



Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with OverDrive: eBooks & audiobooks



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1 Definitions

OverDrive offers library patrons access to thousands of eBooks and audiobooks. Offering access to books from home or work is more convenient for patrons and helps avoid late fees.

eBooks are digital versions of a book that have been optimized to read on a screen. You can download them and read it on a computer, phone, tablet or eReader.

Audiobooks are digital records of a book being read. You can download and listen to them on a computer, phone or tablet.

Adobe Digital Editions is software that you download onto a computer that allows you to use the eBooks. You will be prompted to download it when you borrow an eBook. Ensure your Adobe ID is set up if you intend to use multiple devices on your library account.

OverDrive Desktop App is software needed to listen to audiobooks on your computer. You will be prompted to download it when you borrow an audiobook. Download the software for free from the OverDrive website.

Libby is a free app downloaded onto mobile devices from the Google Play or Apple App store. You can find it by searching “Libby” or “OverDrive.” It allows you to download and use eBooks and audiobooks on your mobile devices.

2 About OverDrive

OverDrive is a patron exclusive eResource.

You can borrow up to 10 titles at a time.

There are a limited number of copies available for eBooks and audiobooks so you may have to place a hold. Hold times can be cut down by returning books early.

You don't have to worry about late fees. Once your loan period is over, the eBook or audiobook will automatically return itself.

You will be prompted to use the proper software when you download your borrowed titles.

Not every book published is available on OverDrive in eBooks or audiobook format.

3 Software

3.1 Adobe Digital Editions

You will need Adobe Digital Editions in order to download eBooks onto your computer and transfer them to your eReader.

1. Go to <http://www.adobe.com/ca/solutions/ebook/digital-editions/download.html>
2. Select the version for your computer.
3. Follow the screen prompts to install
4. Create an Adobe ID at www.adobe.com/products/digital-editions/ebookcreateid.html
5. Authorize your Adobe Digital Editions with this ID.

If you are experiencing problems with Adobe Digital Editions and/or Adobe ID, please contact the Peace Library System.

3.2 OverDrive Desktop App

1. Go to <http://app.overdrive.com/>
2. Scroll to the bottom of the page.
3. Select the version for your computer.
4. Follow the screen prompts to install.

3.3 Libby App

1. Go to the Google Play Store or Apple App store on your device.
2. Search “Libby” or “OverDrive.”
3. Select “Install.”
4. Once the app is installed select “Open.”

As of June 20th, the OverDrive mobile app is no longer the recommended app for your mobile devices. Instead, we suggest that you look at 3.3 for instructions on how to download the Libby app.

4 Your Account

4.1 Creating your Account

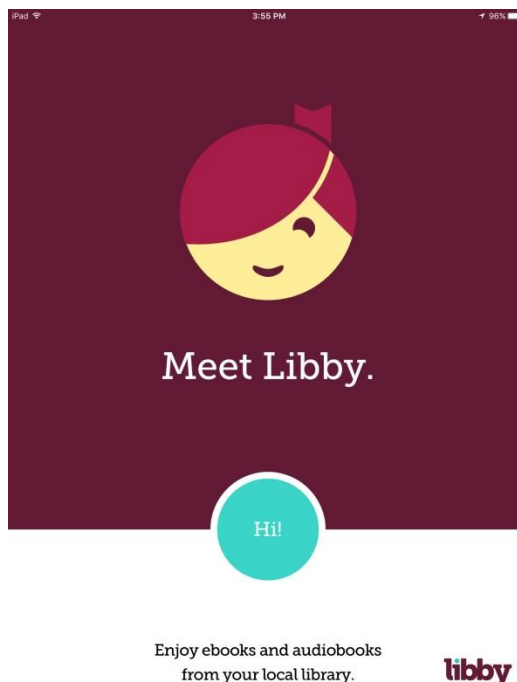
You have an account for OverDrive as soon as you get a library card. Your library barcode and pin are your login credentials.

4.1.1 Computer

1. Go to <http://trac.lib.overdrive.com>
2. Select the blue “Sign in” button on the top right
3. Login options:
 - a. Type in your library barcode and pin
 - b. Sign in with an OverDrive account (your library card is linked to this account when the account is created).
 - c. Sign in with a Facebook account (your library card is linked to this account when you use it to login the first time).

4.1.2 Libby

1. Open the Libby app. The first time you launch the app, it will look like this:



2. Tap the pulsing blue “Hello” circle.
3. Select “Search Libraries” from the bottom left
4. Enter “TRAC” and select “TRAC Consortium”
5. Select “Add Your Card” on the left side just under the TRAC logo
6. Login options:
 - a. Type in your library barcode and pin

- b. Sign in with an OverDrive account (your library card is linked to this account when the account is created)
 - c. Sign in with a Facebook account (your library card is linked to this account when you use it to login the first time).
7. You can add more than one library card from the same library by selecting the menu icon on the top right and choose "Library Cards."
8. You can add more than one library to your device (if you have library cards at multiple institutions) by selecting the menu icon on the top right, choose "Switch Libraries" and going through steps 4-7.

