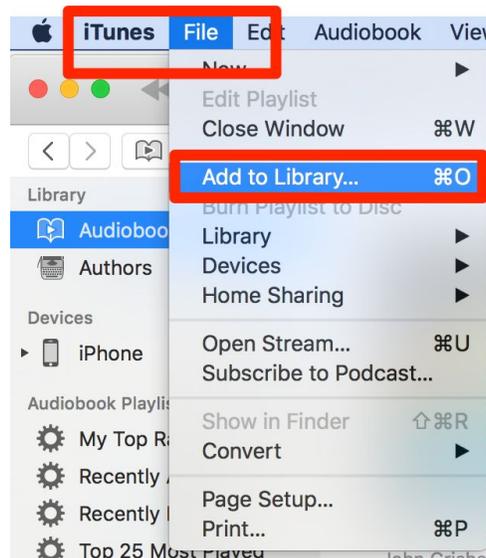
Locating the Audio Files

In order to transfer the audiobook parts to a player or phone, it is helpful to locate the files on your computer. Open the Mac Finder or Windows Explorer to locate “Documents >> My Media >> My MP3 audiobooks folder.” The files do not have DRM (Digital Rights Management) and can be added directly into iTunes (Apple device users), copied and pasted into an MP3 player, or sideloaded with the use of a USB cable into an Android app.

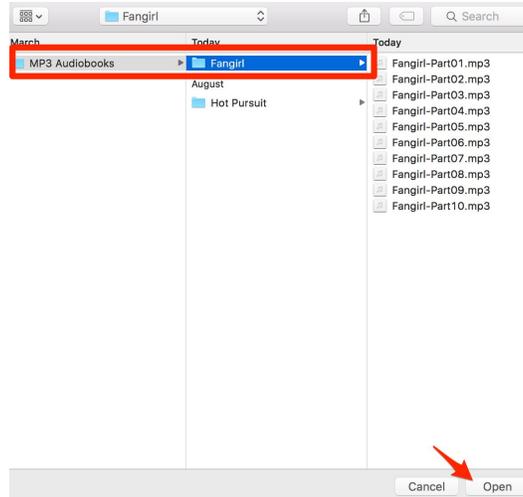
Adding the Audiobook to iTunes

Apple users with a Mac or Windows computer are encouraged to use this method to transfer MP3 audiobooks to their device. (Mac users must use this method and Windows users should also find these steps helpful.)

- Open iTunes and click on “File >> Add to Library”.



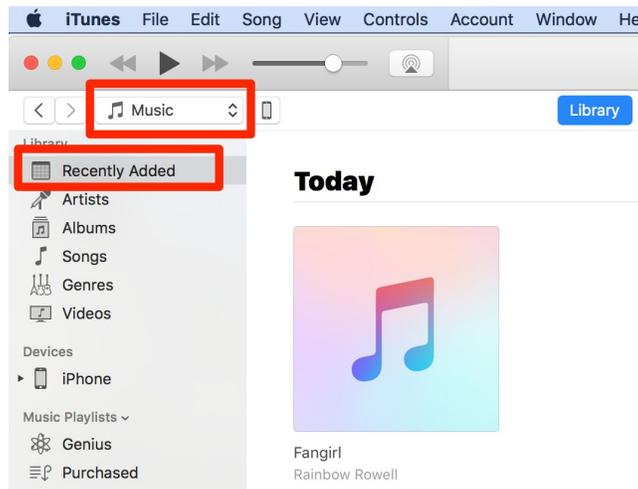
- Navigate to “Documents >> My Media >> My MP3 Audiobooks >> Title.”



- Click “Open” to add the folder (or files) to iTunes.

