Library eBooks and Digital Resources

 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 <u>https://www.edinburgh.gov.uk/</u> 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 **OUR SERVICES** on "Libraries" in Archives Events and venues Pests, pol Benefits and grants Have your say Planning the drop down Bins and recycling Housing Request a Births, marriages and deaths Jobs, training and volunteering Report an menu of "Our Business Leisure, sports and culture Roads, tra **Council and Committees** Libraries Schools a Services" that Council Tax New Social car Emergency, safety and crime Pay a bill Strategy, appears,



Library eBooks and Digital Resources

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And finally either on "Start reading ebooks"

or "Start listening to audiobooks"



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!



Audiobooks

Start listening to 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.



The page shows what's available. Note that for certain (newer) devices you are recommended to use the Libby App which is a more uptodate version of OverDrive. Libby is available for Apple, Android and Windows 10+ devices and the original OverDrive app is available for older Apple, Android, Kindle Fire and Windows tablets (not phones). If in doubt left-click on the Help pages on the right.



Left-click on "Go to OverDrive" Go to OverDrive

You may have to approve "Confirm cookie settings".

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



Alternatively you may have to leftclick on "Sign In" on the page of New eBooks.

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

Welcome! Please sign in.

Card

Need a library card? Get a free one instantly using your mobile number.

This takes you into your Account



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Library eBooks and Digital Resources

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or a page where you can access it by leftclicking on My 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. If it's available left-click on "Help pages!" at First time user? See our Help page

the top of the page to access. If not, try leftclicking on Help at the top right.

4. To access the Overdrive App or the Libby App scroll down to the bottom of the page of suggested books and left-click on Overdrive. This takes you into the Overdrive website. Left-click on "Apps" on the Menu at the top. **OverDrive** Then if your device is suitable (see above) left-click on Download Libby "Download Libby" and choose how to get it, then App Store install .

Otherwise left-click on "Download Overdrive app" and then on Learn more.

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Learn more

()verDrive Our original app for borrowing digital content from libraries and schools

Library eBooks and Digital Resources

Ĵ ۵Ŋ My affcount ~ Loans Holds Wish list Rated titles History Settinas Sign out







Finally scroll down to the bottom of the page and choose how to get it (depending on your device), then install.





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5. Also back in the Edinburgh Libraries website, you can start searching for the book you want to see if it is available. Left-click on "Search"

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 a lot of titles by him and many others besides. But it may turn out that out of these none



were available in the format you required i.e EBOOK or AUDIOBOOK.

Availability	~
All titles	
Available now	
Audience	>
Date added	>
Ebooks	>
Audiobooks	>
Subject	~
Fiction	22
Mystery	18
Thriller	8
Literature	4
Short Stories	2
Romance	1

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.

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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 leftclicking 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 format on your current device either OverDrive OverDrive App or Adobe Digital Editions on your device.



Freeze Frame Enzo Files Series, Book 4

🖵 1 of 1 copy available

BOR ROW

ADD TO WISH LIST () ADD TO HISTORY

CANCEL

LISTEN TO A SAMPLE

by Peter May Simon Vance **AUDIOBOOK** ★ ★ ★ ★ ☆

8. If you don't have either you can download OverDrive **OverDrive** free from the Microsoft Store under Apps (for Windows 10 PCs) or use Google Play Store or App Store for relevant Android and Apple devices.

You may have to change the English to United Kingdom before going to the Microsoft Store 🌼

left-click on the App either



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Library eBooks and Digital Resources

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Left-click on "Install"	Vou own this app. Install OverDrive Library eBooks & Audiobooks OverDrive Library eBooks & Audiobooks OverDrive Library eBooks & Devertience > Ereader If Share Borrow eBooks audiobooks and thraning video from your Brazy using Derower elocits and thraning video from your Brazy using Derower elocits and thraning video from your Brazy using Derower elocits audiobooks and thrane workforwide	
You will be shown progress on the screen.	Downloading OverDrive - Library eBooks & Audiobooks . 2.12 MB of 2.12 MB Get more info about faster downloads 2.0 Mb/s	
Once installed you can then start it by left-clicking on "Launch".	This product is installed.	
You will have to sign up, if y already. Otherwise left-click ACCOUNT? SIGN IN"		0
	HAVE AN ACCOUNT? SIGN IN	
Left-click on "Sign in using your library card".		×
	Sign in	
	Make sure you always sign in using the same method, especially if you plan to download (or have downloaded) eBooks. Learn more here. Sign in using library card	
Type in "Edinburgh" and left on "Go".	Use the search box below to search for your library. Once you find your library, yo be taken to your library's website to sign in using your library card information.	ou'll
	Edinburg X The Search By Name O Location	

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Then choose your library from the list shown.

Or you may be shown this screen in which case leftclick on "Edinburgh libraries".

OverDrive	
Bookshelf No titles. Select "Add a title" to get books.	My libraries
(+)	Color Edinburgh Libraries
Add a title Edinburgh Libraries	

This takes you to the Library 2 Go library page (as

above) where you may have to sign in again. Here you can Search <u>sim</u> for the book or magazine you want to read.

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

But if you left-click on "CONFIRM" as in	What should Firefox do with this f
para 7 above you will get a message	○ Save File □ Do this <u>a</u> utomatically for files
something like this where you are given	
the options of either Opening or	
Saving. Select "Open with" and left-click	c on "OK".

What should Firef	fox do with this file?	
Open with	OverDrive - Library eBooks & Audiobooks (defa $$	
○ <u>S</u> ave File		
Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	



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 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 Find your library choose from the selections and type in your library card 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. number and PIN number. X Edinburgh Then Sign In. You may have Cancel Sec to search for your library again. SIGN IN When you've Signed in, then open the book by double-clicking on it. In OverDrive OverDrive you can get options such as \checkmark \bigcirc Open, Delete/Return by right-clicking on it. Also by rightclicking when in the book there are options (=) (⊑) to move around the book.
- 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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Edit email



Deliver after: 7 days V

You'll get the title on February 7 2020 or later depending on

the next person returns it

Deliver later

ons: 5 of 6

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CANCEL

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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.

YOUR LIBRARY

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 <a>(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.

You can find Libby son Google Play Store bor the Microsoft Store and then Install it. You proceed as above for OverDrive OverDrive . Although Libby 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.

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Search, renew and reserve books D





How to use:

On a computer I OverDrive apps

Further nelp

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C Search the catalogue

unt A-Z e-resources Edinburgh Lib

17. An interesting feature in OverDrive **OverDrive** and Libby site 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 Sthis includes a System

Explore	
Wikipedia	Google
Translate	OverDrive

HIGHLIGHT

SEARCH

ng the aris DEFINE

butante, a stately oucness, and

clothes were haute couture and it

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!



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