



COMMUNITY WORKSHOP SERIES

DIGITAL LITERACY FOR ALL LEARNERS

A PARTNERSHIP WITH UNC SILS AND LOCAL LIBRARIES

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INTRODUCTION TO eBOOKS

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To view our full schedule, handouts, and additional tutorials, visit our website:
cws.web.unc.edu

Last Updated July 2015

WHAT YOU WILL LEARN

Prerequisites:

It is assumed for this class that the user is comfortable with basic computer operations as well as basic Internet experience.

- This workshop is intended for new eBook and eReader users and/or those who want to learn about eBooks available through the Chapel Hill Public Library via Overdrive.
- Please let the instructor know if you have any questions or concerns prior to starting class.

What You Will Learn

Familiarize you with eBooks	Learn about different eBook readers	Learn to search and use the Overdrive website	Download library eBooks to your eReader!
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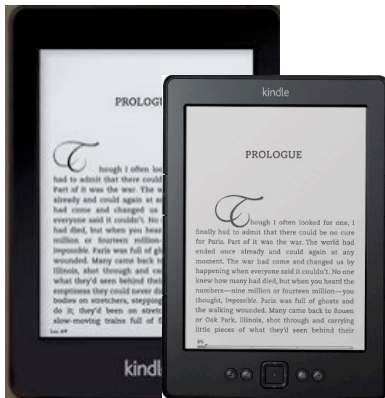
INTRODUCTION

What Are eBooks?

- Short for *electronic book*, a book-length publication in digital form
- Can be read on a computer or transferred to a device (Nook, Kindle, iPhone, etc.)

What Is an eBook Reader?

- Also known as eReaders, they come in many shapes and sizes.



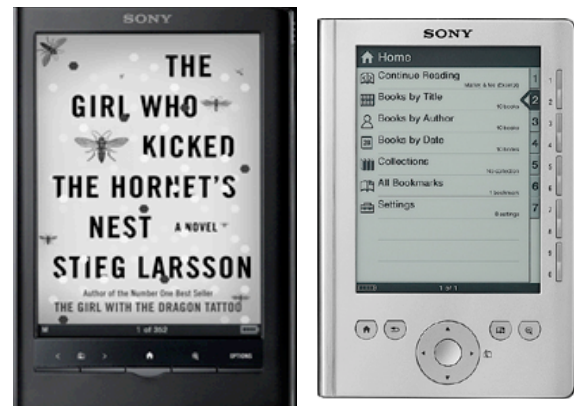
Amazon Kindle



Barnes & Noble Nook



Apple iPod/iPhone/iPad



Sony eReader

Features and Specifications to Consider:

- eInk vs. LCD
 - eInk looks like the page of a book and is not backlighted which makes it easier to read outside but requires a reading light to read in the dark. eInk text and images are displayed in black and white only.
 - LCD screens are like reading on a computer screen. They are backlighted which means you can read them in the dark but they are hard to read outside in sunlight. LCD screens can display full color.
- Buttons vs. Touch Screens
 - Buttons: some eReaders use buttons only to navigate through its functions and through the texts of the eBooks you are reading.
 - Touch Screens: other eReaders have a touch screen instead of buttons. With the touch screen you tap directly on the screen to select options and navigate.
 - Both: there are some eReaders that have a combination of both buttons and a touch screen that allow you to navigate in more than one way.
- Size
 - eReaders vary in size quite a bit. With a larger screen you can see more text at once however the device is larger and you may have more difficulty carrying it around.
- Weight
 - The weight of eReaders also varies. While there are some cases available that allow you to prop up the eReader, often people hold the eReader while using it, so weight is an important consideration.
- Battery Life
 - Generally eReaders with LCD screens have much shorter battery life than those with eInk. Tablet eReaders (Kindle Fire, Nook Tablet, or the iPad) do many other things besides display text which use up a lot of power.
- Wireless and 3G
 - Some eReaders have the capability to connect to the internet via Wi-Fi or 3G.
- File Format
 - Kindle Book: works with all Amazon Kindle devices. It will also work using the Kindle app on other devices like the iPad, iPhone and Android phones.
 - Adobe EPUB eBook: a file format developed specifically for eBooks, it features adjustable fonts. The ePUB format works on the iPad, Nook, Sony, and Kobo readers, but not the Kindle.
 - Adobe PDF: a common file format for digital documents, and can also be used for eBooks. PDF eBooks can be re-sized, but are much less customizable than ePUB eBooks. PDF format works on the iPad, Nook, Kindle, Sony, and Kobo readers, but not the Kindle.

Popular eReaders

Kindle by Amazon

- elnk
- Button navigation
- 6.5" x 4.5"
- 5.98 ounces
- Up to 1 month with Wi-Fi off
- Wi-Fi
- Kindle Book Format, PDF

Kindle Paperwhite (3G optional) by Amazon

- Paperwhite with built-in light
- Touch-Screen and. Button navigation
- 6.8" x 4.7"
- 7.5 ounces
- Up to 2 months with Wi-Fi off
- Wireless (or free 3G)
- Kindle Book Format, PDF

Kindle Fire Tablet by Amazon

- LCD
- Touch-Screen navigation
- 7.5" x 4.7"
- 14.1 ounces
- Up to 8 hours of reading or 7.5 hours video playback
- Wi-Fi
- Kindle Book Format, PDF

Nook Simple Touch by B&N

- elnk
- Touch-Screen and Button Navigation
- 6.5" x 5"
- 7.48 ounces
- Up to 2 months with wireless off
- Wi-Fi
- Adobe EPUB eBook Format, PDF

Nook GlowLight

- elnk
- Touch-Screen navigation
- Built-in reading light
- 6.5" x 5"
- 6.2 oz
- Up to 2 months with wireless off
- Wi-Fi
- Adobe EPUB eBook Format, PDF

Nook HD Tablet by B&N

- LCD
- Touch-Screen navigation
- 7.6" x 5"
- 11.1 ounces
- Up to 10.5 hours of reading or 9 hours of video playback
- Wi-Fi
- Adobe EPUB eBook Format, PDF
- Book lending and borrowing

