

Library eBooks & Audiobooks: OverDrive App for Android & Apple Devices & Kindle Tablets

Overview: Learn how to download the OverDrive app, then locate and borrow eBooks and audiobooks from the Library for your device.

Student Skill Level: Intermediate

Requirements: valid B&ECPL card, app store account (must know username & password), email address, basic device operational skills

Objectives:

- Download the OverDrive app, sign up & sign in
- Add the library to the app
- Learn how to use the Home menu
- Browse & Search for items
- Borrow and place holds on items
- Return items

Revised 11-27-17

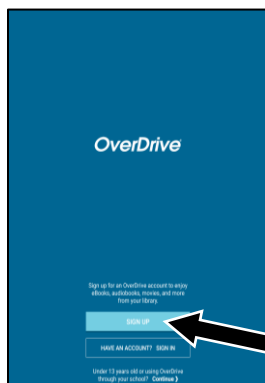


To see a list of upcoming computer classes, go to:
www.buffalolib.org/content/computer-training or call (716) 858-8900.

Download the OverDrive App, Sign Up & Sign In

Start by turning on your device and **connecting it to WiFi**. Open your device's **app store**.

Tap in the search box in the app store and start typing **OverDrive**. OverDrive will be displayed in the search results. Select it from the list.



Install the app. Most app stores have a button, or a series of buttons to tap, saying “Get”, “Install”, “Accept” or “Buy” (even if the app is free, like OverDrive) that you will tap for this. You will also need to sign into your app store account if you aren’t signed in already.

The OverDrive app is now installed. Tap **Open** or find the app on your home screen or app drawer and tap it to open it.

Tap **Sign up**.

Tap Sign up using library card

- Tap Location and enter 14203
- Tap Central Library
- Enter your library card number
- Tap Sign In

OR

Tap Sign up using Facebook

- Enter you email address and Facebook password
- Click **Add a Card**.
- Enter your card number and click **Yes, Grant Access**.

OR

Enter your details to create an OverDrive account (best for multiple libraries.)

Enter your name, email address (twice) and a password. Tap **Sign up**. Enter your library card number when asked.

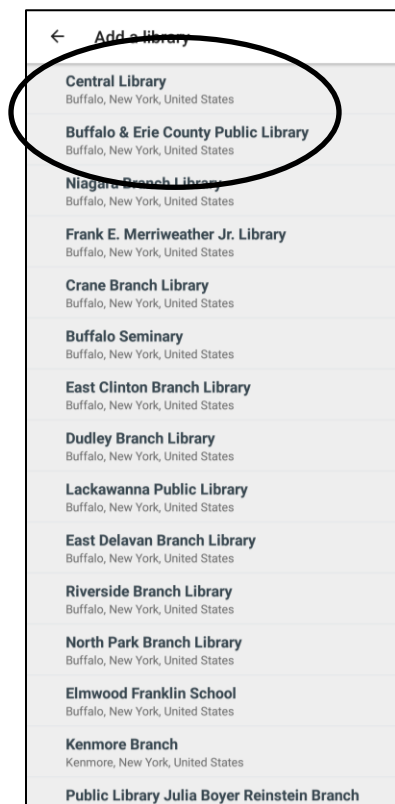
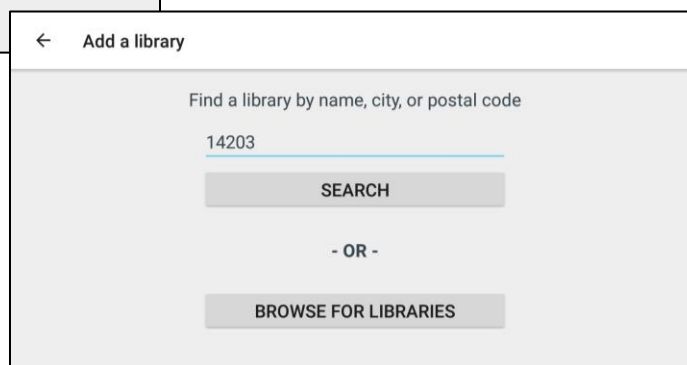
Note: If your library card number contains the letter A, **do not** enter the letter.

Add the Library

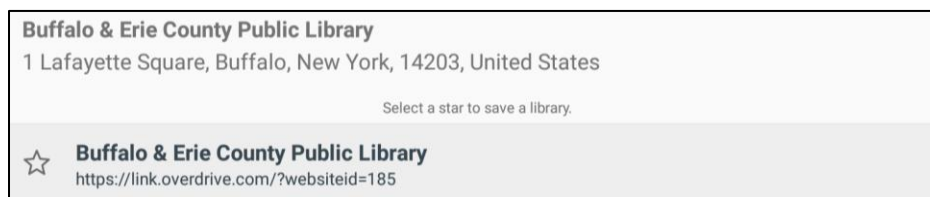


When you first sign in to the OverDrive app, you will be taken to the **Bookshelf** and there will be no libraries or books associated with your account, even though you may have searched for and added one when you signed up.

To add your first library tap on **“Add a title.”** You’ll know it is your first library because no library name will appear yet underneath **“Add a title.”**



When you search, you will see a list of library branches and systems nearby, whether they are part of the Buffalo & Erie County Public Library System or not. Be sure to select the **“Buffalo & Erie County Public Library”** or **“Central Library”**, and **not a branch library**.



