6 *Returning your Library eBook early*

Your eBook will automatically return on its due date.

If you would like to return it early, go to the bookshelf screen in OverDrive Media Console.

Tap and hold a title to display the return options.

You can **Return** a book to the library, which also deletes it from your device.

You can **Delete** a book from your device. This option will not return the book to the library. It will still be checked out to your account.

7 *Placing and Retrieving a Hold*

If a title is not currently available, the **"Borrow"** option will be replaced by **"Place a Hold."** Tap **"Place a Hold"** next to the book you want. You will be asked to enter your email address twice, then tap the **"Place a Hold"** button.
When the eBook is available, you will receive an email.
From the time the email is sent, you have three days to return to OverDrive and check out the eBook.

****NEW**** **Automatic Borrowing**

If you'd like a hold to be automatically borrowed

for you when it becomes available, make sure that "Automatically borrow this title when it becomes available" is selected.

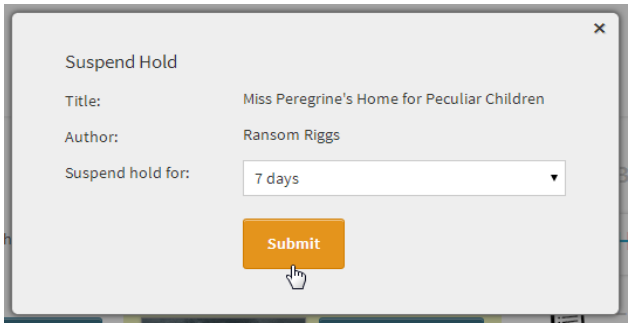
You can turn automatic borrowing on or off for any title you've placed on hold by visiting your **Holds** page and selecting the **[Edit]** link under "Auto checkout."

Suspend Holds

Select your **Holds** page.

Select **Suspend hold** from the **Options** drop-down menu next to the hold you'd like to suspend.

Choose the number of days you'd like to suspend your hold, then select **Submit**



To retrieve your hold, return to the OverDrive site and click on **"Account."** Sign in to your account. Click on **"Holds."** Next to the title of your book, click on **"Borrow"** to check out your book and proceed with your download.

Need more help?
On the OverDrive home page, click on **Help**.
Then click on **OverDrive Help**.

Questions?
Call or stop in at your local public library—
we'd be happy to assist you!
Or visit www.lib.de.us and click on "Ask a Librarian"

Want to suggest an eBook for purchase?
Have a comment about our eBook site?
Email feedback@lib.de.us

Revised 10/2014

How to Download a Library eBook to your iPad*

*May also be used on iPhone and iPod Touch

OverDrive leading digital media services

Delaware Division of Libraries

delaware.lib.overdrive.com

This step-by-step guide brought to you by
Delaware Library Association
http:www2.lib.udel.edu/dla

What you'll need to get started

- A library card in good standing. You do not need your PIN to use OverDrive. If your card has expired, go to your local library to renew it.
- An OverDrive account. The OverDrive app will ask you to sign up using an email address or a Facebook account. Alternatively, you may do so at https://www.overdrive.com/account/sign-up
- A valid Adobe ID. Only needed with older versions of OverDrive app (To get this see the **Adobe** instruction pamphlet.)

1 Installing OverDrive on your iPad

Go to the App Store and search for "**OverDrive**." Select "**OverDrive**."

Tap the **"FREE"** button on the right side. It will change to the word **"Install."**

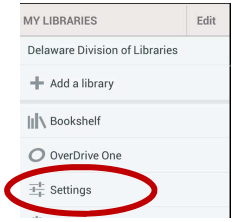
Tap **"Install."** You will be asked for your Apple password. After you enter it, the **OverDrive app** will install.

Open the OverDrive app.

2 Authorizing OverDrive

Tap the **Home Menu** icon at the top left of the screen.

Tap **"Settings."**
Enter your Adobe ID and/or OverDrive account information.
Touch the **"Authorize"** button.

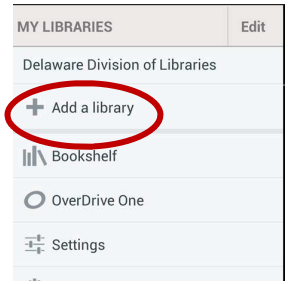


*(To get an Adobe ID, see the **Adobe** instruction pamphlet.)*

3 Linking to the Delaware eBook Catalog

After authorization has finished, tap the **OverDrive icon** in the upper left corner of the screen.

Tap **"Add a Library."**



After selecting your local library, tap on the star next to **"Delaware Division of Libraries"** to add it to your Favorites.

Tap on **"Delaware Division of Libraries"** to be taken to the library's eBook catalog, where you can search, borrow and download eBooks.

4 Checking out and downloading A Library eBook

Tap **"Sign in"** (top right of the screen) Type in your library card number (all digits, no spaces) and tap "**Sign in."**

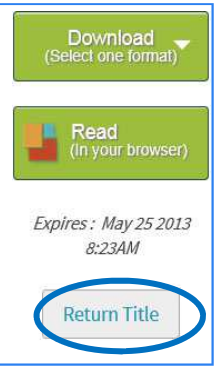
Before you begin downloading books, it will be helpful to set your default checkout times by tapping **"Account"** and then **"Settings."**

You can use the search option as well as browse by fiction, nonfiction, children and teens.

Once you've chosen a book, tap on the book's title or cover. Tap the **"Borrow"** button.

The book is now checked out to you and will be displayed on your Bookshelf.

If you discover you have chosen the incorrect title, after tapping **"Borrow"** but before attempting to download, you can tap the **"Return Title"** button. The book will be removed from your account.



If you have the correct title, proceed to the next step.

Tap **"Download" -** a menu will open so you can choose the type of book you wish to download.

Place a checkmark next to **"Adobe EPUB eBook."**

Tap **"Confirm & Download"** - you will see "Title Added" appear on your screen.

Tap the **Home Menu** icon at the top left of your screen. Your titles will be displayed and ready to read.

Tap on the title you would like to read, and enjoy your eBook!

5 Renewing your eBook

Select the **Renew** icon next to the title you'd like to renew. **Note: This option does not appear until three days before the title is due to expire.**

If the **Renew** icon is green, you can borrow the title again once your checkout expires.

If the **Renew** icon is grayed out, there are existing holds on the title. You can use the Renew feature to be placed on the title's holds list.

Enter and confirm your email address, then click the Renew button.