

## Borrowing eBooks & Audiobooks: iPad / iPhone *(requires iOS 8 or higher)*

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

**Student Skill Level:** Advanced

**Requirements:** valid B&ECPL Library card, Apple ID & password, email address, basic iPad / iPhone operational skills

**Objectives:**

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

Revised 3-4-16



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

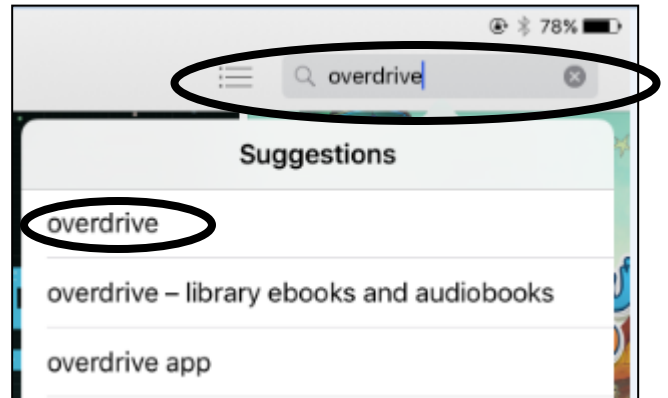
Make sure your iPad is connected to WiFi.

Tap the App Store.

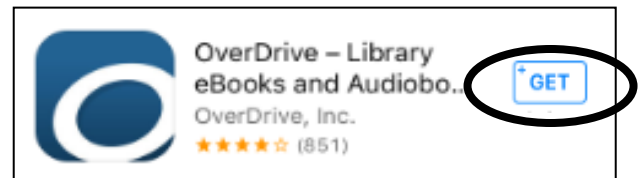


Tap the search box in the upper-right hand corner of the screen and type **overdrive**.

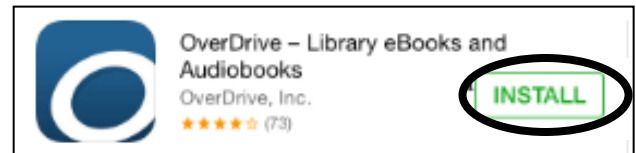
Then tap the option that reads **overdrive**. It should be one of the first suggestions displayed.



Tap **Get** button next to OverDrive.

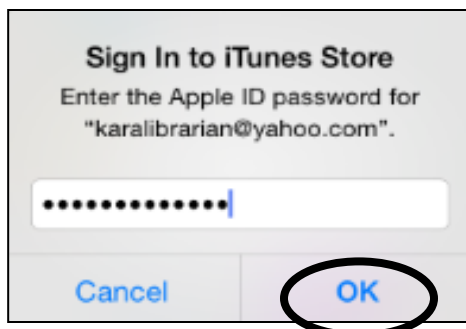


Tap the **Install** button.

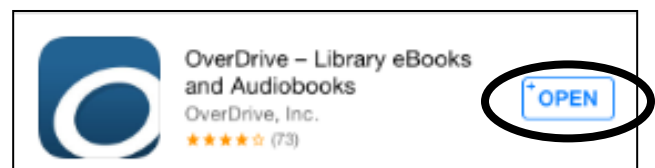


You may be prompted to enter your Apple ID Password. If you do not yet have an Apple ID, go to [appleid.apple.com](http://appleid.apple.com) to create one.

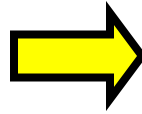
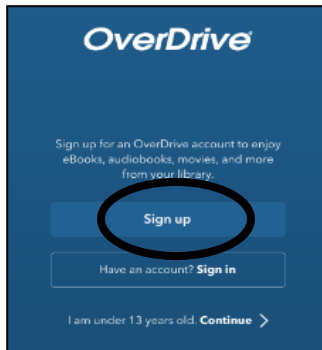
Enter your password and tap **OK**.



Tap **Open**.



Tap **Sign up**.



## Sign up for an OverDrive account

Your OverDrive account can sync your libraries, saved searches, and reading or listening position across multiple devices. We make enjoying your favorite eBook or audiobook easy—on your phone and on your tablet.

1

Sign up using library card

2

Sign up using Facebook

or

3

Enter your details:

Name

Email address

Email again

Set a password:

Your password must be at least 8 characters.

