Borrowing eBooks & Audiobooks:
iPad / iPhone *(below iOS 6)*

Overview: Learn how to find and borrow items from the Library for your device using the OverDrive app. *IMPORTANT NOTE: The OverDrive app must have been previously downloaded for this handout to be applicable. Unfortunately, the original iPad can no longer download the OverDrive app. The original iPad also does not work with OverDrive READ due to software requirements.*

Student Skill Level: Advanced

Requirements: Library card, Apple ID & password, basic iPad / iPhone operational skills

Objectives:
- Borrow an item
- Place a Hold on an item
- Return an item early (optional)
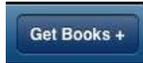- Renew an item (optional)

Revised 12-11-14

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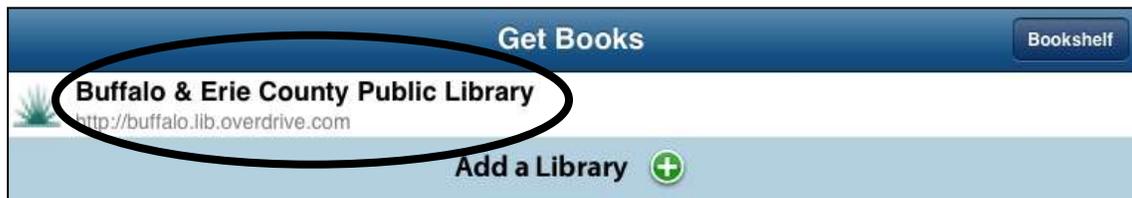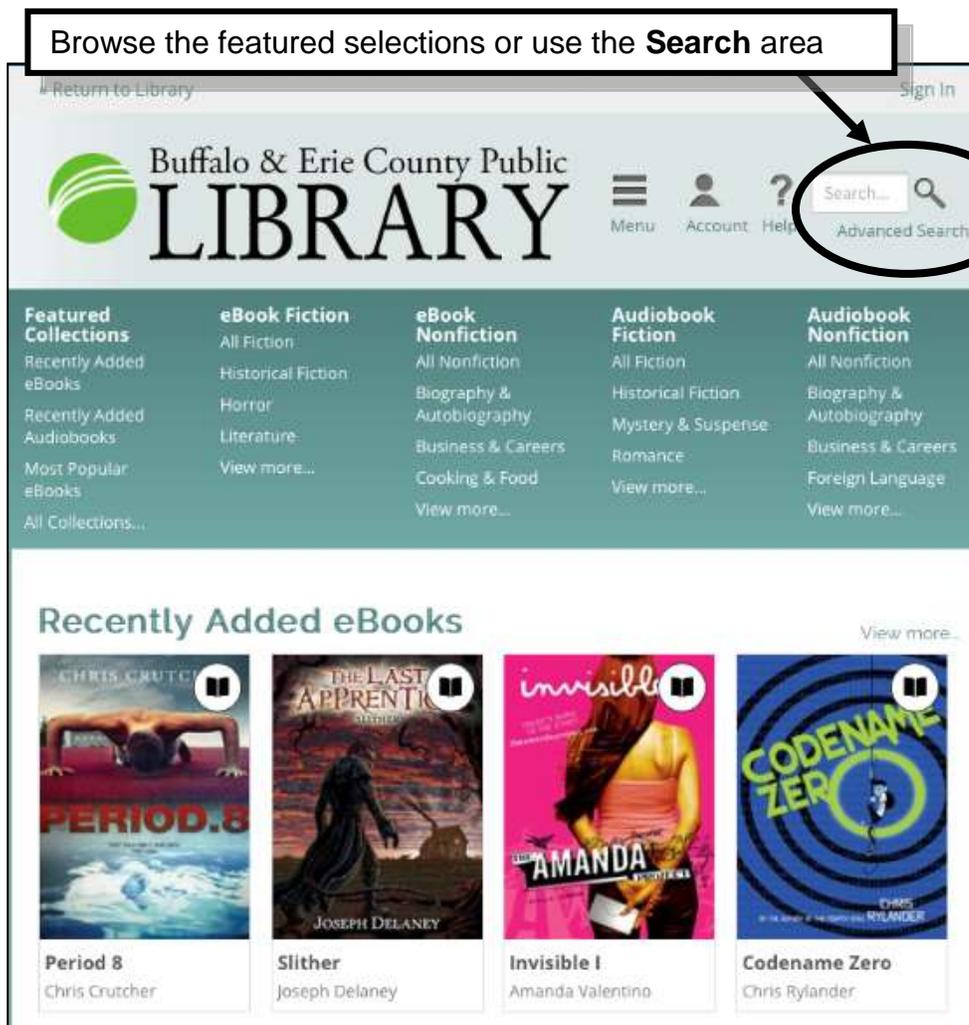
Borrow an Item

Open the app.

