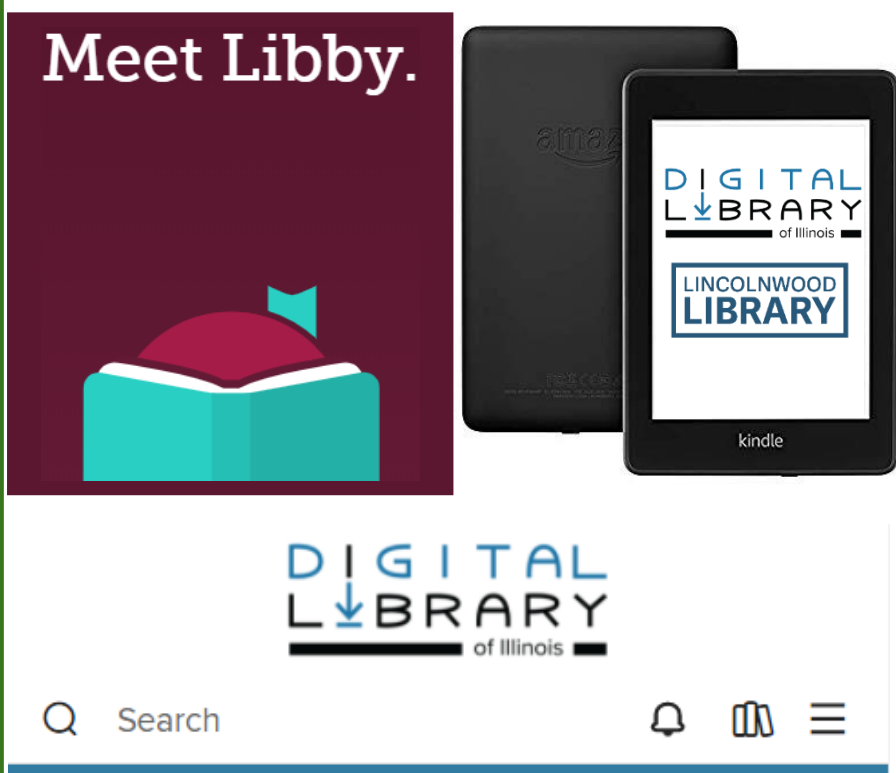


# DIGITAL RESOURCE GUIDE

## DIGITAL MEDIA

### eBooks and eAudiobooks



### Resource Guides



# What is included in this help guide?



This document includes multiple help guides:

- Libby app – 3-8
- Libby Web app – 9-14
- Digital Library of Illinois – Desktop – 15-20
- Digital Library of Illinois – Kindles – 21-26


## Who should use which guide?

Each guide is best for people using different devices.




- Use the **Libby app** guide if you use a relatively new iPhone, iPad, or Google Android device.
- Use the **Libby web app** guide if you are on any older device or formally unsupported device in which you can't use or install other versions of Libby and must use your web browser.
- Use the **Digital Library of Illinois – Desktop** guide if you only want to use a desktop or laptop computer.
- Use the **Digital Library of Illinois – Kindles** guide first on any device like a laptop or desktop computer to send ebooks straight to your Amazon Kindle e-reader.


## eBook system partners

**OverDrive** Ebook platform developer company.

 Libby – Overdrive's new ebook system on various platforms.

**DIGITAL LIBRARY of Illinois** Website of ebook group Lincolnwood is a part of.

   Libby apps: Apple and Google/Android.

 **DIGITAL LIBRARY of Illinois** Websites: <https://libbyapp.com> and <https://dlil.overdrive.com> for simplified access.

**amazon** Overdrive partner for sending ebooks to Kindles.

# What is Libby by Overdrive?



Libby is one of the two apps that can be used on mobile devices to access our ebook and eaudiobook collection.

We are a part of the **Digital Library of Illinois** that together pays to provide ebooks and eaudiobooks via Libby and Overdrive.

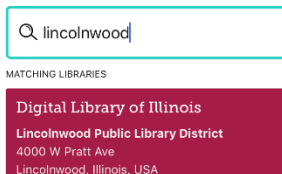
## Downloading the Libby app

1. On your Apple iOS or Google Android, open the app store. *There is no app for Windows or Amazon – use [LibbyApp.com](http://LibbyApp.com)*
2. Search for **Libby by Overdrive**, and download it. You may have to type in your app store password or authenticate via other security to download.
3. Open the newly installed app, which will help you through the process of signing up.

## Signing up

When you open the Libby app for the first time, it takes you right into the process of signing in.

1. Press **Yes** that you do have a library card.
2. Press **Search For A Library** on the next screen.
3. Press into the **Library name, city, or zip** box and type **Lincolnwood** or **60712**.
4. Press **Digital Library of Illinois**, our ebook group.
5. Press **Lincolnwood Public Library District** to confirm.
6. Press **Sign in With My Card** and select **Lincolnwood** again.
7. Press into the **CARD NUMBER** box and enter your entire library card number **21242000XXXXXX** without any spaces, and then press **Sign In**. Press **Next** when it shows your virtual Digital Library of Illinois card.



Enter your library account details. (If you need help, [get in touch](#).)

21242000XXXXXX

## 3 – Libby app for Apple, Google Android

# Using Libby

Once signed in, you can browse, search, download books, and read. If you plan to place holds, enable Libby **Notifications** in your device settings menu to know when holds are ready.

