

Hello everyone from Marion Public Library.

I am going to walk us through how to find ebooks or audio books online.

First step would be to have your library card handy. If you do not have it or you have forgotten your PIN, please call us at Marion Public Library. We can give you your card number or reset your PIN if we can verify you on the phone with some simple questions. We can also set up temporary library cards for people.

Next lets get online. Open up your internet as usual and go to our website [marionlibrary.org](http://marionlibrary.org).

Looking at our website you will see a menu row of dark blue with white writing, its towards the top of the website. From these options please click BORROW.

Extra note for people accessing our website through their smart phones, we will instead pick "MENU" a drop down menu will appear and now we can pick BORROW.

Ok we have all picked Borrow at this point, for this example I am going to click on BOOKS. You should definitely check out all your options though. This is a great way to read magazines or find movies to watch too.

After we have all clicked on BOOKS, let's pick OHIO DIGITAL LIBRARY. It is the topmost option to you; you can always go back and select RB DIGITAL for even more wonderful options of books magazines and TV.

For this example we are selecting Ohio Digital Library. After we have clicked on Ohio Digital Library, you will see SIGN IN on the right side of your screen towards the top. Next you will find a page that asks you to select your library from a drop down menu, then put in your library card number, and then your PIN.

These steps will be the same on your smart phone. On your smart phone you will have a banner or display at the top of the page offering you the LIBBY app. If you want to read on your smart phone or tablet I highly recommend the LIBBY app. It is free and a great way to make this process even simpler. Also of note, anything you have on your shelf on the website will automatically appear in the Libby app.

So you are officially logged in! The first thing I want to point out is your reading shelf. Your reading shelf icon is an outline of three books on the top right side of your screen and it is where you will go to read what you have borrowed. You can also check when your book will leave your book shelf, all electronic resources do get automatically returned.

Another feature of note is the search feature. Search is close to your shelf icon. You can search for writer, or title or even keywords like gardening. Let's such for the next fiction book discussion pick for May. I will type the title into the search bar [kaddish.com](http://kaddish.com). We have got two options. The red bar on top of the EBOOK version says available. So we can click borrow and read it now. We also see an audiobook option, which is currently unavailable. If you want to wait for the audio book, you would click "Place a Hold." When that audio book becomes available to you, you will be notified with an email.

A coworker of mine recommends the SUBJECTS option. Click on subjects on the top left side of your screen to get a ton of options to browse when you aren't quite sure what you would like.

If stuck click on help in the top right corner of your screen or call us at Marion Public Library. Thanks for your time.