

PLACING HOLDS

1 Tap or click 

✦ If you have not logged in already, you will be prompted to do so.

2 Tap or click 

You will be notified via email when your hold is available.

SETTINGS

The settings menu is found at the bottom right of your screen.

1 The Wi-Fi Only setting allows you to make sure that you will only download books when you are connected to Wi-Fi. It is on by default.

2 The Auto-download Titles setting lets you choose whether you want titles to download automatically when you check them out. If you choose to do this, we recommend that you also download only when Wi-Fi is available (see above).

3 The Epub settings let you adjust how your eBook looks, including text size, spacing, and colors.

FREQUENTLY ASKED ?S

What happens to a book when the checkout period is over?

You will no longer be able to “open” the book. You may see a message such as “Loan Ended.” It may disappear, or you may have to delete it manually.

How many titles can I check out?

15


How many holds can I place?

3

How long can I keep the book?

14 days. If you check out an eBook or eAudio through the OneClickDigital website you can choose a shorter time period, but the default of 14 days is used when you check out a OneClickDigital eBook or eAudiobook from the library catalog.

How do I return a book early? How do I renew a book?

To return or renew a title, open the OneClickDigital app. Go to the eAudio or eBook screen. Tap the  below the book you would like to return early. At the bottom of the screen, you will see the options to return or renew your book.

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Device Guide For Apple and Android Phones, Tablets, Kindle eReader and Kindle Fire

GETTING STARTED



- 1 To download digital materials from OneClickDigital using our catalog, you need a OneClickDigital account. If you don't have one, please go to <http://ow.ly/r4wx301BiOH> and have your library card number and PIN handy.
- 2 Go to the [CCPL catalog](#).
- 3 Log into your library account using your library card number and PIN.
- 4 Search the catalog to find a digital book. You can narrow down your search to just eBooks (or just eAudiobooks) by checking the boxes under *Format* on the Search Results page, then clicking or tapping *Include*. You can also narrow down your search to just OneClickDigital books by checking the box under *Vendor* and then clicking or tapping *Include*.


Each listing has a format icon.

 indicates eBooks and

 indicates eAudiobooks.

CHECKING OUT


- 1 Tap or click 
- 2 Type in your OneClickDigital user name then tap or click 
The Checkout Duration says 10 days, but CCPL's default is 14 days.
- 3 Open the OneClickDigital app on your smartphone, tablet, or Kindle Fire. If you need to download the app, you can find it at <http://ow.ly/RD6d301Bjx5> Sign in to your OneClickDigital account.
- 4 Your title should be available to download on the eBook or eAudio-book tab. Click the down arrow under the book cover to download. If you have chosen to automatically download your titles (see Settings, to the right), your title will be available.
- 5 If you are downloading several titles in one session, you may not immediately see your newer checkouts. To refresh, tap the circular arrow at the top left of your screen.

 Is your book unavailable? See the **placing holds** section.

NEED HELP?

For help with OneClickDigital, visit their help page, <http://ow.ly/ZBru301G4UP> our online tutorial, <http://ow.ly/D3tp301G4M9> or contact a librarian at your preferred branch.

RETURNS AND RENEWALS

To return or renew a title, open the OneClickDigital app. Go to the eAudio or eBook screen. Tap the  below the book you would like to return early. At the bottom of the screen, you will see the options to return or renew your book.