



Here are step-by-step instructions on how to get digital content on your Kindle (including Kindle Fire). 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.

Using any device with an Internet connection (including the Kindle Fire):

1. Go to [www.columbuslibrary.org](http://www.columbuslibrary.org)
2. Click "My Account" in the top navigation.
3. Type your Library Card Number and PIN in the box  
  
*Note: a wider selection of titles will appear when you sign in.*
4. Search for a title
5. Click on **Request this Download**. If the book has a wait list, you will be prompted to confirm your email and click **Confirm Hold**.
6. Select the **Kindle Book** format.
7. Click **Check out now** button. A pop-up box will appear to confirm check out; click "continue with Kindle download here"
8. You will be taken to an Amazon page, click the yellow **Get library book** button to check out the book
9. Select your Kindle device in the **Deliver to:** drop down menu
10. Click **Continue**
11. For non-Fire Kindles, 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 due. If you want to return an item early, here’s how:

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

12. Visit [www.amazon.com](http://www.amazon.com)
13. Sign in using the e-mail address and password associated with your Kindle
14. Click **Manage Your Content and Devices**
15. Under the Your Content tab you will see library items borrowed
16. Click actions, found to the left of the title you wish to return
17. A drop-down menu will appear; click **Return this book**
18. A message will appear stating: “Are you sure you want to return this Library Loan Ebook?”
19. Click **Yes**, and the eBook will be removed from your library eBook account
20. 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.
21. To delete the item from Your Kindle Library, select **Actions**, and **Delete from Library**
22. A message will appear asking: “Are you sure you want to permanently delete this title? Doing so will permanently remove this title from your account.”
23. Click Yes; the book will be removed from your Kindle library

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