

Borrowing Audiobooks: Computer or MP3 Player

Overview: Learn how to install the software required for downloading Audiobooks to your Windows computer or MP3 device. Then find and borrow items from the Library using OverDrive.

Student Skill Level: Advanced

Requirements: valid B&ECPL Library card, mouse, typing & Internet skills

Objectives:

- Download OverDrive Media Console for a Windows computer
- Access Library Audiobooks through OverDrive & Sign In to Your Account
- Browse Audiobooks
- Search for Audiobooks
- Place a Hold
- Borrow an Audiobook
- Transfer Audiobooks to an MP3 Player

Revised 3-3-16



To see a list of upcoming computer classes go to:
www.buffalolib.org/content/computer-training or call (716) 858-8900.

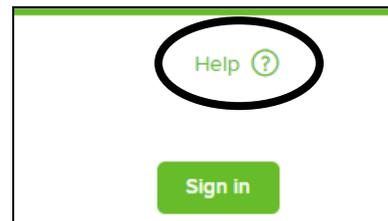
Download OverDrive Media Console

OverDrive Media Console (OMC) is a software program used to play Audiobooks on your computer and transfer them to an MP3 Player.

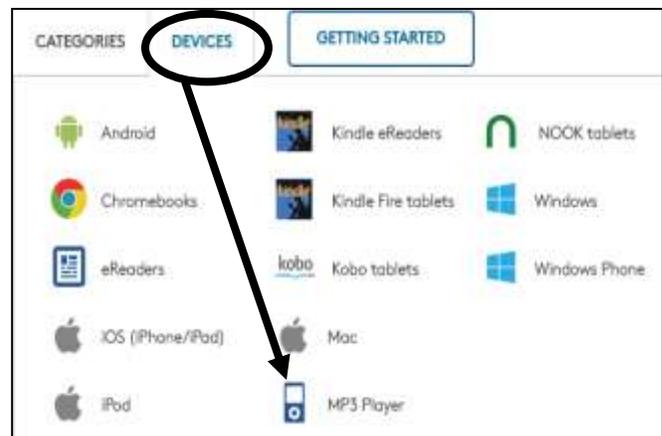
To download OMC, start from the Library's homepage, www.buffalolib.org, and click on the logo for **OverDrive**.



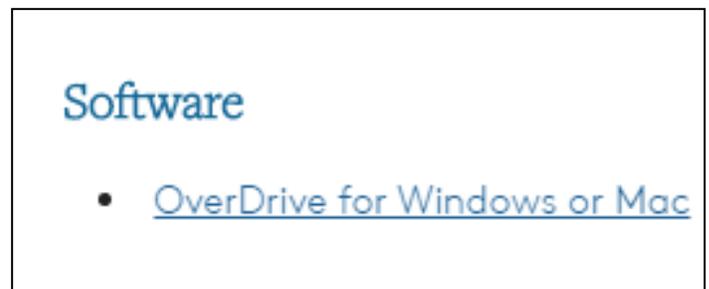
Click the **Help** at the top of the page.



Click **Devices** and then click **MP3 Player**.



Click on **OverDrive for Windows or Mac**.



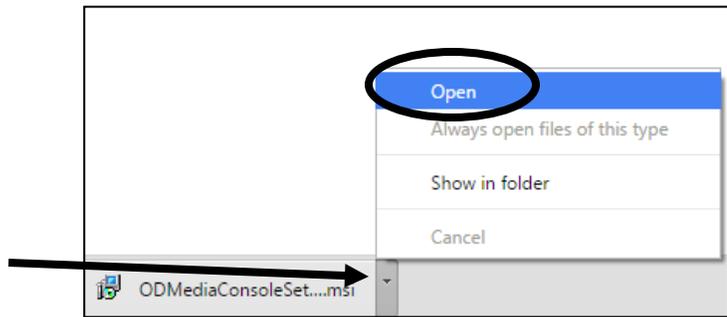
Scroll down the page and click on **Download for Windows Desktop**.



The following instructions are based on a Windows 7 computer.

