

OverDrive Website

Learning Objectives:

- Setting up OverDrive.
- Searching for items.
- Borrowing an item.
- Managing a loan.
- Wish list.



Helpful to have:

- Basic computer skills.
- Basic mouse skills.

**** Be Advised ****

You must have an active BECPL library card and PIN to access OverDrive.

What is OverDrive?

OverDrive is a service offered by the library that allows access to:

- Ebooks.
- Audiobooks.
- Digital magazines.

“Cost”

All content on OverDrive is available for free!

“Limits”

Libby works like a real world library. There are a limited number of copies of the items in the catalog, which means wait lists are possible.

Users can have 20 items checked out at any one time as well as have 10 holds at a time, but are allowed an unlimited amount of checkouts and holds per month.

However, unlike the Libby App, you cannot easily download anything from OverDrive.

“Cloud Features”

Certain features appear the same across all the ways you access OverDrive:

- The same checkouts will appear on the Shelf on all devices.
- Your checkout history will appear the same on all devices.
- Any bookmarks you make transfer instantly to all devices.

For example, a book checked out through your desktop computer will appear on the Shelf if accessing it on your laptop.

Accessing OverDrive

“Web Browsers”

These are programs that connect you to the World Wide Web (websites). They are available for both computers and mobile devices. Browsers are like cars - there are different brands that come with different features, but they all work the same way.

Four popular browsers include:

- Google Chrome.
- Firefox.
- Safari (Apple devices).
- Microsoft Edge.



“Where to Go”

The website for OverDrive is:

buffalo.overdrive.com

The alternative websites is:

libbyapp.com

The above option looks exactly like the Libby App, but has the same limitations as the OverDrive website.

If you are looking to access materials from a library other than the BECPL, then you have to go to THAT library’s OverDrive website, unlike the Libby App where you can add all your libraries and access them from the same app.

But what about an OverDrive app? It actually no longer exists - you cannot find it in either a mobile device or computer app store. It was replaced by the Libby App, which is a mobile-only app (so nothing is available for computers).

**** Be Advised ****

The focus of the rest of the lesson is on the main OverDrive website.

Getting to OverDrive

There are two options:

“Option 1”

buffalo.overdrive.com



[Subjects](#) [Collections](#) ▾ [Kids](#) [Teens](#) [Magazines](#)

 [Search](#)



[Sign in](#)

[Help](#)

“Option 2”

www.buffalolib.org

V

“Downloads”

V

“eAUDIOBOOKS/eBOOKS”

V

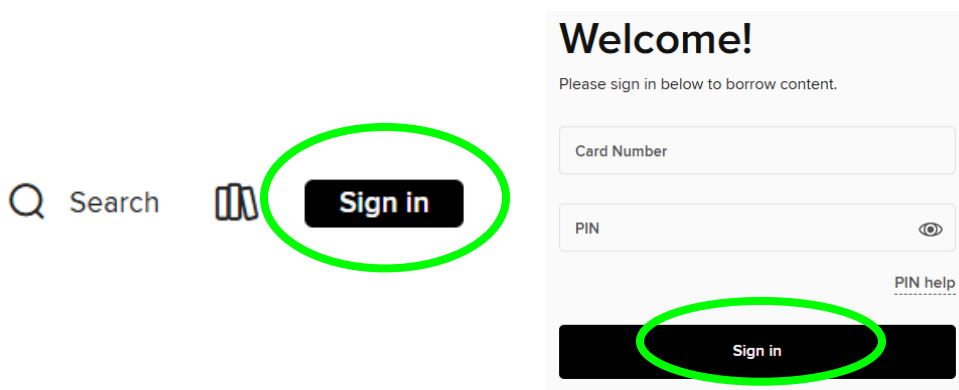
“OverDrive”



Setting Up

“Process”

1. Click on “Sign in.”
2. Enter your library card and PIN and click “Sign in.”
3. If you see “My account,” then you are set.



