Downloading eBooks/Audiobooks from Live-brary using the Kindle or Kindle Fire

Step By Step Summary (eBooks)

This section of instructions applies to the Kindle, Kindle Paperwhite, Kindle Paperwhite 3G, Kindle Keyboard 3G, and older models of the Kindle. This method will also work to download eBooks to any Kindle Fire device (see Audiobook section below for alternate Overdrive method).

Supported Files: *Kindle Books*

1 Go to www.live-brary.com (Page 2)

2 Log in (Page 2)

3 Find eBooks (Page 3-4)

4 Checkout eBooks (Page 4)

5 Transfer eBooks to your Kindle (Page 4-6)

Step By Step Summary (Audiobooks – Kindle Fire models only)

This section of instructions applies to the Kindle Fire, Fire HD, and Fire HD 4G LTE Wireless. This method will also work to download eBooks (Kindle Books format) to any Kindle Fire device.

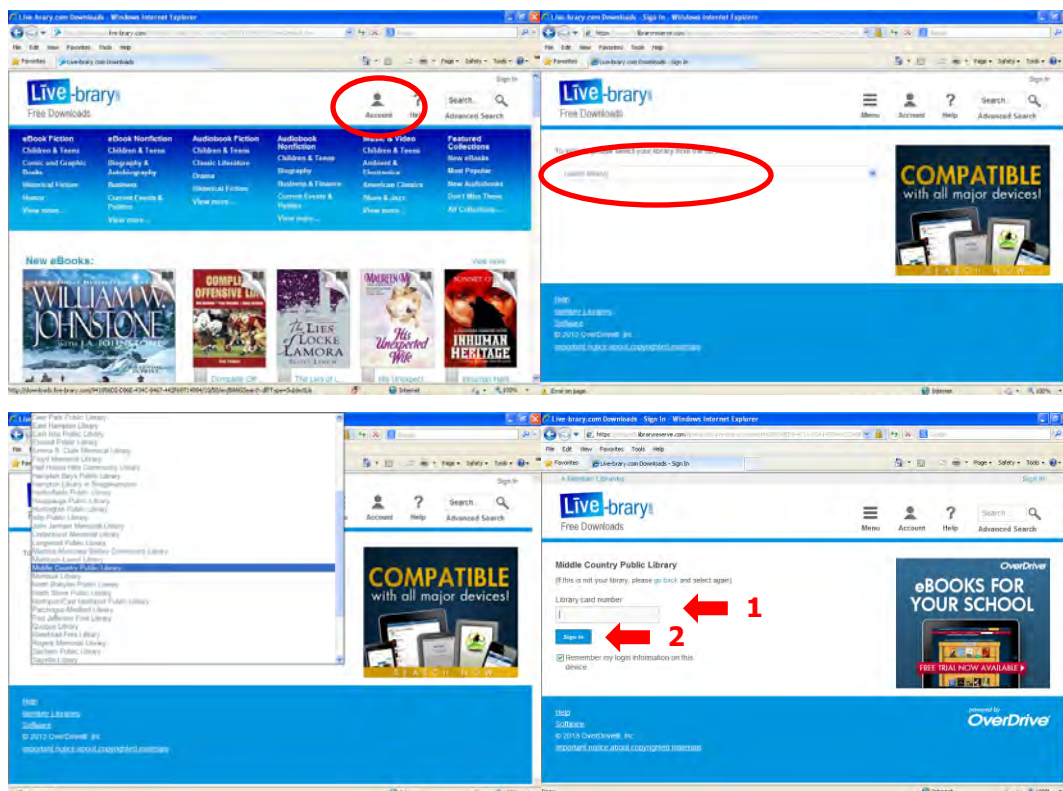**Supported Files**: *OverDrive MP3 Audiobooks*

1 Download the free OverDrive app for Kindle (Page 7-8)

2 Enter your Adobe ID (Page 8)

3 Add Live-brary to your Overdrive app (Page 9-10)

4 Find Audiobooks (Page 10-12)

5 Checkout Audiobooks (Page 12)

6 Transfer Audiobooks to your Kindle (Page 12-13)

Revised March 2013 – CP and JM

Step By Step (eBooks)

