

Downloading & Reading eBooks & eAudiobooks from the Library Catalog

Overview: An introduction downloading eBooks and eAudiobooks using the new (2017) online catalog of the Buffalo & Erie County Public Library (B&ECPL).

Student Skill Level: Beginner

Requirements: Basic mouse skills

Objectives:

Student will becoming familiar with:

- Search for eBooks & eAudiobooks in the B&ECPL catalog
- Download eBooks & eAudiobooks
- Place a hold
- Return a title early
- Appendix A: eAudiobook playback screen

Revised 11-27-17

To see a list of upcoming computer classes go to:
www.buffalolib.org/content/computer-training or call (716) 858-8900.

Search for eBooks & eAudiobooks in the catalog

NOTE! This handout is dedicated to searching, downloading and reading or listening to eBooks or eAudiobooks on your **computer** using the BECPL's catalog. If you are using a tablet, smartphone, or other similar device please use the Overdrive or Libby by Overdrive app found in your device's app store.

Navigate to www.buffalolib.org, look for the 'Library Catalog' near the top of the screen, then **Click on it.**



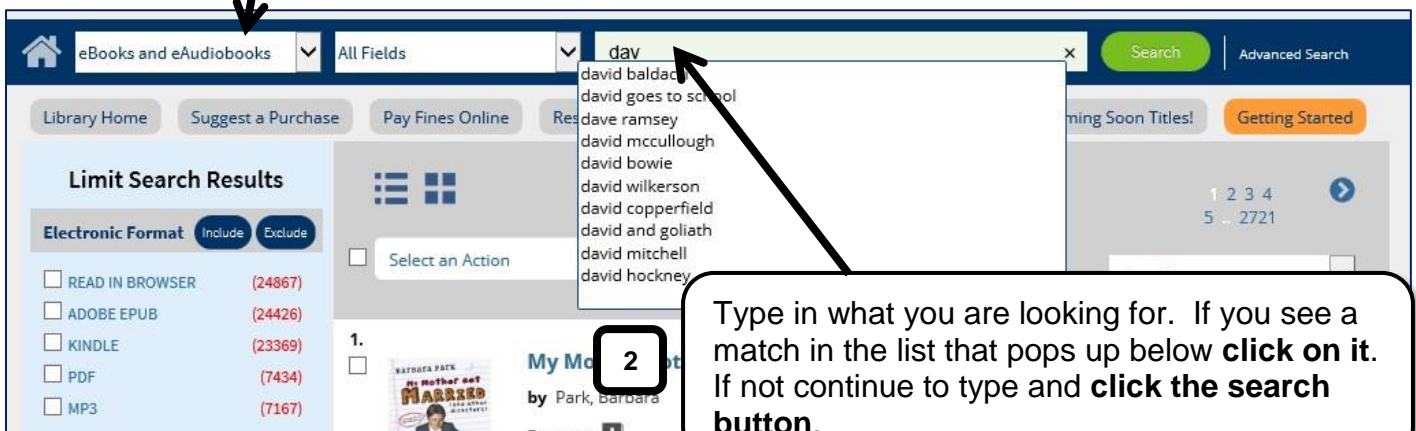
Now easier to Download!

Check out and download eBooks and eAudiobooks right from the **Catalog!**

On the next screen, on the left side of the page **click on 'Catalog'**. This will narrow the catalog's options to only eBooks and eAudiobooks.

On the next page you should see the word 'Everything' replaced with **eBooks and eAudiobooks**. Then in the search bar to the right, **type in** what you are looking for. This could include author, title, or a keyword.

1 Make sure this has changed from 'Everything' to 'eBooks and eAudiobooks'. **TIP:** You can **click on the menu arrow** and pick just **eBooks** *OR* just **eAudiobooks** if you prefer.



