

Library eBooks and Digital Resources

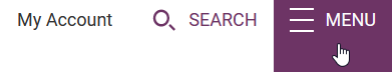
1. There are now lots of resources in addition to printed books that you can get access to through your library. In this tutorial we shall consider digital resources such as eBooks or audiobooks which are available free through City of Edinburgh libraries.



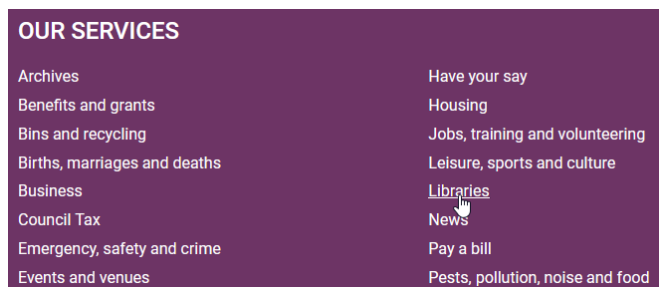
An eBook is where the text is downloaded to your device for you to read from there. An audiobook is one where you can listen to it from your device.

We shall assume that you have already joined the library so you will have a card with Membership Number and a PIN number. But if you haven't joined there is a link to do so on the website (see also Para 3 below).

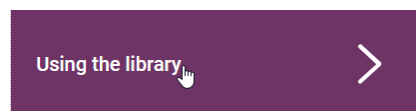
2. To access the library resources on the web, type <https://www.edinburgh.gov.uk/> into your browser and then left-click on the Menu at the top right of the City of Edinburgh Council web page.



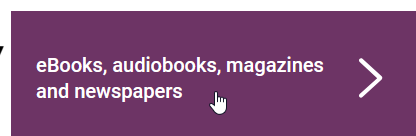
Then left-click on "Libraries" in the drop down menu that appears,



then on "Using the library",



then on "eBooks, audiobooks, magazines, newspapers".



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And finally **either** on
"Start reading ebooks"

or "Start listening to
audiobooks"

eBooks

There are thousands of titles to choose from. Borrow up to ten titles at a time for 21 days. Download and read through a handy app. eBooks return themselves so there are never any fines!

Start reading ebooks

Audiobooks

We offer four different services to give you a huge selection of titles to listen to online or download. Borrow audiobooks for up to 21 days and, again, there are no fines.

Start listening to audiobooks

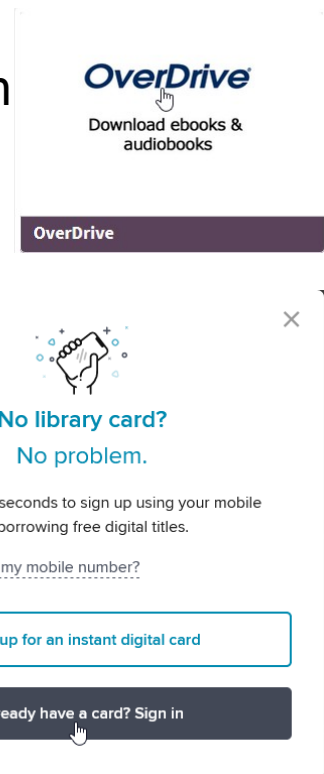
3. This takes you into OverDrive **OverDrive** which is the resource used for ebooks (one of the options for audiobooks).

The page shows what's available.

Left-click on "Go to OverDrive" **Go to OverDrive** **or** on OverDrive. **OverDrive**

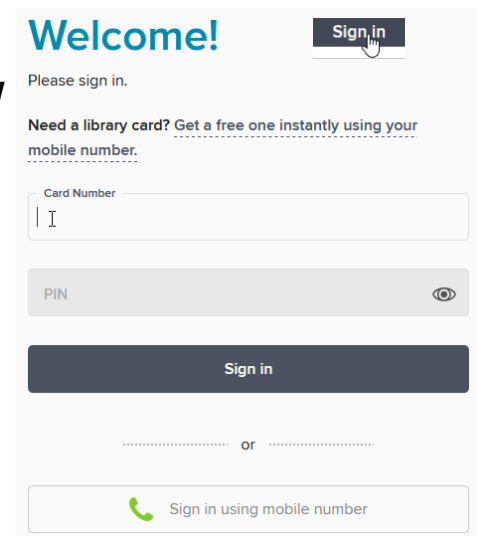
You may have to approve "Confirm cookie settings".

You will be shown a screen **either** to Sign up (Register) **or** to Sign in.

