



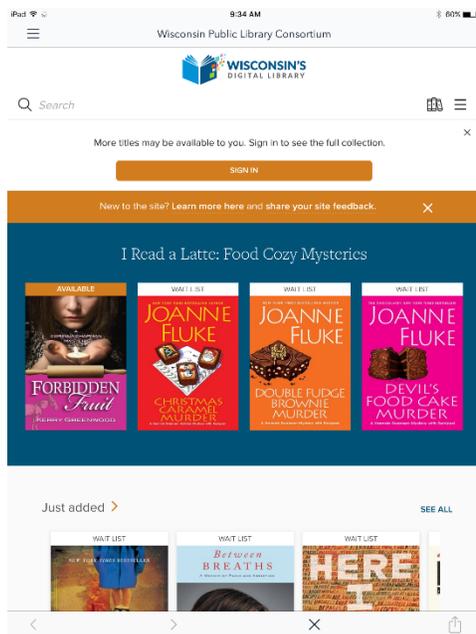
Kindle eReaders (WiFi, Paperwhite, etc.)

*Before you get started, you will need a valid Bridges Library System (Waukesha or Jefferson County) Library card, an Internet connection, and an Amazon Account.

Getting Started

Use a computer, tablet, or smartphone to open the Overdrive website. The website is accessible at <https://wplc.overdrive.com>

Signing In

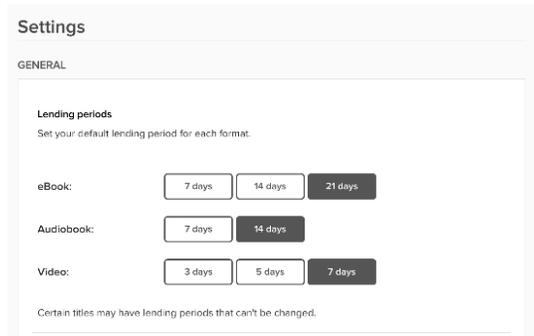


You will notice the **Sign In** button at the top of the page. Click this to sign in. Signing in now will allow you to see which titles are available for checkout and which have a waiting list. From the dropdown menu, select **Bridges Library System** and in the next box type in your library card number. Type all letters and numbers into the box. The next box is your pin/password. This may be either your birthdate (if your card was issued prior to 2012) in this format MM/DD/YYYY or the last four digits of your phone number (if your card was issued after 2012). Check the box marked **Remember my card number on this device** if you want the information saved. Please see the library for assistance.

A screenshot of the Overdrive sign-in form. The title is "Sign into your library". Below the title, there is a dropdown menu labeled "SELECT YOUR LIBRARY FROM THE LIST BELOW:" with "Bridges Library System" selected. Below the dropdown, there are three input fields: "CARD NUMBER", "PIN/PASSWORD", and a checkbox labeled "Remember my card number on this device". At the bottom of the form, there is a blue "SIGN IN" button and a "Cancel" link. At the very bottom, there is a small note: "For a quick resolution to problems logging in with your library card, call your local library."