Once you tap the library, **tap the star** next to it on the next page to save it.

When you have followed these steps, the Buffalo & Erie County Library will appear in the library list on the **Home menu**.

The Home Menu

The **OverDrive** app has a **Home menu** button in the upper left corner of the screen.

Tapping it creates a side pop-out menu.

You will use this menu frequently and you can hide or show this menu by tapping the **Home Menu** button.

Tap on any library in your **library list** to switch between them and search for books.

Click here to add and delete libraries.

The **Bookshelf** contains all the titles you have **downloaded** onto your device.

Settings controls the apps behavior, such as download titles on Wi-Fi only and auto sync. This is not the same as the OverDrive browsing and checkout settings below.

Files shows the status of your downloads. This is mostly useful for larger audiobooks.

OverDrive Browsing & Checkout Settings

There are two ways of accessing browsing and checkout settings. To open the app, if it isn't already, tap on the app icon.



The first method is to tap on the **"Add a title"** box in the bookshelf.

The second method is to tap on the **Home menu** button, and then the **name of the library** you wish to search from the library list.



The app will then take you to the library's OverDrive page (through the app, not your device's normal web browser) where you can browse and search for titles. First, check if you are signed in and take a moment to check your settings if you haven't set them already.



Click on the menu button next to the books on the right side. It looks identical to the Home menu button.

This will open a drop down menu.



Be sure to sign in the same way you did at the beginning of this handout, either with your library card, FaceBook, or OverDrive account.

Also check the box that tells OverDrive to remember the sign in.

Once you've signed in, you should be able to see **My Account** when you tap the **Menu button** on the **right side** of the screen. Tap **My Account** then settings to access your **settings**.

Sign in with your library card

Need a card? [Learn more >](#)

CARD NUMBER

☐ REMEMBER MY CARD NUMBER ON THIS DEVICE.

SIGN IN Cancel

OR

[Sign in with OverDrive](#)

[Sign in with Facebook](#)

Why should I choose one of these options?
These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account.

The screenshot shows the library website's interface. On the left is a sidebar menu with a search bar at the top. The menu items are: My account, Loans, Holds, Wish list, Rated titles, History, Settings (circled), Sign out, Subjects, Collections, Kindle Books, Feedback, Help, and Recent updates. On the right is the 'Settings' page. At the top right of the page is a hamburger menu icon (three horizontal lines) which is circled. A black arrow points from this icon to the 'Settings' link in the sidebar. Another black arrow points from the 'Settings' link to the 'GENERAL' section of the settings page. The 'GENERAL' section includes 'Lending periods' with options for eBook (7 days, 14 days), Audiobook (7 days, 14 days), and Video (3 days, 5 days, 7 days). Below this are checkboxes for 'Automatic hold checkout' and 'History', both of which are checked. The 'CONTENT PREFERENCES' section includes 'Audience(s)' with buttons for All audiences, Juvenile, Young adult, General adult, and Mature adult. There is also a checkbox for 'Kindle preference'. The 'DISPLAY OPTIONS' section includes checkboxes for 'High contrast' and 'Dyslexic font'.

Search

My account

- Loans
- Holds
- Wish list
- Rated titles
- History
- Settings**
- Sign out

Subjects

Collections

Kindle Books

Feedback

Help

Recent updates

Settings

GENERAL

Lending periods
Set your default lending period for each format.

eBook: 7 days 14 days

Audiobook: 7 days 14 days

Video: 3 days 5 days 7 days

Certain titles may have lending periods that can't be changed.

☒ **Automatic hold checkout**
Holds are automatically borrowed for you as they become available.

☒ **History**
Displaying your history from October 4, 2017. [Learn More.](#)

CONTENT PREFERENCES

Audience(s)
Choose the types of content you'd like to see while browsing and searching the collection.

All audiences Juvenile Young adult General adult

Mature adult

☐ **Kindle preference**
Only show the Kindle Book option for borrowed eBooks

DISPLAY OPTIONS

☐ **High contrast**
Turn on high-contrast mode for this website.

☐ **Dyslexic font**
Turn on dyslexic font for this website.

