

# Bethpage Public Library

## ebooks & eAudiobooks

Fiction

eBooks

Free

no fines

online

Non-Fiction

Audiobooks

eReaders

Digital

from home

This booklet will help you get started with using the library's eBook & eAudiobook website, Nassau Digital Doorway.

### What Is An...

**ebook:** an electronic counterpart to a printed book. These can be viewed on a computer screen or on an eBook reader.

**eAudiobook:** an electronic counterpart to a book on cd. These can be listened to on a computer or on an MP3 player.

### Benefits:

- there is absolutely no charge for the service
- there are no late fees or fines
- can be done from home

### Loan Periods

Although these books are digital copies they are treated like regular hardcover books. They are still checked out to patrons and if a book is checked out it will not be available to others. Don't worry though, the library purchases numerous copies of books.

**eAudiobooks:** 7 day loan period

**eBooks:** 14 day loan period

When the loan period is up the books will no longer be playable on a computer or portable device. The books can be checked out again if they are available.

### Compatible Devices

Most devices work with Nassau Digital Doorway. For a full listing please check [www.overdrive.com/resources/drc/](http://www.overdrive.com/resources/drc/) .

[www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks)

---

---

## *eAudiobooks One Time Setup*

Before checking out your first eAudiobook, there is a small amount of setup that needs to be done only one time. If you plan on using Nassau Digital Doorway on more than one computer, this setup needs to be done to each computer.

1. Go to [www.overdrive.com/software/omc/](http://www.overdrive.com/software/omc/) and on the right side of the screen select the operating system (windows or mac) you have. After selecting, click on the “**Download Now**” button under the box on the right. After the download completes install the program.
2. Launch the Overdrive Media Console by double clicking the shortcut placed on your desktop.
3. Once launched, click “**Tools**” then “**Windows Media Player Security Update.**”
4. Follow the on-screen instruction. When finished you are ready to download books.

## *Transfer eAudiobooks to a Portable Device*

After installing the required software from the directions above, you are ready to download and transfer books to portable devices. From now on you will only need to follow these directions and will not need to install or make any more changes to this computer. **(Please note that Macs can only download MP3 titles. If you download a WMA book title it will not be usable on a Mac.)**

1. Browse the Nassau Digital Doorway site at [www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks) for titles you would like to listen to.
2. Add the titles to your cart by clicking on **Add to Cart**. You can checkout up to 5 titles at the same time.
3. Click on the **Proceed to Checkout** link and you will be prompted to enter your home library and your library card number.
4. Once the titles are checked out, click on the **Download** button under the picture of the book cover. This will launch Overdrive Media Console and prompt you to begin the download of the book.
5. After downloading the title is complete, highlight the book by clicking on it. Then click the **Transfer** button on the top of the Overdrive Media Console to start the transfer wizard. Follow the on-screen instructions to transfer the book to your portable device.

---

---

## Setup an Apple Device (iPhone & iPad)

Before checking out your first eAudiobook or eBook on your Apple device there is a small amount of setup that needs to be done only one time. If you plan on using Nassau Digital Doorway on more than one device this setup needs to be done to each device.

1. Go to the “**App Store**” by clicking the icon on the home screen.
2. On the bottom of the screen tap on the “**Search**” button (magnifying glass). Once the “**Search**” button is pressed you will see a search box on the top of the screen. Tap on this box and type “**Overdrive Media Console**” and then press the blue search button on the bottom right.
3. When the search is complete you should see the “**Overdrive Media Console**” app listed. Tap on the app for the full description of features. (If you have an iPad you will see an iPhone and iPad version of the app. Please tap the iPad version.)
4. When the app description opens, tap on the “**Free**” button on the top right of the screen. Tap the same button again when it says “**Install**” to download the app. You will then be asked to type in your Apple User ID and Password. (**There is no charge for this app.** Your device only needs your User ID and Password for synchronization purposes.)
5. After the User ID and Password are entered, you will be taken to the home screen and you will see the app start to download and install. When the progress bar on the app’s icon disappears you will then be able to open the app. Open the app by tapping on the icon one time.
6. The first time the app is opened you will be prompted to enter an Adobe ID. If you have already created one in the past, please skip to the next step. If you do not have an Adobe ID, please tap “**Get Adobe ID**” to be taken to the Adobe website. When the website loads, tap on “**Create an Adobe Account**” to be taken to the application. Please fill in the required fields indicated with a red asterisk. When finished, tap “**Continue**” at the bottom of the page and re-open the Overdrive app from your homescreen.
7. Tap the “**Authorize with Adobe ID**” button and enter your Adobe ID and password in the boxes.
8. After your device is authorized tap the “**Get Books +**” button on the top right. Then tap on “**Add a Library**” and you will be given a search box. Tap on the search box and type in the zip code “**11714**” and press the blue “**Search**” button on the bottom right. When the search is complete, click on “**Bethpage Public Library**” to see more information. Tap the outlined star on this screen to turn it yellow and save the library information. Press “**Cancel**” on the top right to get back to the main screen.
9. You are now ready to checkout ebooks and eAudiobooks on your Apple device!

