

FAQ: e-Books from the Catalog

1. **What does it mean when a book in the catalog has a download option?** This means that a person may (when logged in) directly download an e-book or audiobook to their smart phone, tablet, or computer without visiting another site. It also means all e-books and digital audiobooks will be visible in the library catalog for everyone to browse. It's easy to use—just click the download button!
2. **What does the HTML option mean?** The HTML option opens the e-book in your device's web browser. This option should work for any device that has a browser app. (This option is also called Overdrive Read.)
3. **How do I get back to my book if I choose HTML?** The best way to get back to your book is to bookmark it in your browser. This is all that is needed if you stay connected to the Internet.
4. **Can I read the HTML option offline? If so, how does this work?** Yes, you can use the HTML option when you are not connected to the Internet. Here's how:
 - a. Once you have the book open, bookmark it in your browser page, just like you would any other web page you want to find later.
 - b. Click on the menu button in the upper left hand corner of the screen.



- c. Click on offline access.



- d. Click on the cloud icon.



- e. This will download the book to the browser's cache. You will be able to get back to the book using the bookmark you created.
- f. **Disclaimer:** some browsers limit how much data can be stored in their cache. It may not download the entire book or will be missing some of the pictures, such as the cover art.

5. **What about the other formats?**

- a. Kindle books - This format works the same as it did when you had to go through the Overdrive website. After you click “download,” the page should redirect you to your Amazon page to download the book to your device.
- b. ePub books - After you click “download,” it will open in the Overdrive Media app.
- c. 3M - Download the 3M Cloud Library app first. Then when you download the book from the catalog, it will appear in that app. (If you download the book first, no worries. Once you download the 3M app and establish your library account with 3M, your book will show up.)
- d. One Click Digital - When you first use this feature, you will have to give your “One Click” username. If you do not have a “One Click” username, you can click to create an account from the download page. The audiobooks downloaded will open in the One Click Digital app. (If you do not have the app, you can download it for free from your device’s app store. When you first set up the app, search for “Metro Library Network.”)

6. **How do I return books?** All downloads return themselves on their due date, but you may want to return a book early to free up another checkout. You can view all of your digital checkouts from the “My Account” link at the top of any page in the catalog.

- a. HTML books - Return from your “My Account” page.
- b. Kindle books - Return these from your Amazon account page, under “Manage Digital Content.”
- c. Adobe ePub and Overdrive MP3 audio books - Return from the Overdrive app.
- d. 3M - Return from the 3M app.

Reminder: *There are limits on how many digital items you can have checked out at a time.*

Overdrive: 4 items

3M: 5 e-books

One Click Digital: 10 audiobooks