

USING

**OverDrive**

## To Download Library Books Onto Your Kindle Fire

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

*Please note that because there are different versions of the Kindle Fire, instructions may vary slightly.*

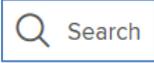
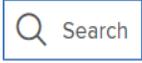
### TO INSTALL AND OPEN THE OVERDRIVE APP:

- 1) Go to the **App Store** on your device.
- 2) Tap the search button -  - in the top right corner of the screen. Type in **OverDrive**. Tap the word **Get** beside the name of the app, and then tap **Download**. Enter your Amazon password if you are asked for it. Tap **Open** to open the app.
- 3) Tap .
- 4) Tap .

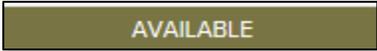
- 5) On the Find Your Library screen, type in **Ocean County Library**.
- 6) Tap **Ocean County Library**. Tap .
- 7) Tap **Add a Title**.

## TO SEARCH FOR A BOOK:

There are several ways to find a book:

- 1) Browse through the collections on the Home Page.
- 2) Tap the Menu button -  - on the top right side of the screen. Tap **Subjects**, **Collections**, **Kindle Books**, **Kids**, **Teens**, **Romance**, or **Mysteries**.
- 3) Tap  at the top left side of the screen. Enter the title, author, or genre that you'd like to search for and tap **Search** .
- 4) To do a more specific search, tap  and then tap  .  
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 **Kindle Book** (*the type of book that you'd need in order to read on your Kindle*). 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  in the lower left corner of the book image. To go on the waiting list, tap .
- 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 , select the number of days that you would like to borrow the book. Then, click .
- 4) Tap . This will take you to the Amazon website.
- 5) Tap **Get Library Book** on the right side of the page.
- 6) Type in your email address and Amazon password.
- 7) Make sure that the box under **Deliver To** has the correct name of the device that you want to read on. If not, tap the down arrow to select another device.
- 8) You should see the book on your Kindle the next time that you sync your device. To do this, tap the Settings button -  (which can be accessed by swiping down quickly from the top of the screen) and then scroll down to and tap **Sync Device**. The book should automatically appear on your Home Screen or Carousel.

## TO READ A BOOK:

- 1) To turn the pages of the book, swipe your finger or stylus across the screen.
- 2) To add a bookmark to your book, tap the center of your book page. Then, tap the picture of the ribbon on the top of the screen. Tap **Add Bookmark**.
- 3) To change the font size, brightness, background color, margins, or line spacing, access the **Action Bar** by tapping the top center of the screen. Tap **Aa** at the top of the screen to adjust your reading preferences. Tap the screen to make the **Action 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, tap the center of the screen and then tap  on the top left corner of the screen. Scroll down to **Table of Contents** and tap the chapter that you want to go to.

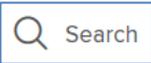
## TO RETURN A BOOK:

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, the book will continue to appear on your Kindle until you delete it from your device (the cover image will display the title and the words "loan ended."). If you have an older Kindle Fire, you can remove the image by pressing the cover image on your Home Screen. A check mark will appear on the book cover. Then, tap the picture of the trash can on the top right corner of the screen.

To return the book early and remove it from your OverDrive account....

- 1) Go to Amazon.com and sign in with your username and password. Tap **Accounts & Lists** on the top right side of the screen.
- 2) Under **Your Account**, tap **Your Content and Devices**.
- 3) Look for the title that you want to return and delete from your Kindle. Tap the **Actions** button to the left of the title.
- 4) Tap **Return this book**. When asked to confirm, tap **Yes**.

#### OTHER THINGS TO KNOW:

- 1) To borrow an audiobook, search for titles with the format **MP3 Audiobook**. To do this, tap  and then tap . Tap the down arrow beneath the word **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  on the top right side of the screen, then tap **My Account**, then tap **Settings**. Tap 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 72 hours before a title's expiration date. To renew a book, go to your **Loans** by tapping  on the top right side of the screen. Tap **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  on the top right side of the screen. Tap **My Account**, then tap **Hold**s. Tap the appropriate option beneath the title to edit your email address, suspend your hold, or remove your hold.
- 6) To view the titles that you've placed on your wish list (see step #2 on page 3 of this handout), tap  on the top right side of the screen. Tap **My Account**, then tap **Wish list**.
- 7) You can decide whether you want to limit your browsing to adult materials, view your reading history, and choose to have your holds automatically checked out to you when they become available. To adjust these settings, tap  on the top right side of the screen. Then, tap **Settings**.

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