Sony Reader Wi-Fi by Sony

- elnk
- Touch-Screen and Button navigation
- 6.8" x 4.75"
- 5.9 ounces
- Up to 2 months with Wi-Fi off
- Wi-Fi
- Adobe EPUB eBook Format, PDF

Kobo Touch by Kobo

- elnk
- Touch-Screen navigation
- 4.5" x 6.5"
- 6.5 ounces
- Up to 1 month with Wi-Fi off
- Adobe EPUB eBook Format, PDF, MOBI

iPad with Retina Display by Apple

- LCD
- Touch-Screen navigation
- 9.5" × 7.3"
- 22 ounces
- Up to 10 hours
- Wireless (or 3G for additional cost)
- PDF Format

iPad Mini by Apple

- LCD
- Touch-Screen navigation
- 7.8" x 5.4"
- 10.86 ounces
- Up to 10 hours
- Wireless (or 3G for additional cost)
- PDF Format

Reading eBooks on non-eReader devices

eBooks can also be read on devices that are not exclusively eReaders by downloading the Kindle, Nook or other reading apps. These apps are available for iPhones, iTouches, Androids, tablets, and computers.

eBooks - Digital Rights Management

The eBooks in Overdrive employ Digital Rights Management (DRM) to enforce copyright on titles in our library. Just like a print library book is not owned by a patron and must be returned to the library, eBooks are owned by publishers and must be returned at the end of their borrowing period. Library-loaned eBooks can only be copied to other devices owned by the same patron. For the Nook, for example, one library eBook can be copied to up to 6 authorized devices (computer, Mom's Nook, Dad's iPad, etc.).

eBOOKS AT CHAPEL HILL PUBLIC LIBRARY**Lending Policies**

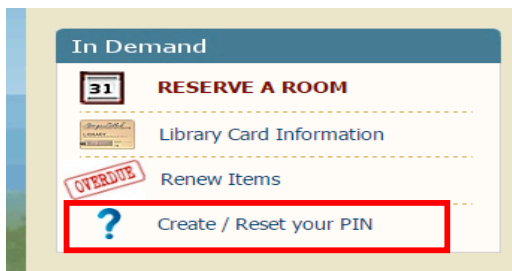
- 5 items may be checked out at a time
- Length of checkout: eBooks- 7, 14, or 21 days depending on your settings and the particular item, AudioBooks- 7 or 14 days
- 6 holds are allowed at a time and customers have 3 days to "pickup" the hold before it goes to the next person.
- Titles cannot be renewed, but you can check them out again after they expire if they are still available.
- When due, titles will be returned automatically which means you cannot acquire late fees on eBooks!
- Each copy may only be checked out by 1 person at a time – just like a physical book.
- Titles cannot be downloaded onto public library computers, to download a book you must use your own computer.

****Please note that these lending policies are different from those for physical books from CHPL.***

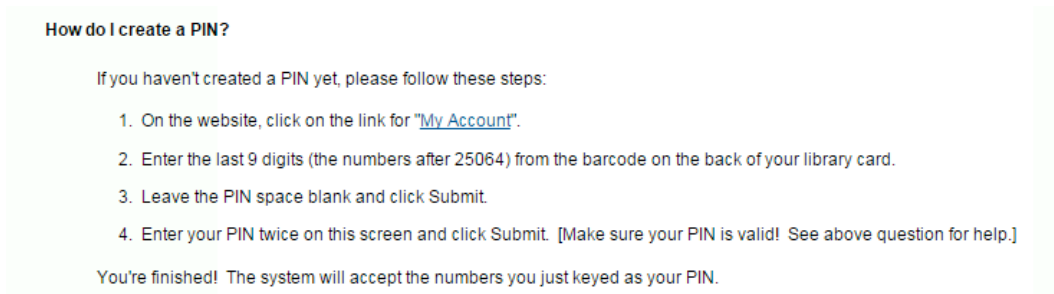
The Chapel Hill Public Library also has Kindles for checkout. These Kindles come preloaded with selected titles that you may read but do not allow you to check out additional titles. This can be a great way to try out an eReader but does not give you access to the full range of titles available through the Overdrive website.

Accessing eBooks from the Chapel Hill Public Library website

- **First things first:** If you have never created a PIN number for your CHPL card, you will need to do that before you can check out eBooks! From the homepage, click on the link on the left under In Demand that says “Create/Reset your PIN.”



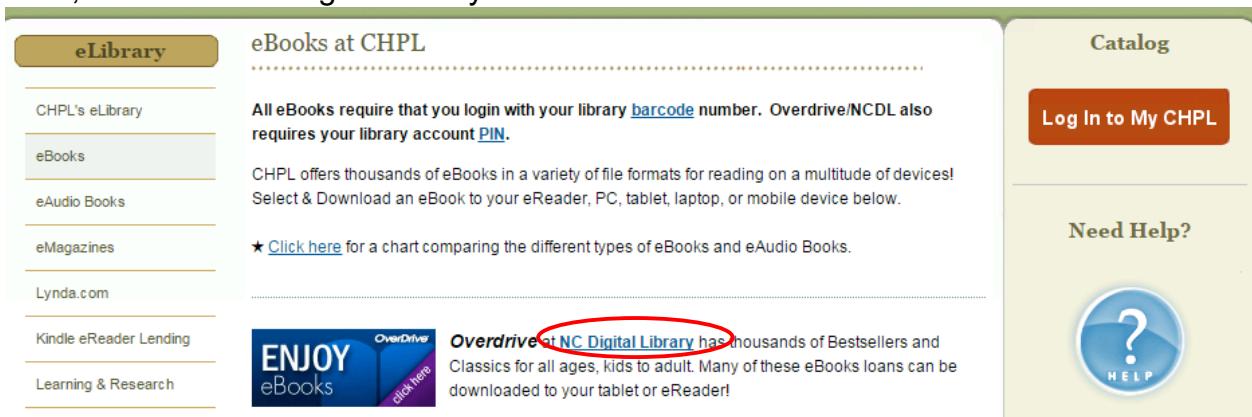
- This will take you to a PIN FAQs page. Follow the directions listed for creating a PIN, and you should be all set. Here are the instructions:



- eBooks cannot be located through the main library catalog. There is a separate website known as Overdrive that you can use to search and access eBooks. CHPL is a member of the NC Digital Library consortium, which means that there are more than just CHPL patrons who are checking out the same eBooks that you are.
- To begin using Overdrive to check out eBooks, visit chapelhillpubliclibrary.org and click on the “eLibrary” link.