Tap **Get Books +**

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

> **Get Books**   Bookshelf
>
> **Buffalo & Erie County Public Library**
> http://buffalo.lib.overdrive.com
>
> **Add a Library** ⊕

In most cases, you'll have a title or author in mind, so tap **Search**. You will see a basic search box where you can enter keywords, a title, or an author. Click the magnifying glass to initiate the search.

> Browse the featured selections or use the **Search** area

Return to Library   Sign In

**Buffalo & Erie County Public
LIBRARY**
Menu   Account   Help   Search...   🔍
                                    Advanced Search

Featured Collections	eBook Fiction	eBook Nonfiction	Audiobook Fiction	Audiobook Nonfiction
Recently Added eBooks	All Fiction	All Nonfiction	All Fiction	All Nonfiction
Recently Added Audiobooks	Historical Fiction	Biography & Autobiography	Historical Fiction	Biography & Autobiography
Most Popular eBooks	Horror	Business & Careers	Mystery & Suspense	Business & Careers
All Collections...	Literature	Cooking & Food	Romance	Foreign Language
	View more...	View more...	View more...	View more...

Recently Added eBooks   View more...

Period 8
Chris Crutcher

Slither
Joseph Delaney

Invisible I
Amanda Valentino

Codename Zero
Chris Rylander

Since we are looking for particular file format types that are compatible with the Overdrive Media Console app, performing an Advanced Search is more effective. Tap **Advanced Search**.

This is the **Advanced Search** screen. You can complete one or more fields, but typically you'll enter the title or author name and pick the format type. If you are searching for a phrase, it helps to put quotes around the words to be more exact. Adjust the format to **Adobe EPUB eBook** (unless you want to download an audiobook, then choose **MP3**).
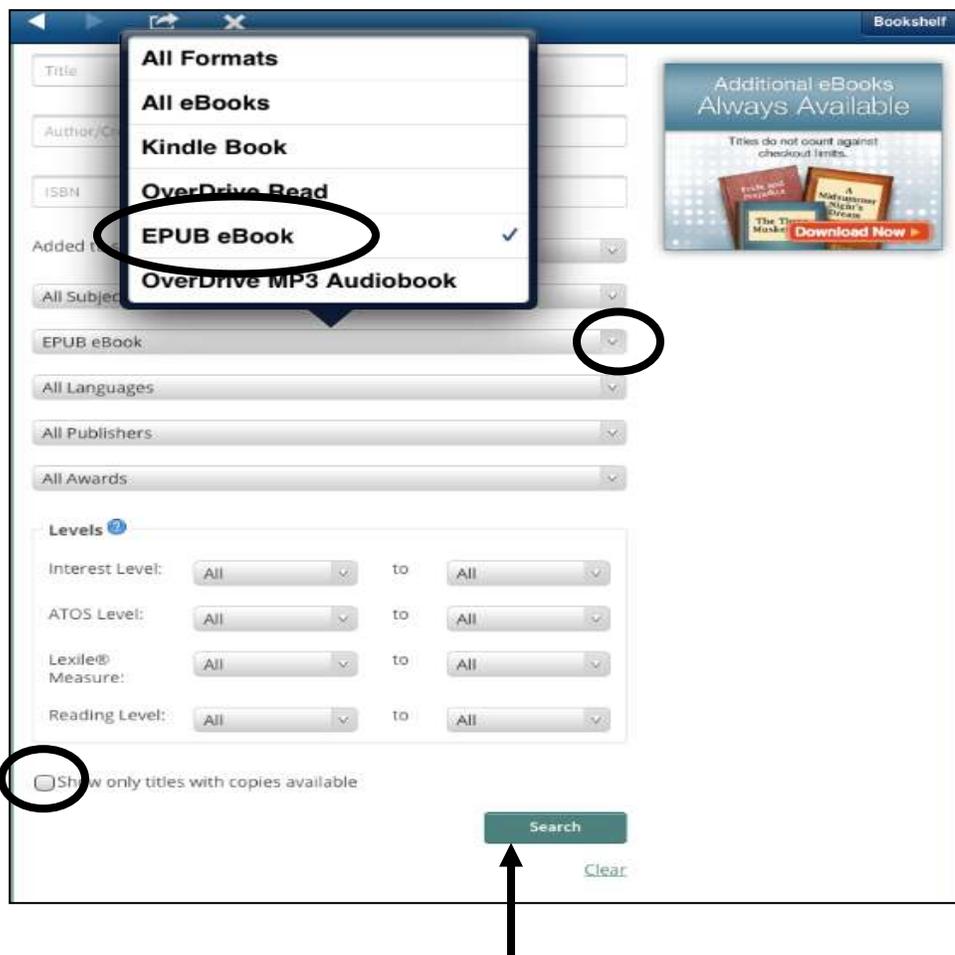
Go to the bottom of the page and tap **Search**.

