1

Instructions for Borrowing Kindle E-books from My Media Mall

*Please note that you will need your **barcode and PIN number** from your library account, an **email address**, and an **Amazon account** to check out Kindle e-books.

1. Logging into My Media Mall

 You can go directly to My Media Mall at <u>http://www.mymediamall.net</u>



 OR go to our website at <u>http://www.camargotownship.lib.il.us/</u> and click on the My Media Mall icon.
 MyMediaMall • To sign in to My Media Mall and being checking out e-books, click on **Account**, which will bring you to a page where you can choose your library.



• Select Illinois Heartland Library System from the list.



 After selecting Illinois Heartland Library System, you will be directed to a page to put in your Library Card Number and PIN number. Your library card number begins in 23034 and your PIN number is the last four digits of your phone number. If you do not know your barcode or PIN, please call the library at (217) 832-5211.

« Member Libraries	Sign In Menu Account Help Advanced Search
Illinois Heartland Library System (If this is not your library, please go back and select again) Library card number PIN Sign In Remember my login information on this device.	OverDrive Media Console Get the App
Help Software © 2013 OverDrive [®] , Inc. Important notice about copyrighted materials	powered by OverDrive

After you **Log In**, you will be taken to your **Account page**, where you can view your **Bookshelf**, **Holds**, **Lists**, and **Settings** from the menu on the right-hand side of the page.

« Member Libraries	Sign Out
⊛My Media Mall	Menu Account Help Advanced Search
Bookshelf If you received a holds email but the title was not available for checkout, please disregard. You will receive another notification when your hold is available. We apologize for the inconvenience. No titles are checked out at this time.	Bookshelf Idea Idea

2. Your Personal Account Page

• The **Bookshelf** page is where you can view which items you have checked out at any given time. This is also where you will download the books you have chosen to check out.



• The **Holds** page is where you can view the items that you have placed holds on.



 The Lists page is where you can save books that you would like to read in the future and rate books you have already read. The different lists are your Wish List, Rated titles (which will show books that you have rated), and Recommended for you (which will show you books based on your past preferences).

Lists	
Lists	
Wish List	•

Your Wish List is empty.

• The **Settings** page is where you can set the amount of time for checking out an item. The options are for 7 days or 14 days for ebooks, audiobooks, and videos. You can click the Done button after you have chosen your options.



Settings

Set your default lending options below.

eBook:	7 days	14 days	
Audiobook:	7 days	14 days	
Video:	3 days	5 days	7 days
Finished specifying y	our lending optio	n(s)? Dor	ne

• Towards the bottom of the menu on the right-hand side is a box that shows your **Checkout limit**, the number of **Titles checked out**, and the number of **Checkouts remaining**. **The number of titles that can be checked out at a time is 5**.

My Account:	
Checkout limit:	5
Titles checked out:	0
Checkouts remaining:	5

3. Browse for Kindle E-books

• To browse from the page, click the **Menu** icon on the menu bar next to **Account**. This will bring up categories of books that you can browse. You can also search using the **Search box**.



eBook Fiction All Fiction Classic Literature Comic & Graphic Books Historical Fiction View more	eBook Nonfiction All Nonfiction Biography & Autobiography Business & Careers Computer Technology View more	Children & Teen Children Fiction Children Nonfiction Teen Fiction Teen Nonfiction View more	Audiobook Fiction All Fiction Classic Literature Drama Historical Fiction View more	Audiobook Nonfiction All Nonfiction Biography & Autobiography Business & Careers Computer Technology View more	Featured Collections Popular eBooks Top eBook Downloads Top Audiobook Downloads Recently Returned All Collections
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• You can also search for available Kindle books through the **Advanced Search** option. This can be found in the **Menu bar** under the **Search box**.

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All Award	s Library Collection	Available Now					
		Search	Clear				

- You can search specifically for books in the Kindle format if you select Kindle Book from the All Formats option. You can also search for available books by selecting the Available Now button and then clicking the Search button.
- After you have selected some search options and you get some results, you can see what is currently available but clicking on the Available Now button at the top of the page. If you choose Library Collection, books that are or are not available will be shown. If they are not available, you can place a Hold on them.



• On the left side of the page, you can see more ways to narrow your search by **Subject**, **Publisher**, **Language**, **Grade Level**, **Rating**, and **Device**.

4. Checking Out an E-book or Placing a Hold

If the e-book is available, you can check it out right away:

- Click the **Borrow** button.
- Choose 7- or 14-day checkout (it will say which option is available for the book).
- On the right-hand of the page, there are boxes for Available Formats, Series, Subjects, and Copies. These boxes show in what formats the book can be downloaded, the series that it is part of, the subjects and genres for the book, and the number of library copies and available copies.



 After you click the Borrow button, you will be taken to your Bookshelf where you can Download the book in the Kindle format by choosing Kindle from the drop-down list and Confirming and Downloading the book.

