

How to Borrow and Return Kindle E Ink Library Books from Way Public Library

\*These instructions are for all Kindles that are **not** Kindle Fires

**Signing In**

1. Using your compute, tablet, or smartphone, go to Way Public Library’s website at [www.waylibrary.info](http://www.waylibrary.info)
2. Go to “Catalog and Account” at the top, and from the drop-down menu click **eBooks and Downloadables**.
3. At the Ohio Digital Library, click **Sign In** in the upper right-hand corner.
4. Select **Way Public Library** from the drop-down menu.
5. Enter your library card number (no spaces) and PIN (the last 4 digits of the phone number you provided when you got your library card). Then, click **Sign In**.

**Finding a Book**

1. To find a book you may either:
	1. **Browse the collection:**

Select one of the categories/genres listed along the big, long blue box (if using a smartphone you have to first tap the “Menu” button to the left of the icon of a person to get the menu to pop up).

* 1. **Perform a search:**

Click on **Search…** in the white box in the top right-hand corner (or the magnifying glass if using a smartphone) and type in a keyword, author, or title and then tap the magnifying glass.

1. After you complete step 1, you will now see pictures of many book covers.
	1. The icon in the top right-hand corner of each item indicates if the item is a book (if the icon is a book) or if it is an audiobook (if the icon is a pair of headphones).
	2. If the icon is black, the item is available now. If the icon is grey, it is checked out.
		1. **You may place a hold on the item** if it’s checked out by placing your cursor over the book, clicking “Place Hold,” and following the instructions on entering your e-mail address. You will receive an e-mail when the item becomes available with a link to click to download the book.
2. If you wish, you may narrow down the results by clicking on the various options in the left-hand menu. Here are some popular filters:
	1. Click **Format** and then **Kindle Book** to only show items that may be downloaded to your Kindle. This is important because we have many different formats available that work with many different devices, and the “Kindle Book” format is the *only* format that will work with Kindle E Ink devices.
	2. Click **Available Now** to only show items that are currently checked-in and ready to be downloaded.
	3. You may want to sort the items to show the popular ones first. To do this, click “Added by site” at the top of the page and then click “Popularity” from the pop-up menu.
3. If you want more information about a book before downloading it, place your cursor over the book, and then click **more** in the bottom right-hand corner of the book.

**Downloading a Book**

1. Place your cursor over a picture of a book and click the blue button that says **Borrow**.
2. In the pop-up window that comes up, click **Go to Checkouts**. If you miss it and the pop-up goes away, click the icon of the little person that says “Account” near the top. This takes you to your “Checkouts” area of your “Account.” Click the big blue button **Download** next to your book to bring up the list of possible formats in which the book is available. Please note that only one format will work with your Kindle, and that is the “Kindle Book” format.
3. Select **Kindle Book** and then click **Confirm & Download**. If you do not see Kindle Book as an option, unfortunately you cannot check out this book on your Kindle.
4. You are now taken to the Amazon.com website. Click the yellow **Get library book** button on the right-hand side of the screen.
5. You will now be prompted to log-in to your Amazon.com account. You must know the email address associated with your Amazon.com account and also your Amazon password to continue.
6. Next, make sure the name of your Kindle is listed next to “Deliver to.” If it is not, click on the drop-down menu next to “Deliver to” and select the name of your Kindle. Then click **Continue**.
	1. Are you wondering what “Kindle Cloud Reader” is, as listed on the drop-down menu? If you select this, you will be taken to a page in your browser in which you can read the book right on your computer, or on your smartphone or tablet using the Kindle app.
7. Turn on your Kindle and make sure it is connected to a Wifi network.
	1. Don’t know how to connect to Wifi? Follow these steps:
		1. From Home, tap the **Menu** icon in the top right-hand corner.
		2. Tap **Settings**, and then tap **Wi-Fi Networks**.
		3. Tap a networkto connect. If you see a lock icon, a network password is required. If you are at Way Public Library, tap on the network named **Way Public Library**. There is no password required.
8. Go to your books. Immediately (or within a minute or so), your library book should appear on your list of books! You can start reading!
	1. If your book does not show up, and you are connected to Wifi (it should say “Wifi” at the top), try tapping the **Menu** icon in the top right-hand corner and then tapping **Sync and Check for Items**.

**To renew:** From the Overdrive Ohio Digital Library catalog, click the little person or “Account” button at the top and you will see a “renew” button to the right of your book when it is within three days of your due date. You may renew items only one time.

**Returning a Book**

1. Books will automatically return themselves on their due date, but if you would like to return one early you may do so by going to [www.amazon.com](http://www.amazon.com/)
2. Next, place your cursor over “Hello [your name here] **Your Account**” near the top right-hand corner of the screen, but do not click. Wait for a menu to pop up, and then click **Manage Your Content and Devices**.
3. You will see a list of Kindle books you have downloaded. Notice how at the top of this list of books, there are columns listed “Select,” “Actions,” “Title,” “Author,” and “Date.” Look at the “Actions” column, and note that there is a small box with three dots next to each book title in each row under “Actions.” Find the book that you want to return and **click the box with the three dots in it**.
4. In the small pop-up window, click **Return this book**.
5. When prompted with “Are you sure you want to return this Library Loan Ebook?” click **Yes**. You’re all set!