1 **Go to www.live-brary.com** by typing the address into your address bar or through the link on the library homepage. Click the eBooks link on the left side.
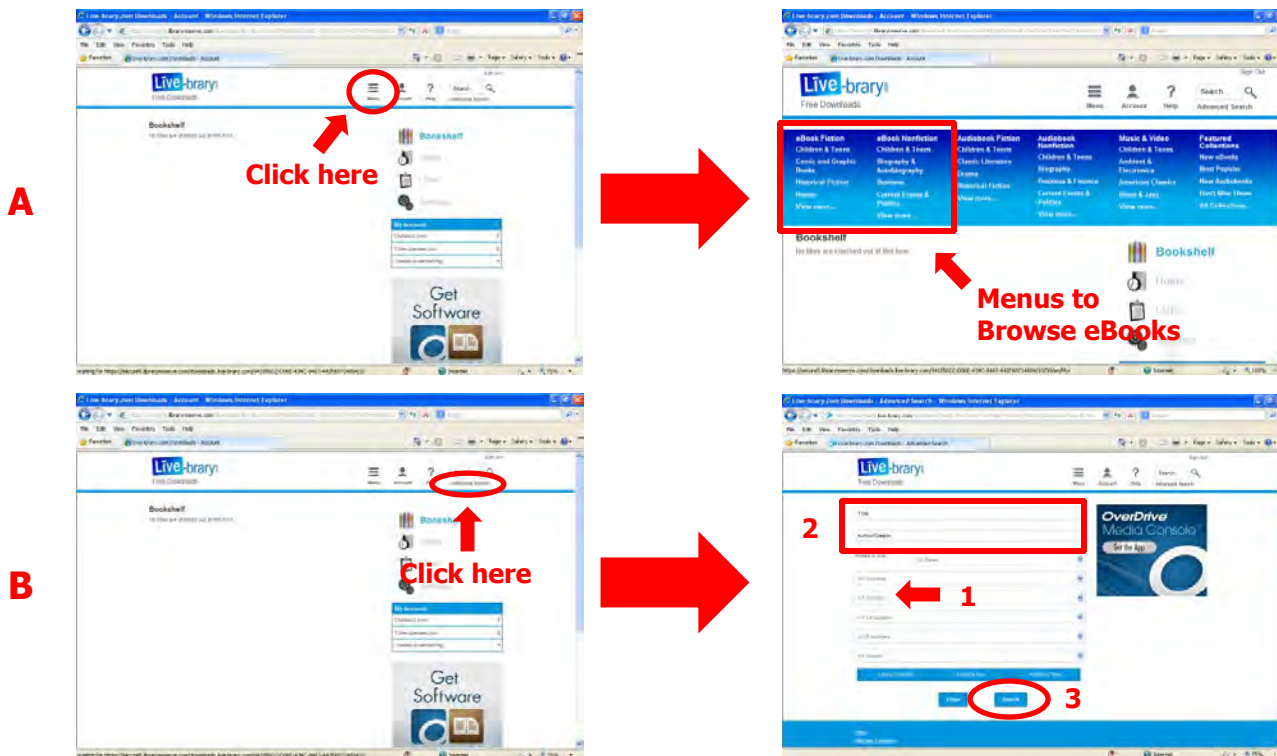

2 **Log in** by clicking "Account". Choose your library from the drop down list. After choosing your library:
1. Enter your library barcode number
2. Click "Sign In"

You are now logged in and can see eBook availability. Time to find some eBooks!
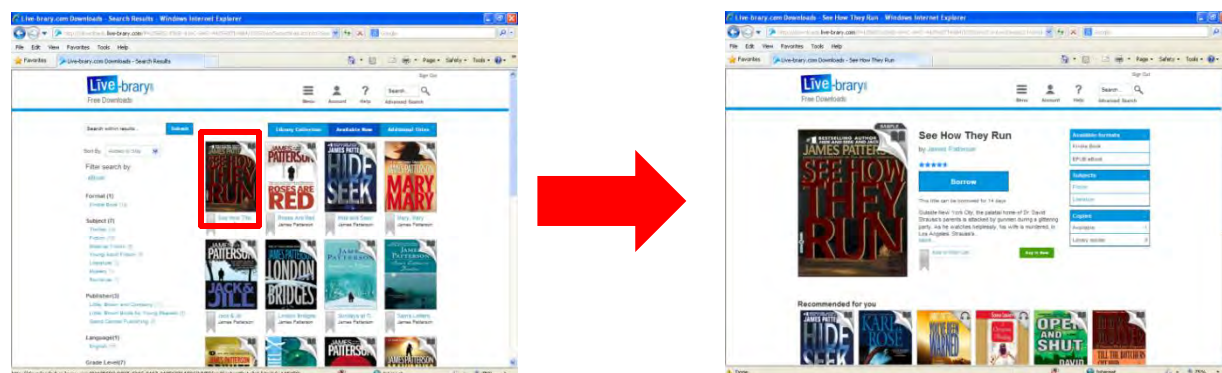
3 **Find eBooks** using one of the following methods:

    A. Click "Menu" to browse for books by category, **OR**

    B. Click "Advanced Search" **(Recommended)**

          1. Instead of "All Formats" change the format box to show "Kindle Book"

          2. Type a book title or an author's name in the corresponding search bar

              *Note: The search will return **all** items that contain **any** of the search terms. Use quotes to specify exact titles or names.*

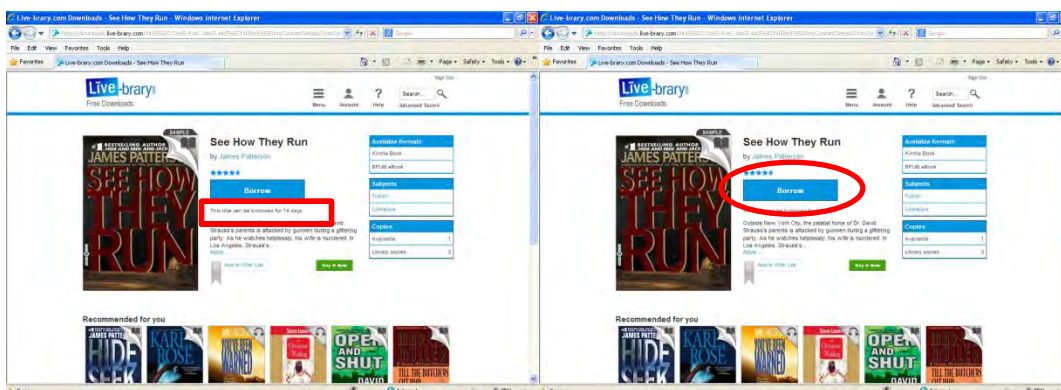   3. Click "Search" to start your search!

