
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 computer.

TO RENEW AN ITEM

For eBooks

Step 1: On the One Click Website, click on "My Titles"

Step 2: There will be a renew option under the item you want to renew.

Not all eBooks are available to renew

For AudioBooks

Step 1: Go to the OneClick Media Manager

Step 2: Find the item you want

Step 3: Click renew below 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 COMPUTER

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 a computer.

DOWNLOAD SOFTWARE

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 the “?” in the top right hand corner.

FOR EBOOKS

Step 1: Click the icon under the eBook Desktop App

Step 2: Click on “Download”

Step 3: Click on the platform that your computer is, i.e. Mac or Windows

Step 4: Follow the instructions for installation of the program

Step 5: After software has been installed, open the program and click on “Help”

Step 6: Click “Authorize Computer”

Step 7: If you don’t have an Adobe ID, click on “Create Adobe ID” and follow the instructions.

Step 8: Login with your Adobe ID and password in the software Adobe Digital Editions.

FOR AUDIOBOOKS

Step 1: Click the icon for the correct platform under eAudio

Step 2: Follow the instructions for install software.

Step 3: It will ask you for a username and password. Follow the instructions below on how to register. Once that is done, Come back and login on the software.

REGISTER WITH ONECLICK

Step 1: Go to the OneClick website

Step 2: Click on ‘Register’ at the top right hand corner.

Step 3: Fill in the information below, and create a user name and password.

The Library Access Code is **I1P84720**

Step 4: Click “Register” at the bottom of the page.

HOW TO BROWSE FOR AN ITEM

Step 1: Login onto the OneClick website

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

eBooks

Step 1: After you have checked out an eBook, click on your name in the top right hand corner.

Step 2: Click “My Titles”

Step 3: Click the download button on the item you want (it’s an arrow pointed down)

Step 4: Click on the file that downloaded

Step 5: Open it with Adobe Digital Editions You can now read the book on your computer.

Audiobooks

Step 1: Click on the file that downloaded

Step 2: Open it with OneClick Digital Media Manager

Step 3: You may have to login again

Step 4: Press play to listen to the item

To transfer to mp3 player:

Step 5: Plug your mp3 Player into the computer.

Step 6: Click on the item you want to transfer

Step 7: Click “Download and transfer”

Step 8: Find the mp3 player on your computer and follow the instructions to transfer to your device.

Important, some mp3 players are not compatible with transferring files

TO RETURN AN ITEM

eBooks

Step 1: Go to Adobe Digital Editions

Step 2: Find the item you want to return early

Step 3: Right Click on the item

Step 4: A menu should appear,

Step 5: Click “Return borrowed item” Now it should be erased from your device

eAudio

Step 1: Go to the One Click Digital Media Manager

Step 2: Find the item you want to return

Step 3: Click on Return