

# Borrowing eBooks and eMagazines from BRIDGES for iPads, Android Tablets, & Smartphones

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iPads, Smartphones, and Android tablets can borrow eBooks using either the Kindle app or the Libby, by Overdrive app from your App Store.

- To borrow eMagazines you will need the Libby, by Overdrive app.
- Both apps can be downloaded for free.
- Please note: if you have the Overdrive app, that app will still work but it is being phased out.

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
- You cannot use this app to borrow eMagazines from Overdrive

The Libby app supports EPUB library books (which are the most common type of ebooks).

- You can also borrow eMagazines from Overdrive with this app

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 Amazon or Libby, by Overdrive 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 borrowed an item you'll need to link your library account with Libby.
  - a. When you open the app for the first time the app will prompt you with questions to get your account set up and linked to our library.
    - i. You will need to enter the number from underneath your barcode on your library card to get set up (they call this your library patron number).
  - b. Once done the app will take you to the BRIDGES homepage.
4. 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. All the results will come up.
  - a. Titles with the word "audio" and the icon of earbuds underneath the picture are eAudiobooks.
  - b. If nothing is listed underneath the picture then the item is an eBook.
5. To narrow the results by format, availability, etc. then touch on **Refine** on the right side of the header bar. Select your criteria and then the results will reload based on how you filtered.

6. For each item in the collection you can touch on the picture to bring up more information about that title. Under the author's name (or located to the right) it says either "Borrow" (then the item is available to check out) or "Place Hold" (then the item is currently checked out but can be put on hold.)
7. Touch on **Borrow** to check out the book. You will be brought to a new page to confirm the title you are checking out. Touch on **Borrow!** again to complete.
8. You should get a confirmation message that the item has been borrowed. Underneath the picture of the title you will be given the option to open the book, keep browsing for more titles, or to go to your shelf.
  - a. If you want to find another book to read, repeat the steps above by touching on **Keep Browsing**.
  - b. If you are done browsing, touch on **Go To Shelf** to go to your bookshelf and view everything that you have borrowed and downloaded. The book you just borrowed should show on the shelf.
  - c. In order to read the book you will need to download the book. Once downloaded you can read this book even when you are not connected to Wifi.
    - i. Next to the title of the item you just borrowed there will be either a circle or a checkmark. The checkmark means the item is fully downloaded.
    - ii. Touch on the circle to start the download. It will turn to a checkmark when done.
9. To read an eBook on your shelf:
  - a. Touch on the picture of the book cover to open the book.
  - b. Tap on the right or left side of the page to turn the page forward or backward. Or you can swipe right or left.
  - c. To access the menu options while reading in a book, or to return to your bookshelf, touch either on the bottom or top of the screen. This should bring up the options for the book (contrast, font size, etc.) across the top and the navigation to get back to your bookshelf across the bottom.
10. When at your shelf, touch on **Library** to return to BRIDGES to view your account or borrow more items.

### **To return an eBook 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 return to your shelf (see step #9 above).
2. Next to the title you want to return, touch **Manage Loan**. Then touch **Return Early**. Then touch **Return!** to confirm.
3. Once returned, the book will delete from your shelf and return to BRIDGES.

