



OverDrive: Library eBooks and Audiobooks for iOS (iPad & iPhone) and Android OS

1. Download the OverDrive App from the App Store on your device:

- Tap the App Store icon.
- Go to **Search**. Type “OverDrive.”
- Tap the **OverDrive** app icon: 
- Tap **Free** and then tap **Install** to download the app.
- Enter your password (if prompted) and the OverDrive app will install.

2. Authorize the OverDrive App:

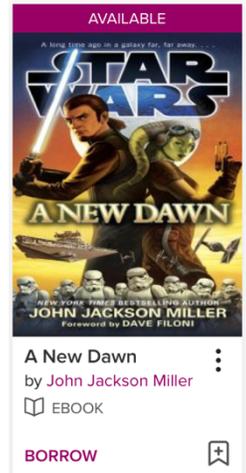
- Tap the OverDrive App on your device: 
- Tap **Sign Up**. Tap **Sign in using library card**. If you already have an OverDrive account you can use it too, but it's no longer required to access library material.
- Find the library by entering either the library's zip code (15228), name, or city. Tap **Go**. Tap Mt. Lebanon Public Library to select it from the library list.
- Enter your library card number and tap **Sign In**. If you ever need to reauthorize the device, swipe from the left to the right of the screen to access the menu, tap **Account**, and sign in with either your card number or an OverDrive account.
- Answer the prompt regarding age of the account owner. You can also (optionally) add your name and email address to your account to receive recommendations from OverDrive. Tap **Sign Up** once you've entered the requested information.
- Tap **+Add a library**. Enter either the library's zip code (15228), name, or city. Tap **Search**. Scroll to and tap **Mt. Lebanon Public Library**. Tap **Carnegie Library of Pittsburgh** to save the library.
- Once the Carnegie Library page loads, tap  **(My Account)** in the upper hand corner to login with your library card number. Select “Remember my card number on this device” option to save your card number for faster check out in the future.

3. Locate eBooks or Audiobooks:

- To look up a title, tap  **(Search)**.
- Enter keywords, title, or author. Tap **Search** again.
- Tap **Advanced Search** for more options, such as limiting to a specific genre, format, or availability.

4. **Download a Title to Your Device:**

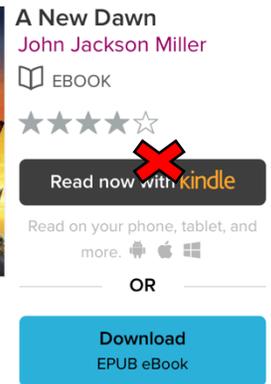
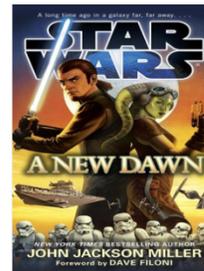
- a. Titles ready for immediate check out will have an **Available** label.
- b. Tap the **Borrow** button under each book cover to check out a title.
- c. If prompted, enter your library card number to **Sign In**.
- d. You should receive a success message at the top of the page. Tap on the **Loans** link in the message to be taken to the **Loans** page. You can also tap  or tap **Go to Loans** (now listed under the book cover after tapping the borrow button).



- a. Depending on the title, you may see multiple format options. Tap **Download EPUB eBook**. Do not select Read Now with Kindle. You do not need to select a format for audiobooks. You will see “MP3” automatically listed as the format.
- e. The title should now download to your device.

f. Tap the menu button 

- g. Tap **Bookshelf** to access titles downloaded to your device.
- h. Tap on the title’s cover to read or listen to it.

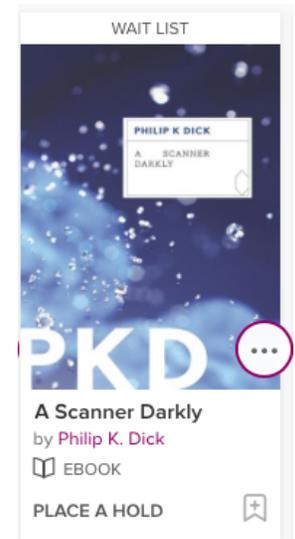


5. **Placing an Item on Hold:**

- a. Unavailable titles will have a **Wait List** label.
- b. If an item is not available, tap **Place a Hold**. Enter your email address and you will be notified when the item is available.
- c. Holds are set to automatically check out to your account, but you can change that option in **Settings**.

6. **Managing Your Account:**

- a. Tap the **Loans** icon  to view currently checked out items, holds, wish list, recommendations, and settings.
- b. Tap **Holds** to view items you are waiting for. Once you receive an email that your hold is checked out to you, return here to download the title.
- c. **Wish List** - where you can keep a list of titles for future borrowing.
- d. **Return an Item Early** – While in your Bookshelf, long press your finger over a single title. Tap **Return to Library**. Tap **Return** again to finalize your early return.



For further information, visit www.mtlebanonlibrary.org/digitalmedia or contact the library by calling 412-531-1912 to schedule a Gadget Workshop for personal training. **Revised 6/29/18**