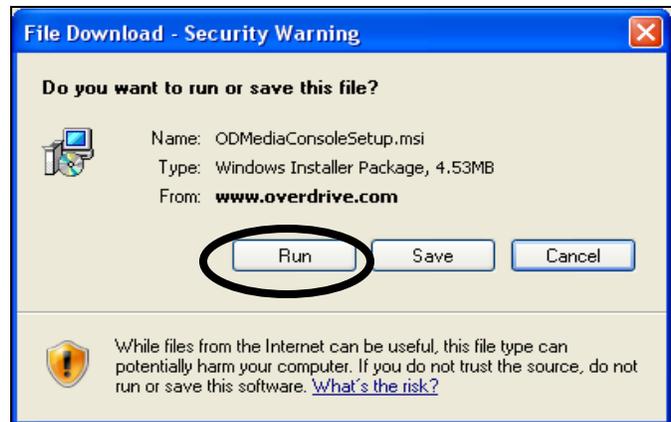
There will be a message at the bottom of your screen that the software is being installed.

Click the **drop down arrow** next to it and then click **Open** from the menu.



A pop up will appear. Click **Run**.

This process may take a few seconds or a few minutes depending on your Internet connection speed.



Next, follow the installation instructions through the OverDrive Media Console Setup Wizard until installation is complete.

Then close the window.



You will now see a new icon on your desktop for **OverDrive Media Console**.



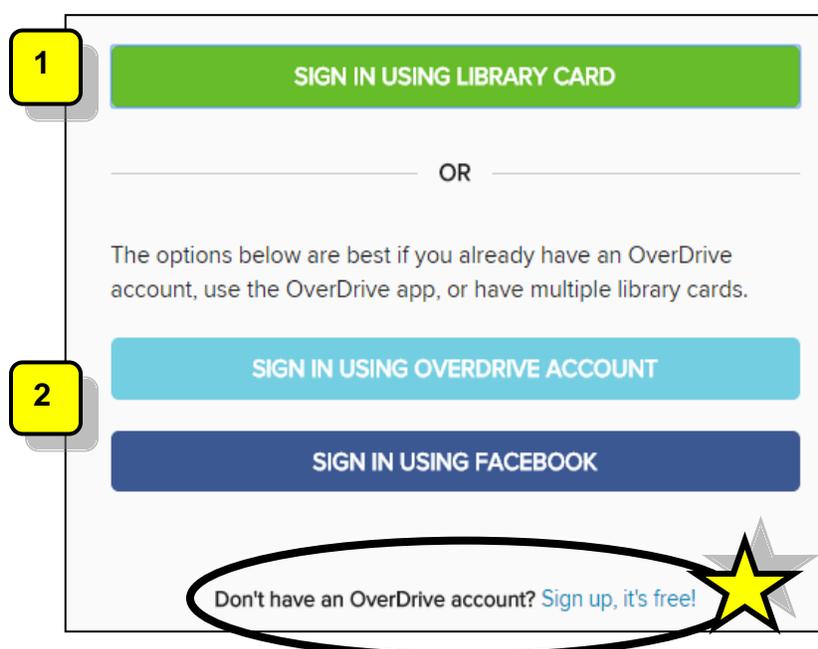
Access Library Audiobooks & Sign In

The Buffalo & Erie County Public Library offers a vast selection of Audiobooks for its patrons to check out and access on their home computers and portable devices.

To begin, start from the Library's homepage, www.buffalolib.org, and click on the logo for **OverDrive**.



On the OverDrive homepage and click **Sign In** at the top to sign in. The OverDrive website offers multiple sign-in options.



1 Sign in using **Library Card**:

This is a good option if you're under 13 years old or don't want to sign up using your email address and name. *You'll be able to borrow titles, place holds, and add titles to your wish list.*

1. Click **Sign In Using Library Card**.
2. Enter the number that appears on the back of your library card. *Omit the letter A if your card begins with A.*
3. Click **Sign In**.
4. Click if **Yes** or **No** if you are 13 or over.
5. *If you clicked **Yes**, you may enter your email address and name (both are optional) to receive Overdrive's recommendations and reviews.*
6. Click **Sign Up Now**.

