Apple devices and Overdrive eBooks
Note: this guide was created using an iPad. iPhone and iPod users may see a slightly condensed version of the screen.

1. Getting started
2. Searching
3. Borrowing eBooks
4. Borrowing Audiobooks
5. Reading eBooks
6. Listening to Audiobooks
7. Placing a hold
8. Modifying a hold
9. Checking out a hold
10. Renewing a title
11. Returning a title early
12. Expired titles

1. Getting started

Apple products use an app to search for, download, and read/listen to compatible eBooks and Audiobooks. The Overdrive Media Console app is available through the App Store icon.

Go to the App Store on your device and enter the search term: overdrive.

Chose “Overdrive Media Console – Library eBooks and Audiobooks” and install.
Open the Overdrive app and choose Sign Up. Choose “Sign up using library card”.  

Note: When using the app for the first time, there is some duplication of information requested such as selecting the library system (called “Library” for short) and entering the library card number and PIN. This is necessary for first time set up only. After the set up is completed, the app will request this information only once while using the app, if at all.
Enter Oxford County as the library name. Capitals are not required.

The Oxford County Library is a part of the Ontario Library Service Consortium. It is a group of public libraries who have pooled their resources to purchase access to OverDrive for their patrons.

Choose Oxford County Public Library to enter the Consortium section of OverDrive.

Oxford County is a part of the Ontario Library Service Consortium. Choose Oxford County Public Library to enter the Consortium section of OverDrive.

Touch the arrow to open the dropdown menu.
Scroll down to Oxford County Public Library.

Sign in with the library card number and PIN.

Though the age question needs to be answered accurately, the name and address are optional.

Note: When placing a hold in OverDrive, an email address will be requested for the purpose of OverDrive sending notification of hold availability.
This portion of the Sign up is completed.

The app’s Bookshelf will open. When the app opens, it always will start at this screen. All downloaded titles will be available here.

Swipe to the right to open the side menu.

When the app opens main screen is the “Bookshelf.” Downloaded titles may be read/listened to here.
Account is the library account specified in previous step.

Choose Authorise.

In Settings, choose Adobe ID.
(Other settings may be changed as well.)

Choose Use OverDrive Account.
eBooks now may be downloaded and read. Files shows the status of downloading titles. Note: Audiobooks typically take longer to download as they have multiple parts.

History shows previously borrowed titles. The Help menu only is accessible when connected to the Internet.
About shows the version number for the app. This information will be available when troubleshooting issues with the app.

To access the OverDrive collection, choose Add a Library.

Enter oxford county. Capitals are not necessary.
Choose Oxford County Public Library.

Choose Ontario Library Service Consortium.

The main page of the OverDrive site opens.

Choose Sign In.
From the dropdown menu, select Oxford County Library.

Enter the library card number and PIN. Click in box so app will remember card and PIN. Click on Sign in.

The main page of OverDrive again. Click on 3 book icon to access OverDrive account.

Any titles checked out are downloaded from this screen.
Holds appear here.

The titles may be placed on the wish list to be borrowed at a later date. To place a title on the Wish list, touch the ribbon. To remove, touch the ribbon again.

To streamline borrowing, defaults may be changed or set. These may be changed at any time.
2. Searching

To perform a simple search, touch Search then enter a complete or partial title, author name, subject or other keyword.

The result of search.

In a simple search, suggested titles will appear and maybe selected.

Results may be sorted to narrow the results.
Additionally, filters will narrow the search results even further.

To perform an advanced search, touch Search then the Advanced option appears. Touch Advanced to open the advanced search screen.

Information may be entered into more than one field. Sorting and Filters may be applied to the search results as with the simple search.
3. Borrowing eBooks

To check out a title, either click on Borrow (checks title out immediately) or on the cover to read more about the title prior to borrowing.

The lending period can be lengthened or shortened.
for individual titles without changing the default in account settings by touching the dropdown arrow.

Click on Download ePUB eBook. ("ePUB" is the format of the eBook)

Title is added to the app though the file still is downloading.

To check the download's progress, touch the 3 lines to open the left sidebar menu.

Title being added to app.
Progress of file that is downloading.

File downloaded.

4. Borrowing Audiobooks

To check out a title, either click on Borrow (checks title out immediately) or on the cover to read more about the title prior to borrowing.

The lending period can be lengthened or shortened for individual titles without changing the default in account settings.
Title checked out. To download to the app, click on Go to Loans.

Click on Download MP3 audiobook. (“MP3” is the format of the audiobook)

Title being added to app.

Title is added to the app though the file still is downloading.
18

To check the download progress, touch the 3 lines to open the left sidebar menu.

Audiobooks typically are multiple files. Title is able to be played once the first of the files has been downloaded.

5. Reading an eBook

Touch the cover to open the eBook.