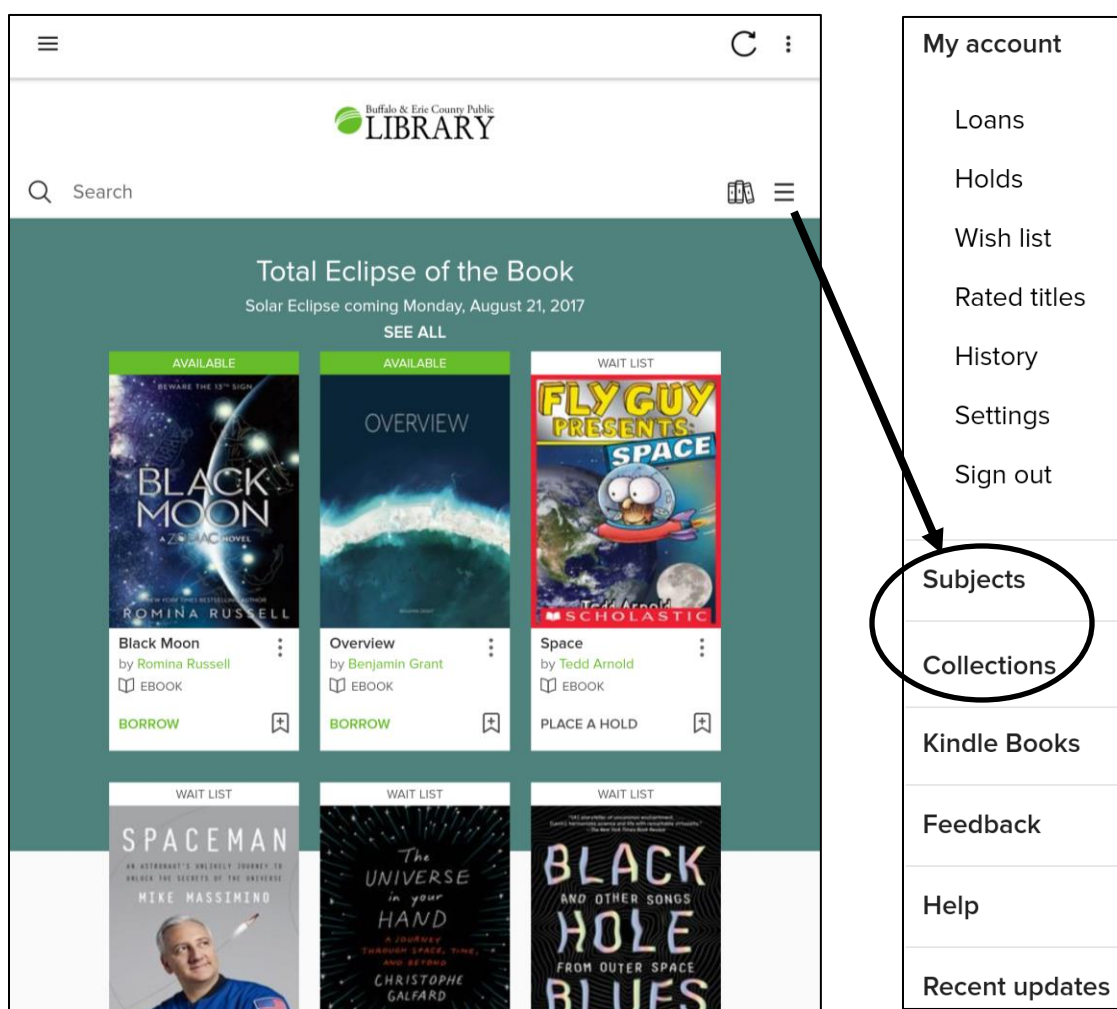
In settings you can change your default lending period, audience filters, and some visual display properties such as high contrast and dyslexic friendly font (for browsing and searching).

Browsing & Searching

To find materials to check out, return to the library's main page in the OverDrive app, either by one of the two methods listed previously, or by tapping on the Buffalo & Erie County Public Library's banner across the top of the app.

On the main page you will see lists of books organized by current events, promotions, or season.

Tapping on the side menu button will also give you the option to browse by subject or collection.



To search for a title tap on the word Search next to the magnifying glass near the top of the page. Your device's keyboard will then appear and allow you to type in your search.

Note: OverDrive will not autocorrect any misspellings, so be sure to double check the spelling if you don't get the results you were expecting.

Advanced Search

| | |
|--|--|
| <p>Title</p> <input style="width: 90%;" type="text"/> | <p>Date added</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All dates ▼ </div> |
| <p>Author</p> <input style="width: 90%;" type="text"/> | <p>Formats</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All formats ▼ </div> |
| <p>Subjects</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All subjects ▼ </div> | <p>Languages</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All languages ▼ </div> |
| <p>Availability</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All titles ▼ </div> | <p>ISBN</p> <input style="width: 90%;" type="text"/> |
| <p>Audience</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All audiences ▼ </div> | |