- Once you have clicked on the eLibrary link, you can select either eBooks or eAudio Books to get started. (Both options will take you to the same page).
- Next, follow the NC Digital Library link:



- You can also access this Overdrive site directly by entering the following URL in your address bar: <http://ncdigital.lib.overdrive.com/>

NAVIGATING THE OVERDRIVE WEBSITE

Below is the homepage you will see when you go navigate to the Overdrive website. *Note the Help option – this is available on every page in Overdrive.

Sign in before you browse and search to see all titles available to you!

« Member Libraries English Sign In

North Carolina Digital Library

Menu Account Help Advanced Search

Featured Collections
 Gone Girl Read-Alikes
 Anatomy of a Misfit
 Read-Alikes
 New Streaming Video
 Most Popular Video
 All Collections...

eBook Fiction
 All Fiction
 Classic Literature
 Historical Fiction
 Horror
 View more...

eBook Nonfiction
 All Nonfiction
 Art
 Biography & Autobiography
 Business & Careers
 View more...

Audiobook Fiction
 All Fiction
 Classic Literature
 Historical Fiction
 Horror
 View more...

Audiobook Nonfiction
 All Nonfiction
 Biography & Autobiography
 Business & Careers
 Current Events & Politics
 View more...

Kids & Teens
 Kids' Fiction
 Kids' Nonfiction
 Teen Fiction
 Teen Nonfiction
 View more...

New Arrivals View more...

Linger
Maggie Stiefvater

Scorpions
Walter Dean Myers

Be the Mom
Tracey Lanter Eyster

The Crimson Shard
Teresa Flavin

The Maker Movement Manifesto
Mark Hatch

Mummy
Caroline B. Cooney

TELL ME AGAIN HOW A CRUSH SHOULD FEEL
SARA FARIZAN

Remember Redux

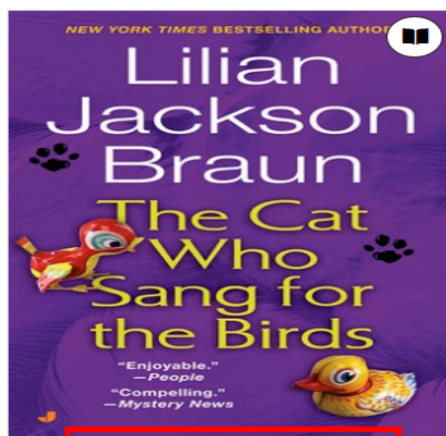
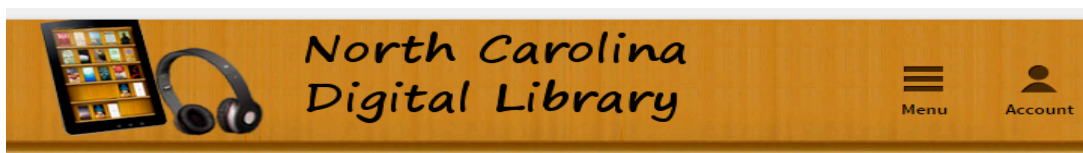
The Beech Creek

Under the Girl Bullying

CURSE OF THE SPIDER KING

BREAST CANCER JOURNEY

***Note: If you are not logged in while you are browsing, you may see titles that are unavailable to your library's subscription.**



Sample

The Cat Who Sang for the Birds

The Cat Who Series, Book 20
Series: The Cat Who

by Lilian Jackson Braun

Borrow

Add to Wish List

Buy It Now



Sign in & rate this title.

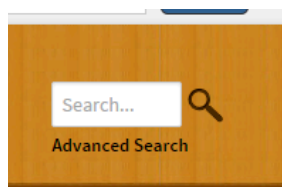
In this delightful new novel featuring Jim Qwilleran and his lovable cats, Koko and Yum Yum, the rites of spring are celebrated with the fine art of birdcalling and a fateful act of murder. It seems that this spring, a cat's fancy may turn to



Some items allow you to preview a sample of them. Just like you would be able to flip through the pages of a book at a physical library, you can look at a brief sample of some of the NC Digital Library books. To do this, click on the sample option of a selected book.

Searching and Browsing

There are several ways to search for eBooks.



Keyword searching by author, title, or subject in the top search bar will yield results based on your search.

Once search results have been returned, you can click the button "Available Now" found on the left side of your screen to only see results that you will be able to check out.

Filter search by:

eBook

Audiobook

Show me...