Note: eBooks will have a book icon in the upper right corner of the title's picture. Audiobooks will have a headphone icon. You can choose to see only one type by clicking the appropriate filter on the left side. You can also choose to only see eBooks that are available by clicking "Available Now." "Library Collection" includes eBooks that may need to be put on hold. Use "Additional Titles" to find titles that you may want to request.
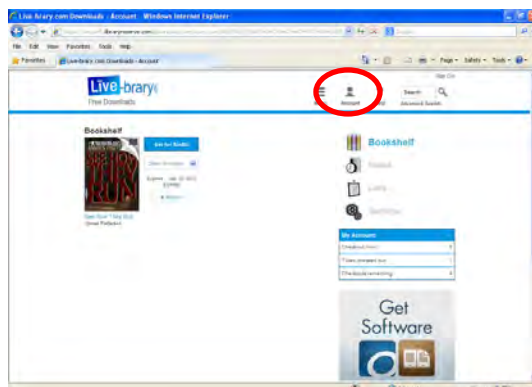
Click on a specific title to view its eBook details.

You can adjust the checkout period to either 7 or 14 days by clicking [Change] prior to borrowing the book. Click "Borrow" to move the book to your Bookshelf. You can currently check out up to 5 items at one time.
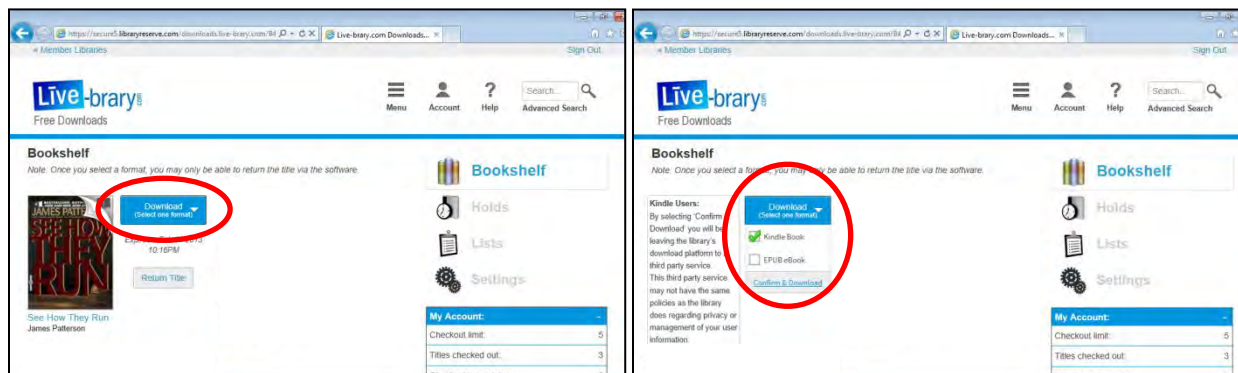

If the available button says "Place A Hold" instead of "Borrow" that means all copies of the eBook are currently checked out to other patrons. You can be added to the wait list by clicking "Place A Hold" and entering your e-mail address on the following screen. You will be notified at that e-mail address once the eBook becomes available.

4 **Checkout eBooks** from the Bookshelf screen that appears after you have selected all of your books and clicked "Borrow" for each. If you are not already on this screen click the Account icon to return to it.

5 **Transfer eBooks to your Kindle** from the Bookshelf screen. If a dropdown menu is available make sure to choose "Kindle Book" as the format. Otherwise the format should appear in the blue Download box. Click "Confirm & Download".
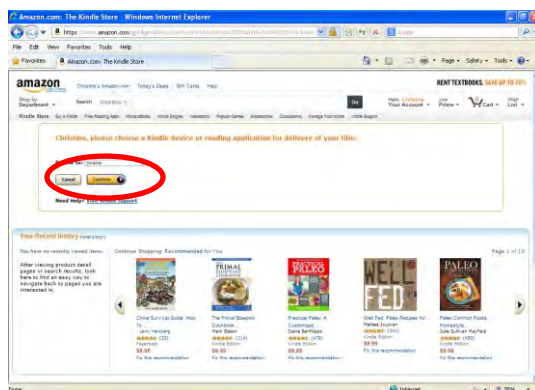
You will be taken to the Amazon Public Library Loan page for the book. Click the "Get Library Book" button in Amazon to proceed. Next you will be prompted to log in to your Amazon account. Enter your information to log in.

Transfer Via WiFi

If available on your device, you can send the book to your Kindle via WiFi. Select your device from the dropdown menu. If you have not yet registered your Kindle with your Amazon account, you can choose the "Register a new Kindle" option. Click the button to continue, and the next screen will inform you that the eBook will be downloaded onto your device the next time it syncs. You have now successfully downloaded your eBook, enjoy!

