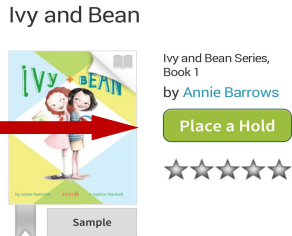## *Placing and Retrieving a Hold*

If a title is not currently available, the **"Borrow"** button will be replaced by **"Place a Hold."** Tap **"Place a Hold"** next to the eAudiobook. You will be asked to enter your email address twice, then tap **"Place a Hold".**
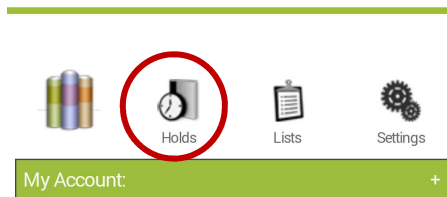
When the eAudiobook is available, you will receive an email.

Ivy and Bean

Ivy and Bean Series, Book 1
by Annie Barrows

Place a Hold

☆☆☆☆☆

Sample

From the time the email is sent, you have <u>three days</u> to return to OverDrive, retrieve your hold and check out the eAudiobook.

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.

Holds   Lists   Settings

My Account: +

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**

Suspend Hold   ✕

Title: Miss Peregrine's Home for Peculiar Children

Author: Ransom Riggs

Suspend hold for: 7 days   ▾

Submit

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

Ask a Librarian Delaware

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 eAudiobook to your
Android device**

**including <u>most</u> non-Apple smartphones and tablets, the Kindle Fire, Nook HD, Nook HD+, Nook Tablet & Nook Color

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

- 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.

- Your device and a WiFi internet connection

1 **Installing OverDrive through the Google Play Store, Amazon App Store, or the Nook App Store**

Go to the App Store (Google Play, Amazon App Store, or Nook App Store and search for **"OverDrive."** Select the OverDrive app. Tap **"Install,"** then **"Accept & Download."**
For Nook, you will also need your valid Nook ID and password.

1a **Installing the OverDrive app directly**

If your device does not have access to the Play Store, the app can also be downloaded from

http://omc.overdrive.com/androidEULA.php.

Click the "I Agree" button at the bottom of the page to accept the agreement and download the Console.

Before installing the package, the security settings may need to be changed to allow the installation of a third party application. Remember to reset the security setting after Overdrive installation is complete.

2 **Linking to the Delaware eBook Catalog**

After the app is installed on your device, open the app, and tap on the **OverDrive icon** in the top left corner.

Tap **"Add a Library."**

Search for your local library.

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

Then tap on "**Delaware Division of Libraries**" to be taken to the library's eBook and eAudiobook Catalog where you can search, borrow and download eAudiobooks.

3 **Checking out and downloading an MP3 eAudiobook***
*Note: WMA files will NOT play on Android apps

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."**

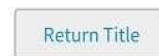You can use the search option as well as browse by fiction, nonfiction, subject, or genre.

Once you've chosen an audiobook, tap on the title of the book. Tap **"Borrow."**

If you discover you have chosen the incorrect title, after tapping **"Borrow,"** but before attempting to download, you can now 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"** - you will see "Title downloading" on your screen. Return to the **"Bookshelf"** of the Overdrive app, where your titles will be displayed.

The download may take a few minutes, depending on the book and your Internet connection.

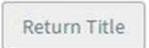Tap on the title you would like to start listening to, and enjoy your eAudiobook!

4 **Renewing your Library 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.

5 **Returning your Library eBook early**

Your eAudiobook will automatically return on its due date.

If you would like to return your title early, go to the bookshelf screen where your titles are displayed. Tap and hold on the title you wish to return, then tap **"Return."**

Tap **"Yes"** when prompted. The book will be returned for you and will disappear from your device.