

- ✓ To open the book and read it on your device, tap the three gray lines 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 and open it on your device

*If you have a Kindle account and use the Kindle app on your device, you can download e-books and read them with the Kindle app.*

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

### Return E-Books Early

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

To return an Overdrive e-book early:

- Open the OverDrive. Tap the *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.

### Place 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 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 email 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 get the email that the e-book is ready for you to download, log into OverDrive as directed above, click on *My Account*, click on *My Holds*, then add any available holds to your cart.

### More Questions?

Check out Overdrive online at <https://help.overdrive.com>

Stop by the information desk with your device or call 860-685-2528



# DOWNLOADING LIBRARY E-BOOKS

iPad  
iPhone



## Get Started

To download a library e-book to an iOS-based mobile device, such as an iPad or iPhone, you will need:

- a valid library card from an OverDrive member library, such as Russell Library in Middletown or one of the LION consortium libraries.
- an iOS v4.0 device or newer device
- the OverDrive Application for your device

You can download the Overdrive app from the App Store, which is located on the home screen of your device. The Overdrive app is free.



## Create an account on OverDrive

To sign up for an Overdrive account you can register with your Facebook account (if you have one), or create a new account with Overdrive.

To create an account with Overdrive, follow these steps:

- ✓ **Open the OverDrive app. Touch the *Sign Up* button**
- ✓ **Create a new account**
  - Enter your name and email address into the boxes.
  - Set a password.
  - Tap the *Sign Up* button.
- ✓ **Set your home library**
  - Touch the *Home* button (three grey horizontal lines) at the top left of your screen, then touch *Add a Library*.
  - Type in the name of your library [**Middletown - Russell Library**] in the Search box, and tap *Search*.
  - Select [**Middletown - Russell Library**] from the list.
  - Enter the barcode number on the back of your library card **without spaces**.
  - Tap the **LION: LIBRARIES ONLINE** link to open Overdrive on your device  
It's a box with the words **+ Add a Title LION: Libraries Online**

## Sign in to Overdrive

Once you have created an Overdrive Account, you will need to sign in to the Overdrive app again, using your library card:

- ✓ Tap the *Sign In* button and select [**Middletown - Russell Library**] from the drop down list.
- ✓ Tap *Go* and enter your full barcode number into the box. Your barcode number is located on the back of your library card.
- ✓ Select the **Remember My Card Number on This Device** box if you want your device to remember your library card number. Tap *Sign In*.

## Check Out and Download Titles from the Library Collection

- ✓ To locate a specific title or author:
  - Type the title or author of the book in the search box and tap the gray magnifying glass icon beside it.
  - You'll see a selection of book covers that match your search.
  - Tap the cover of the e-book (or audiobook) that you want.
- ✓ To browse available titles:
  - Touch the Menu icon (three horizontal bars to the right of the search bar). This will open a menu that will allow you to browse all titles or browse by category. Scroll down to see your options.
  - Once you choose a category to browse, you can limit your search to items that are currently available by tapping the Filters Box and tapping *Available Now* on the menu.
  - Scroll down through the list to locate a title and tap the cover to download the item to your device.
- ✓ Once you have found a book you would like to read, tap the cover to select it and then tap the *Borrow* button.
  - *If the item is already checked out to another patron, it's not currently available to borrow.*
  - *Tap the Place a Hold button and enter your email address to request this item when it becomes available.*
- ✓ 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.