

## **R.E.A.D.S. INSTRUCTIONS FOR KINDLE e-READERS**

*If you have a Kindle Fire, you will need to download the Libby App to your device. Libby App instructions are available at the Williamson County Public Library Reference Desk.*

### **SIGN IN TO R.E.A.D.S. ON YOUR COMPUTER**

Tennessee R.E.A.D.S. is the statewide electronic database where you will find and check out free Kindle e-books. Go to <http://reads.lib.overdrive.com> on your computer to access the R.E.A.D.S. database and then click SIGN IN.

You'll be prompted for your library name. Choose WILLIAMSON COUNTY PUBLIC LIBRARY or the name of your branch (BETHESDA, COLLEGE GROVE, FAIRVIEW, LEIPER'S FORK or NOLENSVILLE) from the dropdown menu. Then type in your library card number and PIN and click SIGN IN. Your PIN is the last 4 digits of your library card number unless you have recently changed it.

### **YOUR R.E.A.D.S. ACCOUNT**

Click on **MY ACCOUNT** or on the **LOANS icon**, which looks like 3 books stacked vertically, to go to your LOANS page.

The LOANS page shows all the items you have checked out. Links to your HOLDS, LISTS, and SETTINGS are on the left side of the screen.

Click on **SETTINGS** to choose your default lending period. We recommend choosing 21 days, the longest lending period allowed. You only have to set your lending period once.

### **FIND AN e-book**

Click the **SEARCH icon**, which looks like a magnifying glass, to open the search screen. To browse for books, click SUBJECTS for a list of genres or **COLLECTIONS** to see broader categories such as e-books or magazines. You can also click in the **SEARCH** box for a quick keyword search or click on **ADVANCED** to search by Title, Author, Subject, Format, or Availability.

After your search results are displayed, you can click a book cover image to get more information about that book. The word AVAILABLE above the cover means the book can be checked out immediately and WAIT LIST indicates the book is currently checked out and you can place a hold on it.

### **PLACE A BOOK ON HOLD**

If the title you have selected is already checked out, you can be placed on the waiting list for that title. Click **PLACE A HOLD**.

In the pop-up that opens, enter and confirm your email address. Then click **PLACE A HOLD**. You only have to enter your email address the first time you place a hold.

When a title you have on hold becomes available, you will receive an email. You'll have 3 days to borrow the title. Sign in to your R.E.A.D.S. account and go to your HOLDS menu to borrow the title.

## **BORROW A BOOK**

To borrow a book that is available, click on **BORROW** under the image of the book cover.

A screen will appear confirming the loan period. You may click the down arrow to change your loan period. Then click **BORROW**.

Click **READ NOW WITH KINDLE**. If you choose any e-book format other than KINDLE BOOK, it will not download.

As soon as you click KINDLE BOOK, you'll be taken to Amazon's website. Log in to your Amazon account. Confirm that the correct Kindle device is displayed. If you have multiple Kindles, you can click the right one from the drop down menu. Then select **GET LIBRARY BOOK**.

Be sure to turn on WI-FI on your Kindle. Within a few moments your book should be available to read on your Kindle device.

## **RENEW YOUR LIBRARY BOOK**

Renewing a R.E.A.D.S. title doesn't extend your lending period. Instead, it lets you borrow the title again immediately after your current checkout expires. If there are existing holds, you will be placed on the wait list.

On your LOANS page, select the **REQUEST AGAIN** button under the title you'd like to renew. **This option does not appear until three days before the title is due to expire.**

As soon as your current lending period ends (or your hold on the title is available), you'll receive a notification email and have three days to borrow it. Sign in to your R.E.A.D.S. account and go to the HOLDS menu and select BORROW next to the title. Go to your LOANS page and download the book again.

## **RETURNING BOOKS EARLY**

When the lending period for your book has expired, it will automatically return to R.E.A.D.S., so there are no worries about fines or overdue books. However, once items are checked out and downloaded to your Kindle, you may delete them or return them early by using the "Your Content and Devices" link at Amazon.com.

Sign in to your Amazon account and from the drop-down menu, select YOUR CONTENT AND DEVICES. Click on the **ACTIONS** box next to the book you want to return.

Click **RETURN THIS BOOK**.

Click **YES** to return the book.

*For additional help with Kindle e-readers, call:  
Williamson County Public Library  
Reference Desk, 615-595-1243*