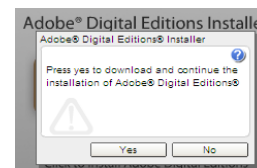


# North Carolina Digital Library- eBooks (Nook, Sony, etc.)



## Part One: Download Adobe Digital Editions Software, Get an Adobe ID, & Authorize eReader (You only have to do this once!)

1. Go to NHCPL homepage: [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library** or go directly to NCDL website: <http://ncdigital.lib.overdrive.com>
2. Under Digital Media Software Select **Adobe Digital Editions**
3. Select **Get Adobe Digital Editions**
4. Select **Launch**
5. Select **Install**
6. Select **Yes** (to continue with download and installation) – *Look for a small gray box*
7. Adobe Digital Editions Setup- Select **Next**
8. Adobe Digital Editions Setup, Destination Folder- Select **Install**
9. When completed, select **Close**
10. Adobe Digital Editions Install - Select **I Agree**
11. Set up Assistant - Select **Continue**
12. Select **Create an Adobe Account**
13. **Complete Required Fields** and Select **Continue** at bottom of screen
14. Select **Sign out** and return to Adobe Digital Editions Software
15. Enter **Adobe ID and Password**, select **Activate**
16. Select **Finished**
17. **Plug eReader into USB drive**- Device Assistant will appear - select **Authorize Device**
18. Select **Finished**
19. **You now have the software installed and are ready to checkout a book!**



## Part Two: Finding a Book & Checking it Out

1. Go to NHCPL homepage: [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library** **OR go directly to NCDL website:** <http://ncdigital.lib.overdrive.com>
2. Select **Login** (On the left)
3. Select **New Hanover County Public Library** and **enter library card number**
4. There are many ways to search for a book: Basic, Advanced, Browse by Collection
5. **Advanced search:**
  - select *Format Adobe EPUB, Open EPUB, Adobe PDF, or Open PDF*
  - select *Only show titles with copies available*
6. Each book will display 2 out of 3 options:
  1. **Add to My NCDL eBookBag** (This means there is a copy available and you can check it out!)
  2. **Hold Requests** (All copies are checked out and you want to place a hold. You will be asked for an email address and will be emailed when the book is available for you to check out.)
  3. **Add to Wish List** (Doesn't matter if the book is available or not, you can still add it to a wish list. – A list of books you want to check out or place on hold at a later time.)
7. Make sure the book is in Adobe EPUB or Adobe PDF format, look for this symbol
8. Select **Add to My NCDL eBookBag**
9. Select **Proceed to Checkout**
10. Select **Confirm Checkout**
11. **Book is now checked out and ready for download!**





### Part Three: Download a Book

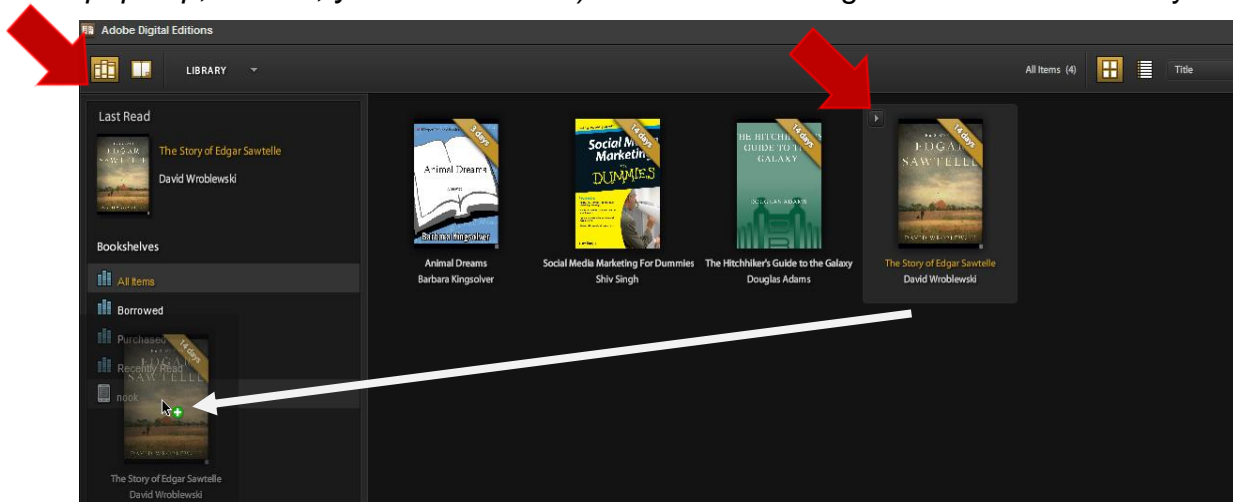
1. Select **Download**
2. Select **Open**
3. Should automatically open with **Adobe Digital Editions** – (If it does not, follow the alternate steps below.)
4. *Now you can read the book on your computer! (Using Adobe Digital Editions)*

