

Downloading eBooks from BRIDGES for iPads, Tablets, & Smartphones

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iPads, Smartphones, and tablets can borrow books using either the Kindle app, Overdrive app, or the Libby app from your App Store. Both apps can be downloaded for free.

The Kindle app can only support Kindle edition library books.

- This app can also be used to purchase eBooks from Amazon.com
- Borrowing or purchasing requires an Amazon.com account
- Not all eBooks on BRIDGES come in a Kindle format

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

- A library card from the James Kennedy Public Library
- Either the Kindle, Overdrive, or the Libby app installed on your iPad or tablet
- Your device will need to be registered with Amazon if using the Kindle app

Borrowing eBooks using the Libby app:

1. Make sure your Wifi is connected.
2. Touch the **Libby** app to open it
3. If this is the first time you've opened the app, you'll need to register your library card with Libby. Follow the prompts to sign in with your library card and choose **James Kennedy Public Library** as your home library.
 - a. Note: You will need to enter the number underneath the barcode on your library card to register. Once this is entered, the app will remember it.
4. Touch on **Library** to go out to the collection.
5. 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.
6. To browse for books, click on **Explore**.
 - a. Select where you'd like to go from there to narrow down your results.
7. As you're looking at titles, those with an icon of headphones listed under the picture of the cover are audiobooks. Those without an icon are ebooks.
 - a. If next to the picture it says "Borrow" then the item is available to check out. If it says "Place a Hold" then the item is currently checked out but can be put on hold.
8. Click on the picture of the book cover to get more information about that book and also to find out if it is available to check out.

9. Click on **Borrow** to check out the book. When the new page comes up, click on **Borrow** again.
10. A page with options will come up so click on which option you want.
11. If you want to be able to read the eBook when you are not connected to Wifi, you will need to download the book. To do this,
 - a. Go to your **Shelf**
 - b. Next to the ebook click on **Manage Loan** to open options.
 - c. In the dark header, click on **On-line Only** then on **Download**.
 - d. A little circle will show you the status of the download. The On-line Only line will change to Downloaded (with a checkmark next to it) once the download is complete.
 - e. Repeat for every item you want to access when not connected to Wifi.
12. To return to your bookshelf, click on **Shelf**. If it doesn't show, touch at the bottom of the screen to bring up the menu.
13. From your shelf, click on **Read Book** to open the book and start reading.
14. Tap on the right or left side of the page to turn the page forward or backward.
15. To access the menu options while reading a book, touch at the bottom of the book to bring up the menu.
16. If you want to change your settings so borrowed items automatically download:
 - a. Go to your Shelf
 - b. Click on the icon of Libby's head
 - c. Set up Libby
 - d. Choose Download Behavior
 - e. Choose the option you want

To return a book early:

1. Touch the **Libby** app to open it. You should be looking at your Shelf.
 - a. If you're looking at the book you are reading then touch the word **Shelf** at the bottom of the page.
2. Next to the book you want to return, touch **Manage Loan** to bring up options.
3. Touch **Return Loan to Library**.
4. Touch **Return** button.
5. Once returned, the book will delete from your bookshelf and return to BRIDGES.

Borrowing books using the Overdrive app:

1. Make sure your Wifi is connected.
2. Touch the **Overdrive** app to open it
3. If this is the first time you've borrowed a book you'll need to create an account with Overdrive.
 - a. When prompted to Sign in or Sign Up click on the **Sign Up** button.
 - b. Follow the prompts to enter your personal information and create a password.
 - c. Click the **Sign Up** button to complete the process.
4. If this is the first time you've borrowed a book:
 - a. Click on **Add a Library**
 - b. Type in the zip code, 52040, in the **Find a Library by name, city or postal code** search field.
 - c. Click **Search**.
 - d. Click on **James Kennedy Public Library**
 - e. Click on **BRIDGES** <http://bridges.lib.overdrive.com>
 - f. This should save BRIDGES to your list for future visits
5. If the app opens into your Bookshelf, then touch on the **Add a Title** box. If the app opens into a blue screen then touch **Menu** (the icon of the 3 parallel lines) in the top, left corner
6. Click on **BRIDGES** to take you to the website.
7. Once you are redirected to the BRIDGES webpage click on **Menu** (the icon of the 3 parallel lines) then on **Sign In**.
8. Select the name of the library, **James Kennedy Public Library**. Click **Sign in**.
9. Enter your library barcode number then touch **LOGIN** to finish logging on.
10. 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.
11. To browse for books, click on the **Menu** button (the icon is 3 parallel lines) to open the browsing menu then select **Collections** to see all the filters available.
 - a. Select where you'd like to go from there to narrow down your results.
12. To narrow the results to only those books available to check out click on **Available Now** under Ebooks or Audiobooks (depending on what type of item you're looking for). This will re-sort the results so only those you can borrow immediately show up.
13. The icons listed under the title of each book cover tell you the type of item it is 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 that item is an audiobook.

