



COMMUNITY WORKSHOP SERIES

DIGITAL LITERACY FOR ALL LEARNERS

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INTRODUCTION TO eBooks

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cws.web.unc.edu

Last Updated November 2014

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 Orange County 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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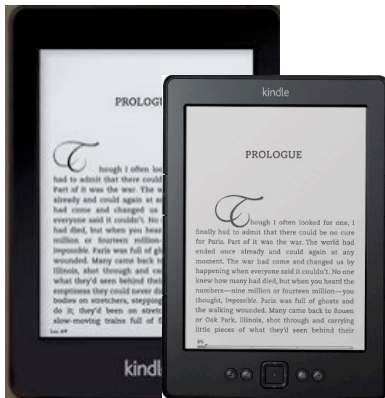
INTRODUCTION

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.



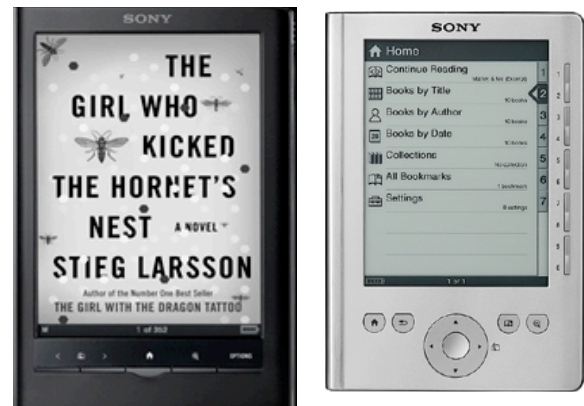
Amazon Kindle



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.).

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- Up to 5 titles in your cart at a time (removed after 30 minutes if not checked out)
- Items check out for 7 or 14 days.
- 3 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 Orange County.***

The Orange County Main 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 Orange County Public Libraries website

- 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.
- To navigate to OCPL's Overdrive site, first open a browser and go to the Orange County Public Library site: www.co.orange.nc.us/library

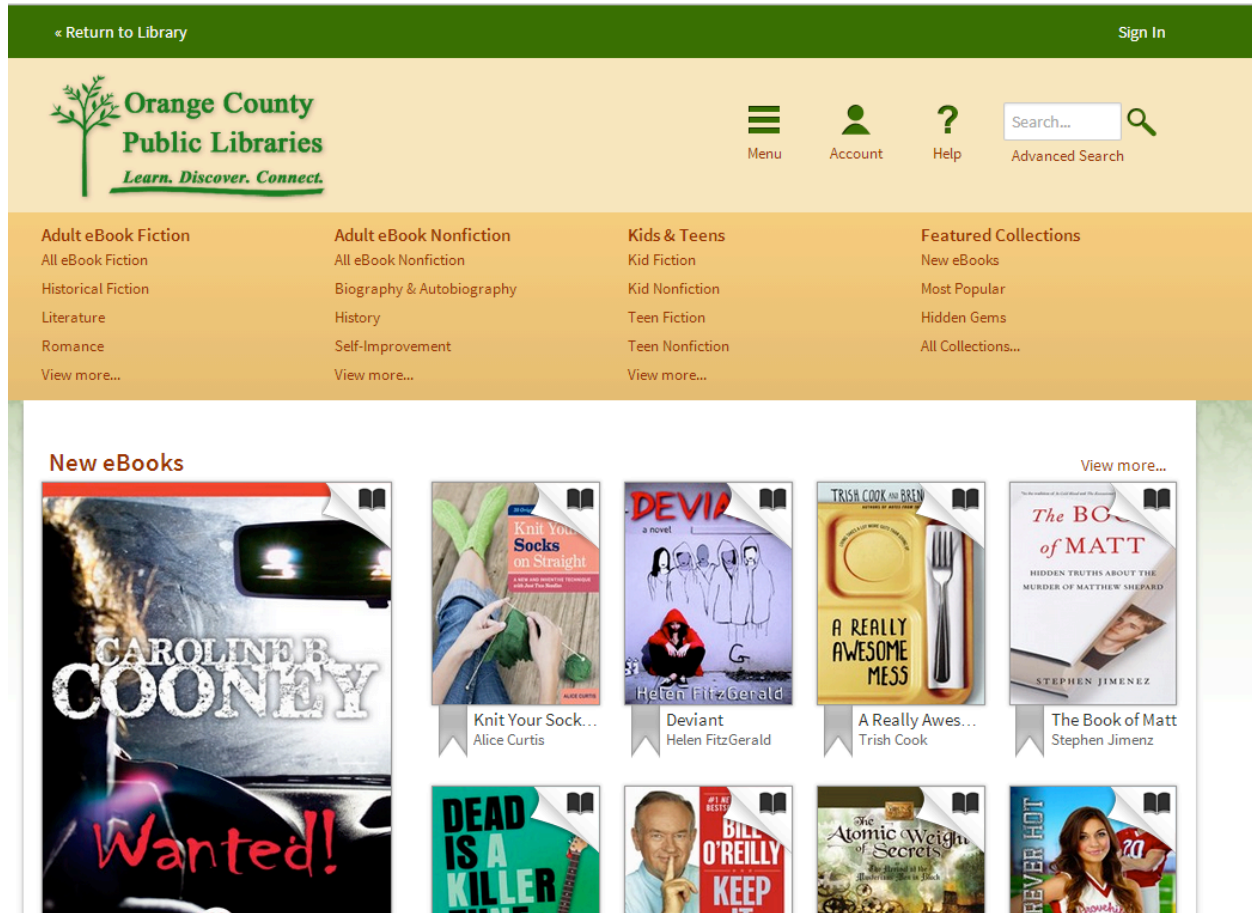


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You can also access the Overdrive site directly by entering the following URL in your address bar:
<http://ocnc.lib.overdrive.com/>

NAVIGATING THE OVERDRIVE WEBSITE

Below is the homepage you will see when you go navigate to the Overdrive website.