## Navigating Libby

There are five sections of Libby. **Magnifying glass** is where you can search. The **Building** is our Library ebook catalog. ☰ is your **account and settings**. The **Book shelf** is your **checkouts and holds**, and where you start reading. The **Clock** is your history.




## Browse for titles

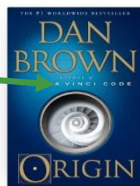
In the **Library** section, browse curated selections.

- Browse books and audiobooks in a wide variety of ways. **Newest** shows new books and audiobooks. **Popular** shows popular titles in our community. **Subjects** has genres like romance, nonfiction, mystery, and more.
- Tap **Library** to return to the ebook catalog home page.

## Search for Titles

To search for a particular title, tap the  icon at to search the catalog. Type in you a title, an author, or other keywords, and press **Search**.

- To narrow results, select **Refine** after having already done a broad search.
- Then customize search settings including **Format** (audiobooks/ebooks), **Availability** (available now), **Subjects** (genre), and **Sort By** (order results appear in).
- To see more information about a title, tap the center of its book cover.
- You can borrow or place a hold from this screen as well.



## When you find a title you're interested in...

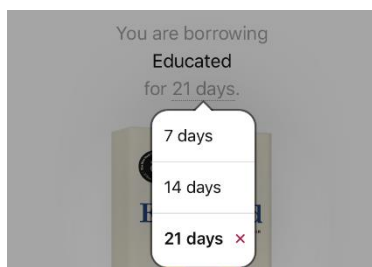
1. Make sure it's the right format – audiobooks have an headphone icon at the bottom, ebooks don't.



2. Ask: Is it available? – unavailable items will only have a **Place Hold** button instead of **Borrow**. Place Hold may ask for an email address to send you a reminder when it's your turn.
3. Test it out – press **Play Sample** for audiobooks or **Read Sample** for ebooks to try a title before committing.

## Check out and download books

1. When you find a title you like, tap **Borrow**.
2. Next, select how long to check it out for.  
(We recommend 21 days, but you can also choose 7 or 14).



3. Tap the **Borrow** button again.
4. On the same screen a circular progress indicator lets you know how downloading is going for both ebooks and audiobooks. To cancel a download, press the square inside of the circle progress indicator.



## 5 – Libby app for Apple, Google Android

5. Press **Open Book** to start reading, or **Go To Shelf** to see all of your check outs.
6. Press **Libby** if it asks **Where would you like to read** your book.

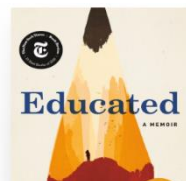
**Open Book**

Keep Browsing

Go To Shelf

## Open books from your shelf

From your **Shelf**, press **Open in Libby** to open an ebook or audiobook you've checked out.



Open In Libby

Manage Loan

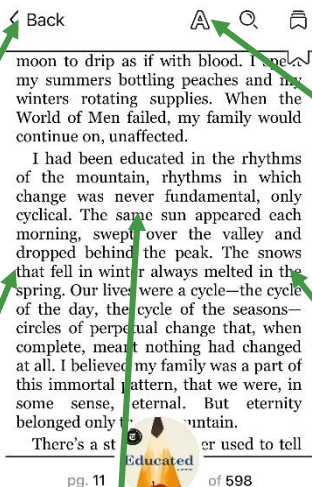
Due in 21 days

## Reading ebooks

Once you've started reading ebooks, most of the controls fade away to let you get lost in your book. The controls are located around the edges of your screen.

Press here to exit back to your shelf.

Press here to go backward.



Press here to see settings such as adjusting text size.

Press here to go forward.

See chapters

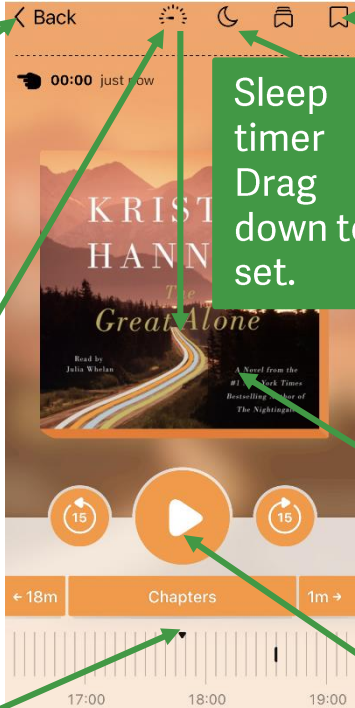
Press around here to bring up or hide controls.

You can see how far into a book you are and drag the slider at the bottom if you want to quickly navigate between pages.

## 6 – Libby app for Apple, Google Android

## Reading eaudiobooks

Access your eaudiobooks from the **Shelf**. Unlike ebooks, audiobook controls stay on screen while listening. The background colors adjust automatically to match the book cover.



The screenshot shows the Libby app's audiobook player interface. At the top, there's a 'Back' button and icons for sleep timer, full controls, and a bookmark. The main area displays the book cover for 'The Great Alone' by Kristin Hannah, read by Julia Whelan. Below the cover are playback controls: a play button in the center, and skip back/forward buttons on either side, each with a '15' indicating 15-second intervals. At the bottom, there's a progress bar with a time range from 17:00 to 19:00. Callout boxes with arrows point to various features: 'Press here to exit.' points to the top-left back arrow; 'Tap here repeatedly to adjust reading speed from 1x to 2x. Swipe down for speeds up to 3x.' points to the top-right sleep timer icon; 'Sleep timer Drag down to set.' points to the top-right sleep timer icon; 'Press here to pick a chapter and see other options.' points to the top-right bookmark icon; 'Hide full controls by pressing here. Press V to bring them back.' points to the top-right full controls icon; 'Drag left/right to advance through your book' points to the progress bar; 'Mini controller: Back and forward 15 seconds.' points to the skip back/forward buttons in the bottom inset.

