

a step-by-step guide to downloading library eBooks

APPLE iPAD





What you will need

- Your Rolling Meadows Library card number and PIN - your card must be in good standing, no fines. If you don't have a PIN, go to www.rmlib.org, the library's homepage, and click **RML Account Login** under **Quick Links** to set up your PIN. If you have forgotten your PIN, you can call RML's Check Out Desk and they can delete your PIN and then you can follow the directions above to set up a new PIN.
- You will need your Adobe ID, e-mail and password, to authorize Adobe for the Overdrive App. If you don't have an Adobe ID, you can set up a free account at www.adobe.com, tap on the **Sign In** link, tap **Create an Adobe Account**, fill in the required information and follow their prompts.
- If you want to download Kindle books, you will need an Amazon account and password. You can set up an account at www.amazon.com and follow their prompts at **Sign in Your Account**.
- You will need your Apple password to download the free Overdrive and Kindle apps.
- An iPad and internet connection





Installing the Overdrive app that is used to download from MyMediaMall

1. Tap the app button on your iPad
2. Type “overdrive” into the search box and select **Overdrive Media Console** For iPad
3. Tap on the **Free** button and enter your Apple password when prompted. Tap **Install**.
4. If the app doesn’t open once installed, locate the Overdrive icon on your iPad and open it by tapping on it. You’ll be asked to register your Adobe.com ID, e-mail and password.



Installing the Kindle app if you want to download Kindle ebooks from MyMediaMall

1. Tap the app button on your iPad
2. Type **Kindle** into the search box and select **Kindle for iPad** and tap the **Free** button and the **Install**. Enter your Apple password at the prompt.
3. The Kindle app will load, “installing,” and you will need to enter your Amazon account information.

Your iPad is now set up to use MyMediaMall.



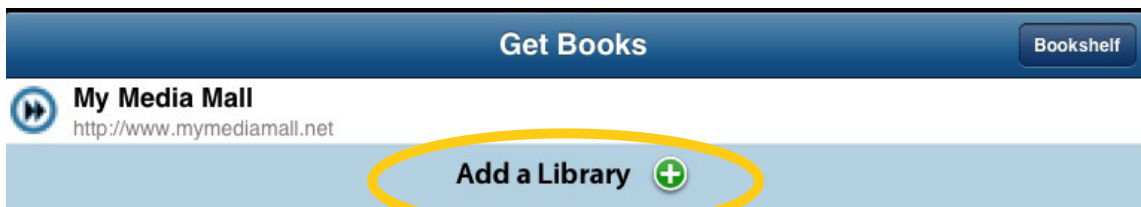
Checking out and downloading eBooks and audiobooks to your iPad:

1. Tap on the Overdrive app. You need to be on the “Get Books” screen to search, checkout and download items. If you are on the “Bookshelf” screen, tap on the **Get Books+** button to take you to the “Get Books” screen.



2. Touch **Add a Library** and enter your zip code. Choose **Rolling Meadows Library**. “NSLS-MyMediaMall” is the online library for the Rolling Meadows Library on Overdrive. Click on the star to remember your library the next time you open the Overdrive app. Tap on the arrow next to **NSLS-MyMediaMall** and you will go to the Home Page.

OR



You can also get to the home page by going to our website, www.rmlib.org, and using the **eBooks & More** link.)

3. In the top right corner, tap **Login**, choose **Rolling Meadows Library**, then enter your entire library card number and PIN and tap **Login**.
4. Notice the buttons towards the top of the page, use the **Browse** or **Search** buttons to find audiobooks and eBooks. **Browse** allows you to search by format, genre or subject. **Search** is by keyword and has an advanced option for a more precise search. You can limit the search to only available titles. On an iPad, audiobooks are listed as “Overdrive MP3 audiobooks” and eBooks are Kindle book, open or Adobe EPUB, or public domain eBook titles.



5. If you find an item you want to check out and it has “Available Copies”, tap **Add to Cart** and then you can choose either **Continue Browsing** or **Proceed to Checkout**. When you tap **Proceed to Checkout** you will have an option of a 7 or 14 day checkout and then need to tap **Confirm Checkout**.