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Confirm & Download

• You can also choose to **Read the book in your browser**. **This feature is only available for Kindle eBooks.*

Bookshelf

Note: Once you select a format, you may only be able to return the title via the software.



If the e-book is already checked out, you can place a hold on it:

• Click Place a Hold.



• Enter your email address. You will be notified when the item is available for you to download.

5. Go to your Amazon account to finish checking out the Kindle Book

- Please note that every Kindle reader (or device that uses a Kindle app) must be registered with Amazon.com. You can always add a new device on your Amazon account.
- You should already have an Amazon account with your Kindle device. Use that account to check out e-books from My Media Mall.
- After you have clicked the Borrow button, and after you have Confirmed and Downloaded the Kindle book, you will be taken to the Amazon page for the book where you will complete the steps for checking out the book.
- On the Amazon.com website, click on the Get library book button the right-hand side of the page. This will direct you to login to your Amazon account, and you will then pick the Kindle device you want the e-book delivered to.



6. Wireless Delivery to Your Kindle E-Reader

- Kindle e-books cannot be delivered via a Kindle's 3G connection. You must have an active Wi-Fi connection to deliver an e-book wirelessly to your Kindle e-reader.
- To enable Wi-Fi on your Kindle device, look for the **Settings** on your device and then **Turn Wireless On**. The library e-book will then download in a few minutes.
- You can choose to have your e-book delivered to you wirelessly after you log-in. Just choose the device directly instead of choosing to **Transfer via Computer**.



 Please note that some e-books cannot be transferred wirelessly to your Kindle device. Instead, it has to be sent via a USB cable to your Kindle device, or by **Transfer via Computer**. It will say in My Media Mall if the e-book can be transferred wirelessly or not. For instance, it will say Kindle Devices via USB only.



7. Transfer Kindle Books to your Kindle Reader via Computer

• If you Kindle is not Wi-Fi capable or you do not have an active Wi-Fi connection, you can transfer the Kindle library book from

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your computer to your Kindle device through a **USB cable**. The USB cable comes with your Kindle device.

• On Amazon.com, underneath the **Get library book**, you have to choose the option to **Transfer via Computer**.



• After you click on **Transfer via Computer**, you have to choose which device you want to deliver the e-book to through the USB cable.

Melissa, please choose which Kindle you plan to transfer your title to via USB:

Deliver to:	Melissa's Kindle	•

Continue

Cancel

•	After you have chosen your device, click on Continue, and
	there will be a pop-up window for you to Save the File. Make
	sure the Save the File option is selected and select the OK

button. The book will be downloaded to your computer.

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You should be prompted to open or save the file immediately. If the pro

Select Save File, then click OK

This will save your Kindle Edition to the default downloads location.

- Make sure that your Kindle is plugged into your computer.
- If you go to the **Downloads** for your computer, that is where your e-book can be found. Your downloaded Kindle book may look something like this.



- Drag and drop your e-book file into the **Documents** folder on your Kindle.
- Remember to **Eject** your Kindle before unplugging it from the computer.

8. E-books from My Media Mall are Never Overdue

- Downloads are automatically returned at the end of the loan period, which means there are no overdue e-books.
- Library e-books saved on a Kindle will not work after the loan period ends (either a 7 day loan or 14 day loan).

- You can't renew e-books but you can borrow the same item again if it is available.
- Remember to delete expired e-books off of your device to save space for other e-books.

You can also return e-books early. To do this:

- Go to the Amazon.com website. Choose **Shop All Departments**, and then **Kindle**, then **Manage Your Kindle**.
- Sign in to your Amazon.com account.
- Click the Actions button for the library e-book. Choose Return this book.

9. Deleting E-books off of Your Account

- When deleting borrowed e-books, you will have to delete them off of your computer and your Kindle device **separately**.
- Go to the Amazon.com website. Choose **Shop All Departments**, then **Kindle**, and then **Manage Your Kindle**.
- Sign in to your Amazon.com account.
- Click the Actions button for the library e-book. Choose Delete from Library. This deletes it from your Kindle Library on the Amazon.com website.
- To delete the copy on your Kindle device, plug your Kindle into your computer. Delete the e-book from the **Documents** folder on your Kindle device.
- Safely **Eject** your Kindle device before unplugging it from the computer.

10. Help

• OverDrive, which is the company that runs My Media Mall, provides excellent online help. At the top of every page is an icon for **Help** in the menu bar. This icon will lead you to a page of helpful online tutorials and instructions.

Camargo Township District Library, Borrowing Kindle E-books, (217) 832-5211



 If you need additional help, please don't hesitate to call the Camargo Township District Library at (217) 832-5211. Our hours are Monday and Thursday, 9am-8pm, and Tuesday, Wednesday, Friday, Saturday, 9am-5pm.