Some items you can even see a sample of without checking them out to see if you are interested in reading it, just like you'd be able to flip through a book on the shelf at the library. To see a sample, click on the book cover for more details and click the "Sample" link.

Knit Your Socks on Straight

A New and Inventive Technique with Just Two Needles
by Alice Curtis

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★★★★★
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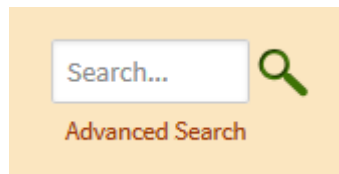
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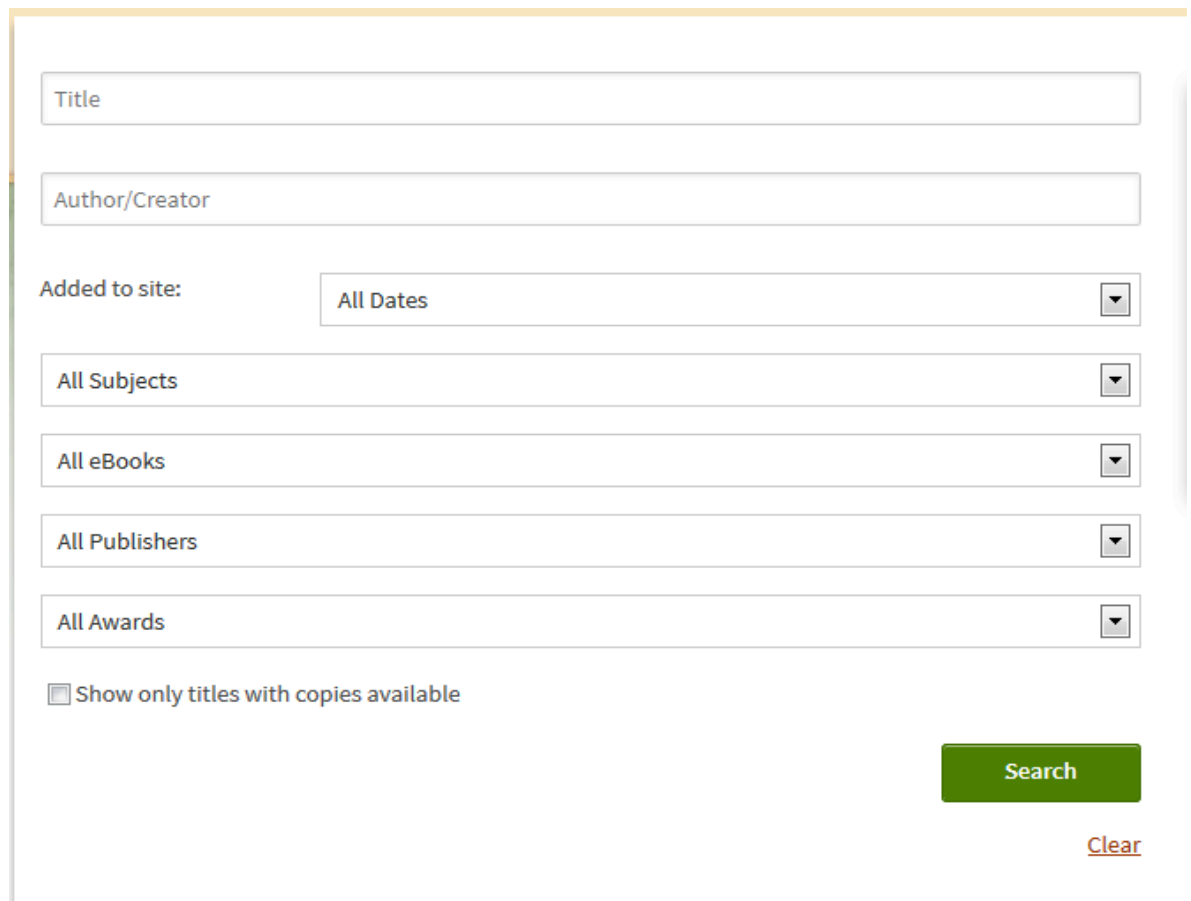
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Title