#### Alternate Downloading Instructions:

1. Create a new folder on your desktop for storing eBooks (right click, select New, select Folder)
2. Log into NCDL and select My NCDL Account: **Select Download**
3. Select: **Save - Save in new folder you created on desktop**
4. **Click and drag title from ND Digital Folder to Adobe Digital Editions Library**
5. *Now you can read the book on your computer! (Using Adobe Digital Editions)*

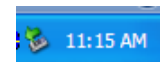
### Part Four: Transfer from Adobe to Sony or Nook

1. With Adobe Digital Editions open, plug device in- (*If screen/menu with device contents pops up, close it, you don't need it.*) and click and drag title from Adobe library to device



icon on the left! (*Make sure you are in library view, not reading view.*) Note: Mac users plug in device first, then open Adobe Digital Editions.

2. You can now read the book on your eReader!
3. If book doesn't show up with your purchased books- check "**My Documents**" to find the book.
4. To return book early or delete: **left** click arrow upper left of book
5. To delete a book from your device: click device icon while in Adobe to show contents, select the book and delete
6. Exit out of Adobe (*and Sony*) Software  
Select "**Safely Remove Hardware**" icon from bottom of screen



Email Susan Wood for additional help:  
[sdwood@nhcgov.com](mailto:sdwood@nhcgov.com)

October 1, 2011

## North Carolina Digital Library: eBook FAQs

*Read electronic books on your computer screen or eReader device.*



- 1. How do I checkout eBooks?** – Go to library homepage [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library**. Or go directly to <http://ncdigital.lib.overdrive.com>. Log in with NHC public library card number. **Download free Adobe Digital Editions software to your computer (Mac or PC).**
- 2. Do I have to download the books to my computer first or can I download them directly to my eReader?** For Nook, you must download to your computer first and then transfer to the device. For Apple and other mobile devices (iPad, iPod Touch, iPhone, Android) download OverDrive Media App to download directly to the device.
- 3. How many can I check out?** – 4 total checkouts at a time (includes eAudiobooks)
- 4. How long can I check them out?** – 2 weeks. After two weeks, the eBook will no longer be checked out to you. It will expire on your computer, **but MIGHT remain active on your eReader device** until you **connect it to your computer or turn it off**. Connecting to the computer will make the device find the expired file and then it will expire on your device as well. *(With rapid technology updates, we can't guarantee the book will remain on your device past the 2 week lending period.)*
- 5. Late fees?**- No late fees
- 6. How do I return them?** – No need to return, the eBook file will “expire” on your computer. Simply delete the eBook icon from your computer and your device.
- 7. Can I return the book early?**- Yes Adobe EPUB & Adobe PDF; click on the upper left hand corner of the book icon in Adobe Digital Editions to see the *Return Early* option. **Note: Open EPUB & Open PDF books cannot be returned early.**
- 8. Can I renew?**- No
- 9. How many eBooks are in NC Digital Library?** – Over 4,000
- 10. I can't find the library book on my Nook, where is it?**  
If not in the B&N Library with books you have purchased, check “My Documents.”
- 11. I have a Kindle, can I download library books?** Yes. Look for “Kindle” format. See Kindle handout for more information.

October 1, 2011

