

How to use 3m Cloud and Overdrive Library-on-the-Go

Class given March 29th, 2016

What you'll learn today

1. How to install an e-reader app to your device, if you haven't already done so.
2. How to locate, checkout, and download items to your device.
3. How to adjust the font size/text color/brightness of your e-books, so that you can customize your reading experience to meet your own needs
4. What to do if something goes wrong

What are 3M Cloud and Overdrive?

- Free services to access eBooks and eAudiobooks through the Library
- eBooks/eAudiobooks can be read and listened to on a variety of devices (not just eReaders, but phones and tablets too!)
- Each have thousands of popular titles available
- Can be used to access books on the go (no need to come in to the Library and physically check out books)
- Sometimes have books that aren't otherwise available in our library system!

What are 3m Cloud and Overdrive?

Comparison of features:



3M CLOUD LIBRARY

- Includes eBooks and eAudiobooks
- Items can be checked out for **21 days (3 weeks)**
- Can check out a maximum of **5 items** at the same time
- Can place hold requests on items that are checked out
- Can synchronize up to 5 devices with your 3M Cloud account



OVERDRIVE (LIBRARY ON THE GO)

- Includes eBooks, eAudiobooks, and other digital media (some movies, music, etc)
- eBooks can be checked out for **2 WEEKS**, eAudiobooks can be checked out for **3 WEEKS**
- Can check out maximum of **5 items** at the same time
- Can place hold requests on items that are checked out

What do I need to Get Started?

- In order to use 3M Cloud and/or Overdrive, you will need:
 - A **current, valid library card** (can't have more than \$5.00 in fines on card)
 - **PIN number** (ask Library staff if you don't know what your PIN is)
 - **Connection to the internet** (only needed when downloading books)
 - A device to read/listen to eBooks and/or eAudiobooks on (can also read them straight from your computer)
 - An **Amazon account** (for Kindle books) AND/OR an **Overdrive account** or **Adobe ID** (for epub books)

Adobe ID is only required if a.) you want to use both 3M Cloud Library and Overdrive Library-on-the Go on the same device, or b.) if you are checking out (or have checked out) e-books on multiple devices

GETTING STARTED WITH OVERDRIVE

If you have an older device (original Nook reader, Nook GlowLight, other devices that do not allow you to download apps) go to *libraryonthego.org* to start looking for books.

- If you have an early Kindle, all you will need is a Wi-Fi connection to transfer your books (will not have to install anything)
- You will need to have a USB cord in order to transfer the books you download from Library-on-the-Go to your device
- For early Nooks and other non-Kindle devices that do not allow you to download apps, you will also need to install **Adobe Digital Editions on your computer** (for downloading and transferring e-books) **and/or the Overdrive computer app** (for downloading and transferring audiobooks)

DOWNLOAD LINKS:

Adobe Digital Editions: <http://www.adobe.com/solutions/ebook/digital-editions/download.html>

Overdrive Computer App: <https://app.overdrive.com/> (Click "Get Started", then select the app for your computer type)



GETTING STARTED WITH OVERDRIVE

If you have a newer device, go to the App Store and download the Overdrive App, then follow the instructions below.

Devices that can use the Overdrive App

- Kindle Fire
- Nook HD/Nook Color/Nook Tablet
- Android phones and tablets
- iPhone/iPad/iPod touch
- Chromebooks

2. When you open the Overdrive app for the first time it will **ask you to set up an Overdrive account**. Follow the steps to do so.

3. Click on the  **or**  icon in the top-left corner; then select **Add a Library**. Search for **Rochester Public Library District**, then select the  next to **Rolling Prairie Digital Consortium** to save the library. Click on Rolling Prairie Digital Consortium to go to the Library on the Go site.

Sign in

Make sure you always sign in using the same method, especially if you plan to download (or have downloaded) eBooks. [Learn more here.](#)

Sign in using library card

Sign in using Facebook

or

Email address

Password

☐ Remember me

Sign in or reset your password

Don't have an OverDrive account? [Sign up](#), it's free!

Setting up Overdrive
using Overdrive
account

Computer Authorization

Adobe® Digital Editions

Authorize Your Computer

Authorizing your computer enables you to:

- Easily transfer Adobe DRM protected items between multiple computers and mobile devices.
- Read Adobe DRM protected items on up to three computers and three mobile devices.
- Restore your content from backup should you ever need to re-install the OS.