4.2 Using your Account

4.2.1 Computer


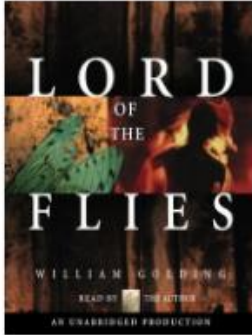
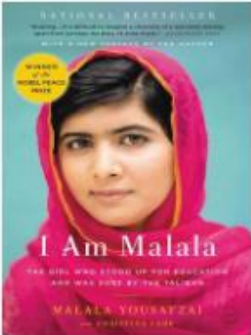


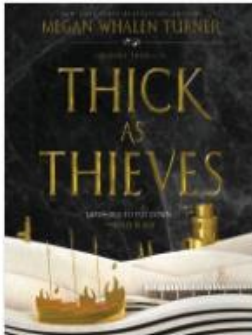
1. Go to <http://trac.lib.overdrive.com>
2. Select "My Account" on the top right. If you select the vector of 3 book spines (located beside the "My Account" button), you will be brought to your loans page.
3. Choose from the drop down menu. You can also navigate these pages using the list on the left.



- a. **Loans:** Come here to download, stream and return items borrowed.

Loans

You can borrow 3 more titles. [See all account limits.](#)

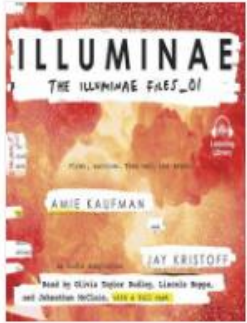
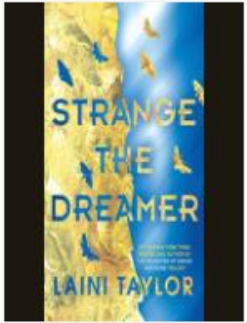
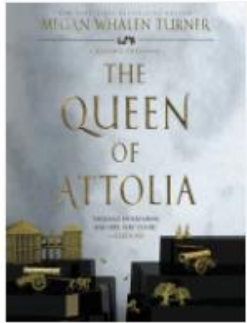
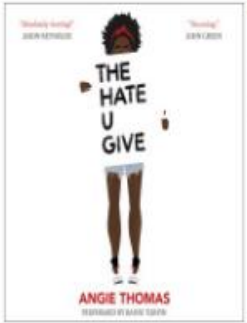
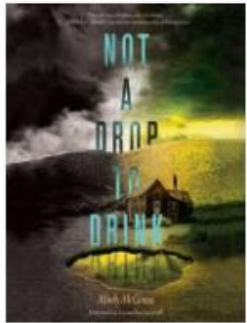

EXPIRES IN 21 DAYS		EXPIRES IN 21 DAYS	
	<p>Water for Elephants Sara Gruen AUDIOBOOK</p> <p>DOWNLOAD MP3 audiobook</p> <p>OR</p> <p>LISTEN IN BROWSER</p> <p>★★★★☆</p> <p>Return</p>		<p>Lord of the Flies William Golding AUDIOBOOK</p> <p>DOWNLOAD MP3 audiobook</p> <p>OR</p> <p>LISTEN IN BROWSER</p> <p>★★★★☆</p> <p>Return</p>
EXPIRES IN 21 DAYS		EXPIRES IN 21 DAYS	
	<p>I Am Malala Malala Yousafzai EBOOK</p> <p>DOWNLOAD EPUB eBook</p> <p>OR</p> <p>READ IN BROWSER</p> <p>★★★★☆</p> <p>Return</p>		<p>Salt to the Sea Ruta Sepetys AUDIOBOOK</p> <p>DOWNLOAD MP3 audiobook</p> <p>OR</p> <p>LISTEN IN BROWSER</p> <p>★★★★☆</p> <p>Return</p>
EXPIRES IN 21 DAYS		EXPIRES IN 21 DAYS	
	<p>The Alchemists of Loom Elise Kova AUDIOBOOK</p> <p>DOWNLOAD MP3 audiobook</p> <p>OR</p> <p>LISTEN IN BROWSER</p> <p>★★★★★</p> <p>Return</p>		<p>Thick as Thieves Megan Whalen Turner AUDIOBOOK</p> <p>DOWNLOAD MP3 audiobook</p> <p>OR</p> <p>LISTEN IN BROWSER</p> <p>★★★★☆</p> <p>Return</p>

- b. **Holds:** Keep track of your active and suspended holds, and edit your holds. You can have up to 10 items on hold at once.