 Search

My account ▾

Home Page Anatomy

The navigation icons on the top right of the Home Page represent the following (listed in order from left to right:

 Search

My account ▾

- Magnifying glass/"Search" = CATALOG SEARCH.
- Little bell = NOTIFICATIONS.
- Three books = YOUR SHELF.
- "My account" = YOUR ACCOUNT (see the expanded options below)



My account ▾

Loans

Holds

Wish list

History

Settings

Sign out

Settings

This is found within "My account."

History

Settings

Sign out

What options are here?

- Control lending periods.
- Hide history.
- Set your general audience type.
- Turn dyslexic font on or off.

GENERAL

Lending periods

Set your default lending period for each format.

Ebook:

7 days

14 days

Audiobook:

7 days

14 days

Magazine:

7 days

14 days

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

History

Displaying your history from July 17, 2026. [Learn more about the history feature.](#)

Hide History

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

DISPLAY OPTIONS



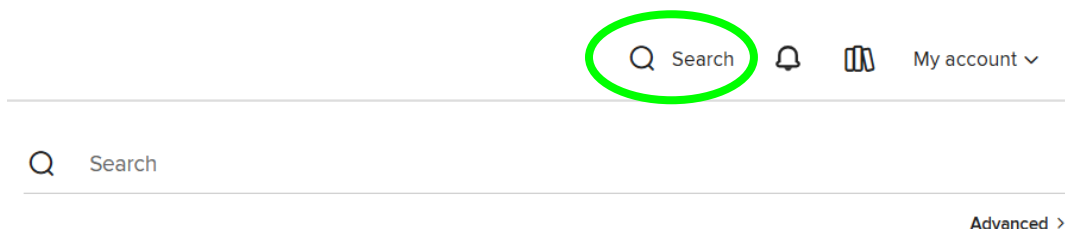
Dyslexic font

Turn on dyslexic font for this website.

Save changes

Start a Search

Click on the search option to open the main search bar:



“Advanced Search”

Click on “Advanced” to bring up the advanced search filters on screen.



Some filter options available on screen include:

- Subject.
- Availability.
- Audience.
- Date added.
- Formats.
- Awards.
- Languages.
- Reading levels.

“Search Bar”

OverDrive provides you with potential results as you type (similar to what Google does) as well as label what the result represents (is it a “Title” or “Author?”). For example, when searching “Stephen King,” one of the results will show it labelled as “Author”



Search Results Page

Showing 1-24 of 359 results for "Stephen King"

Sort Results By Relevance

Filters

 King of Ragtime by Stephen Costanza EBOOK PLACE A HOLD	 11/22/63 by Stephen King EBOOK PLACE A HOLD	 Never Flinch by Stephen King EBOOK BORROW	 The Stand by Stephen King EBOOK PLACE A HOLD
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"Post-Search Filters"

Change how your initial results appear on screen.

"Sort Results By"

Sort Results By

Filters

Relevance

Popularity (global)

Relevance

Release date

Title

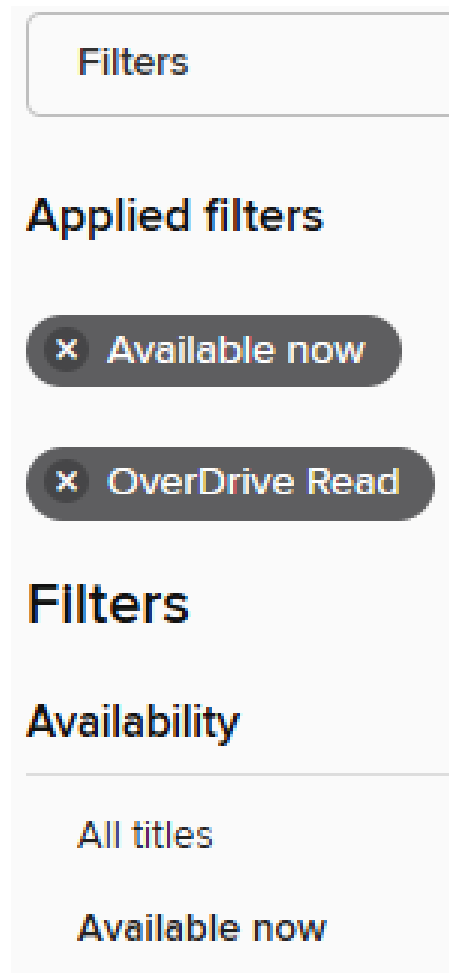
Author

Date added

Popularity (library)

“Filters”

More options are available as you scroll down on screen.



