

Library eBooks & eAudiobooks: from the Library Catalog

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

Student Skill Level: Beginner

Requirements: Basic mouse skills

Objectives:

- Search for eBooks & eAudiobooks in the B&ECPL catalog
- Download eBooks & eAudiobooks
- Place a Hold
- Return a Title Early
- Appendix A: Audiobook Playback Screen

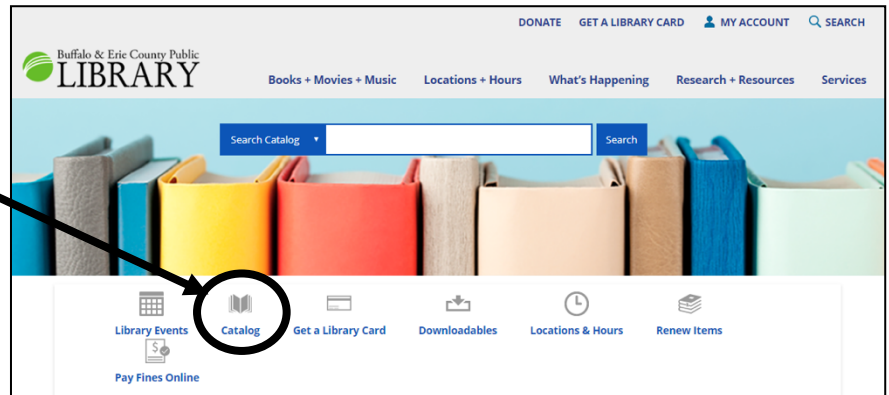
Revised 05-11-20

*To see a list of upcoming technology classes go to:
www.buffalolib.org/whats-happening/makerspace-technology and click on
"Upcoming Classes + Events" 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.

Open your preferred web browser, navigate to www.buffalolib.org, look for the 'Catalog' icon near the top of the screen, then **Click on it**.



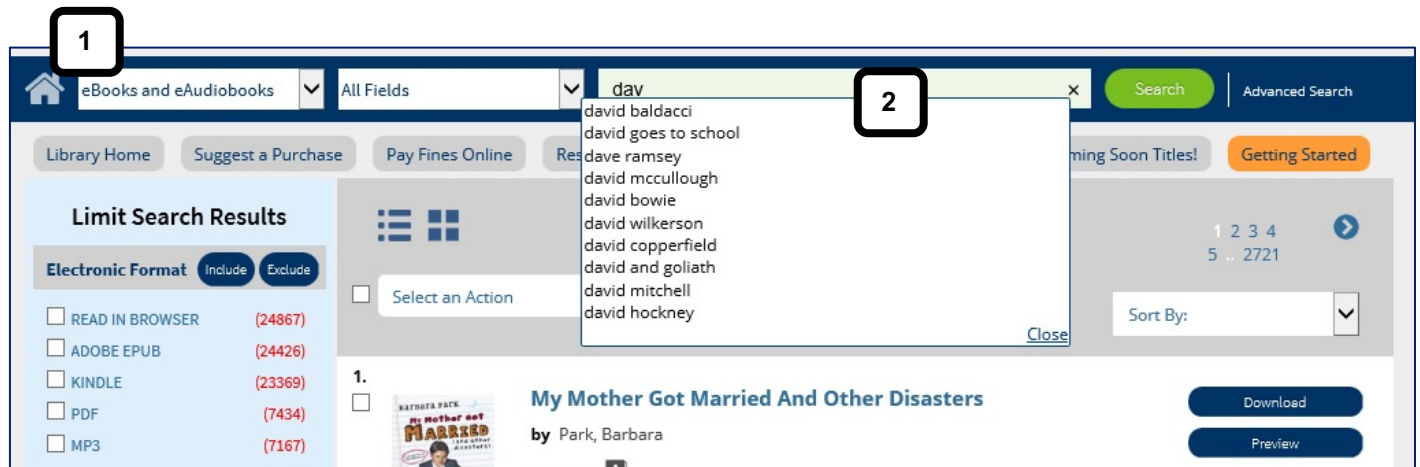
Now easier to Download!

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.

