Checking out a Library Book to your Kindle (B&W models)

There are two ways to checkout, download, and enjoy library eBooks on your Kindle. To have access to the full collection of Library Kindle eBooks, you will need to understand both options.

Option 1: Wi-Fi downloading
Option 2: Use a USB cable. Some Kindle books are limited to USB transfer only due to restrictions publishers have placed on their titles. Learn more at http://bit.ly/znsTgo.

Option 1: Wi-Fi Downloading

Before you start, turn on your Kindle and make sure it is connected to a Wi-Fi signal; you cannot use the Kindle's 3G connection. On your Kindle, select **Menu** and **Settings** to choose a Wi-Fi network.

Step 1: Choosing and Checking Out a Book

- On your computer, go to Northern California Digital Library: http://califa.lib.overdrive.com
- Click **Login** at top of page and select **Santa Clara City Library** from the list.
- Enter your Library card number. Click **Sign In**.
- Search for a book. (Tip: Click **Advanced Search** near the search box. Under **Format**, select Kindle. Check the box "Only show titles with copies available" to find books available for immediate checkout.)
- When you find a book, click **Add to BookBag**. Make sure you are adding the Kindle version, not EPUB.
- Click **Proceed to Checkout**.
- Select the number of days for your checkout – 7, 14, or 21.
- Click **Confirm Checkout**.
- Click **Get for Kindle**. (At this point your computer will open a window to Amazon.com.)

Step 2: Adding the Book to your Amazon Account

- On the Amazon page, click **Get Library Book**.
- If you are not logged into your Amazon account, enter your email address and password to access your Amazon account. (Skip this step if your computer already logged you in.)
- If you have more than one Kindle associated with this account, choose the appropriate Kindle device and click **Continue**.
- You should see a message saying that the book has been added to your account. *Do not click the Download button.*

Step 3: Downloading the Book to your Kindle

- Go to your Kindle. From the Menu, select **Sync or Check for Items**, and your book should download.
- Return to the home page of your Kindle to see the book cover. It may take a few moments to download before you can begin reading it.

Returning an eBook Early

The book will automatically be returned on the due date, but if you want to return it early, follow these optional steps:

- Go to Amazon.com and log in to your account.
- Choose **Manage Your Kindle**. You will see a list of books you own or have borrowed.
- To the right of the title you wish to return, click **Actions**.
- A menu will display – select **Return this book**.
- If you'd like to remove it from your list, go to Actions again and select **Delete from Library**.

Option 2: USB Cable Transfer

Before you start, turn on your Kindle. Connect it to your computer with a USB cable.

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- Click **Login** at top of page and select **Santa Clara City Library** from the list.
- Enter your Library card number. Click **Sign In**.
- Search for a book.
    - Tip: Click **Advanced Search** near the search box. Under **Format**, select Kindle. Check the box **Only show titles with copies available** to find books available for immediate checkout.)
    - Tip: Place a hold on a title that is checked out. You will be notified when it becomes available.
- When you find a book, click **Add to BookBag**. Make sure you are adding the Kindle version, not EPUB.
- Click **Proceed to Checkout**.
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- If you have more than one Kindle associated with the account, select the desired Kindle device. Click **Continue**.
- You will see a message that the book has been added to your account. *Do not click the Download button.*

Step 3: Downloading the Book to your Kindle

- Near the top of the Amazon.com page, click **Manage Your Kindle**.
- Find the book you just checked out. Click **Actions** and select **Download & Transfer via USB**.
- You will be prompted to *Open* or *Save* the file. Next to the word *Save*, a small arrow will display **Save As**. Select **Save As** and then find your Kindle in the list of locations on your computer.
- Click **Kindle**, then double-click the **Documents** folder below it.
- Click **Save**. The file will now download to your Kindle.
- Safely remove the Kindle from your computer, and go to your Kindle's home page to find your book.

Returning an eBook Early

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- Go to Amazon.com and log in to your account.
- Choose **Manage Your Kindle**. You will see a list of books you own or have borrowed.
- To the right of the title you wish to return, click **Actions**.
- A menu will display – select **Return this book**.
- If you'd like to remove it from your list, go to Actions again and select **Delete from Library**.

For Additional Assistance

- Visit the Santa Clara City Library or call us: 1-408-615-2900.
- View *going mobile for Kindle step-by-step videos* at: http://help.overdrive.com/going-mobile-videos#kindle.
- View the **Digital Book Help – Overdrive Help** section of the NCDL website: http://califa.lib.overdrive.com .