Levels

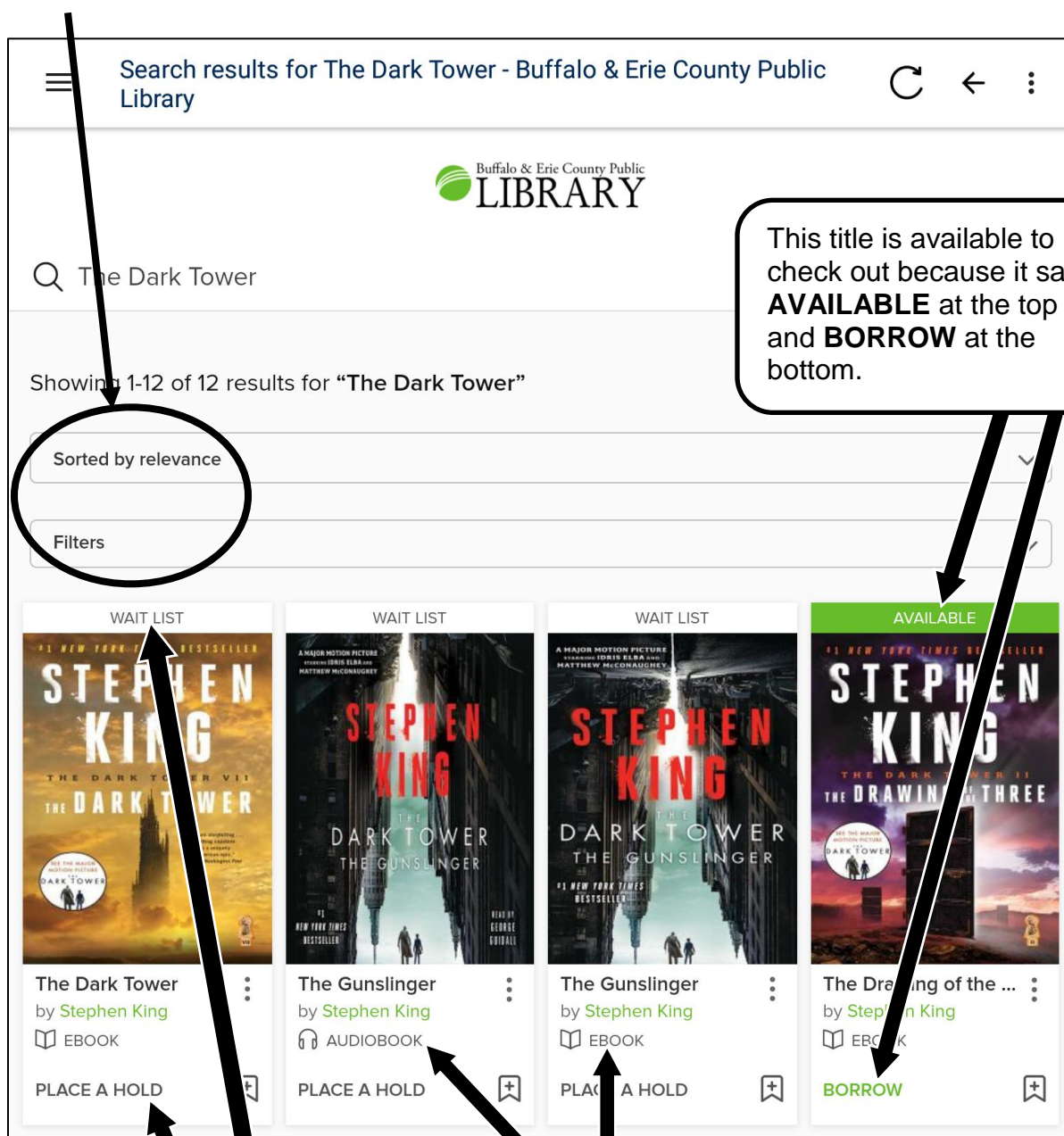
| | | |
|--|----|--|
| <p>Interest Levels</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Interest Levels ▼ </div> | to | <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Interest Levels ▼ </div> |
| <p>ATOS Levels</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All ATOS Levels ▼ </div> | to | <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All ATOS Levels ▼ </div> |
| <p>Lexile® Measures</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Lexile® Measures ▼ </div> | to | <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Lexile® Measures ▼ </div> |
| <p>Text Difficulties</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Text Difficulties ▼ </div> | to | <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> All Text Difficulties ▼ </div> |

SEARCH

Tapping on Search will also make an **Advanced** search option appear underneath it. Tap on it to see the full list of advanced search options.

A note on formats: when using the **OverDrive app**, stick with “**EPUB eBook**” for eBooks and “**MP3 audiobook**” for audiobooks as they provide the best experience for your device.

You can also use **filters** after you've typed in a search. If you only want to view available titles, tap **Filters** above the search results and then tap **Available Now** from the drop down menu. Your screen will refresh. Note you can also filter by item type, and use multiple filters at the same time.



Some items will not be available because all copies are already checked out. They will say **WAIT LIST** at the top, and **PLACE A HOLD** at the bottom.

Note whether or not the title is an **EBOOK** or **AUDIOBOOK** before you check it out.

Tapping on the cover of an item will give you more information about it and open up other browsing options.

The Gunslinger - Buffalo & Erie County Public Library

Search

The Gunslinger

The Dark Tower Series, Book 1

by Stephen King
George Guidall

AUDIOBOOK

★ ★ ★ ★ ☆

0 of 5 copies available 6 people waiting per copy

PLACE A HOLD

LISTEN TO A SAMPLE

ADD TO WISH LIST

Soon to be a major motion picture starring Matthew McConaughey and Idris Elba.

"An impressive work of mythic magnitude that may turn out to be Stephen King's greatest literary achievement" (*The Atlanta Journal-Constitution*), *The Gunslinger* is the first volume in the epic Dark Tower Series.

A #1 national bestseller, *The Gunslinger* introduces readers to one of Stephen King's most powerful creations, Roland of Gilead: The Last Gunslinger. He is a haunting figure, a loner on a spellbinding journey into good and evil. In his desolate world, which mirrors our own in frightening ways, Roland tracks The Man in Black, encounters an enticing woman named Alice, and begins a friendship with the boy from New York named Jake.

