Lincoln Library **Public Library of Springfield, IL**

eDownloads from the Library Catalog

The library catalog now contains our Library on the Go, eReadIllinois, Hoopla and OneClickdigital collections. Downloadable titles can be searched and downloaded from the catalog and managed from *My Account*. You may choose a search method below to see just the downloadable content or use your normal search method and downloadable content will be included in your search results.

Signing In to the Library Catalog:
1. Go to lincolnlibrary.info in a web browser
2. Click on Library Catalog or My Account
3. Click **Log In** at the top of the screen and enter your Lincoln Library card number and PIN.

Searching for a Downloadable Item:
1. To begin your search for downloadable items, first change the search options from "Everything" to "**eDownloads**". If you leave this as "Everything" it will search both physical and downloadable materials.
2. The second search field is optional. You are welcome to change it to match what you are looking for (author, title, subject, etc.) or leave it as "All Fields" and search everything.
3. You can enter a search term or leave the field blank to bring up all downloadable materials.

Refining your Search:
After you click search, you will be presented with a list of titles (your search results). If your search term was broad, or you left the search box blank, you may want to reduce your search results using the options listed on the left-hand side menu.
- You can narrow your results by adding or removing options, either by clicking **include**—which allows you to see items based on the options you selected; or by clicking **exclude**—which removes titles that fall under the option you selected. Example: you know you prefer to read mysteries so you search for "mystery." You want an eBook so you select eBook under Format and click on Include. Then if you know that you want to read it in the OverDrive app you can select OverDrive from the E-Vendor facet.

Holds:
The majority of downloadable titles are purchased by the library just like print books are—one copy for one user. That means one card holder checks out a title and, when they return it, the next patron gets it. If the downloadable title you want is already checked out by someone else, you will need to place a hold.
1. Click on **Place Hold**
2. Enter your library card and PIN number
3. Click on **Place Hold** to complete the process and you should get a message saying "Hold placed successfully".

When notified that Hold is available:
- When you get the email that your hold is available, go to the *Hold List* in your library My Account and click on **Checkout Now** next to the title. Choose your format and click on **Check Out**. Click Save to read it on your computer or Cancel to check it out without downloading it. You will have 72 hours after receiving the email to check it out.

Checking Out a Downloadable Book/Audiobook:
1. When you find a title you like, click on **Checkout Now**
2. Enter your **library card number and pin**
3. Depending on the vendor you are downloading from you might be asked to login with a username and password and will be given the option to create these accounts.
4. When presented with a choice, **choose the format** you for the app you are going to use— The app will be listed with "App / eVendor"

Lincoln Library Public Library of Springfield, IL

eDownloads from the Library Catalog

- Click on **Checkout Now**
    1. **Checking out on a computer and plan to read or listen to the title on a computer,** then
        A. Open it with the appropriate program:
            - EPUB use Adobe Digital Editions (You will need to download ADE to your computer—www.adobe.com/sea/solutions/ebook/digital-editions/download.html)
            - Kindle can be read through browser in the Amazon account used when completing the checkout.
            - PDF uses Adobe Digital Editions
            - HTML or OverDrive READ uses your browser (IE, Firefox, Chrome, Safari, etc.)
            - MP3 uses any media player
            - Axis360 EBOOK uses the Axis360 app available for Windows computers only.
            - Hoopla Audiobook, Television, Movies and Music can all be played through any browser from the hoopla website.
        B. If download does not work successfully or your need to download it to a different computer you will need to download the title from your account on the vendor website. You can determine the vendor by looking at the App/ eVendor field on the titles record
            - **OverDrive (Library on the Go) -** www.libraryonthego.org
            - **Baker and Taylor (eReadIllinois)** - lnclnlib.axis360.baker-taylor.com/
            - **Recorded Books (OneClickdigital)** - lincolnil.oneclickdigital.com/
            - **Hoopla** - www.hoopladigital.com/home
    2. **Checking out on a computer but plan to read or listen to the title on a mobile device** , then
        A. When asked to Open or Save, click **Cancel**
        B. The item is now checked out to you but not downloaded
        C. Open the **appropriate app** on your mobile device (Look at the item record in the catalog and choose the app based off the App / eVendor listed)
            i. **OverDrive (Library on the Go)**—requires ePub and MP3 formats to use in the OverDrive app
            ii. **Baker and Taylor (eReadIllinois)**—requires the Axis360 EBOOK or Axis360 EAUDIOBOOK formats to use in the Axis360 app.
            iii. **Recorded Books (OneClickdigital)**— requires the OneClickdigtal app
            iv. **Hoopla digital**—requires the Hoopla Audiobook, Hoopla eBook, Hoopla Music, Hoopla Television, Hoopla Movie, Hoopla Comic formats to read in the hoopla app.
            v. Log into the app and download the title onto your mobile device.
            Note: Directions are available for each of these services on at—www.lincolnlibrary.info/ readers/mediaDownloading.html.
    3. **Checking out on a mobile device using the browser (Safari, Silk, Chrome, etc.) and plan to read or listen to it on a mobile device**, then
        A. You will need to download the apps before you can download the item on a mobile device (Look at the item record in the catalog and choose the app based off the App/eVendor)
            i. **OverDrive (Library on the Go)**—requires ePub and MP3 formats to use in the OverDrive app
            ii. **Baker and Taylor (eReadIllinois)**—requires the Axis360 EBOOK and Axis360 EAUDIOBOOK formats for use in the Axis360 app.
            iii. **Recorded Books (OneClickdigital)**— requires the OneClickdigtal app
            iv. **Hoopla digital**—requires the Hoopla Audiobook, Hoopla eBook, Hoopla Music, Hoopla Television, Hoopla Movie, Hoopla Comic formats to read in the hoopla app.
            v. Log into the app and download the title onto your mobile device.
        B. You should be asked which app you want to open the item in. Choose the app listed in the record.