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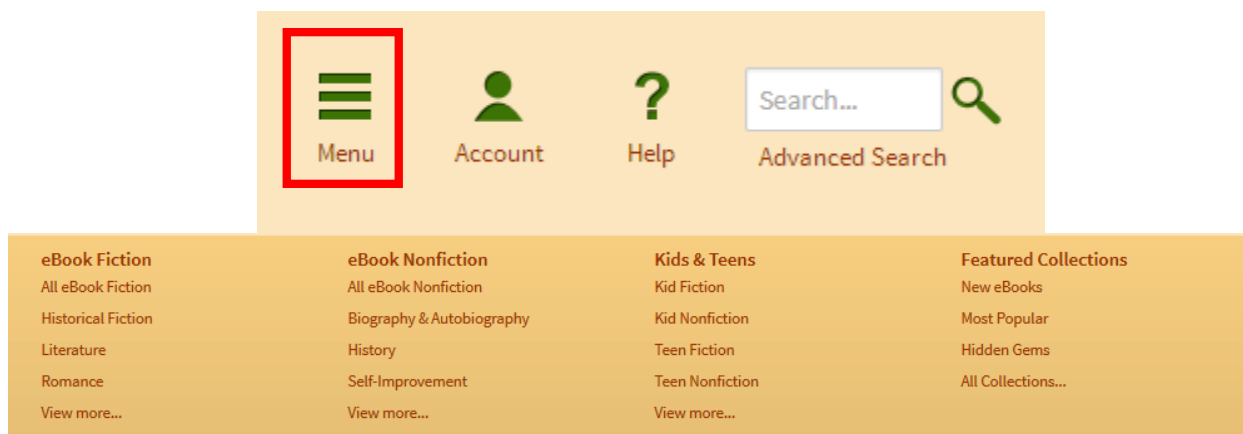
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Browsing the Overdrive website can also be a useful way to discover books. You can browse within the major categories. If you do not see the browse menu, click the “Menu” icon at the top right of the screen. Then click on one of the options listed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



Understanding eBook records

The image shows an eBook record for 'The Iron King' by Julie Kagawa. The record includes the book cover, title, author, a star rating, a 'Borrow' button, a synopsis, and a 'Buy it Now' button. A red arrow points from the 'Buy it Now' button to a sidebar on the right. The sidebar contains the following sections:

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- Series**: The Iron Fey
- Subjects**: Fantasy, Romance, Young Adult Fiction
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 - 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 number of **available copies**, **library copies**, and **formats**.

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

Library copies show the number of copies owned by OCPL in total.

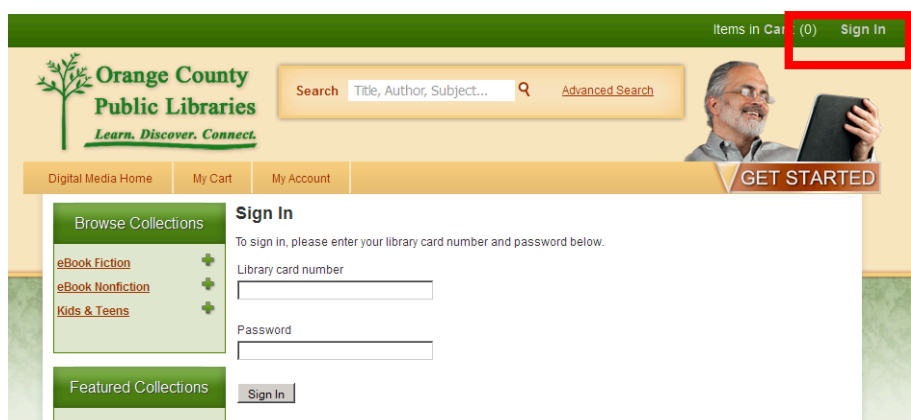
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If a book has 0 copies available, you will see a “Place a Hold” button instead. More details on placing holds are included below.