Holds

Sorted by date placed on hold ▾

You can place 2 more holds. [See all account limits.](#)

<div>PLACED ON JULY 9, 2017</div> <div>  <div> Illuminae Amie Kaufman AUDIOBOOK #1 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>	<div>PLACED ON JULY 7, 2017</div> <div>  <div> Strange the Dreamer Laini Taylor AUDIOBOOK #2 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>
<div>PLACED ON JULY 7, 2017</div> <div>  <div> The Queen of Attolia Megan Whalen Turner AUDIOBOOK #1 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>	<div>PLACED ON JUNE 28, 2017</div> <div>  <div> The Hate U Give Angie Thomas AUDIOBOOK #3 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>
<div>PLACED ON JUNE 27, 2017</div> <div>  <div> Not a Drop to Drink Mindy McGinnis AUDIOBOOK #1 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>	<div>PLACED ON JUNE 27, 2017</div> <div>  <div> Daughter of the Pirate King Tricia Levenseller AUDIOBOOK #1 on 1 copy ⓘ </div> </div> <div> <div>Edit email</div> <div>Suspend hold</div> <div>Remove</div> </div>

- c. **Wish List:** See what books this account as flagged for future use. Any available books will have a blue “Borrow” button.” Any books with a wait list will have a blue “Place a Hold” button. You can filter your list to just those titles available by selecting “Available Now” from the upper left.


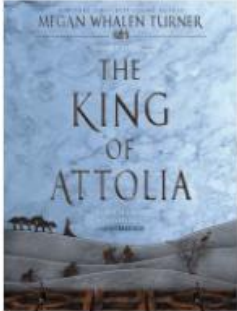



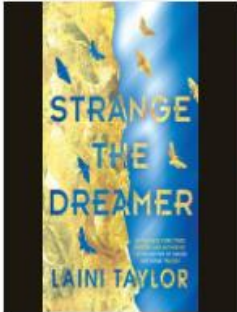
Wish list

Sorted by date added to list

You can add 4,917 more titles to your wish list. [See all account limits.](#)

[ALL TITLES](#) [AVAILABLE NOW](#)

1 - 24 of 83 items



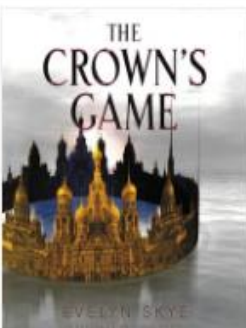

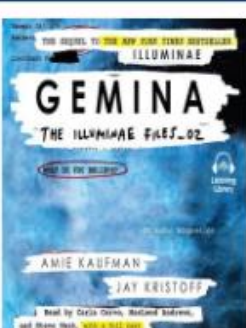

<div>WAIT LIST</div> <div><div>Moon Called Patricia Briggs AUDIOBOOK</div><div>PLACE A HOLD</div><div>Remove</div></div>	<div>AVAILABLE</div> <div><div>The King of Attolia Megan Whalen Turner AUDIOBOOK</div><div>BORROW</div><div>Remove</div></div>
<div>ON HOLD</div> <div><div>The Queen of Attolia Megan Whalen Turner AUDIOBOOK</div><div>GO TO HOLDS</div><div>Remove</div></div>	<div>WAIT LIST</div> <div><div>Walk on Earth a Stranger Rae Carson AUDIOBOOK</div><div>PLACE A HOLD</div><div>Remove</div></div>
<div>WAIT LIST</div> <div><div>Like a River Glorious Rae Carson AUDIOBOOK</div><div>PLACE A HOLD</div><div>Remove</div></div>	<div>ON HOLD</div> <div><div>Strange the Dreamer Laini Taylor AUDIOBOOK</div><div>GO TO HOLDS</div><div>Remove</div></div>

- d. **Rated Titles:** Will give you a list of all the books that have been rated while logged into this account. You can see your rating, place a hold and borrow the title again.

Rated titles

Sorted by date rated

1 - 11 of 11 items

<p>WAIT LIST</p>  <p>The Queen of Blood Sarah Beth Durst EBOOK</p> <p>PLACE A HOLD</p> <p>★★★★★</p>	<p>WAIT LIST</p>  <p>My Lady Jane Cynthia Hand AUDIOBOOK</p> <p>PLACE A HOLD</p> <p>★★★★★</p>
<p>WAIT LIST</p>  <p>The Crown's Game Evelyn Skye AUDIOBOOK</p> <p>PLACE A HOLD</p> <p>★★★★★</p>	<p>WAIT LIST</p>  <p>Prisoner of Night and Fog Anne Blankman AUDIOBOOK</p> <p>PLACE A HOLD</p> <p>★★★★★</p>
<p>AVAILABLE</p>  <p>Gemina Amie Kaufman AUDIOBOOK</p> <p>BORROW</p> <p>★★★★★</p>	<p>WAIT LIST</p>  <p>Crooked Kingdom Leigh Bardugo EBOOK</p> <p>PLACE A HOLD</p> <p>★★★★★</p>

- e. **Settings:** Come here to change your default lending periods, filter the content shown, and access dyslexic font.

