

DOWNLOADING LIBRARY EBOOKS USING THE OVERDRIVE APP

You can check out and download library eBooks for a variety of devices using the OverDrive app. Compatible devices include:

Android-powered Smartphones & Tablets
Apple iPad, iPhone & the iPod Touch
Kindle Fire (2nd Generation or HD)
Nook HD, HD+ & Samsung Galaxy Tab

Although these instructions will mention these specific products, many devices are compatible with the OverDrive app. To see if your eReader, tablet or smart phone supports the OverDrive app and to verify the formats supported by your device, visit OverDrive's Help website (found here: <http://help.overdrive.com/#devices>). You only need to install the app once, and then you may follow the steps to download library eBooks (starting on page 2) again and again!

FIRST, DOWNLOAD THE APP AND SET UP YOUR ACCOUNT:

1. On your device, go to the app store (such as the Apple App Store, Google Play Store and the Nook Shop) and search for "OverDrive".
2. Install the free OverDrive app – depending on your device, you may be prompted to enter a username and password to allow the installation.
3. Once OverDrive is installed, when you open the app it will prompt you sign in. You can choose to sign in with your library card, your Facebook account, or create a free Overdrive account. They all work, but for simplicity, we'll be using our library card.
4. Select "Lakeshores Library System" from the dropdown menu, then enter your library card number and PIN. Make sure to check the "Remember Me" checkbox so that you will be automatically signed in to OverDrive each time you open the app.
5. Tap the "Sign In" button. Provided you left the "Remember Me" button checked, this is a one-time task you only have to do when setting up for the first time.



OverDrive – Library eBooks
and Audiobooks
OverDrive, Inc.
★★★★☆ (37)

+ FREE

OverDrive App in the Apple App Store

Sign into your library

SELECT YOUR LIBRARY FROM THE LIST BELOW:

Lakeshores Library System

CARD NUMBER

PIN/PASSWORD

SIGN IN

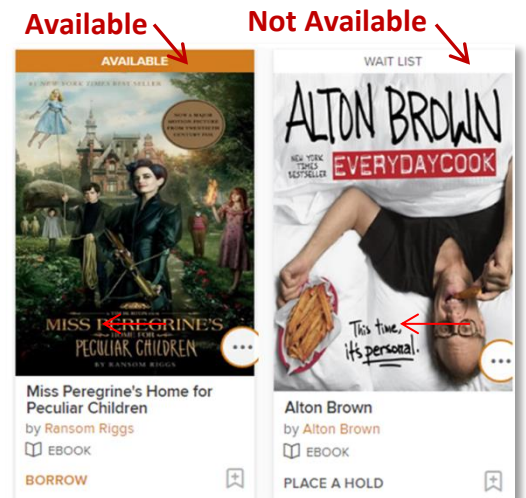
Cancel

For a quick resolution to problems logging in with your library card, call your local library.

TO SEARCH AND DOWNLOAD LIBRARY EBOOKS:

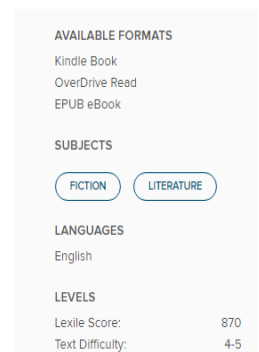
1. In the OverDrive app, tap the Home button in the upper left hand corner of the screen. Under My Libraries, tap Add a Library.
2. Type in your zip code or the name of your city and tap the Search button.
3. Select Lakeshores Library System from the search results and it will display the library system as the Wisconsin Public Library Consortium – select this option by tapping on it.
4. This will take you to the Wisconsin Digital Library homepage. Once you check out your first book, the Wisconsin Public Library Consortium should be saved on your device under “My Libraries.”
5. Log in by selecting the “Sign in” link in the upper right hand corner of the page. Select your Lakeshores library as your library system from the dropdown menu. On the next page, enter your **Library card number** and **PIN**. If you’re unsure of your PIN, please call the library, and we can look it up.
6. You can search for book titles using several methods.
 - Use the Search bar on the top of the page – enter a title, author or keyword.
 - Click on the Advanced Search link underneath the Search bar.
 - Browse by subject or genre - options are on the upper left under the headings **Subjects** and **Collections**.