“Search Results Anatomy”

Search results are never 100% exactly related to your search term. For example, when searching “Stephen King,” you will also get the book King of Ragtime by Stephen Costanza (the King from the title and the first name of the author).

What you find in search results is not reflective of the actual physical library catalog. The library might have an item that OverDrive does not (and vice-versa).

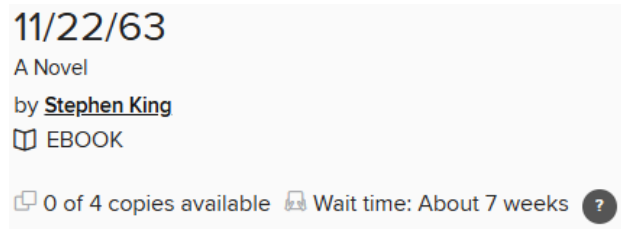
The results shown on the next page are from a search for “Stephen King” (the author):



- PLACE A HOLD = Puts you in line.
- BORROW = Ready to check out.
- EBOOK = Can read the item.
- AUDIOBOOK = Can listen to the item.
- Ribbon with (+) icon = Add to your wish list.

- “Three dots” = Options related to the item.
 - Read/listen to a sample.
 - View item details.
 - Add item to your history.
 - See related titles.

Click on a title to see how many copies are available and the potential wait times.



Holds

If you see the words “PLACE A HOLD ” in an item listing, then it is not immediately available to borrow. In order to place an item on hold, tap “PLACE A HOLD”, enter your email address, and then “PLACE A HOLD” again to put yourself in the queue. You will also see the wait time and your exact position in the queue after.

0 of 4 copies available Wait time: About 7 weeks ?

PLACE A HOLD READ A SAMPLE

PLACE A HOLD X

11/22/63

EBOOK

Fill out the form below to place a hold on this title, and Buffalo & Erie County Public Library will contact you when it's available.

Email address

Confirm email address

PLACE A HOLD CANCEL

When the item becomes available, you have 72 hours to check it out. It will auto renew once as long as no one is waiting behind you. You will lose the hold if:

- Someone is behind you and the 72 hour period is up OR...
- No one is behind you and the 2nd 72 hour period is up.

“Suspensions”

This feature allows you to pause a hold, BUT you will still be able to move up on the waitlist until you become the first in line AND the suspension is removed. The two possible suspension options include:

- If the hold is not ready...
 - Go to Shelf > Holds > “Suspend Hold.”
- If the hold is ready...
 - Go to Shelf > Holds > “Suspend.”

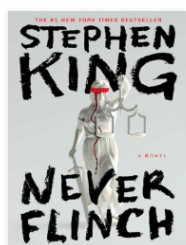
Borrowing

Look at the item you want to borrow:

1. If you see the word “BORROW,” click on it.
2. The next screen has two options to choose from:
 - a. Tap the “Borrow for...” to switch between a checkout period of 7 or 14 days.
 - i. This must be done BEFORE tapping “BORROW” again.
3. Tap “BORROW” again to borrow the item.
4. Choose your option for accessing the item:
 - a. eBook:
 - i. Kindle.
 1. Will make you sign into Amazon.
 - ii. Browser.
 1. Read directly in your web browser.
 - iii. PDF download.
 1. Need Adobe Digital Editions installed on your device to access this.
 - b. Audiobook:
 - i. Browser.
 1. Listen directly in your web browser.
 - ii. Libby App.
 1. Need to install this on a mobile device like a tablet or phone.

SUCCESS!

X



Never Flinch is checked out to you until August 6, 2026.
You can borrow 19 more titles.

Read now with **kindle**

Read on your phone, tablet, and more.



OR

Read now in browser

Download
EPUB ebook

SUCCESS!



Elevation is checked out to you until August 6, 2026.
You can borrow 18 more titles.

Listen now in browser



Get the Libby app to download this audiobook and listen offline. [Learn more](#) and [install Libby](#).

