

# E-Books from the Clark County Library District Seminar Notes

## A. Getting Started

1. Go to the Las Vegas-Clark County Library District eMedia website  
(<http://ebooks.lvccld.org/>)



- a. click on Help
  - b. click on My Help
  - c. click on read eBooks
  - d. click on your eReader
  - e. click on View My Help
  - f. follow directions to install required software (if needed; see below) and to authorize your ereader
  - g. close the eMedia Help window
2. Nook Simple [Sony eReader, Kobo]: requires Adobe Digital Editions software
    - a. confirm system requirements
    - b. download and install Adobe Digital Editions
    - c. authorize Adobe Digital Editions (if you don't have an Adobe ID, you can get it during the authorization process)
  3. Kindle
    - a. if your Kindle has Wi-Fi access, you do not need special software
    - b. you will need an Amazon ID which you can get free at amazon.com
  4. iPad requires Overdrive software; View My Help website will walk you through downloading it from the App Store

## A. Browse eMedia Catalog

1. return to <http://tinyurl.com/7zsdao8>
2. scroll down to find eBooks, then scroll right or
3. click on complete list to browse or
4. search for a specific author, title or subject or
5. do an advanced search
6. here you can choose to see only
7. the format you want and only those
8. eBooks that are available



## B. Download an eBook if the book you want is available

1. click on add to media bag: be sure to choose the correct format
2. continue browsing or click on proceed to checkout
3. click on My Account and sign in; you will need your library card
4. all the books you have chosen will be listed
  - a. click on remove to remove from the checkout list any books you don't want
  - b. click on confirm checkout

- c. for the Nook
  - 1) you will see the date checked out and the expiration date
  - 2) click on download
  - 3) click on open (never choose save)
  - 4) Adobe Digital Editions will open and the eBook will show
  - 5) see G below to install book on your Nook
  
- d. for the Kindle
  - 1) click on Get for Kindle
  - 2) on the message that says you are being redirected to the Amazon website, click Accept to Continue
  - 3) sign in with your email address and Amazon password
  - 4) select the Kindle device and click Get library book
  - 5) a message will tell you that the download is successful
  - 6) if Wi Fi is turned on on your Kindle, press sync and the book will be installed on your Kindle

C. Put an eBook on hold if it is not available

- 1. you will be put on a wait list
- 2. click on request a title
- 3. make sure your email address is correct and click on request a title again
- 4. your book has been put on hold; you will receive an email when the selected title becomes available for checkout; once you receive the email, you will have 3 days to check out the selected title.

D. Find Information About Your eMedia Account

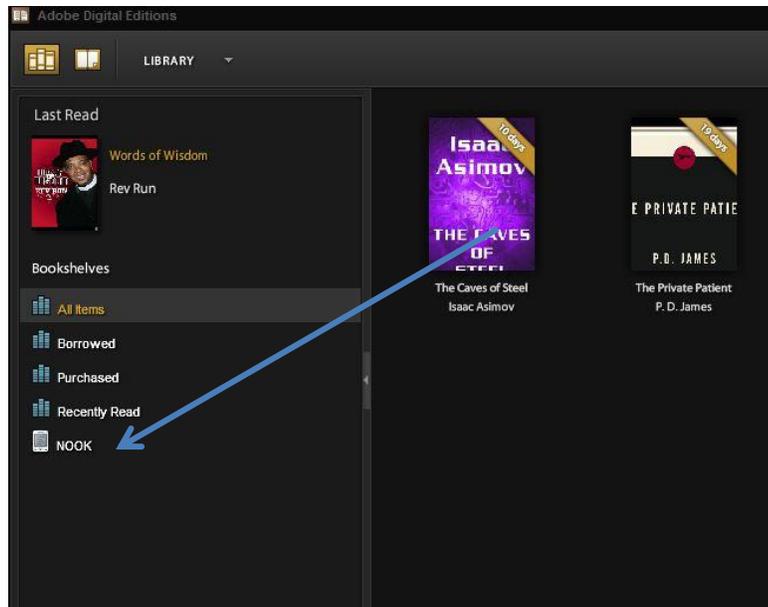
- 1. on the eMedia website, click My Account
- 2. you will see the following:

<b>eMedia Bag</b>	-	Displays the title(s) that are in your 'eMedia Bag' awaiting checkout
<b>Lending Periods</b>	-	Set a personalized default lending period for titles available at this site, format-by-format
<b>My eMedia Shelf</b>	-	Displays download links for title(s) currently checked out
<b>Request Title</b>	-	Displays the title(s) for which you are currently waiting
<b>Wish List</b>	-	Displays the title(s) on your Wish List
<b>Rated Titles</b>	-	Displays the title(s) you have rated, and allows you to change ratings
<b>Contact Us</b>	-	Suggest titles, get help with an issue or make a comment

## E. Install an eBook

### 1. on your Nook

- b. connect your eReader to your computer
- c. look for your eReader in the left panel
- d. click on library view 
- e. your downloaded books will be listed in the right panel
- f. drag the desired eBook to the eReader in the left pane
- g. drag the downloaded book from the right panel to your eReader in the left panel

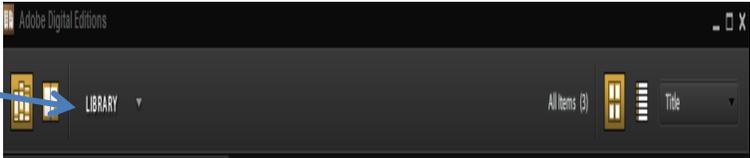


### 2. on your Kindle

if Wi Fi is turned on on your Kindle, press sync and the book will be installed on your Kindle

## F. Return an eBook before it's due

### 1. on your Nook

- a. open Adobe Digital Editions
- b. click on the word Library 
- c. select List view
- d. click on the title you want to return
- e. click on the arrow next to the title
- f. click Return
- g. confirm that you want to return it

### 2. on your Kindle

- a. log in to your Amazon account
- b. go to the Manage My Kindle page
- c. choose action Return this book

## Additional Sources of Help

<http://ebooks.lvccd.org>

Help → My Help for help for your specific eReader



Clark County Library District Blog: <http://readmevegas.blogspot.com/>

This site has step-by-step instructions in addition to eMedia news from the Library

### How to Buy an Ebook Reader

*Here's what you need to know if you're diving into digital books, along with reviews of all the top ebook readers and tablets that focus on reading.*



By [Jamie Lendino](#), February 13, 2012, PC Magazine (pcmagazine.com)  
<http://www.pcmag.com/article2/0,2817,2357102,00.asp>