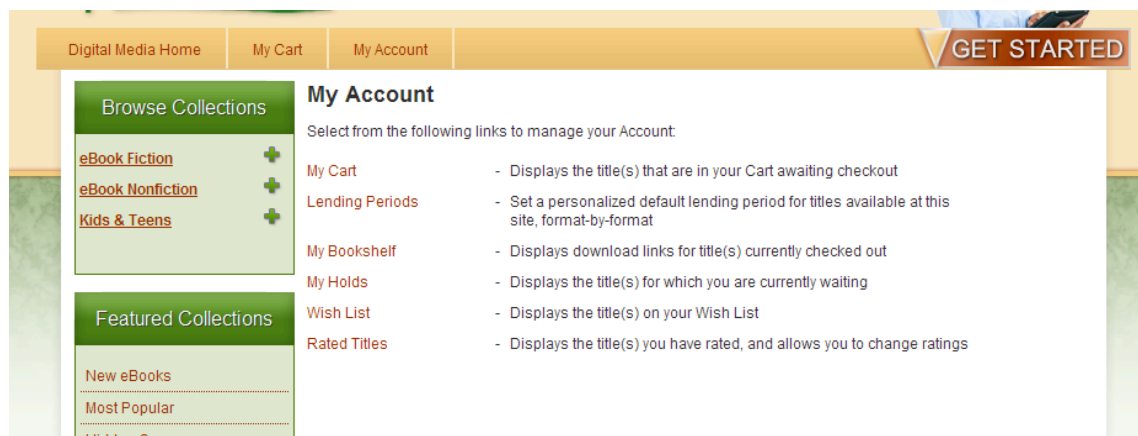
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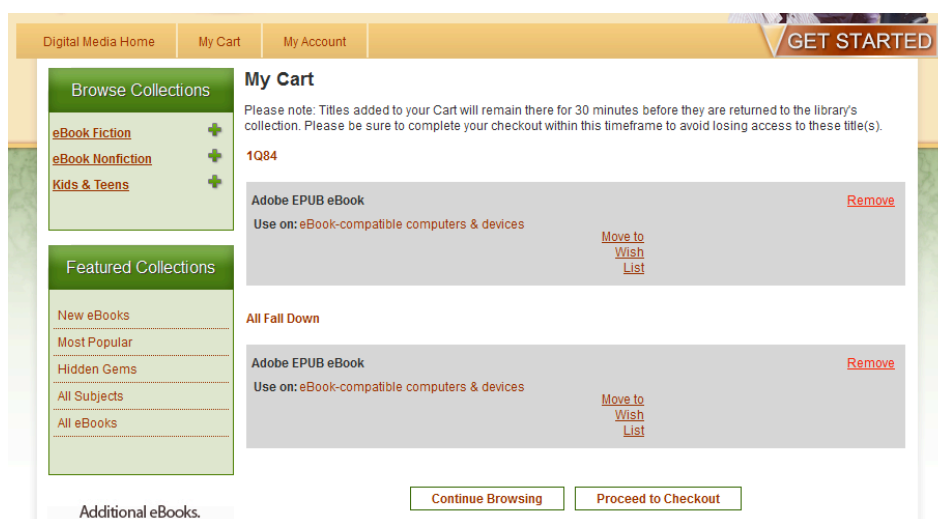
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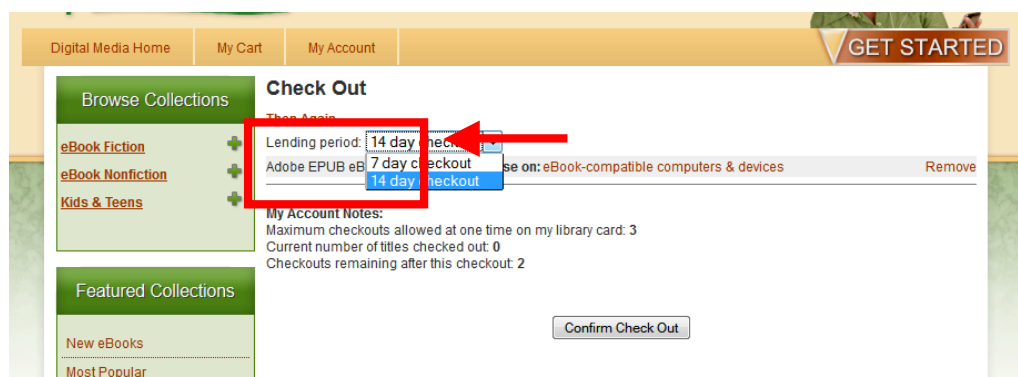
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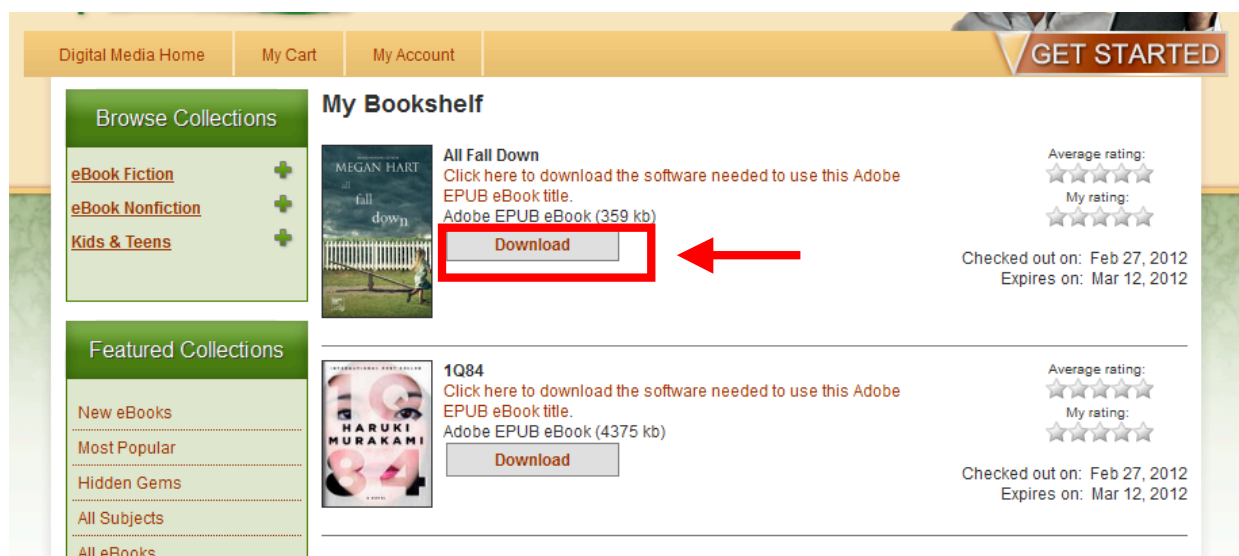
My Cart displays the items you have in your cart that are awaiting checkout.



