Downloading Library eBooks & Audiobooks using the <u>OverDrive App for Older Devices</u>
through the Brown County Library

You can check out and download library eBooks for a variety of devices using the OverDrive app and your Brown County Library card and four-digit PIN. Compatible devices include:

Android-powered Smartphones & Tablets (using Android version 3.2 or older)
Apple iPad, iPhone & the iPod Touch (iOS 5 or older)
Kindle Fire (1st Generation)

*Please note: If you have newer versions of any of the above devices,
please see our regular OverDrive App instructions.

Although these instructions will mention these specific products, many devices are compatible with the OverDrive app. To see if your eReader, tablet or smart phone supports the OverDrive app and to verify the formats supported by your device, visit OverDrive's Help website (found here: http://help.overdrive.com/#devices). You only need to install the app once, and then you may follow the steps to download library eBooks (starting on page 2) again and again!

*Please note: as these instructions cover a variety of electronic products, the screenshots may vary slightly from what you will see on your own device.

First, download and authorize the necessary app on your device:

OverDrive App in the Apple App Store

1. On your device, go to the app store (such as the Apple App Store or Google Play Store) and search for "OverDrive".

2. Install the free OverDrive app – depending on your device, you may be prompted to enter a username and password to allow the installation.

3. Once OverDrive is installed, when you open the app it will prompt you sign up for a free OverDrive account. Tap on "Sign up." An OverDrive account is required to read and listen to library eBooks and digital audiobooks.

4. Enter your name, email address and create a password. Make sure to check the "Remember Me" checkbox so that you will be automatically signed in to OverDrive each time you open the app.

5. Tap the "Sign In" button. You will receive an account authorization email to finish authorizing your OverDrive account. The next time you check your email, make sure to click the hyperlink in that email to finish authorizing your OverDrive account.

To search and download library eBooks:

1. In the OverDrive app, tap the "Get Books" button. Depending on your device, you may have to click on a menu button to find the Get Books option (Menu buttons vary by device – see examples to the left).
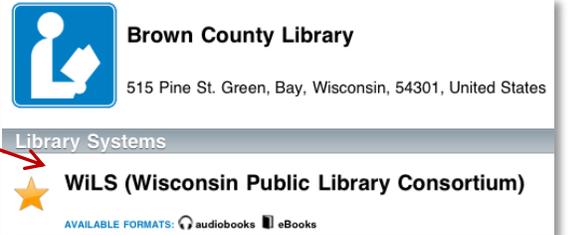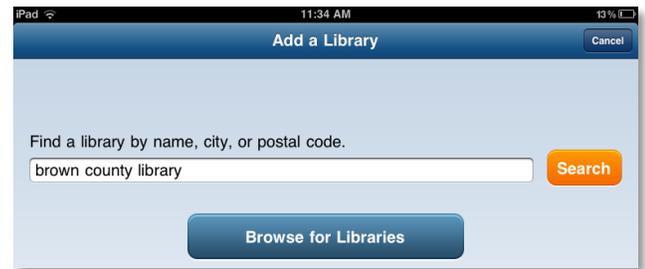
Your Menu Button may look like any of these examples:

Or look for a "Get Books" button:

Menu

2. Type in "Brown County" and tap the Search button.

3. Select Brown County Library from the search results, and it will display the library system as the Wisconsin Public Library Consortium – select this option by tapping on it.

4. This will take you to the Wisconsin's Digital Library homepage. Once you check out your first book, the Wisconsin Public Library Consortium should be saved on your device as the default library system when you select the "Get Books" button.

5. Log in by tapping the "Sign in" link. Select "Brown County Library" as your library system from the dropdown menu. Then enter your **Brown County Library card number** and **four digit PIN**. Your PIN is usually the last four digits of your phone number. If you have problems logging in, call the Brown County Library at (920) 448-4400 for assistance.

6. You can search for book titles using several methods.
   - Tap on the menu button in the upper right and browse by subject/genre or collection.
   - Use the Search option (magnifying glass) on the top of the page – enter a title, author or keyword.

7. When browsing books, you can distinguish what is currently available for checkout by looking at the top of each book cover. You can also see the format (eBook or audiobook) underneath the book cover. To only view books with copies that are currently available for checkout, select "**Available Now**" from the Collections menu.

8. To find out more about a book, tap the book's cover. This will show you more information, such as the book synopsis and number of copies available. You can also tap "Borrow" to immediately borrow the book, "Place a Hold" if no copies are available or the bookmark symbol to add the book to your Wish List (books that you don't want to borrow or place on hold right now, but that you would like to read in the future).
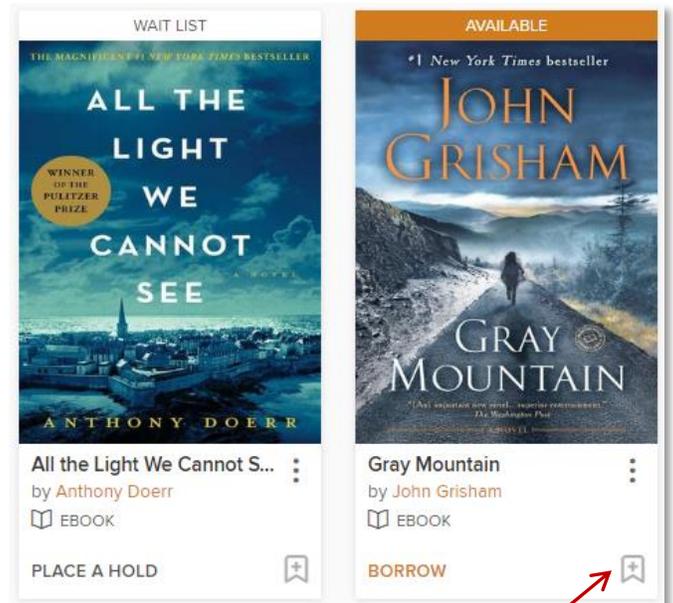
Add to Wish List

