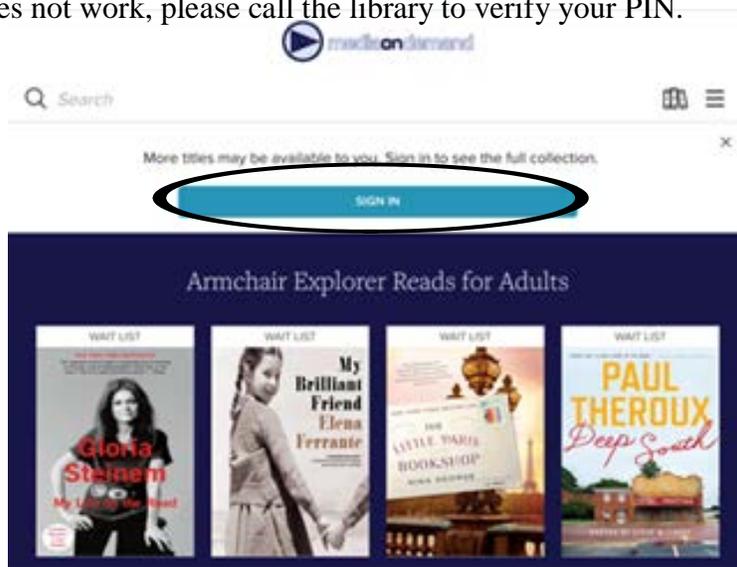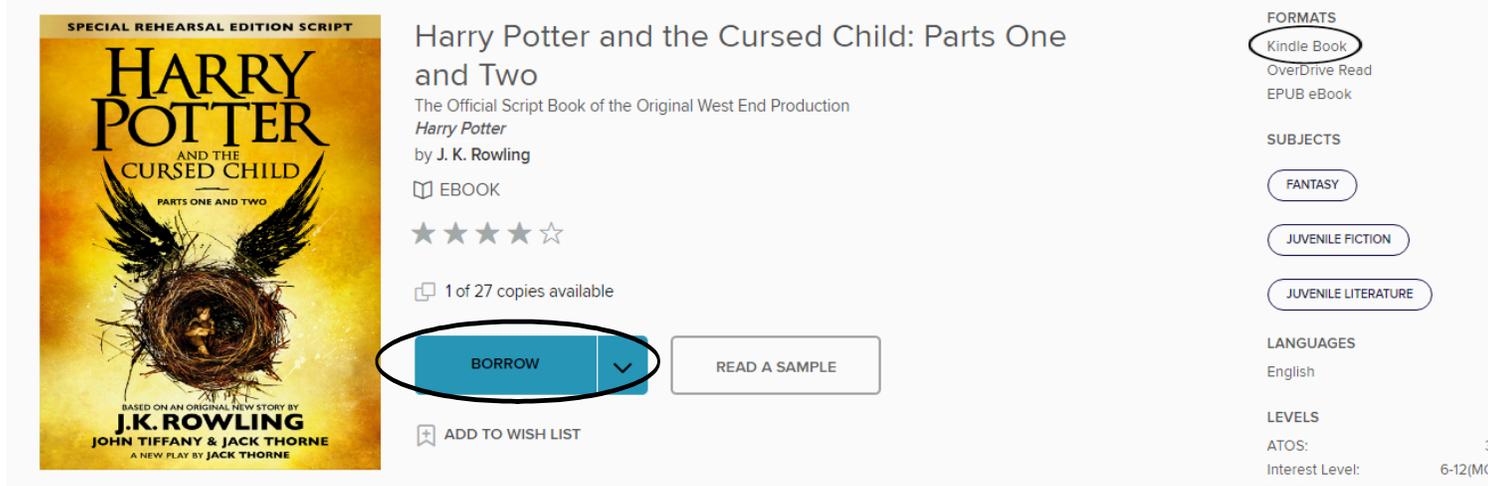# How to Check Out a Book to Your Kindle from Media on Demand