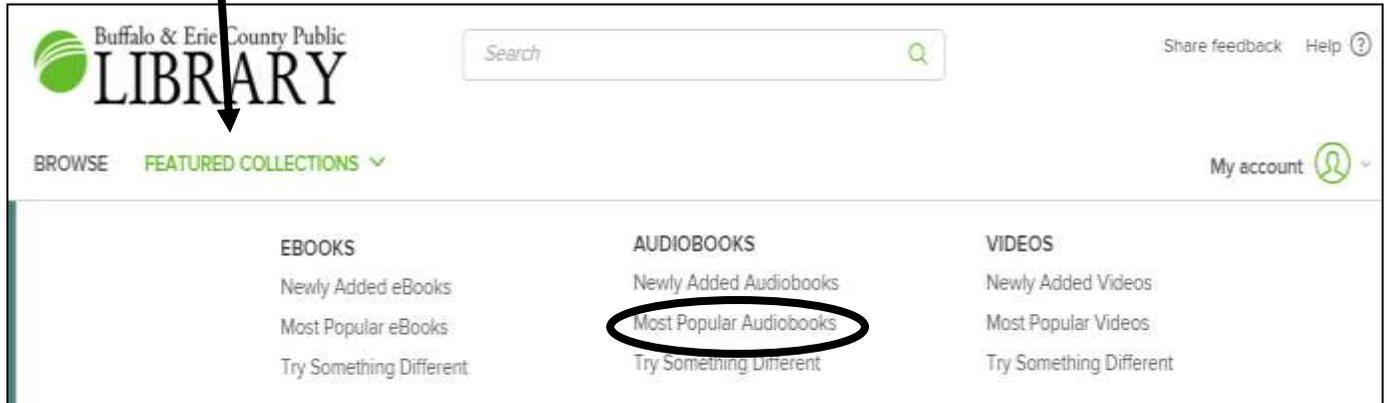
2 Sign in using **OverDrive** or **Facebook**:

This is a good option if you already have an OverDrive account, currently use the OverDrive app or belong to multiple libraries. *You'll be able to borrow titles, place holds, and add titles to your wish list.*

1. Click **Sign In Using OverDrive (or Facebook)** and enter your email address and password.
2. *The first time you sign into your OverDrive or Facebook account, you'll be prompted to add your library card number to your account. Click **Add a Card**.*
3. *Enter your card number and click **Yes, Grant Access**.*

Browse Audiobooks

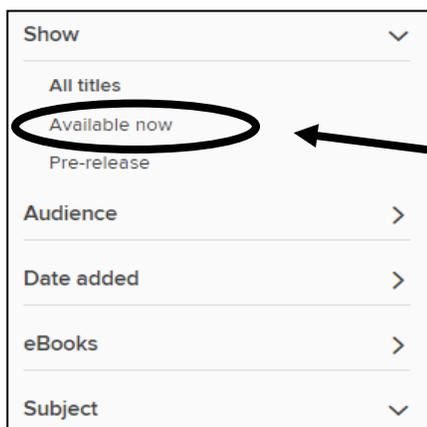
Click **FEATURED COLLECTIONS** and then click **Most Popular Audiobooks** from the drop down menu.



The example on the right shows 2 Audiobooks in the Library's collection.

A. Notice that the first Audiobook is labeled **AVAILABLE**. This means that the Audiobook can be borrowed.

B. The second Audiobook is labeled **WAIT LIST**. This means that the book is currently **unavailable**. A hold can be placed for the Audiobook.



If you only want to view available titles, click **Available Now** on the left side of the page. Your screen will refresh.

