

Downloading eBooks from BRIDGES on Laptops

07.21.15

Before you start borrowing books from the library you will need the following items:

- A library card from the James Kennedy Public Library
- An email address

1. Go to the BRIDGES website: <http://bridges.lib.overdrive.com>
 - a. Or go to the library website www.dyersville.lib.ia.us and click on the icon for BRIDGES from the top of the Home page.
2. Touch on **SIGN IN**
3. Type in the name of the library, **James Kennedy Public Library**. As you start typing it will start bringing up options. Once our library name comes up touch on it to select it.
4. Touch on the link that comes up that says: **James Kennedy Public Library, Dyersville users, please click here...**
5. Enter your library barcode number then touch **LOGIN** to finish logging on.
6. To browse for books, click on the **Menu** button (the icon is 3 parallel lines) to open the green browsing menu. (This menu may already be open when you log in).
7. Under eBook Fiction or eBook Nonfiction choose the genre of eBooks you want to browse in then click on that genre name to bring up a listing of books.
8. To locate a specific item or author, type the name of the author or the title of the book into the search box with the magnifying glass.
9. To narrow the results to only those books available to check out click on **Available Now** located to the left of the first book cover shown. This will re-sort the results so only those you can check out show up.
10. The icons listed inside a circle in the top, right corner of each book cover tell you the type of item and if it is checked in or not.
 - a. If the icon is a book then that item is an eBook. If the icon is a pair of headphones then the item is an audiobook.
 - b. If the icon is black then the item is available to check out. If the item is gray the item is currently checked out.
11. Click on the title of any book to get more information about that book, to find out if it is available to check out, and to find out what formats are available.

12. Next to the book there will be a blue button indicating if the book is available to borrow or not. It will say **Borrow** if it is available to check out or **Place a Hold** if the book is already checked out.
13. Click on the **Borrow** button to check out the book.
14. Click on the **Go to Bookshelf** button to get the download menu.
15. Click on the blue button that says **Read (in your browser)**
16. The book will open a new page in your web browser showing the cover of the book.
17. Click once on the cover of the book to open the book.
18. Click once on each page on the right side of your browser to move forward a page.
19. When you are done reading for that moment, click on the clear bookmark just underneath the Menu button to save your spot.
 - a. The bookmark will turn black once it saves your spot.
20. Once done, close out of the page in your browser the book was in.
21. Click **Sign Out** to sign out of your BRIDGES account or start looking for another book and repeat the steps above.
22. Close the browser you have opened for BRIDGES.

To Return to your eBook and Read:

1. Log in to BRIDGES following steps 1-5 above.
2. Click on the Account icon to go to your account
3. All of the items you have checked out will show in your account on your Bookshelf.
4. Click on **Read (in browser)** underneath the cover of the book you want to resume reading.
 - a. It should return to the spot you saved with the bookmark.
5. Once you are done reading follow steps 19-22 to save your spot and close out.

Returning a book early:

1. Log in to BRIDGES following steps 1-5 above.
2. Click on the Account icon to go to your account
3. Click on **Return Title** button underneath the book cover for the book you want to return.
4. When it asks you to confirm that you want to return the book, click **Yes**.
5. The book will return immediately and be removed from your account.
6. Log out of BRIDGES if done, otherwise click on the **Menu** button to go look for other books.