Overdrive Digital Downloads:
How to Borrow eBooks and Audiobooks with Your

iPad, iPhone, or iPod Touch

These instructions apply to mobile iOS devices, including **iPad**, **iPhone**, and **iPod Touch**, running **iOS 6** or **newer**.

1. Install App and Configure

- Search for **OverDrive Media Console** in the App Store.

- Tap **Get**, then **Install**.

- You must create an OverDrive account with an email and password in order to use the service. Account creation requires minimal information.

- On the welcome screen, tap the **Menu** icon (three horizontal bars) in the left corner. You can also access the menu by swiping left-to-right.

- Tap **Add a Library** at the top of the menu.

- Search for your library by name, town, or zip code. Choose your library from the list of results. If you have library cards from multiple libraries, you can repeat these steps for each library.

- Tap **OCLN** to view the OCLN OverDrive catalog.

- Log into your account via the **Account** icon (three books) using your library card number and PIN. Your default PIN is: **ocln**.

- Browse categories by selecting **Subject** at the top of the screen. Click the **Search** icon (magnifying glass) to find specific titles or authors. **Advanced Search** will give you more options.

- Any search can be narrowed by using the menus to the left of your search results. Make sure the ebook you want is in an ePUB or mp3 format. (You can also read Kindle ebooks via the Kindle app, which requires a separate download through the App Store.)

- Available ebooks will have a banner across the top of the book's icon stating **Available**. Unavailable ebooks will state **Waitlist** across the top.

- Tap on a book cover to see checkout options, place a hold, read a sample, or add the title to your wishlist.

2. Check Out

- Tap **Borrow** if the title is available. If the title is unavailable, and you want to be waitlisted for it, tap **Place a Hold**.

- After you tap **Borrow**, select a format if necessary, and then tap **Borrow** again. The title will be added to your OverDrive app.

- All downloaded titles can be found on the main **Bookshelf** of your app, which you can access by tapping the **Bookshelf** icon (three books) in the top right corner.

3. Read and Enjoy

- In your **Bookshelf**, tap the cover of the book you want to read to access it.

- If you need to adjust the book settings or return to your Bookshelf while reading, tap the middle of the screen to access your menus.

- Happy eReading!

Extra Features in OverDrive

1. **Suspend your holds.** You'll move up in the holds queue, but the hold will not be available until the date you select.
2. **Auto-checkout for holds**. Selecting this option automatically checks out the title and notifies you when the item is available for download from your bookshelf.
3. **Personalize content**. Select "maturity levels." Adults can exclude titles for younger readers, or users can "mask" adult covers so that only the basic author and title information are listed.
4. **Renew your books**. If there are no holds on the title, you will be able to renew the item 2 days before its expiration date. You will need to re-download the title for the "new" checkout period.
5. **Read Now**! The "Read Now" function allows you to access titles in your internet browser. These titles are only available with internet access, however. You **must** download a title to your device in order to access it offline.

<u>FAQs</u>

Why do I need to sign in with OverDrive?
> OverDrive uses your login to manage the licensing of the digital book you are borrowing.

What do I do when a title expires?
> Title will automatically return themselves. No action is needed on your part.

What if I haven't finished my book?
> Many titles offer the option to renew. If available, the option will appear 2 days before your loan expires. Additionally, the app will remember where you were in the book. Simply check out the title again (or place a hold) to resume reading where you left off.

Can I return a book early?
> Yes! Press and hold the book cover until a menu opens with the **Return** option.

Which formats can I use with the OverDrive app?
> The app is compatible with the following formats: ePUB, open ePUB, Adobe PDF, and mp3.

Can I borrow a Kindle ebook?
> You can, but you will have to use the Kindle app and go through your Amazon.com account. For more information on borrowing Kindle ebooks, please see our guide "How to Borrow eBooks with Your Kindle."

Why don't you have the classic title I am looking for?
> Please check the **Always Available** collection on OverDrive for classic titles.

Need more help?

Contact the Sharon Public Library Reference Desk at:
781-784-1578 x1422

Or email us at:
shlib@ocln.org