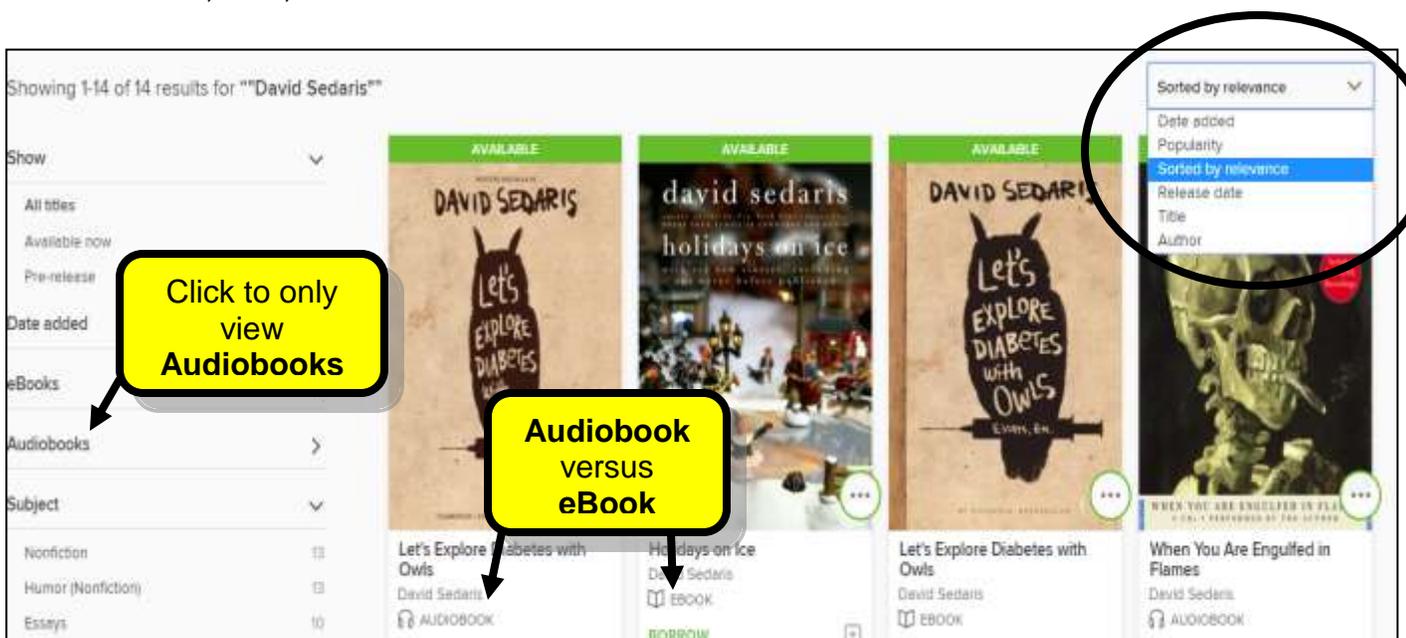
Note the other filtering options on the left side of the page. *Multiple filters can be used at the same time.*

Search for Audiobooks

If there is a specific title or author that you are looking for, try putting it in quotes in the search box at the top of the page. For example, type: "David Sedaris" and click the magnifying glass to search.



On your search results page, notice the sorting options: Date added, Popularity, Relevance, Release date, Title, and Author.



Place a Hold

If the Audiobook you are interested in is labeled WAIT LIST, you can place a hold on that title. This will add your name to the waiting list and it's free! Click on **WAIT LIST** above the book cover image.