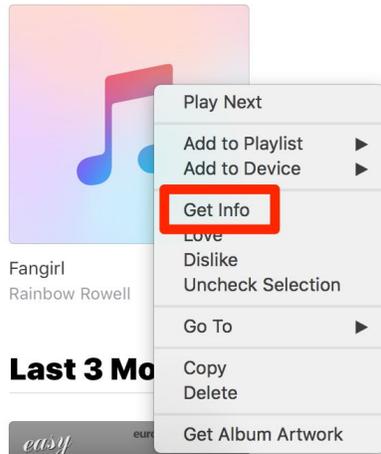
Since there is no metadata on the MP3 audiobook files to tell iTunes that this is an audiobook, it is helpful to add the data. *This will greatly enhance your listening experience!*

The audiobook will be found in your **Music**. It can be helpful to view “Recently Added” content to quickly locate the audiobook.

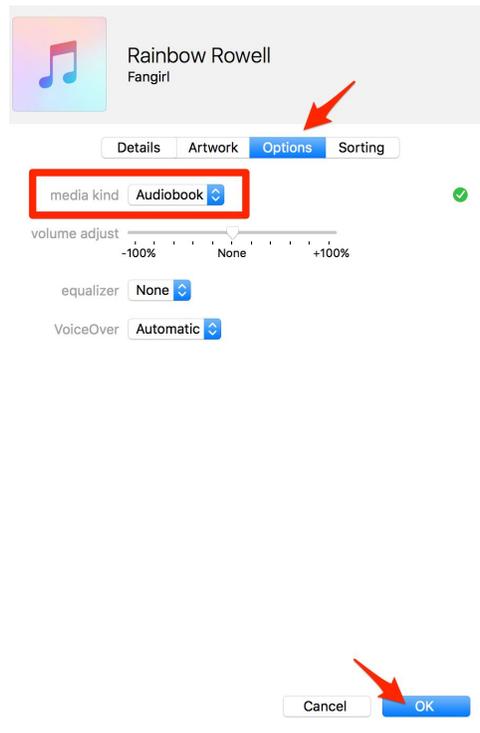


- Right-click (command-click on Mac) and select “Get Info.”

Today



- On the “Details” tab, check to make sure that the audiobook title came through. Sometimes the title will be missing. Type it in if needed.
- On the “Options” tab:
 - Change the Media Kind to Audiobook.

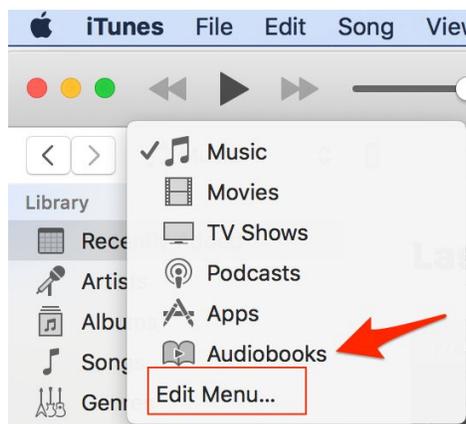


- Import the cover image, if desired.
 - From the item record in the NHDB website, this can typically be done by right-clicking on the cover and save it to a known location.

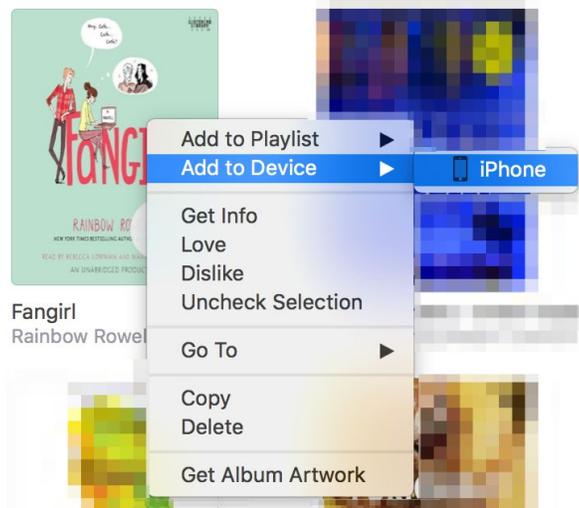
- From iTunes, in the “Artwork” tab, click on “Add Artwork” to select and upload the image.