Touch centre bottom to show the location of the menus.
Change screen brightness and colour of font and background.

Change layout of text on the screen.

Change font size and style. Swipe up on the menu to access more font options.
To place a bookmark, touch the ribbon. Bookmarks only are used to denote a section of interest so that it may be revisited later.

Note: Unlike a physical book, it is not necessary to place a bookmark at the last section read to be able to return to it if reading is interrupted. The app will remember last page read and return to that location the next time the title is opened.
Table of contents -- either from the right sidebar menu or one available at the start of the book -- may be used to jump ahead. Touch the relevant chapter to move to that location.

Note: Not all books have a formal table of contents. The app will create a table of contents by using the chapters.

Bookmarks may be accessed from the right

Bookmarks may be deleted by swiping left over the
6. Listening to an Audiobook

Touch the cover to open the Audiobook.

Audiobook opens and begins playing.

To exit book, touch centre bottom then on the 3 lines to open the left sidebar menu and return to the Bookshelf, My Libraries or access the other options.

sidebar menu.

Touch centre of the screen to close menus.

To be deleted then choosing Delete.
To place a bookmark, touch the ribbon.

Title can turn itself off after a pre-set length of time.

Unlike with eBooks, the ribbon will not change colour to denote a bookmarked section.

Narration speed can be adjusted.
Jump back a chapter

Jump back 15 seconds

Play/Pause

Jump ahead 15 seconds

Jump ahead a chapter

Touching the lines opens the sidebar menu.

Overview shows the dust jacket blurb and other details about the title.
Table of contents may be used to jump ahead. Touch the relevant chapter to move to that location.

Note: Not all books have a formal table of contents. The app will create a table of contents by using the chapters.
7. Placing a hold

To place a hold, either click on Place a Hold (hold is placed immediately) or on the cover to read more about the title prior to placing the hold.

Click on Place a Hold. An email address will be requested if one wasn’t entered during the app set up. Email notification will be sent when the hold is available for check out or was checked out automatically and is ready to be downloaded.
Hold placed.

8. Modifying a hold

Various aspects of a hold may be modified after a hold is placed.

If hold was placed by mistake or some other aspect needs to be changed.

The email address that will receive notification of a hold’s availability may be changed.

Suspending a hold will delay a hold becoming available before user is ready for it.

Holds may be removed prior to becoming available.
9. Checking out a hold
When a hold becomes available, an email will be sent to the email address specified.

**Ontario Library Service – Download Centre Item Now Available**

Ontario Library Service – Download Centre <donotreply@overdrive.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Fri 24/02/2017 3:29 AM
To: 

Ontario Library Service – Download Centre user,

The following digital title that you placed on hold has been automatically checked out to you:

All Fudged Up: Candy-Coated Mystery Series, Book 1
by Nancy CoCo
eBook

Sign into the Ontario Library Service – Download Centre digital collection to access this title from your Checkouts page.

Thank you!

Hold automatically checked out to account. Loan period of 7 or 14 days has begun to count down.

Title will be available to download to the app from the Loans page.

**Ontario Library Service – Download Centre Item Now Available**

Ontario Library Service – Download Centre <donotreply@overdrive.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Tue 21/02/2017 11:50 PM
To: 

Ontario Library Service – Download Centre user,

The following digital title is now available to borrow and will be held for you for 3 days (72 hours) from the time this email was sent:

To Fudge or Not to Fudge: Candy-Coated Mystery Series, Book 2
by Nancy CoCo
eBook

Visit the Ontario Library Service – Download Centre digital collection to sign in and borrow the title.
If you do not borrow this title within 3 days (72 hours), the hold will expire.

Thank you!

Hold not automatically checked out to account. Loan period of 7 or 14 days has not begun to count down.
To change the Automatic hold checkout from On to OFF, go to OverDrive Account’s Settings. Hold page.

10. Renewing a title
Unless it is on hold for another user, a title may be renewed starting 3 days before the lending period is over.

On the Loans page, click on Request again.

Enter an email address if none if present.
If no other patron is on hold for the title, it will act like a hold that has become available: an email will be sent to the address specified and it either will be checked out automatically or not depending on the preference on the Settings page. The title will open to the last page read/section listened to.

If another patron has a hold on the title, the Holds page will show the position in line. **Do not delete the title from the app bookshelf when the lending period expires.** When the hold becomes available and is checked it out, the title will open to the last page read/section listened to.

11. Returning a title early

Titles may be returned early by touching and holding the cover.

Choose Return.
Title returned.

12. Expired titles
When a title expires, OverDrive removes it from the Loans page in the OverDrive account, but the title remains on the app Bookshelf. It will not open unless borrowed again, then it will open at the last page read/point listened to.

Touch and hold the cover of the title to be removed.

Choose Delete.
Title deleted from the app.