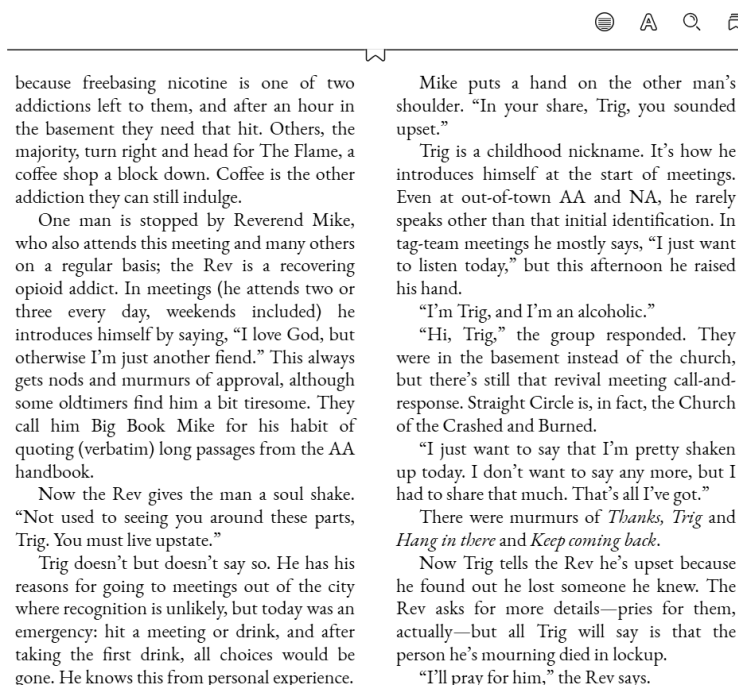
Item Example (Book)

Go to your Shelf to open.

After opening the item, it is ready for reading.

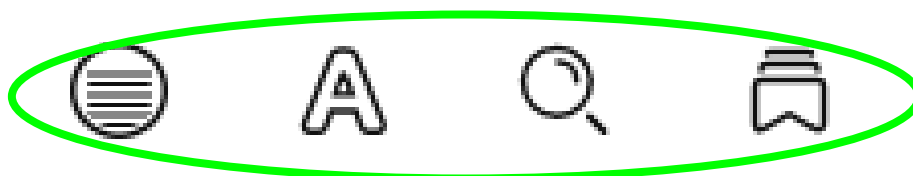
To move between pages, use the arrow keys on the keyboard.

- Right arrow key:
 - Moves forward a page.
- Left arrow key:
 - Moves backward a page.



"Item Options"

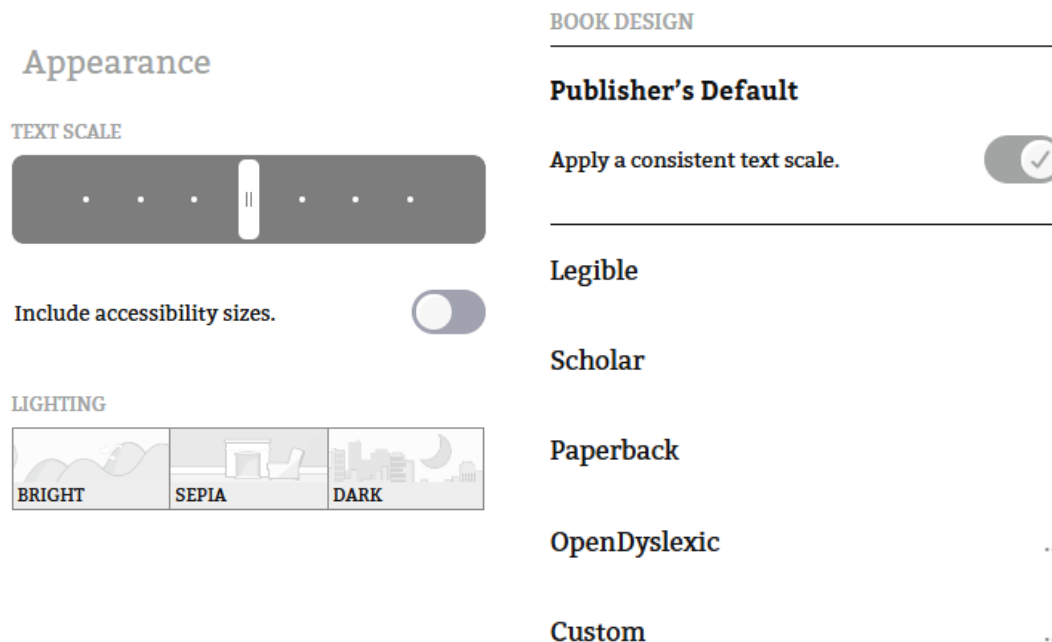
Look in the top right corner of the screen to see several options to adjust your experience:



- The "circle with lines" button allows for one OR two pages on screen at once.
- The "A" allows you to adjust the style and look.
- The "magnifying glass" allows you to search the item for specific text.
- The "bookmarks" allow you to make and see bookmarks.

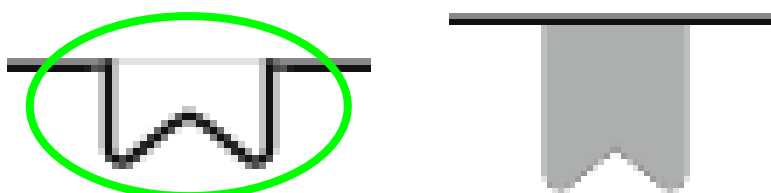
“Style and Look”

These options allow you to change the size of the text, screen shading, and what “book style” your screen looks like.

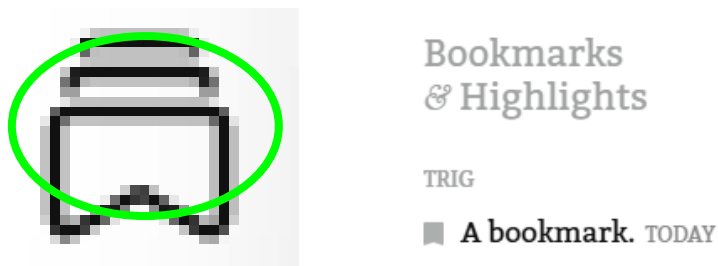


“Bookmarking”

This allows you to save your spot in your item so you can quickly get back to where you left off. To bookmark a spot, simply click the little white bookmark symbol in the upper right corner so that the mark turns black.



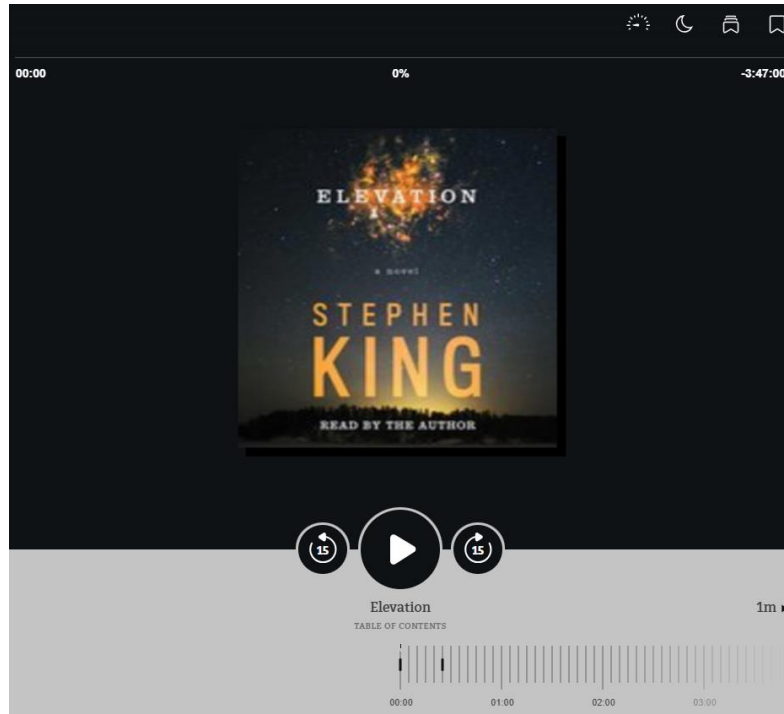
If you want to go back to that spot, click the bookmark stack above the mark and you get a full listing of all your bookmarks that you can click.



