

Checking out E-books from Alma Public Library for BookNooks

First Things You Need:

- A. Register** your account at Barns&Nobel for you **BookNook**
- B.** You must have **Overdrive** on your PC. (we provide this at the library)
- C.** You must have **Adobe Digital Editions** on you PC. (already on the library PCs)
- D.** You must have a **Patron Account** at your library.

FAQ's

- How many e-books can I check out at one time? **(10)**
- How long can I keep an e-book in MY Cart before it is removed? **(30 min.)**
- How long can I keep an e-book on my reader? (up to **21 days**)
- Where do these e-books come from? (from the **WPLC** - Wisconsin Public Library Consortium - which buys copies of e-books for the entire state)
- Is there a long wait for an e-book? (**about the same** reserve rate as for a printed copy)
- Is there an overdue fine for an e-book? (**No**, because when the checkout time is over, it **automatically checks back in.**) (You may see an image of it in the library on your device, but it will be empty. You can move the empty image to a shelf on your reader to remind you of the titles you check out or you can delete it.)

Getting Started:

1. Sign into your library website www.almalibrary.org at your PC
2. Click **Search for e-BOOKS for CHECK OUT** (left-hand menu) to get the WPLC website)
3. First **Sign In** (upper right) so you will not have to repeat the process for multiple items)
4. Select
 - **Alma Public Library** for your library name
 - Patron Library Card number (no spaces)
 - Pin number: (probably the last 4 digits of your phone number)
5. Under the HOME button, click on **ebooks**
6. Click on **Advanced Search** (to the right)
7. Select a **FORMAT** (we find that Adobe EPUB ebook has more selections than Open Epub)
8. Select **RESULTS PER PAGE** (25).

Selecting Titles:

9. If you know your title and/or author(creator), just fill those fields in.
10. If you are just browsing, Check the **Only show titles with copies available** box.
11. Click **Search**
12. Scroll down until you find an available copy that you would like to download.
13. You can click on **ADD TO MY CART** (it will stay there for 30 min.)
14. **Continue Browsing** for more titles for MY CART or, **Proceed to Checkout**
15. Select your **Lending Period** (7, 10 or 21 days)

Checking out your Title to Your PC:

1. Confirm Check Out

You will now be on the DOWNLOAD screen

Alma Public Library E-book Procedures

2. If you do not have ADOBE DIGITAL EDITIONS, then **Click here to download the software needed to use this Adobe EPUB eBook title.**
3. If you do have ADOBE DIGITAL EDITIONS, then click on the **Download** button.
(It will show your expiration date).
 - If you are on Firefox, window says Open with Adobe Digital Editions, Click **OK**
 - If you are on Explorer, click **Open**
4. SOFTWARE window opens up and shows your title.

You have now successfully checked out your title to the PC.

Next, Download it to Your Reader

Downloading your Title to your Reader:

You can read the title on your PC if you want, or you can download it to your reader. The PC is just a pass through for your download. Once you download it, it will be removed from your PC.

(Remember you may download several titles at this time by repeating the steps above.)

1. **Connect your Reader to the PC** with the USB cord.
2. **Turn on** your Reader
3. From the Window on your PC, click on the **Library View**. (3 books in upper left-hand)
Your current selections will be shown.
4. **CLICK** on your selection.
5. **HOLD and DRAG** it to the bottom of left menu that names your reader (my Nook, NookColor)
Remember, you may drag any other selections at this point also.

Congratulations! Now it is in your Library on your Reader.

What to do on the Nook Reader:

1. **Open** the Nook
2. A window will appear asking you to unplug your USB cord. **DETACH THE CORD**
3. **Touch** Library
4. **Scroll** until you see the book title (the book cover image will not appear yet)
If you don't see the title in your library, open the keyboard and type in the title.
The title should appear.
5. **Touch the cover** to open the book and move through the pages to read it.
6. If you are finished, **sign out** of the WPLC window on you PC. (upper right-hand corner)
If not, download another title repeating the steps above.



Enjoy your e-book!

Alma Public Library will have these instructions for you to print off at the website: www.almalibrary.org/Nookbooks. Let us know how we can serve you.