Password

Yes! Help me find my next favorite title. Receive OverDrive's recommendations and reviews.

By clicking "Sign up," you are confirming that you're 13 or older and agreeing to the [Terms and conditions](#).

Sign up

1

Tap Sign up using library card

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

OR

2

Tap Sign up using Facebook

- Enter your 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**.*

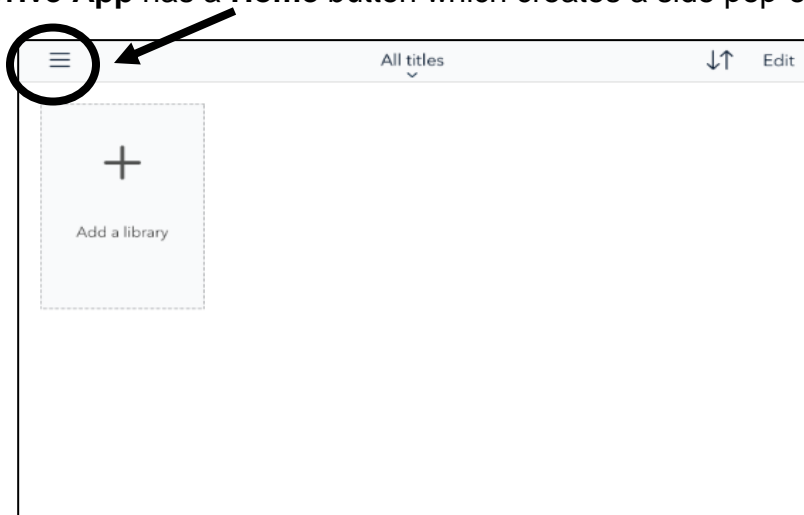
OR

3

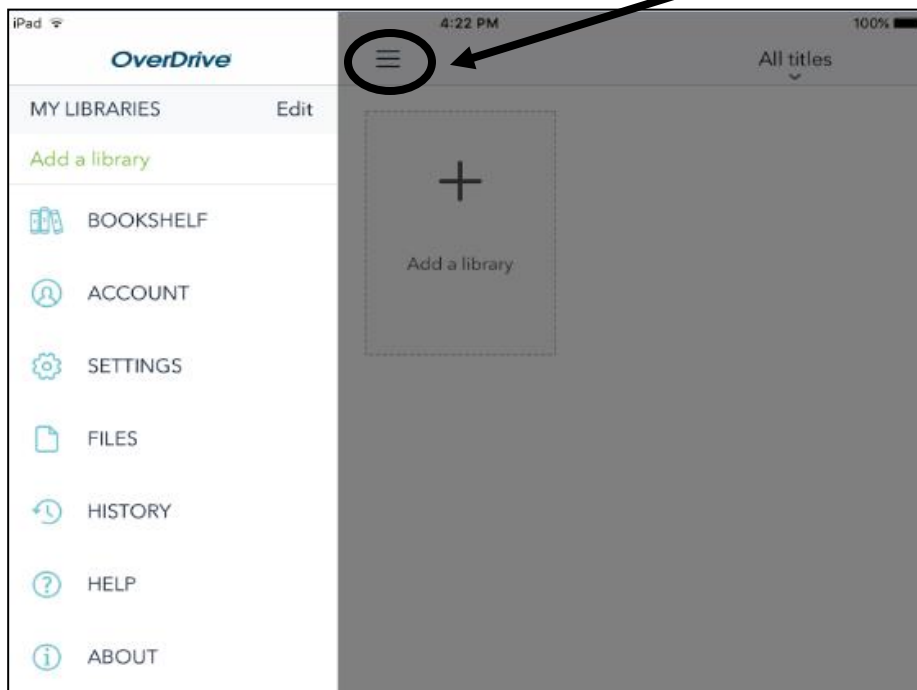
Enter your name, email address (twice) and a password. Tap **Sign up**.

## Using the Home Menu

The OverDrive App has a **Home** button which creates a side pop-out menu.