A search results page will display. Twenty results are displayed per page and the results can be filtered by format, subject, publisher, language, grade level, rating and device. You can also tap **Show only titles with copies available** to narrow the results to available titles.

TIP: There are **Audiobooks** and **eBooks** in Overdrive.

Look at the icon in the top right corner; if it is an icon of **headphones** then it is an **Audiobook** and if it is an icon of an **open book** then it is an **eBook.**

A. Notice that the first eBook below has a book icon in the upper right corner that is *black*. This means that a book is currently **available.** It can be borrowed.

B. The second has a book icon in the upper right corner that is *grayed out*. This means that the book is currently **unavailable**. A hold can be placed for the book.

When you find a book that you are interested in and it **is available** to check out, tap the cover picture. Then tap **more** to open a page with more detailed information.
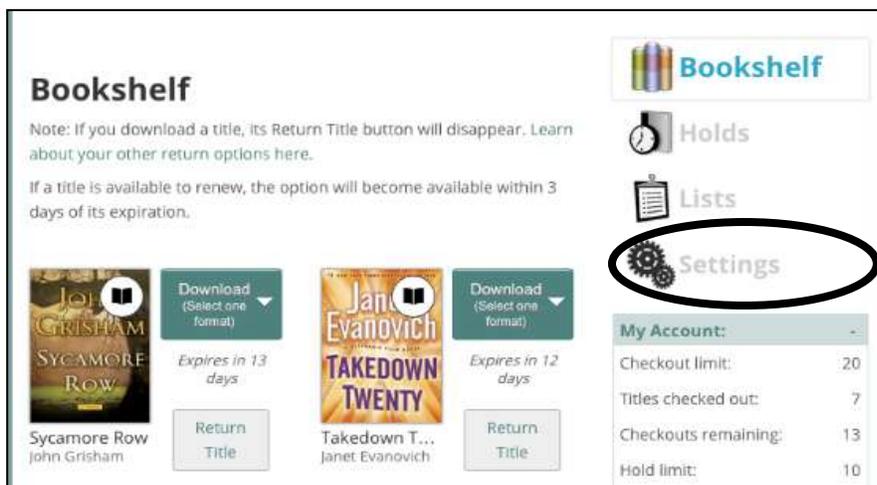
Make sure the correct format is available for your device. The number of copies available will also be listed. To check the title out, tap **Borrow**.
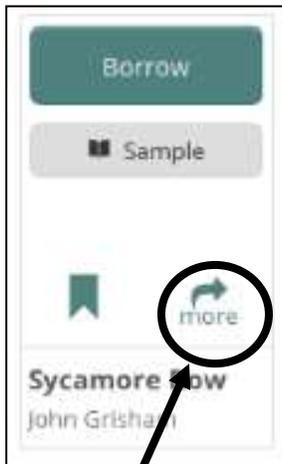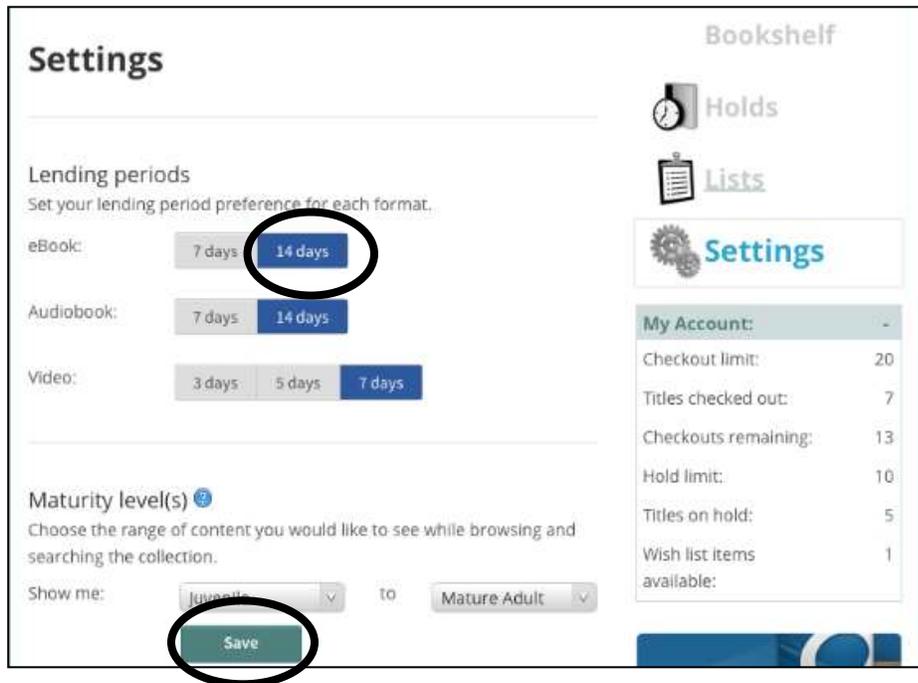

