OverDrive Tutorial

OverDrive will go live August 1st

To access Overdrive, please follow these guidelines:

- Patron must have an active Pines - Ocmulgee Regional Library System Library Card with the bar code numbers 2103900------- and their PIN NUMBER. If their card was issued from another Pines library, they will need to get a new card and pay a replacement fee.
- When replacing a patron's pin number or issuing a new card, remember to generate a Pin Number
  <click> Edit
   <click> Generate pin number
  <click> somewhere in grey area
  <click> SAVE.
- Patron will need to download the OverDrive app to their tablet, iphone, etc., and set up an account. This can be done by going to http://gadd.lib.overdrive.com Follow directions from their website.
- On your Windows or Mac computer, go to www.orls.org and scroll down on the right of website and click on OverDrive icon. This will direct patron to the Overdrive website. Choose our library system <click> Ocmulgee Regional Library or go directly to www.overdrive.com once you have set up your library account in GADD (http://gadd.lib.overdrive.com)
- Type in the entire library card number at prompt. Then type in Pin number at prompt.
- OverDrive will then list all titles available for ORLS under Featured Collections.
- Once you find an available title, move your mouse over the title and <click> **Borrow**. Borrowed titles will appear on your **Bookshelf** under your **Account**.
- NOTE: Nook users: If you're getting a magazine or newspaper, you'll see Send to Nook app instead of Borrow. See more instructions on this at Useful Information on next page.
- From your **Bookshelf**, you can click **Read**, **Listen**, or **Play** to start enjoying most eBooks, audiobooks, and streaming videos immediately in your browser.
- For most borrowed titles, you can choose a format to download. Once you choose a download format, any other downloadable format options for that title will disappear, but you'll always have the option to **Read** or **Listen** to a title in your browser.
  1. Options from different devices for downloads:
     - Kindle: <click> **Download**, then select **Kindle Book** and follow the prompts to complete checkout on Amazon's website and send a Kindle Book to your Kindle device or to a free Kindle reading app.
     - EPUB or PDF eBooks to your Windows or Mac computer: Install free Adobe Digital Editions (ADE) software and follow the prompts to authorize your

computer with a free OverDrive account or Adobe ID. You can then **Download** borrowed eBooks and read them in ADE or use ADE to transfer them to

- supported eReaders.
- To download audiobooks to your Windows or Mac computer, install OverDrive's free desktop app. You can then **Download** borrowed audiobooks and listen to them using OverDrive's desktop app or transfer them to supported MP3 players.

Borrowing

You can borrow up to 5 titles at a time. The lending period may vary from title to title. You will need an active library card to borrow titles from this library. Please visit the library's website or a local branch to learn more about its library card policy.

How to change your lending periods
1. Sign in to your account.
2. Click the **Settings** link.
3. Select your preferred lending period for each format.

Returning & renewing
Some titles can be returned before they expire. If you have not downloaded a title, you'll be able to return it from your bookshelf. If you download a title, its **Return Title** button will disappear from your bookshelf, but you may be able to return it using these steps. The option to renew a title will appear on your bookshelf within 3 days of the title's expiration date. Learn more about how to renew titles here.

Holds

You can place up to 5 titles on hold at a time. You'll receive an email notification when a title you placed on hold becomes available. Once the email is sent, you'll have 3 days (72 hours) to borrow the title before your hold is cancelled. Or, you can turn on automatic borrowing to make sure you never miss a hold.

Suspending holds

If you're not ready for a hold to become available yet, you can temporarily suspend it by following these steps. You can suspend each hold for a minimum of 7 days and a maximum of 90 days. Please note that you can't suspend holds on renewed titles or titles you've requested again.

How to cancel a hold
1. Sign in to your account.
2. Click the **Holds** link.
3. Click the **Options** button.
4. Select the **Remove hold** option.

How to change your holds email address
1. Sign in to your account.
2. Click the **Holds** link.
3. Click the **Options** button.
4. Select the **Edit email address** option.
5. Enter your new email address in both required fields.
6. Click **Update** to update your email address for the selected title.

Have a new library card number?

If you were issued a new library card number and need to transfer your checkouts and holds to your new account, please contact support at http://gadd.lib.overdrive.com. Please include your new library card number, old library card number, and current email address.

For more help; visit help.overdrive.com and view the directions below:

Getting started with OverDrive

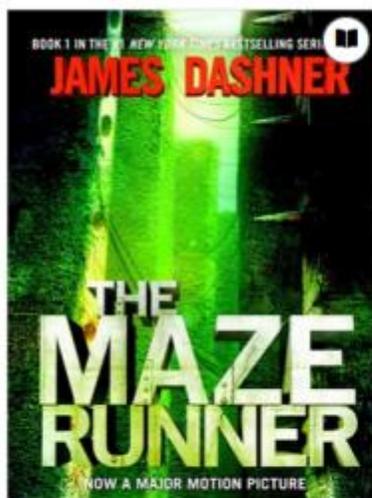With OverDrive, you can borrow and enjoy free eBooks, audiobooks, and more from your library digital collection. All you need to get started is an internet connection, a library card and PIN NUMBER, and these three steps:

1. Browse

Use the library finder on overdrive.com or in OverDrive's app to find your library 's digital collection and browse for titles.

2. Borrow

Use your library card and PIN ID to borrow a title. Titles you've borrowed will appear on your **Bookshelf** under your **Account**.

Note: Magazines and newspapers work a little differently than other digital titles. See getting started with periodicals for more help.

3. Enjoy

On your **Bookshelf**, you'll find options for enjoying each borrowed title, like **Read** (read an eBook in your browser using OverDrive Read or MediaDo Reader), **Listen** (listen to an audiobook in your browser), **Play** (stream a video in your browser), and **Download** (available for eBooks and audiobooks).

The Maze Runner
James Dashner

To see these steps in action, watch our OverDrive overview video for libraries.

For more help using OverDrive, check out the detailed guides below.

Android

Apple devices

Chromebook

eReaders

Kindle

Kobo

Mac

MP3 players

NOOK

OverDrive account

OverDrive Listen

OverDrive Read

Periodicals (magazines and newspapers)

Streaming video

Windows

Windows Phone

For more help go to: http://gadd.lib.overdrive.com