

Objectives:

- Identify the four available types of digital books and compatible devices
- Search and browse for titles
- Identify if a title is available or checked out
- Place holds on checked out titles
- Understand how to download the appropriate software to your computer
- Understand how to download and transfer titles to an eReader or an MP3 player
- Access help features

Digital Books

Digital books are books (either in text or audio format) that have been converted into digital files and can be accessed and read or listened to through a computer or an electronic device such as an eReader or an MP3 player.







Deschutes Public Library lends digital books through its Digital Downloads page:



1. Type www.deschuteslibrary.org into your web browser's address bar and press <enter>.
2. Hover your mouse over Explore and a dropdown menu will appear.
3. Hover your mouse over Digital Downloads and click once with the left mouse button.






Compatibility

There are four types of files on the Digital Downloads site:

File type	Icon	Description	File Exts.
Audiobooks	 	Sound files you listen to on your computer or an mp3 player. Similar to a book on CD.	WMA MP3
eBooks	 	Text files you read on your computer or an eReader.	ePUB PDF
Kindle books		Kindle-specific eBooks you read on your computer (with Kindle for PC) or Kindle.	AZW
Video		Video files including animated shorts and movies that you can watch on your computer.	WMV

For **eReaders**, you will need to find books with the  or  icon. Both file types should work with most devices, although some might not recognize pdf files as books. Instead, they will put these files in the documents folder on your eReader.

For **Kindles**, you will need to find books with the  icon. Most of the library's eBooks are available for Kindle, but a few are not. ePub and ePDF files will not work on the Kindle.

For **MP3 players**, you will need to find books with the  or the  icon. These will make a difference depending on what type of MP3 player you have. WMA files are Windows media files. They are not compatible with Apple products unless you are also using a Windows based computer:

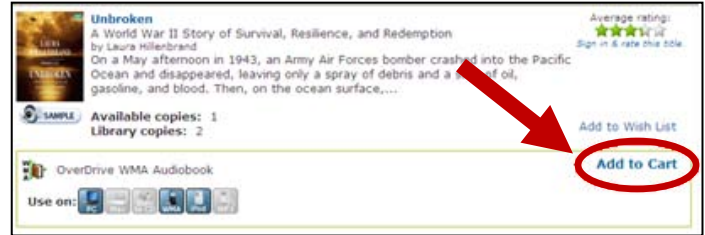
- If you are using an iPod with a Windows-based PC, you can use WMA files.
- If you are using an iPod with an Apple computer, you cannot use WMA files. You can only use MP3 files.

Availability

Like a physical book, the library is limited in the number of copies of a digital book that can be checked out at a time.

Add to Cart

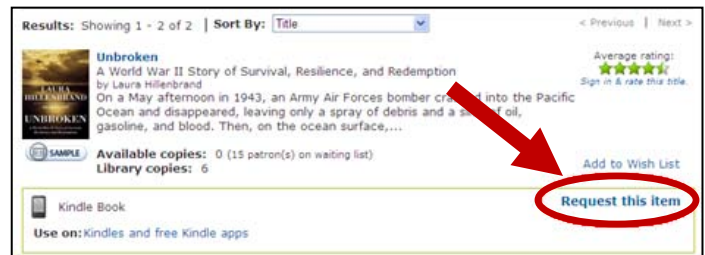
If a title is available for download its status will be set as Add to Cart.



Request This Item

If a title is already checked out, its status will be set as Request This Item.

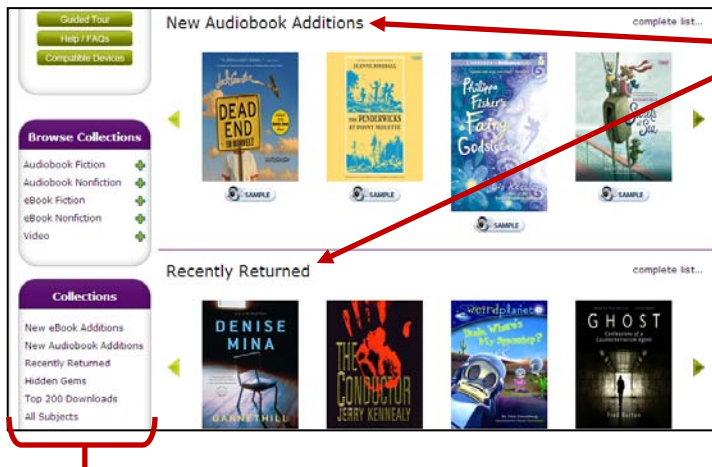
Click on the link and you will be prompted to enter your email address. Once the book is available, you will receive an email and you will have 3 days to check it out.