Tap **more** to view details about the eBook.
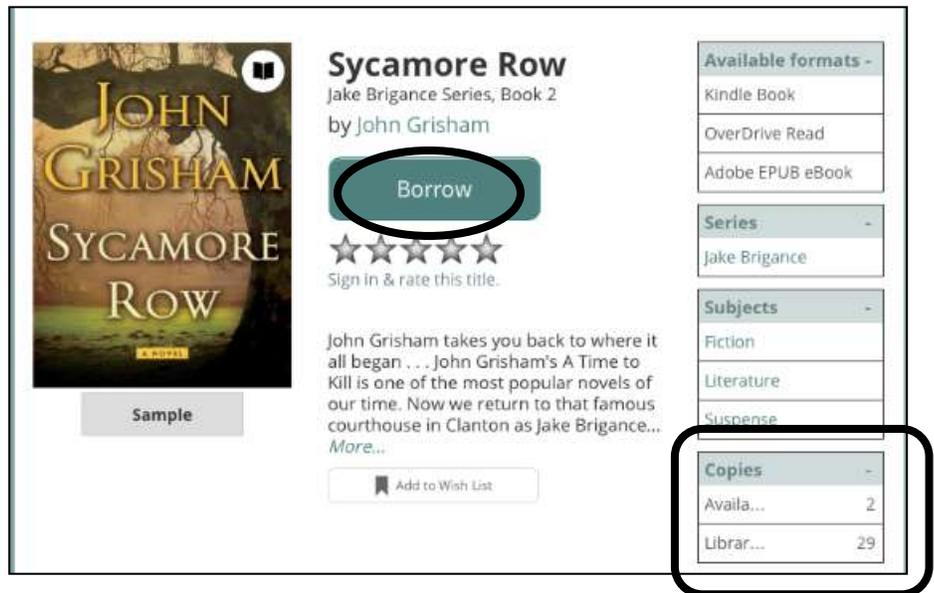
Enter the library card number that appears on the back of your card. Omit the letter A if your card begins with A. Then tap **Sign in.**

Tap **Settings** in order to change your lending period.

You may change your settings to default to 14 days.

Tap **Save**.

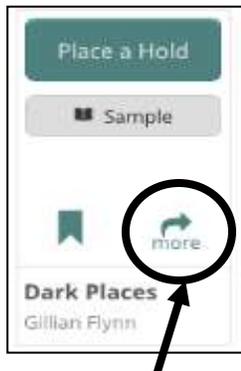Tap **Download** to select format, select **EPUB** and Tap **Confirm & Download.**
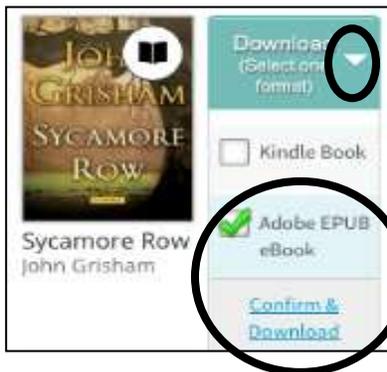
Enjoy your book! *If your book does not appear in the app, click **Bookshelf** in the upper right corner.*

Place a Hold

When you find a book that you are interested in, *tap* the cover picture and then tap **more**. If there are **no copies available**, tap **Place a Hold**. This will add your name to the waiting list. It's free!

Click **more** to view details about the eBook including the number of patrons on the **holds list**.