Select eBook vendor, then enter your login ID and password below

eBook Vendor: [Create an Adobe ID](#)

Adobe ID:

Password: [I forgot my password](#)

☐ I want to authorize my computer without an ID

Cancel

Authorizing Adobe Digital
Editions w/Adobe ID

SETTING UP YOUR OVERDRIVE ACCOUNT or ADOBE ID

FOR OLDER DEVICES

- After you download and install **Adobe Digital Editions** (which you need to transfer books onto your device), open it
- From the top menu, go to **Help→Authorize My Computer**
- In the window that pops up, select either **Adobe ID** or **Overdrive** from the dropdown list
- If you have not set up an Adobe ID or Overdrive account, click on the **Create** link and follow the steps
- Enter your ID and password in the **Computer Authorization** window, then click **Authorize**

FOR DEVICES USING THE OVERDRIVE APP

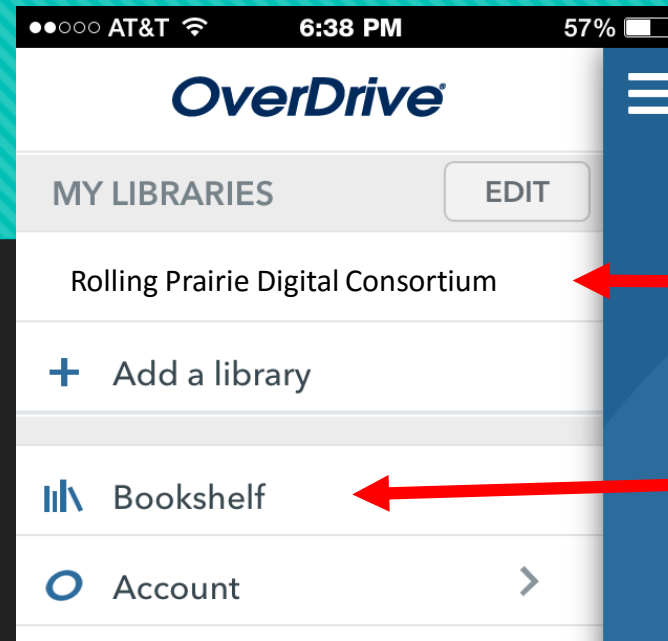
- The first time you open the app, it will ask you to authorize the app using either an **Adobe ID** or **Overdrive account**.
- If you don't already have one, you can set up an Overdrive account using your library card or email.
- Follow the steps for logging in.

Whenever you install Overdrive or Adobe Digital Editions on a new computer or device, be sure to use the same Overdrive account or Adobe ID that you used on your first device!

GETTING STARTED WITH OVERDRIVE

4. In the upper right corner, click **Sign In**. From the drop-down menu, select **Rochester Public Library District**. Then log in using your library card barcode number and your library PIN.

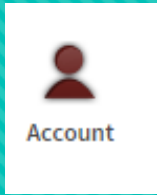
Be sure to check the box by “Remember my login information on this device” so that you don’t have to re-enter your information every time you use Library on the Go.



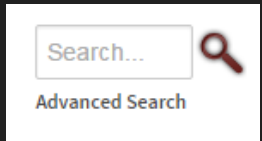
Click here to go to Library on the Go and start searching for books

Once you have checked out books from Library on the Go and downloaded them to Overdrive, this Bookshelf is where you'll go to read/listen to them

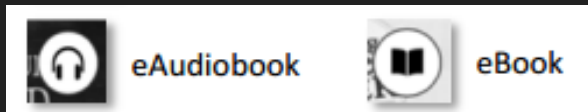
GETTING STARTED WITH OVERDRIVE



Click on this icon to see what items you have checked out/items you have on hold



Use the search menu to search for specific books and authors



The icons in the top-right corner of a book cover let you know if it's an eBook or an eAudiobook

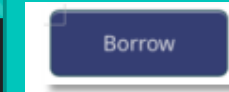


If the book or headphones icon is GREY, it means the item is currently checked out.

