Here are step-by-step instructions on how to get digital content on your Kindle. Have questions? Ask a staff member or call (614) 645-2275.

How to Check Out a Kindle eBook (including with Kindle Fire)

Note: It is best if your Kindle is already connected to WiFi. Your Amazon 3G connection does not work with library titles. If not connected to WiFi, you must "Sync and Check for Items on your Kindle Menu" once connected to WiFi. If you have a Kindle without WiFi, see directions below for cable transfer.

Using any device with an Internet connection (including the Kindle Fire):
1. Go to **www.columbuslibrary.org**
2. Scroll down and click (or tap) on the box that reads "**eBooks Audiobooks >>**"
3. You will be redirected to the "Digital Downloads" page. Click **Sign In** in the upper right corner
4. Select **Columbus Metropolitan Library** option from the Library drop down menu
5. Type **your Library Card Number** in the box

Note: It is possible to browse ebooks without signing in with a library card. However, signing in will display more books.

6. Search for a title
7. Click on/touch the desired book cover
8. Click **Borrow**

Note: First time users, click **Settings** on the right hand side. Set your default lending options:
***eBook:** 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14 **Disney:** 7, 14 days*

*Click **Bookshelf**, above settings, to return to the download process*

9. Select the **Download** button that displays with your book
10. Check the box next to **Kindle Book**
11. Click **Confirm & Download**; you will be taken to an Amazon sign-in page
12. Click the yellow **Get library book** button to check out the book
13. Sign in to the **Amazon Account** information associated with your Kindle, if necessary
14. Choose your Kindle device in the **Deliver to:** drop down menu
15. Click **Continue**

- If your Kindle is connected to WiFi (on fourth generation Kindle [2011], Kindle Touch, Kindle 3 Keyboard), the eBook will download wirelessly to "Home" and you can start reading!
- Note: For Kindle Fire only: it may be necessary to swipe down from the top of the screen to open the tool bar and select "Sync." The eBook will download wirelessly to your "Home" screen. Touch the book icon to open.

How to Return eBooks Early on Your Kindle

You do not have to return items before they are due. EBooks are never "overdue" and return themselves automatically when they are. If you want to return an item early, here's how:

To return library items you must be logged into your **Amazon account** on a computer or tablet (including Kindle Fire).

1. Visit **www.amazon.com**
2. Sign in using the e-mail address and password associated with your Kindle
3. Click **Manage Your Content and Devices**
4. Under the **Your Content** tab you will see library items borrowed
5. Click **actions,** found to the left of the title you wish to return
6. A drop-down menu will appear; click **Return this book**
7. A message will appear stating: *"Are you sure you want to return this Library Loan Ebook?"*
8. Click **Yes**, the eBook will be removed from your library eBook account
9. The eBook will remain in your content library in your Amazon account. Amazon uses it to make future recommendations for you. You may also delete the item from your Kindle library.
10. To delete the item from **Your Kindle Library**, select **Actions**, and **Delete from Library**
11. A message will appear stating: *"Are you sure you want to permanently delete this title? Doing so will permanently remove this title from your account."*
12. Click **Yes**; the book will be removed from your Kindle library

Using Overdrive READ with Kindle Fire/Kindle Fire HD

Kindle Fire will work with a feature called Overdrive Read that allows faster download of some titles. The setup can be a little cumbersome, but many users find it make reading library eBooks a bit more seamless. Overdrive READ allows one to read eBooks directly from a browser rather than downloading them. *If you have the original Kindle Fire model, you will need to install a third-party web browser as the first generation Kindle Fire's Silk browser was not compatible with OverDrive Read.*

1. If you have a Kindle Fire HD, skip to step 7**.**
2. Visit the Kindle Fire **Appstore**
3. Search **Browser for Kindle Fire**
4. Select **Maxthon Mobile** (Note: there are other apps available, this is a highly rated free app, but other apps will work as well)
5. Tap **Free**
6. Tap **Get App**

7. Using the new browser app go to **www.columbuslibrary.org**
8. Scroll down and tap the box that reads "**eBooks Audiobooks >>**"
9. Click **Sign In** in the upper right corner
10. Select **Columbus Metropolitan Library** option from the Library drop down menu
11. Type **your Library Card Number** in the box

Note: It is possible to browse ebooks without signing in with a library card. However, signing in will display more books.

12. Search for a title
13. Tap desired book cover
14. Tap **Borrow**
15. Tap **Go to Bookshelf**

*Note: First time user click **Settings** in the upper right hand corner. Set your default lending options:*
***eBook:** 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14*
***Disney:** 7, 14 days*
*Click **Bookshelf**, above settings, to return to the download process*

1. Find the cover for your title by swiping to move down and tap Read (in your browser)
2. A new tab will open with the book; you're reading!
3. Click or tap the right or left edges of the eBook to turn pages
4. Click or tap the bookmark icon in the upper-left to save your position
5. To access the menu options swipe down from (or tap on) the top of the page
6. To access Overdrive READ titles offline, please follow this procedure:
a. Open the OverDrive Read title in the your browser
b. Swipe down on the screen to bring up Menu Option
c. Select the Cloud Icon (on the right of the menu)
d. Touch "Download"
e. Make sure to bookmark the page in your browser or add a shortcut to your home screen. Instructions are given on the site. Exact process may vary by device and browser.
f. Log off WiFi (or turn on airplane mode on a phone). When you touch the browser, you can still touch your bookmark tab and read the title from where you left off or, if you have added to your home screen, by touching that icon there. If you forget to bookmark, go to Digital Downloads, go to "My Account" (by touching the person icon at center left of Digital Downloads) and touch "Read in Your Browser" by the title again.

Transferring a Kindle eBook to the Kindle with a Cable

Although earlier Kindle models (original Kindle [2007], Kindle2, Kindle DX) do not have WiFi, you can transfer Kindle Books from a PC to these Kindle models using a USB cable:

1. On a PC connected to the Internet, visit amazon.com and log into your account
2. Under **Manage Your Content and Devices**, you should see the Kindle eBook you checked out above
3. Click the **Actions** button for the book you want to transfer
4. Select **Download and transfer via USB**

5. Under "Which Kindle will you transfer to?" select your Kindle from the drop-down menu
6. Select **Download** and Save the file to a location that is easy to find again, such as the desktop
7. Connect your Kindle to your computer using the USB cable
8. Your Kindle will appear as an external USB drive on your PC
9. Move the download file into the Documents directory on the Kindle USB drive by clicking and dragging
10. You may have to eject your Kindle before the document appears in the Kindle home screen

> *Note: You may receive emails from Amazon about renewal or purchase of library eBooks on your Kindle. These messages are not from Columbus Metropolitan Library. We do not charge fees for use of eBooks. While the library doesn't maintain a history of the titles you have downloaded, Amazon may have a list of titles downloaded to your Kindle.*