



Pickerington Public eLibrary: iPad Instructions

Step A. Installing the Overdrive App

1. Go to the App Store on your iPhone/iPod Touch/iPad and search for "Overdrive." Select Overdrive.
2. Touch the "Free" button on the right side and it will change to "Install."
3. Touch "Install." You may be asked for your Apple ID. After it is entered, the Overdrive App will install.

Step B. Creating an Overdrive Account

1. Open the newly installed Overdrive App.
2. Tap the "Sign up for Overdrive" button. You will be prompted to either sign in with your Facebook account OR enter your name and email address, choose a password and tap "Sign In".

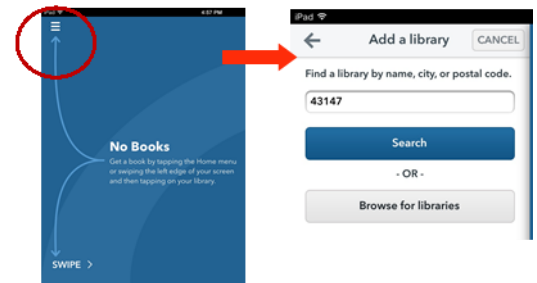
Note: a Facebook account is not required to use Overdrive.

3. Signing in is a one time process. The app will remember your login information from this point forward.

Step C. How to Access Library Materials

1. With the app opened and authorized, swipe the left edge of your screen and touch "Add a Library." Search for "Pickerington Public Library." Then touch "Pickerington Public Library" to get access to our titles.

2. A star icon will appear. Touch it; it will turn gold, meaning you have saved this site and will not have to search for it again. Then touch the "Digital Downloads" link. (Note that this link will always appear on your starting menu, which you may access at any point by swiping right on your screen.)

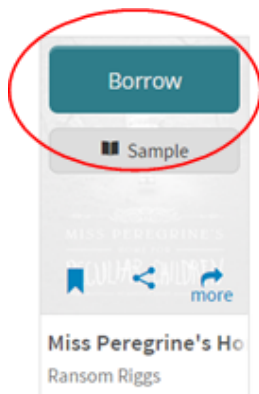


3. Touch "Sign in" on the top right. At the login screen, select your library.

4. At the next screen, enter your library card number and PIN. Touch "Sign in."

Note: this step is important: a wider selection of titles will appear when you sign in. It is possible to browse e-books without signing in with a library card. However, signing in will display more books.

5. From here, search for a particular title or just browse. Pay attention to the book or headphones icon on the book cover to see if the title is an MP3 (e-audiobook) or EPUB (e-book). If a title is available, it will say "Borrow" in the blue box. If it is checked out, it will say "Place a Hold."



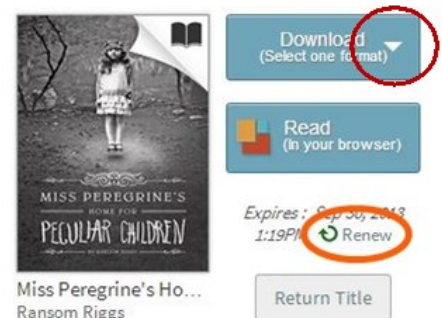
6. Once a title is selected, touch Borrow.

7. Touch Go to Bookshelf

8. Select the "Download" (choose format MP3 for e-audiobooks or EPUB for e-books) button that displays with your book

9. Swipe the left edge of your screen and touch "Bookshelf".

10. Tap the title to begin reading.



Step D. How to Return e-books Early on Your iPad



1. When you are ready to return your library e-book, press and hold the cover of the book on your Bookshelf, within the Overdrive App
2. A blue banner will appear across the bottom of the book cover asking if you would like to delete or return the title.
3. Tap on "Return the Title."
4. Returning the title will remove the book from your library card. If you tap "Delete" the book will be deleted from your Bookshelf but remain on your library card. To return a deleted item to your library, you will need to download the title again and repeat steps 1-3.

Step E. How to Suspend a Hold

1. To suspend a hold, log into your account on the Digital Downloads site using the Overdrive App.
2. Once you have logged in with your library card, visit your Holds shelf.
3. From here tap on the option button located next to the cover of the title you have on hold.
4. Drop down the menu options and tap "Suspend Hold"
5. Next drop down the "Suspend a Hold For" box on the pop-up window.
6. Select the amount of days you would like to suspend your hold for and tap "Submit".
7. The item on hold will now show the date the suspension will expire.



Step F. How to Renew Library e-books

1. Log into your account on the Digital Downloads site using the Overdrive App.
2. On your library Bookshelf, tap the "Renew" button next to the title you'd like to renew. *Note: This button will appear 3 days before the title is supposed to expire.*
3. Enter and confirm your email address in the renewal form, then tap "Renew." *Note: make sure that "automatically borrow this title at the time of renewal" is selected.*

Title:	Portlandia, Season 1
Creator:	Jonathan Krisel
Format:	Video
Enter your email address:	<input type="text" value="youremail@here.com"/>
Confirm your email address:	<input type="text" value="youremail@here.com"/>
	<input checked="" type="checkbox"/> Automatically borrow this title at the time of renewal.
	<input type="button" value="Renew"/>

4. Once you renew a title, you will see a checkmark and the word Renewed next to that title on your library Bookshelf. You can also see which titles you've scheduled to renew on your Holds page.
5. As soon as your current checkout expires, you'll receive an email with instructions on how to access the title again. *Note: that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you'd like to re-download your renewed title, you'll have to go back to your library Bookshelf and select Download again.*

Still have questions about your iPad? Contact our Reference Staff members with your questions!



201 Opportunity Way | Pickerington, OH 43147 | 614.837.4104, ext. 233
pickeringtonlibrary.org