

Ebooks on Polaris

Handout for BPL Staff Mastery – Ebooks In General

Ebooks are any electronic files that can be read as a book. They are many pages long, and primarily meant for people to read or look at, not to write in or alter.

Ebooks that are loaned through a library have **Digital Rights Management coding (DRM)** built into the file so that the files cannot be copied many times by many people. The DRM means that people can access the book only if they have authorization.

Our ebooks are downloaded through the internet, and are part of our collection of “downloadables”, which also includes audiobooks and some videos that can be downloaded to a computer or device.

We purchase ebooks to lend to our patrons through 2 companies:

- **Overdrive** OCPL catalog on the web: onlib.lib.overdrive.com
- **3M Cloud Library** OCPL catalog on the web: ebook.3m.com/library/OnondagaCountyPL/

Both companies use DRM (Digital Rights Management software) built into the file so that the book can only be downloaded and opened through specific apps or procedures.

- **Most devices can install an “app” to access books.** The apps for the 2 companies are:
 - Overdrive Media Console (also available from their web pages)
 - 3M Cloud Library

Both of these are available through most App stores – Apple, Google Play, & Windows:

- **Some Kindles can install apps**, and if so, they can use both our services. For **Kindles that cannot install apps, they can check out ebooks through the web**, click the Download button, then **use their Amazon account to deliver the book to their Kindle.**
- **Non-Kindle ebook readers that cannot install apps** use a computer with Adobe Digital Editions (ADE) installed to download ebooks, then use ADE to transfer the books to the e-reader by plugging the reader into the computer with its USB cord.

Desktop or laptop	Most Mobile Devices	Kindles		B&W Nooks & older eReaders
		Color:	B&W:	
Use App if possible Overdrive ebooks require Adobe Digital Editions (ADE)	Use App (See handouts)	Use app (See handouts)	<i>Do not work with 3M</i> Most can use web with Amazon account for Overdrive	<i>Do not work with 3M</i> Use computer with Adobe Digital Editions (See handout)








Overdrive has been around longer than 3M Cloud Library, and we have had it longer, so we have more ebooks and audiobooks plus a few downloadable videos through Overdrive.

3M Cloud Library is newer, and we only have ebooks in that collection.

Ebook Circulation policies:

- Each library card may check out 10 Overdrive items and 10 3M Cloud items at a time.
- Once an ebook is checked out, the patron usually downloads it to read it. Overdrive does allow you to read (or listen) to a book through the web as well, but most people will download it so they can access the book even when they don't have web access.
- There are NEVER any overdue fines on borrowed downloadables. Once a loan has Expired, the patron no longer can open the file. If they try, they will get an error message and an offer to delete the book. Expired books are immediately off of their card's record with 3M or Overdrive, but Polaris may not reflect that right away. The patron will not get any fines for downloadables that show on Polaris as overdue.

When we (BPL) purchase a copy of an ebook through either provider, it is put into the entire OCPD collection. It will show up in the digital catalogs (3M or Overdrive) within 24 hours of purchase. A record for that ebook is then loaded onto Polaris. When patrons search the PAC, they may find ebooks:

	<p>1. <i>Amazing grace</i> by <i>Steel, Danielle.</i></p> <p>... <i>Amazing grace</i> [electronic resource] / by <i>Danielle Steel</i></p> <p>Publisher, Date: [S.I.] : [s.n.], 2007.</p> <p>Description: 1 online resource ISBN: 9780307566331 (electronic bk.)</p> <p>Web Site:  - Click here to download from Overdrive</p> <p>Available: 2 (of 2) Current Holds: 0</p>	<p>Full Display</p> <p>Check Out</p> <p>  2007</p> <p>Add to My List</p>
	<p>2. <i>Amazing Grace</i> by <i>Steel, Danielle.</i></p> <p>System Details: Format: Adobe EPUB — Requires: 3M Cloud Library (file size: 2.0 MB)</p> <p>... discovers the unexpected gifts in a tragedy's wake...and the <i>amazing grace</i> of new beginnings. Throughout these enthralling pages, <i>Danielle Steel</i> creates a stunning array of contrasts—from the dazzle of a ...</p> <p>Publisher, Date: [S.I.] : Random House Publishing Group, 2009.</p> <p>Description: 1 online resource ISBN: 9780307566331</p> <p>Summary: On a warm May night in San Francisco, the Ritz-Carlon ballroom shimmers with crystal and silver as a glittering, celebrity-studded crowd gathers for a charity dinner dance. The evening is perfect—until, just minutes before midnight, the room begins to sway. Glass shatters. And as the lights</p>	<p>Full Display</p> <p>Check Out</p> <p>  2009</p> <p>Add to My List</p>

Ebooks in the catalog have no physical "location" since they are computer files, so they have no "Find it" button. Each ebook has either a Check Out button or a Place a Hold button.

Beware: Polaris is not up-to-date on ebooks; going directly to the 3M Cloud catalog or Overdrive catalog will always be more accurate.

Why is Polaris sometimes wrong?

- It can take a while once we purchase an ebook for it to show up in Polaris.
- Some books are leased, not owned, so they may become unavailable to us (expire) and yet still show up in Polaris.
- When a book is checked out from Overdrive or 3M, it may still show as available in Polaris even though all copies are out. If that happens, the patron is given a message that the item is not available, but they can place a hold on it.

Patrons can check out ebooks through the digital catalogs or through Polaris.

When an ebook is checked out through Polaris, the loan is immediately reflected in their Overdrive or 3M Cloud account.

- Ebooks checked out using Polaris through 3M Cloud will be downloaded to a device with the 3M Cloud Library App installed as soon as that app (using their library card number) is opened.
- Ebooks checked out using Polaris through Overdrive will show in their card's account, but will not be downloaded until the patron accesses their card's Bookshelf through the Overdrive App and clicks on the Download (or Send to App) button.

Handouts on how to use the OCPL ebook collections are available to the public in print and on the BPL Downloads page. Which handout to use depends on which computer or device the patron plans to use:

- Checking Out 3M Cloud eBooks for Kindle
- Checking Out 3M Cloud eBooks for Tablets and Color eReaders
- Overdrive Library eBooks for Kindle
- Overdrive Library eBooks for Mobile Devices
- Overdrive Library eBooks for B&W Nooks
- Overdrive Audiobooks