

## Borrowing eBooks & Audiobooks: Nook HD

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**Overview:** Learn how to download the OverDrive app, then locate and borrow eBooks from the Library for your device.

**Student Skill Level:** Advanced

**Requirements:** valid B&ECPL Library card, Google account (must know username & password), email address, basic device operational skills

**Objectives:**

- Download OverDrive App & Sign In
- Learn how to use the Home Menu
- Add the Library to the App
- Place a Hold
- Borrow an eBook
- Return an item early (optional)

Revised 3-10-16



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

## Download the OverDrive App & Sign In

Start by turning on your device and connecting it to WiFi.

Tap **Apps** at the bottom of the screen.



Tap **Play Store**.

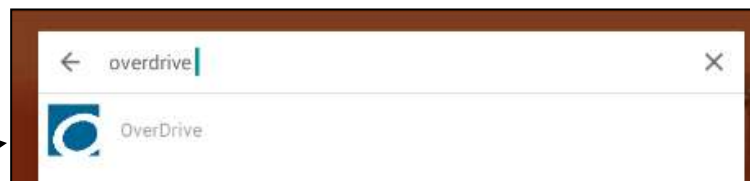
*You will be asked to add an existing Google account or create a new Google account.*



Once you are signed in to your Google account, tap the magnifying **glass** at the top of the page.



Tap in the search box at the top of the page and start typing **OverDrive**. OverDrive will be displayed in the search results. Select it from the list.

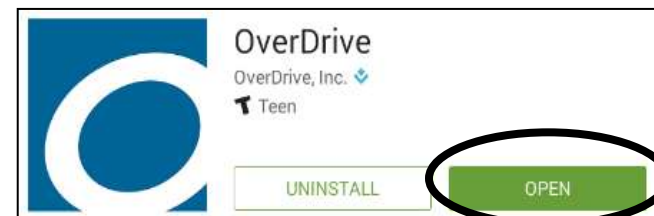


Tap **Install**.

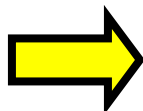
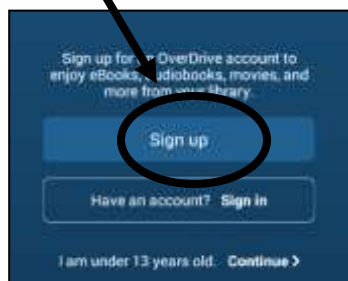
Tap **Accept**.



The OverDrive app is now installed. Tap **Open**.



Tap **Sign up**.



**1** Tap Sign up using library card

- Tap Location and enter 14203
- Tap Central Library
- Enter you library card number
- Tap Sign In

OR

**2** Tap Sign up using Facebook

- Enter you email address and Facebook password
- *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**.*
- *Enter your card number and click **Yes, Grant Access**.*

OR

**3** Enter your name, email address (twice) and a password. Tap **Sign up**.

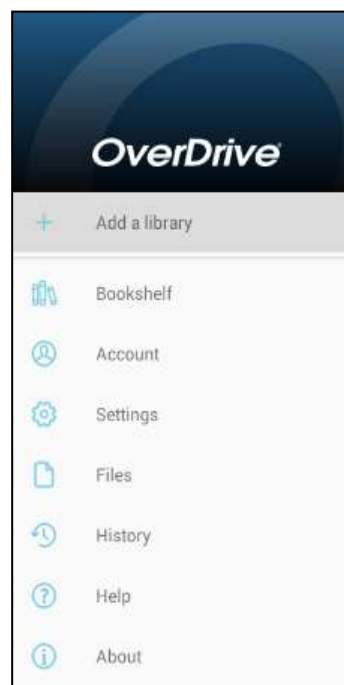
### Using the Home Menu

The **OverDrive** app has a **Home Menu** button in the upper left corner of the screen.



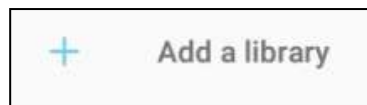
Tapping it creates a side pop-out menu.

You will use this menu frequently and you can hide or show this menu by tapping the Home Menu button.



## Add the Library to the App

Tap the **Home Menu** button and then tap **+ Add a library**.



From here, enter **14203** into the search bar and tap **Search**.



**Central Library** will be the first library displayed. Tap it.



*Do not tap any other branch even if it is your local branch. Be sure to tap **Central Library**.*

Finally, tap the star next to **Buffalo & Erie County Public Library**.

It will turn gold in color.

