BORROWING DIGITAL MATERIALS

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The WOPL and BCCLS offer patrons access to a wide variety of digital resources.

These resources can be accessed by visiting bccls.org and clicking on the “Digital Collections” tab on the top banner of the website.

To access digital materials you will need your library card number and your pin number/password.
USING OVERDRIVE

Both the WOPL and BCCLS provide patrons with access to OverDrive.

The eBCCLS OverDrive collection includes adult, young adult, and juvenile fiction and nonfiction and audiobooks.

WOPL patrons also have access to the eLibrary NJ OverDrive collection which also includes adult, young adult, and juvenile fiction and nonfiction and audiobooks.

Use your library card/account number to logon.

eLibrary NJ: https://infolink.libraryreserve.com

eBCCLS can be accessed by navigating to the digital collections tab on the BCCLS website and clicking on the OverDrive icon (left). Or by visiting: https://bergencounty nj.libraryreserve.com
SIGNING ON TO ELIBRARY NJ

1. Click on the “Account” icon. This will redirect you to another page.

2. Select West Orange Public Library from the drop-down list and click on the “Go” button.

3. Enter your library card number (on the back of your card) WITHOUT spaces and click “Sign In”.

NOTE: If you are using a public computer, uncheck the “Remember my login information on this device.” box to avoid unauthorized access to your account.
SIGNING ON TO EBCCLS

Signing on to eBCCLS is very similar to signing on to eLibrary NJ, with the exception of having to select your library.

1. Click on the “Account” icon. This will redirect you to another page.

2. Enter your library card number (on the back of your card) WITHOUT spaces and click “Sign In”.

NOTE: If you are using a public computer, uncheck the “Remember my login information on this device.” box to avoid unauthorized access to your account.
YOUR OVERDRIVE ACCOUNT

Once you sign on to OverDrive using eLibrary NJ or eBCCLS you will be redirected to the checkouts page of your account where any checked out items will appear on screen.

From this page, you may also view your holds, view your lists, and adjust your settings.

You will also see a box titled “My Account” that will display the number of items you have checked out, how many titles you have on hold, and the number of wish list items available to you.
SEARCHING FOR AN ITEM

To search for an item in either the eLibrary NJ or eBCCLS catalogs, simply:
1. Click on the field beside the magnifying glass icon
2. Enter a title, author, or keyword
3. Press the enter key on your keyboard.

You will be redirected to a new page populated with items relevant to your search query.

The menu on the left hand side of the page will allow you to filter your results by parameters such as: format, subject, etc.

Note: items with a headphone icon (イヤホン) are audiobooks and items with a book icon (本) are eBooks.

Note 2: items with a grayed out headphone or book icon have a hold list and icons with a dark black icon are available to check out now.
FILTERING SEARCH RESULTS BY FORMAT AND DEVICE

We will touch on the different formats and devices later on, but for now keep in mind that you are able to filter search results based on a particular file format or by device.

You can also filter your results to show only audiobooks or only eBooks or only available items.

Using these filters will help you find items that are compatible with your device. For PC users, your device will be Windows or Mac. For iPhone or iPad users, your device will be iOS.

Once you click on a filter, you will see it appear under “Applied Filters” (see right picture). You can remove a filter by clicking on the [x] to the left of the filter name.

Each time you add or remove a filter your search results will update to reflect the change.

Note: If you do not see your device or format listed, it means there is no item in that format or for that device.

Note 2: There may be more than one format that is compatible with your device.
PLACING A HOLD

To place a hold on an item, hover your cursor over the item and click on the “Place Hold” button or click on the item.

Once you click on the “Place Hold” button you will be redirected to a page asking for your email address.

Select the check box next to “Automatically borrow this title when it becomes available.” if you wish to borrow the item automatically.
CHECKING OUT, RETURNING, AND RENEWING

To check out an item, hover the cursor over the item and click on “Borrow” or click on the item and click on “Borrow” from the item screen.

Once you check an item out a window will appear confirming the check out.

Click on “Go to Checkouts” (or click on the “Account” icon on the top of the page) to select the item format you would like to download or send to your device.

To return an item, simply click on the “Return Title” button. Renewals will be available 3 days before the item is due and a “Renew” or “Request Again” button will appear to allow you to renew the item or place yourself back on the hold list if other patrons are waiting for the item.