Settings

GENERAL

Lending periods

Set your default lending period for each format.

eBook:

7 days

14 days

21 days

Audiobook:

7 days

14 days

21 days

Certain titles may have lending periods that can't be changed.



Automatic hold checkout

Have your holds automatically borrowed for you as they become available.

CONTENT PREFERENCES

Audience filters

Choose the type(s) of content you'd like to see while browsing and searching the collection.

All audiences

Juvenile

Young adult

General adult

Mature adult

DISPLAY OPTIONS



High contrast

Turn on high-contrast mode for this website.

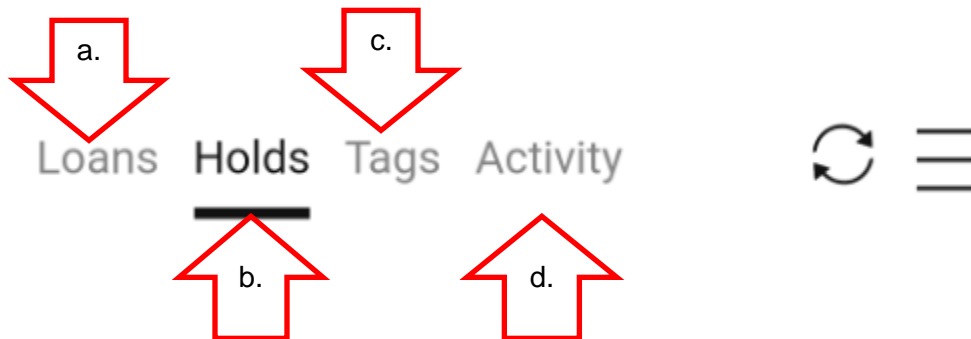


Dyslexic font

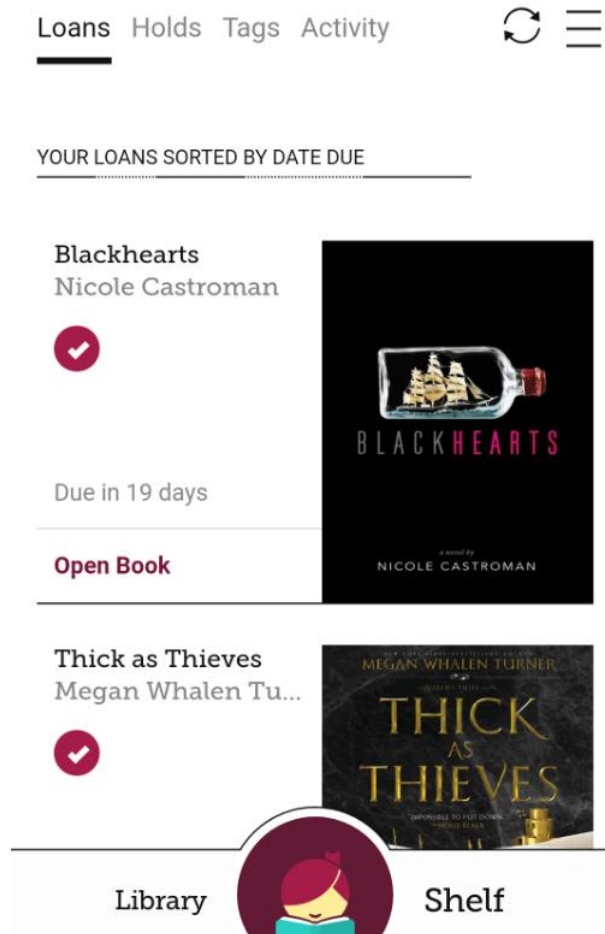
Turn on dyslexic font for this website.