7. When browsing book covers, you can distinguish what is currently available for checkout by noting the word “ebook” or “audiobook.” Books currently available will have the gold available bar above their image, and books currently checked out will have the wait list bar in white. To only view books with copies that are currently available for checkout, select “**Available Now**” from the menu on the left side of the search page.



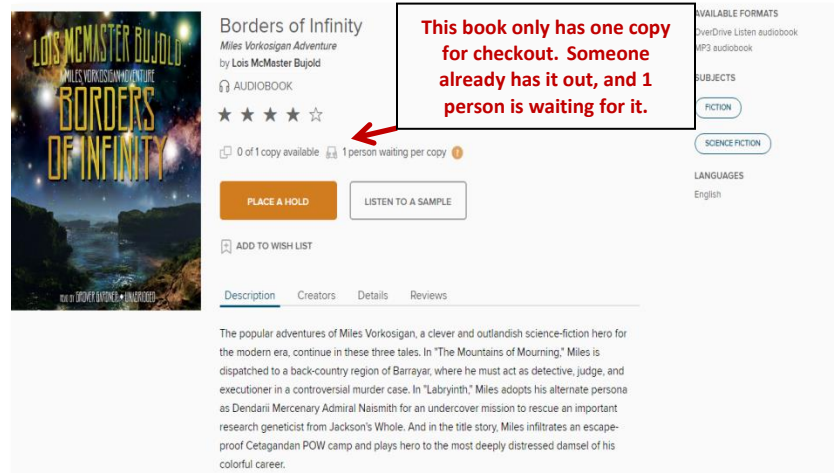
8. To find out more about a book, tap on the cover image. This will give you information such as the formats and number of copies available and the book description. You can also tap the orange “Borrow” button to immediately borrow the book (or “Hold” if no copies are available) or the bookmark symbol to add the book to your Wish List (which are books that you don’t want to borrow or place on hold right now, but you would like to read in the future).

9. Tap on the “More” button to find out more about the book. Look on the right side of the page to check the available formats (Kindle or EPUB) and verify that at least one of the formats will work on your device. **The EPUB format is the optimal choice for small displays** and will work on a majority of devices. Many devices allow you to use the Kindle format, but you will need to download the separate Kindle Reader app on your device to read in that format.



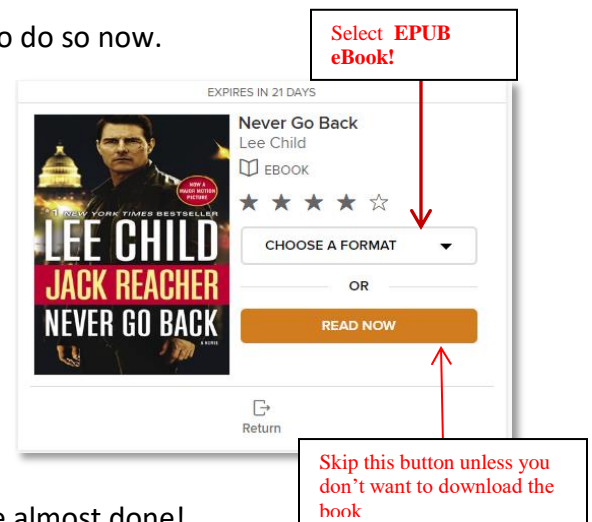
10. The first time you check an item out, your default lending period will be 7 days. You can change this by selecting “Change your lending period” above the Borrow button. Choose your default lending periods (7, 14 or 21 days for eBooks). You can have up to 10 items checked out from OverDrive at any given time.

11. Once you have selected a book title, look to the right under “Copies” to see how many copies are available for checkout.
- If zero copies are available, tap on the “Place a Hold” button to be added to the waiting list for the book. When it becomes available, the library will email you.
 - If there are copies available, tap on the “Borrow” button.