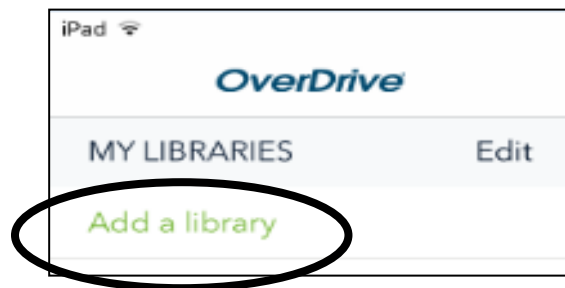


Tap the **Home Menu** button to see a menu similar to the one below. You will use this menu frequently and you can hide or show this menu by tapping **Home**.

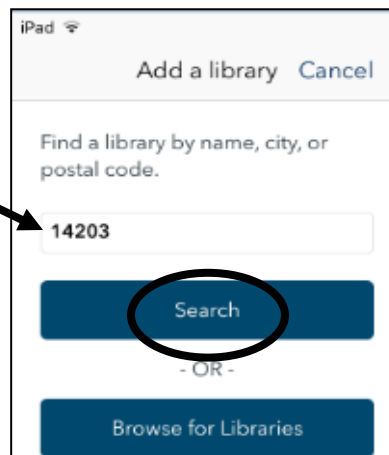


### Add the Library to the App

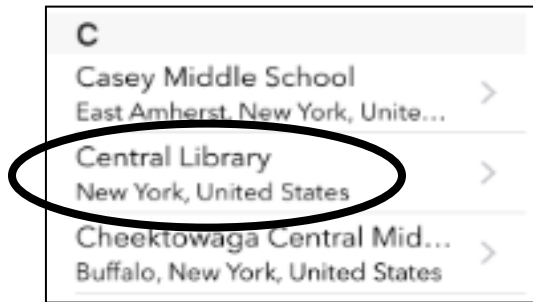
In your **Home Menu** tap **Add a library**.



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

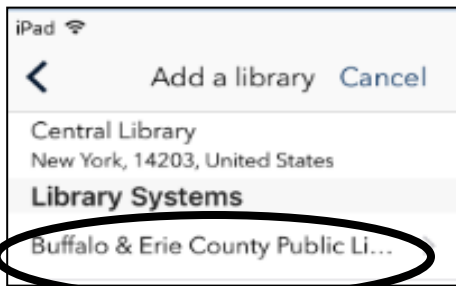


Tap **Central Library**.



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

Next tap on **Buffalo & Erie County Public** under Library Systems. You can now access our online catalog of downloadable content directly from the OverDrive App



## Browse eBooks

Open the app.



