

Public Library of Mount Vernon and Knox County
How to Check Out E-books

1. Go to www.knox.net.
2. Click the "Downloads" tab on the top center of the page.
3. Click "The Ohio E-book Project". (This will take you to the web site from which you will check out e-books.)
4. Click "Sign In" in the upper right corner of the page.
5. Choose "Public Library of Mount Vernon and Knox County" from the drop-down menu.
6. Enter the number on the back of your library card. (You are now signed in and are ready to search for books.)
7. You may use the search box to search by title, author or ISBN, or you may use the advanced search function which allows you to limit your search to a particular format.
8. If you use advanced search, limit the search as follows.
 - a. For a Kindle, pick "Kindle Book".
 - b. For a Nook or other E-reader, pick "Adobe Epub" or "Adobe PDF".
9. Note that when using either the basic or advanced search, you may limit your search to titles that are currently available, but need not do this if you are willing to join a waiting list to get a particular title.
10. When you locate a book that you want to check out, click "Add to Cart" if the book is available or "Join the Waiting List" if it is not. Be sure to choose the correct format when you do this.
11. If you have chosen to join a waiting list, you will be asked for an email address and you will receive an email when it is your turn to check out the book. You have 3 days from the time the email was sent to check out the book before it goes on to the next person on the list.
12. If you chose "Add to Cart", you can now choose "Proceed to Check Out".
13. Next, click "Confirm Checkout".
14. You will then see the book cover with a download link beside it. Make sure you have installed the proper software for the format being downloaded, if necessary. (See our other help sheets to find out how to do this or if you need to do this.)
15. Click the "Download" or "Get for Kindle" button.

Questions? See our other help sheets or contact the library's technology educator at (740) 392-2665, ext. 247 or bhoeffgen@knox.net. Ask for Beth.