Now the Buffalo & Erie County Library is added to your list of libraries.



## Browse eBooks

Open the OverDrive app.



Tap the **Home Menu** button.



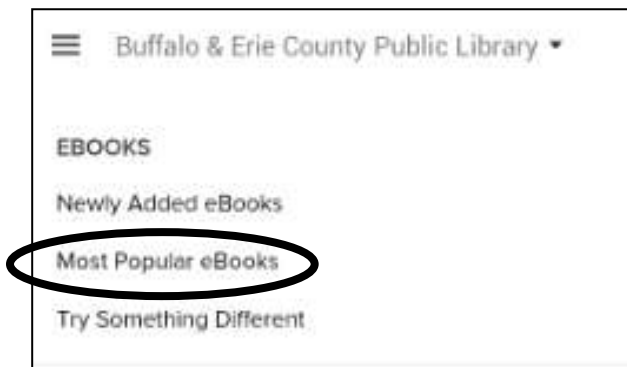
Tap **Buffalo & Erie County Public Library**.



Tap **Menu** in the top right corner. Then tap **FEATURED COLLECTIONS** from the drop down menu.



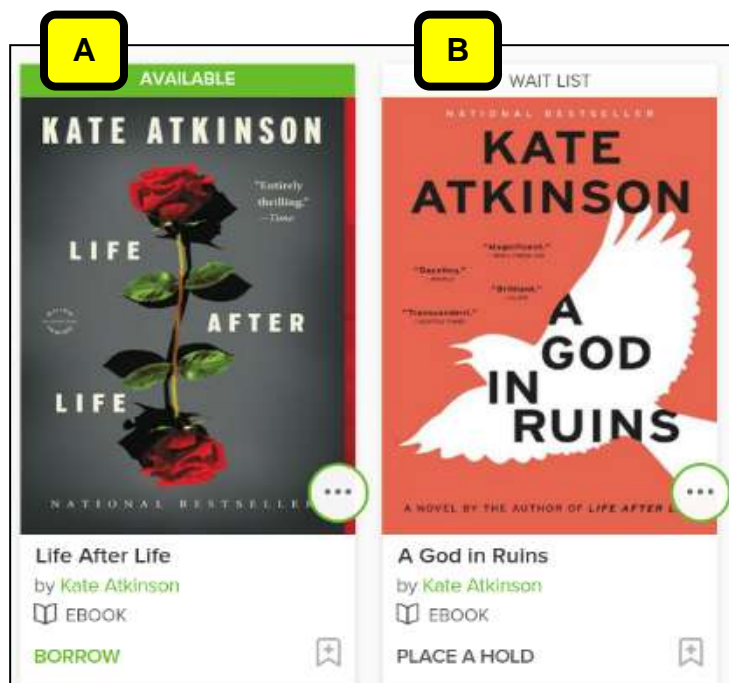
Tap **Most Popular eBooks**.



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

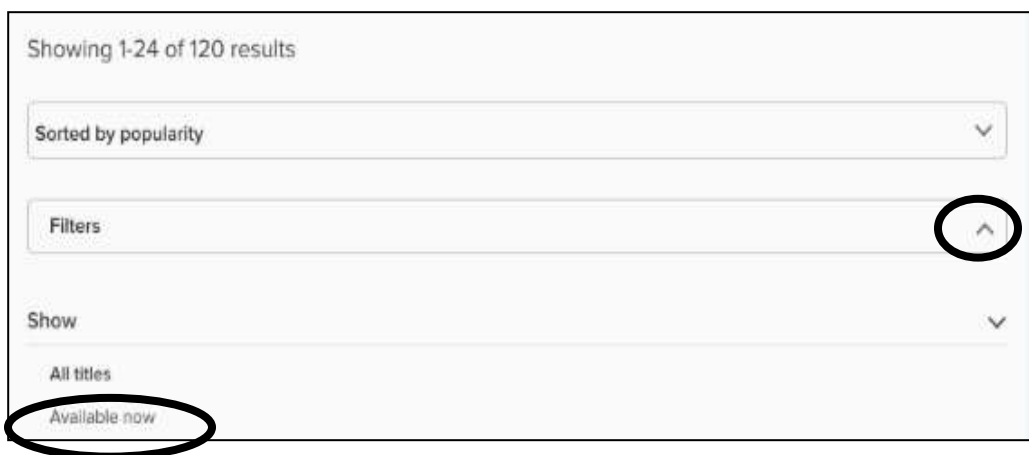
**A.** Notice that the first eBook is labeled **AVAILABLE**. This means that the eBook can be borrowed.