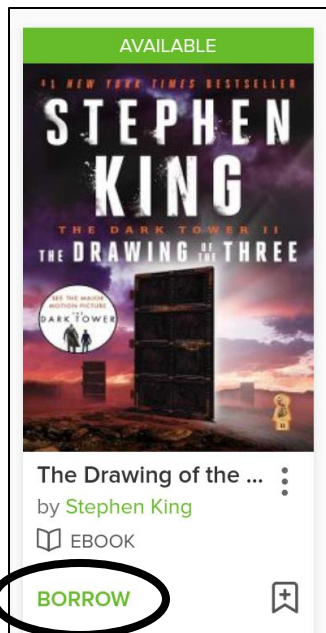
FANTASY

FICTION

LITERATURE

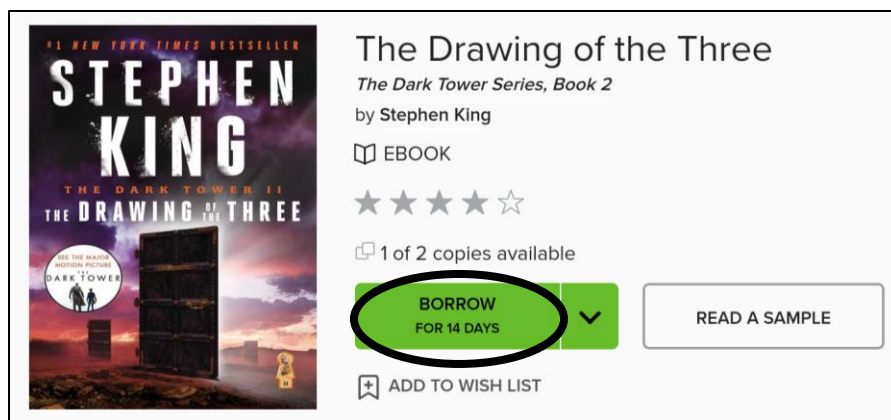
THRILLER

Borrow an Item



You can borrow library eBooks and audiobooks **anywhere and anytime** that you have an Internet connection.

You can borrow an item by tapping **BORROW** on the bottom of the title in the search screen, or **BORROW** on the item screen.



Place a Hold



To place a hold, tap on **PLACE A HOLD** on either the search screen or item screen.



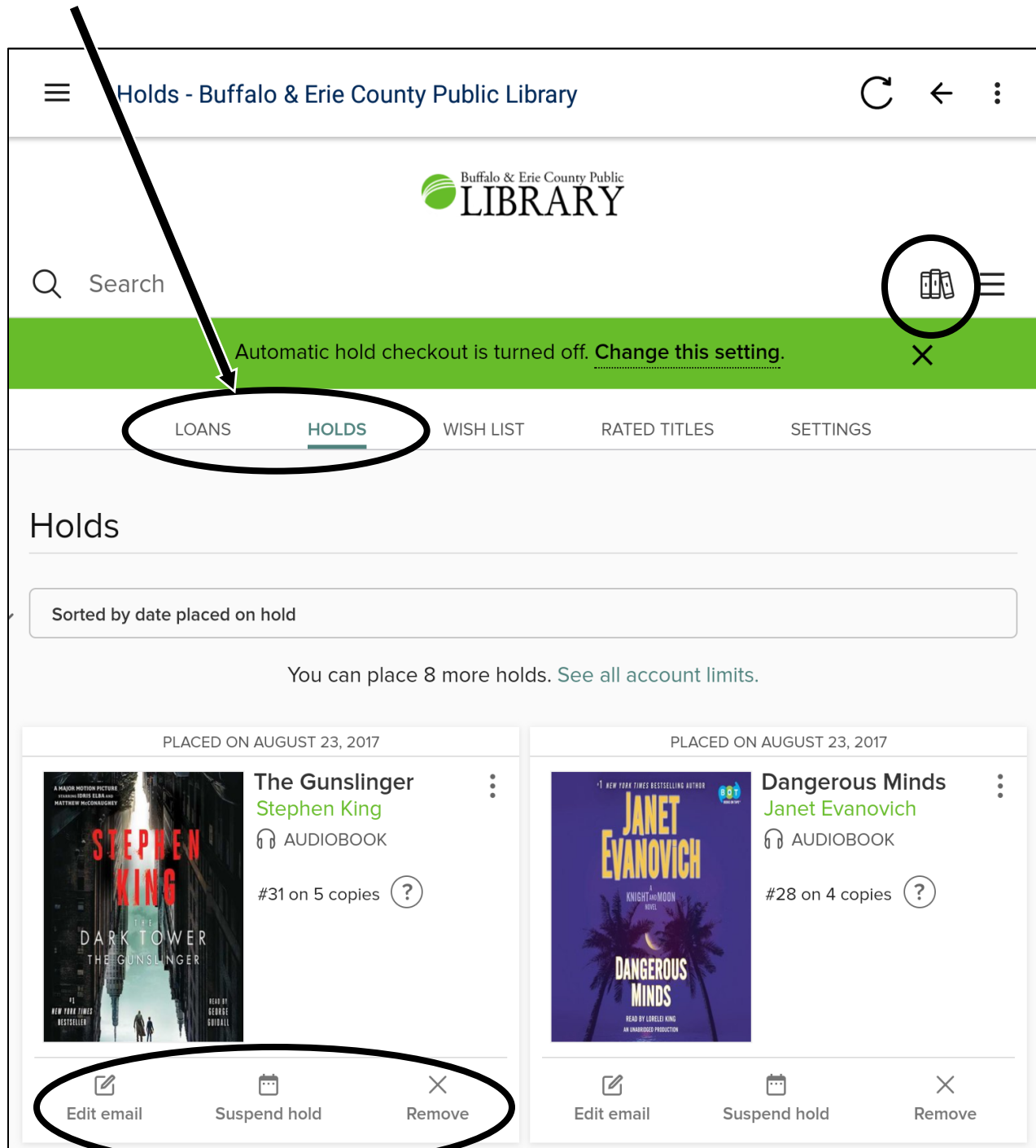
The first time you place a hold, OverDrive will ask you for your email address. This is so you have a way of being notified when the hold becomes available. Be sure to check your email carefully so you don't miss it!

