

RETURNING A BOOK

- 1 Go to www.amazon.com and log in to your account.
- 2 Put the mouse on “Your Account” at the top and click “Manage Your Content and Devices.”
- 3 To the left of the book you want to return, click on:
- 4 From the menu, choose “Return this book” and then click Yes.

Actions



Deliver
Download & transfer via USB
Clear furthest page read...
Return this book ←
Read Now
Buy Now

 **Troubleshooting Tip:** If you experience any problems, try refreshing the Amazon.com screen, reconnecting to WiFi on your Kindle, and/or restarting your Kindle.

FREQUENTLY ASKED ?S

How many books can I have checked out at one time? **Eight**

How many books can I have on hold at one time? **Ten**

Can I renew a book? **Yes, if there is still a copy available you can 3 days before it expires. However, if it cannot be renewed, you may place it on hold again to re-download when it becomes available.**



What does this symbol mean?

That symbol — called “Advantage” — indicates that the Moffat Library has purchased extra copies of the book that are *only* available for Moffat library users. Bottom line: even when the hold list is long, you may get your copy much sooner than you think.

How can I change the length of the lending period? Click on “Account” on the top right. Then click “Settings”—it is next to the gear icon. You can then choose your default settings.

What happens to a book when the checkout period is over? You will no longer be able to “open” the book. You may see a message such as “Loan Ended.” It may disappear, or you may have to delete it manually.

Why does each book cover have a ribbon underneath it? Clicking a ribbon will add the book to your wishlist. Access your wishlist by clicking on “Account” and then “Lists.”

I think I need some extra help. What are my options?

- ⇒ Click on “Help” on the top right corner. You can view how-to videos, a FAQ section, and a link to contact customer support.
- ⇒ Call us at 845-496-5483 ext. 323 or 326 and/or come in and speak with a librarian. If you come in, please bring your Kindle.

Downloading eBooks

FROM THE RAMAPO CATSKILL LIBRARY SYSTEM



Kindle

Kindle Original
Kindle Paperwhite
Kindle Voyage

MOFFAT LIBRARY
OF WASHINGTONVILLE



GETTING STARTED

- 1 Turn on your Kindle and make sure your WiFi is activated. If you do not have WiFi, make sure you have a USB cord to connect your Kindle to your computer.**
- 2 Log into your Amazon account. Don't have one? Go to www.amazon.com to register.
- 3 Go to the OverDrive website (<http://rcls.lib.overdrive.com>)
- 4 Click on "Sign In" (top right corner). Type in your card number in without any spaces (22845...) and your PIN and click Sign In.
(If you need information about your PIN number, please call the library at 845-496-5483, ext. 323)

KindleFire users: you will not be able to use your Kindle's browser to check out materials. You need to download the OverDrive app. If you choose this option, you'll need to select **EPUB rather than **Kindle Book** in the checkout process. Try our OverDrive app guide for more help.

SEARCHING

- ★ Use the search box found in the top right corner.



Advanced Search

- ★ The "Advanced Search" option allows you to search by title, author, subject, format (e.g. Kindle, MP3, etc.), language, publisher, and/or award. You may also search for titles that were added within a certain time period.
- ★ The advanced search also allows you to view only titles that are currently available.
- ? Is your book unavailable? See the **placing holds** section.
- ? Ready to download your selections? See the **checking out** section.

PLACING HOLDS

- 1 Click 
- ★ If you have not logged in already, you will be prompted to do so.
- 2 Type your e-mail address and click "Place a hold." To borrow your book automatically when it is available, click the check box.

CHECKING OUT

- 1 Click 
- 2 Click the Bookshelf link in the pop-up window. Click 
- 3 Choose **Kindle Book** and click **Confirm & get Kindle book.** **
- 4 You will be rerouted to Amazon. Click on 
- ★ You may also read the book in your browser. Click the Read button in your browser
- ★ If you're connected to **WiFi**, your book will appear on your device.

<http://rcls.lib.overdrive.com>