

Library eBooks & Audiobooks: OverDrive for Web Browsers

Overview: Learn how to borrow library eBooks and audiobooks with OverDrive in your web browser.

Student Skill Level: Intermediate

Requirements: valid B&ECPL card, email address

Objectives:

- Sign up and sign in to the library's OverDrive website
- Change settings
- · Search for books
- Borrow and place holds on books
- Return books

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To see a list of upcoming computer classes, go to: www.buffalolib.org/content/computer-training or call (716) 858-8900.











Sign Up and Sign In to OverDrive

Start by turning on your computer and making sure it is connected to the Internet. Open your favorite web browser.

In the address bar type **www.buffalolib.org** then press enter.

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On the library's home page, click on the link in the middle panel labeled "eBooks & more."

Downloads

eBooks & more

Music downloads

Downloading Instructions

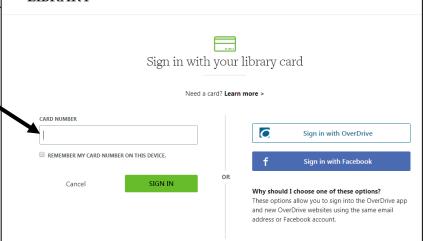


Once on the library's OverDrive website, click on **Sign in** in the upper right.

If you are a member only of the Buffalo & Erie County Public Library System, entering your library card number is the easiest way to sign up.

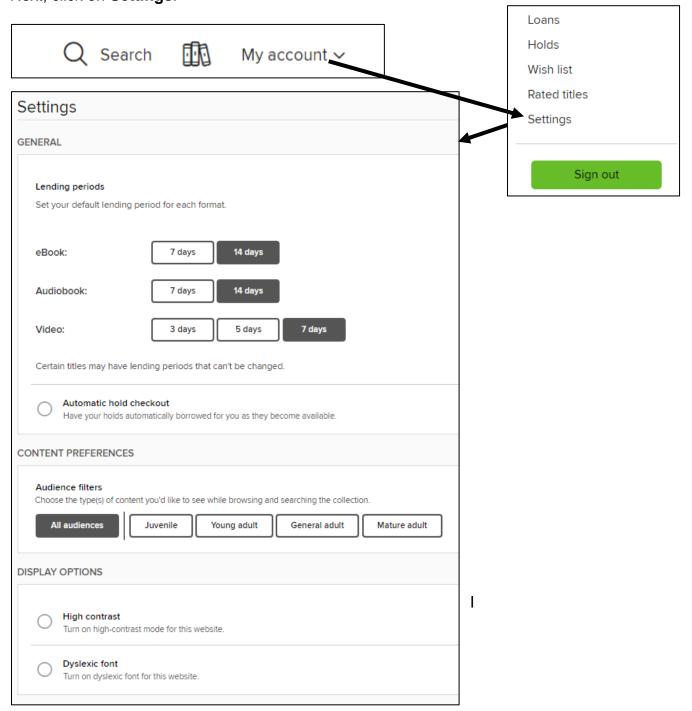
If you have multiple library cards from different libraries, select Sign in with OverDrive and follow the directions.

If this is your first time signing in to OverDrive a popup will appear asking you to confirm some information. Please do so.



NOTE: If your card number begins with the letter A, **do not** enter the A.

Once you are signed in, please click on **My account** in the upper right corner of the website. Next, click on **Settings**.



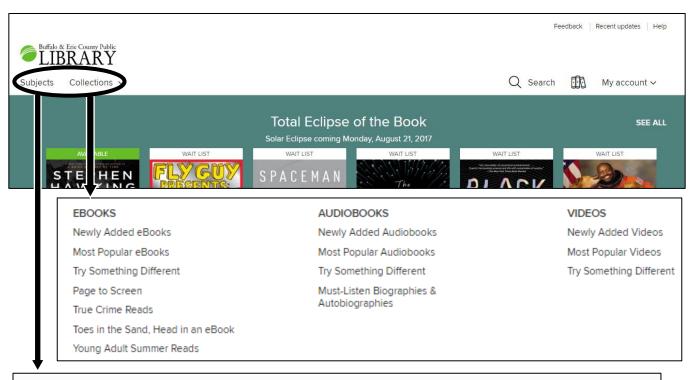
In Settings, check to make sure your loans are set to default to the maximum lending period. This is also the area where you can change the website to dyslexic font and improve contrast.

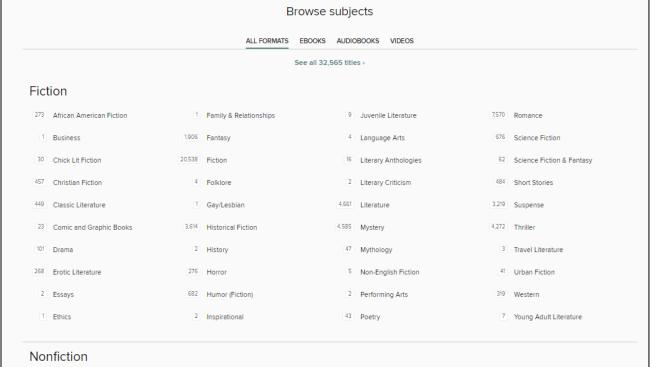
When you are finished, click on the **Buffalo & Erie County Public Library logo** in the upper left to return to the OverDrive home page.