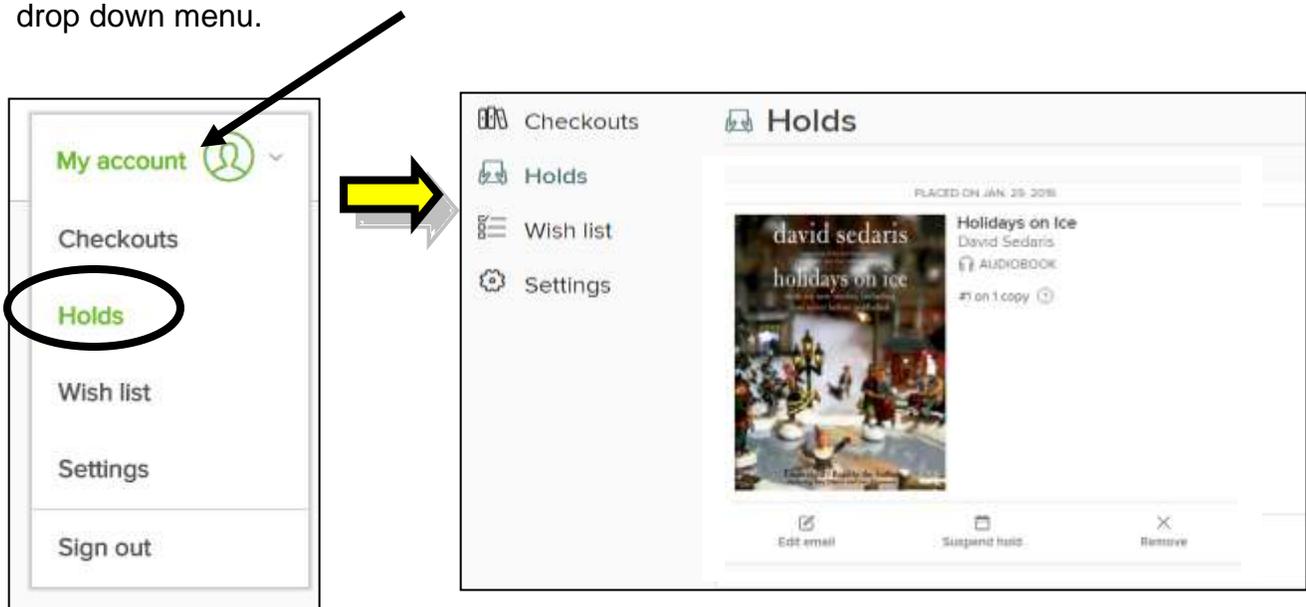
On the next page, click on **PLACE A HOLD**.

You will then be asked to enter your email address twice. Click **PLACE A HOLD** when finished.

You'll receive an email when the title becomes available.



To view your Holds, click **My account** at the top of the page and then click **Holds** from the drop down menu.



When your hold is available and has been automatically checked out to you, click **My account** then click **Checkouts**.

Click **Download**.

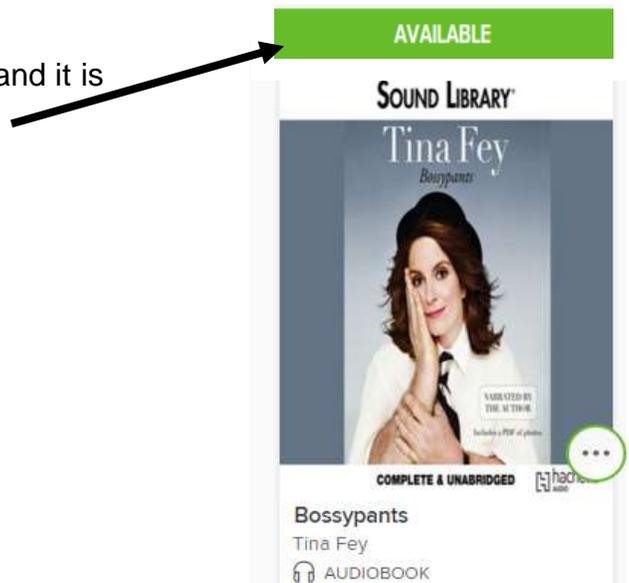
Choose **MP3 audiobook** and click **Confirm**.