If you have downloaded the item to your device, the “Return Title” button will disappear. When the item is due, access to that item will automatically be removed from your device—you will not have to do this manually.

If you are on the hold/wait list for an item, you will be emailed when it becomes available. At that time you will be able to check it out (if you have selected for the item not to be automatically checked out when available) and download the item in the correct format for your device.

Note: some items can be accessed directly through your browser. Click “Read” to read the item directly in your browser without downloading it to your PC or device.
CHOOSING THE RIGHT FILE TYPE (FORMAT)—INTRO

OverDrive carries eBooks in the following formats:
- Kindle Book
- OverDrive Read
- EPUB eBooks
- Open EPUB Book
- PDF eBook

Audiobooks on OverDrive come in one format (MP3) and can be accessed in your internet browser (using OverDrive Listen, if available for a given item) or OverDrive MP3 Audiobook, which requires the OverDrive app/software.

EPUB eBooks and Kindle Book are the most commonly used file types. The next few slides will provide more information on these file types, including which devices support which file types.

A note on terminology: I will be using the terms format and file type interchangeably.
CHOOSING THE RIGHT FILE TYPE (FORMAT) — OVERDRIVE READ & OVERDRIVE LISTEN

OverDrive Read (and OverDrive Listen for audiobooks) allow you to access eBooks or audiobooks directly through your browser. These formats are useful if you are using OverDrive on your PC and do not wish to download any additional software to view eBooks. Note: An internet connection is necessary to use OverDrive Read and Listen files, so if you do not have access to the internet you will need to download software to access eBooks and audiobooks offline.

The 📚 icon indicates that a book or audiobook is available in the OverDrive Read or Listen file type.
CHOOSING THE RIGHT FILE TYPE—OVERDRIVE APP

OverDrive has developed its own app for iPhone/iPad, Android devices, and Kindle Fire HD/HDX and has software for Mac and PC.

Using the OverDrive app/software will allow you to access material offline (i.e., without an internet connection) and will make it easy to access eBooks and audiobooks without the hassle of figuring out which file type to select for your device. Note: OverDrive MP3 Audiobooks will only work with OverDrive software/app, therefore to access audiobooks offline you will need to have the OverDrive app or software installed on your device.

The OverDrive app/software works with EPUB eBooks and Open EPUB eBooks. When you check out an eBook in the app, select the EPUB eBook format to access the eBook immediately.

For more help, visit: https://help.overdrive.com and select “OverDrive App”.
CHOOSING THE RIGHT FILE TYPE (FORMAT) — KINDLE

The Kindle Books are compatible with Kindle devices (ex, Kindle HD/HDX, and non-tablet Kindle devices like Kindle Paperwhite) as well as any device with Kindle Reader software installed on it. **NOTE:** While other devices can use Kindle Book files, Kindle devices will only work with Kindle Book files.

The Amazon Kindle app is available for iOS/iPhone/iPad in the app store and for Android devices in the Google Play store. It is also available for download on Mac and PC computers. To learn more visit: [https://amazon.com/kindle-dbs/fd/kcp](https://amazon.com/kindle-dbs/fd/kcp)

Amazon Cloud Reader ([http://read.amazon.com](http://read.amazon.com)) is an online platform that allows you to read Kindle Books directly from your internet browser without having to download any additional software.
CHOOSING THE RIGHT FILE TYPE (FORMAT)—OPEN EPUB, PDF EBOOK

Open EPUB and PDF eBooks are the least commonly used file types on OverDrive. Since almost all eBooks on OverDrive are available in more than one format, it is unlikely that you will be forced to use these file types.

Open EPUB eBooks can be accessed via the OverDrive app/software.

PDF eBooks require Adobe Digital Editions, which can be used on your computer, iOS device (iPhone/iPad), or Android device.

For more information, visit: http://www.adobe.com/solutions/ebook/digital-editions
A NOTE ON USING KINDLE EREADERS

If you have a non-tablet Kindle device (i.e., not a Kindle Fire), you will only be able to use Kindle Books on your device as Kindle eReaders do not support apps. See the next 2 slides for step by step images.