1. On a computer (not on your Kindle device unless it is a Kindle Fire), go to Media on Demand at www.mediaondemand.org and sign in. When you sign in, you must choose Clarendon Hills Public Library as your home library. You will then enter your CHPL library card barcode number and password - *your password is your SWAN PIN number.*
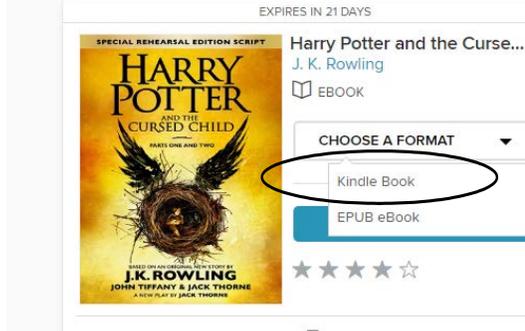
   If you have never created a SWAN Account before, your default PIN is the last 4 digits of your phone number. If that does not work, please call the library to verify your PIN.

2. Search or browse for a title you are interested in that shows Kindle book as a format. If it says "Borrow," it is available to be checked out. If it says "Place a hold," it is currently checked out and you can be added to a waiting list for that item. If the book is available and you want to check it out, click on the **Borrow** button.
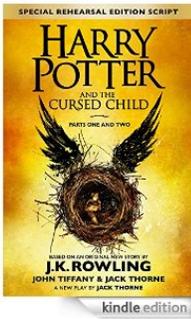
3. Next, click on the **Go to Loans** button. Choose Kindle Bbook as your format.

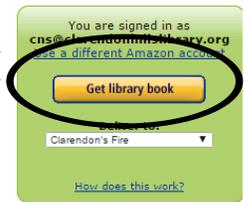4. You will then be taken to Amazon.com. Click on "Get library book."
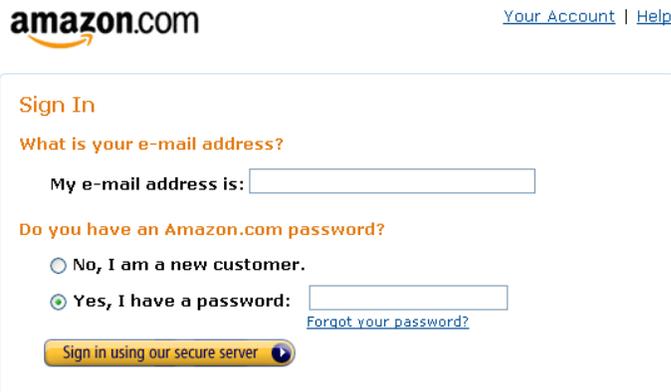
Get Your Digital Library Loan

5. Amazon will then direct you to sign in to your Amazon.com account.

6. If you have more than one Kindle attached to your account, it will ask to which Kindle you want the item delivered. Make your choice, then click on continue.

7. Follow the rest of the prompts and the item will download directly to your Kindle. Public library books require an active Wi-Fi connection for wireless delivery to a Kindle device. Library books will not be delivered via a Kindle's 3G connection. The item might download to your Kindle's archived items file.

   If you do not have access to Wi-Fi or are using a first generation Kindle, you can manually download the e-book. Connect your Kindle to a computer with the USB cord and select "Download and Transfer via USB" in Amazon. The ebook file will save to "Downloads." Your Kindle will appear as a drive on your computer and you will need to copy the download file to your Kindle's "Documents" folder.

   eBooks in Kindle format published by Penguin Publishing will only allow ebooks to be transferred via USB and will not download wirelessly.

8. To return the item before your 14 days are up, log on to your Amazon account and click on "Manage Your Content and Devices." The library item will show up on your list of owned Kindle books. Click on that item's "Action" button and choose the option to "Return borrowed item."

Media on Demand Loan Rules
~You can have 10 MOD items out at one time.
~You can have 10 MOD items on hold at one time.
~The default loan period for ebooks is 14 days, but you can change this to 21 days by going into your MOD settings (under My Account).
~There are no late fees because the item content goes away on the due date.