2 Type in what you are looking for. If you see a match in the list that pops up below **click on it.** If not continue to type and **click the search button.**

In our example we have started to type in David Baldacci and clicked on his name when we saw it show up in the list below where we were typing. Now we see search results related to David Baldacci:

The screenshot shows a library website with search results for "david baldacci". The page displays 94 results found. On the left, there is a "Limit Search Results" section with checkboxes for "Electronic Format": "ADOBE EPUB (56)", "READ IN BROWSER (56)", "KINDLE (56)", "MP3 (38)", and "OVERDRIVE LISTEN (38)". Annotations include:

- A callout box pointing to the "READ IN BROWSER" checkbox: "If you want to read an eBook on your computer, click the checkbox 'read in browser' to update results to show *only* eBooks."
- A callout box pointing to the "OVERDRIVE LISTEN" checkbox: "Similarly, if you were interested in only seeing eAudiobooks, click on checkbox next to 'Overdrive Listen'."
- A callout box pointing to the "Remember you can click on the menu near the top of the screen before your search to choose to only search eBooks or eAudiobooks."
- Annotations for the first result, "FaceOff" by Baldacci, David: "Denotes an eBook" (pointing to the book icon) and "Click here to place a hold" (pointing to the "Place Hold" button).
- Annotations for the second result, "FaceOff" by Baldacci, David: "Denotes an eAudiobook" (pointing to the audiobook icon) and "Click here to preview book" (pointing to the "Preview" button).
- Annotations for the third result, "Bullseye" by Baldacci, David: "Click here to download this eBook" (pointing to the "Download" button).

Download eBooks & eAudiobooks

Before you click on download make sure that you are clicking on the right format – eBook to read a book on your computer screen OR eAudiobook in order to listen to a book using your computer's speakers.

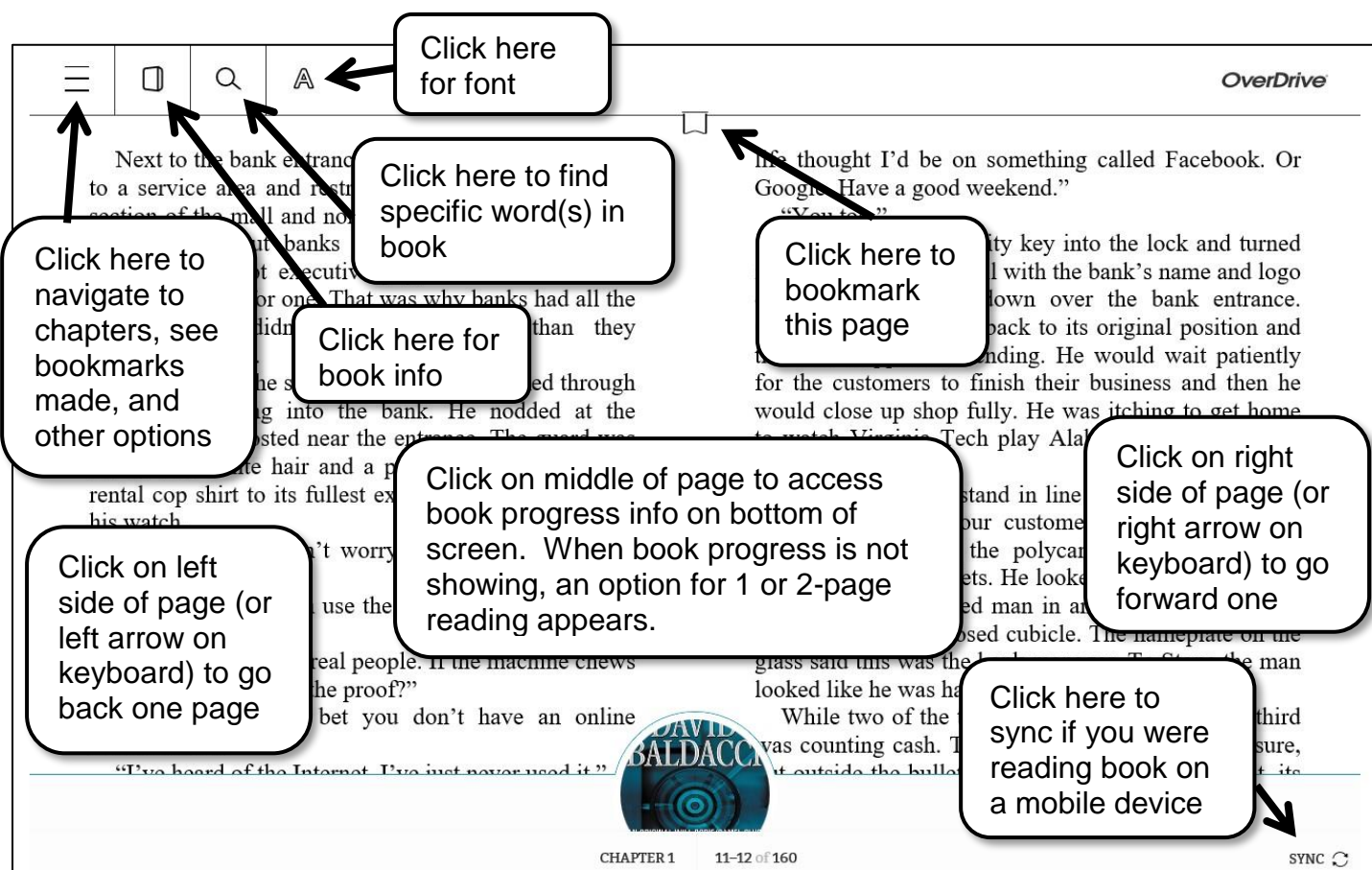
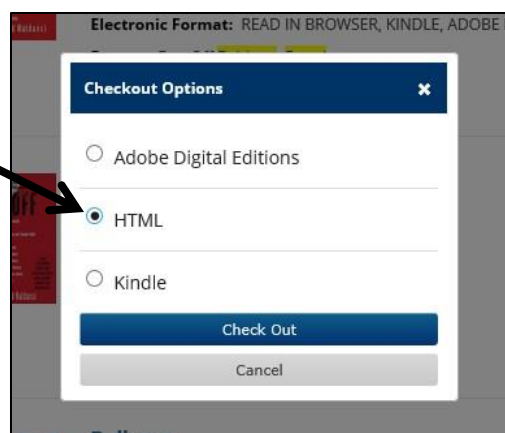
Click on the Download button for the eBook you want. A pop-up will appear and if you are not logged in to your account you will be prompted to do so. **Type in your Library Card number and PIN.** Then **click the 'Log In' button.**