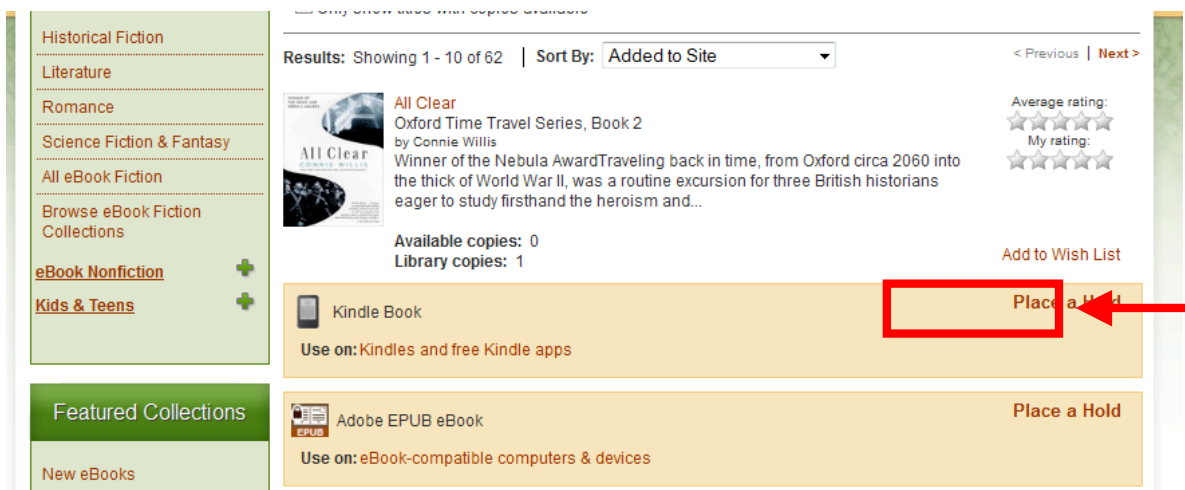
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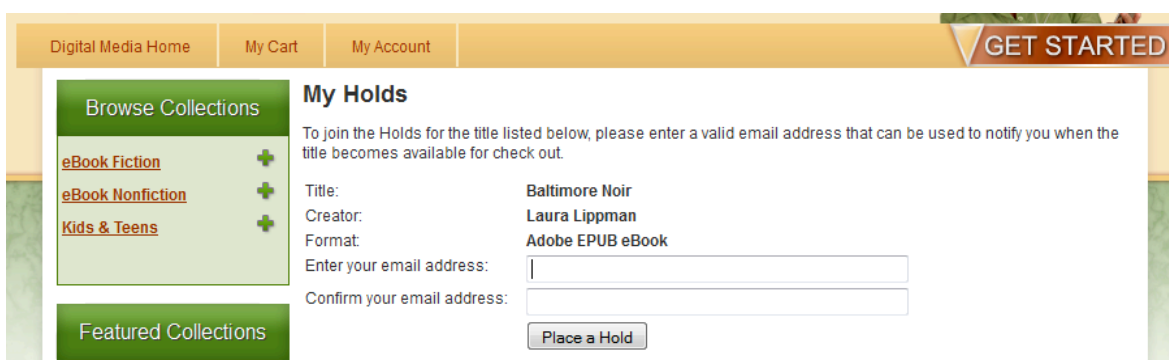
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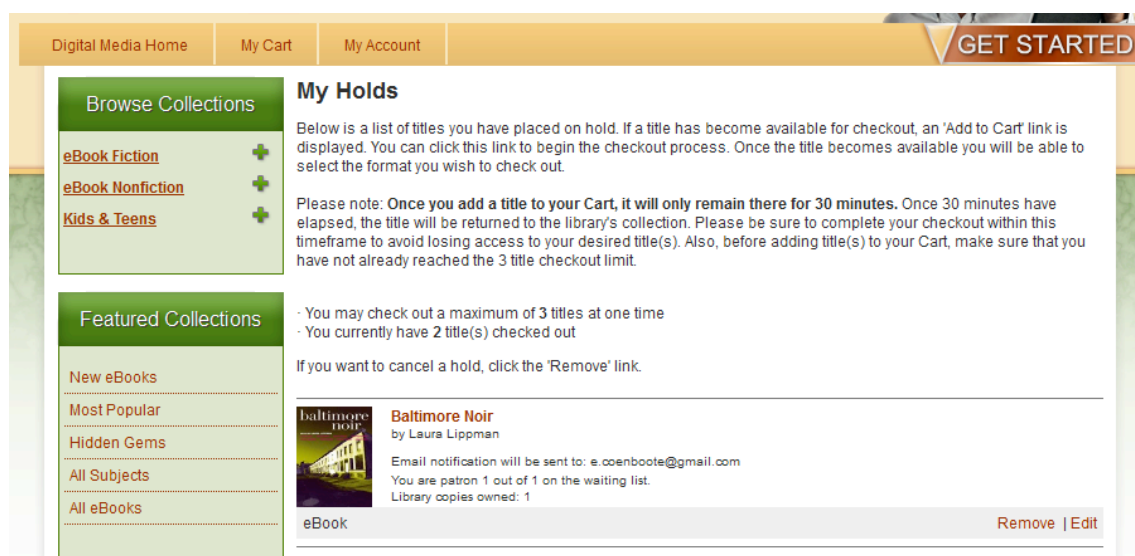
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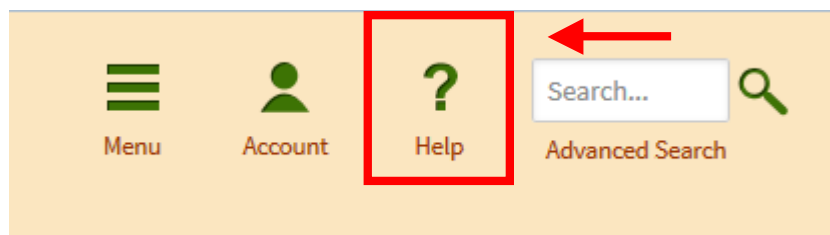
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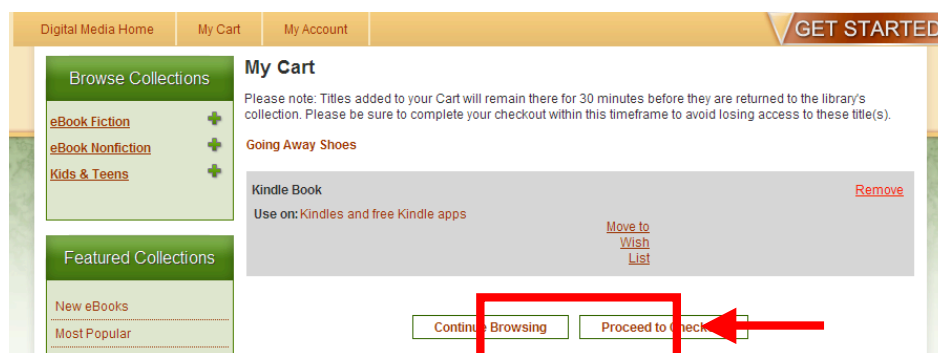
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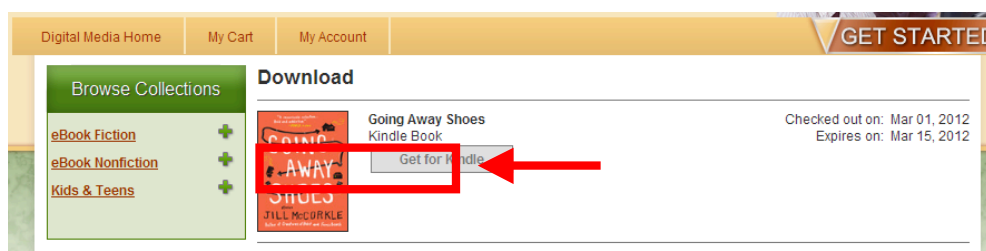
The download process for Kindle requires a computer and a Kindle. For the Kindle Fire, the entire process can be done on the device. No software is required for the process, so it can be done from any computer with an internet connection (including library terminals).