To borrow Kindle Books and send them to your device:
1. Check out the item on OverDrive.
2. Navigate to your checkouts page by clicking on the icon.
3. Click on the “Download” button to the right of your eBook and select “Kindle Book” then click on “Confirm & Get Kindle Book”. NOTE: Once you do this, the book will only be available to you in the Kindle Book format unless you return it and check it out again.
4. You will be redirected to Amazon. Click on “Get library book” and the sign onto your Amazon account. Once you sign in you will be redirected to a page asking you to choose a device to deliver your eBook to.
5. If you have more than one Kindle device linked to your Amazon account, use the drop down list to select the correct device.
6. Press continue once you have selected the correct device.
7. If your device is able to connect to the internet (via a Wi-Fi connection), the eBook will sync to your device the next time your device is connected to the internet.

Additional Steps for older generation Kindle devices that do not support Wi-Fi:
1. If you have an older Kindle eReader, you will need to download the eBook (click on Download Now) and connect your device to your PC via USB.
2. Once the file is downloaded to your computer, locate the file on your computer (it may be in your “My Downloads” folder).
3. With your Kindle connected to your PC via USB, open your “Computer” folder and locate your Kindle device. Double click on your Kindle device and open the “Documents” folder there. Drag and drop (or copy and paste) the Kindle Book eBook file into your Kindle “Documents” folder then safely eject and unplug your Kindle device from your PC.
A NOTE ON USING KINDLE EREADERS—2

1. If you download a title, its “Return Title” button return it using the software or app that you use returning digital titles here.

2. Select your Kindle device from this list and click on “Continue.”

3. Please choose a Kindle device or reading application for delivery of your title:

4. Select your Kindle device from this list and click on “Continue.”

5. Thanks!
   Your digital library book will be delivered to Habib’s Kindle. Your Kindle will download Terrible Virtue: A Novel the next time it connects to Wi-Fi. If you would like to manage your digital titles, go to Manage Your Content and Devices.

   If your Kindle supports Wi-Fi the book should automatically sync to your device the next time you connect to the internet. If not, see the next slide for older generation Kindle devices.

   Or you can read now in Kindle Cloud Reader or on other devices using our Free Kindle Reading Apps.
A NOTE ON USING KINDLE READERS—3

1. After plugging in your Kindle via USB an autoplay window such as this one will appear, click on the first selection “Open...” or navigate to your device via your Computer of My Computer folder (see next image).

2. Next, click on the documents folder.

3. Last, drag and drop or copy and paste the Kindle Book eBook into the “Documents” folder on your Kindle then safely remove your Kindle device from your PC.

4. Note: Your Kindle Book may be in your “My Downloads” folder on your PC.

Images taken from Wiki-How. To view the full article visit: http://www.wikihow.com/Add-a-PDF-to-a-Kindle
GETTING HELP WITH OVERDRIVE – 1

OverDrive has a great “Help” section on their website that covers a variety of questions and offers step by step guidance on a variety of topics.

To access the “Help” portal on OverDrive, simply click on the ? icon located on the top right of the website.

Here you will find information on different applications (software/programs) that you can use with OverDrive, general help, and information on library lending policies.
After navigating to the “Help” page on OverDrive, click on “OverDrive Help” or visit: https://help.overdrive.com

This website features videos, articles, and step by step guides on borrowing materials and how to use digital materials on a variety of devices.

You can use the search bar in the middle of the page to search for a specific topic (ex, “How to download to a kindle”) or navigate through the page to view different help topics by type.

The “Getting Started” category/button offers a great variety of resources to help you better understand how to use OverDrive and is an excellent place to start if you feel you need more guidance and aren’t sure where to look.
BCCLS offers patrons access to the Naxos libraries with feature music and audiobooks.

Naxos Music Library materials can be streamed using your internet browser or used offline by using the Naxos App (for iOS/Apple only—search for NML in app store).

To access the Naxos libraries, click on the Naxos icon which will redirect you to a logon page. Use your library card number and pin to logon.

Note: Naxos is a streaming library, meaning materials can only be accessed online through your internet browser. The Naxos Music Library is available offline by downloading the app for iOS devices only.
1. After logging on use the search bar at the top of the page to search or browse by category.

