

**USING**





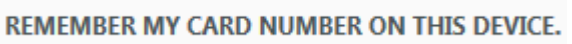

## **To Download Library Books Onto Your iPad or iPhone**

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

### **TO INSTALL THE OVERDRIVE APP:**


- 1) Go to the **App Store** on your device.
- 2) Go to the **Search Box** on the top right corner of the screen. Type in **OverDrive**. Tap on the name of the app, tap **Get**, and tap **Install**. Enter your Apple ID when prompted.
- 3) When you open the app, you will be prompted to create an **OverDrive Account**. This will allow you sync your books across your devices.




## TO SIGN IN WITH YOUR LIBRARY CARD:

- 1) Tap the **OverDrive** app to open it.
- 2) Tap  on the top left corner of the screen.
- 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  on 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. You can also check the box beside . Tap .

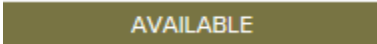

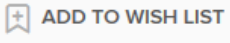
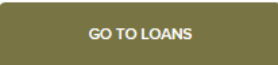
## TO SEARCH FOR A BOOK:

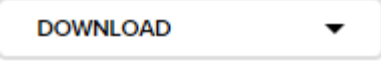


There are several ways to find a book:

- 1) Browse through the collections on the Home Page.
- 2) Tap **Subjects** on the top left side of the screen to browse by genre.
- 3) Tap **Collections**  on the top left side of the screen to browse through new books, most popular books, or books that are available now. You can also choose to **Try something different**.



- 4) Tap  Search on the top right side of the screen. Enter the title, author, or genre that you'd like to search for and tap .
- 5) To do a more specific search, tap  Search and then tap **Advanced >**. Using the **Advanced Search** option, you can limit your search by criteria such as intended audience, the date range in which the items were added to the collection, and language. You can also search for books in a specific format, such as **EPUB eBook** - the type of eBook that you'd need to read on your Apple device - or **MP3 Audiobook**. If you want titles that are available immediately, tap the down arrow beneath **Availability** and then tap **Available now**.


## TO BORROW A BOOK:

- 1) At the top of each book cover, you will see either  or . To check out a book that is available, tap **BORROW** in the lower left corner of the book image. To go on the waiting list, tap **PLACE A HOLD**.
- 2) To get more information about a book before checking it out, tap the book cover. You can get a description of the book, details about the book's publication, or read a sample. You can also tap  if you might want to read the book in the future.
- 3) Once you tap **BORROW**, tap .

- 4) Tap . Tap **EPUB eBook**.
- 5) Tap  on the top left corner of the screen. Tap the word **Bookshelf**. Tap the book cover to open the book. You can also return to the search screen by tapping **Add a title**.
- 6) To see the list of books that you've checked out, click  on the top right side of the **ELibraryNJ** screen. This will take you to your **Loans**.

### TO READ AN eBook:


- 1) To turn the pages of the book, swipe your finger or a stylus across the screen.
- 2) To add a bookmark to your book, tap the top right corner of the screen.
- 3) To change the font size, brightness, background color, margins, or line spacing, access the **Action Bars** by tapping the top center of the screen. Tap **Aa**, , or  at the bottom of the screen to adjust your reading preferences. Tap the center of the screen to make the **Action Bars** disappear.
- 4) To look up a word in the dictionary, press and hold down the word. Tap **Look Up**.
- 5) To go to a particular chapter in the book, or to go back to one of your bookmarked pages, tap the center of the screen while your book is

open. Then, tap  on the top right corner of the screen. Tap **Table of Contents** or **Bookmarks**.


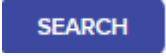
**NOTE:** From now on, when you want to borrow a book, simply tap the **OverDrive** app.







### TO RETURN A BOOK:

You don't NEED to return a library eBook 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. Tap  on 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 **MP3 audiobook**. To do this, tap  Search and then tap **Advanced >**. Go to **Formats** and select **MP3 audiobook**. Then, click .
- 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 items! Tap **My account**  on the top right side of the screen, then tap **Settings**. Press the button for the number of days that you would like (7, 14, or 21).
- 4) Books can be renewed one time (if no one is waiting for them). The renew option will appear 3 days before a title's expiration date. To renew a book, go to your **Loans** by tapping  on the top right side of the screen. Click **Request again** to activate the renewal option. Enter and confirm your email address. If there are existing holds on the item, you will be able to place a hold on the book.
- 5) You can manage your holds by tapping **My account**  and then **Holds**. Tap the appropriate option beneath the title to edit your email address, suspend your hold, or remove your hold.
- 6) Create a **Wish List** of titles that you want to read or find books that are **Recommended for You** based on titles that you've borrowed. View these options by tapping **My account**  .
- 7) You can decide whether you want to limit your browsing to adult materials. You can also choose to have your holds automatically checked out to you when they become available. To adjust these settings, go to **My account**  and then tap **Settings**.
- 8) To see a list of books that you've previously borrowed from **ELibraryNJ**, tap  on the top left corner of the screen. Tap **History**.