Transfer Via Computer (for devices without WiFi)

If your device doesn't have WiFi or you would like to download the eBook to your computer and transfer it via USB cable, you can select "Transfer via Computer" from the dropdown menu – this option is required if you have a 3G only Kindle. Click the button to continue, and the next screen will give you the option to download the file to your computer. After the file downloads complete the following steps:

1. Plug the larger end of a USB cable into an available USB port or a powered USB hub connected to your computer.
2. Connect the other end of the USB cable to the micro-USB port on the bottom of your Kindle.

3. Once connected to a computer using a USB cable, your Kindle will appear in the same location as external USB drives usually appear. For Windows users, this is typically in the "Computer" or "My Computer" menu. For Mac users, the drive will appear on the desktop.
4. Open the Kindle drive. You will see several folders inside, one of which will be named "documents." This is the folder you will move the downloaded file into.
5. Locate the downloaded file and copy it into the documents folder. You can generally copy files by clicking and dragging the file to the folder.

Note: When connected to your computer, your Kindle will go into USB drive mode and its battery will be recharged by the computer. Your wireless service is temporarily shut off and you will not receive any of your subscriptions while in this mode. Also, your Kindle is not usable as a reading device while you are in USB drive mode, but will return right to where you were when you eject the Kindle from your computer.
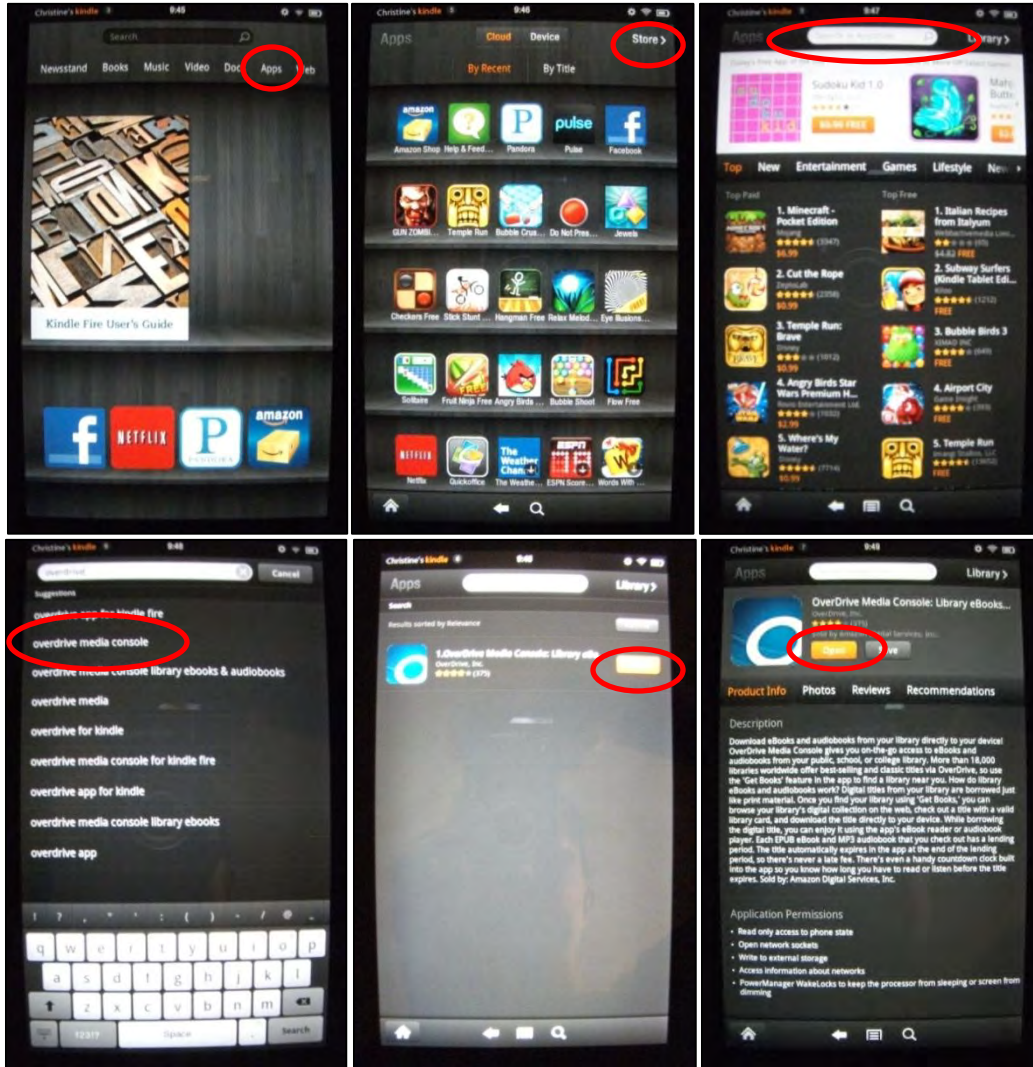
Safely eject your Kindle from your computer and unplug the USB cable. Your content will appear on the Home screen. You have now successfully downloaded your eBook, enjoy!

Please note that after the checkout period has ended, items will be automatically returned and will no longer be accessible. You do not need to do anything unless you wish to return a book early. There are no late fees.