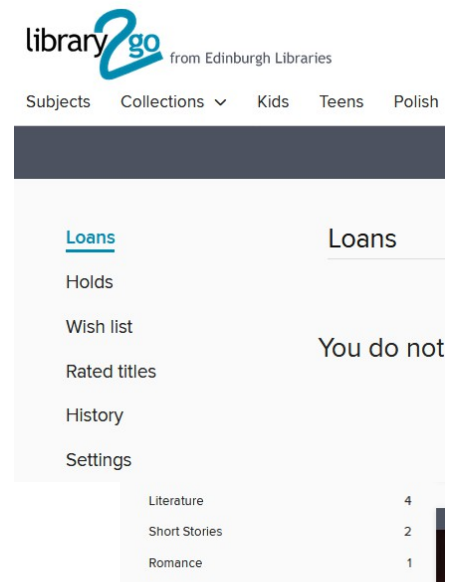


Alternatively you may have to left-click on "Sign In" on the page of New eBooks.

Fill in your library Card Number and PIN number and left-click on Sign in.

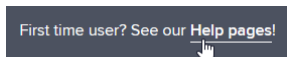


4. This takes you into your Account where you can manage your Loans, Wish List and so on. Note that these are separate from your Loans of printed books which are accessed separately.



There are Help pages available which describe what devices can be used.

Left-click on "[Help pages!](#)" at the top of the page to access.



5. Also, you can start searching for the book you want to see if it is available. Left-click on "Search" and type in your search term.

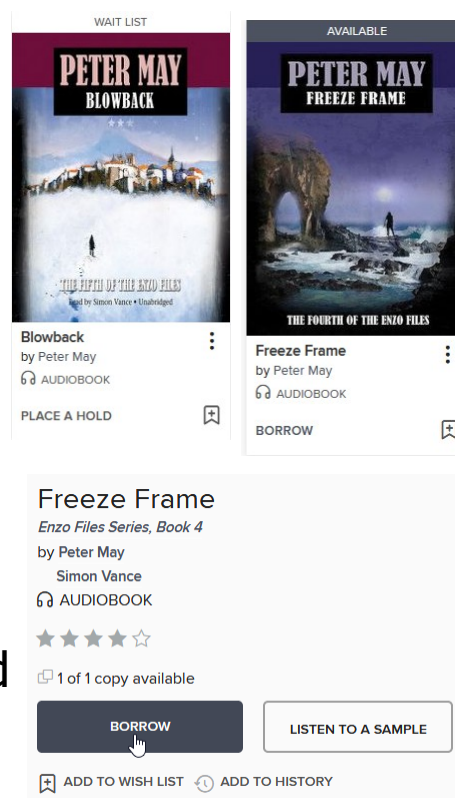


However be sure that the results are as you want as there may be other books showing which are not relevant. Also make sure you get whichever type you want i.e. **either eBooks or audiobooks**, by left-clicking on the appropriate filter in the left column.

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6. For example if you type "Peter May" in the search you will get 10 titles by him and many others besides. But it may turn out that out of the 10 none were available in the format you required i.e EBOOK or AUDIOBOOK.

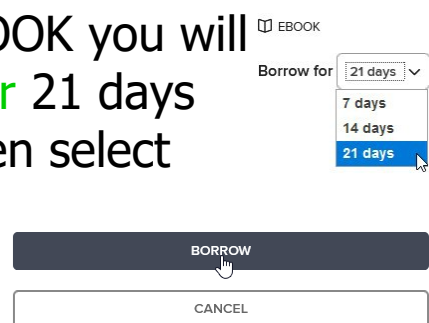
Each book is shown with an option to PLACE A HOLD, if it's on the WAIT LIST, or to BORROW, if it's AVAILABLE. It also shows what type (either EBOOK or AUDIOBOOK). You may find you have to wait for some weeks if it is popular and on a waiting list.



7. To proceed left-click on the book and choose the option you require.

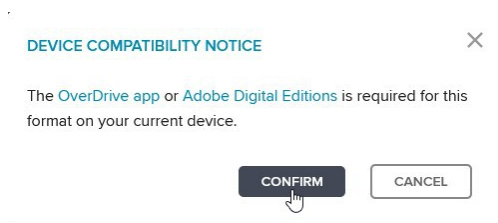
Whether it's an EBOOK or an AUDIOBOOK you will get the option to BORROW for 7, 14, or 21 days by left-clicking on the down arrow. Then select what you require.