The screenshot shows a login pop-up window titled "Need a library card?". It contains fields for "Library Card Number: A:" (with the value "10001276*****") and "PIN:" (with the value "****"). There are links for "Forgot my PIN" and "Update Email or PIN". A "Log In" button is at the bottom right. The background shows the "FaceOff" book result.

Another pop-up screen will appear with three Checkout Options. **Click on the HTML option**, then **click on the Check Out button** to open the eBook and read the eBook in your internet browser (e.g Chrome, Internet Explorer).

Note: For eAudiobooks use the Overdrive Listen option. Your book is checked out for 7 or 14 days.

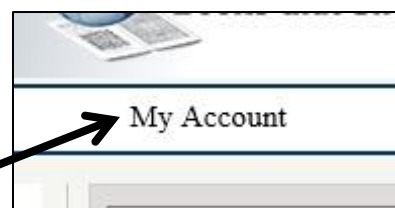
Now the book should appear as a new tab in your internet browser (see graphic below or see Appendix A to see what an eAudiobook look like).



When you are done with your reading session and want to return to the book later you have two options:

You can leave the browser and tab that the book is showing in open and continue reading later
OR

You can close the browser or tab open and reopen at a later time by accessing the **My Account** feature at the top of BECPL's home web page. Then you will be asked to enter your Library Card Number and PIN (next page).



Once you are in your My Account feature in order to access your eBook or eAudiobook again, you must take the following steps: **1. Click on the Checkouts tab.** **2. Click on the Digital Checkouts option** above Library Checkouts. **3. Click on Download** for the appropriate title (look for 'ebook-overdrive').