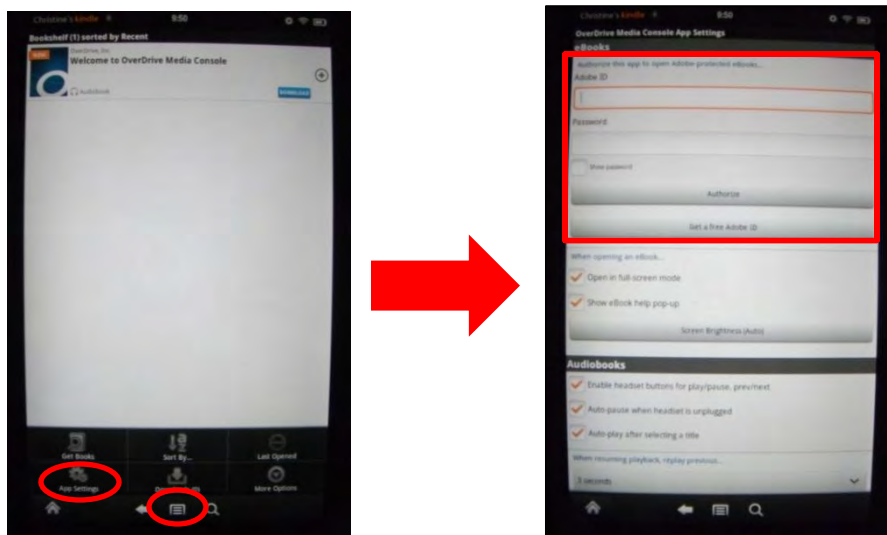## Step By Step (Audiobooks – Kindle Fire models only)

Note: *This method will also work to download eBooks (Kindle Books format) to any Kindle Fire device.*

1 **Download the free OverDrive app for Kindle** by completing the following steps. Click the Apps menu selection on your Kindle and search for "Overdrive".

Download the free Overdrive app for Kindle by clicking "Free" and then "Get App". On the Overdrive app screen that appears click "Free" and "Get App" again to start the download. You will see a status bar appear that will progress from Downloading… to Installing… When the "Open" button appears the installation is complete. Click "Open" to continue.

In Overdrive you will be taken to the Bookshelf screen where a Welcome book is displayed. Click on the menu button at the bottom of the screen to open the menu options and click on "App Settings".
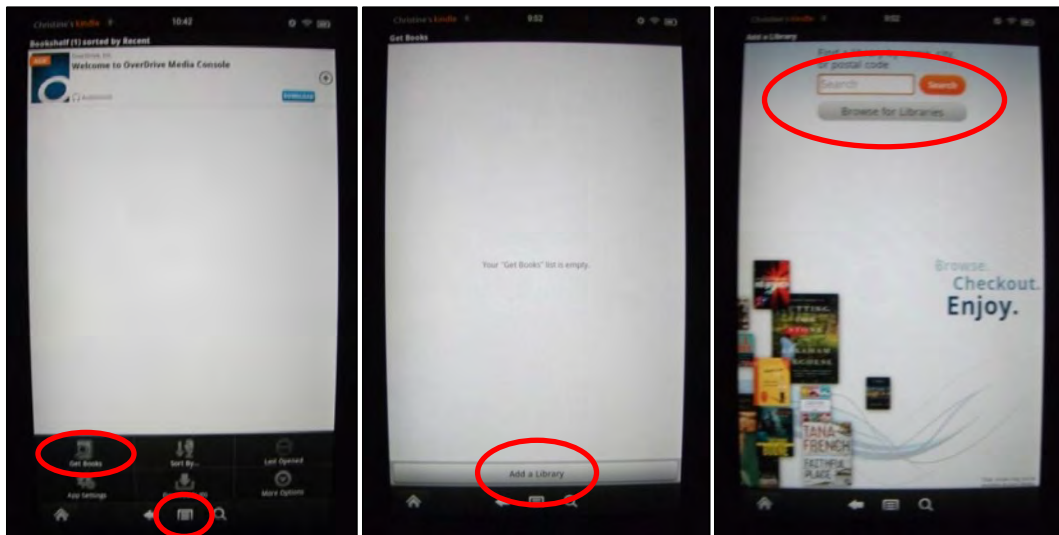