Then left-click on "BORROW".



You are given 2 options, either to "Download EPUB ebook" on to your device or to "Read now in your browser". An EPUB ebook is a type of format for eBooks (not suitable for Kindle).

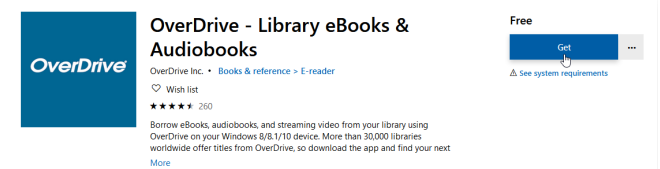
If you choose to Download you will be asked to Confirm that you have either the OverDrive **OverDrive** app or Adobe Digital Editions on your device.



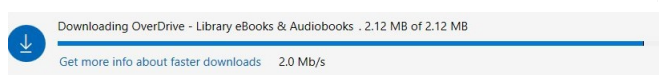
8. If you don't have either you can download from the Microsoft Store  by left clicking on either of these. You may have to change the English to United Kingdom before going to the Microsoft Store  to get the OverDrive  App.



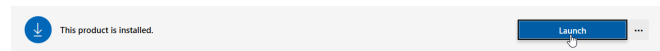
Then left-click on "Get"



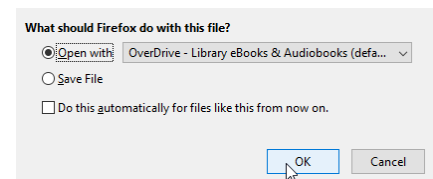
You will be shown progress on the screen.



Once installed you can then start it by left-clicking on "Launch".



But if you left-click on "CONFIRM" as above you will get a message on your Browser something like this where you are given the options of **either** Opening **or** Saving. Select "Open with" and left-click on "OK".



You will have to sign up, if you've not already. Otherwise left-click on "HAVE AN ACCOUNT? SIGN IN"



Sign up for an OverDrive account to enjoy eBooks, audiobooks, movies, and more from your library.



I am under 13 years old. Continue >

The book will then appear in your Browser and to read it you left-click on the RHS to go forward **or** on the LHS to go back pages.

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9. Or you can save it to your device where it will be saved in your Downloads. Double-click on it to open it and you will be taken to OverDrive **OverDrive**.

You may have to "Confirm Cookie Settings" and then sign in. Follow this through.

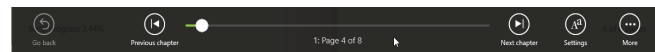
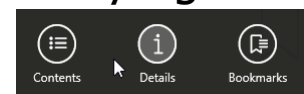
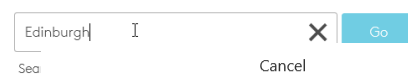


10. Find your library and then choose from the selections and type in your library card number and PIN number.

Then Sign In. You may have to search for your library again. When you've Signed in, then open the book by double-clicking on it. In OverDrive **OverDrive** you can get options such as Open, Delete/Return by right-clicking on it. Also by right-clicking when in the book there are options to move around the book.

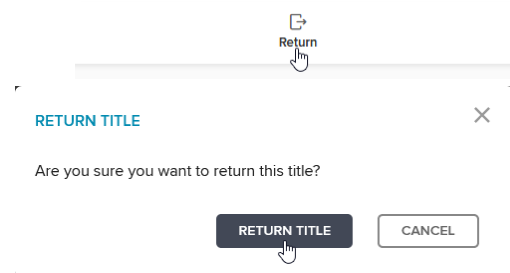
Find your library

Use the search box below to search for your library. Once you find your library, you'll be taken to your library's website to sign in using your library card information.



11. When you've finished reading it go back to the Loans section and left-click on "Return".

You will be asked to confirm you want to return it.



It does seem to stay on the PC though, even if you've returned it, so it may still be accessible from your Downloads unless you left-click on "Delete/Return" in OverDrive **OverDrive**.

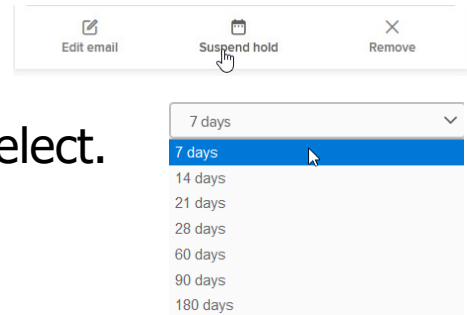
When you've finished remember to Sign out.