## **Borrowing eMagazines using the Libby app:**

1. Make sure your Wifi is connected.
2. Touch the **Libby** app to open it and touch **Library** to open the BRIDGES collection.
3. If this is the first time you've borrowed anything you'll need to link your library account with Libby, by Overdrive. See step #3 above.
4. From the Home page of BRIDGES look for the box advertising magazines. Sometimes this is at the top of the page, sometimes at the bottom. Touch on **Magazines, when you need something quick** to open the collection.
5. Magazines load in order of what has been added most recently. To narrow the results or resort them, then touch on **Refine** on the right side of the header bar. Select your criteria and then the results will reload based on how you filtered.
  - a. Touch on the cover of the magazine you are interested in to get more information.
  - b. If you do not see all the editions of the magazine you are interested in, touch on the cover of the magazine then touch on **Select Another Issue** in the box underneath the photo to bring up a list of other editions available.
6. Touch on **Borrow** to check out the magazine. You will be brought to a new page to confirm the title you are checking out. Touch on **Borrow!** again to complete.
7. You should get a confirmation message that the item has been borrowed. Underneath the picture of the title you will be given the option to open the magazine, keep browsing for more titles, or go to your shelf.
  - a. If you want to find another magazine to read, repeat the steps above by touching on **Keep Browsing**.
  - b. If you are done browsing, touch on **Go To Shelf** to go to your bookshelf and view everything that you have borrowed and downloaded. The magazine you just borrowed should show on the shelf.
  - c. In order to read the magazine you will need to download it. Once downloaded you can read it even when you are not connected to Wifi.
    - i. Next to the title of the item you just borrowed, there will be either a circle or a checkmark. The checkmark means the item is fully downloaded.
    - ii. Touch on the circle to start the download. It will turn to a checkmark when done.
8. To read an eMagazine:
  - a. Touch on the picture of the magazine cover to open it or touch on **Open Magazine**.
  - b. Tap on the right or left side of the page to turn the page forward or backward. Or you can swipe right or left.

- c. To access the menu options while reading in a magazine, or to return to your bookshelf, touch either on the bottom or top of the screen. This should bring up the options for the magazine (contrast, font size, etc.) across the top and the navigation to get back to your shelf across the bottom.
9. When at your shelf, touch on **Library** to return to BRIDGES to view your account or borrow more items.

### **To return an eMagazine early:**

10. Touch the **Libby** app to open it. You should be looking at your shelf.
  - a. If you're looking at the magazine you are reading then return to your shelf (see step #8 above).
11. Next to the title you want to return, touch **Manage Loan**. Then touch **Return Early**. Then touch **Return!** to confirm.
12. Once returned, the magazine will delete from your shelf and return to BRIDGES.

### **Borrowing books using the Kindle app (eMagazines are not available with this 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.overdrive.com>
  - a. Or you can link to the BRIDGES website from the library website Home page  
[www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)
3. Click **Sign in**.
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. All the results will come up.
  - a. Titles with the word "audiobook" and the icon of headphones underneath the picture are eAudiobooks.
  - b. Titles with the word "ebook" and the icon of a book are eBooks.
7. For each item in the collection you can touch on the picture to bring up more information about that title. Under the author's name (or located to the right) it says either "Borrow" (then the item is available to check out) or "Place Hold" (then the item is currently checked out but can be put on hold.)

8. 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.
  - a. Under Collections touch on **Available Now** to filter your search results to those items that can be checked out now.
9. Touch on **Borrow** to check out the book. You will be brought to a new page to confirm the title you are checking out. Touch on **Borrow!** again to complete.
10. A pop-up box will appear at the top of the screen indicating your item has been checked out and directing you to choose how you want to read the book: Kindle, browser, or download an EPUB version.
  - a. Touch **Read now with Kindle** to use your Kindle app.
    - a. If the Kindle option doesn't show up it means that item is not available in the Kindle format.
    - b. *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.*
11. 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 are not signed in to your Amazon account you will now be prompted to sign in.
12. Touch **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.
13. You will get a message confirming you borrowed the book. The book will download into the Kindle app on your device.
  - a. You can close out of this screen once you get the confirmation message.
14. Open the Kindle app to finish downloading. The book should already be there.
  - a. If the book doesn't show up immediately touch on **More** at the bottom of the page then touch **Sync**.
15. Touch on the cover of the book to open it and start reading.
  - a. Tap on the right or left side of the page to turn the page forward or backward. Or you can swipe right or left.
  - b. To access the menu options while reading in a book, or to return to your bookshelf, touch somewhere on the screen. This should bring up the options for the book (contrast, font size, etc.) across the top and give you information about how much of the book you have read across the bottom.
16. 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.

17. 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. Touch on **Account** 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, touch on the **Select** box so that a checkmark appears
6. Touch on the **Actions** button next to the check-marked box to bring up the Actions menu
7. Touch on **Return this Book**.
8. At the confirmation pop-up box touch **Yes**.
9. You will get a confirmation pop-up that the return was successful.