Press here to exit.

Tap here repeatedly to adjust reading speed from 1x to 2x. Swipe down for speeds up to 3x.

Sleep timer Drag down to set.

Press here to pick a chapter and see other options.

Hide full controls by pressing here. Press V to bring them back.

Drag left/right to advance through your book

Mini controller: Back and forward 15 seconds.

>Play and ||Pause

Eaudiobooks work with systems default audio players, so you should be able to play/pause your audiobook from device lock screens and system default audio players too. Bluetooth and car audio systems should work as they normally do. Control volume as you usually do on your device.

## Holds – Deliver Later

- Once a hold becomes available, you will receive a notification and have 3 days to act on it. If you are not ready to borrow, you can have it delivered later. By selecting this option you will not lose your place in line.
- To deliver a hold later, select **Shelf, and Holds**. Tap **Deliver Later**. Select a “deliver after” date and tap **Update Hold**.

## Returning ebooks

Ebooks are easy to return. And if you forget, there are no fines. Ebooks will return themselves after the loan period expires. Returning ebooks before they are due lets others in our community get to read too.

1. Go to your **Shelf**. At the top of your Shelf, press **Loans**.
2. Scroll up and down to find the book you want to return.
3. Press **Manage Loan**. Press **Return Early**.
4. A confirmation screen should appear to make sure you want to return your eBook. If you do, press **Return!**
5. A message saying **You have returned [name of book] to Digital Library of Illinois** will appear.

## Renewing titles

You can renew ebooks within 3 days of its due date. Renewing items places you on the hold lists. Renewing does not extend your checkout period. You will have to checkout and download the title again.

1. Go to your **Shelf**, then press **Loans** and find the right book.
2. Press **Manage Loan**.
3. Press **Renew Loan**.

## Libby assistant ☰

This is where you access your account and settings. Press **Manage Notifications** to see those settings. Press **< Back** to exit a setting section. Press the Hide or select another section like your book shelf to exit this menu



Wait, what was that? Jump back in your audiobook with a quick swipe.

Jumping forward and backward

RECOMMENDED

You are at **Digital Library of Illinois**, with one card.



# What is the Libby web application?



The Libby web application is one of the two web applications that can be used on any device with Internet access to find and read eBooks and eAudiobooks from the Digital Library of Illinois. If you can't download Libby from an app store, the web app will work for you. You only need your Lincolnwood Library card!

## Accessing the Libby web app

Have your Lincolnwood Library card ready for logging in.

1. Open your standard application for browsing the Internet. Examples include Chrome, Firefox, Safari, or Amazon Silk.
2. Enter <https://libbyapp.com/> in its address bar or search bar to go to Libby.

## Logging in

When you open the Libby web app for the first time, it takes you right into the process of signing in.

1. Select **Yes** that you do have a library card.
2. Select **Search For A Library** on the next screen.
3. Enter into the **Library name, city, or zip** box and type **Lincolnwood**.
4. Select **Digital Library of Illinois**, our shared eBook group.
5. On the next screen, select **Sign In With My Card**.

MATCHING LIBRARIES

Digital Library of Illinois  
Lincolnwood Public Library District  
4000 W Pratt Ave  
Lincolnwood, Illinois, USA

6. Choose **Lincolnwood Public Library District** on the next screen.
7. Select into the **CARD NUMBER** box and enter your entire library card number **21242000XXXXXX** without any spaces, and then select **Sign In**.
8. Select **Next** when it shows your virtual Digital Library of Illinois card.

If your system asks to remember your Library card number, you



Enter your library account details. (If you need help, [get in touch.](#))

may want to allow it to remember this information. If you accidentally are signed out, this will make signing back in easier in the future.

## Using Libby

Now you can browse, search, download books, and read.

### Navigating Libby



There are five sections of Libby. **Magnifying glass** is where you can search. The **building** is the Library eBook catalog. **≡** is your **account** and settings. The **books button** is for your checkouts and holds, and where you start reading. The **clock** is your history.


### Browse for titles



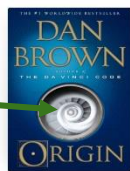
In the **Library building** section, browse suggestions by scrolling.

- Browse books and audiobooks in a wide variety of ways; **just added** shows new books and audiobooks; **popular** shows popular titles in our community; **subjects** has genres like romance, nonfiction, mystery, and more.
- Select **Library** to return to the eBook catalog home page.

### Search for Titles

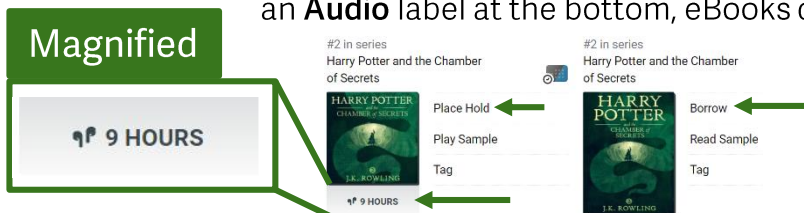
To search for a particular title, select the  icon. Type in you a title, an author, or other keywords, and select the **magnifying glass** or press your **Enter/Return** key.

