IMPORTANT INFORMATION

It is important to note that not all items are available to check out instantly, as another patron may have already checked them out. If you want an item that is checked out, you may place it on hold.

TO PLACE AN ITEM ON HOLD:

- Find the item you want to check out.
- Where the check-out button would be, there is a button that says "Hold."
- Click on that button.
- It will then load to another page where you enter your email address.

TO SEE WHERE YOU ARE IN LINE,

- Click on your name.
- Click on my titles.
- There is a section for holds, and it should tell you where you are in line

WHEN IT IS YOUR TURN

You will receive an email from OneClick stating that you are next in line.

- Go to "My Titles"
- Find the item
- Click the download button and it will download to your device.

TO RENEW AN ITEM

Step 1: Swipe to the left on the title you want to renew. Click Renew.

Or

Step 1: Click on the information button of the title.

Step 2: There will be options below the cover for return or renewing the item.

FAQS

FAQ: Will I have to go through the sign in process every time

No. Once you have created an account with OneClick, you can just sign in with your username and password on your device.

FAQ: What is the difference between an Audiobook and an Ebook?

An Audiobook is a book that you listen to, and Ebook is a book that you can read digitally.

FAQ: How many items can I check out?

You may check out 10 items at a time from One Click.

Will I be notified before my book loan expires?

Yes, you will receive a courtesy email reminder 3 days before it expires and one again after the loan period has ended

FAQ

Why is an item not available to download? Is there a waiting list?

On Overdrive and One Click, there is not an unlimited downloading for an item, only as many copy rights per copy that Pioneer Library has bought.

Will I get fines for late returns?
There are no fines as items are returned automatically.

IMPORTANT TIPS

Various symbols can help you determine what each format is:

- Headphones = Audiobooks
- Book = Ebook

NEED MORE HELP?

If you desire a one on one appointment for training, call the Cedar City Public Library and ask for Emily or Lauren.

Call ahead at 435-586-6661

ONLINE SUPPORT HELP

Check out this website for online support

http://cedarcityut.oneclickdigital.com/#help

INSTRUCTIONS ON HOW TO USE ONECLICK ON YOUR

SMART PHONE OR TABLET

For ebooks and audiobooks

Cedar City Library in the Park

Last Updated Jan 7, 2016

WELCOME!

This instruction pamphlet will cover how to download audiobooks and ebooks from OneClick Digital(an online library) onto **any device that uses apps**, including but not limited to iDevice, Androids, Nooks, Kindle Fires, etc.

DOWNLOAD APP

Please turn on your wifi and download the OneClick Digital App to your device.

SET UP ONECLICK

Step 1: Get on a Computer

Step 2: Go to www.cedarcitylibrary.org

Step 3: Click on "One Click Digital" link near the top left hand corner

Step 4: Click on "Take Me To One Click" link

Step 5: Click on the link "Find Your Library" located in the One Click Digital box in the bottom right hand corner.

Step 6: Find 'Cedar City Public Library'

Step 7: Click on 'Register' at the top right hand corner.

Step 8: Fill in the information below,

and create a user name and password. The Library Access Code is **I1P84720**

Step 9: Click "Register" at the bottom of thepage.

On your tablet, go to your app and do the following:

Step 1:Open One Click Digital App

Step 2: Find "USA"

Step 3: Find Utah

Step 4: Type "Cedar City Public Library in the Park"

Step 5: Type your username & password

HOW TO BROWSE FOR AN ITEM

Step 1: Go to your app and login

Step 2: Click on Search (you may have to re-enter your password)

Step 3: Type a keyword into the search bar or click on the menu (looks like 3 horizontal bars) for more options

Here are some tabs or sections that can assist you in browsing for items:

- Featured – These are featured items. You can sort them by: release date, author, or by title of book.

- Newly Added Tab – These list the items that have been recently acquired to the one click collection. You can sort them by: release date, author, or by title of book.

- Most Popular Tab –These are items that have been checked out the most by patrons. You can sort them by release date, author, or by title of book.

- Best Sellers – These items are on bestseller lists.

TO CHECK OUT AN ITEM

Step 1: – Find the item you wish to check out, and click on the cover page

Step 2: It will open to a new page. You can change how long you want to check out the items underneath the "Checkout Now" button. You can pick between 1 day -21 days.

Step 3– Click on Checkout Now. If the Checkout Now button turns into a "Return" button, the item is successfully checked out to your account.

TO READ / LISTEN TO YOUR ITEMS

Step 1: After an item has been checked out to your account, click on the button "My Titles" located in the top left hand corner.

Important: There are two tabs, one for eAudio and one for eBooks. eAudio is where your audiobooks will be located, while eBooks will have the books.

Step 3: Find the item you want, and click the down arrow in a circle. This will download the item to your account. Words in red will appear next to the cover of the item listing the progress of the download.

*It may take a few minutes to download the item to your device, depending on the size of the item as well as the internet speed. *

Step 4: Once the item is downloaded, you can now listen to the eAudio or the eBook.

- To listen to the audiobooks, click on the play button (located next to the download button).
- To read an eBook, click on the book icon (located next to the download icon).

TO RETURN AN ITEM

Step 1: To return an item on your device, swipe the title to the right. Click Return.
- or -
Step 1: Click on the information button
Step 2: Below the cover, there is an option to return the item.