Available holds expire after 72 hours.

Check Item Status & Download an Item to your Device's Bookshelf

Tapping on the **icon of books** in the upper right hand corner of the library's page in the app will let you see your loans, holds, wishlist, and more.

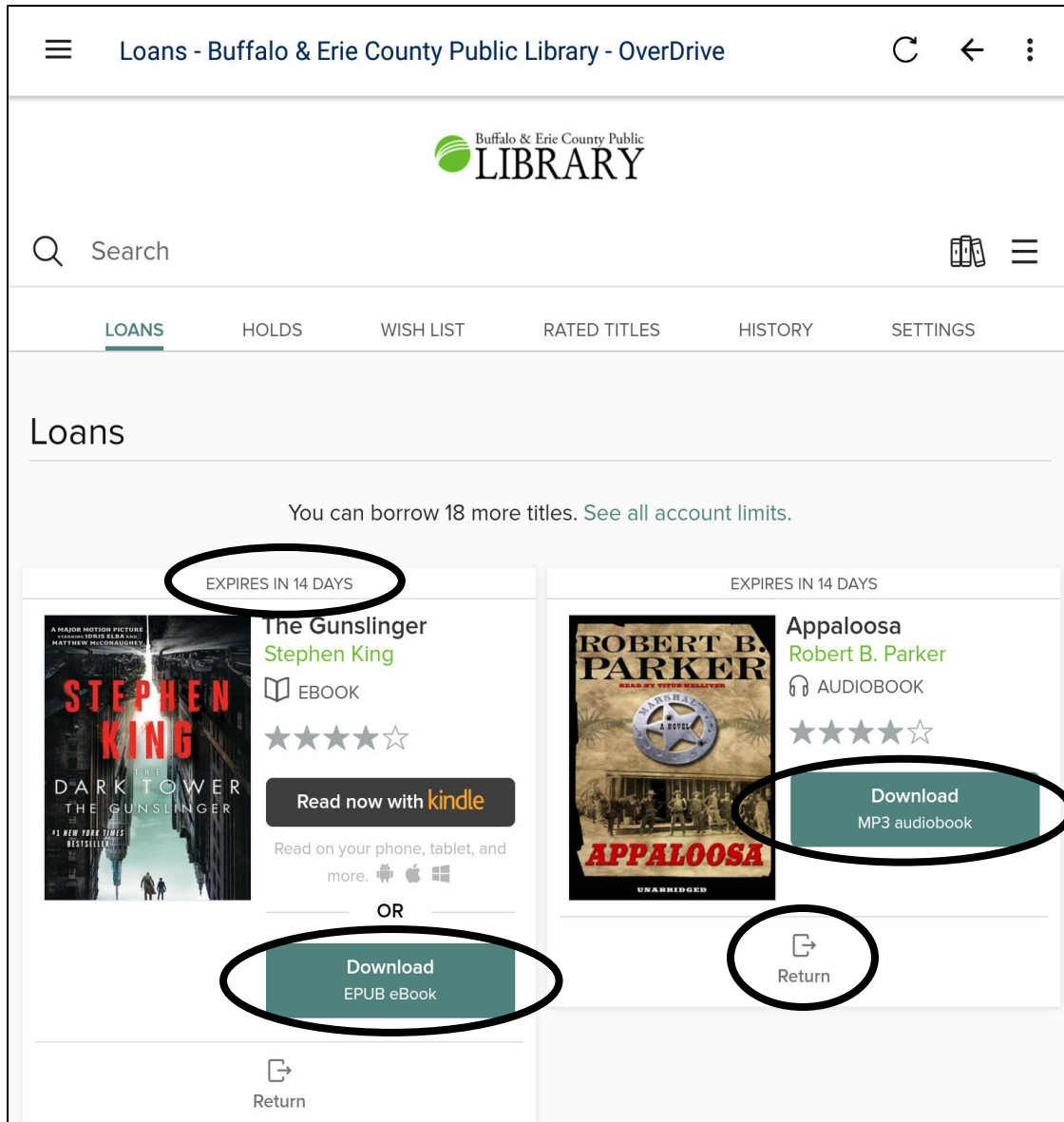
Tapping on **HOLDS** will show you where you are in the hold queue, but also allow you to suspend the hold, cancel the hold, and to change the email where the notification will be sent.



Tapping on **LOANS** will let you check the status of your current checkouts and allow you to download them to your device so you can read them.

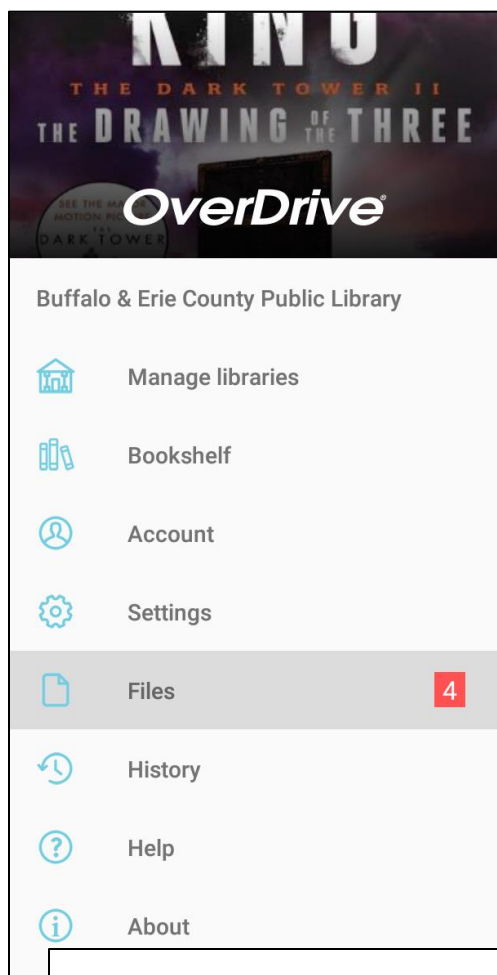
To download an item to your device's bookshelf, tap where it says **DOWNLOAD**.