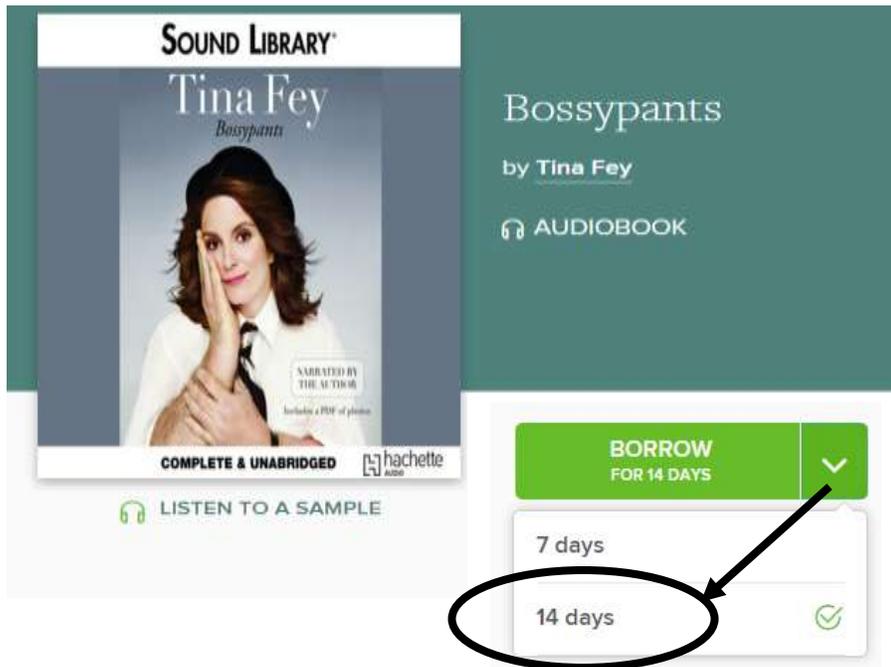
TIP: You can also view your **Checkouts** and **Sign out** of your account using the **My account** drop down menu.

Borrow an Audiobook

When you find an Audiobook that you are interested in and it is **AVAILABLE** to check out, click **AVAILABLE**.



On the next page, click on **BORROW**. Note: There is a **drop down arrow next to BORROW**. Click it to change your default lending period, 7 or 14 days.

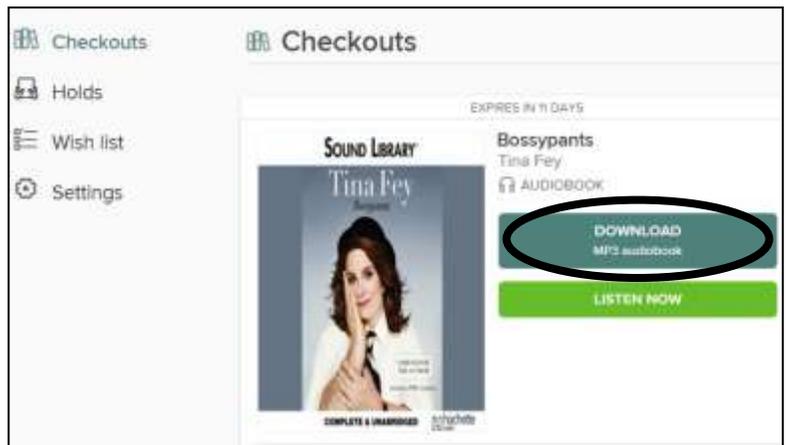


Next, you will see a green button labeled **LISTEN NOW**. Click this option if you would like to listen the book on your computer.

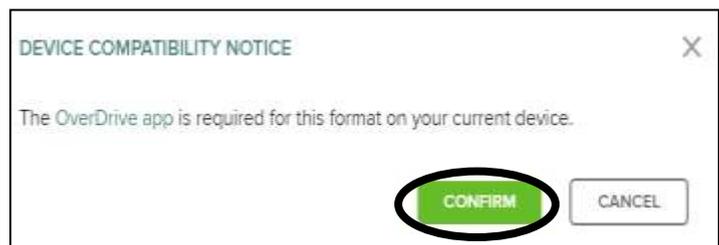
OR

Click **My account** at the top of the page and then click **Checkouts** from the drop down menu.

Next click on **Download MP3 audiobook**.

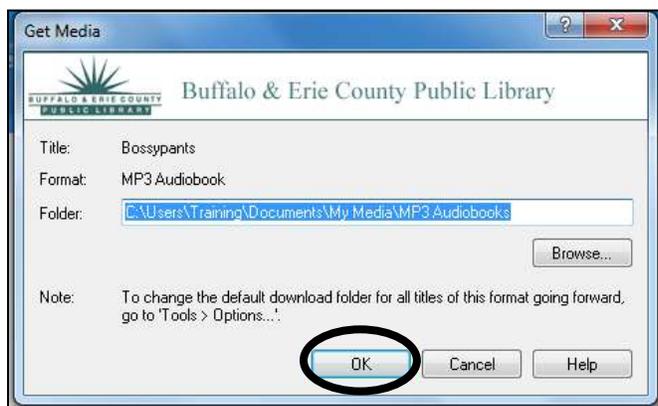
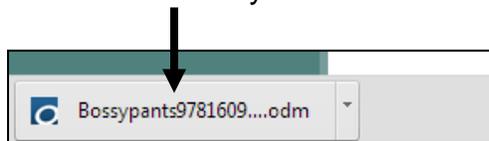


Click **CONFIRM** if you receive this pop up.