- b. If under the eBook/Audiobook icon it says “Borrow” then the item is available to check out. If under the icon it says “Place a Hold” then the item is currently checked out but can be put on hold.
14. Click on the circle with the three dots inside that is on every book cover 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.
15. Click on **Borrow** to check out the book. At the pop-up box, confirm you want to **Borrow**.
16. At the pop-up box for the title you’ve just borrowed you will have two options for the format of your eBook.
 - a. Select the option that fits your eReader
 - i. Select **Download (EPUB)** if you are using Overdrive.
 - ii. Select **Read now with Kindle** if you want to use your Kindle app.
 - b. If the Kindle option doesn’t show up it means that item is not available in the Kindle format.
 - c. *Note: If you choose the wrong format you cannot undo this. You will have to download the book then return it or wait for the two week loan period to end.*
17. You should get a message that the title is downloading and it will say Success! at the top when it is done. Close this pop-up box.
18. If you want to find another book to read, repeat the steps above by touching on the **Menu** button.
19. To return to your bookshelf, click on the **Menu** icon (three parallel lines) in the top left corner of the page.
20. Click on **Bookshelf** to return to the listing of books you have downloaded. The book you just borrowed should show on the bookshelf.
21. Touch on the picture of the book cover to open the book and start reading.
22. Tap on the right or left side of the page to turn the page forward or backward.
23. To access the menu options while reading in a book, click on the center, bottom of the screen. This should bring up the options for the book (contrast, font size, etc.) plus the Menu button (three parallel lines) which you can click on to see your options for navigating in the Overdrive app.
24. While still in BRIDGES, to view your account (checkouts, holds, wish list items) click on the icon of the three books.

To return a book early:

1. Touch the **Overdrive** app to open it. You should be looking at your Bookshelf.

- a. If you're looking at the book you are reading then touch the **Menu** icon (three parallel lines) in the top left corner, then touch **Bookshelf** to go to your bookshelf.
2. Touch and hold the cover of the book to bring up a menu
3. Touch **Return to Library** to return the book
4. When it asks you to confirm click on **Return**.
5. Once returned, the book will delete from your bookshelf in Overdrive and return to BRIDGES.

Borrowing books using the Kindle app:

1. Make sure your WiFi is connected
2. Open either the Safari app or the Google app and use it to go to the BRIDGES website:
<http://bridges.lib.overdrive.com>
 - a. Or you can link to the BRIDGES website from the library website Home page
www.dyersville.lib.ia.us
3. Click **Sign in**. (If it doesn't show up automatically, click on **Menu** (the icon is 3 parallel lines), which will bring it up.
4. Select the name of the library, **James Kennedy Public Library**. Click **Sign in**.
5. Enter your library barcode number then touch **Log In** to finish logging on.
6. 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.
7. To browse for books, click on the **Menu** button (the icon is 3 parallel lines) to open the browsing menu then select **Collections** to see all the filters available. Select where you'd like to go from there to narrow down your results.
8. The icons listed under the title of each book cover tell you the type of item it is 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 that item is an audiobook.
 - b. If under the eBook/Audiobook icon it says "Borrow" then the item is available to check out. If under the icon it says "Place a Hold" then the item is currently checked out but can be put on hold.
9. Click on the circle with the three dots inside that is on every book cover 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.
10. Click on **Borrow** to check out the book. Click **Borrow** again at the pop-up screen.

11. A pop-up box stating “Success” will come up. At this screen click on **Read Now with Kindle** to finish the borrowing process.
12. BRIDGES will automatically send you to Amazon.com. If you are already signed in you will be routed automatically to the download page. If you aren’t already signed in to your Amazon account you will now be prompted to sign in.
13. Click on **Get Library book**. The device you are downloading to will show underneath if you are signed in to your Amazon account. Make sure this is correct if you have several devices using this account! No device will show if you are not logged on to your Amazon account.
14. You will get a message confirming you borrowed the book. The book will have downloaded into the Kindle app on your device.
 - a. You can close out of this screen once you get the confirmation message.
15. Open the Kindle app to finish downloading. The book should already be there.
 - a. If the book doesn’t show up immediately click on **More** then select the **Sync** button on the menu on the bottom of the page.
16. Touch on the cover of the book to open it and start reading.
17. If you want to borrow another book, click back into the BRIDGES website and start over finding a book to borrow. If done, close out of the BRIDGES screen.
18. If using the Kindle App the searching, borrowing, and downloading of an eBook can be done from any computer. As soon as you turn on the WiFi on your tablet it should sync and receive the eBook you borrowed.

To return a book early:

1. Turn on the wireless on the device
2. Using either the Safari App or the Google App, log in to your Amazon account. (you will not be able to use the Amazon app for this--you must go to their website)
3. Click on **Accounts & Lists** from the toolbar at the top then click on **Your Content and Devices**
4. You will see a list of every item on your Kindle, purchased and borrowed.
5. Next to the item you want to return, click on the **Select** box so that a checkmark appears
6. Click on the **Actions** button next to the check-marked box to bring up the Actions menu
7. Click on **Return this Book**.
8. At the confirmation pop-up box click **Yes**.
9. You will see that next to the title of the book [Loan Ended] will appear or the title will disappear from the list.