**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.*

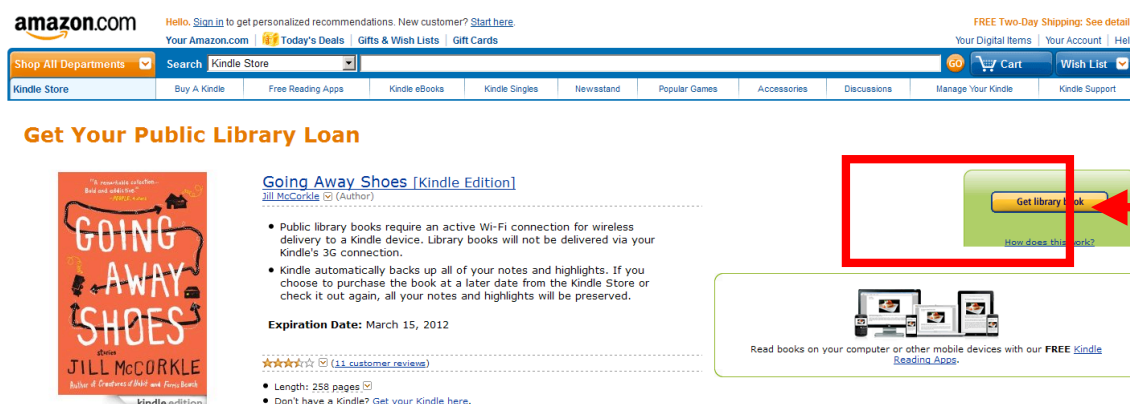
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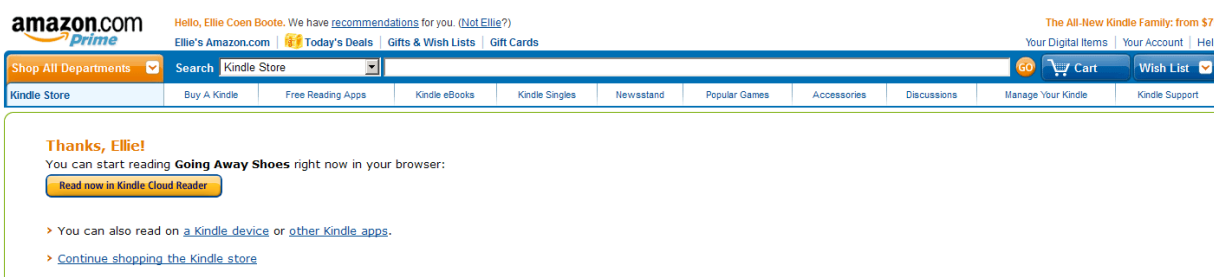
Click “Proceed to Checkout” and select your checkout period (7 or 14 days on the next screen) and confirm checkout. The screen will be what you see below, click on “Get for Kindle”.



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



You should a confirmation that looks like this:



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

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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".

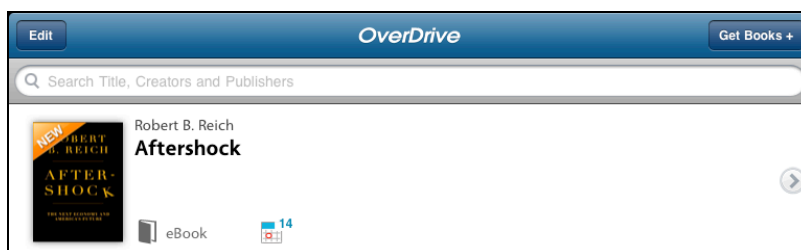
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To return eBooks early, swipe across the title of the book (from left to right or right to left). You will see a dialog box like what you see below. Tap on “Return and Delete”.