- To narrow results, press **+more** before entering a search, or **Refine** after having already done a search.
- Then customize search settings including **Format** (audiobooks/ebooks), **Availability** (available now), **Subjects** (genre), **Sort By** (order results appear in) and more.
- To see more information about a title, select the center of its book cover.
- You may borrow or place a hold from this screen as well.



## Before you check out...

1. Check formats – eAudiobooks have a headphone icon and an **Audio** label at the bottom, eBooks don't.

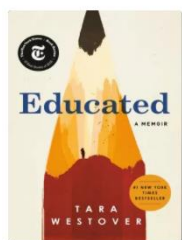


2. Is it available? – Unavailable items will only have a **Place Hold** button instead of **Borrow**. Place Hold may ask for an email address to send you a reminder when it's your turn.
3. Try it out – select **Read Sample** for eBooks or **Play Sample** for eAudiobooks to try a title before committing.

## Check out and download books

1. When you find a title you like, select **Borrow**.
2. Next, select how long to check it out for.  
(We recommend 21 days, but you can also choose 7 or 14).

Tara Westover  
Educated



Borrow  
Read Sample  
Tag

**Borrow!**

You are borrowing  
Educated  
for 14 days.

7 days

14 days

21 days

3. Tap the **Borrow** button again.

Select **Open Book** to start reading or **Go To Shelf** to see all of your checkouts. Or, you can **Keep Browsing** to find more.

The Libby web app includes an ereader – you don't have to download or install anything extra!

**Open Book**

Keep Browsing

Go To Shelf

## Get to your shelf

At any time, you can enter <https://libbyapp.com/> into your browser search or address bar to start over. Select the **bookshelf** icon to get to all of your checkouts.

## Reading eBooks

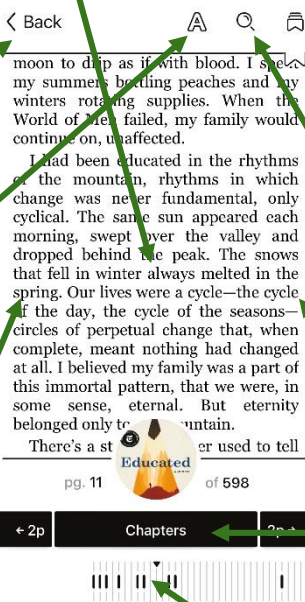
The first time you open an eBook, select **Read With...** and then select **Libby This App**. Once you've started reading eBooks, most of the controls fade away to let you get lost in your book. The controls are located around the edges of your screen.

Press around here to bring up or hide these controls.

Click here to exit back to your shelf.

Settings such as adjusting text size.

Click here to go backward.



Bookmarks, highlights

Search

Click here to go forward.

Chapters

Drag left/right to advance through book

You can also use keyboard ◀left and ▶right arrow keys to navigate through pages.

You can see how far into a book you are and drag the slider at the bottom if you want to quickly navigate between pages.

## Reading eAudiobooks

Access your eAudiobooks from the **Shelf**. Select **Open Audiobook**. Unlike eBooks, eAudiobook controls stay on screen while listening. The background colors adjust automatically to match the book cover. Adjust the volume of speakers or headphones using your standard system audio menus.



eAudiobooks work with your systems default audio, so any speakers, headphones, or wireless headphones should work.

The Libby web app will remember how far you get into both eBooks and eAudiobooks. After you've started any book, it may appear to the right of the Libby navigation options. You can select the **X** button to remove a book from that menu bar.

## Holds – Deliver Later

- Once a hold becomes available, you will receive an email notification and have 3 days to act on it. If you are not ready to borrow, you can have it delivered later. By selecting this option you will not lose your place in line.
- To deliver a hold later, select **Shelf**, and **Holds**. Tap **Deliver Later**. Select a “deliver after” date and tap **Update Hold**.

## Returning books

Returning items is easy. And if you forget, there are no fines. Books will return themselves after the loan period expires. Returning eBooks and eAudiobooks before they are due lets others in our community get to read too.

1. Go to your **Shelf**. At the top of your Shelf, select **loans**.
2. Scroll up and down to find the book(s) you want to return.
3. Press **Manage Loan**. Press **Return Early** or **<Shelf** to cancel.
4. A confirmation screen should appear to make sure you want to return your ebook. If you do, press **Return!**
5. A message saying **You have returned [name of book] to Digital Library of Illinois** will appear and you can choose from suggested options like **Go To Shelf**.

## Renewing titles

You can renew ebooks within 3 days of its due date. Only the **Place Hold** option will be available if someone else has reserved the title. If so, you will have to checkout the title later.

1. Go to your **Shelf**, then press **Loans** and find the right book.
2. Select **Manage Loan**.
3. Select **Renew Loan**.

## Libby assistant or ≡ Menu

In the bottom middle is the Assistant or ≡. This is where you access your account and settings. Select **Manage Notifications** to see those settings. Select **<Back** to exit a settings section. Select **<Back** to exit this menu.



Wait, what was that? Jump back in your audiobook with a quick swipe.



Jumping forward and backward

RECOMMENDED

You are at **Digital Library of Illinois**, with one card.

# What is the Digital Library of Illinois?

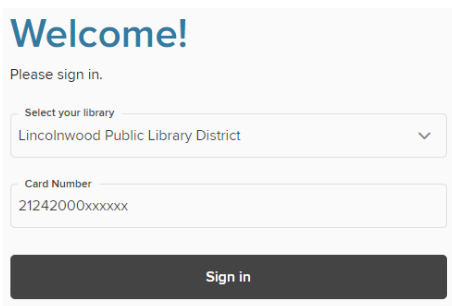
The Digital Library of Illinois is a group of public libraries that includes Lincolnwood Public Library. The group joined together to share an eBook and eAudiobook catalog that member library cardholders, including Lincolnwood residents, can check out from. It includes eBooks in a variety of formats. All you need to get started is your Lincolnwood Library card!