---

---

## Setup Android Device (Phones & Tablets)

Before checking out your first eAudiobook or eBook on your Android device, there is a small amount of setup that needs to be done one time. If you plan on using Nassau Digital Doorway on more than one device this setup needs to be done to each device.

1. Go to the “Market” by clicking the icon on the home screen.
2. For a phone, tap the magnifying glass on the top right for the search box. For a tablet, tap the search box on the top right of the screen. Once pressed, you will see a search box with a keyboard on the top of the screen. Type “Overdrive Media Console” and then press the search button (magnifying glass) on the right.
3. When the search is complete you should see the “Overdrive Media Console” app listed. Tap on the app for the full description of features.
4. When the app description opens, tap on the “Download” button on the screen. Tap the “OK” or “Accept” button when prompted on the screen. **(There is no charge for this app.)**
5. You will then see a progress bar showing you the installation progress. When it is finished installing you will see an “Open” button on the screen. Tap on this button to open the app. (To normally open this app you must click the all apps button on your homescreen.)
6. You will be prompted to enter an Adobe ID the first time the app is opened. If you have already created one in the past, please skip to the next step. If you do not have an Adobe ID, please tap “Get Adobe ID” to be taken to the Adobe website. When the website loads, tap on “Create an Adobe Account” to be taken to the application. Please fill in the required fields indicated with a red asterisk. When finished, tap “Continue” at the bottom of the page and re-open the Overdrive app from your homescreen.
7. Tap the “Authorize with Adobe ID” button and enter your Adobe ID and password in the boxes.
8. After your device is authorized tap the “Menu” button on the bottom of your phone. On tablets tap the “Menu” button on the bottom left of the screen. On the small box now on your screen tap the “Gets Books” button. Then tap on “Add a Library” and you will be given a search box. Tap on the search box and type in the zip code “11714” and press the “Search” button (magnifying glass) on the right. When the search is complete, click on “Bethpage Public Library” to see more information. On this screen tap the outlined star to turn it yellow and save the library information. Press cancel on the top right to get back to the main screen.
9. You are now ready to checkout ebooks and eAudiobooks on your Android device!

---

---

## Downloading Books on to Apple & Android Devices

After installing the required app from the directions pertaining to your device, you are ready to download and transfer books to your device. From now on you will only need to follow these directions and will not need to install or make any more changes to your device.

1. Open the “**Overdrive Media Console**” by tapping on the app on your homescreen.
2. After the app opens press the “**Menu**” button on your phone or on tablets tap the “**Menu**” button on the bottom left of the screen. On the small box now on your screen, tap the “**Get Books**” button.
3. On the next screen tap on “**Nassau Digital Doorway**” to launch the ebooks / eAudiobooks catalog where you will search and checkout books.
4. Search the catalog by tapping the “**Search**” button on the top and typing in a book title or author in the search box. You can also browse the collection by tapping the “**Browse**” button on the top and then tapping the subject you would like to browse through.
5. Add the titles to your cart by tapping on “**Add to Cart**”. Please make sure to only checkout the ePub version, **not Kindle**. You can checkout up to 5 titles at the same time.
6. Tap on the “**Proceed to Checkout**” link and you will be prompted to enter your home library and your library card number.
7. Once the titles are checked out, click on the “**Download**” button under the picture of the book cover. This will launch the Overdrive Media Console and will start to download the book automatically. When the book is finished downloading you will see the cover of the book on the screen.
8. Tap the cover of the book and start reading!

## Reserving Books

Since the Nassau Digital Doorway treats digital books like a regular hardcover, there may be times when the book you are searching for is checked out to another patron and unavailable to you. It is however possible to place a reserve on a title. You will be contacted via e-mail when it is available for you to check out.

1. Browse the Nassau Digital Doorway site at [www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks) for titles you would like to read or listen to.
2. When you find the title click the “**Place Request**” link and you will be prompted to enter your home library and library card number.
1. You are now on the waitlist for the title. You will receive an e-mail when the book is available. If you do not check the title out within 3 days, it will be given to the next waiting patron.

---

---

[www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks)

---

---

## Downloading eBooks on to a Kindle

Downloading books on to your Kindle is easy! All you need is a library card and your login information for Amazon.com (Your e-mail and address and password.)