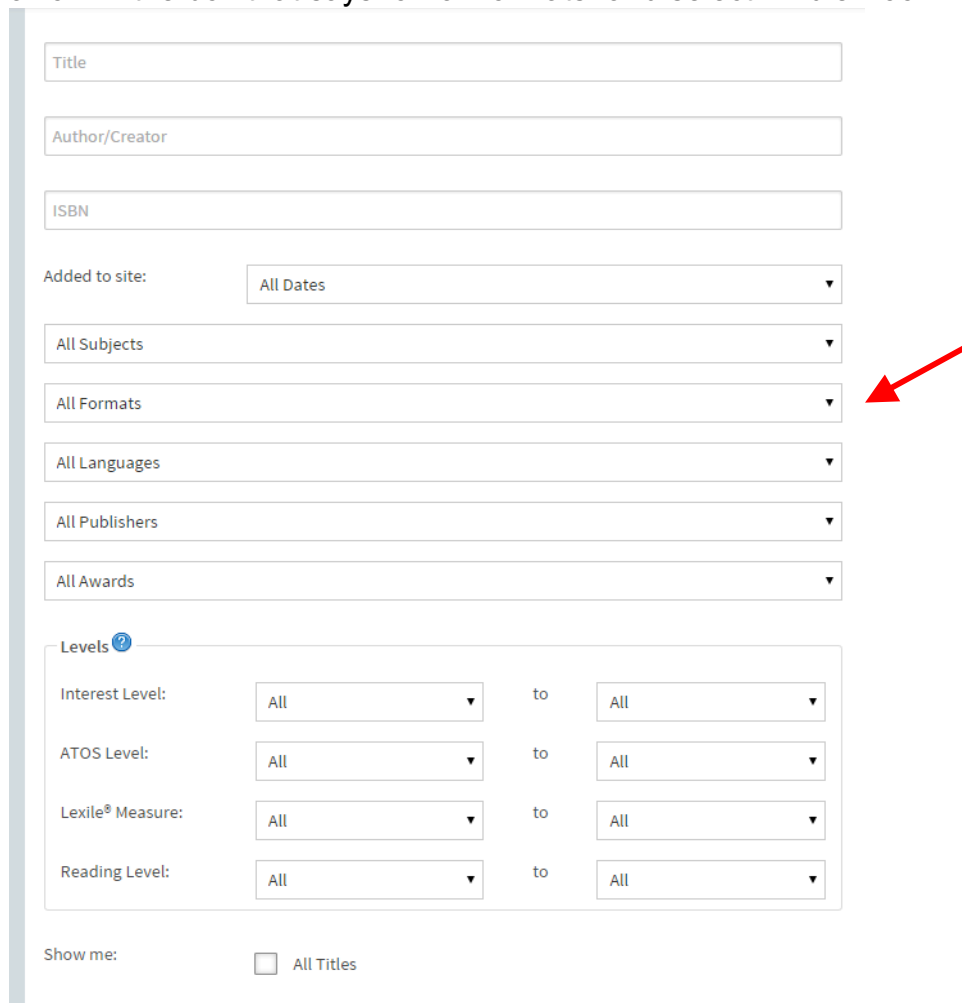
All Titles

Available Now

Additional Titles to Recommend



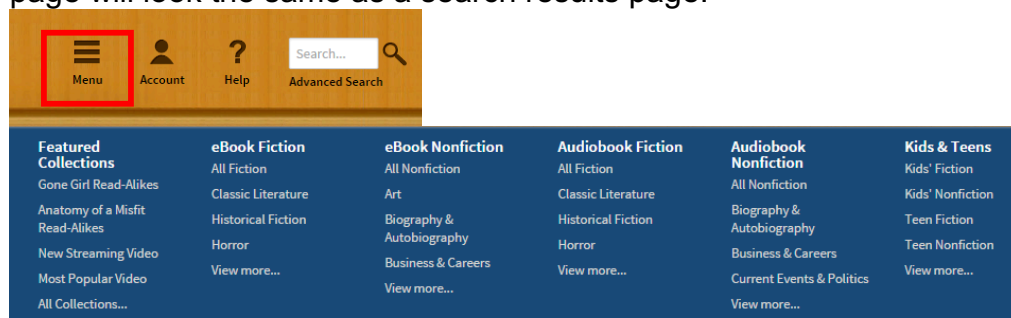
Advanced searching is available by clicking “Advanced Search” in the top search bar. You will get a lot of advanced searching options, but remember, you do not have to fill all of them out. One helpful option is to search by Format here - only showing Kindle Books, for example. To do this, click the arrow in the box that says for “all formats” and select Kindle Book.



The screenshot shows the Advanced Search interface with the following fields and options:

- Title
- Author/Creator
- ISBN
- Added to site: All Dates
- All Subjects
- All Formats (indicated by a red arrow)
- All Languages
- All Publishers
- All Awards
- Levels [?]
 - Interest Level: All to All
 - ATOS Level: All to All
 - Lexile[®] Measure: All to All
 - Reading Level: All to All
- Show me: ☐ All Titles

Browsing the Overdrive website can also be a useful way to discover books. You can browse within the major categories. If you do not see the browse menu, click the “Menu” icon at the top right of the screen. Then click on one of the options listed to browse. When you click on a category, the browse page will look the same as a search results page.



Understanding eBook Records



Solsbury Hill
A Novel
by Susan M. Wyler

[Sign in for Availability](#)

[Add to Wish List](#) [Buy It Now](#)

★★★★★
Sign in & rate this title.

"Susan Wyler's contemporary take on a classic love story is utterly beguiling. *Solsbury Hill* is a gorgeously well-written tale of a fraught love affair that takes you from New York to the wild gothic setting of the Yorkshire moors."—Fiona Neill,

[Sample](#)

Available formats

Kindle Book
OverDrive Read
Adobe EPUB eBook

Subjects

Fiction
Literature

Copies

Available:	1
Library copies:	1

Above is an example of an eBook record on the Overdrive website. The important things to note when looking at a record are the **available formats**, number of **available copies**, and number of **library copies**.

Available formats give you the list of formats that this particular eBook is available to be checked out as. This example is available as a Kindle Book, and OverDrive Read book, and an Adobe EPUB eBook.

Available copies show the number of copies of the eBook available for checkout. If the number is 0, then all copies are checked out.

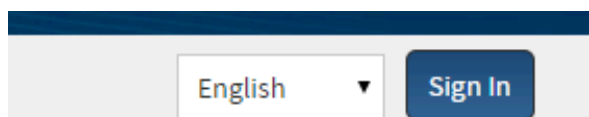
Library copies show the number of copies owned by the NC Digital Library consortium in total.

If you are already signed in, and a book has one or more available copies, you will see a “Borrow” button, which you can click on to check it out. If a book has 0 copies available, you will see a “Place a Hold” button instead. More details on placing holds are included below.

If you’re not signed in, you’ll see the button that says “Sign in for Availability.” If you’d like to check out the book, you should click there.

Using the Patron Account

To check out eBooks, you will need to login to your patron account.



English ▼ [Sign In](#)

Click on “Sign In” in the top right corner. You will then need to select your library from the list, which of course is Chapel Hill Public Library. Once you have done that, click “Go” to sign in with your library card number and PIN. Since we went through how to set your PIN earlier, you should know what it is and be able to login.

After signing in, you will be able to access the “My Account” page with access to your Bookshelf, Holds, Lists, and Settings.

North Carolina Digital Library

Menu Account Help Search... Advanced Search

Bookshelf

No titles are checked out at this time.