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



If you only want to view available titles, tap Filters at the top of the page and then tap **Available Now** from the drop down menu. Your screen will refresh.

Note the other filtering options from the drop down menu. *Multiple filters can be used at the same time.*

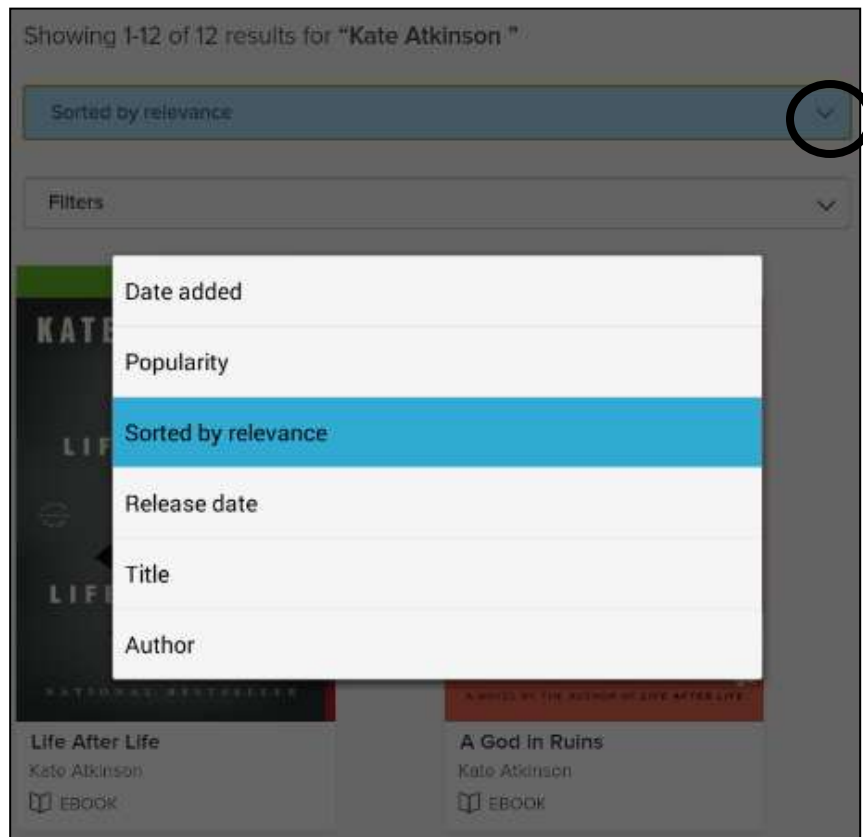


## Search for eBooks

If there is a specific author that you are looking for, type the author's name in the search box at the top of the page. For example, type: Kate Atkinson and tap **SEARCH**.



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



## Place a Hold

If the eBook 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! Tap on **WAIT LIST** above the book cover image.

On the next page, tap on **PLACE A HOLD**. *If you are not already signed in, you may be prompted to enter your library card number.*

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

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

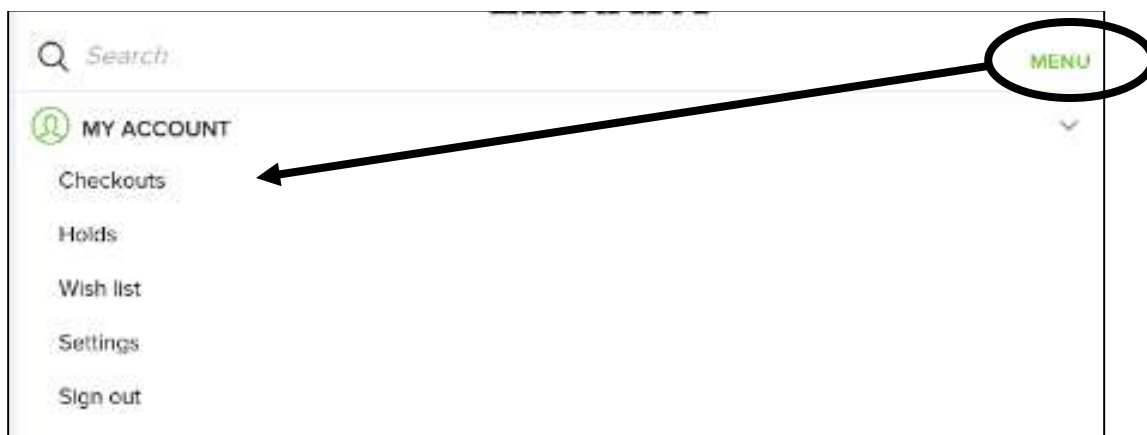
*By default, your holds will be automatically added to your **Checkouts** as soon as they're available. If you'd like to turn off automatic hold checkout, visit your **Settings** page (under **MY ACCOUNT**).*



To view your Holds, tap **MENU** at the top of the page and then tap **MY ACCOUNT**. Next tap **Holds** from the drop down menu.