If given a choice, remember to select only **MP3 audiobook** for audiobooks and **EPUB** for eBooks.



The **loans** screen also tells you when the item expires at the top of each title. At the bottom of each you can see an icon to return the item and 72 hours before the item expires that will also be where the option to **renew** will appear.

Enjoy Your Items

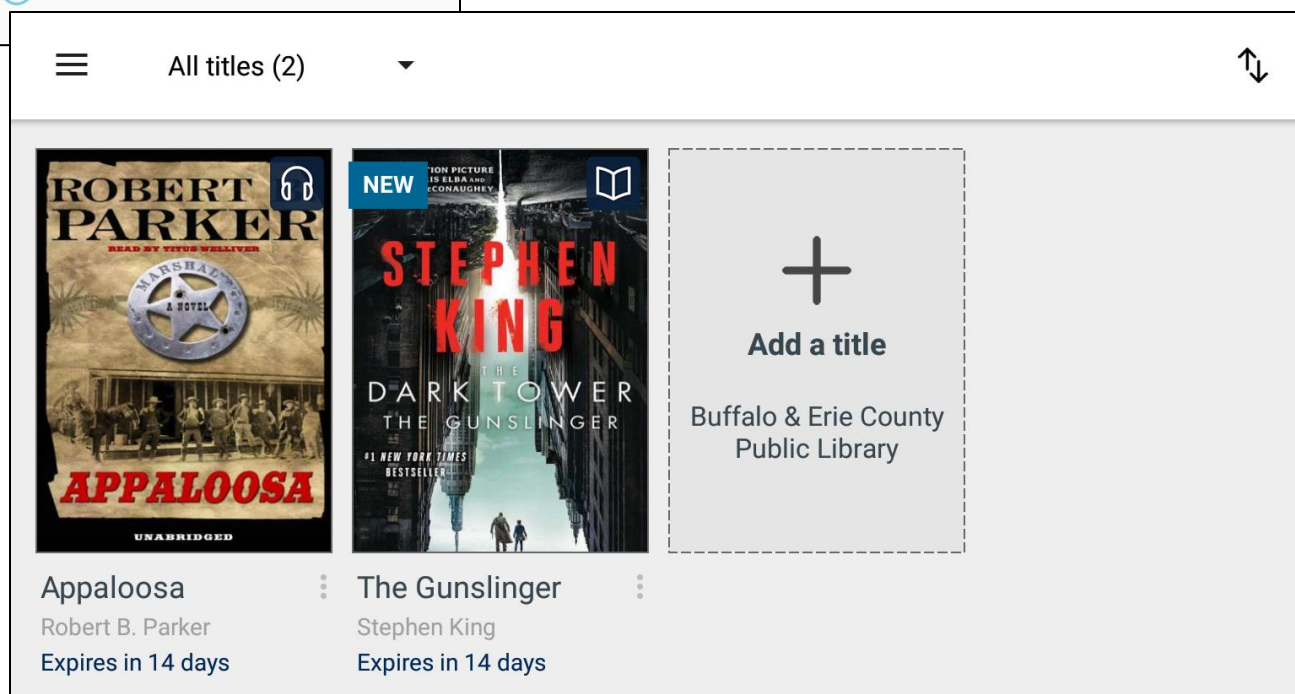


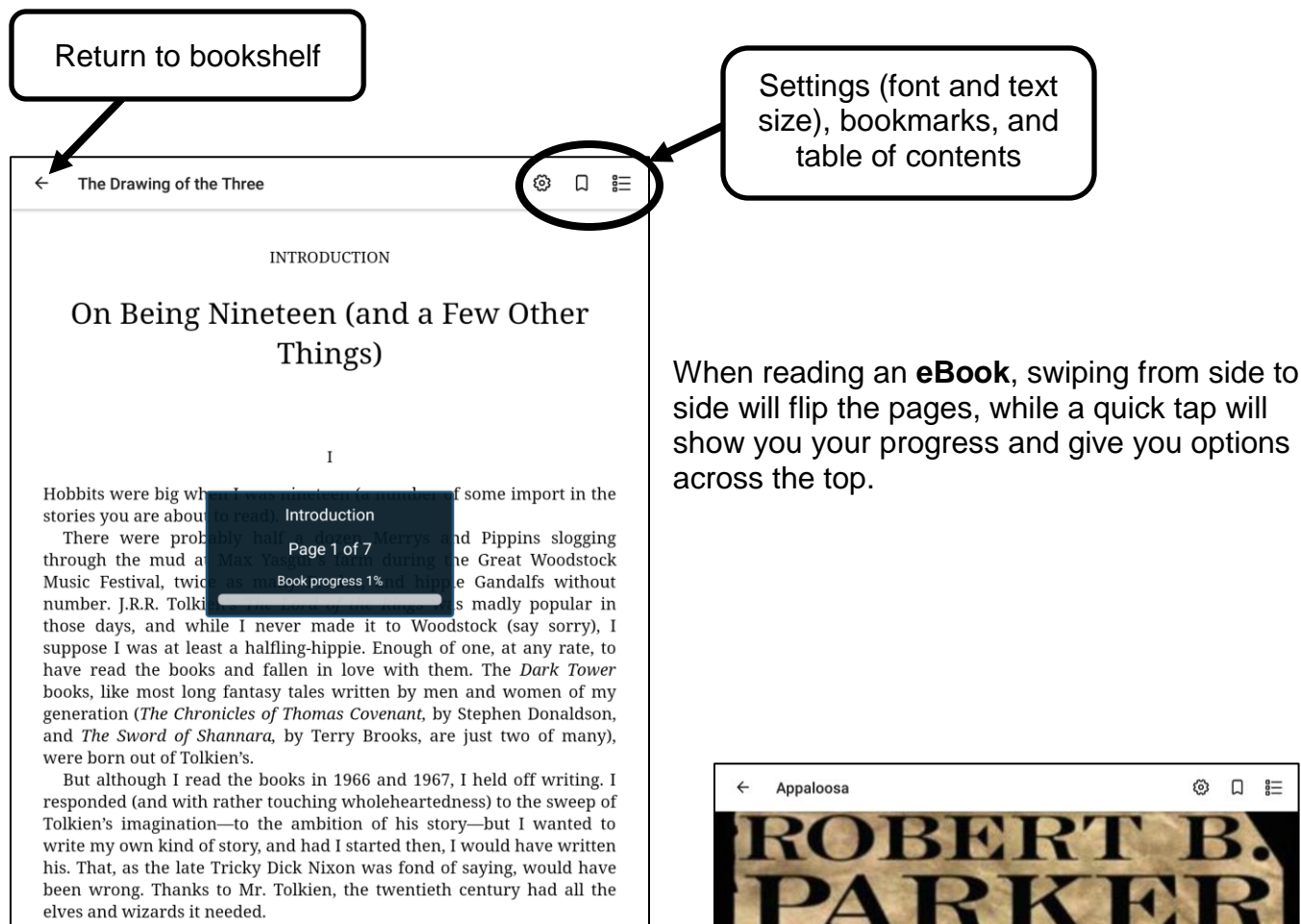
Tapping on the **Home menu**, you may see a number next to **Files**. This indicates the number of files currently downloading on your device. Make sure it is finished and the number gone before you go away from your Internet connection. Once downloaded, the titles can go with you anywhere. Often downloading is so fast, you may never see a number next to files.

To see the items you have downloaded and to begin enjoying them, tap on **Bookshelf**.

In your bookshelf, you will see only the titles that are currently downloaded or downloading on your device.

From here, you can begin reading or listening by **tapping on a title**.