Finding Books

Browsing

You can browse each format's collection in its entirety or by genre.



You can click on the different collections Tabs in the main area of the Digital Downloads page.

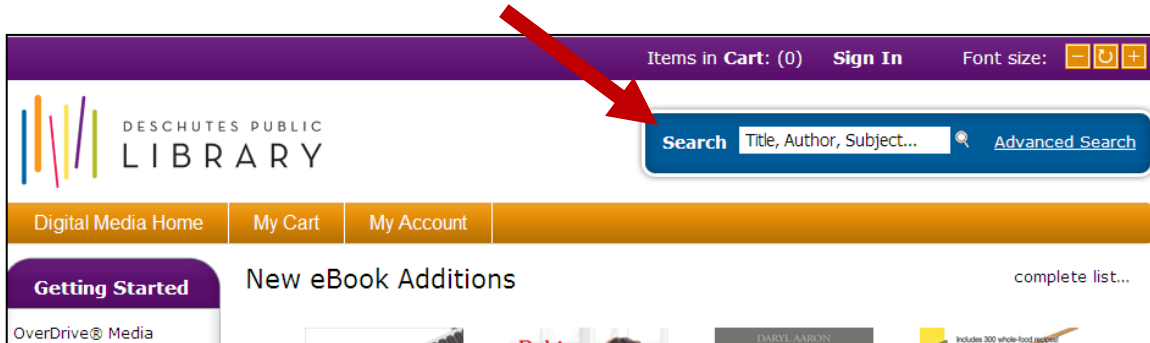
OR

You can browse by special collections or format and genre in the left-hand column. Click on the plus sign next to the format type to open the list of genres.

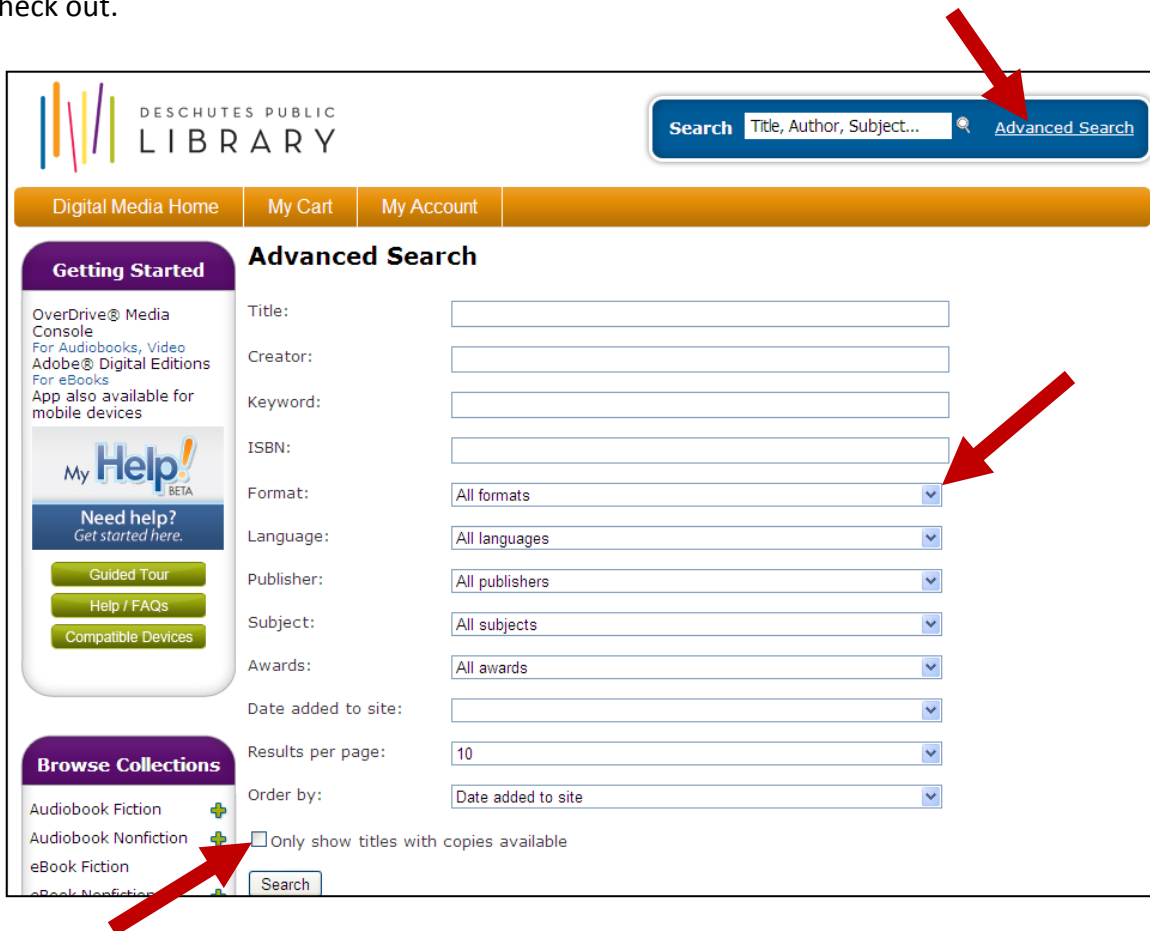
ACTIVITY 1: Browse for a book that you'd like to check out that is currently available. Add it to your cart