**Please note:** This section is for checking out and reading eBooks and eAudiobooks directly from a desktop or laptop computer using the Digital Library of Illinois website. You may also be able to download the Libby app or use the Libby web application at <https://libbyapp.com/> on other devices.

## Access the Digital Library of Illinois

OverDrive provides the tech for the Digital Library of Illinois.

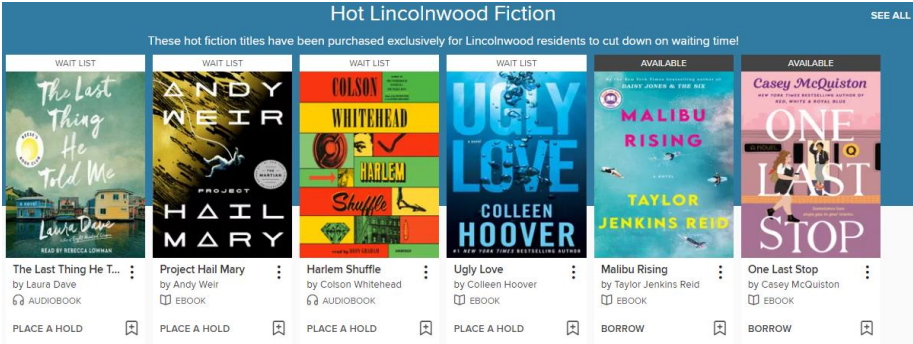
1. On your desktop or laptop computer, go to <https://dlil.overdrive.com> in your web browser.
2. Select the **Sign-In** button at the top right.
3. Select **Lincolnwood Public Library District** from the menu.
4. Enter your full Lincolnwood library card number **21242000XXXXXX** and click the **Sign-In** button.



The screenshot shows a login interface with a light gray background. At the top, the word "Welcome!" is displayed in a bold, blue font. Below it, the text "Please sign in." is in a smaller, gray font. There are two input fields: the first is a dropdown menu labeled "Select your library" with "Lincolnwood Public Library District" selected and a downward arrow; the second is a text box labeled "Card Number" containing the text "21242000xxxxxx". At the bottom, there is a dark gray button with the text "Sign in" in white.

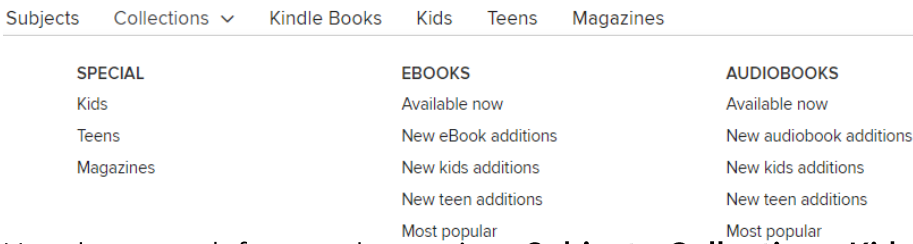
If your computer asks if you want to save your login information, you may want to say yes so that you won't have to enter your card number again in the future.

# Finding eBooks and eAudiobooks



The homepage has lists of titles in categories like **Hot Fiction**.

## Menu bar



Use the upper left menu bar options **Subjects, Collections, Kids, Teens, Magazines** to browse to subjects like **historical fiction**, age levels like **Kids** or **Teens**, formats like **Magazines**, eBooks that are available now, most popular eAudiobooks, and more.

\*Kindle books are not available through the DLIL website.

## Search

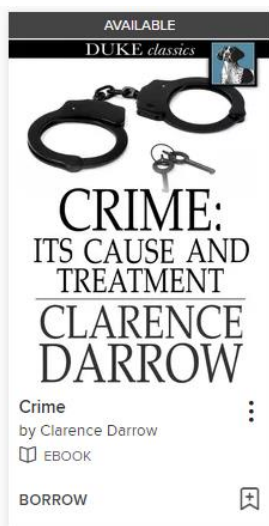
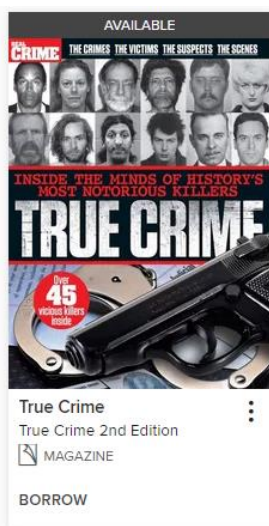
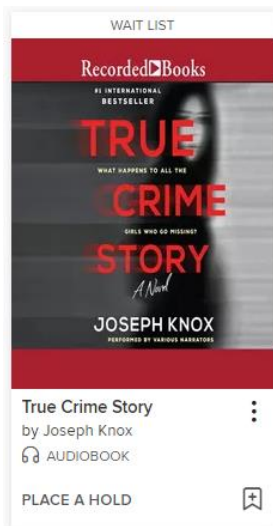


Press on top of the word search to the right of the magnifying glass icon and immediately start typing your search to look for authors like **James Patterson**, titles like **1984**, or genres or other keywords like **true crime**. Select **Advanced >** beneath the search box for even more options. If your search doesn't turn up the results you expect, try another search! You can also use options at the left and top of results pages to filter results including by availability to only what is **Available now**.