Browsing for Items

Browsing our collection is easy.

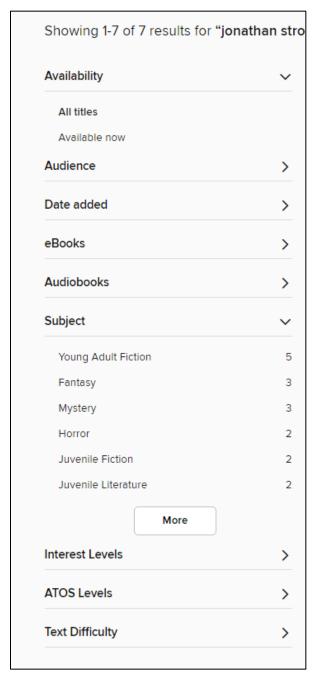
On the main page you will find seasonal themed categories to browse. Additionally, you can click on **Subjects** or **Collections**.





Searching for Items





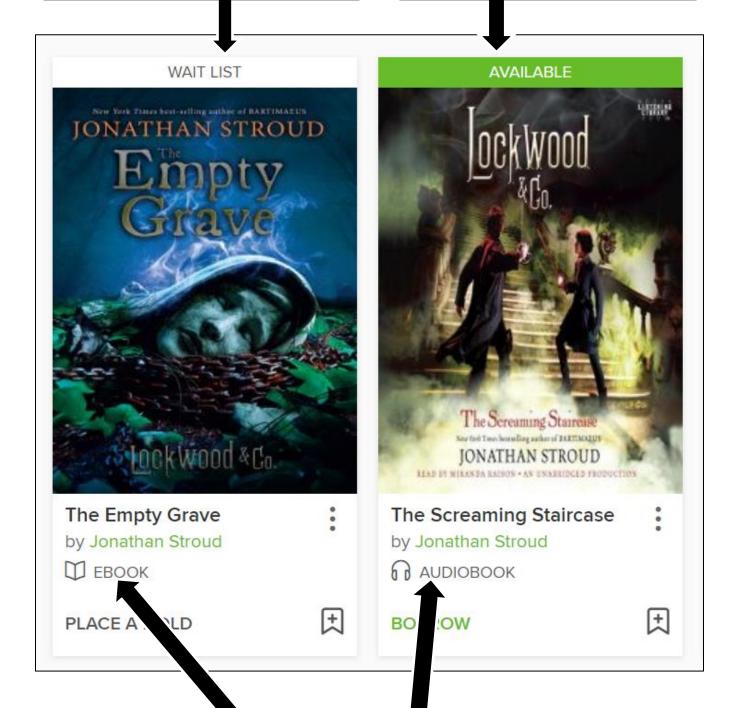
To search for items simply click on the **magnifying glass** near the top of the website then click on the **Search bar that appears** and enter in your search terms. You can also click on **Advanced** to bring up more options.

NOTE: Double check your spelling, because OverDrive's search does not autocorrect.

When you search, a pane to the left will let you **filter** the results. For example, you can restrict the results to show only titles available now, or only audiobook.

WAIT LIST means all copies are checked out, but you can place a **hold** on it.

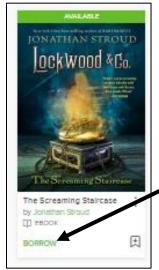
AVAILABLE items are ready for you to check out.



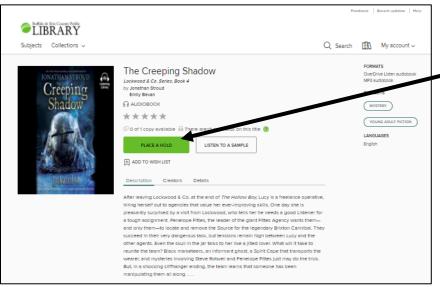
Below the cover image, you can see if it is an eBook or audiobook.

Borrowing and Placing Holds

There are two ways to borrow and place holds on items.



One way is to click on **BORROW** or **PLACE A HOLD** at the bottom of the item from the search screen. This will check the item out to you, without causing you to leave the search results screen.



The other way is to click on the cover of the item. You can then click **BORROW** or **PLACE A HOLD**, depending on the item's availability.

This way, you can see more information about the title, including how many copies are available and how many people are waiting per copy (if all copies are already checked out.)

