**5** *Deleting a title from your MP3 Player*

You are required to delete files from your computer and any devices after the book has expired. To delete an MP3 or WMA file from your MP3 player, plug your device into your computer.

If a window does not appear for your device, open **My Computer** and double click on the device drive.

Double click on **Music**. Right click on the **title** (or **artist**), left click on **delete**. It may ask if you are sure, click **Yes / Ok**.
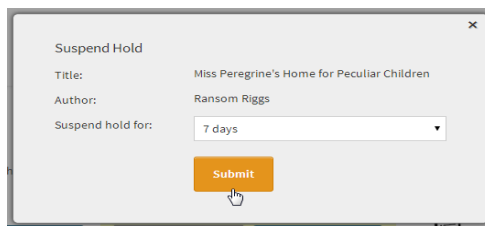
Safely eject your device from the computer.

**6** *Placing and Retrieving a Hold*

If a title is not currently available, the **"Borrow"** option will be replaced by **"Place a Hold."** Click **"Place a Hold"** next to the eBook format you want. You will be asked to enter your email address twice, and click the **"Place a Hold"** button.

When the eAudiobook is available, you will receive an email. From the time the email is sent, you have three days to return to OverDrive, retrieve your hold and check out the eAudiobook.

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**\*\*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."

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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.

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**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**

| Suspend Hold | |
|---|---|
| Title: | Miss Peregrine's Home for Peculiar Children |
| Author: | Ransom Riggs |
| Suspend hold for: | 7 days |

**Submit**

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**Need more help?**
On the Overdrive home page, click on **Help/FAQs**. Then click on **Overdrive Help**.

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**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"**

Ask a Librarian Delaware

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

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# How to Download a Library eAudiobook to your **MP3 Player**

**OverDrive®**
*leading digital media services*

**Delaware Libraries**
*Division of*

*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.
- OverDrive Media Console software installed on your computer. To download WMA titles you will also need the Windows Media Security Upgrade.
- Cable to connect your MP3 player and computer.

**1** ***Borrowing and Downloading An eAudiobook for your MP3 Player****

*Note: WMA files are NOT compatible with Macintosh computers*

Go to **http://delaware.lib.overdrive.com**

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

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

Search for an eAudiobook using the search box in the upper right side of the page. Find the title you wish to play on your MP3 player.

If you are interested in a WMA title, and the MP3 version is not available, click on **"Help."**

When you have found an audiobook, click on the title of the book. Then click **"Borrow."**
**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 clicking **"Borrow,"** but before attempting to download, you can now click the **"Return Title"** button. The book will be returned.

**If not, proceed to the next step.**

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**Click "Download."**

Clicking the **"Download"** button, drops down a menu so that you can choose the type of audiobook you wish to download.

Place a checkmark next to **"MP3 Audiobook."**
Click **"Confirm & Download."**

The OverDrive Media Console will open.** You may be asked to create a folder to save your downloads.
Click **"Yes."**

Select the parts to download. Click **"OK."**
The download may take a few minutes, depending on the book and your Internet connection.

**If OverDrive Media Console does not open, click Help (top right of page) and search "How to set Console to open ODM files"

You can now listen to the audiobook on your computer if you wish (click **"Play"** to do so.) To transfer the audiobook to your MP3 player, proceed to the next section.

**2** ***Transferring an MP3 or WMA eAudiobook to your MP3 Player***

Leaving the OverDrive Media Console open, connect your MP3 player to the computer using the USB cable. Click on the eAudiobook you wish to transfer.
Click the **"Transfer"** button.

Click **"Next."**

Select the parts to transfer. Click **"Next."** When download is complete, click **"Finish"** and Safely eject your MP3 player from your computer.

On your MP3 player**, your MP3 titles *may* be in **Music > Albums**. Click the **album**, click the **part** you wish to hear. Click **play**. Your WMA titles *may* be in **Music > Artists.** Click the **artist**, click the **title**, click the **part** you wish to hear. Click **play**.

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**NOTE: Each device has its own manner of displaying the menu location of your audiobooks. Please read the directions that come with your device if you cannot find the audiobook using the above methods.

**3** ***Renewing your Library eAudiobook***

Select the **Renew** icon next to the title you'd like to renew.

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.
**This option does not appear until three days before the title is due to expire.**

**4** ***Returning your Library eBook early***

Your eAudiobook will automatically become "disabled" after the due date. You will no longer be able to transfer it to a device, listen to it on your computer or burn it to CDs after that time.

If you would like to return an MP3 title early, you can do so through the OverDrive Media Console for Windows.*
In the ODMC, click on the title of the eAudiobook you wish to return. Click the **"Delete"** button.

Click **"Return / Delete"** The eAudiobook will be returned for you and will be deleted from your computer.
Due to licensing restrictions, WMA titles **cannot** be returned before their due date.

*Note: currently, audiobooks may NOT be returned early on the OverDrive Media Console for Mac.*