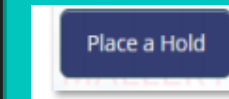
Click on the links in the red menu to browse for books and audiobooks

Featured Collections	eBook Fiction	eBook Nonfiction	Audiobook Fiction	Audiobook Nonfiction	Children & Young Adult
New eBooks	General Fiction	General Nonfiction	General Fiction	General Nonfiction	Children's Fiction
New Audiobooks	Historical Fiction	Biography & Autobiography	Classic Literature	Biography & Autobiography	Children's Nonfiction
Most Downloaded	Literary Fiction	Business & Finance	Literary Fiction	History	Young Adult Fiction
Just Returned	Romance	History	Mystery & Suspense	Language Learning	Young Adult Nonfiction
All Collections...	View more...	View more...	View more...	View more...	View more...

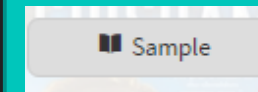
When you click on or hover over a book cover, a new menu will appear that gives you the following options:



Click on this icon to check out a book (if available)



Click on this icon to place a hold on a book



Click on this icon to read a sample of the item



Click on this icon to see more information about a book (like a summary)

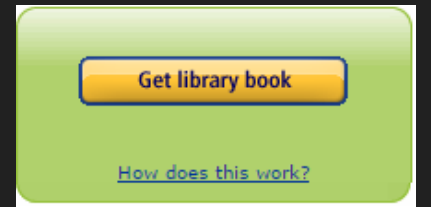
NOTE: Before you check out any items, go to **Account** and click on the **Settings** button. On the menu on the left side of the screen, make sure your lending period is set to **14 days** for books and **21 days** for audiobooks.

GETTING STARTED WITH OVERDRIVE

Once you've borrowed an item, click on the  button to go to your bookshelf.

Click on the  button next to the book cover to download it to your device.

If you have a Kindle device, select **Kindle Book** format and click download. This will take you to the Amazon website; click **Download Library Book** and login with your Amazon ID and password to start the download process. The Kindle book should appear with your other eBooks when it's finished downloading.

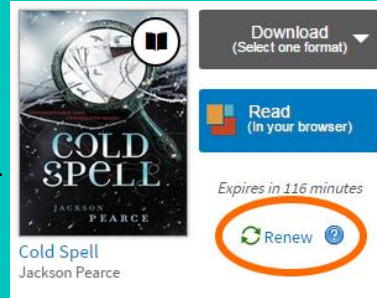


For other devices, select **ePub format** and click download. The book should automatically show up on your Overdrive bookshelf once it's finished downloading.

RENEWING AND REQUESTING BOOKS WITH LIBRARY ON THE GO

RENEWING BOOKS:

1.) **3 days before your item is set to return**, a new link will appear next to the item on your Library on the Go bookshelf (Account→Bookshelf) that says **“Renew”**, if there are no current requests for the item



2.) When you click on the renew button, a prompt will appear asking you to enter your email address. Enter your email, and check the box next to **Automatically borrow this title at time of renewal**. Then press **Renew**.

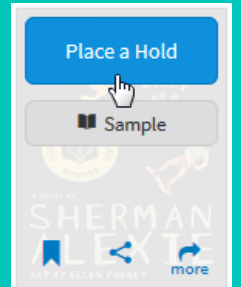
3.) If the renewal was successful, the icon next to the item should change to a green checkmark and the word “Renewed”



4.) Once the item has been renewed, you'll get an email with instructions on how to download it again.

REQUESTING BOOKS:

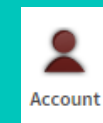
1.) If an item is unavailable, when you hover over it or tap on the cover image the **Place a Hold** button will appear. Click on this button to put a request on the item



2.) A prompt will appear asking you to enter your email address. Enter your email, and check the box next to **Automatically borrow this title when it becomes available**. Then press **Place a Hold**.

3.) Once the title is available for checkout, you'll get an email letting you know that you can download the item again.