4.2.2 Libby App

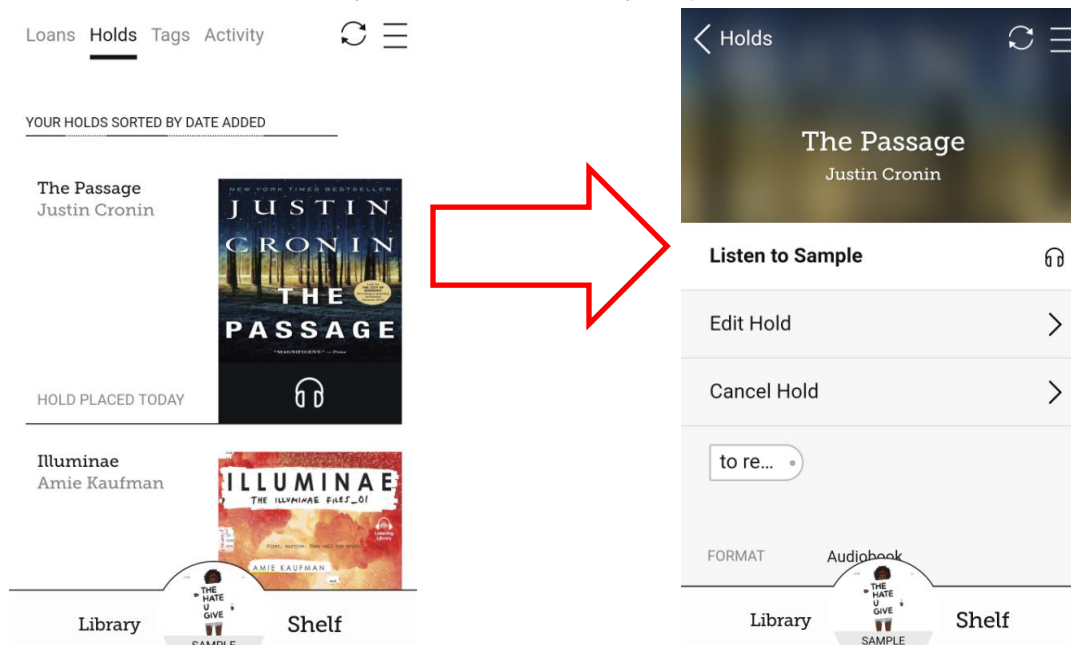
1. Launch the app
2. Select “Shelf” from the bottom right toolbar.
3. Navigate the account options using the toolbar on the top left



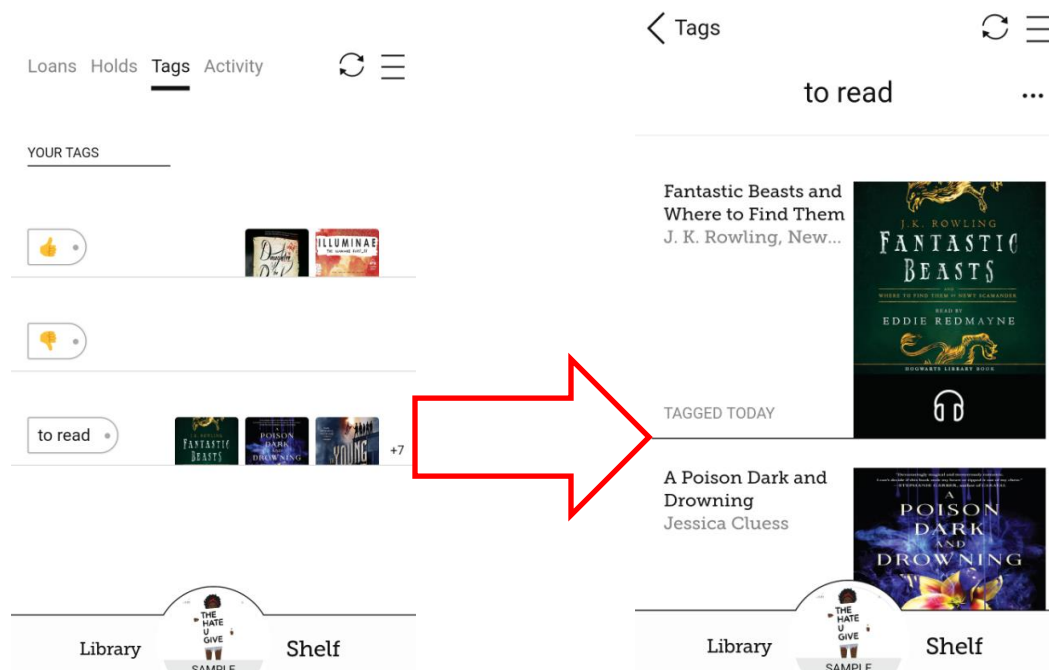
- a. Your default page is your **loans**. All of the books here are out on one of the library cards that have been added to the app. A checkmark underneath a title means that it has been downloaded. You can tap that checkmark to switch it to stream the title.



- b. **Holds** allows you to see all titles on hold on all of the library cards that have been added to the app. You can see what day the hold was placed and you can tap the book cover to edit your hold and check your position in line.



- c. **Tags** allows you to essentially create customized bookshelves. You can tag any book with a thumbs up, thumbs down, or any tag (word or emoji) that you want.





- d. **Activity** allows you to see all your catalogue activity like books borrowed, when books were returned, and when holds were placed.

