4. After you tap *Borrow,* scroll down and tap the *Download* button to add this title to your device. Select the EPUB format from the drop down list and then tap *Confirm & Download.* The item will be added to your Bookshelf.

5. To open the book and read on your device, tap the blue *Home* button in the upper left corner of your screen. Select *Bookshelf* from the menu, and tap the cover of the book wish to read. This will load your title for reading.

6. To add a second title to your Bookshelf, tap the blue *Home* button and select Bookshelf from the menu. Then tap *Add a Title* and repeat the above process.

Returning E-Books Early

Downloadable e-books will automatically return to the library's collection at the end of their lending periods, so you will never have to pay overdue fines. If you do not return your e-book early, at the end of the loan period the book will simply expire. However, you may return e-books early if you wish to remove the title from your account or to make titles available for other patrons to borrow.

To return a downloadable e-book early:

- Open OverDrive Media Console. Tap the blue *Home* button in the upper left corner and select Bookshelf from the menu.
- Tap and hold the cover of the title your wish to return.
- From the popup menu, select *Return* to return the item early.

Placing a Hold on an E-Book That Is Checked Out

You may place holds on any titles that are currently checked out to other patrons. Log in as outlined above and find the item on which you would like to place on hold. Touch *Place a Hold.*

You will be brought to a screen where you will be asked for an email address. Fill in your address, then touch the *Place a Hold* button. You will receive an email when the e-book is ready for you to download. **You will have 48 hours from the time the email is sent to you -- not from when you read it -- to log into OverDrive and check out your item.**

When you receive the email that the e-book is ready for you to download, open OverDrive Media Console and tap the gold Account icon at the top center of the screen (person symbol). Next, tap the *Holds* icon and follow the checkout procedure listed above.

DOWNLOADING
LIBRARY E-BOOKS

iPads
iPhones
iPod Touch

Russell Library is pleased to offer its cardholders downloadable e-books through its membership in the OverDrive consortium.

These instructions can be used to download library e-books to iPads, iPhones and iPods. If you need instructions on downloading e-books to Kindles, Nooks, or other non-Kindle e-reader devices, please see the library's brochures that provide instructions on downloading to those specific devices.

Getting Started

To download a library e-book to an iOS-based mobile device, you will need:

- an iOS v4.0 device or newer device
- the OverDrive Media Console app (Download this app from the App Store)
- a valid library card from an OverDrive member library

NOTE: If you have a Kindle account and use the Kindle app on your Apple device, you can download e-books and read them via the Kindle app. To do this, follow the instructions in our Downloading Library E-Books: Kindles brochure.

Creating an account with the OverDrive Media Console App

Once you have downloaded the Overdrive app on your Apple device, you will need to sign up for an Overdrive account. *You need to do this only once. When you log in again, it will remember your authorization.* Follow these steps*:*

1. Open the OverDrive Media Console app. Touch the *Sign Up* button.

2. You can either sign up using your Facebook account, if you have one, or create a new account with Overdrive:

   - Enter your name and email address into the boxes.
   - Set a password.
   - Tap the *Sign Up* button.

3. Next, you will need to set your home library.

   - Touch the *Home* button at the top left of your screen, then touch *Add a Library* at the top of the list.
   - Type in the name of your library (Russell Library) in the Search box, and tap *Search*.
   - Select "Russell Library, Middletown, Connecticut" from the list.
   - Tap the star icon to save this location on your device. This is recommended.
   - Tap the LION libraries link to open Overdrive on your device.

Sign In to the Overdrive App

Once you have created an Overdrive Account, the next step is to sign in to the Overdrive app. To proceed:

1. Tap the *Sign In* button in the upper right corner and select "Russell Library" from the drop down list.

2. Tap *Go* and enter your full barcode number into the box. Your barcode number is located on the back of your library card. (**Note: Your library card must be from an Overdrive member library. If you live in a community whose library does not subscribe to Overdrive, you will not be able to use the Overdrive service. If you get an error message, your library card may be expired. Call the Russell Library at 860-347-2520 for help**.)

3. Select the *Remember Me On This Device* box if you want your device to remember your library card number. Then tap *Sign In* and proceed to the directions below for Checking Out Books.

Checking Out and Downloading Books from the Library Collection

Follow these steps to check out and download a book to your Android tablet or phone:

1. To locate a specific title or author:

   - Touch the gold magnifying glass icon in the upper right corner. This will open a Search box. Type in the title or author of the book and tap the gray magnifying glass icon on the right side of the Search box. Tap the cover of the book to select it. Follow the directions in #3 to borrow the item.

2. To browse available titles:

   - Touch the gold *Menu* icon in the upper left corner (three horizontal bars). This will allow you to browse all titles, or to browse by category. Select a category from the drop down menu.
   - Once you choose a category to browse, you can limit your search to items that are currently available by tapping the gray *Filter Search By* button at the top center of your screen, then selecting *Available Now* from the menu.
   - Scroll down through the list to locate a title, and tap the cover to download the item to your device. Follow the directions below to borrow an item and open for reading.

3. Once you have found a book you would like to read, tap the cover to select it and then tap the *Borrow* button. **(Note: If the item is already checked out to another patron, it is not currently available to borrow and you will instead see a *Place a Hold* button. Tap the *Hold* button and enter your email address to request this item when it becomes available.)**