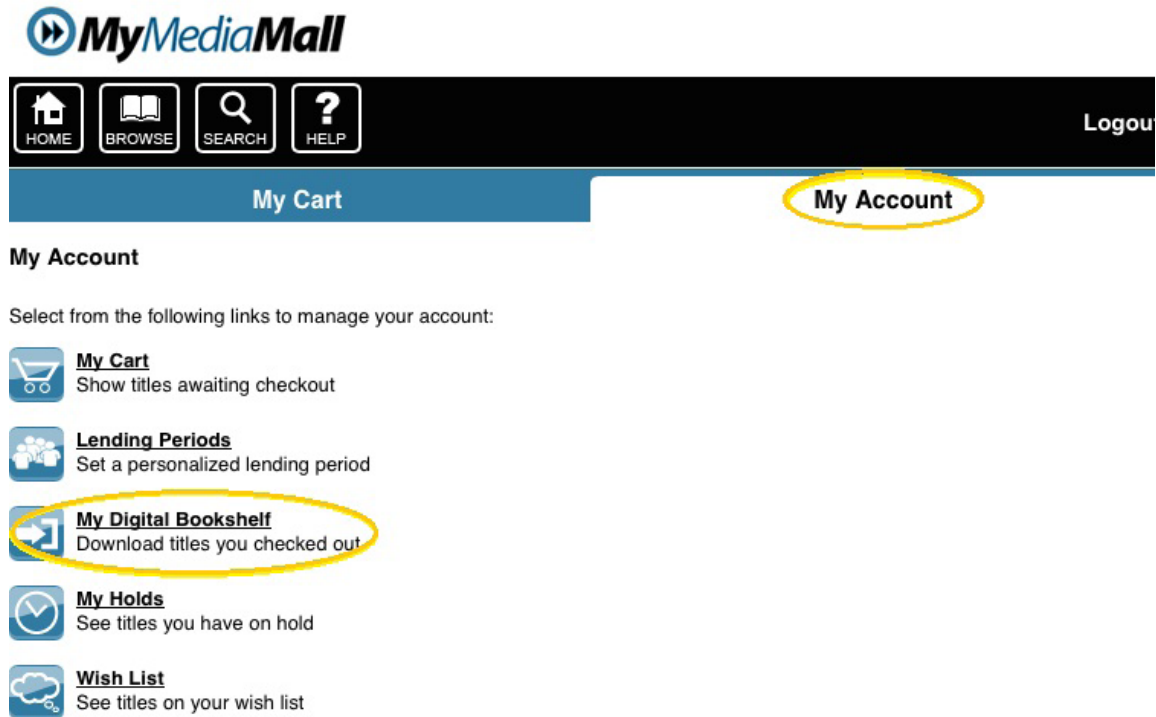


6. Tap on **Download** or **Get for Kindle** button to download the books to your iPad. If it was a Kindle book and you tapped **Get for Kindle** it will take you to Amazon and you will need to tap **Get Library Book**. MP3 Audiobooks download in parts and may take a long time to download. After you have titles downloaded to your device, you do not need an active internet connection to read/listen to them. (Note: due to some publishers' rules, some eBooks will have to be downloaded to a computer and transferred via a USB cord. Those will have a note in the record).
7. The “Bookshelf” screen on the Overdrive app is where you will find the items you’ve downloaded except for the Kindle eBooks. The Kindle eBooks will be found on the Kindle app.
8. If the title you want is currently checked out, tap **Place a Hold**, fill in the e-mail information if blank, and tap **Place a Hold**. You will be notified by e-mail when it is ready to be checked out.



Returning eBooks and audiobooks early

You can return eBooks and audiobooks early by using **My Digital Bookshelf** that is found under **My Account** when you have logged into Overdrive's My Media Mall.



- For audiobooks and EPUB eBooks, just click on the **download** button which takes you to a list of titles checked out and tap the **+** by the title you want to return and tap the **return/delete** sign and you can choose to **return then delete** or **delete only**. These can also be returned from the “Bookshelf” screen of the Overdrive app.
- For Kindle titles that you want to return early, you click on **Get for Kindle**, if you aren't logged into Amazon it will ask you to log in, tap on **View your loan details ...**, then tap on **Actions** which will bring up the option “Return this book” and you tap **Yes** on the “Return Loan Confirmation” screen. If you tap **Actions** next to the title again, you have the option to **Delete from library** and you can permanently delete this item from your iPad by tapping **Yes**.



Additional Help

Use the **Help** button, towards the top of the screen, for more information on downloading Overdrive Media Console and on any of the formats and library policies. You can also e-mail us via **Contact Support** at the bottom of the “Help” page or call the Reference Desk at 847-259-6050.



Frequently Asked Questions:

- How many E-Books can I check out?
5 per RML library card.
- How long can I keep the books?
Choose from 7 day or 14 day checkout periods.
- Can E-Books be renewed?
No, but you can check them out again.
- What if I can't return them on time?
E-Books are automatically returned at the end of the lending period, so there are never any late fees.
- What if I need more help?
Please call 847-259-6050 and ask for the Reference Desk.



Rolling Meadows Library

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