1. Browse the Nassau Digital Doorway site at [www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks) for titles you would like to read.
2. Add the titles to your cart by clicking on “Add to Cart.” (Please make sure to add the **Kindle version** of the book. Do not add the ePub or PDF versions.) You can checkout up to 5 titles at the same time.
3. Click on the “Proceed to Checkout” link. You will be prompted to enter your home library and your library card number.
4. Once the titles are checked out, click on the “Get For Kindle” button under the picture of the book cover. This will take you to [www.Amazon.com](http://www.Amazon.com).
5. After [www.Amazon.com](http://www.Amazon.com) loads, click the green “Get Library Book” button on the top right of the screen.
6. After clicking, you will be asked to log in to your Amazon.com account using your e-mail address and password. Click the sign-in button below. (**Your account will not be charged.** There is no charge for library books.)
7. On the next screen, you will be prompted to select the Kindle device you would like to download the book to. Select the device using the drop-down menu and click the “Continue” button.
8. If your Kindle has WiFi, the book will be wirelessly delivered to your Kindle and you are finished! If your Kindle does not have WiFi, the next screen will tell you so and you should follow the directions below.
9. Click the “Download” button on the current screen. You will be prompted to open or save the file. Select “Save File” and click “OK”. The book has now been saved to your default download location.
10. Connect the Kindle to your computer using the USB cable that came with your Kindle. (This cable may also be used as your charge cable.)
11. Wait for the Kindle to go into USB drive mode. It should then show up on your computer as a mass storage device. (Located in “My Computer” on a PC or on the desktop on a Mac)
12. Double click the Kindle drive to see the folders contained on the Kindle. Double click the “Documents” folder to open it.
13. When the documents folder is opened, copy the Kindle book file you downloaded into this folder.
14. Disconnect the Kindle from your computer and the book should appear in your library.

[www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks)

---

---

---

---

## Returning a Book Early for a Kindle

The Nassau Digital Doorway allows you to checkout 5 titles at a time. Therefore you might want to return a title early in order to checkout another title or allow another person to check it out.

1. Go to [www.amazon.com](http://www.amazon.com) and click on “Your Digital Items” on the top right of the page.
2. After the next page loads, click on “Manage Your Kindle” on the middle left under where it says “Kindle” in orange. You will then be prompted to login to your Amazon.com account.
3. After logging in you will see the list of titles currently on your Kindle. Click on the “Actions” button to the right of the title you would like to return, and then click on “Return this book.”
4. A box will then be displayed asking if you would like to return the title, click the “Yes” button. The book should now be successfully returned.

## Other eReaders One Time Setup (Nook, Sony, Kobo, etc.)

Before checking out your first eBook, there is a small amount of setup that needs to be done only one time. If you plan on using Nassau Digital Doorway on more than one computer, this setup needs to be done to each computer.

1. Install Adobe Digital Editions from [www.adobe.com/products/digitaleditions](http://www.adobe.com/products/digitaleditions) .
2. The program should open automatically after installation. If not, launch Adobe Digital Editions by double clicking the shortcut placed on your desktop.
3. A setup dialogue box will automatically open and you will be prompted to enter your email address and password. If you have never signed up, click the link to sign up now, fill out the form, and then sign in. (You will be offered the opportunity to use the software without providing an email address; however, you must register with an email address to be able to transfer the downloaded books to your reader.)
4. After setup finishes, plug your eBook reader into the computer using the USB cable that came with your device. You may be asked if you want to see the files on the device but you do not need to see them.
5. The first time Adobe Digital Editions is opened with an eBook reader attached you will be asked to authorize the reader to your account. You must authorize your eBook reader with Adobe Digital Editions to be able to transfer books to your device.
6. You are now ready to check out your first eBook.

## Transfer eBook to a eReader (Nook, Sony, Kobo, etc.)

After installing the required software from the directions on the previous page you should be ready to download and transfer books to eBook readers. From now on you will only need to follow these directions and will not need to install or make any more changes to this computer.

1. Browse the Nassau Digital Doorway site at [www.BethpageLibrary.info/ebooks](http://www.BethpageLibrary.info/ebooks) for titles you would like to read.
2. Add the titles to your cart by clicking on “Add to Cart.” Please make sure to only checkout ePub or PDF versions, **not Kindle**. You can checkout up to 5 titles at the same time.
3. Click on the “Proceed to Checkout” link. You will be prompted to enter your home library and your library card number.
4. Once the titles are checked out, click on the “Download” button under the picture of the book cover. This will launch Adobe Digital Editions and will start to download the book. When the book is finished downloading you will see the cover of the book on the right side of the screen.
5. Click the library button on the top left of the screen (it looks like book spines lined up.) You will see thumbnails of the books currently downloaded.
6. Plug your eBook reader into the computer using the USB cable. You may be asked if you want to see the files on the device but you do not need to see them.
7. You should now see your eBook reader in the left column on the bottom of the list. (If you do not see it, close Adobe Digital Editions and reopen the program.)
8. Click on the book in the right column and drag it onto your eBook reader on the bottom of the left column. You will then see a progress bar indicating the book is being copied onto your reader.
9. Disconnect your eBook reader. The books are now ready for reading . (On the B&N Nook the books are located in “My Documents” under the “My Library” menu.)

## Returning a Book Early for eReaders

The Nassau Digital Doorway allows you to checkout 5 titles at a time. Therefore you might want to return a title early in order to checkout another title or allow another person to check it out.

1. Open Adobe Digital Editions by double clicking the shortcut on your desktop or find the the program in your start menu on the bottom left. (On a Mac look in your Applications folder)
2. After the program loads, look on the right for the book you would like to return. Place your mouse cursor over the title and you will see an arrow appear on the top left corner of the book.
3. Click the arrow and select “Return Borrowed Item.” You will then have a box appear asking if you are sure you would like to return. Click “Return.” The book should now be returned.