Everything you always wanted to know about
VPL's Digital Collections*

*BUT WERE AFRAID TO ASK

– INTRODUCTION –

How is the digital collection different from the regular, physical collection?
- Different catalogue: http://ebooks.vaughanpl.info
- Different account (click on "My Account" from the digital catalogue)
- You don't need a PIN to check your account or borrow titles, just your library card number
- No overdues, no need to return anything! When titles are due, they automatically disappear/become disabled
- Only e-books can be returned early; for other items, you must wait for the borrowing period to expire
- When checking out you can shorten the loan period, if desired
- No renewals – you must check the title out again, if there are no requests for it
- Hold pickup period is 72 hours from the time the email notification was sent
- Maximum ten (10) titles can be borrowed at a time
- You can have up to six computers/devices authorized to use digital materials
- Collection is still growing – not all titles we own physically will be available due to licensing agreements; we only license one copy per title

Is my e-reader, smartphone, tablet or mp3 player compatible with the digital collection?
Check here http://www.overdrive.com/resources/drc/, or consult a chart available at the information desk at your local library branch.

Notable exceptions:
- *BlackBerry Playbook* is only compatible with OverDrive if it has the new 2.0 operating system; the original operating system is incompatible
- Amazon's *Kindle*, arguably the most famous e-reader, is not compatible with any digital collection in Canada

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- If a title says "Add to Basket" the title is available right now. Click on the name of the item to get more information about it, or just click "Add to Basket" to add it to your basket. When you are done adding titles to your basket, click "Proceed to checkout" from within your basket. Note the "plays on" information and format. Adjust (reduce) your lending period if desired. Then click on "Confirm Checkout".
- If a title says "Request this item" the title is currently checked out. Clicking on the name of the title will give you more information about it, including how many other customers are waiting for it.

My basket? My bookshelf? My account? What are all these?
- *My basket* is like your shopping cart in a grocery store. Add items you are interested in borrowing to it, and then either continue browsing for more items, or continue on to checkout to borrow them. Items will remain in your basket only for **30 minutes**, so don't wait too long to check them out!
- *My bookshelf* is a list of titles you have borrowed that are still checked out to you. You can download them again and again if needed, so you could have a copy on your home computer, your work computer and your portable device, if desired. You will also be able to download them again if you accidentally deleted the title from one of your computers/devices. Note your Adobe ID only permits you to have up to **six** computers/devices authorized at once.
- *My account* is where information on your digital collections account is stored. Here you can access your basket, your bookshelf, change (reduce) your loan periods, check your place in your request list, and more.

What is the difference between My Requests and the Wish List?
- *My Requests* are titles you are actually waiting for. It will list where you are in line for the title. When it is your turn to borrow the title, you will be sent an email notification with instructions and you have **72 hours** from the time the message was sent to check it out.
- *Wish List* can be used to track titles you are interested in, such as books in a series, that you don't want to borrow at the moment and/or don't want to go on the request list at the moment. From your wish list you can add it to your basket or request it, depending on its current availability, or remove it from your list. Note titles must be manually removed from your wish list, even if you have borrowed them.

– ENJOY! –

How can I use e-media on my _computer_, transfer e-books to an _e-reader_, or transfer e-audio to an _mp3 player_?
   (*i.e. using a laptop, Sony Reader, Kobo, Nook, iPod, Zune, Creative Zen...*)

1) **_For e-audio and e-video_**: Install Overdrive Media Console on your computer. If needed, upgrade Windows Media Player (follow the instructions).
http://www.overdrive.com/software/omc/

2) **_For e-books_**: (i) Acquire an Adobe ID
https://www.adobe.com/cfusion/membership/index.cfm → "Create an Adobe Account"

(ii) Install Adobe Digital Editions on your computer. Then go to "Library" and "Authorize Computer" and enter your Adobe ID (username and password).
http://www.adobe.com/products/digitaleditions/

3) Find and check out titles you are interested in through VPL's Digital Catalogue
4) Download the checked out titles to your computer
5) *If using a portable device such as an mp3 player or e-reader:* Transfer the title to your portable device

How can I read e-books, listen to e-audio, or watch e-video on a _smartphone_ or _tablet_?
   (*i.e. using an iPhone, iPod Touch, iPad, Samsung Galaxy S, Motorola Xoom tablet...*)

1) Acquire an Adobe ID
https://www.adobe.com/cfusion/membership/index.cfm → "Create an Adobe Account"

2) Download the Overdrive Media Console app for your device's platform, and then Authorize your device by entering your Adobe ID (username and password).
   - Easiest: search "Overdrive" in your device's app store (iTunes App Store, Android Market, etc)
   - Or, go here: http://www.overdrive.com/software/omc/ and transfer to your device

3) Find and checkout titles you are interested in through VPL's Digital Catalogue
4) Download the checked out titles directly to your device using your device's Overdrive app

The steps above are not specific enough for me. I need step-by-step instructions for my [computer/device] so I can use it to [read/listen/watch] [e-books/e-audio/e-video].

1. Go to http://ebooks.vaughanpl.info
2. Click on this:
3. Answer the questions about what you want to do and your format/device and it will offer you step-by-step instructions, with the option to read detailed information on each step if needed.

> **Help!**
> In addition to the "**_My Help!_**" button, from within the digital catalogue you can also click on "**_New to Digital Media?_**" in the blue column on the left, "**_Digital Help_**" across the top blue row, or the orange "**_Guided Tour_**" on the bottom right. Help is everywhere!
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> In addition, librarians at your local branch will be more than happy to help you answer questions in person, by telephone (**905-653-READ** [**7323**]), or by email (Hhttp://www.vaughanpl.info/email_librarianH). Please be as detailed as possible in your description of the problem.

This is too hard...
Setting up your computer/device the first time is quite a few steps, but it is a one-time event. Once you have all the software installed, you will be surprised at how convenient and easy it is to use the digital collection.

OK, I've got everything set up and installed. How do I start borrowing titles?
   - Search or browse http://ebooks.vaughanpl.info for titles you are interested in. "Collections" will let you browse popular titles, newly arrived titles, or by certain genres or formats. "Browse" will let you specify the genre or format as well.
      - Tip: when browsing a section, check "only show titles with copies available" and press Enter to see what can be borrowed in that section immediately.