Add a Title

Bookshelf

Holds

Lists

Settings

My Account:

Checkout limit:	5
Titles checked out:	0
Checkouts remaining:	5
Hold limit:	6
Titles on hold:	0
Wish list items available:	0

Bookshelf shows you what you have checked out; from here you can click the “Download” link to download it onto your personal computer or device in the correct format. If the OverDrive Read option is available as a format, you can click on that link to read the book in your browser.

Bookshelf

Note: If you download a title, its Return Title button will disappear. [Learn about your other return options here.](#)

If a title is available to renew, the option will become available within 3 days of its expiration.

The Cat Who Sang for the Birds
Lillian Jackson Braun

Expires in 14 days

Download (Select one format)

Read (in your browser)

Return Title

Bookshelf

Holds

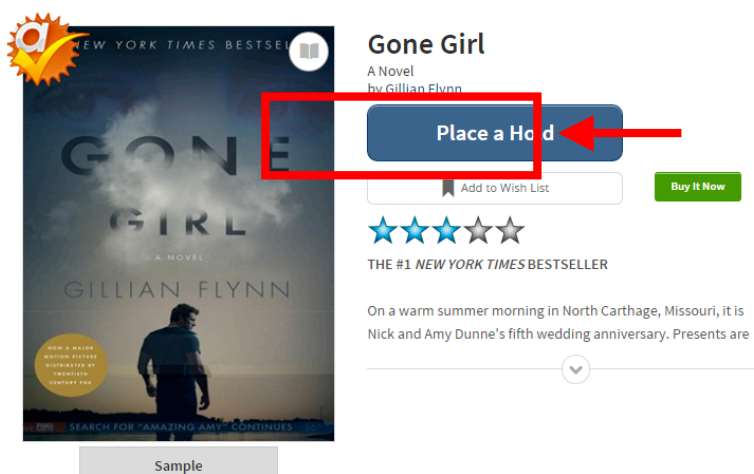
Lists

Settings

My Account:

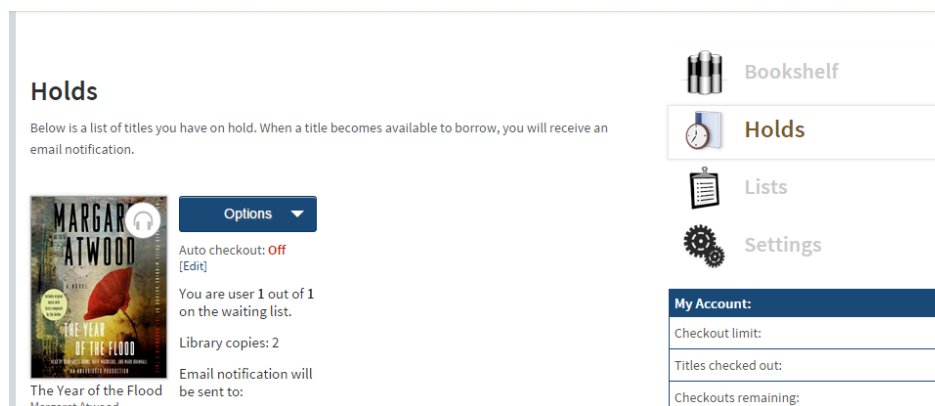
Checkout limit:	5
Titles checked out:	1
Checkouts remaining:	4
Hold limit:	6
Titles on hold:	0
Wish list items available:	0

Once you've signed in to your account, you can also **place holds**.



If you click on the “Place a Hold” link on a checked out book that you’d like to request, it will prompt you to enter your email address so that you can be notified via email when the title is available for you to checkout.

Holds (found under “Account”) will list the books you have placed on hold. A preview of each book will show you how many people are ahead of you on the hold list, how many copies your library has, where you will be notified by email when the book is available, and whether or not you have autocheckout on—autocheckout will automatically check out a book to you if you are on hold for it and it comes available.



Lists include several different types of lists:

Lists

Wish List

A list of digital titles that you want to borrow.

Rated titles

A list of digital titles that you've rated.

Recommended for you

A list of digital titles that you may enjoy, based on your current checkouts.

Titles you recommended

A list of digital titles that you've recommended to your library.



Bookshelf



Holds



Lists



Settings

My Account:	
Checkout limit:	5
Titles checked out:	1
Checkouts remaining:	4
Hold limit:	6
Titles on hold:	1
Wish list items available:	1

When you see a book that you'd like to read, but you're not ready just yet, you can add it to your **Wish List** so that you can easily find it later. You can rate titles, recommend titles to your library for purchase, and you can view a list of recommended titles for you that is based on your previous checkouts.

Settings include a few options:

Settings

Lending periods

Set your lending period preference for each format.

eBook: 7 days 14 days **21 days**

Audiobook: 7 days **14 days**

Music: 3 days 5 days **7 days**

Video: 3 days 5 days **7 days**

Some publishers reserve the right to set a lending period. If a lending period differs from your preference, this will be shown at the Bookshelf page.

Maturity level(s)

Choose the range of content you would like to see while browsing and searching the collection.

Show me: Juvenile to Mature Adult

Save

Cover images

Choose if you want mature adult covers displayed. If you select "No," mature adult cover images will be replaced with a basic cover.

Yes No

High contrast

Choose the contrast level to display for this website.

Standard High



Holds

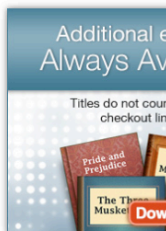


Lists



Settings

My Account:	
Checkout limit:	
Titles checked out:	
Checkouts remaining:	
Hold limit:	
Titles on hold:	
Wish list items available:	



You can change your lending periods for different formats, and you can also set maturity levels. If you only want juvenile material to show up in your searches, then you can set that limiter. Also, you can change the contrast of the website—if you find it easier to read light colored text on a dark background, that is what this will change.

DOWNLOADING eBooks TO eREADERS

The process of downloading eBooks to devices differs significantly for each device. The following directions are a summary of the process.

Kindles

The download process for Kindle requires a computer and a Kindle. For the Kindle Fire, the entire process can be done on the device. No software is required for the process, so it can be done from any computer with an internet connection (including library terminals).

