

## How to use Sunflower eLibrary on your

### Mobile Device

- \* Patrons with tablets or smartphones with internet access can download eBooks and digital audiobooks directly to their devices.
- \* Search the app store on your device for “**OverDrive**”. Patrons can choose either the regular overdrive app or the new **Libby** by Overdrive app. Click to download and install the application on your device.
- \* On the Overdrive application open and go to the main menu at the top left. Click **Settings** and then click the **AUTHORIZE** button. Click **USE ADOBE ID** and enter your Adobe ID and password.
- \* If you don't have an Adobe ID, you can sign up and get one online at <https://accounts.adobe.com>
- \* Go back to the main menu and click **Manage Libraries**. Click the **Plus Sign** in the upper right corner to **Add a Library**
- \* Search for “**Pottawatomie Wabaunsee Regional Library**”
- \* Choose your local branch and click the library name. When it is displayed click the star beside “**Sunflower eLibrary**” to add it to your saved libraries.
- \* To begin using the application, go back to the main menu and choose **Sunflower eLibrary** from the **Libraries List** at the top.
- \* Follow the directions for signing in, searching, checkout, and placing holds as described elsewhere in this brochure.
- \* To access your account information, click to view your account page under the personal menu at the top right side of the screen. Click **Loans** to view all items checked out on your account. If multiple formats are available, choose the desired format, then click to download the title directly to your device.
- \* To access your titles, go back to the main menu at the top left. Click **Bookshelf**. Click the item you want to read or listen to open it on your device.

### For Kindle eBooks

- \* Choose “**Read now with Kindle**” from the Download format menu.
- \* You will be taken to Amazon's website.
- \* Click **Get Library Book**.
- \* Login to your Amazon account. After successfully logging into your account you should receive a message that your item will appear in your library on all your Kindle apps and devices.
- \* Go to your app or device and download the item. There are no charges to download books borrowed from Sunflower eLibrary.

For more information in setting up and using Sunflower eLibrary and Overdrive, visit <https://my.nicheacademy.com/nckls/course/1451> for a video tutorial.



### BRANCHES

St. Marys M,T,W,Th,F,S 785-437-2778	Alma M,T,W,F 785-765-3647
Eskridge M,T,W,F 785-449-2296	Onaga M,T,W,F 785-889-4531

### MINI-BRANCHES

Alta Vista Wednesday 785-499-5542	Harveyville Tue., Sat. 785-589-2414
Olsburg Thursday 785-468-3347	Westmoreland Mon., Thur., Sat. 785-457-2841

**Public Computer Access &  
Free Wireless Internet  
available at all PWRL  
Locations**



**eBooks, audiobooks & more**

*Digital Downloads*



**Pottawatomie  
Wabaunsee  
Regional Library**

Headquarters  
306 N. 5th, St. Marys, KS  
785-437-2778  
[www.pottwab.org](http://www.pottwab.org)

**Online - All the time!**

## To borrow digital materials from the Sunflower eLibrary you will need

- \* A valid PWRL library card.
- \* Internet access.
- \* A computer and/or device that meets the system requirements for the type of digital materials you want to check out.
- \* Free software or apps for your computer or mobile device.

### Devices and Platforms

Android, Chromebooks, Ereaders, IOS (phone/iPad), iPod, Kindle ereaders, Kindle Fire tablets, Kobo, Mac, MP3 players, NOOK, Windows.

### How do I start?

- \* On your computer go to **www.pottwab.org** and click the link for Sunflower eLibrary or go to the site directly at **https://sunflowerelibrary.overdrive.com**
- \* Click "Sign In" on the top right.
- \* Choose "**Pottawatomie Wabaunsee Regional Library**" when prompted to select your library from the drop down list on the left side of the screen.
- \* Type in your Library card number (14 or 15 digit number printed on the back of your library card)
- \* Click **Sign In**
- \* To Search: enter a search term in the **Search** box beside the magnifying glass and choose an item from the results list.
- \* Select an item by clicking on a shortcut link to browse subjects or collections.
- \* Select an item by clicking on a cover image.

## How to Check Items Out (eBooks/audiobooks)

Browse or search for the item you wish to check out. Cover art for each item will be displayed. If you click the item itself, you will be directed to a full description of the title where you can read the summary, verify the available formats, and read or listen to a sample.

If the item says "**AVAILABLE**" at the top of the shortcut image, click the "**BORROW**" link under the item. If the item says "**WAIT LIST**", someone else has it checked out. Click the "**Place a Hold**" link under the item and you will be notified when the item is available for you to check out.

### How to place a hold on an item

- \* If a desired item is on the "**Wait List**", place a hold as described above.
- \* To place an item on hold, you need to be logged into your account.
- \* You must enter your e-mail address to be notified when the item is available.
- \* You may have a total of 7 items on hold.
- \* If you place a hold and change your mind, you can cancel it using the **Account** link. Click "**Holds**" and the link to "**Remove**".



- \* You can check out a maximum of 5 items at one time.
- \* You can change the default loan periods by going to **account** and choosing **settings**.
- \* No overdue or lost items. All items are returned automatically when due.

### How to Download eBooks to a computer

- \* First, download & install Adobe Digital Editions from <https://www.adobe.com/solutions/ebook/digital-editions/download.html>
- \* Once installed, click the "**Help**" menu in Adobe Digital Editions and authorize your computer by entering your Adobe ID and Password.

## How do I download eBooks to a computer - continued

- \* To download a borrowed item, click "**My Account**" while logged into the **Sunflower eLibrary** and choose "**Loans**". If multiple formats are available, you will be prompted to choose a format and click to download.
- \* Save the eBook file and open it with the Adobe Digital Editions software where it will be located on your library bookshelf.

### How to download audiobooks to your computer

- \* Sign-in to your **Sunflower eLibrary** account on your computer.
- \* Click "**Help**" at the top of the Sunflower eLibrary sign-in page.
- \* Click "**Get the App**" at the bottom right of the help screen to download and install the **OverDrive Media Console** software.
- \* To download a borrowed item, click "**My Account**" while logged into the **Sunflower eLibrary** and choose "**Loans**". If multiple formats are available, you will be prompted to choose a format and click to download.
- \* Confirm that the OverDrive Media app is installed and save the audiobook file to your computer.
- \* Click to open the audiobook file and the Overdrive Media Console will open. Click **OK**.
- \* Select the parts to download by checking or unchecking the boxes next to each section of the audiobook file (usually all parts). Click **OK**.
- \* Once the download is complete, click **Play** to listen to the book on your computer.
- \* To transfer the book to your mobile device, select the book in the OverDrive Media Console and click **Transfer**. You will be prompted to connect your device and click **Next**.
- \* **Select All** parts of the audiobook file to transfer, and click **Next**. Use **Advanced Options** in this menu to save the audiobook where you want it on your device. The default location is usually the music folder.
- \* At the prompt, click **Finish**, and disconnect the device from the computer.