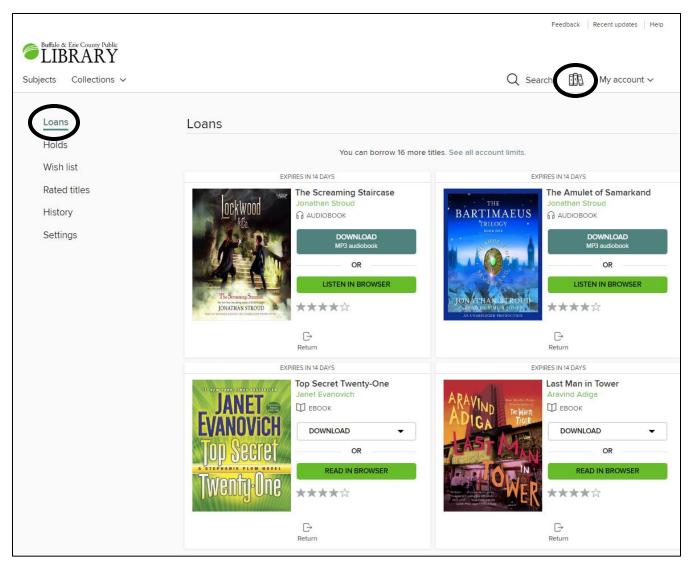
NOTE: The first time you place a hold, you will be asked to enter your email address if you haven't already. This is the email OverDrive will use to notify you that your book is available. Be sure to check your email, because available holds expire after 72 hours.

If you want to keep searching, simply click on Search at anytime. You can also click on the library's logo in the upper left corner to return to the main page.

There are no hold fees or late fines when using OverDrive.

Enjoy Your Items

Click on the **books icon** in the upper right hand corner. From here, you will be able to see your loans, holds, and more.



To read or listen to your items in the web browser, click on **READ IN BROWSER** or **LISTEN IN BROWSER**.

<u>Do not select to download the item.</u> That is for enjoying the items in other applications or devices. If you are curious if your devices can be used to enjoy library titles, please contact the library system with the contact information given on the first page.

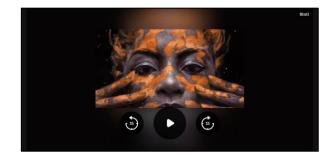
You can also see on the top of each item how many days are left on the loan.

The <u>ability to renew</u> the item will appear next to **Return** on the bottom of the item a 72 hours before the item is due. You cannot renew the item before then.

To flip pages on an eBook, either click on the left or right side of the pages or use the right and left keys on the keyboard. OverDrive will always remember your place, so don't worry about bookmarking or remembering it.

For an audiobook, simply click the large play button.

in the neighbourhood; it was erected as an experiment in gentrification back in the late 1950s, when Vakola was semi-swamp, a few bright mansions amidst mangroves and malarial clouds. Wild boar and bands of doctots were rumoured to provid be baryan trees, and rickshaws and taxis reflused to come here after sunset. In gratuide to Vishram Society's pioneers, who defied bandis and taxis reflused come here after sunset. In gratuide to Vishram Society Sover to Vishram Society Sover to Vishram Society Sover to the state of the straightform of the same compound wall. Vishram Society Sover to Vishram Society Sover throughout the neighbourhood. It is, strictly speaking, two distinct Societies enclosed within the same compound wall. Vishram Society Sover through Sover throughout the neighbourhood. It is, strictly speaking, two distinct Societies enclosed within the same compound wall. Vishram Society Sover throughout the neighbourhood. It is, strictly speaking, two distinct Societies enclosed within the same compound wall. Vishram Society Sover throughout the neighbourhood. It is, strictly speaking, two distinct Societies enclosed within the same compound wall. Vishram Society. Brush of the syndrom wall with the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall. Vishram Society. Brush of the syndrom within the same compound wall within the same compound wall. Vishram Society. Brush of the syndr



Clicking on the center of the screen for either will bring up additional settings that will allow you to change the **font and font size** (eBooks), **view the table of contents**, **select reading speed**, **move to a specific section**, and set a **sleep timer** (audiobooks).

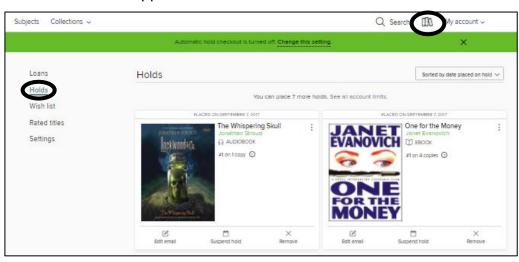




Check the Status of a Hold

Clicking on the **books icon** then **Holds** allows you to check the status of your holds, and when available, a green **BORROW** button will appear.

If, in the **Settings**, you selected to have holds check out automatically, the **BORROW** button will not appear. Instead, the item will immediately be checked out to you and placed in **Loans**.



Returning Items

All titles will automatically return when they are due, even if you do not sign back in or have an Internet connection. However, it is courteous to return items when you are finished.

To return an item early, return to the **Loans** page (found when you click on the books icon.)

The option **Return** will appear beneath each item. Simply click and confirm. <u>If you accidentally or intentionally downloaded the item to your computer or another device</u>, it will say **How to return**. Clicking on that will give you further instructions.

