

Downloading Library eBooks & Audiobooks using the OverDrive App through the Brown County Library

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

Android-powered Smartphones & Tablets
Apple iPad, iPhone & iPod Touch
Kindle Fire (2nd Generation & newer)
Nook Samsung Galaxy Tab & Tablets

***Please note: if your device uses a version older than iOS 8 or Android 4.0 or if you have a Kindle Fire 1st Generation or older Nook, please see our [OverDrive App for Older Devices 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: <https://help.overdrive.com/en-us/devices.htm>). 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.**



OverDrive App

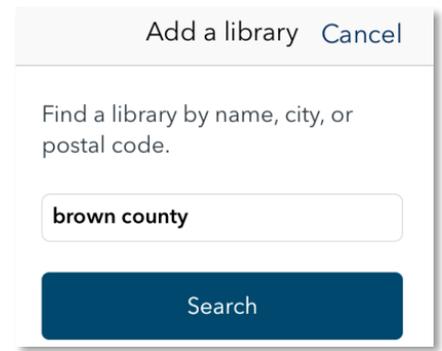
First, download and authorize the necessary app on your device:

1. On your device, go to the app store (Amazon or Apple App Store, or the Google Play Store) and search for "OverDrive". **NOTE: If an app called "Libby" appears in the search results, consider using our Libby app instructions and using that app instead! It is an easier way to access the same library eBooks and digital audiobooks!**
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, opening the app will prompt you to 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 Menu button in the upper left hand corner of the screen. Under My Libraries, tap “Add a Library”.
2. Type in “Brown County” and tap the Search button.
3. Select Brown County from the search results. 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 will be saved in in the app menu under “My Libraries.”
5. Log in by tapping the “Sign in” link. Select “Brown County Library” as your library system from the dropdown menu and 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.

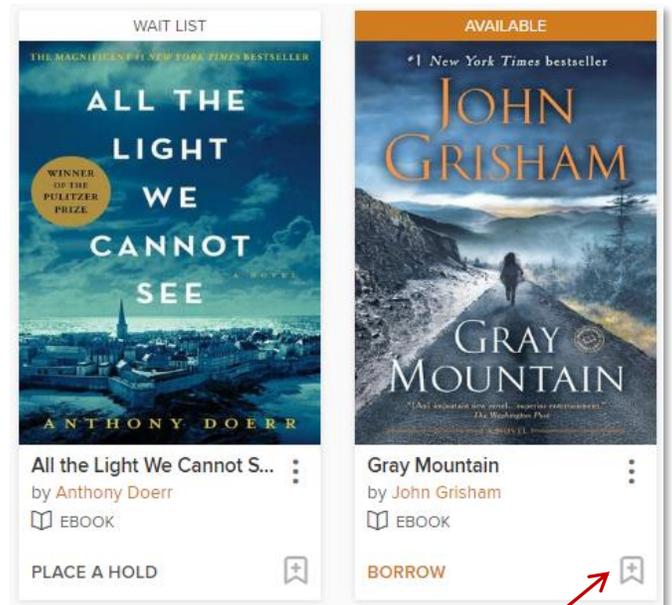


Menu

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.

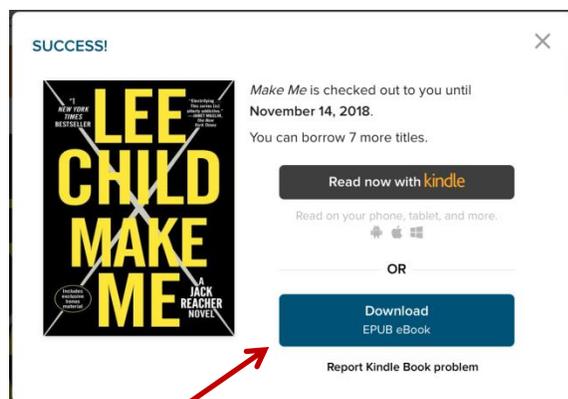
10. Tap Borrow to check out the book. If you are not already logged in, you will be prompted to do so now.

11. The first time you check an item out, your default lending period will be set to 7 days. Change the lending period by tapping the dropdown box. 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.

12. Tap on the orange “Borrow” button, then on the blue “Download” button. The title will start to download to your device.

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 your Bookshelf (you can return to the Bookshelf by finding the Menu button-which looks like three horizontal lines-in the upper left corner of the screen-and selecting Bookshelf). Tap on the book cover to begin reading or listening. Enjoy!



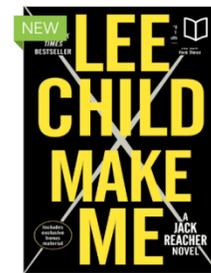
When you are ready to check out more books, you can tap on the “Add a title” rectangle in your bookshelf or tap the Menu button and then select “Wisconsin’s Public Library Consortium” under My Libraries to return to the Wisconsin’s Digital Library website.

Additional OverDrive App Tips and Tricks

Returning eBooks early:

Library eBooks and digital audiobooks are returned automatically once they expire. However, returning a title early does allow you to check out a new book if you are at your maximum number of checkouts (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 Bookshelf to view all of the titles you have checked out.
- Hold your finger on the book cover that you would like to return – a menu will pop up within a few seconds.
- Select “Return to library.” Your device may verify to make sure you would like to return the item – select Return again to finish the process.



Make Me
Lee Child
EXPIRES IN 21 DAYS



← Number of days left before eBook expires

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 tap on My Account in the upper right corner of the page, and then Holds. You have three days to check out the hold, suspend it (if you’d like to read the book later) or cancel it. If you suspend the hold (Deliver Later), it is passed to the next person in line. After the suspension period passes, you will be able to borrow the book when the next copy is available.

Renewing titles:

You can renew a digital title (if there are no existing holds) or be placed 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 “Renew” button will appear under the title on your Loans page of the Wisconsin’s Digital Library website (or it will say “Request Again” if the book has holds).

If a title is renewed, any time left on your current lending period is canceled. For example, if a title expires in two days and you renew it for seven days, the new due date will be seven days from the moment you renew. Titles that you have requested again will appear on your Holds page. 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, download it and transfer it to your device again.

