

Library Lending Tips and Tricks Kindle® and Kindle Paperwhite®

To access eBooks from the library and transfer them to your Kindle requires only a few simple steps!

- ❖ Even though Kindles have web browsers, we have found that it is easier to search for, borrow and download books from NCDL at a computer first, then enjoy your book on your Kindle.
- ❖ First, visit the library's webpage (www.highpointpubliclibrary.com) and under "Popular Destinations", click on the NCDL button:



- ❖ Once on the **North Carolina Digital Library (NCDL)** homepage (<http://ncdigital.overdrive.com>), Sign in to your account by clicking on **Sign In** (always do this first). Once you've signed in the button will change to read **My account**. It will prompt you to choose your library (from a pull-down list) and to enter the number on the back of your **Library Card** (with no spaces). Your library and card # will be saved for you if you click **Remember my Card Number on this device**.

NOTE: You will get a message once a year that your library card has "expired" and that you won't be able to access NCDL. This just means that you need to contact the library and update your contact information with us. Once you do that, you will have full access again.

❖ BROWSE AND SEARCH

- **Subjects:** you can select from a list of a wide variety of subjects, narrowed down by format.
- **Collections:** choose from the pull-down list and select options by format (**eBooks, Audiobooks** and **Videos**).
- **Spotlight Collections:** on the main page there lists of titles such as "Just added" or "Your next great read". For these lists, click the title of the list or **SEE ALL** to see the entire collection.
- **General Search:** the search box at the top of the screen that allows you to look for specific authors and titles. It now has an auto-complete feature for more intuitive searches. For more focused searching, choose **Advanced Search**.

NOTE: for Kindle eReaders, choose the **Kindle Books** option on the main page to only see books compatible with your Kindle. You can narrow down to availability and subjects/genres from there. Also, Under **Settings** on your **Account** page, you can select **Kindle preference** to only show the **Kindle Book** option for borrowed eBooks. Also, you will not find all books by all authors because not all books are available as eBooks or are accessible for free through the digital library.

❖ RESULT LISTS

- All results lists work the same way. The titles are represented as book covers. Above the book cover there is a banner that describes its status: **AVAILABLE** = can be borrowed, **BORROWED** = checked out to you, **WAIT LIST** = checked out with holds, and **ON HOLD** = on your hold list. Below each book cover there is an icon indicating format (book = eBook, headphones = audiobook). There is also a ribbon you can click to place the book on your Wish List.
- To borrow an **AVAILABLE** title from this list, click **BORROW** and the title has been added to your **Loans** page. From there, you can choose your format.
- Or, click on the **Ellipsis** button (3 dots) for these additional options: **Read a sample** = read an excerpt from a book before you borrow it, **View details** = see more details about the book, and **You may also like** = see titles similar to this book.
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- **Checkout Details:** You can have **5** titles Checked out and **6** titles on Hold at a time. **Checkout periods:** eBook = **7, 14, or 21 days** (your choice). At the end of the loan, the book is automatically returned to the NCDL collection (you can also return titles early—See below).

❖ NARROWING RESULT LIST

- Similar to the **Subject** categories on the main page, you can choose from a variety of categories to narrow your search.
- **Availability:** **All titles** = all the books in the collection or **Available now** = books that can be checked out today
- **Audience:** Interest by age level
- **Date added:** Last 7 days to Last 6 months
- **Format:** (eBooks or Audiobooks). **NOTE:** For your Kindle, always choose **Kindle Book** under this category (under eBooks). You will only see titles that you can add to your Kindle.
- **Subject:** many are available to customize each search.
- **Sorted by:** To customize your list you can choose how it is sorted with these options: **Date added, Popularity, Relevance, Release date, Title, or Author**

❖ BORROWING TITLES

NOTE: It is a good idea to make sure your **Kindle's Wi-Fi** is turned and that you are signed into your **amazon.com** account before downloading the book.

Once you find a book, click **BORROW** and the title is added to your **Loans** page (part of your Account page). You will then choose **Read now with kindle**.

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- On the right side of the screen you'll see a **"Get library book"** button and below that you can choose where you want to book delivered. As long as your Kindle's Wi-Fi is turned on, the book

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 For technical issues or one-on-one help, please contact Julie Raynor at 336.883.3093 or julie.raynor@highpointnc.gov.