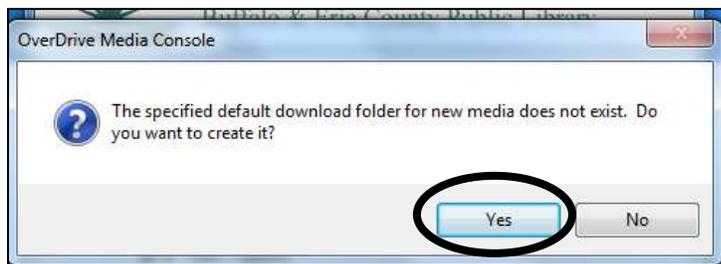
A small popup will appear in the bottom of your screen.

Click on the title of your book. This will start the process of downloading.

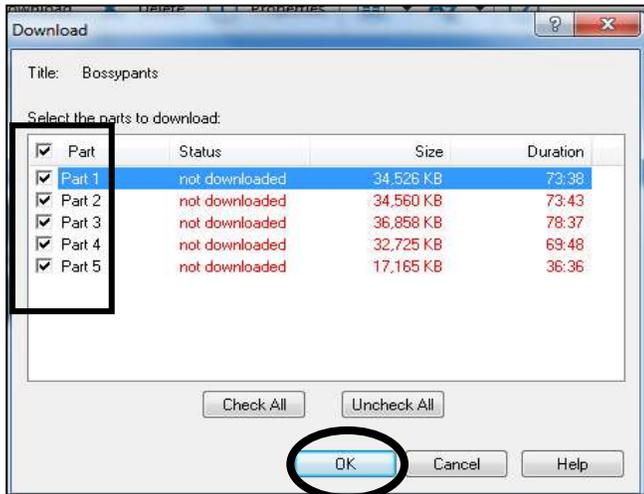


OverDrive Media Console will open and a pop-up window will appear.

Leave the default folder selected and click **OK**.



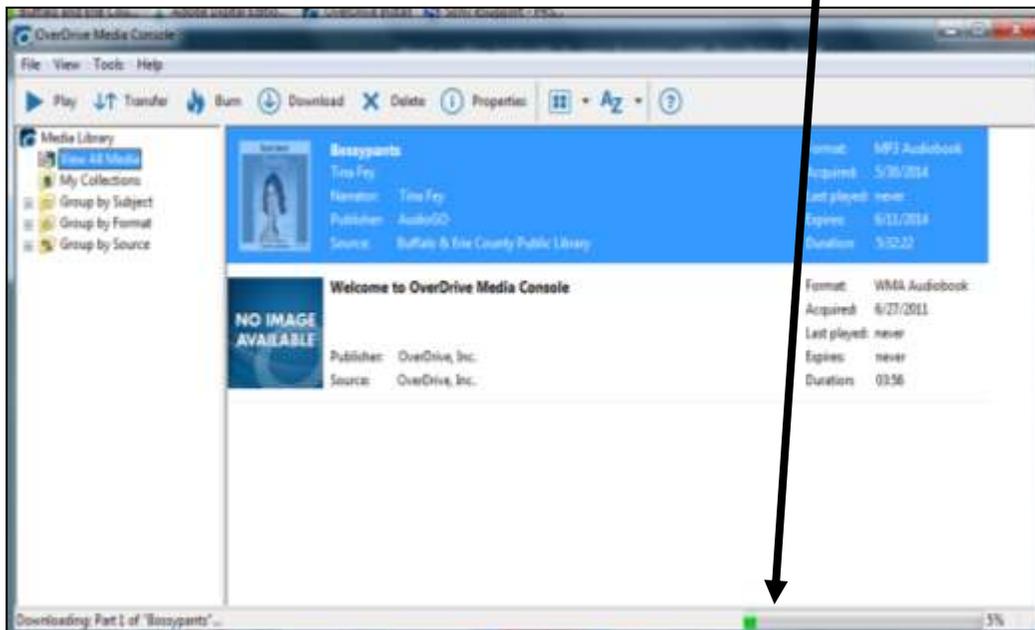
You may get a message saying that there is no specific default download folder for new media. It will ask if you want to create one. Click **Yes**.