2. Click on the item you would like to access.

3. On the website, there are no checkouts. You will be redirected to a page with the track list for the item selected and you will be able to listen to the tracks online.

Note: the Naxos Spoken Word library has a similar layout and functionality.
ZINIO MAGAZINE COLLECTION

Zinio offers patrons access to a variety of magazines that can be accessed through your internet browser or on your iPad, iPhone, Kindle HD/HDX, or Android device.

To access Zinio magazines offline (without an internet connection), download the app onto your iPad, iPhone, Kindle HD/HDX, or Android. Note: download the Zinio for Libraries app on your device.

Note: This service is not compatible with Kindle eReaders.
1. To access Zinio, navigate to the BCCLS Digital Collection page and select either eMagazines or click on the Zinio icon.

2. From the Zinio home page (see previous slide), click on “Create New Account” on the top right corner of the page, enter your library card number (no spaces), and press “Next”.

3. A new window should appear asking for your name, password, and email.

4. Once you click on “Create Account” you will be automatically logged on to Zinio. When you use Zinio in the future and need to login, your username will be the email you used to create your account and the password you created in step 3.
USING ZINIO

Use the search bar on the upper left hand side of the screen to search for a magazine title or browse through the pages by using the controls on the upper right hand side of the screen.

Click on a magazine you wish to borrow and then select the issue you would like to borrow.

Once you click on “Check Out” (in your internet browser) you will be able to view the magazine directly in your internet browser.

Note: follow the same steps if using the Zinio app on your device.
The 3M Cloud Library offers patrons access to eBooks and audiobooks which can be streamed and used directly in your internet browser.

To access material offline (without an internet connection), download the 3M Cloud Library app for your device.

To logon to the 3M Cloud Library, use your library card number (no spaces) and your pin number.

To access the 3M Cloud Library, navigate to the BCCLS Digital Collection page and click on the 3M Cloud Library icon or visit:

https://ebook.yourcloudlibrary.com/library/BCCLS
USING THE 3M APP — LOGGING ONTO YOUR ACCOUNT

Note: This was performed using an iPhone, but should follow the same steps for any other device.

1. Welcome
2. Country
3. State
4. Library
5. Library Card Information

Library Card Number: number on the back of your library card (no spaces)
Pin/Password: same as BCCLS
USING THE 3M CLOUD LIBRARY

The easiest way to use the 3M Cloud Library is via the 3M Cloud Library app/software, which will allow you to check out materials and save them onto your device for offline access.

If you are using the 3M Cloud Library in an internet browser on your PC or other device you will be able to access your material directly in your internet browser without any additional software (note: this will require an internet connection and does not permit offline access).

To borrow an item, simply click on the item you wish to borrow and then click on “Borrow” or “Place Hold” to be put on the waiting list for the next available copy. After you borrow the item you can access it directly in your browser or via the app on your device.

For more help, visit: http://yourcloudlibrary.com/index.php/en-us/support
Hoopla allows patrons to access eBooks, movies, comic books/graphic novels, music, and more online through your internet browser or offline using the Hoopla app available for iOS/iPhone/iPad, Android devices, and Kindle Fire tablets.

To access Hoopla, visit:

https://www.hoopladigital.com/

Or, navigate to the BCCLS Digital Collection page and click on the Hoopla icon.

You will need to create an account using your email address to use Hoopla. To do this, click on the “Get Started” button and enter your email and create a password.
USING HOOPLA

You can access Hoopla materials directly via your internet browser.

To borrow an item, simply click on the item you wish to borrow and select “Borrow”. Once you have borrowed the item you can “Play” it directly from this page and listen or view it using your browser.

Audiobooks and music will play in the background allowing you to keep browsing. To view more information, click on the ^ on the bottom left and side to expand the player. Click on the arrow again to minimize the view.
Movies and TV Shows will play directly in your browser after checking them out.

Simply find the title you wish to borrow and click “Borrow” then “Play”. Note: for TV shows, select the episode you would like to borrow.
Borrowing eBooks and comic books works the same way as borrowing movies, music, and audiobooks in Hoopla.

Simply search for and click on the title you would like to borrow and then click “Borrow” and “Read” to view the item in your internet browser.

Hoopla offers a set number of “Borrows” a month, which will be indicated on the top left side of your window.