



**Live-brary.com Downloads** is an online library of digital ebooks, audiobooks, videos, and music that adults and children can check out at home using a library card. Titles can be downloaded to a home computer and transferred to a device, such as an Nook, Kindle, Sony eReader, MP3 player, iPod, smartphone, iPad, etc.

**Formats**

Ebooks (Adobe EPUB or Adobe PDF)	Ebooks (Kindle)	Audiobooks (WMA format)	Audiobooks (MP3 format)	Music	Video
Windows or Mac	Windows or Mac	Windows	Windows or Mac	Windows	Windows
Read on PCs, Nooks, Sony eReaders, Kobos, iPads, smartphones	Read on PCs, Kindles, and Kindle tablets, or smartphones and iPads with the Kindle app	Play on PCs, MP3 players, <u>most titles will also play on iPods</u>	Play on PCs, iPods and on MP3 players, Nooks, Kindles, iPads, and smartphones	Play on PCs and MP3 players only; <u>no iPods</u>	Play on PCs and MP3 players only; <u>no iPods</u>
Requirements:  For PCs: Adobe Digital Editions  For iPad and smartphones: Overdrive Media Console app	Requirements:  Amazon.com account  For iPad and smartphones: Kindle app	Requirements:  Overdrive Media Console	Requirements:  Overdrive Media Console  For iPad and smartphones: Overdrive Media Console app	Requirements:  Overdrive Media Console	Requirements:  Overdrive Media Console



## Borrowing Guidelines

- You can check out a total of **5 items**
- You can reserve a total of **5 items**
- All items check out for limited time and are automatically returned at the end of the loan period.

<u>Format:</u>	<u>Loan Period:</u>
Ebooks	7 or 14 days
Audiobooks	7 or 14 days
Music and Videos	3, 5, or 7 days

## Checking out

- Browse the digital library to find a title that you want to download. If it is available, you can [Add to Your Cart](#).
- You will be prompted to log in with your library card barcode.
- Click [Proceed to Checkout](#), then click [Confirm Checkout](#) button.
- On the subsequent page you will have the opportunity to [Download](#) the item.

## When a Title Expires

At the end of the lending period, your item will expire and you will no longer be able to listen to/read the item *on your computer*. The file will remain on your computer until you manually delete it.

**Ebooks:** The ebook you transferred to your ereader will expire and you will no longer be able to read it. You will need to manually delete the file from your ereader.

**Audiobooks:** The audiobook you transferred to your portable device (such as an MP3 player or iPod) will not expire, nor will any title that you have burned onto a blank CD. You will need to manually delete these files if you do not wish to keep them on your portable device.

## Renewing a Title

Automatic renewals are not possible. If you want to “renew” an item that has expired, visit the digital library and check the item out to your account again, provided it is still available.

## Returning a Title

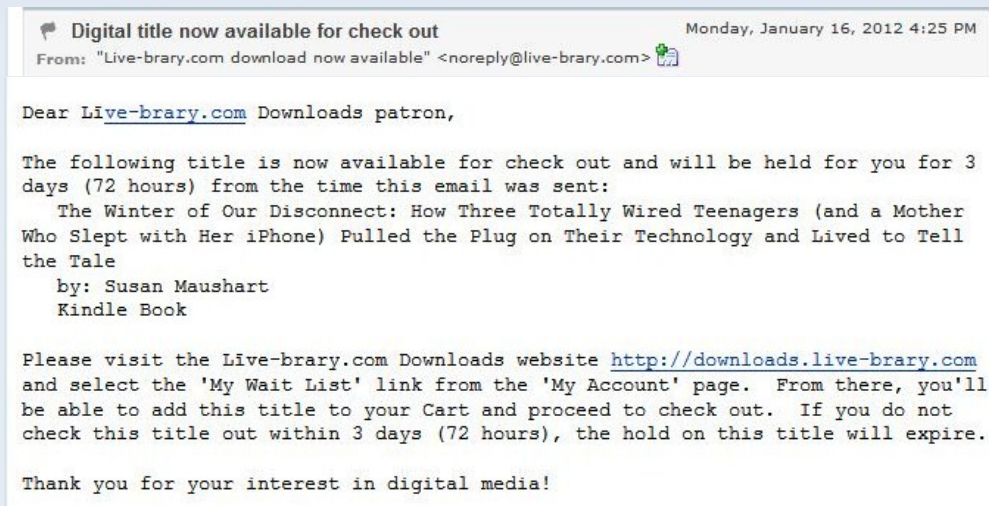
Ebooks can be returned early. For EPUBs and PDFs, return a title through the Adobe Digital Editions software; for Kindle books, through Amazon.com; or for users of the mobile app on the iPad or on smartphones, directly through the app.



## Putting Items on Hold

- You can put an item on hold if it is checked out.
- Click on the link [Add to Wait List](#). (You may be prompted to log in with your library card if you haven't already done so.)
- Enter your email address in the spaces provided.

When an item is available for you, you will receive an email that looks like this:



You will have three days from the date and time of the email to retrieve this title and check it out to your card.

## Canceling a Hold

You can cancel a hold by logging into your account, clicking [My Wait List](#), and then clicking [Remove](#).