Make sure all of the parts of your Audiobook are selected (check all) and then click **OK**.

OverDrive will now show a new icon for your Audiobook.

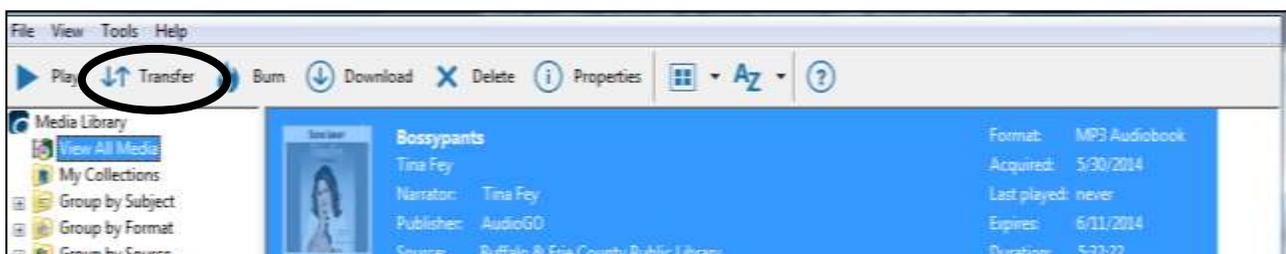
You can also see the progress of your download at the bottom of the screen.



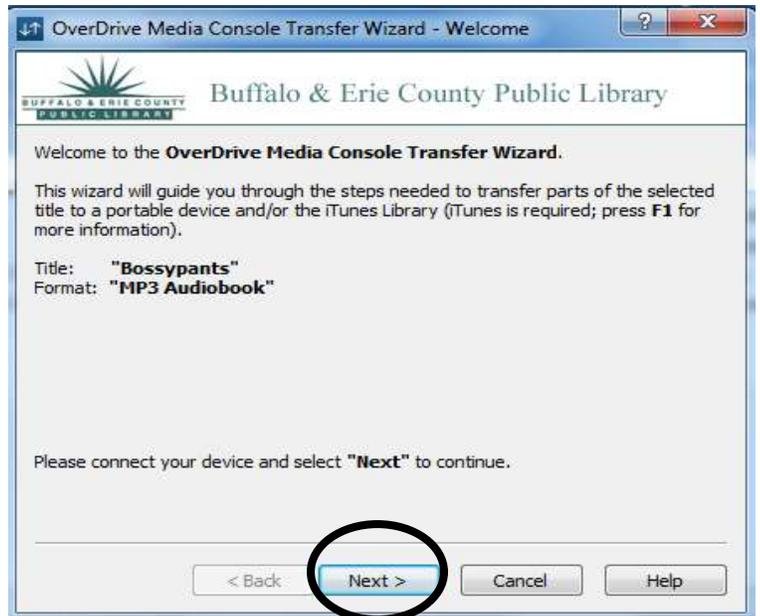
Once the download is complete, simply click **Play** to listen.

Transfer Audiobooks to an MP3 Player

To transfer titles to a mobile device, simply connect your device to the computer and click **Transfer** to open the OverDrive Media Console Transfer Wizard.



Click **Next** to continue.



OverDrive will automatically detect your device, then select the parts you wish to transfer (keep all parts selected to transfer the entire Audiobook) and click **Next**.

OverDrive will tell you when the transfer is complete.

Once the transfer is complete, click **Finish**.

You may now safely disconnect your device from the computer and enjoy the Audiobook!