On the next screen you will be prompted to enter in your **email address** (twice).

Check the box in front of **Automatically borrow this title when it becomes available**.

Tap **Place a Hold**. Your hold request has been processed.

You will receive an email when the title has been automatically checked out for you.
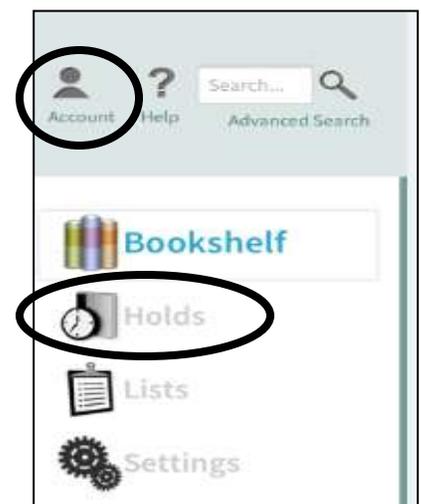
To view your position on the wait list, login to your **Account** and tap **Holds.**

The current list of hold requests will display. You can see where in the queue you stand and which email you have on file.

You can also edit your email and remove your hold request by tapping on the appropriate area.

You may have up to ten (10) hold requests placed at any one time.

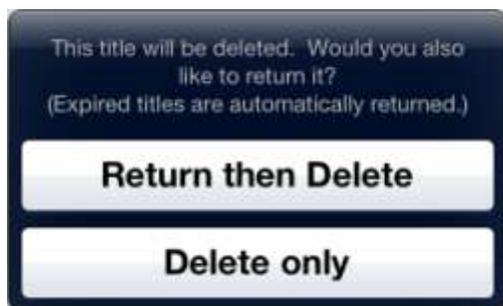**Return an Item Early (optional)**

1. Go to your **Bookshelf** in OverDrive Media Console app.

2. Tap the **Plus sign** next to item you want to return.

3. Tap **Return/Delete**.

4. Tap **Return then Delete**.

Renew an Item (optional)

Remember every eBook you borrow from the Buffalo & Erie County Public Library is automatically "returned" at the end of the loan period. However, you can renew an item if there are no holds currently on the item. Here's how it works:

Tap on **Get Books symbol** in the Overdrive App. Then Tap **Buffalo & Erie County Public Library.**

Next Tap on the **Account symbol** and make sure you are looking at the **Bookshelf view.**
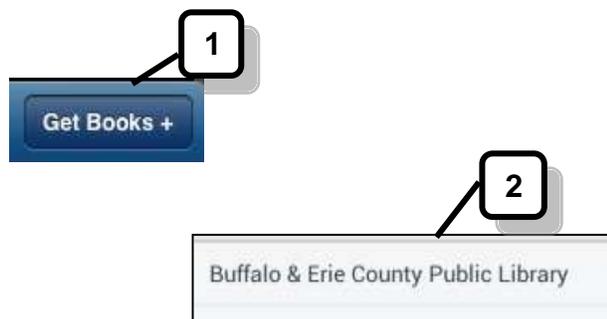
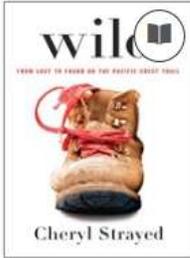Three days before an item expires, a **Renew Link** will appear below the expiration date

IF it is in GREEN, the item is eligible for renewal.

IF it is GRAYED OUT, the item is NOT eligible for renewal, but you can place a hold request on it.

Once you click a **green renewal link** you will see a confirmation screen. Click the **Renew button**.

You will be taken back to your bookshelf view and now there will be a **Renew checkmark**.

You will get an email after your original loan period expires. You must follow the instructions and click on the link in the email to renew (or basically check out the book again) for another loan period.

Bookshelf

Note: If you download a title, its Return Title button will disappear. Learn about your other return options here.

If a title is available to renew, the option will become available within 3 days of its expiration.

Winter's Tale
Mark Helprin

Download (EPUB eBook)

Read (In your browser)

Expires 4, 201
3:50PM ✔ Renew

Wild
Cheryl Strayed

Download (Kindle Book)

Read (In your browser)

Expires : Jul 4, 2014
3:50PM ✔ Renew

If you click on a grayed out renew link you will see this →

Click on the link to place a hold on the item. See Place a Hold instructions in this handout.

This item has holds on it and cannot be renewed. Click here to add it to your holds list and be notified when it's available.

At any time you can click on **Holds** and see what items are set to renew, what items you have on a waiting list, and what number you are in the queue.