Loans


Holds

Tags

Activity




YOUR TIMELINE



The Passage placed on hold.

HOLD


9 JUL



Water for Elephants borrowed.

LOAN


9 JUL



Lord of the Flies borrowed.

LOAN


9 JUL



I Am Malala borrowed.

LOAN

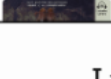
9 JUL




Illuminae placed on hold.

HOLD

9 JUL



Library



SAMPLE

Shelf

LOAN

5 Browse, Search and Borrow

You can borrow books a few different ways. Your homepage will look like this:

English | Feedback | Recent updates | Help







TRAC
Subjects Collections Kids


Search My account

Books Becoming Movies in 2016 & 2017

Pick a title from a collection of books becoming movies soon in a theater near you.

SEE ALL

AVAILABLE	AVAILABLE	AVAILABLE	AVAILABLE	WAIT LIST	WAIT LIST
 Fifty Shades Freed by E L James #1 New York Times Bestseller	 Fifty Shades Darker by E L James #1 New York Times Bestseller	 The Death Cure by James Dashner INCLUDES CHAPTERS OF THE FEVER CODE #1 New York Times Bestseller	 A Confederacy of Dunces by John Kennedy Toole READ BY BARRETT WHITENER UNABRIDGED	 Me Before You by Jojo Moyes #1 New York Times Bestseller Now a Major Motion Picture	 The Nightingale by Kristin Hannah #1 New York Times Bestseller
EBOOK BORROW	EBOOK BORROW	EBOOK BORROW	AUDIOBOOK BORROW	EBOOK PLACE A HOLD	EBOOK PLACE A HOLD



Meet Libby.


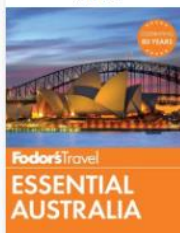
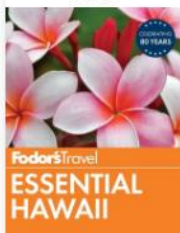
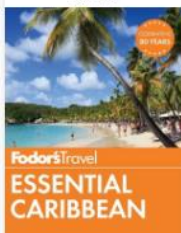

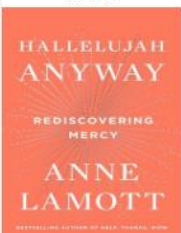
A fresh and easy way to borrow and read from your library.

[Learn more here.](#)

Download on the App Store
GET IT ON Google Play
Get it from Microsoft

Just added

SEE ALL

WAIT LIST	WAIT LIST	WAIT LIST	WAIT LIST	COMING SOON	WAIT LIST
 Fodor's Travel ESSENTIAL EUROPE	 Fodor's Travel ESSENTIAL AUSTRALIA	 Fodor's Travel ESSENTIAL HAWAII	 Fodor's Travel ESSENTIAL CARIBBEAN	 Fodor's Travel ESSENTIAL ITALY 2018	 HALLELUJAH ANYWAY REDISCOVERING MERCY ANNE LAMOTT

5.1 Computer

5.1.1 Search & Browse

- A. Home page: browse the homepage lists to see recently added or best sellers
- B. Basic search bar
 - 1. Select the magnifying glass icon on the top right.
 - 2. Search for a title, series or author.
 - 3. Use the filters on the left to limit your search.
- C. Advanced search:
 - 1. Select the magnifying glass icon on the top right.
 - 2. Select “Advanced.”
 - 3. Input and select your search fields and select the blue “Search” button on the bottom right.
- D. Subjects
 - 1. Select “Subjects” from the top left.
 - 2. Select a genre and book format.
 - 3. Use the filters on the left to limit your search.
- E. Collections
 - 1. Select “Collections” from the top left.
 - 2. Select one of the lists under eBooks or audiobooks.
 - 3. Use the filters on the left to limit your search.
- F. Kids eReading Room (exclusively kid-friendly content)
 - 1. Select “Kids” from the top left.

5.1.2 Borrow

A. From a search page

Too hot to hold >

The screenshot displays a row of book cards. Each card includes the book's title, author, and a 'BORROW' button. The first five cards are marked 'AVAILABLE', while the last card, 'Me Before You', is marked 'WAIT LIST'. A red box highlights the 'View details' link on the 'Deep Down' card. Below the cards, a 'You may also like' section is partially visible.

Borrow this book. Your borrowed titles can be found in your account.

Read a sample
View details
You may also like

This brings you to the "Title Page." See instructions below (B.)

Add this book to your "Wish List." Your wish list can be accessed from your account.

Put yourself on the wait list. Your holds can be found in your account.

B. From the title page

Select the "Place a Hold" button to put a hold on the book. Find your hold information in your account.

Add this book to your "Wish List." Your wish list can be access from your account.