## Wish List

You can keep a list of titles that interest you and that you might checkout later on with the Wish List. For any title you'd like to keep track of, click [Add to Wish List](#). To see your list of saved titles, click on My Account at the top of the page, and then click Wish List.

## Burn to CD

Some audiobooks can be burned to a blank CD-R or CD-RW and use Windows Media Player for the process. To do this on your home computer you need to have a CD or DVD burner and a blank disk. Items that can be burned are indicated with an icon that looks like this:



A title you burn to a CD is yours forever; the license to play it does not expire.

Videos cannot be burned to DVD.



## Tips on Transferring an Audiobook to Your Device

### Transfer an Audiobook to a Device (for most devices)

Many items are available to transfer to a portable device such as an MP3 player or iPod. A title you transfer to a device is yours forever; the license to play it does not expire.

For most devices:

- Plug in your device in the USB port on the front or back of your computer.
- Open the Overdrive Media Console and click on the item you want to transfer.
- Click the Transfer button at the top of the window.
- If applicable, select the parts you wish to transfer and then, click Next.
- When prompted, you can unplug your device and enjoy your title while on the go.

### Transfer an Audiobook to an iPod:

**Option 1:** In iTunes, you must choose to Manually manage music and videos. Then, follow the transfer instructions above using the Overdrive Media Console.

**Option 2:** You can also use iTunes to transfer audiobooks to your iPod. After you have checked out and downloaded an audiobook, it will be saved in a folder found under My Documents — My Media — MP3 Audiobooks [or WMA Audiobooks]. You can choose to set iTunes to monitor this folder and import titles automatically.

- Open iTunes
- Click File, then Add Folder to Library
- Browse to the folder My Documents — My Media — MP3 Audiobooks (or WMA Audiobooks)
- Click Open. iTunes will now import audiobook titles which you can drag to your iPod.

*Note: Your audiobooks may appear under the Music category in iTunes*

### Set your iPod to bookmark your audiobooks and remember where you stopped:

- Open iTunes and click on your iPod on the left-hand side
- Find the desired audiobook title and right-click on the file
- Click Get Info
- Click the Options tab
- Check off Remember playback position



For more complete audiobook instructions, please visit the  
Connetquot Public Library's Digital page and click on the help guides for audiobooks.

[www.connetquotlibrary.org/digital](http://www.connetquotlibrary.org/digital)



## Tips on Transferring and Using Ebooks

### Nook, Sony eReader, Kobo, etc: Transferring an ebook to your device

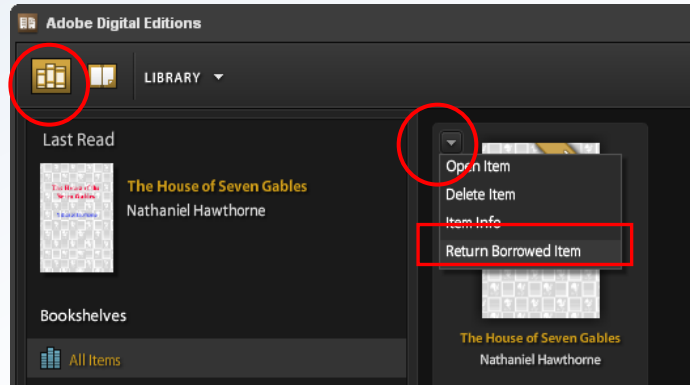
- Open Adobe Digital Editions and connect your eReader.
- Click on the ebook you want to transfer.
- Drag the ebook to the ebook device located in the left-hand side pane.
- The Copy Documents dialog box displays and the title will transfer.

*Note: the ebook you transfer to your eReader will expire at the end of the lending period*

### Nook, Sony eReader, Kobo, etc.: Returning an ebook early

- Open Adobe Digital Editions.
- Click the library icon, then click the book jacket in the right-hand pane to select your title.
- Look for the arrow in the upper left-hand corner of the book jacket, click on it.
- Choose Return Borrowed Item.

Library Icon



### Kindles: Transferring an ebook to a Kindle

- When you are checking out a Kindle book on Live-brary you will be directed to Amazon.com
- Log into Amazon with your email address and Amazon password
- Click Get Library Book
- For wireless Kindles and Kindle tablets, the book will be delivered automatically to the Kindle.
- For older Kindles without wi-fi, plug your Kindle into the computer using the USB cord and follow the prompts to download the title via USB.

*Note: the ebook you transfer to your eReader will expire at the end of the lending period*

### Kindles: Returning an ebook early

- Log into Amazon with your email address and Amazon password
- Visit the Kindle store and click on Manage your Kindle
- You will see a list of the titles you have borrowed and/or purchased. Click on the Actions button on the right-hand side of the book you want to return.
- Click on Return this book.

For more complete ebook instructions, please visit the  
Connetquot Public Library's Digital page and click on the help guides for ebooks.

[www.connetquotlibrary.org/digital](http://www.connetquotlibrary.org/digital)

*Support questions can also be directed to [reference@connetquotlibrary.org](mailto:reference@connetquotlibrary.org)*