When the next page appears, look at the blue toolbar, you should see the word 'Everything' replaced with **[1] eBooks and eAudiobooks**. On the same toolbar, in the search area to the right, **[2]** type in what you are looking for. This could include author, title, or a keyword. Then click the green **Search** button.

TIP: You can **click on the menu arrow** and pick just eBooks OR just eAudiobooks if you prefer.



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 search results page for "david baldacci". The page displays 94 results found. On the left, there is a "Limit Search Results" section with "Electronic Format" filters: 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*. Similarly, if you were interested in only seeing eAudiobooks, click on checkbox next to 'Overdrive Listen'." It also includes a reminder: "Remember you can click on the menu near the top of the screen *before* your search to choose to only search eBooks or eAudiobooks."
- Two callout boxes pointing to the "Format" icon (a small book icon) for "FaceOff" and "Bullseye": "Denotes an eBook" and "Denotes an eAudiobook".
- A callout box pointing to the "Place Hold" button: "Click here to place a hold".
- A callout box pointing to the "Preview" button: "Click here to preview book".
- A callout box pointing to the "Download" button: "Click here to download this eBook".

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.

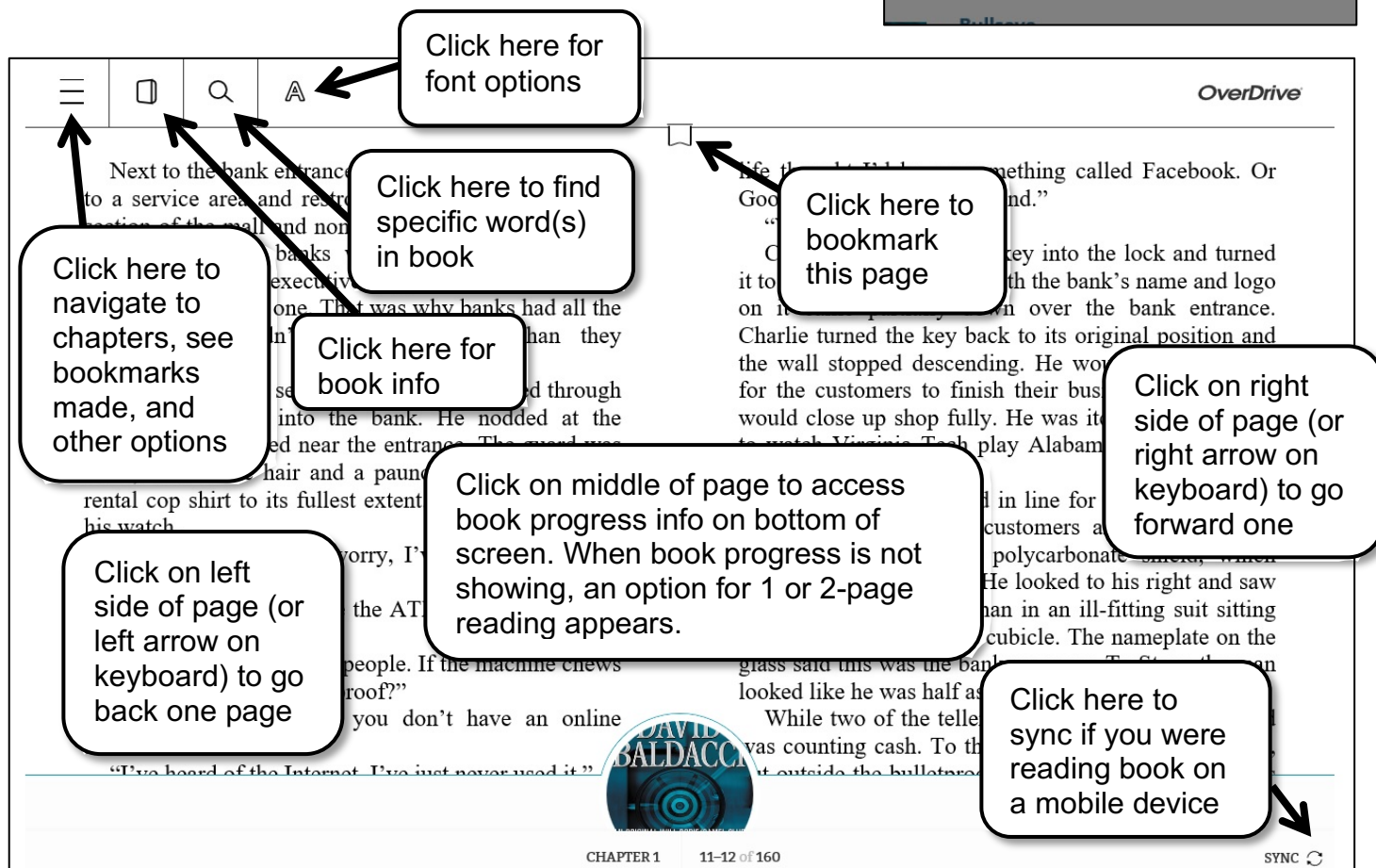
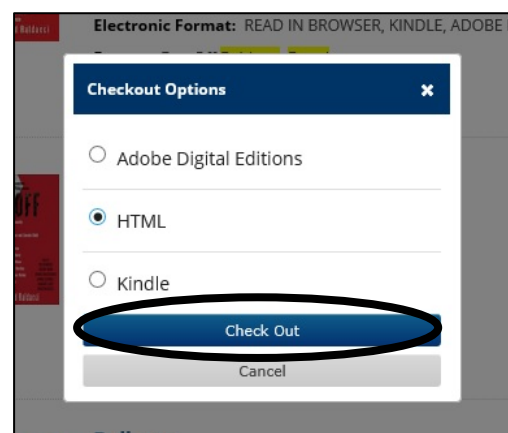
Click on the Download button for the eBook you want. A pop-up will appear and if you are not logged in to your account you will be prompted to do so. **Type in your Library Card number and PIN.** Then **click the 'Log In'** button.