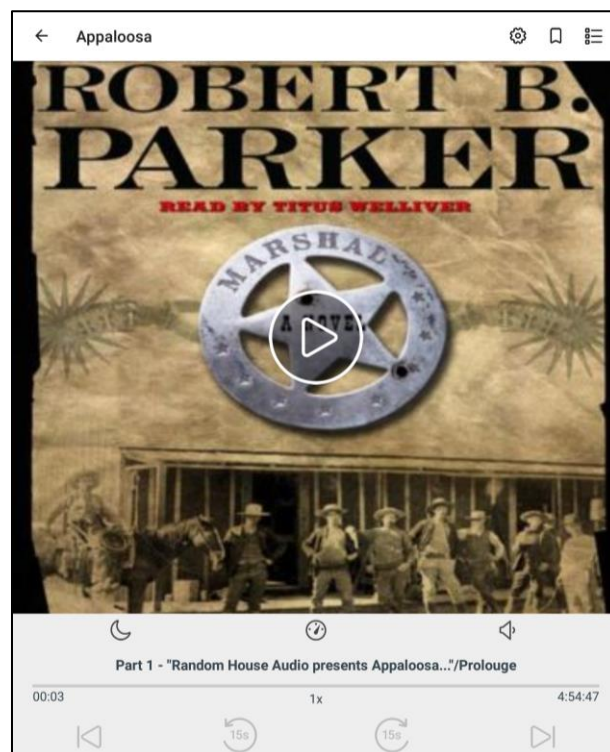




When reading an **eBook**, swiping from side to side will flip the pages, while a quick tap will show you your progress and give you options across the top.

For an **audiobook**, press play and pause in the middle of the screen.

Along the top you will have options similar to those for an eBook, and along the bottom you have more options such as setting a sleep timer, volume control, fast forward and reverse, and playback speed.



NOTE: OverDrive will remember your place for eBooks and audiobooks automatically, so there is no need to worry about bookmarks!

Return an Item

There are never any fees or fines for using OverDrive because all titles will automatically return when they are due, even if you do not have an Internet connection.

To return an item early, the simplest way is to long tap the title in your bookshelf until a small menu appears. At the top of the menu is the option to **RETURN TO LIBRARY**. Tap **RETURN TO LIBRARY**, then confirm on the next popup.