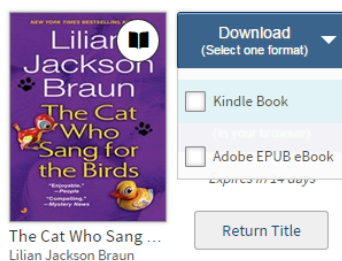
**There are some Kindle downloads which require you to download the book through a USB cable or onto a USB key due to publisher restrictions. If this is the case for a title you are checking out it will be noted on the checkout and download screens.*

Once you have checked out a book, you will find it in your Bookshelf. From there, you will have the option to choose which format you'd like to download. Choose Kindle Book, then click "Confirm and Download."

Bookshelf

Note: If you download a title, its Return Title button will disappear. [Learn about your other return options here.](#)

If a title is available to renew, the option will become available within 3 days of its expiration.



At this point, you will be automatically redirected to your Amazon account. Click the "Get library book" button. You will then be prompted to login and select the Kindle device or Kindle reading app that you will be using.

amazon Search OverDrive Go Sign in Try Prime Wish List

Departments Fire & Kindle For You Today's Deals Gift Cards Help Sell

Countdown to **BLACK FRIDAY** DEALS WEEK

Buy a Kindle Kindle eBooks Advanced Search Daily Deals Free Reading Apps Kindle Singles Newsstand Accessories Kindle Unlimited Discussions Manage Your Content and Devices

Get Your Digital Library Loan

The Cat Who Sang for the Birds (Cat Who... Book 20) [Kindle Edition]
Lilian Jackson Braun (Author)

- Digital library books require an active Wi-Fi connection for wireless delivery to a Kindle device. Library books will not be delivered via your Kindle's 3G connection.
- Kindle automatically backs up all of your notes and highlights. If you choose to purchase the book at a later date from the Kindle Store or check it out again, all your notes and highlights will be preserved.

Expiration Date: November 20, 2014

You may end your Library Loan early by visiting [Manage Your Content and Devices](#) and choosing "Return This Book" or return the book now by clicking below.

Return Book

★★★★★ (75 customer reviews)

Get library book

[How does this work?](#)

Free Kindle Reading App

Anybody can read Kindle books—even without a Kindle device—with the **FREE Kindle app** for smartphones and tablets.

You should a confirmation that looks like this:

Thanks, Danielle!

Your digital library book will be delivered to Danielle's Kindle. Your Kindle will download **The Cat Who Sang for the Birds (Cat Who... Book 20)** the next time it connects to Wi-Fi. If you would like to manage your digital titles, go to [Manage Your Content and Devices](#).

To transfer to your device via USB, click **Download now** ([Learn more](#)).



Or you can [read now in Kindle Cloud Reader](#) or on other devices using our [Free Kindle Reading Apps](#).

At this point, the process should be complete. The book has been delivered to your Kindle, but may not show up there if the Kindle is connected to 3G internet. The Kindle needs to be connected to wi-fi in order to get the library book. It may be necessary to disconnect from 3G (through the Kindle "settings" menu) and manually connect to a wi-fi network to do this.

Finally, first generation Kindles don't have wi-fi, only 3G internet. For these Kindles, you'll need to click the "Download Now" button to download the book and transfer it manually to your Kindle using the USB cable. Refer to Amazon's instructions to do this:

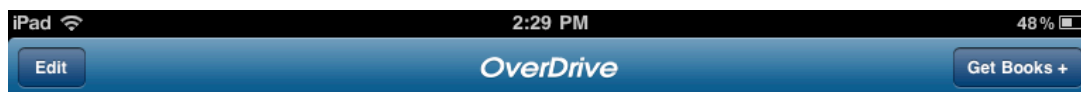
<http://www.amazon.com/gp/help/customer/display.html?nodeId=200505520&#usb>

To return a Kindle e-book before its expiration, go to "Manage Your Kindle" from Amazon's website. Select the "Actions" dropdown next to the title you want to return. Select "Return the book," and hit yes. The title will remain on your Kindle until you re-sync the Kindle with your Amazon account. Even after you return the book, its title will still display in your Kindle Library list, because Amazon likes to show you your reading history. To remove it from this list, select Actions again, and choose "Delete from library."

iPad/iPod/iPhone, Android Phones & Tablets

To download public library eBooks to an iPad (and other smartphones and Android tablets), you will need the device and a wi-fi or 3G connection.

First, download the free OverDrive Media Console App. You can do this by searching the Apple App Store (or equivalent app store for other devices) for “OverDrive Media Console”.



Open the app once it has downloaded. Select “Get Books” and then “Add Library”.

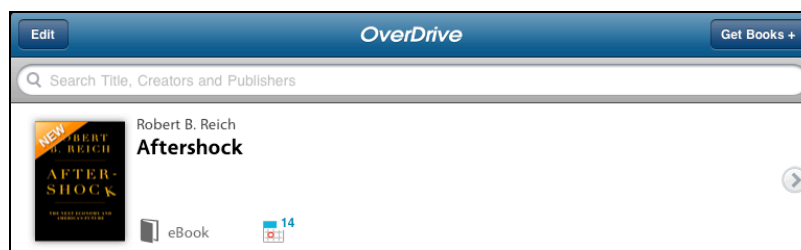
Search for “Chapel Hill Public Library” or “North Carolina Digital Library” and select the Chapel Hill Public Library. Click on the star to save the library to your “Get Books” list.

You will now be seeing the NC Digital Library Overdrive mobile website. Login, choose a title to download, and then add the ePub format eBook to your Cart.

Check out, then download the eBook. You will be prompted to enter your Adobe ID (you will only have to do this once). Adobe IDs can be created for free at:

<https://www.adobe.com/cfusion/membership/index.cfm?loc=en%5Fus&nl=1&nf=1>

After entering your Adobe ID, the download process will begin and your book will be listed.