12. If the book is not AVAILABLE you can place a HOLD on it, by left-clicking on "PLACE A HOLD", in order to reserve it for the future. An email will be sent to you when it becomes available.

Once held you can also Suspend the hold for different timescales if you're not ready to read it at the moment.

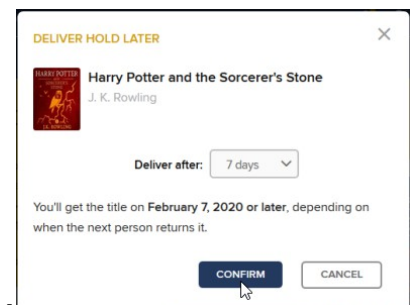
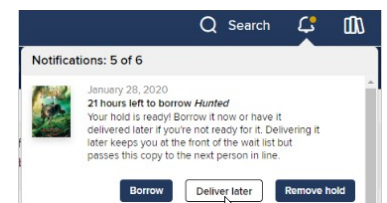
When in your Holds page left-click on "Suspend hold"

and you will be given the options to select.



13. An alternative facility "Deliver later" is also available which delivers HOLDS later i.e. at a time suitable for you. You get various options and "Deliver later" allows you to set a window of dates for waiting when you'd like to receive the book. This will have to wait till after the previous borrower has returned it.

You are asked to choose the timescale using the drop-down menu (left-click on the down arrow and left click on the required delay) and then left-click on "CONFIRM". If you ignore this, 7 days will be applied but if you ignore a second time your HOLD will be cancelled.



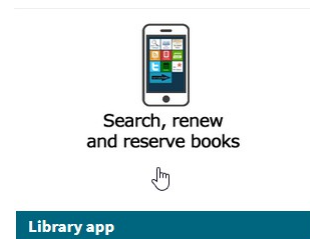
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14. There are a number of other e-resources available.



Left-click on "A-Z e-resources" and you will be shown these. Note that some of them are only available within a library. Some also only have access for a limited number of people at a time. They range from learning new skills, to photos, to music, to family history research, and many others and includes OverDrive **OverDrive**.

There is a Library App shown (for physical books) which is separate from e-books.



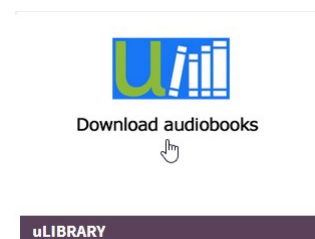
15. However one App that, confusingly, is not shown in this list is Libby (information about it is accessed in OverDrive help by left-clicking on OverDrive apps) which also allows you to access eBooks online e.g. on your smartphone.


How to use:
[On a computer ▶](#)
[OverDrive apps ▶](#)
[Further help ▶](#)


You can find Libby on Google Play Store or the Microsoft Store and then Install it. You proceed as above for OverDrive **OverDrive**.

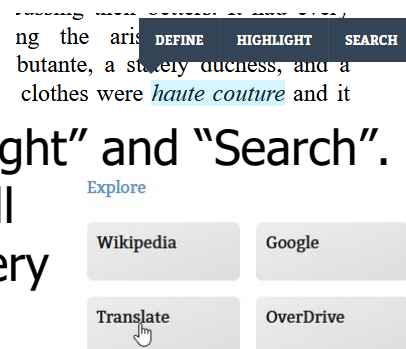
Although Libby is broadly similar to OverDrive **OverDrive** some of the features look and operate slightly differently.

16. Alternatives for audiobooks are RBdigital or uLIBRARY. Choose whichever you find most convenient.



17. An interesting feature in OverDrive **OverDrive** and Libby  is the facility to find out more about words in the book.

Highlight the word(s) by sliding your mouse across to select and you will be presented with options "Define", "Highlight" and "Search". If you left-click on "Define" then you will be given some meanings (sometimes very extensive) followed by options to delve further (in Libby  this includes a System Dictionary in the place of OverDrive **OverDrive** which often seems to go to Google Translate).



These options are very powerful and, if it is a place name, by going to Google you can select Maps and see exactly where it is in the world!

"Highlight" allows you to choose one of 3 colours to highlight the word(s) and find this selection again, or to add a Note for future reference.

"Search" allows you to look for other instances of the selection in the book.

Experiment!

18. This tutorial has been written as the situation stands at the time of writing but as with many digital facilities they are constantly evolving and hence there may be changes to the way they work. But this should give you a basic understanding of how to access eBooks and audiobooks. Happy reading/listening!