To check on the items you have on hold/ your place in the holds list, go to



Holds



Getting started with 3m cloud

- To use 3M Cloud, you will first need to download the 3M Cloud app
- **How to get 3M Cloud app:**
 - If you have a device that lets you directly download and install apps, go to the **App Store** and search for **3M Cloud Library** app. Download and install it. (will be slightly different for Kindle Fire devices)
 - If you don't have a device that you can directly install apps on, download and install the **3M Cloud Computer App** to your computer (go to Rochester Library website→Electronic Resources→3M Cloud Library to find app)

Devices that can directly download 3M app	Devices that require you to download computer app
<ul style="list-style-type: none">• Kindle Fire• Nook HD/Nook Color/Nook Tablet• Android phones and tablets• iPhone/iPad/iPod touch	<ul style="list-style-type: none">• Older Nooks (original Nook/Nook Touch)• Windows computers• Mac computers

NOTE: The only Kindle that is compatible with the 3M Cloud Library at this time is the Kindle Fire

For specific instructions on how to install 3M Cloud Library for the Kindle Fire, visit
<http://www.3m.com/us/library/eBook/kindle.html>

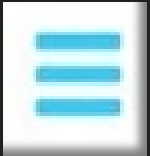
Getting started with 3m cloud

How to set up 3M Cloud once you've installed the app:

1. Log in to 3M Cloud Library

From the drop-down menu on the main page,
select **United States** → **Illinois** → **Illinois Heartland Library System**
Then enter your **library card barcode** and your **PIN**.

2. Browse or search for books

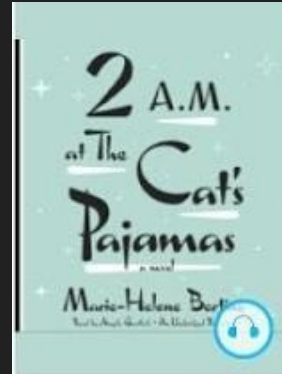


Click on the 3 bars icon for more browsing options (EX: to browse specific genres, or to only browse books that are currently available)

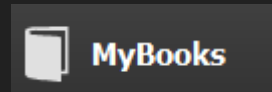
Click on the magnifying glass to search for books and authors



Click on a book cover to get more information about that book and to see if you can check it out



A book cover with the **headphones icon** is an audiobook



Click **MyBooks** to see the items you currently have checked out and requested

Getting started with 3m cloud

Checking out books:

- When you click on a book cover, a new menu will open up giving you more information about the book
- If the book is available to checkout, the BORROW button will be visible. Click on this button to check book.
- If the book is currently checked out, the PLACE HOLD button will be visible. Click on this button to place a hold on the book.

If you are using the 3M Cloud Library app for Android, Apple Devices, Kindle Fire, or newer Nook Readers, you should be able to read/listen to your checked out books directly from the 3M Cloud App



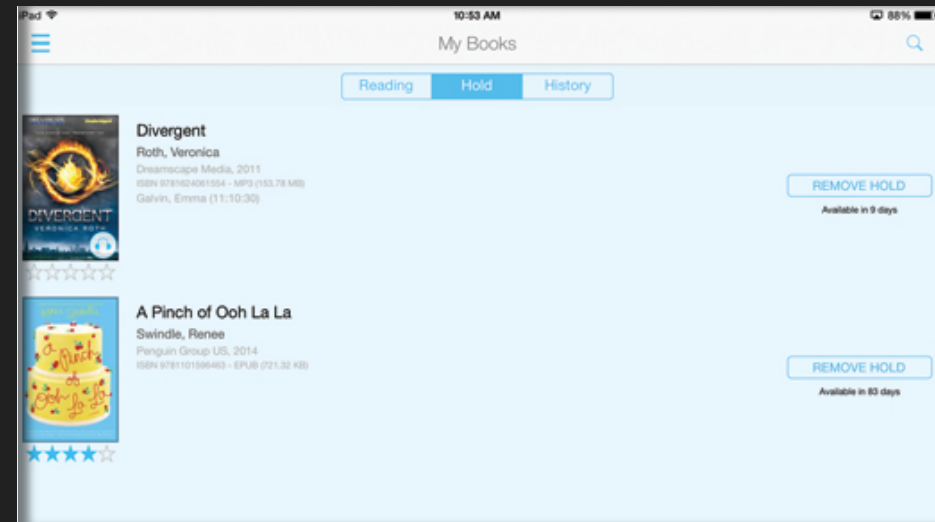
RENEWING AND REQUESTING BOOKS WITH 3M Cloud

3M Cloud DOES NOT let you renew your checked out items. Once your item has expired, if there are no requests on it you can go back into 3M Cloud and check it out again.

Requesting Items With 3M Cloud:

1.) In the 3M Cloud app, click on the cover image for the item. If it is checked out, the **Place Hold** button will appear. Click on this button to place a hold on the item.