Searching

You can search for specific authors, titles or topics using the **Search** toolbar at the top, right-hand side of the page.



You can also click on **Advanced Search** beside the Search box for more search options. Here, you can filter by file type and also limit your results to those titles that are currently available to check out.



ACTIVITY 2: Search for a book you'd like to check out that is currently available (stated as Add to Cart).

ACTIVITY 3: Checking Out Books

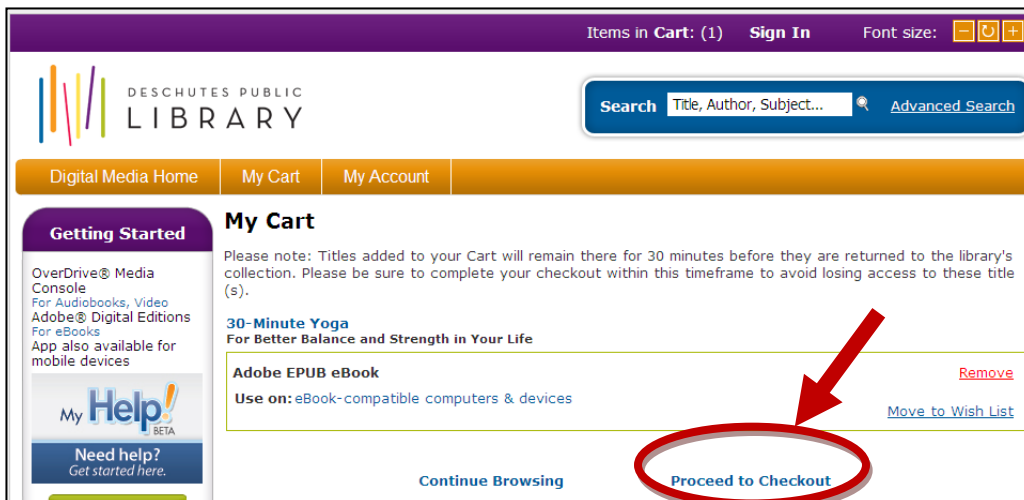
1. Find a digital book you would like to check out that is statused as Add to Cart. **Click once on Add to Cart.**



NOTE: If you select Add to Cart or Request This Item next to a file type not supported by your device, there is no way for library staff to change it to the file type you need.

