

Get Books from **OverDrive** for

Windows 7



All you need is an Ocean County Library card (<\$25 in fines), an email address and Internet access.

First, sign into the OverDrive website

Go to **ocl.overdrive.com** on your computer

Tap 'Sign In,' then enter your library card number without spaces. Tap the 'Sign In' button. If desired, check the box to remember your card.

Next, Search for, Check Out and Download Books

There are many ways to **find books**. One way is to view the book covers on the home page. Another is to browse Collections or Subjects. You can also click 'Search' at the top of the page next to the magnifying glass. Here you can enter an author's name, a title or a keyword.

To use an **Advanced Search**, click "Advanced" beneath the search box. Here you can narrow results by subject, date added to the collection, format (eBook or audiobook) language, audience, device compatibility, and/or availability.

If the book can be checked out, you will see the word 'Available' above the book cover. If there is a waiting list, you will see 'Wait List.' To get details about the book before checking it out, click the book cover. To add the title to your Wish List, tap the ribbon with a plus sign.

To check out the book, click 'Borrow.' Choose your loan period for the book (7, 14, or 21 days), then click 'Borrow.' Click 'Read now in Browser' or 'Download EPUB ebook.' If you opt to read in the browser, the book will open immediately. Note: To download an EPUB ebook, you will have to install [Adobe Digital Editions](#) software on the computer.

If the title is not available, click 'Place a Hold.'

To Read a Book

In the browser, to turn the pages, click the right page to advance and the left page to go back.

To access additional features, click the center of the page. This will reveal several options:

To bookmark a page, click the ribbon 

To search within a book, change the font settings, view bookmarks, click the menu button. 



To Return a Book:

Library eBooks and audiobooks are **automatically returned** at the end of the lending period. You don't have to worry about late fees. However, if you finish a book early or decide you no longer want it, you can return it to free up 1 of your 5 allotted checkouts and make the book available to other customers.

To return a book early, sign into **ocl.overdrive.com**. Click the book icon . Under the title you wish to return, click the Return icon . Then click 'Return Title.'

Other useful information—you can:

- **Check out** 5 items and **place holds** on 5 items at a time.
- **Renew books one time.** The Renew option will appear 72 hours before a title's expiration date. Go to your Shelf, tap 'Manage Loan,' then tap 'Renew Loan.' If there are existing holds on the item, you can still place a hold on the book.
- **Make a reading list.** You can tag books to read in the future to create a wish list by clicking on the ribbon icon, then tapping the picture of stacked books. You can also create new tags in the Libby app to make customized lists. Note: the titles you bookmark on the OCL OverDrive website are not currently synched to the tag list on the Libby app.
- **Cancel, edit or suspend your hold.** Tap Shelf, then 'Manage Hold' next to the cover of the book. Tap 'Cancel Hold,' then 'Cancel' to cancel. Tap 'Edit Hold' to change the email address the hold notice is sent to, check the box if you want your holds to be automatically checked out when they become available. To suspend a hold, tap the word 'Active' next to Hold State. Select the amount of time you wish to suspend the hold.
- **Limit your search to audiobooks.** Tap 'Preferences' on the OverDrive home screen. Next to the word Format, tap 'Any', then select Audiobooks from the drop down menu. Then tap the 'Apply Preferences' button.
- **Change the default setting for your lending period.** On the **ocl.overdrive.com** website, go to Account, then Settings. Under Lending Period, click on the number of days that you would like to borrow books in the future (7, 14, or 21).

For technical assistance, first, refer to the Help & Support page in Libby, where you can submit a question, report a problem or offer an idea. Alternatively, go to help.overdrive.com, the Help Site that has answers to many common questions. If that doesn't resolve the issue, contact your local branch.