Downloadables: OverDrive - Web Browser

Learning Objectives:
- Sign up and sign in to the Library’s OverDrive website.
- Change settings.
- Search for items
- Borrow and place holds on items.
- Return books

Requirements:
- Buffalo and Erie County Public Library Card.
- Email address.

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To see a list of upcoming technology classes go to: www.buffalolib.org/whats-happening/makerspace-technology and click on “Upcoming Classes + Events” or call (716) 858-8900
Sign Up and Sign In

Open your favorite web browser. Popular ones include:

- Google Chrome.
- Microsoft Edge.
- Firefox.
- Opera.
- Safari.

In the web address bar (typically the top of the web browser) type the following website and press Enter on your keyboard:

www.buffalolibr.org

Click on either Books + Movies + Music or Downloadables.
Clicking on **Books + Movies + Music:**

Clicking on **Downloadables:**

Once you go to either page, click on the circled link (see above) and you will be taken to the Library’s OverDrive page!
Click **Sign in** in the upper right.

Enter your library card number

* **Warning** *

*If your card number begins with the letter A, **DO NOT** enter the A.*

If this is your first time signing in to OverDrive, a pop-up will appear asking you to confirm some information.
My Account

Click **My account** in the upper right. This contains links to important features such as:

- Loans (where your checked out items are located).
- Holds (items you are waiting on).
- Wish list (items you are keeping an eye on).
- Rated titles (titles you’ve given ratings too).
- History (what you’ve checked out in the past).
- Settings (where you can change how your account functions).

“Settings”

Things you can change in this area:

- Lending periods for items.
- Turning your History tracker on and off.
- Setting audience age preferences to filter material for a specific group.
- Do you only want to see items available for Kindle devices?
- Turn high contract and dyslexic font features on and off.
Search for Items

The main page has several pre-made list options for you to view before even conducting a normal search. These include:

- Subjects.
- Collections.
- Seasonal or custom made lists that appear directly on screen (see “Inspiring Stories to Start the New Year” below for an example).

"Collections"
“Subjects”

Click on the **Search magnifying glass** next to **My account** to begin a general search. An “Advanced” button also appears where you initially add filters to your search.
Filters appear on the left side to help make your search more specific.

- **WAIT LIST** > All copies are checked out.
- **PLACE A HOLD** > Go on a wait list.
- **AVAILABLE** > Item can be checked out.
- **BORROW** > Begin checkout process.

Below item titles is also the specific format for the item. Is it an eBook or an audiobook?

- Headphones = Audiobook.
- Open book = eBook.

Clicking on the item cover will also bring up similar features as the search results page such as the **Borrow or Place a Hold buttons** as well as more details on the item, reviews, number of copies available, wait time, and adding to a wish list.
Borrowing

1. Click **BORROW** near the item you want.
2. Select your borrowing time.
3. Click **BORROW** again.
4. Reading options:
   a. Read now with the Kindle.
   b. Read or listen in your web browser.
   c. Download EPUB ebook for offline ebook access (this requires Adobe Digital Editions installed on your computer).

* Warning *

**Option C does NOT work on mobile devices. You must either do Options A or B OR download the Libby app.**

* To listen to audiobooks, you can only use option A OR download the Libby app. *

Placing a Hold

* Warning *

**Holds expire after 72 hours.**
1. Click **PLACE A HOLD** near the item that you want to go on a waiting list for.
2. When item is available for checkout, you will either be notified via email if you set that up.

You can also suspend the hold by selecting “deliver later.” This option passes the book to the next person in line while maintaining the user’s place on the wait list. After the suspension period (set by the user), the user will be able to borrow the book when the next copy is available.

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**Bookshelf**

Click on the **books icon** in the upper right next to **My account** to access your bookshelf where your borrowed items will be located. You can also access the same features as **My account** on the left side of your shelf.

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**“Loans”**

To read or listen to your items, click on:

- Read now with the Kindle.
- Read or listen in your web browser.
- Download EPUB ebook for offline ebook access (this requires Adobe Digital Editions installed on your computer).
* Warning *

Option C does NOT work on mobile devices. You must either do Options A or B OR download the Libby app.

To listen to audiobooks, you can only use option A OR download the Libby app.

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

Returns happen automatically at the end of the checkout period, but you are able to return early if you so choose.

You can also renew, but that option only appears if there is no one waiting in line.

“Holds”

Your status in line is shown below the item title.

If you have the automatic checkout function, any holds will instantly go to your Loans page when they become available. Otherwise, a BORROW button will appear here for you to click on once they are available.

You can choose to suspend a hold or remove yourself from the list by clicking on the options at the bottom of the item.