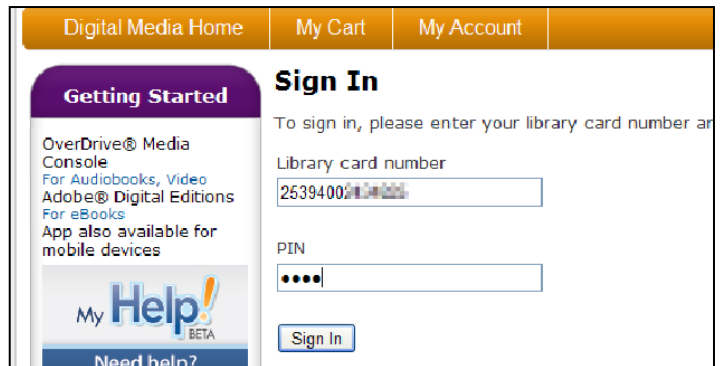
NOTE: The system will hold items in your cart for 30 minutes if you want to continue browsing before checking out. After 30 minutes, the item will appear as available on the site for someone else to add to their cart.

2. Click once on **Proceed to Checkout.**

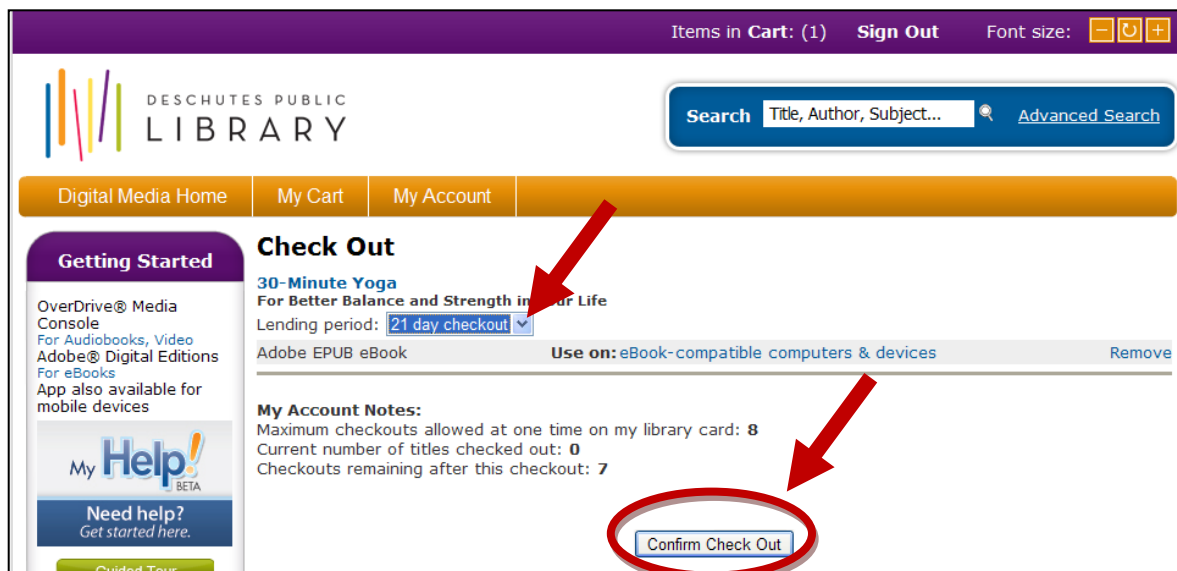


3. You will be prompted to enter your library barcode number and PIN if you haven't already logged into the site.

- Your barcode number is the long number beginning with 2539400 beneath the barcode on the back of your library card. Enter the whole number with no spaces.
- Your PIN is usually set as the last 4 digits of your phone number. If it doesn't work, call 541-617-7080 to have it reset.



4. Once you've logged in, you will see the screen below. **Choose your lending period and click on Confirm check out.**



Loan Limits

You can have up to 8 digital books checked out on your card at any one time, and up to 10 holds (requested items). You cannot renew digital books.

You can set your own loan period:

- 7 or 14 days for e-Audiobooks
- 7, 14, or 21 days for eBooks

Downloading Digital Books

For the next steps on downloading digital books and transferring them to your device refer to the device specific handout:

- Know eReaders: Downloads & Transfers
 - For all non-Kindle eReaders including Nooks, Sony and Pandigital
- Know Kindle Books: Downloads & Transfers
 - For all Kindle devices and apps
- Know e-Audiobooks: Downloads & Transfers
 - For all MP3 players

Help and Troubleshooting Problems

If you run into trouble with the Digital Books there are many features on the site to help you.