The screenshot shows the 'My Account' page with the 'Checkouts' tab selected. Under 'Digital Checkouts', there are three items listed: 'The Hit', 'The Escape', and 'Bullseye'. The 'Bullseye' item is checked out. Arrows and numbers indicate the steps: 1 points to the 'Checkouts' tab, 2 points to the 'Digital Checkouts' section, and 3 points to the 'Download' link for 'Bullseye'.

Title / Author	Format	Expiration Date	Call Number
The Hit Baldacci, David	ebook-epub-adobe Download	9/25/17	
The Escape Baldacci, David	ebook-overdrive Download	9/25/17	
Bullseye Baldacci, David	ebook-overdrive Download	9/25/17	

Your status: Account in good standing.

Checkouts	
Digital:	3
Library:	2

Holds	
Digital:	1
Library:	0

Fees/Fines	
Total due:	\$0.00

Note: You can have up to 20 digital items checked out at one time and 10 digital items on hold at one time.

Place a hold on a title

If the eBook or eAudiobook you are interested in is currently checked out by another patron, you can place a hold on the title by **clicking on the Place Hold button**.

Next, if you are not logged in to your account you will be asked to enter your library card number and PIN.

On the pop-up, please **click on the Place Hold button**. You will then see a hold verification screen.



Note: If this is the first time you are placing a hold, you will be asked for your email address.

The 'Hold Options' pop-up form contains the following fields and buttons:

Title	Format	Email Address
Faceoff	eBook	goj*****@yahoo.com

Below the table are two buttons: 'Place Hold' and 'Cancel'. An arrow points from the text 'click on the Place Hold button' to the 'Place Hold' button.

Any time you are logged in to in your My Account feature you can check on your Holds status by taking the following steps: **1. Click on the Holds tab.** **2. Click on the Digital Holds** option above Library Holds. You can now see your holds, your place in the queue for each item, and you can cancel holds.

Personal Information **Checkouts** **Holds** **Fees/Fines**

Digital Holds

Items on Hold: 2
Ready for download

☐ Select All **Cancel Hold(s)**

	Title/Author	Place in queue	Call Number
<input type="checkbox"/>	FaceOff Baldacci, David	5	
<input type="checkbox"/>	The Wind-Up Bird Chronicle Murakami, Haru	1	

Library Holds

Your status: Account in good standing.

Checkouts

Digital: 5
Library: 2

Holds

Digital: 2
Library: 0

Fees/Fines

Total due: \$0.00

To cancel a hold, A. click on selected titles, then B. click Cancel Hold(s).

Your place in line for the item. The maximum an eBook or eAudiobook can be checked out for is 14 days.

Return a Title Early

There is no *need* to return items early as your loan will expire and the item will be returned to the library automatically.

However, anytime you are logged in to the My Account feature you can return a title early by taking the following steps: **1. Click on the Checkouts tab.** **2. Click on the Digital Checkouts** option above Library Checkouts. You can now see your checkouts. Look at graphic for next steps (A and B). After you click on return, you should see a confirmation pop up screen. **Click Yes** to return the selected items.

Personal Information **Checkouts** **Holds**

Digital Checkouts

Total Items Checked Out: 3

☐ Select All **Return**

	Title / Author	Format
<input type="checkbox"/>	The Hit Baldacci, David	ebook-epub-adobe
<input type="checkbox"/>	The Escape Baldacci, David	
<input checked="" type="checkbox"/>	Bullseye Baldacci, David	

Library Checkouts

To return a title, A. click on selected titles, then B. click the Return button.

Please Note: Some items can only be returned early from within the application from which they were downloaded (e.g. an app on a smartphone or tablet). Other items cannot be returned early and simply expire at the end of the checkout period.

Appendix A: eAudiobook Playback Screen

Once you click on the eAudiobook you want and log in (if necessary), remember to **choose the *Overdrive Listen* option**, then **click on the Check Out button**.

See graphic below for eAudiobook playback controls.