2 <u>**Enter your Adobe ID**</u>

If you already have an Adobe ID and password enter them (see above right) and click "Authorize". If this is your first time using Live-brary free downloads, you must create an Adobe ID by clicking "Get a free Adobe ID". Fill in the information requested on the page that opens and choose "Create" when finished.
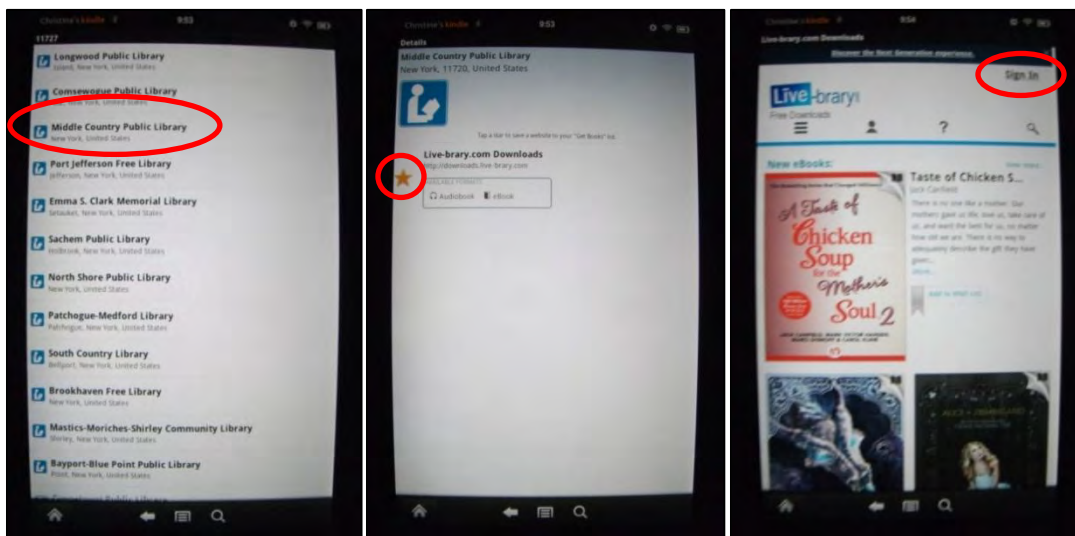

Now go back to the Overdrive app to authorize it with your Adobe ID and password.

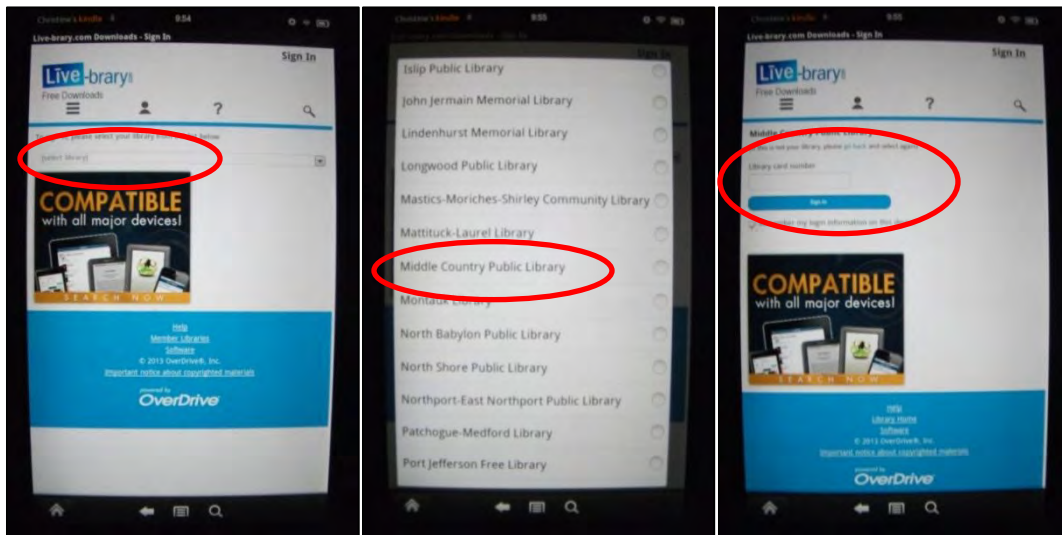**(3) <u>Add Live-brary to your Overdrive app</u>**

Click on the menu button at the bottom of the screen to open the menu options and click on "Get Books". Click on "Add a Library" and enter your library name, city or postal code in the search box that appears. Click "Search".

Scroll down until you find your library and choose it. Tap the star outline to save Live-brary Downloads to the Overdrive app. Then tap "Live-brary Downloads" to enter the site. Click the "Sign In" button on the next screen to log in to Live-brary.
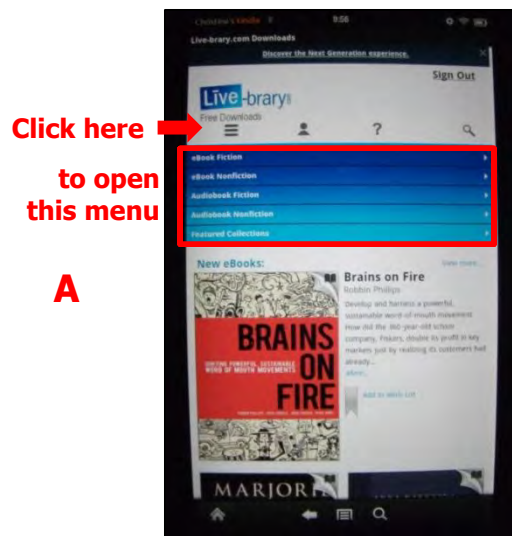
Choose your library from the dropdown. Then enter your library card number. You may want to choose "Remember me on this device" for convenience. After you tap "Sign In" you will be brought back to the main Live-brary page. Time to find some Audiobooks!

