

HOW TO ACCESS ELECTRONIC BOOKS

1. Go to the Twin Valley home page:
<http://www.tv.s.k12.oh.us/>
2. Along to top select "Departments", then "Media Center".
3. Click "Search Library Catalog"
4. At the right select "The Ohio Digital Library"
5. Click "Sign in" at the top right of page
6. Select "Preble County District Library" from the drop down menu
7. Enter your library card number and pin number (same as your lunch code/student ID).

Note: Your Library Card Number and Pin Number should be the same.

8. Search for books that interest you. You can narrow down your search by selecting "Collections" and the special category you would like.
9. Click on the title you are interested in. Select "Borrow". You can read the book right away.
If you would like to read the book later, it will show up if you select "account".

LIMITS:

1. You can't get electronic if you have past due books
2. You can check out 10 books at a time.
3. Not all books are available right away. You can place a hold on any books that are not currently available, but you need to have an e-mail address that is checked regularly.
4. Books will automatically disappear when due.
YOU DON'T GET LATE FEES OR LOST BOOK CHARGES.