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 phone". A "Log In" button is highlighted with an arrow from the text in the previous block.

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, to 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 left of BECPL's home web page (or the catalog). 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').

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').

Your status: Account in good standing.

Checkouts	
Digital:	3
Library:	2

Holds	
Digital:	1
Library:	0

Fees/Fines	
Total due:	\$0.00

Total Items Checked Out: 3

☐ Select All **Return** Why can't I return some items?

	Title / Author	Format	Expiration Date	Call Number
<input type="checkbox"/>	The Hit Baldacci, David	ebook-epub-adobe Download	9/25/17	
<input type="checkbox"/>	The Escape Baldacci, David	ebook-overdrive Download	9/25/17	
<input checked="" type="checkbox"/>	Bullseye Baldacci, David	ebook-overdrive Download	9/25/17	

☐ Select All **Return**

► Library Checkouts

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.

Place Hold

Preview

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

Hold Options ✕

Title	Format	Email Address
Face Off	eBook	gol*****@yahoo.com ✕

Place Hold

Cancel

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.

The screenshot shows the 'My Account' interface with the 'Holds' tab selected. The 'Digital Holds' section is expanded, showing a table of items on hold. Annotations include:

- [1]** Points to the 'Holds' tab in the top navigation bar.
- [2]** Points to the 'Digital Holds' dropdown menu.
- A callout box points to the 'Cancel Hold(s)' button: "To cancel a hold: **click on the checkbox next to selected titles, then click Cancel Hold(s).**"
- Another callout box points to the 'Place in queue' column: "Your place in line for the item. The maximum an eBook or eAudiobook can be checked out for is 14 days."

	Digital	Library
Checkouts	5	2
Holds	2	0
Fees/Fines	\$0.00	

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.

The screenshot shows the 'My Account' interface with the 'Checkouts' tab selected. The 'Digital Checkouts' section is expanded, showing a table of items checked out. Annotations include:

- [1]** Points to the 'Checkouts' tab in the top navigation bar.
- [2]** Points to the 'Digital Checkouts' dropdown menu.
- A callout box points to the 'Return' button: "To return a title, **A. click on selected titles, then B. click the Return button.**"

	Digital	Library
Checkouts	5	2
Holds	2	0
Fees/Fines	\$0.00	

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.