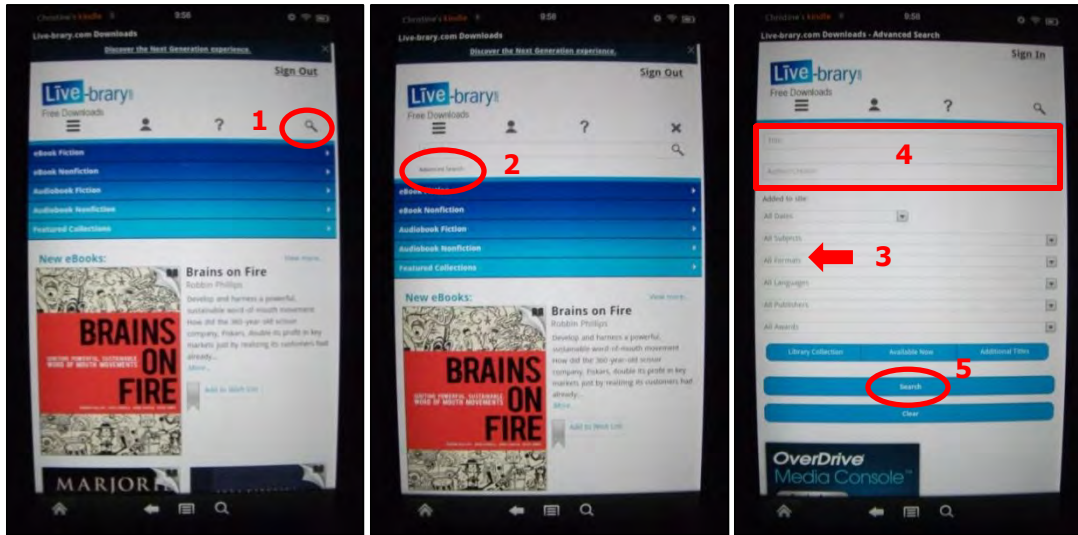④ **Find Audiobooks** using one of the following methods:

   A. Click "Menu" to browse for books by category
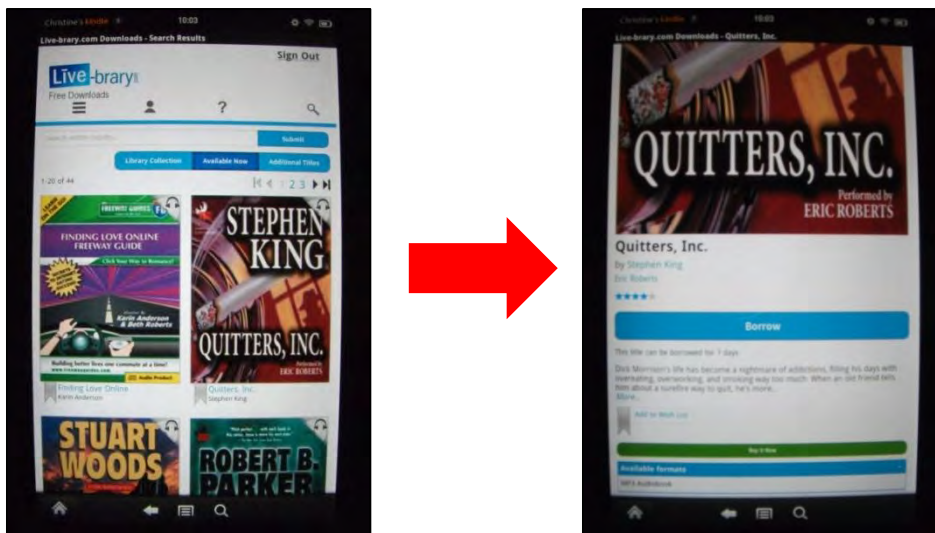
B. Perform an Advanced Search **(Recommended)**
1. Click the magnifying glass to open the search bar
2. Click "Advanced Search"
3. Instead of "All Formats" change the format box to "Overdrive MP3 Audiobook" (*Kindle Fire devices only* - for eBooks choose "Kindle Books")
4. Type a book title or an author's name in the corresponding search bar
*Note: The search will return **all** items that contain **any** of the search terms. Use quotes to specify exact titles or names.*
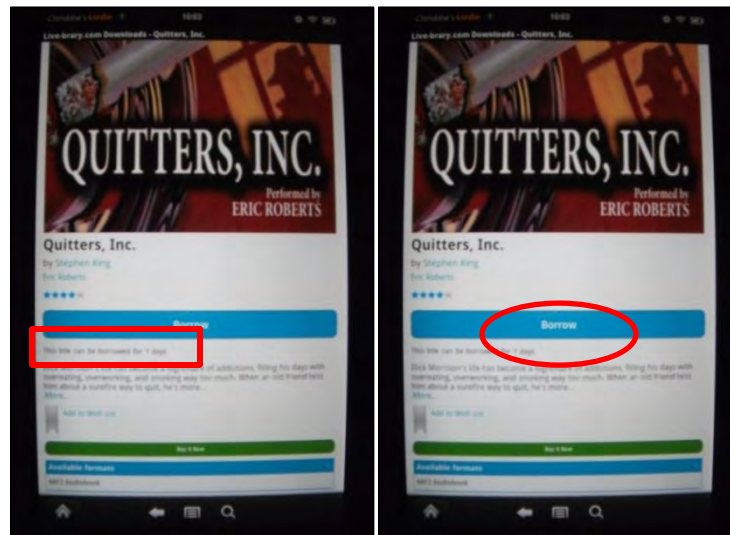5. Click "Search" to start your search!