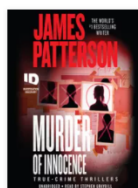


## Deciding what to check out

1. Check the format – eAudiobooks have an headphone icon and **Audio** label, eBooks and Magazines don't.
2. Is it available? – unavailable items will only have a **Place Hold** button instead of **Borrow**. Place Hold may ask for an email address to send you a reminder when it's your turn.
3. Test it out – Select the cover of the item and press **Listen to a Sample** for audiobooks or **Read a Sample** for ebooks to try a title before committing.
4. Save a title for later – to the right of the **BORROW** button you can press the + button to add a title to your Wish List.
5. See related titles – Select the : button to the right of a title and then select **You may also like** to see related items.



Select **BORROW** to check something out. Magazines check out for 14 days. eBooks and eAudiobooks you can choose to **Borrow for** 7, 14, or 21 days before selecting **BORROW** again to confirm your checkout or select the **X** to cancel. Select **PLACE A HOLD** and enter an email address to reserve currently unavailable titles.



Murder of Innocence  
ID True Crime Series  
AUDIOBOOK

Borrow for 21 days

BORROW

CANCEL

## Start reading what you've checked out

After you have checked out a title, you can select **Read now in browser** for eBooks and Magazines or **Listen now in browser** for eAudiobooks. If you accidentally missed these options, select **My Account** and then select **Loans**.

### Reading an eBook or Magazine

Select **Read now in browser** and the eBook will open in a new tab. Click and drag pages the opposite direction or use your ◀ left or ▶ right arrow keys to browse pages.

Press in the general middle to see options including the **A** for modifying text size and more, a **Table of Contents** just beneath the cover image, and more.



Modify text size and more for eBooks and Magazines using the **A** menu. Press **Back** or **Done** to exit options and the article view.

For Magazines, the system detects when your current page has an article instead of ads. When this happens, press the red article view button in the middle bottom to see a vertical article view instead of the horizontal page view. Select the left/right thumbs to go to previous or subsequent articles, and the button between the thumbs to see an index of all of the articles.

### Read an eAudiobook

Make sure to have your speakers or headphones connected and ready first and adjust your volume level so you'll be able to hear comfortably. Select **Listen now in browser** to start, and select the ▶ button to start playing. Press || to pause or use the buttons to the left and right of pause to move back or forward 15 seconds. Press the **Clock** icon to set a playback speed from .6-3x. Press the **Moon** icon to set a Sleep Timer.

For all titles your progress is remembered. When you come back later, you'll be synchronized to where you left off.

## Exit out of what you're reading

To exit out of what you're reading in your browser, simply close the specific tab the book opened up in.



## Return something early

Titles are returned automatically on their due dates. You're allowed up to 10 checkouts at once, so you may want to return something early.

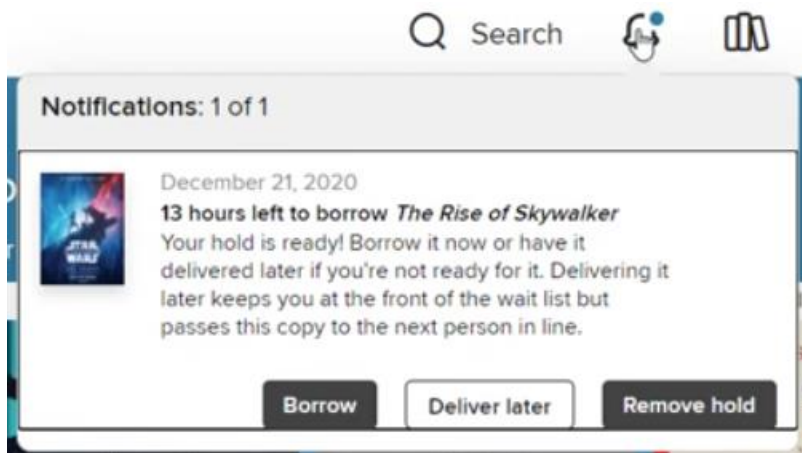
- Under **My account** select **Loans**.
- Select **Return**, and then confirm by selecting **Return Title**.

## Notifications

If you place holds, you will receive **Notifications** in the **Bell** icon next to the search menu.



- Select the **Bell** to see your notifications. The bell will have a blue dot in its upper right corner when you have a notification to address
- Select **Borrow** to check out the title now.
- Select **Remove hold** if you don't want to read it any more
- Select **Deliver later** and choose a number of days to suspend your hold if you're not ready to read something now but want it soon.



## Managing Holds

You're allowed up to 12 holds at once. View your holds under **My account** and then select **Holds**.

- Cancel by selecting **Remove** and then confirm **Remove Hold**.
- Select **Edit email** to change the email address for notification.
- Select **Edit hold** or **Suspend hold** to set a day for the hold to arrive. Choose to suspend a hold from **7-180** days and then select **Suspend** to confirm.



Edit email



Suspend hold



Remove

## Using the Wish list

You can add titles you run into anywhere in the Digital Library of Illinois catalog to your wish list by pressing the **+** flag icon in their lower right corner. Adding items to your Wish List is a great way to have something ready when you don't have something in particular in mind. You can have 5,000 titles waiting!

- Under **My account** select **Wish list**.
- You can filter the Wish List by **ALL TITLES** or **AVAILABLE NOW**. Or you can sort by **Title**, **Author**, or **Date added to list**.