Item Example (Audiobook)

Go to your Shelf to open.

After opening an item, it is ready for listening.



To listen to the audiobook, click the play button or move along the timeline to the point you want to listen from.

“Item Options”

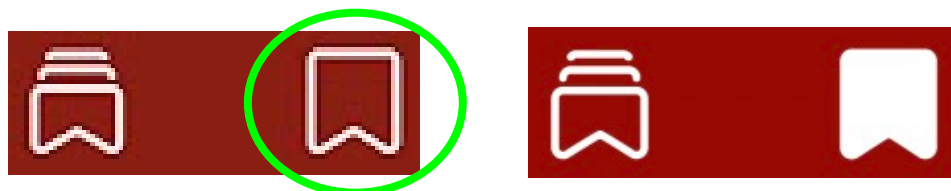
Look in the top right corner of the screen to see several options to adjust your experience:



- The “timer” controls playback speed - do you want the audio to be faster or slower than regular listening speed?
- The “moon” sets a sleep timer for auto turning-off
- The “bookmarks” allow you to make and see bookmarks.

“Bookmarking”

This allows you to save your spot in your item so you can quickly get back to where you left off. To bookmark a spot, simply click the little white bookmark symbol in the upper right corner so that the mark turns black.



If you want to go back to that spot, click the bookmark stack above the mark and you get a full listing of all your bookmarks that you can click.



Manage Loan

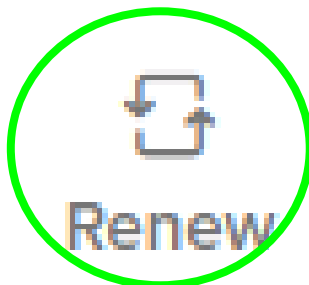
“Return”

1. Go to your Shelf.
2. Click the “Return” option on your item.
3. Click “RETURN TITLE.”



“Renew”

1. Go to your Shelf.
2. Click the “Renew” option on your time.
3. Click “RENEW.”



Timeline (History)

Timeline (which is where your history is located) can be found within your Shelf. The big benefits of having a history include being able to view past titles you have read or listened to and have direct links back to those titles so you could potentially check them out again. You can also download a copy of your history.



HISTORY

History

The history includes all titles you've borrowed from this library.

- To remove a title: Select , then **Remove from history**.
- To manually add a title: Go to its details page.
- To export your history: Select **Email history (.CSV)**.
- To hide your history: Go to **Settings**.

Email history (.CSV)

Sort Results By

Date added to list - descending

Showing 1-5 of 5 results

	Never Flinch by Stephen King A Novel #4 in series EBOOK	Loan July 30, 2026	
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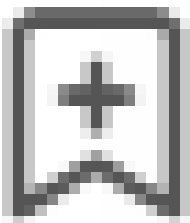
Wish List

“Tags?”

The tag system only exists WITHIN the Libby App and does not appear in OverDrive. You have to work off of a wish list.