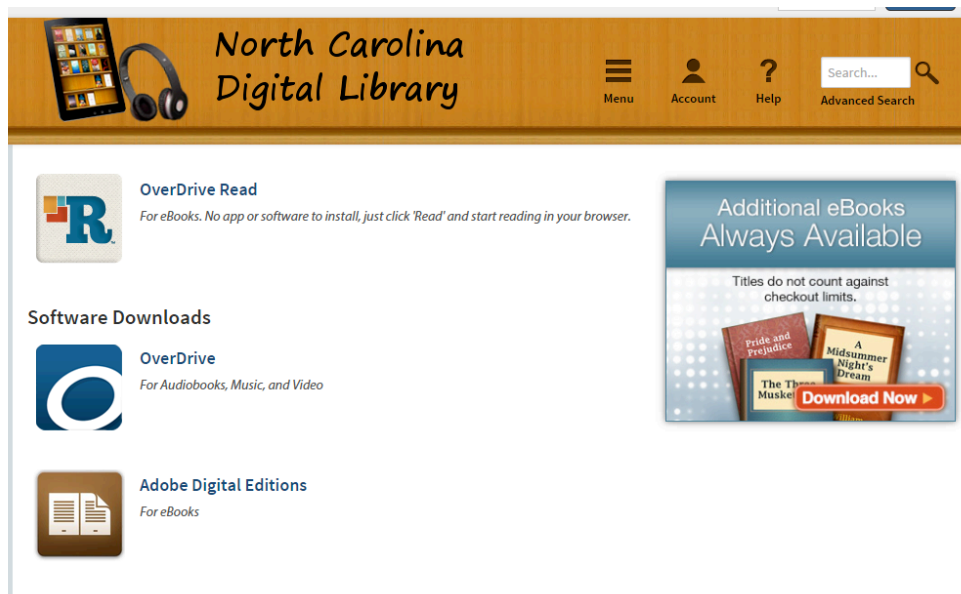


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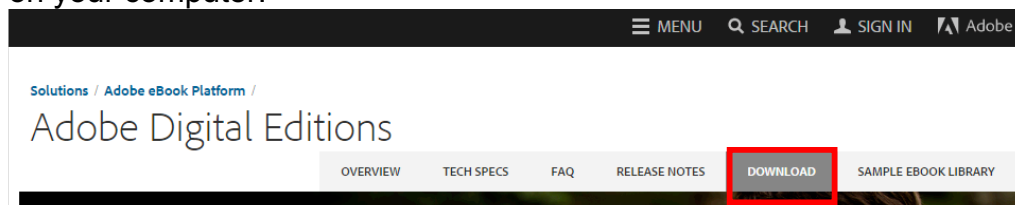
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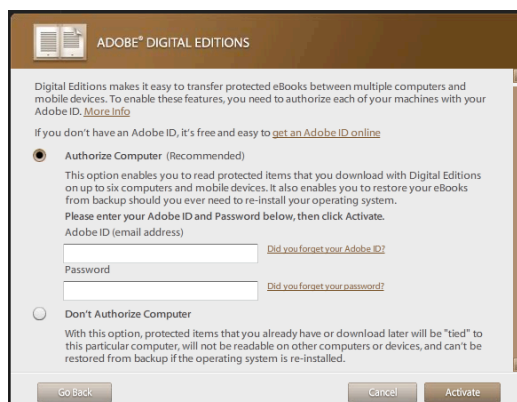
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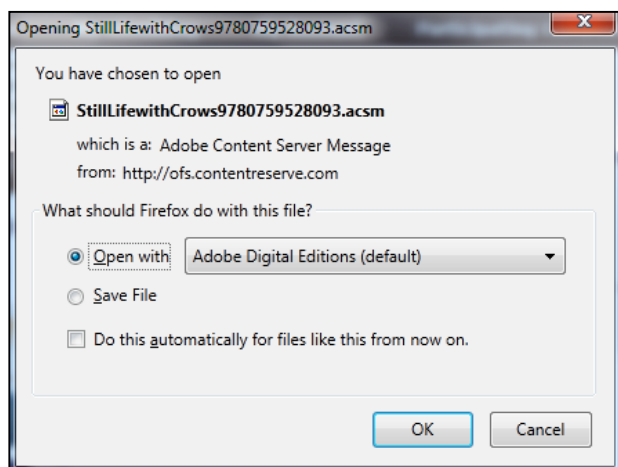
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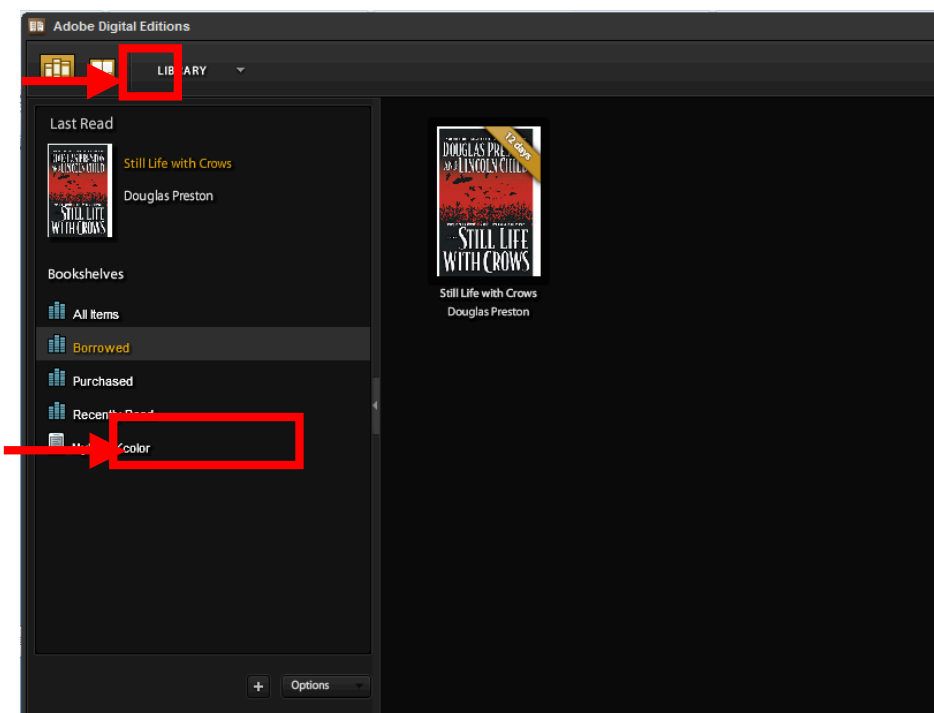