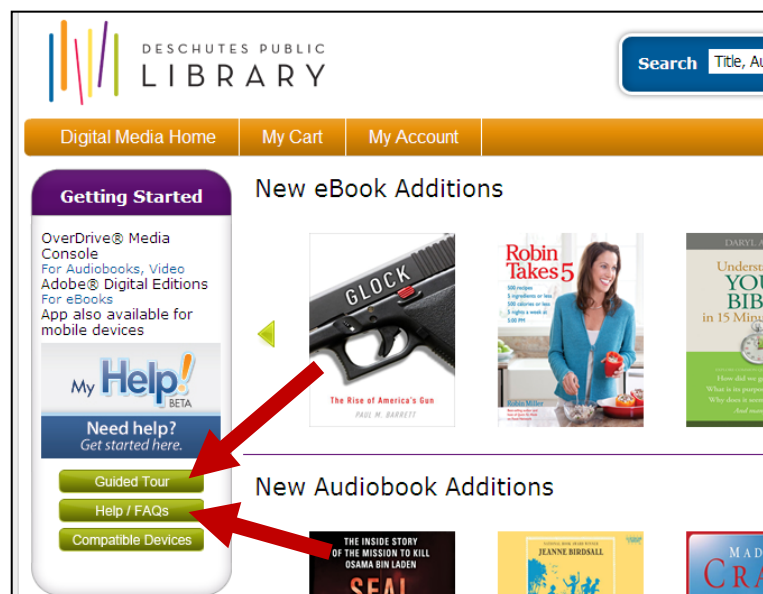
Before trying to download the Digital Books software to your computer or checking out and downloading Digital Books, we recommend you:

1. Watch the Guided Tour

If you prefer seeing how something works to reading about it, watch this video tutorial which will take you through the entire process.

2. Read the Quick Start Guide in Help/FAQs.

This guide goes through the entire process and will give you a good overview of what to expect.



ACTIVITY 4: Using the Help features

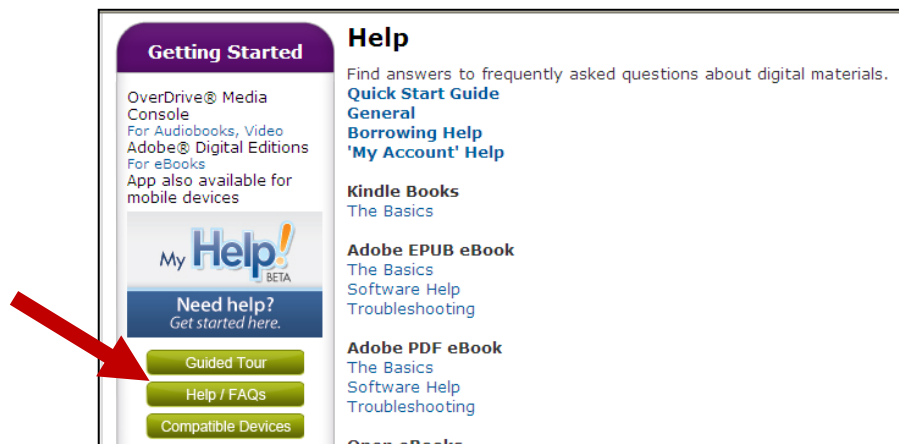
1. Click on the large **MyHelp** graphic at the top of the left-hand column.



2. Follow the prompts by answering what type of file you're trying to use (audiobooks, eBooks or video), what type of computer (Windows or Mac) or device you have, then click on View My Help for more detailed instructions.

If you don't find a solution to your problem, next try the Help files on the Help/FAQs page.

3. Click on **Help/FAQs** in the Getting Started column on left-hand side of the page.



4. Find the file type you are having trouble with and click on Troubleshooting.
5. Scroll through the list to see if you can find the problem you're having.
6. Click on the question you have to reveal troubleshooting tips.

If you're still having trouble, click on the link to send an email to support or call the main DPLS reference line at: 541-617-7080.