Select the "Borrow for 21 days" to borrow your item for the default length of time. If you want to borrow it for a different length of time, select the arrow beside the blue button. Change your default length of time in your account.

The screenshot shows the TRAC website interface. The top navigation bar includes the TRAC logo, 'Subjects', 'Collections', and 'My account'. The main content area displays the book 'Miss Peregrine's Home for Peculiar Children' by Ransom Riggs. The book cover is on the left, and the title and author information are on the right. Below the title, there are buttons for 'Place a Hold', 'Read a Sample', and 'Add to Wish List'. A callout box points to the 'Place a Hold' button. Another callout box points to the 'Add to Wish List' button. Below the book information, there is a section for 'Description', 'Details', and 'Reviews'. The 'Description' tab is selected, showing the book's synopsis and bonus features. A third callout box points to the 'Borrow for 21 days' button on the 'Fifty Shades of Grey' page below. The 'Fifty Shades of Grey' page also shows the book cover, title, author, and buttons for 'Borrow for 21 days', 'Read a Sample', and 'Add to Wish List'. The 'Borrow for 21 days' button has a dropdown arrow next to it. The 'Fifty Shades of Grey' page also includes a section for 'Description', 'Details', and 'Reviews'. The 'Description' tab is selected, showing the book's synopsis and promotional text.

5.2 Libby App

The Libby app is designed to be mobile friendly with the library catalogue and your accounts being built into the design.

5.2.1 Search & Browser

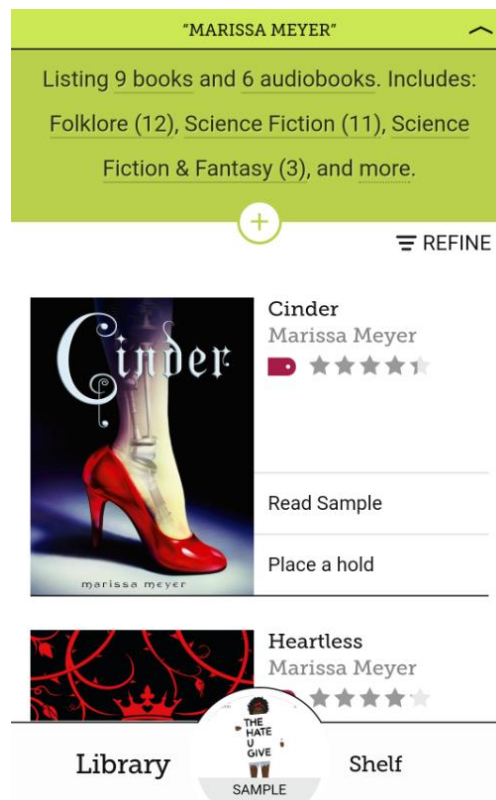
- A. Home page: browse the homepage lists to see recently added or best sellers
- B. Select the magnifying glass from the top left. Search by title, author, or series. Your searches history is saved.
- C. Select the + icon on the blue bar located below the TRAC logo. Use this to apply limiters to your searches.
- D. Scroll down until you see “Popular Collections” to browse through by format, genre, age classification and any pre-made lists like “What’s New” and “What’s Popular.”

5.2.2 Borrow

- A. From a search page

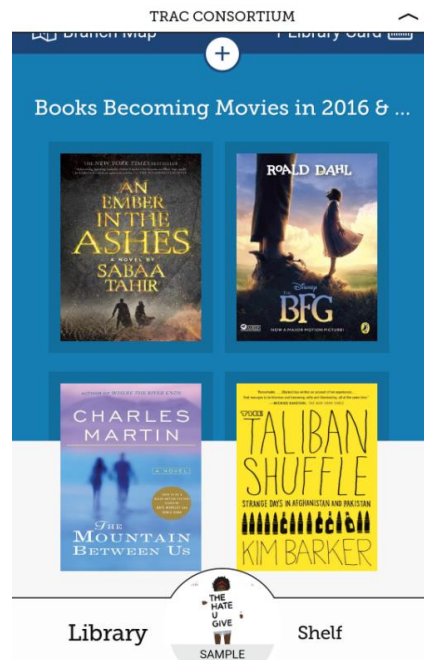
If a title is available, the word “Borrow” will be located to the right of the book cover. Tap this to borrow the item.

If the title is not available, the words “Place a hold” will be located to the right of the book cover. Tap this to add it to your holds.



