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Returning and Deleting your Library eAudiobook early

Your eAudiobook will automatically return on its due date.

If you would like to return your MP3 title early from your device, go to the bookshelf screen in the ODMC app where your titles are displayed.

Tap and hold on the title you wish to return, then tap "Return."

The book will be returned for you and will disappear from your device.

Due to licensing restrictions, you cannot currently return a WMA eAudiobook early. To delete it from your computer, select the title in OverDrive Media Console for Windows* and click "Delete" at the top of the screen.

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

To delete a WMA title from your iPad, tap **Music > Playlists**. Press and hold the title you wish to delete until an "X" appears. Tap the "X" to delete the title.

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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 then be asked to enter your email address twice, and click the "Place a Hold" button.

****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

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.

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

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"



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How to Download a Library eAudiobook to your iPad**



****or other iOS device: iPhone, iPod Touch**

OverDrive
leading digital media services

Delaware Libraries
Division of



delaware.lib.overdrive.com

This step-by-step guide brought to you by



<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.
- For MP3 audiobooks, Overdrive app installed on your iPad / iPhone*
- For WMA Audiobooks:
 - OverDrive Media Console software installed on a PC
 - iTunes software (version 9.7 or newer) installed and authorized on your computer.
 - Cable to connect your iPad / iPhone / iPod to the computer.

1 *Installing OverDrive on your iPad*

Go to the App Store and search for the “**OverDrive**” app. Select the **OverDrive** app. Tap “**Install**.” You will be asked for your Apple password. Enter your password and the OverDrive app will install.

Open the Overdrive app.

A message box will appear asking for an Adobe ID. This ID is necessary for library eBooks, but not eAudiobooks. See the “**How to Download a Library eBook to Your iPad**” pamphlet, or tap “**Cancel**.”

You will also be asked to set up or log in with your OverDrive account. An OverDrive account will sync progress across devices, sync and filter search results to your saved OverDrive libraries, and save searches to your account.

Once you have created and logged in with your OverDrive account, tap the “**Menu**” icon in the upper left corner of the screen.

Tap “**Add a Library**.”

After finding and selecting your library, tap on the star next to “**Delaware Division of Libraries**.” This will save the library as a favorite. Tap “**Delaware Division of Libraries**” to be taken to the library’s digital catalog.

2 *Checking out and downloading an MP3 Audiobook on your iPad (OD app)*

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

When you have found an audiobook to download, tap on the title of the book. Tap “**Borrow**.”

If you discover you have chosen the incorrect title, after clicking “**Borrow**”, but before attempting to download, you can click 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 and enjoy your eAudiobook!

If your iPad is unable to connect to a wireless network, you may also use the following method for MP3 titles.

3 *Checking out, downloading, and transferring a WMA eAudiobook* to your iPad*

**Note: WMA files will NOT play on iOS apps*

Please see the **OverDrive Media Console for Windows /Mac** handout to learn how to install and update the needed software.

Note: WMA files are NOT compatible with Macintosh computers

On your computer: Go to the OverDrive web site at 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**.”

Once you’ve chosen an audiobook, tap on the title of the book. Tap “**Borrow**.”

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

Click “**Download**.” Chose “**WMA Audiobook**.” Finally, click “**Confirm & Download**.”

The OverDrive Media Console will open. Select the parts to download. Click “**OK**.”

If OverDrive Media Console does not open, go to the OverDrive Help page <http://help.overdrive.com> and search “How to set Console to open ODM files”

Once the title has finished downloading, ensure that iTunes is running and connect your iPad to your computer.

In iTunes, on the left side menu, click on the iPad icon at the top right of the screen. On the **Summary** page, under **Options**, make sure there is a checkmark by the “**Manually manage music and videos**” option. If there is not, click the option and click “**Apply**.”

****NOTE****

Since you are transferring a **WMA eAudiobook**, changing the import settings in iTunes will significantly decrease the download time. To change your import settings:

In iTunes, click on “**Edit**” > “**Preferences**” at the top of the screen. In the “**General**” Tab, click on the “**Import Settings**” button.

In the “**Import Using**” field, select “**AAC Encoder**.”

In the “**Setting**” field select “**Spoken Podcast**.” Click “**OK**” to close each window.

Back in the OverDrive Media Console, 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**.”

In iTunes, safely eject your iPad from your computer.

On your device, your WMA titles will be in **Music > Audiobooks**. Tap **Now Playing**, tap the **Menu** icon (top right of screen). Tap the part you wish to hear. Tap **play** and enjoy your eAudiobook!

4 *Renewing your Library eAudiobook*

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.