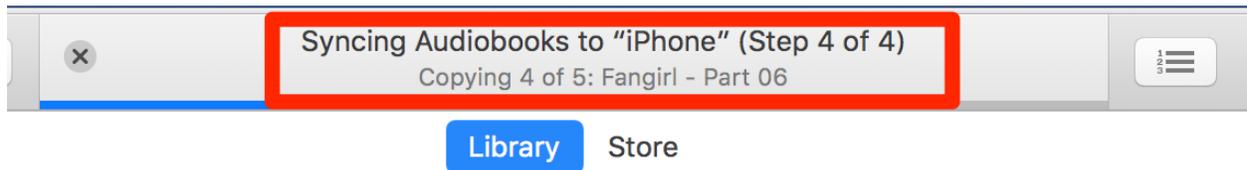
- After saving, the audiobook will move to the “Audiobooks” section of your iTunes.
- Click on the “Music” drop-down and change to “Audiobooks.”
 - If you do not see “Audiobooks” listed, edit the menu and select audiobooks.



- Connect your Apple device, allow the device to sync to the computer...
 - Right-click the audiobook cover image >> Add to device.

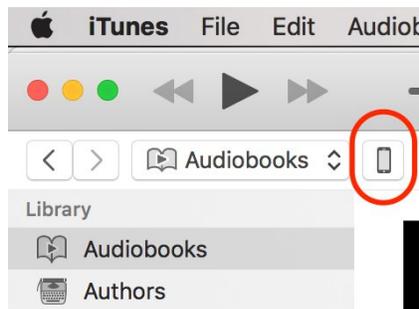


- Immediately, the audiobook will move to your device.

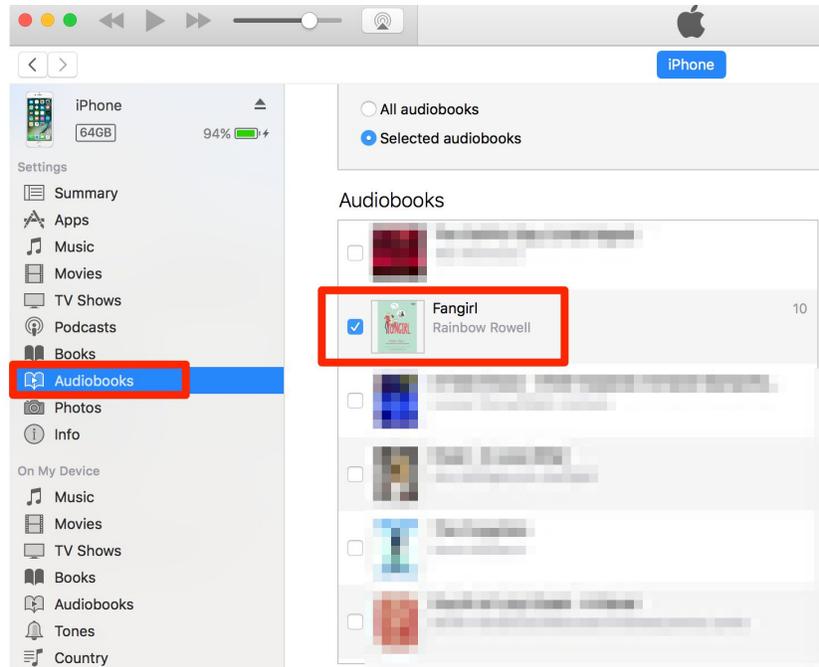


You also have the option of selecting or deselecting audiobooks. This will allow you to add or remove audiobooks from your device.

- To start, select the small icon of your device to select Audiobooks to sync.



- Use the checkboxes to select the audiobooks you wish to have on the device and which ones you would like to remove.
- Click “OK” to sync the device and add or delete audiobook titles.



Returning MP3 Audiobooks Early to the Collection

MP3 Audiobooks can be returned to the collection in two ways:

- Through the Windows for Desktop version of the OverDrive program.
 - Select the audiobook from the OverDrive program.
 - Click the “Return” button from the menu buttons.
- Through the [OverDrive app](#) for mobile devices (Apple, Android, Windows, Blackberry).
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