

USING




**To Download Library Books
Onto Your Nook Tablet HD or HD+**

To borrow an e-book from the Ocean County Library system, you need to have a valid Ocean County Library card (less than \$25 in fines), Internet access, and an e-mail address. You will also need to install a free app called **OverDrive** onto your device.


TO INSTALL THE OVERDRIVE APP:

- 1) Go to the **Google Play Store** on your device.
- 2) Tap in the **Search Box** at the top of your screen. Type in **OverDrive**. Tap on the app and follow the instructions for installing it.
- 3) Once the app is downloaded, open it. You will be prompted to create an **OverDrive Account**. This will allow you to borrow books and to sync them across your devices.


TO BORROW A LIBRARY BOOK:


- 1) Tap the **OverDrive** app to open it.
- 2) Go to the **Home Menu** by tapping  in the top left corner of the screen or by swiping across the screen from the left to the center.
- 3) Tap **Add a Library**.
- 4) Type in **Ocean County Library**. Tap **Search**.
- 5) Tap **Ocean County Library** (the FIRST result that appears).
- 6) Tap **ELibraryNJ**.
- 7) Tap **Sign In** at the top right corner of the screen.
- 8) Tap the down arrow next to **Select Library** and scroll down to **Ocean County Library**. Tap the name of the library to select it.
- 9) Enter your entire library card number without any spaces. Tap **Sign In**.
- 10) To search, tap **Advanced Search** on the right side of the screen.
- 11) Under **All Formats**, select **EPUB eBook**. If you want titles that are available immediately, tap in the box next to **Show Only Titles with Copies Available**. Tap **Search**.
- 12) On each book cover, you will see a tiny image of an open book in the top right-hand corner. If the image is dark black, the book is available for immediate check-out. If the image is gray, you will need to add your name to the waiting list.
- 13) When you find a title that you'd like, tap the book cover. Tap **Borrow** to check out the book, **More** to read a summary of the book, or **Sample** to read part of the book before you check it out. You can also

tap the **ribbon** to add the book to your **Wish List** if you might want to read the book in the future.

- 14) Tap **Go to Checkouts**.
- 15) Tap the down arrow beside the word **Download**. Check the box beside **EPUB ebook**. Tap **Confirm & Add to App**.
- 16) Tap  at the top left corner of the screen to open the **Home Menu**.
- 17) Tap **Bookshelf**. Tap the title to open the book. You can also return to the search screen by tapping **Add a Title**.

READING AN E-BOOK:


- 1) To turn the pages of the book, swipe your finger or a stylus across the screen.
- 2) To add a bookmark, tap the top right corner of the screen.
- 3) To change the font size or background color, tap the center of the screen. Tap **Aa** to make the changes. Tap the center of the screen again to make the font bar disappear.
- 4) To look up a word in the dictionary, press and hold down the word.
- 5) To go to a particular chapter in the book, access the **Title Menu** by tapping the center of the screen while your book is open. Then, tap the **Title Menu** -  - at the top right corner of the screen. Tap **Table of Contents**, and then tap on the chapter that you want to read.
- 6) If you are in the middle of a book, and want to return to your **Bookshelf**, tap the top center of the screen (beside the title) while the

book is open. Tap  in the upper left corner of the screen. Tap **Bookshelf**.

NOTE: From now on, when you want to borrow a book, simply tap the **OverDrive** app.

TO RETURN A BOOK:





You don't NEED to return a library e-book or audiobook. At the end of the loan period, the item will automatically be returned for you (so there are no late fees!) However, if you WANT to return a book, follow these instructions:

- 1) Open the **OverDrive** app. Go to the **Home Menu** by tapping  in the top left corner of the screen.
- 2) Tap **Bookshelf**.
- 3) Press and hold the title that you want to return.
- 4) Tap **Return to Library**. When asked to confirm, tap **Return**.


OTHER THINGS TO KNOW:


- 1) To borrow an audiobook, search for titles with the format **OverDrive MP3 Audiobook**. You will see a tiny image of headphones in the upper right corner of each title. If the headphones are black, then you will be

able to borrow the title immediately. If the headphones are gray, you will need to go on the waiting list.

- 2) There is a limit of 5 items that can be checked out at one time.
- 3) You can decide how long you would like to borrow your e-books and audiobooks! Tap **Account** -  - at the top of the screen, then tap **Settings**. Press the button for the number of days that you would like (7, 14, or 21).
- 4) E-books and audiobooks can be renewed one time. The **Renew** option will appear 3 days before a title's expiration date. Tap the word **Renew** to activate the renewal option. If there are existing holds on the item, the **Renew** option will be grayed out; however, you can still place a hold on the book.
- 5) You can manage your holds by tapping **Account** -  - and then **Holds**. Tap the down arrow beside the word **Options** next to the title to suspend or cancel your hold, change your e-mail address, or decide whether the book is automatically checked out to you when it becomes available.
- 6) Create a **Wish List** of titles that you want to read or listen to, **Rate** books that you've read, or find books that are **Recommended for You** based on titles that you've borrowed. View these options by tapping **Account** -  - and then **Lists**.
- 7) You can decide whether you want to view cover images when you browse, and whether you want to exclude books that may be graphic. To adjust these settings, go to **Account** -  - and then tap **Settings**.

Select the **Maturity Level** and **Cover Images** of the type of material that you want to see.

8) To see a list of books that you've previously borrowed from **ELibraryNJ**, go to the **Home Menu** by tapping  in the top left corner of the screen. Tap **History**.

9) Another way to search for a title is to tap  at the top of the **ELibraryNJ** page. This will allow you to browse e-books and audiobooks by genre.

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