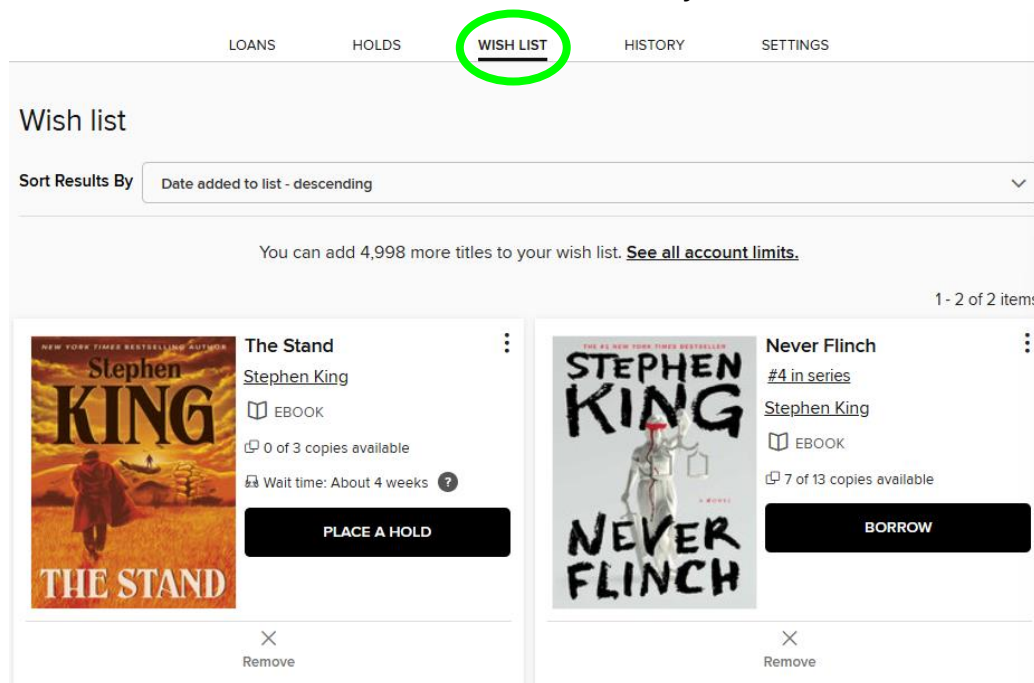
“How wish lists work”

There is an “add to wish list” button on all items. All you have to do is click this to add the item (see image below for what the icon looks like).



“Where is the wish list?”

The wish list can be found within your Shelf.



Amazon and OverDrive

“Checkout Process”

To checkout out an item for a Kindle:

1. Connect the Kindle to the Internet.
 - a. Look at your device’s settings section to connect (gear symbol).
2. Use another non-Kindle device to check out the item through OverDrive.
3. Sign into Amazon when prompted on the device you checked out on.
4. Transfer your item to your Kindle.
 - a. This happens wirelessly.
 - b. The item will appear on your Kindle shelf shortly after as long as the Kindle was connected to the Internet from the start - otherwise it might take a little longer.

“Return Process”

Kindle items cannot be returned directly through the OverDrive website or Libby app - They must be returned through the Kindle itself or through Amazon.

Below are the three return options:

Amazon Site:

1. Go to Amazon website.
2. Click on “Accounts & Lists.”
3. Click on “Content Library.”
4. Click on “Books.”
5. Find the item in question > Click “Return this book” > Click “Return this book” again.

Kindle eReader:

1. Find the item on your Kindle.
2. Tap the Menu button (three dots).
3. Tap “Return to Public Library.”
4. Tap “Return.”

Kindle App:

1. Find the item in your Kindle App.
2. Tap and hold the book cover for the Menu to appear.
3. Tap “Remove from Library.”
4. Tap “Remove.”

“Actual Kindle App”

The Kindle App can be installed on any compatible device (not just those belonging to Amazon) and allows users to view and access their Kindle items (whether purchased through Kindle or checked out through Libby).

Adobe Digital Editions and OverDrive

“What is this?”

Adobe Digital Editions (ADE) is a program for computers that allows you to download ebooks for offline reading (there is an app available as well). It requires you to download from OverDrive in the EPUB option, which makes the ebook a PDF.

“Account Process”

ADE requires you to have an account with the service ByteBooks, so if you do not have one...

1. Visit ByteBooks website.
 - a. dtsbytebooks.com
2. Click “Login” and then “Register here.”
3. Fill in your information.
 - a. You also get a chance to migrate your old ADE account over so you do not lose your previous content.

“Installing Process”

Once you have an account, install the actual ADE software...

1. Visit the ADE website.
2. <https://www.adobe.com/solutions/ebook/digital-editions.html>
3. Click “Download.”
4. Click on “Download Digital Edition” for the computer you have (Macintosh or Windows).
5. Sign in with your ByteBooks ID.

“Checkout Process”

1. Download the item as an EPUB from OverDrive.
2. Open ADE.
3. Click “File” > Click “Add to Library” > Find the downloaded file (usually in your “Downloads” folder) and double click on it to add to ADE.

Updated August 3, 2026