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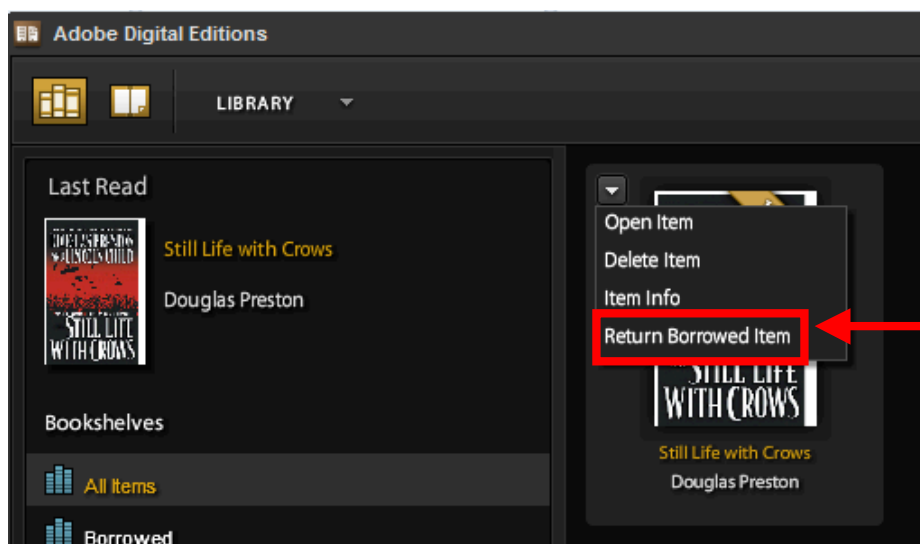
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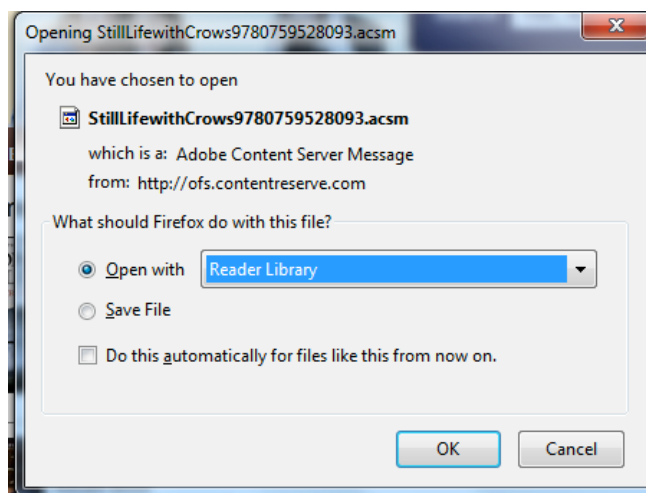
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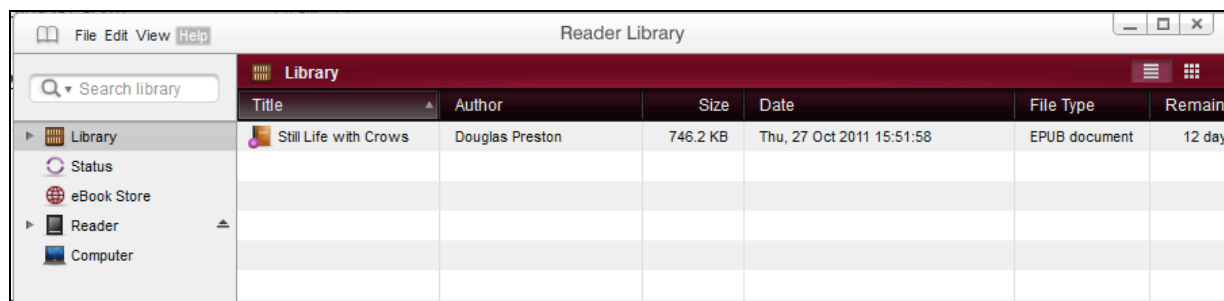
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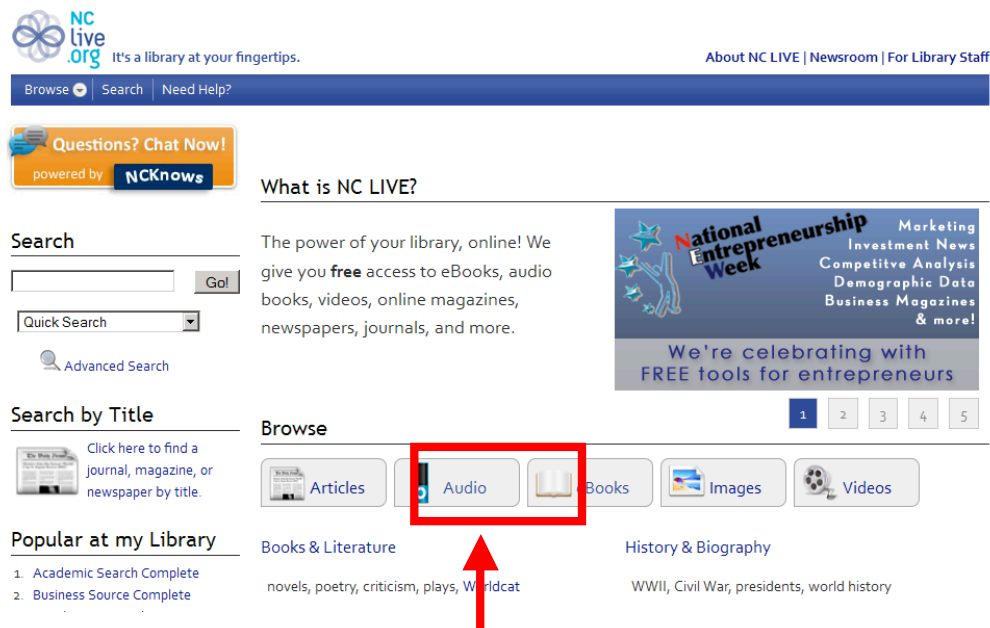
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