ALL TITLES

AVAILABLE NOW

- Select **BORROW** to check something out from your list.
- Titles stay in your Wish list even after you've checked them out. So you may want to select the **X** and then confirm by selecting **Remove** title.



Remove

- While browsing, if you run into a **✓** in the flag instead of the **+** in the flag, that means that title is already on your wish list.

GO TO HOLDS



PLACE A HOLD



BORROW



# Digital Library of Illinois for Kindles

The Digital Library of Illinois is a group of libraries that Lincolnwood Public Library is a part of that joined together to share an eBook catalog that all library cardholders, including Lincolnwood residents, can check out from. It includes eBooks in a variety of formats, including Amazon Kindle AZW. All you need to get started is your Lincolnwood Library card!



**Please note:** This section is for checking out ebooks using a Kindle Paperwhite e-reader. If you have a Kindle Fire, you should use the [LibbyApp.com](https://libbyapp.com) website.

## Access the Digital Library of Illinois

In order to download eBooks to your Kindle, you must first log into your account on any other device like a laptop.

1. Go to <https://dlil.overdrive.com> in your web browser.
2. Click the **Sign-In** button at the top right.
3. Select **Lincolnwood Public Library District** from the menu.
4. Enter your **21242000XXXXXX** Lincolnwood library card number and click the **Sign-In** button.

A screenshot of the sign-in page for the Digital Library of Illinois. At the top, it says "Welcome!" in blue. Below that, it says "Please sign in." in a smaller font. There are two input fields: the first is labeled "Select your library" and has "Lincolnwood Public Library District" selected with a dropdown arrow; the second is labeled "Card Number" and has "21242000xxxxxx" entered. At the bottom, there is a dark gray button with the text "Sign in" in white.

## Navigating the Digital Library of Illinois eBook catalog

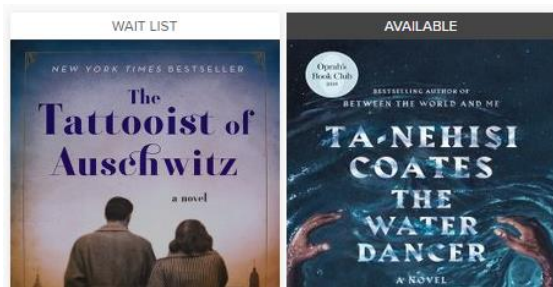
There are several ways to find a book. To browse all Kindle compatible books click the **Kindle Books** tab at the top of the page. This will narrow down the titles to only those available in the Kindle format.

If you aren't sure of the title you're looking for, use the filters on the left side to narrow down your options. Click on a category to expand the category, and click on the filter of your choice.

For example, if you're only looking for nonfiction titles, click **nonfiction** under the **subject** filter. For more options within a filter category press **more**.

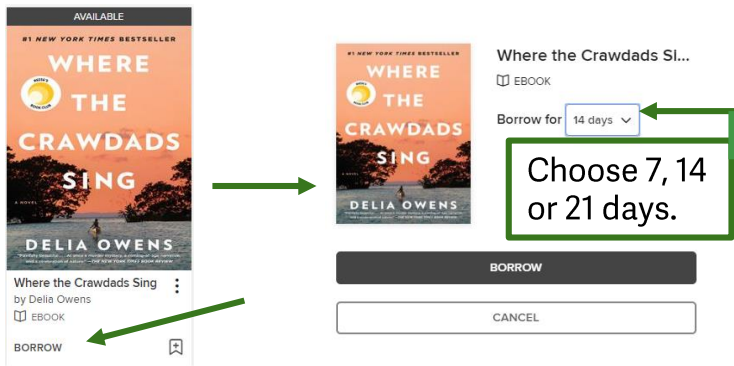
Subject ▾	
Fiction	16,735
Romance	6,657
Literature	5,456
Nonfiction	4,041
Mystery	4,006
Thriller	3,954
More	

You will notice some titles are not currently available. If a title isn't immediately available it will say **Wait List** directly above it, and you will have an option to place the title on hold. If a book is immediately available for checkout, it will say **Available** with a **Borrow** button beneath the cover. To view only immediately available titles, select the **Available Now** filter in the filter panel on the left.

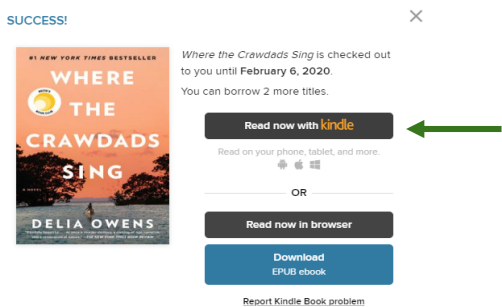


# Borrowing eBooks

1. Once you've found a book you want to check out, click **Borrow**



2. Select your preferred checkout period. Click **Borrow**.  
3. Click **Read now with Kindle**

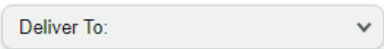


Amazon's log-in page will open in a new browser window. Log into your Amazon account with the email address or phone number that Amazon has on file for the account you use on your Kindle and type in your password for that account. On the right side of the screen you will select which device to add the book to.

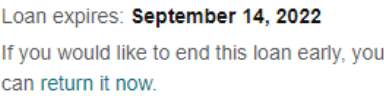
4. Turn on your Kindle and make sure it is connected to WiFi in its Settings.



