

# Quick Guide to WCL eBooks

## WASHINGTON COUNTY LIBRARY



### eBook Lending Policies

All customers who use any of the libraries in Washington County may check out OverDrive eBooks.

Customers are limited to 5 items checked out at a time.

At the time of check out, customers may choose to keep a title for 7, 14, or 21 days.

While browsing, customers may have up to 7 eBooks in their bookbag at any time.

If a title is checked out, a request for the title may be placed.

Customers are allowed 5 requests at a time.

An email address is required to place a request. Notification that a request is available will be sent to this email address.

After notification, requested items are held for 3 days. After that time, the request moves to the next person on the list.

It is possible to return items early.

eBooks cannot be renewed, but may be checked out again, if there are no other requests.

Customers with unpaid fees on their library account cannot check out eBooks until the fees have been resolved. (This matches the print material borrowing policy).

**Note: eBooks cannot be downloaded to the library's publicly used computers.**

## How to Download eBooks to an eReader Device

**Books are downloaded to a computer and transferred to the eReader.**

*Adobe ID and Adobe Digital Editions required.*

The following example is for a Nook:

From a computer, go to WCL OverDrive interface:  
**washington.lib.overdrive.com**

Browse digital collection.

Click “Add to Bookbag” for desired titles.

Click “Proceed to Checkout”.

Login with library barcode and PIN. (Your WCL PIN is the last four digits of your phone number, unless you have established another PIN.)

Adjust lending period if desired.

Confirm check out. (Limit of 5 titles at a time).

Click “Download”. Choose “Open” when prompted.

Title will appear in Adobe Digital Editions (ADE).

Plug in Nook. Nook will appear in ADE left viewing pane, under “Bookshelves”.

In ADE while in Library View, drag and drop title from right viewing pane, to the Nook, listed under “Bookshelves”.

Safely remove hardware using icon on bottom task bar.

Unplug nook from computer.

On the Nook, from “My Library”, choose “Go to My Documents”.

Using up/down arrows in navigation pane, choose a title.

Click small circle to begin reading.

## How to Download eBooks to iPhone – iPad – Android

**Books are downloaded directly to the mobile device.**

*Adobe ID and OverDrive Media Console required.*

From your mobile device, go to the WCL OverDrive interface:  
**washington.lib.overdrive.com**

Browse digital collection.

Click “Add to Bookbag” for desired titles.

Click “Proceed to Checkout”.

Login with library barcode and PIN. (Your WCL PIN is the last four digits of your phone number, unless you have established another PIN.)

Confirm check out. (Limit of 5 titles at a time).

Click “Download”. Choose “Open in OverDrive” when prompted.

eBooks are downloaded directly to your device.

If prompted, choose “Download Now”.

Click the book cover to begin reading.

## How to Download eBooks to a Kindle

**Books are managed via Amazon.com**

*To download, the device needs WiFi. The books will not download using 3G. If WiFi is not available, the book can be transferred using a USB cord.*

Login to the OverDrive site:  
**washington.lib.overdrive.com**

Browse digital collection. Advanced search can limit search to Kindle compatible titles.

Add the appropriate Kindle version (it will have a designated icon) to your bookbag.

Click “Proceed to Checkout”.

Login with library barcode and PIN. (Your WCL PIN is the last four digits of your phone number, unless you have established another PIN.)

Confirm check out. (Limit of 5 titles at a time).

If you want to download now, click the “Get for Kindle” button on the checkout confirmation page.

Amazon will open up. Login to your account, if you are not already logged in.

Click “Get library book” link.

Then choose the Kindle device, Cloud Reader, or App.

The title will download the next time the device syncs.

[www.co.washington.mn.us/library](http://www.co.washington.mn.us/library)

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