12. If you have not already logged in, you will be prompted to do so now.

13. After selecting Borrow, you will be taken to your Bookshelf (which lists all of the books that you currently have checked out). Select the orange download button next to the title that you just checked out, and choose the format that you would like to use. The **Read Now** option you see is only for reading the without downloading, which means you would need to have a constant Wi-Fi connection. This is really not optimal, so just follow the download instructions instead!



14. You should now see the message “adding to App.” You’re almost done!

Note: It is important to remember that once you select a format and download a title, you cannot change the format unless you first return and then re-checkout the book. If you access OverDrive through your device’s Internet Browser (rather than the app), many eBook titles will also allow you to read the eBook directly within the browser using OverDrive READ (though downloading the title in the app is recommended).

15. Wait a few moments while the eBook downloads to your device. Once it has finished, it will be available to view in the bookshelf of the OverDrive app (you can return to the app bookshelf by finding the Home button-which looks like three horizontal lines-in the upper left corner and selecting “Bookshelf”). Tap on the book cover to begin reading. Enjoy!

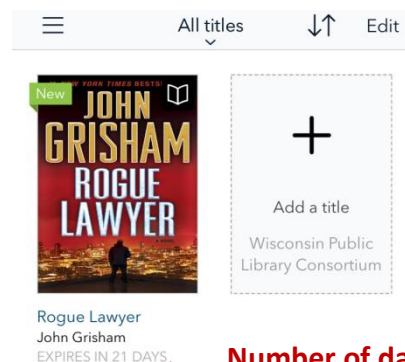
When you are ready to check out more books, you can tap on the “Add a Book” rectangle in your bookshelf or tap the Home button and then select “Wisconsin’s Public Library Consortium” under My Libraries to return to the Wisconsin Digital Library website.

SOME ADDITIONAL OVERDRIVE APP TIPS AND TRICKS

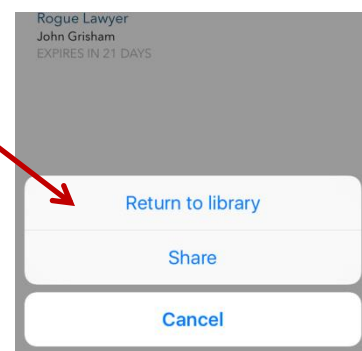
RETURNING EBOOKS EARLY:

You do not have to remember to return books in the OverDrive app as expired books are returned automatically, but returning a title early does allow you to check out a new book if you are at your maximum number of check outs (10 items at a time) and also makes the book available to other patrons who may be waiting to read it. To return books early:

- Open the OverDrive app and go to your app bookshelf to view all of the titles you have checked out.
- Tap and hold your finger on the book that you would like to return – a menu will pop up within a few seconds.
- Select “Return to Library.” Your device may verify to make sure you would like to return the item – select Return again to finish the process.



Number of days left before eBook expires



DOWNLOADING AUDIOBOOKS:

The OverDrive app also supports audiobooks, which are checked out in the same way that you check out eBooks. Keep in mind that audiobooks are larger files and will therefore take longer to download to your device.

PICKING UP HOLDS:

When you receive an email that a hold is ready for you, open the OverDrive app and tap on the “Add a Book” rectangle in your bookshelf or tap the Home button and then select “Wisconsin’s Public Library Consortium” under My Libraries to return to the Wisconsin Digital Library website. Log in and click on the Account icon (which looks like a little person). Select “Holds” and then “Borrow” next to the title that is ready to be picked up. Also note that you can have your holds automatically checkout to your account when they become available – just check the “auto checkout” checkbox when placing a hold.

RENEWING TITLES:

The option to renew a title becomes available three days before the title is set to expire. “Renewing” a title allows you to place advance holds on titles that you currently have checked out. Renewing a title puts you in line to borrow it again once your first checkout expires. You will get an email if the renew option is available for a book that you have checked out and appears next to the title on your account Bookshelf in Wisconsin’s Digital Library. You can only use the renew feature once for each title you've borrowed.

CONCLUSION

That’s it! If you have any questions, please call us at (262) 723-2678, or come and visit us. We hope you enjoy having access to hundreds of ebooks and audiobooks, right at your fingertips!