5. On your computer **Under Deliver to:** choose the name of your Kindle.



6. Click **Get Library Book**



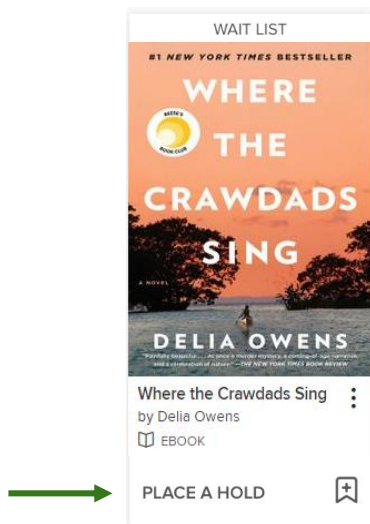
Your Kindle ereader needs a Wi-Fi connection to download library Kindle Books from Amazon. Once your Kindle syncs with your Amazon account, you will have access to the title you've checked out. You can manage your downloads on Amazon in the **Manage Your Content and Devices** menu.

You may have to select **Sync and Check for Items** on your Kindle if the item is not appearing.

## Placing a hold

Sometimes you can't borrow a title immediately, usually because another user has already borrowed it or the title hasn't been released yet. You may be able to place a hold on that title and receive an email when it becomes available.


1. Click **Place a hold** under a title.

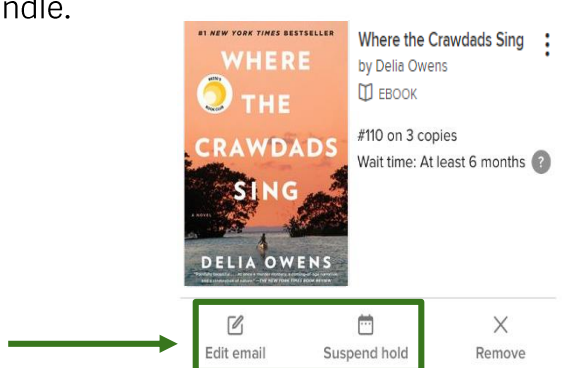


2. If you've already provided your email address to the Digital Library of Illinois, the hold will be placed automatically. Otherwise, it will ask for your email and then place your hold.
3. When the title is available, you will receive an email notification letting you know that it's waiting for you on your **Loans** page (under      and then select **Loans**) in the Digital Library of Illinois <https://dlil.overdrive.com> website.



## Manage holds

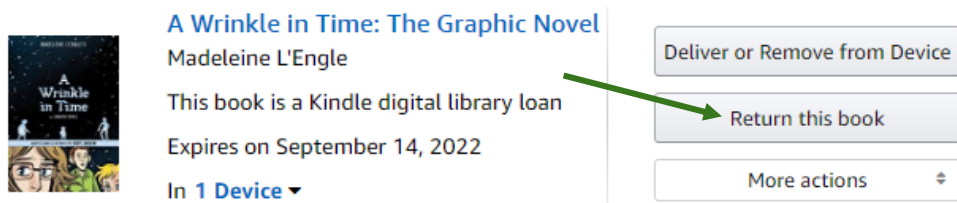
Tap on  and then the **Holds** tab. You will see the items you've placed on hold. You can **Edit email** to change where your hold notifications will be sent, or **suspend** your hold. You can suspend your hold for anywhere between 7 and 180 days. To remove a hold, simply select **remove**. Select **Borrow** and then **Read now with Kindle** to start sending holds that are ready to your Kindle.



## Returning items

Borrowed Kindle books are automatically returned at the end of their lending periods. If you'd like to return a Kindle book before your lending period ends, use these steps:

1. On Amazon's website, go to your **Manage Your Content and Devices** page. (If you have trouble finding it, you can directly go to <https://www.amazon.com/hz/mycd/myx> while logged in to your Amazon account.)
2. Find the title in the **Your Content**.
3. Select **Return this book** in the pop-up window.



4. Confirm that you want to return the title.

Return this book

Title: **A Wrinkle in Time: The Graphic Novel**

Author: **Madeleine L'Engle**

Are you sure you want to return this Library Loan Ebook?

Cancel

Return this book

## Reading

After sending the book from you Amazon account to your Kindle, it should start to load on your Kindle. Go to your home screen and look for **My Library** or eBooks **On Device**. eBook titles may take a few minutes to load, and the cover will load last. Press on the cover once it has appeared to start reading!

## Adjusting reading preferences

When reading an eBook, you can change and customize certain settings such as brightness, text size, as well as margins and alignment. You can either pinch the screen, with your thumb and forefinger, as you would on a smart phone, to increase the text size. On older models, you can tap the top of the screen, and select the **Aa menu**. Within it you can change line spacing, font, and font size.



## Delivering holds later

Log in to <https://dlil.overdrive.com/> on a computer, and then select **My Account** and then **Holds** to manage your holds.

- Find a hold that is now ready for you and choose to **Borrow** (see page 4) it now, **Deliver later**, or **Remove hold**.
- **Deliver later** allows you to choose the earliest day you would like to receive the title. Then, after that date, you'll get a copy when the next person returns it.

If you forget to choose one of these options within 3 days of your hold arriving, it will ask you again in 7 days. If you do nothing within 3 days of that second notification, the hold is canceled.

# LINCOLNWOOD LIBRARY

[lincolnwoodlibrary.org](http://lincolnwoodlibrary.org) • 847-677-5277

For more information about using library resources, please visit our website [lincolnwoodlibrary.org](http://lincolnwoodlibrary.org) or stop by the Adult Services desk in the library.

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1859.