9. Tap on the book cover to find out more about the book. If you are checking out an eBook, look at the "Formats" area farther down the page to check the available formats (for eBooks: EPUB, Kindle, PDF or OverDrive READ) and verify that at least one of the formats will work on your device. The difference between EPUB and PDF books is that EPUB books have text that can be altered to fit your reading preferences (such as the font size). **The EPUB format is the optimal choice for small displays and will work on a majority of devices.** Many devices allow you to use the Kindle format. If you are not using a Kindle but choose to borrow the Kindle format you will need to download the separate Kindle Reader app on your device to read in that format. All audiobooks come in the MP3 format.

10. The first time you check an item out, your default lending period will be set to 7 days. You can change the lending period by tapping the downward arrow next to the Borrow button. You can change your default lending period in the Settings menu in the My Account area (7, 14 or 21 days for eBooks, 7 or 14 days for audiobooks). You can have up to 10 items checked out from OverDrive at any given time.

11. Tap Borrow to check out the book. If you are not already logged in, you will be prompted to do so now.

12. After tapping Borrow, tap "Go to Loans" to go to the Loans page (which lists all of the books that you currently have checked out). Tap the "Download" button next to the title that you just checked out and choose the format that you would like to use (usually EPUB). If you have checked out an audiobook, simply tap the blue Download button next to the title you just checked out. The title will start to download to your device.

Loans page icon
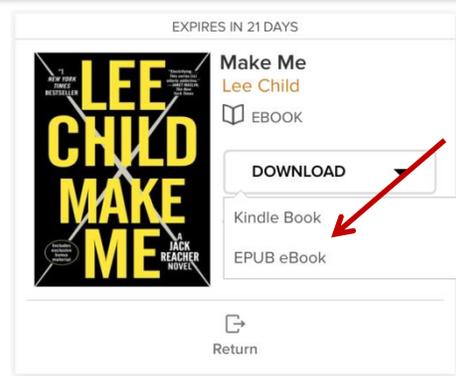
Note: Once you select a format and download a title, you cannot change the format unless you first return and then re-checkout the book. If you access OverDrive through your device's Internet Browser (rather than the app), many titles will also allow you to read or listen to the book directly within the browser using OverDrive READ or LISTEN (though downloading the title in the app is recommended).

13. Wait a few moments while the title downloads to your device (note that audiobooks may take a few minutes to download). Once it has finished, it will be available to view in the bookshelf of the OverDrive app (you can return to the app bookshelf by finding the menu button and selecting the "Bookshelf" option). Tap the book cover to begin reading or listening. Enjoy!

When you are ready to check out more books, you can tap the Menu button and then "Get Books" and then "Wisconsin Public Library Consortium" to return to the Wisconsin's Digital Library website.

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Additional OverDrive App Tips and Tricks

Returning eBooks early:

You do not have to remember to return books in the OverDrive app as expired books are returned automatically, but returning a title early does allow you to check out a new book if you have reached your maximum number of check outs (10 items at a time) and also makes the book available to other patrons who may be waiting to read it. To return books early:

- Open the OverDrive app and go to the app bookshelf to view all of the titles you have checked out.
- Tap the plus sign that is to the right of the title you would like to return and delete.
- Select "Return/Delete." Your device may verify to make sure you would like to return the item – select "Return then Delete" to finish the process.
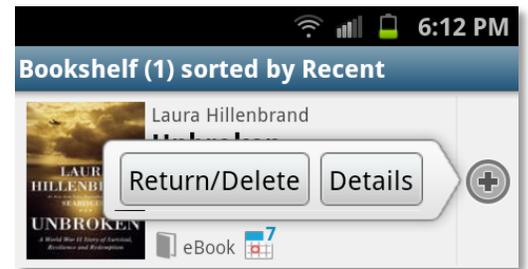
Picking up holds:

When you receive an email that a hold is ready for you, open the OverDrive app and tap on the "Add a Book" rectangle in your bookshelf or tap the Menu button and then select "Wisconsin's Public Library Consortium" to go to the Wisconsin Digital Library website. Log in and click on the Loans icon (which looks like 3 books) in the upper right corner of the page. By default, holds are automatically checked out to you so you can download the newly available title from the Loans page. If you do not have holds set up to automatically check out, select "Holds" from the My Account menu and then "Borrow" next to the title that is ready to be picked up.

Renewing titles:

Renewing digital titles works a little differently than renewing physical books from the library. When you renew a digital title it does not extend your lending period. Instead, it lets you borrow the title again immediately after your current checkout expires (if there are no existing holds) or it places you on the wait list to borrow the title again as soon as possible (if there are existing holds). The option to renew a title becomes available three days before the title is set to expire. A "Request Again" button will appear under the title on your Loans page of the Wisconsin's Digital Library website.

Titles that you have requested again will appear on your Holds page and will be automatically checked out to you as soon as they are available again (unless you've turned off automatic hold checkout). Please note that renewing a title does not mean that it is automatically re-downloaded to your computer or device - you have to go back to your Loans page and download it again.

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