When your hold is available and has been automatically checked out to you, tap **MY ACCOUNT** and then tap **Checkouts**.

Tap **Download**. Choose **ePUB eBook** and tap **Confirm**.



**TIP:** You can also **Sign out** of your account using the **MY ACCOUNT** drop down menu.



### Borrow an eBook

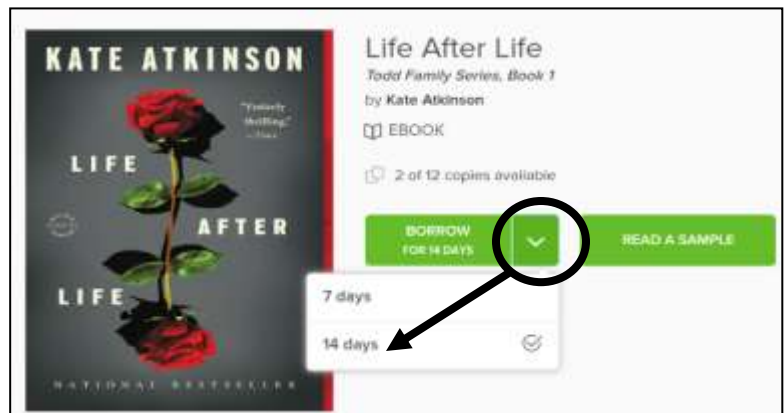
When you find a book that you are interested in and it is **AVAILABLE** to check out, tap **AVAILABLE**.



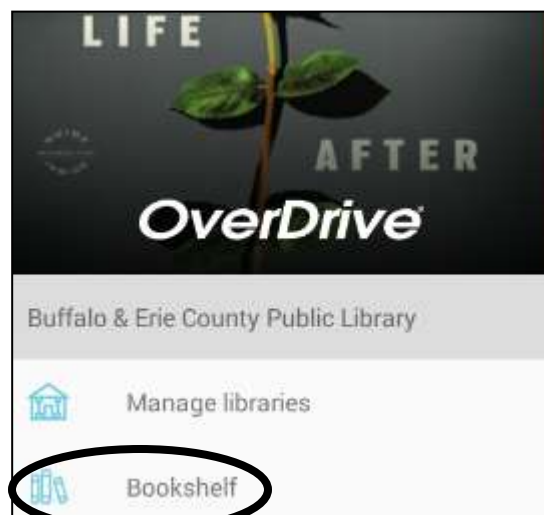
On the next page, tap on **BORROW**.

*Note: There is a **drop down arrow** next to **BORROW**. Tap it to change your default lending period, 7 or 14 days.*

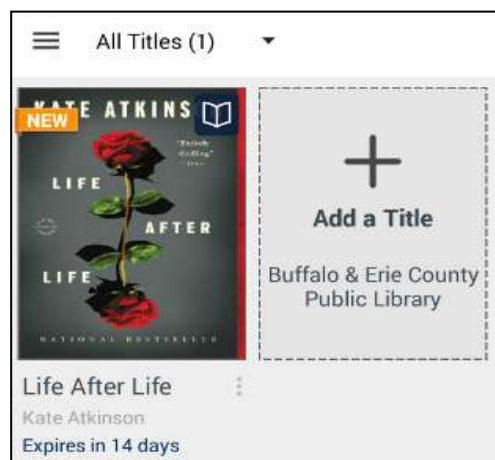
Next, you will see a green button labeled **ADD TO APP**. Tap it.



Tap your **Home Menu** button (see page 3 for review) and then tap **Bookshelf**.



Tap on the book cover to begin reading your eBook. Enjoy!



### Return an Item Early (optional)

Open the App and tap the **Home Menu** button.



Tap **Bookshelf**.



Hold down on the cover of the book you wish to return.

A pop-up will appear. Tap **RETURN TO LIBRARY**.



A new popup will appear asking if you are sure. Tap **Yes**.