B

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Click on a specific title to view its Audiobook details.

You can adjust the checkout period to either 7 or 14 days by clicking [Change] prior to borrowing the book. Click "Borrow" to move the book to your Bookshelf. You can currently check out up to 5 items at one time.
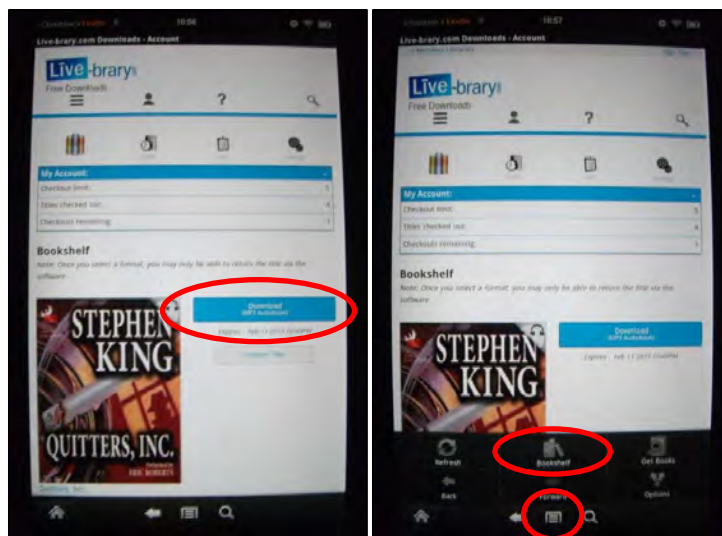

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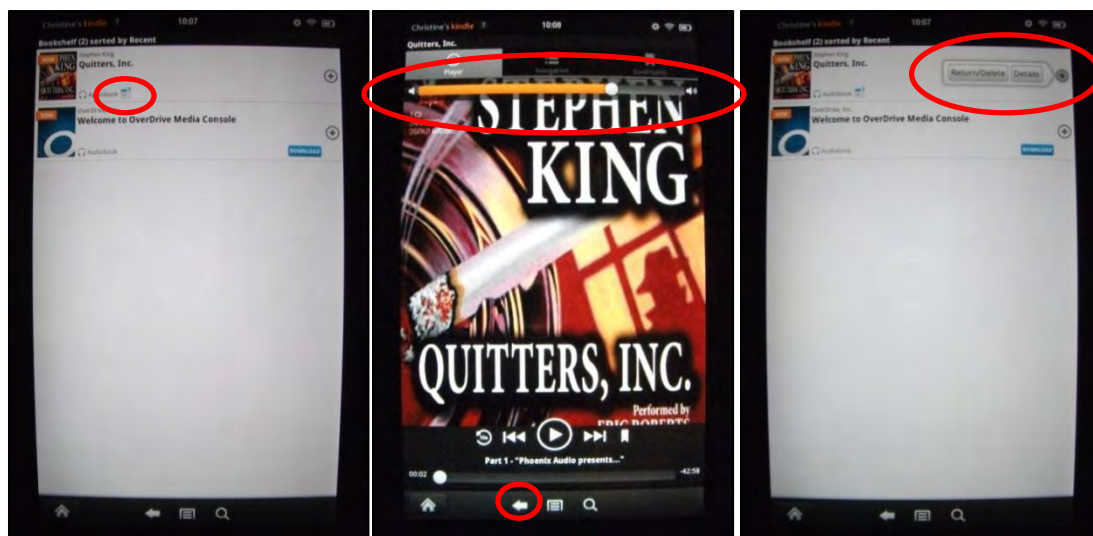
5 **Checkout Audiobooks** by clicking the Bookshelf icon once you have selected all of your books and are ready to checkout.

6 **Transfer Audiobooks to your Kindle** from the Bookshelf screen. If a dropdown menu is available make sure to choose "OverDrive MP3 Audiobook" as the format (*Kindle Fire devices only* - for eBooks choose "Kindle Books"). Otherwise the format should appear in the blue Download box. Click "Download" to deliver the book to your device and then click "Bookshelf" from the menu screen to view your downloaded books (see next page).

You'll now be back at the Overdrive app bookshelf screen. You'll see how many days you have left to read your item, indicated by a calendar with the number of days in the upper right corner (see below – left). Once the book is downloaded, you can click on it to begin listening. Press play to begin the Audiobook. There are also options to go back to the bookshelf (see below – middle, circled arrow), and to adjust the volume (see below – middle, circled slider bar).

Once you are finished with your book, you can delete it from your Kindle. From the Overdrive bookshelf screen click the "+" to the right of the title (see above – right). Clicking the "Return/Delete" button will prompt you to "Return then Delete" or "Delete Only". Choosing "Return then Delete" will cause the item to be returned and it will no longer be on your account. Choosing to "Delete Only" will cause the item to be deleted but it will still be checked out to you, so you can download it again if you need to.

Please note that after the checkout period has ended, items will be automatically returned and will no longer be accessible. You do not need to do anything unless you wish to return a book early. There are no late fees.