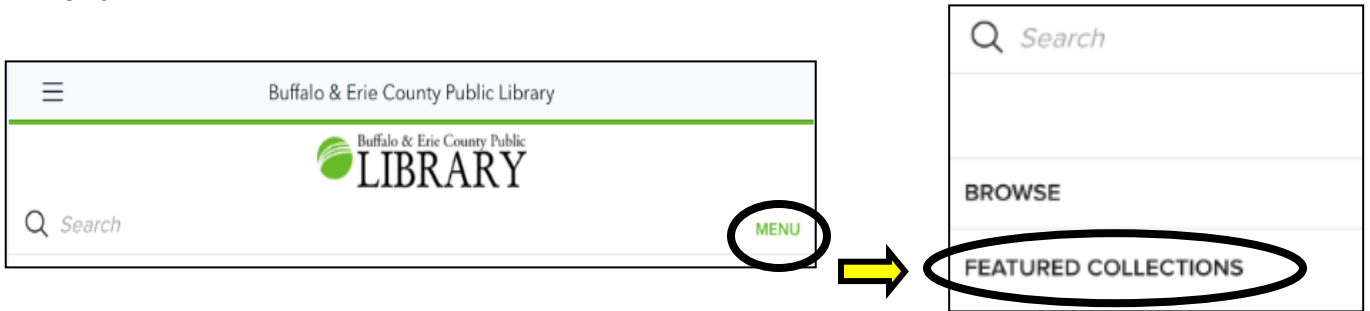
Tap the Home Menu button



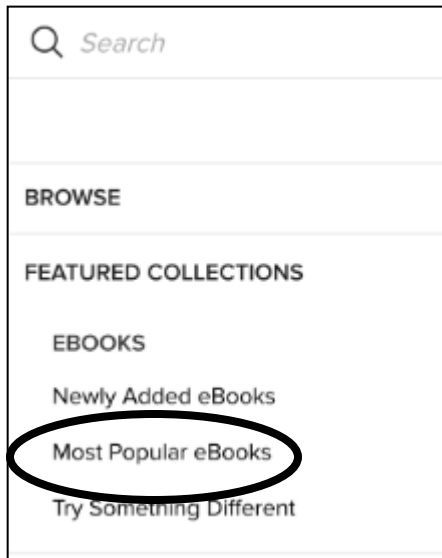
Tap **Buffalo & Erie County Public...**



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



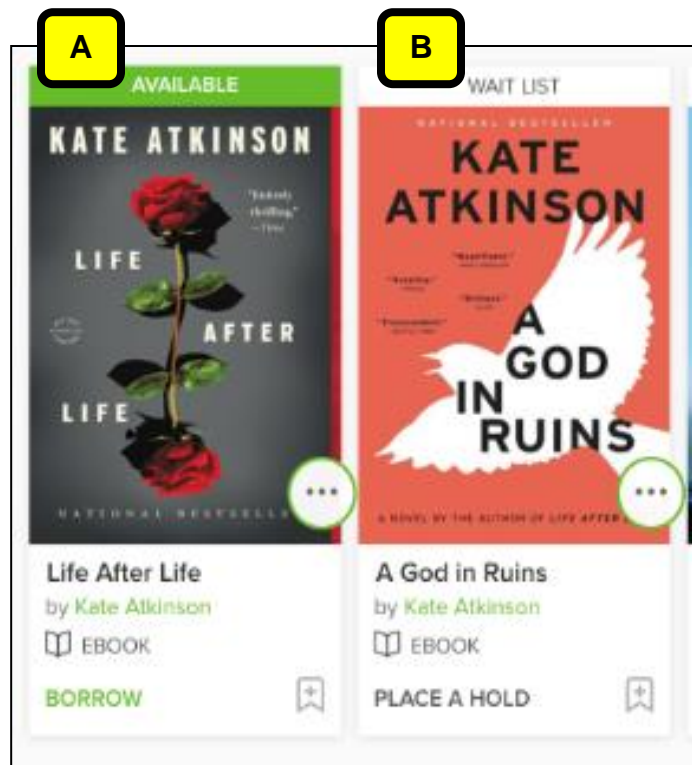
Tap **Most Popular eBooks**.



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

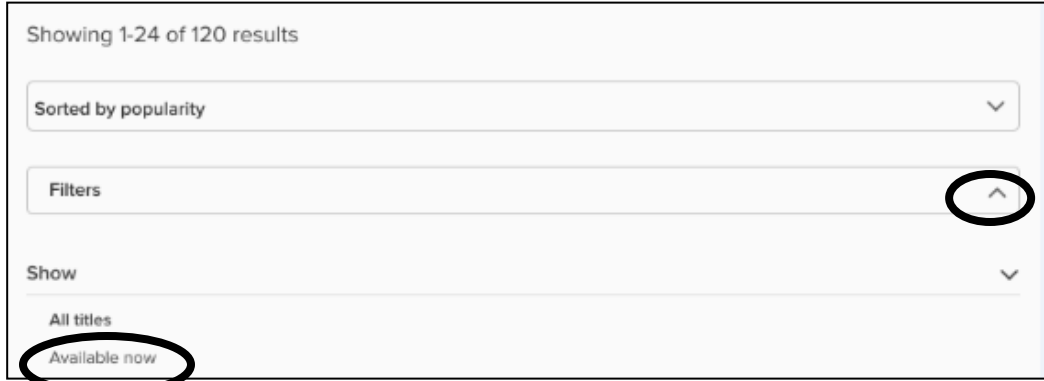
**A.** Notice that the first eBook is labeled **AVAILABLE**. This means that the eBook can be borrowed.