Nooks

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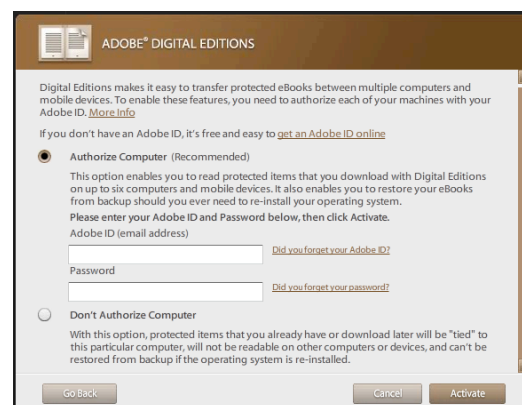
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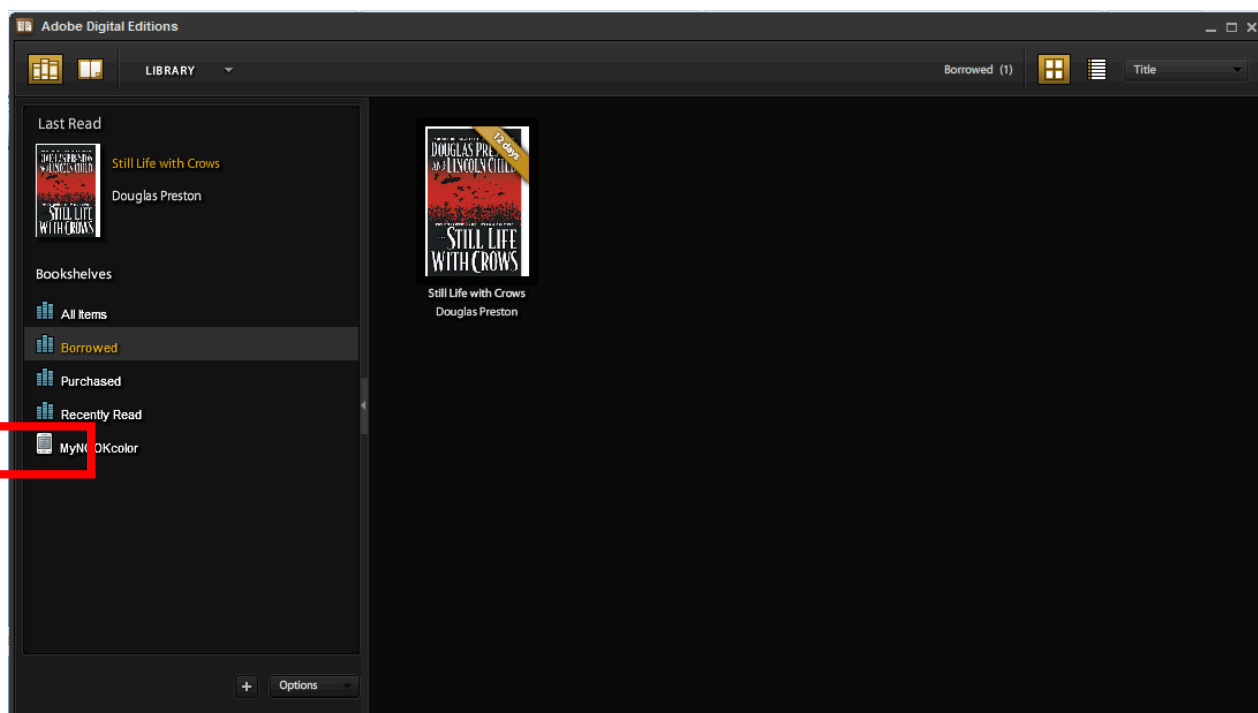
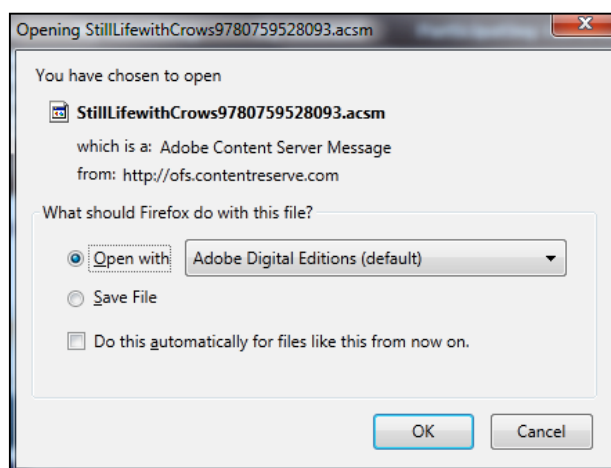


