

USING



To Download Library Books Onto Your Windows 7 Computer

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, and an email address.

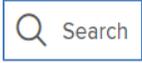
TO SIGN IN WITH YOUR LIBRARY CARD:

- 1) Go to ocl.overdrive.com on your computer.
- 2) Tap , then enter your library card number. You can also check the box beside . Tap .

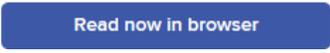
TO SEARCH FOR A BOOK:

There are several ways to find a book:

- 1) Browse through the collections on the Home Page.
- 2) Click **Subjects** or **Collections** on the top left side of the screen.

- 3) Tap  at the top right side of the screen. Enter the title, author, or genre that you'd like to search for and tap .
- 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 **OverDrive Listen** (*an audiobook that you can listen to right in your browser*). If you want titles that are available immediately, tap the down arrow beneath **Availability** and then tap **Available now**.

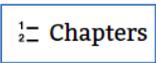
TO BORROW A BOOK:

- 1) At the top of each book cover, you will see either  or . To check out a book that is available, click **BORROW** in the lower left corner of the book image. Next, choose your loan period for the book (7, 14, or 21 days) and then click . Click  or . If you choose to read in your browser, you book will open right away. *Note that in order to download the EPUB ebook, you need to have software called Adobe Digital Editions installed*

on your computer. To go on the waiting list for a book that is checked out, click .

- 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.

TO READ A BOOK:

- 1) To turn the pages of the book, click the book page on the right.
- 2) To add a bookmark to your book, click the center of the page, then click  in the top center of the screen.
- 3) To change the font size, brightness, background color, margins, or line spacing, click the center of the page, then click the Menu Button -  - in the top right corner of the screen. Then, click  to adjust your preferences. Click  to close the Reading Settings .
- 4) To go to a particular chapter in the book, click the center of the page, then click  in the top right corner of the screen. Next, go to  and click the chapter that you want to read.

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 finish the book early you may wish to return it so that you can borrow another item (you can have a maximum of five items checked out at one time).

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

1) Make sure that you are signed in to OverDrive.

2) Click  on the top right side of the screen.

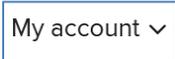
3) Find the title that you want to return. Click  below the title.

4) On the next screen, confirm that you want to return the book by clicking .

OTHER THINGS TO KNOW:

1) To borrow an audiobook, search for titles with the format **OverDrive Listen**. To do this, click  and then click . Click the down arrow beneath the word **Formats** on the right side of the screen and select **OverDrive Listen 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! Click  at the top right side of the screen, then tap **Settings**. Click 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 clicking  at 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 clicking  and then **Holds**. Click 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), click  and then **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, go to  and then click **Settings**.