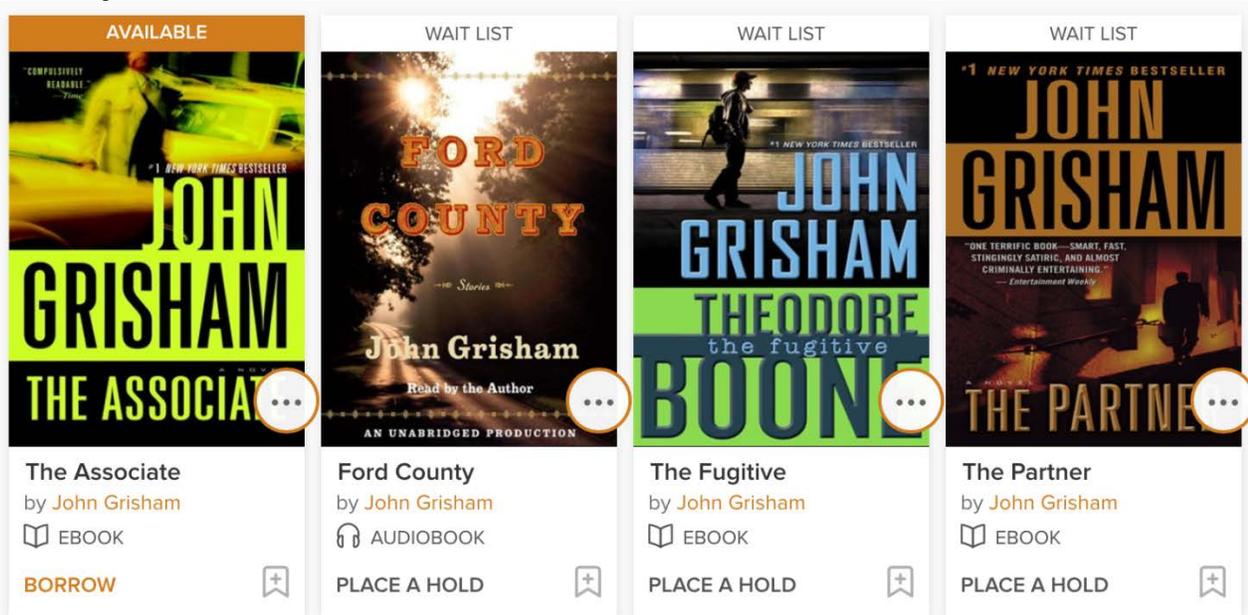
Adjusting the Checkout Period

The first time you use this, it's best to note the checkout periods for each format. In the upper right corner either tap the three bars or the small image of three books. Then select **My Account** and **Settings**. You will see lending periods for eBooks, Audiobooks, and Videos. The default checkout period is set to the shortest checkout length. If you want this to be different, select the checkout period that you want for the formats you are using. Please note that the longest available checkout period for eBooks is 21 days and for Audiobooks it is 14 days. Changing these time periods will adjust the checkout periods for all checkouts going forward.



Searching for Items

You're now ready to start searching for items. If you have a specific title or author that you would like to search for, tap the image of the magnifying glass to open the search box. Type in your search terms and tap **Search**. Your results will appear with cover images. Items that are available for checkout are marked **Available** at the top and those that require you to place a hold are marked **Wait List**. The format of each item is noted below the image. Also, below the image is the option to either **Borrow** an item or **Place a Hold**. Next to that is an icon that allows you to put an item on your wish list.

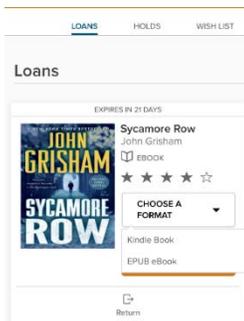


Browsing for Items

If you don't have a specific title or author that you are looking for, but would like to browse by subject, select the three bars in the upper right, and select **Subjects**. You will be given an extensive list of subjects from which you can choose. Before you choose your subject, you can also limit your browsing to a specific format by selecting the **Format** drop down option at the top of the page. This will allow you to limit your items to eBooks.

Checking Out eBooks

To check out an item that is immediately available, select **Borrow** below the cover image. The word **Available** above the image will change to **Borrowed**. Select the image and then select **Go to Loans**. You will then be directed to your **Loans** page.



You will be asked to select a format. Select the **Kindle** format and you will be redirected to Amazon's website to finish your checkout. On the right side of the page you will see an option that says **Get Library Book** and a drop down menu below it that allows you to choose the device that you want your book sent to. Select your device and you will be asked to sign into your Amazon account. You will receive an alert that your item has been sent.



Now switching to your Kindle, go to your menu and select **Sync & Check**

for Items. (If you are not already connected to wi-fi, your device will alert you to connect. Choose the wi-fi network and select **Connect**.) If you are connected to wi-fi, your device will start to download your book. You can now start reading!



Placing and Managing Holds

Items that are not immediately available for checkout require that you be put on a wait list. To do so, select **Place a Hold** below the cover image. Enter your email address and you will be notified via email when the title is available to borrow.

To view what you have on hold, in the upper right corner either tap the three bars or the small image of three books. Then select **My Account** and **Holds**. You will be able to view all titles on hold, what number you are in line for a title, edit the email associated with the hold, suspend, or remove the hold.

Returning eBooks

EBooks can be returned early. Log into your Amazon account and under **Your Account** click on **Manage Your Content and Devices**. Next to the title you have borrowed is a box. Check the box then click on the **Actions** button just to the right. It should look something like this:

Click on **Return this book** to return the item.



Please note that library cards require an address check every three years. If you are unable to login, you may need to update your information. Contact the library to get updated.

Questions? Feel free to call the Pewaukee Library at (262)691-5670, x 925 for assistance.

11/2016