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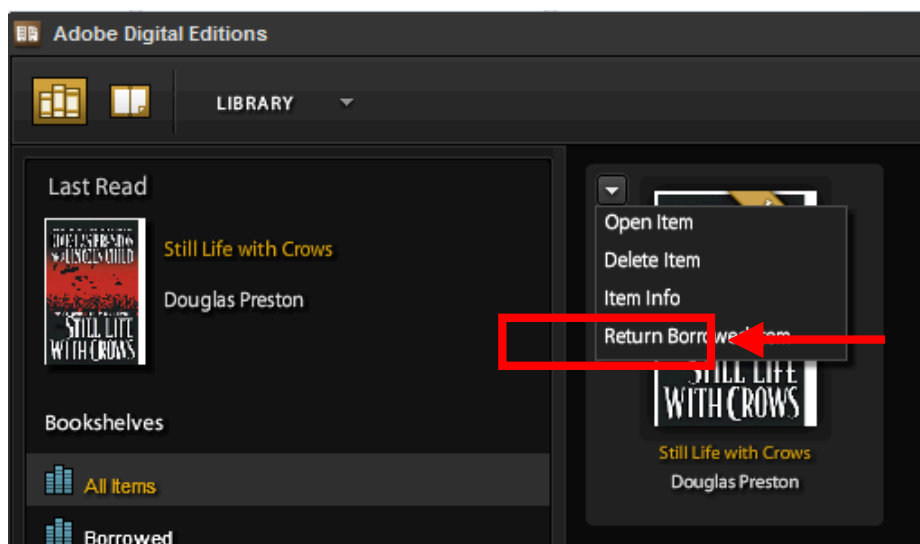
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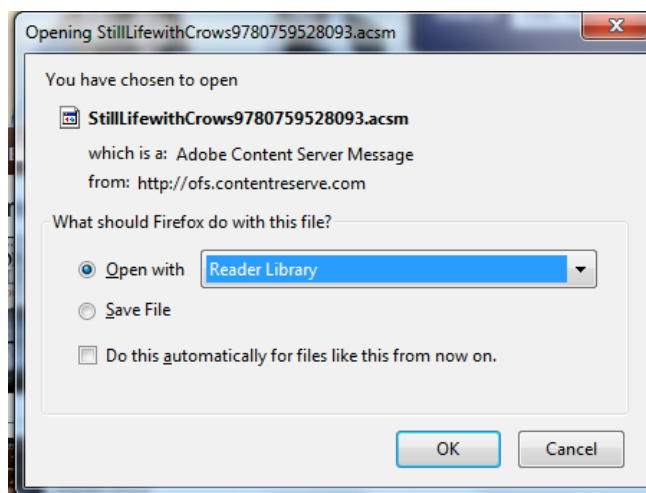
Sony Reader

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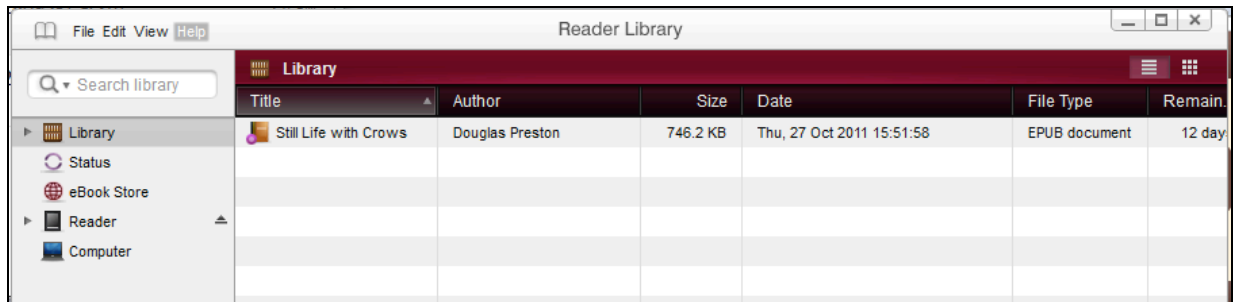
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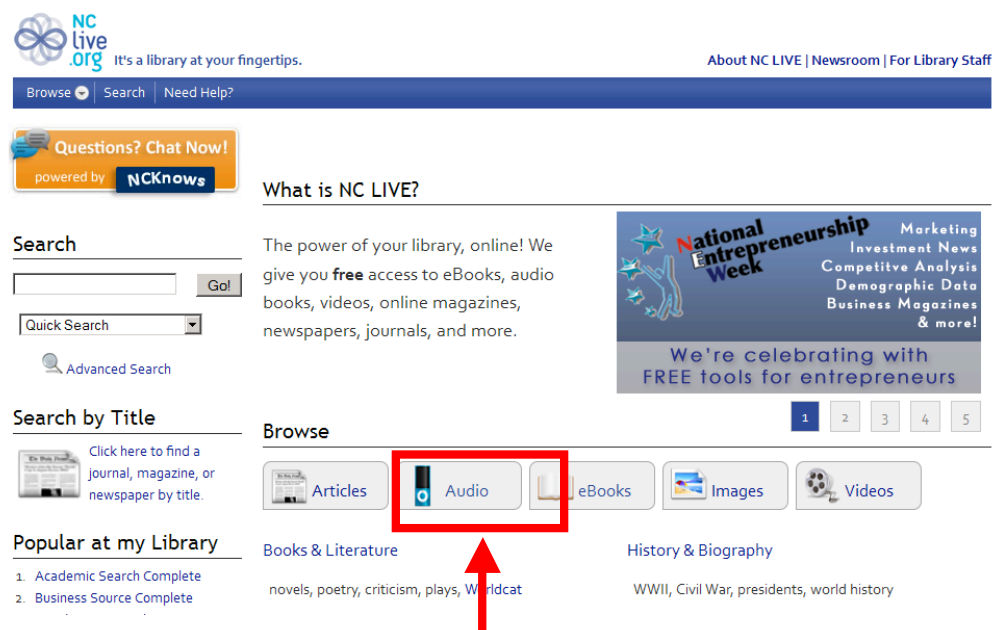
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