2.) To see your current hold requests, go to the “**My Books**” page in the 3M Library, then click **Holds**. This page will show the items you currently have requested, and will also tell you approximately how long you have to wait for an item. You can also cancel hold requests from this page.

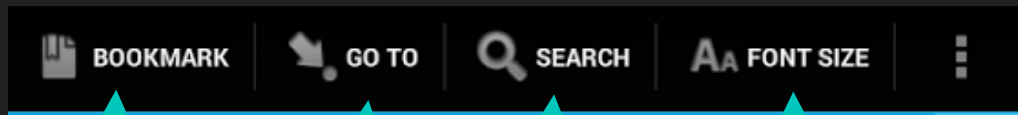


3.) Once an item you've requested is available, it will automatically be checked out to you.

Customizing your reading experience

In Overdrive, tap the center of the screen while you have a book open to access the settings menu

In 3M Cloud Library, tap the center of the screen while you have a book open to access settings menu



Bookmark page

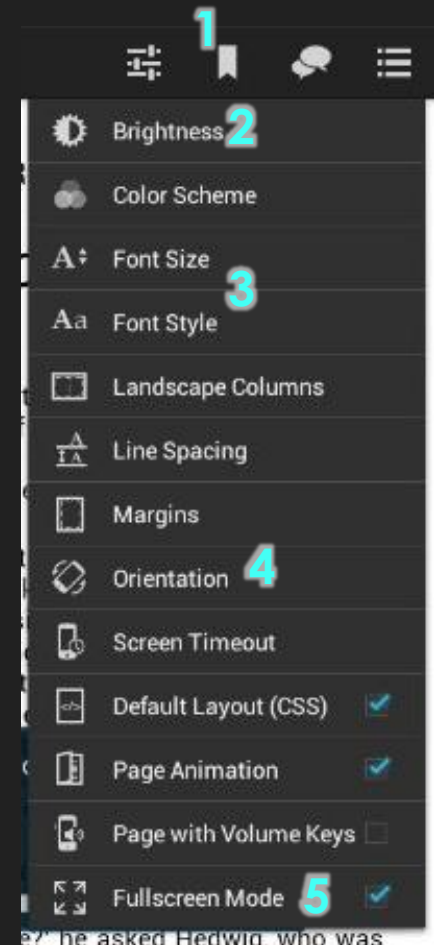
Go to a specific chapter or page

Search for a specific word or phrase

Change font size

1. **Ribbon icon** = bookmark page
2. **Sun icon** = adjust screen brightness
3. **Letter icon(s)** = adjust the font size, change the font
4. **Rotating box** = set whether the book displays vertically or horizontally
5. **Four arrows point out** = open the book in full-screen mode

Settings menu will look a bit different on each device, but the icons are similar




How to Return Books

What to do if you want to check-in an item before it's due

With 3M Cloud Library:

- If you are using a non-Kindle device, checking in books is easy!
- Go to rochesterlibrary.org, and hover over the **Card Catalog** link at the top of the screen. Click on the **My Account** tab that pops up.
- Login with your library card barcode and pin. Then click on **My Account→Items Out**
- Next to the 3M Cloud item you want to return, there should be a button that says **Check In**. Click on this and follow the prompt that appears, and your book will be checked in!

A small blue rectangular button with the text "Check In" in white.

With Overdrive:

- Go to your **Bookshelf** in the Overdrive app
- Find the title that you want to return
- Press and hold down the cover image of the item, until a menu appears with the option **Return to Library**. Click on this, and it will return your book.



If you are using a Kindle, you can check-in items by logging in to your Amazon account, then clicking **Your Account→Manage Your Content and Devices**. Then click on the **Actions** button next to the item you want to return, select **Return This Book**, and click **Yes**.

What should you do if something goes wrong?

- Unfortunately Overdrive and the 3M Cloud Library are not perfect, and things go wrong a lot
- Good thing is that **the more problems people run into**, the more the **Library knows how to handle** those problems
- Some of the most common problems:
 - **Account problems** (due to expired card or fines)
 - **Problems downloading books** (due to issues with Overdrive or Adobe ID)
 - **Books won't open** (usually a file problem)
 - **App doesn't run properly or won't open** (usually an issue with an app or device update)



Overdrive has a lot of helpful troubleshooting information at <http://goo.gl/qudtBP>

You can look up issues by specific devices, as well as get step-by-step instructions for setting up different features!