**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.*

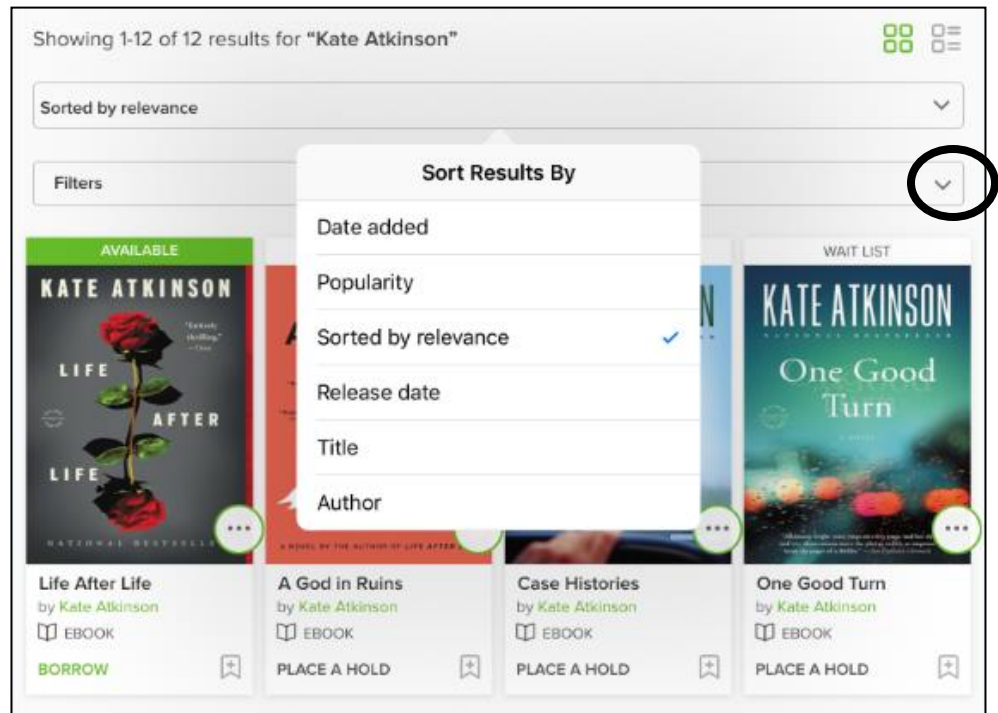


### Search for eBooks

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

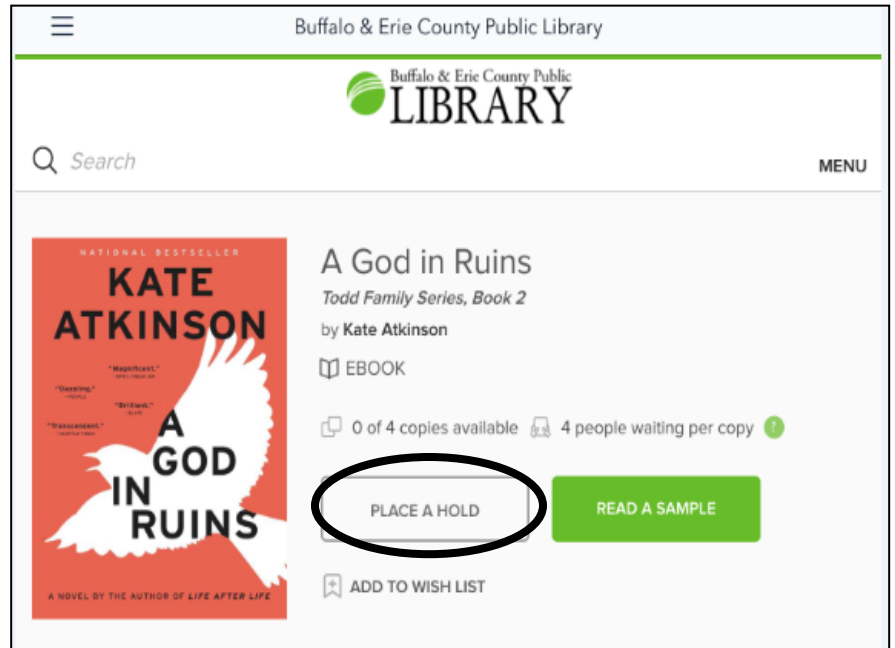
If the eBook you are interested in is labeled WAIT LIST, you can place a hold on that title. This will add your name to the waiting list and it's free! Tap on **WAIT LIST** above the book cover image.

On the next page, tap **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.

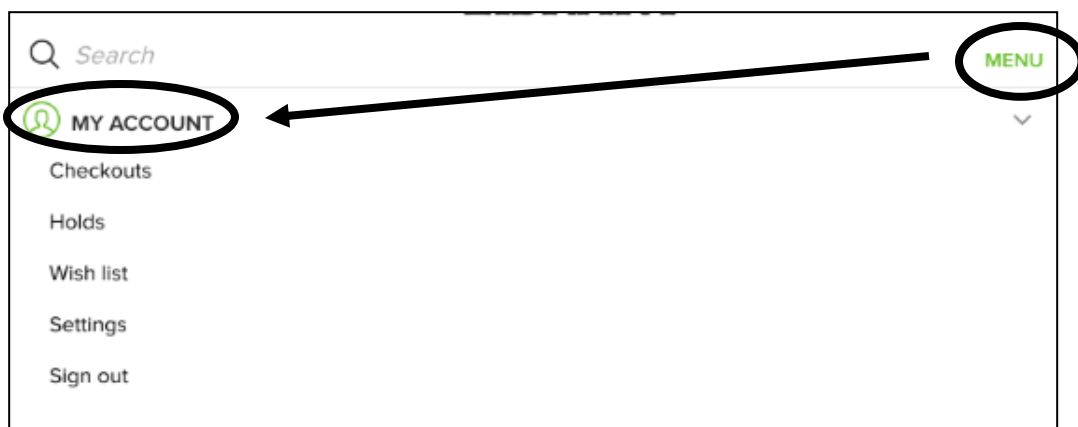
*By default, your holds will be automatically added to your **Checkouts** as soon as they're available. If you'd like to turn off automatic hold checkout, visit your **Settings** page (under **MY ACCOUNT** – see below).*



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

When your hold is available and has been automatically checked out to you, tap Menu at the top of the page, tap My ACCOUNT, and then tap **Checkouts**.

Tap **Download**.

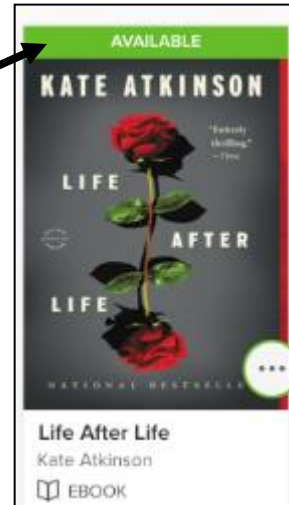


**TIP:** You can also **Sign out** of your account using the **MY ACCOUNT** drop down menu.



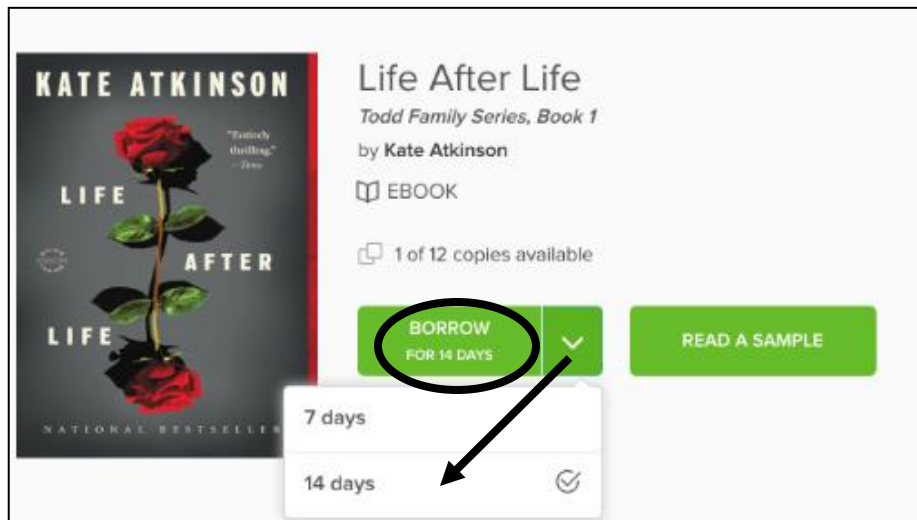
### Borrow an eBook

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

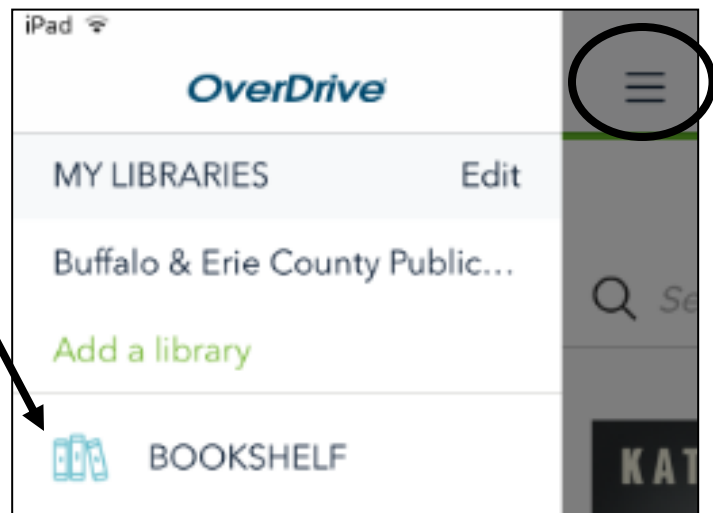


On the next page, tap on **BORROW**. Note: There is a **drop down arrow next to BORROW**. Tap it to change your default lending period, 7 or 14 days.

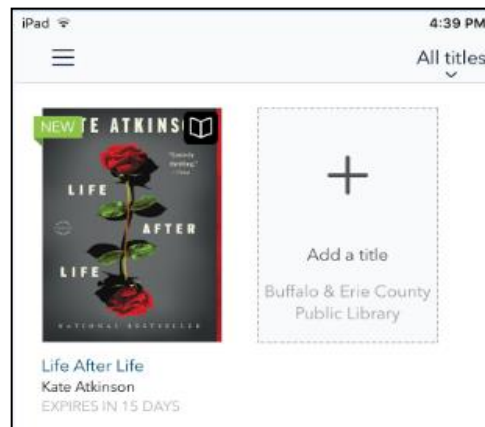
Next, you will see a green button labeled **ADD TO APP**. Tap it.



Tap your **Home Menu** button (see pages 3-4 for review) and then tap **Bookshelf**.

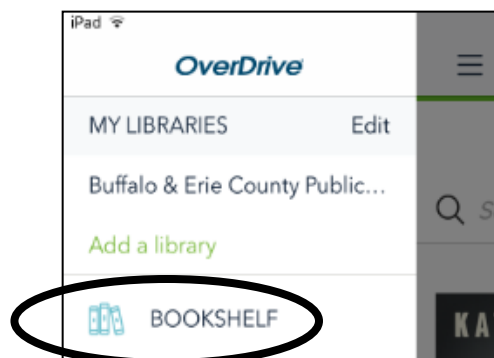


Tap on the book cover to begin reading your eBook.  
Enjoy!

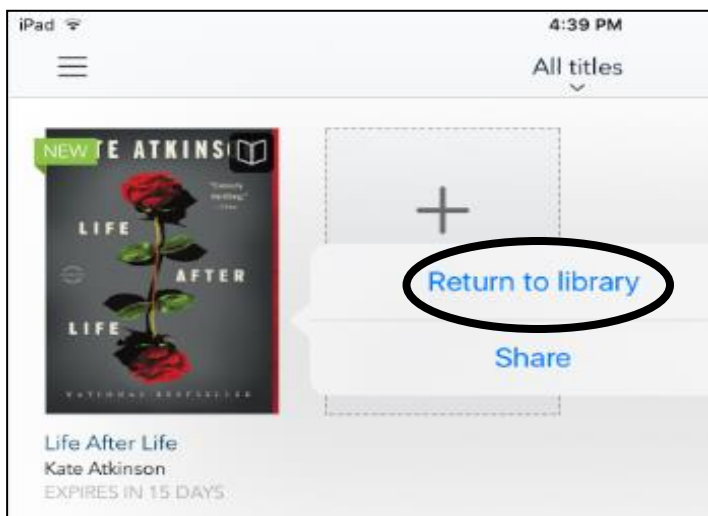


### Return an Item Early (optional)

Tap the **Home Menu** button in the upper left corner of the app, then tap **Bookshelf** from the options below.



Tap and hold on the item you wish to return. Tap **Return to library**.



Tap **Return** again to confirm that you wish to return your item early.