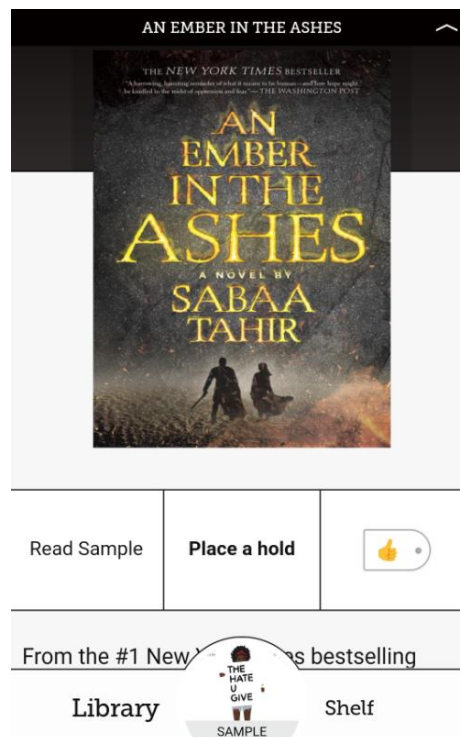
B. From premade lists

Tap on the book cover and you will enter the title page



C. From the title page

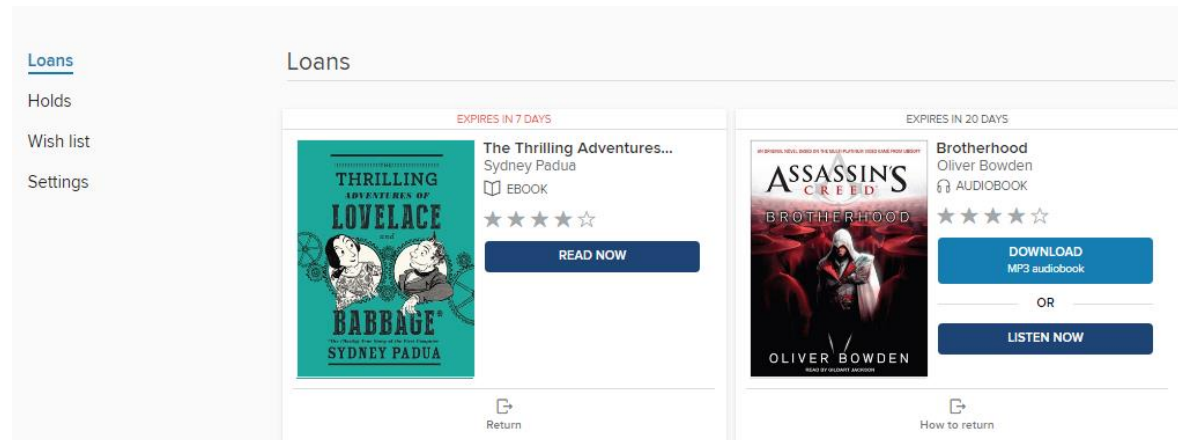
Locate the “Place a hold” or “Borrow” button immediately below the book cover.



6 Downloading eBooks and audiobooks

6.1 Computer

1. Select the 3 book spines icon on the top right
2. Find the borrowed book you want
3. Select “Download” beside the book cover. Select “Read Now” or “Listen Now” to stream.
4. Once you have downloaded a book, the button of the book cover will switch from saying “Return” to “How to return.”



6.2 Libby App

1. Borrow the eBook or audiobook.
2. Select “Shelf” from the bottom right toolbar
3. The title will automatically download. It is complete when the purple checkmark appears below the title and author of the book. Tap on the checkmark if you want to remove the file from your device and stream the content instead.

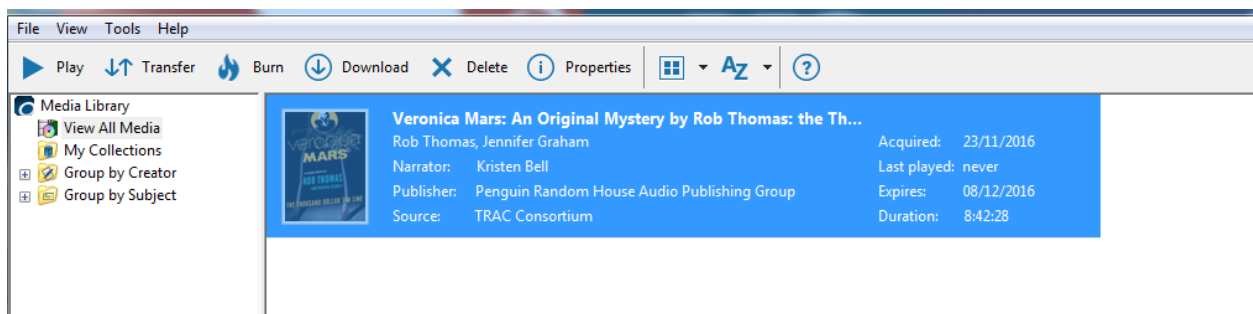
6.3 Kobo eReader

1. Open Adobe Digital Editions (authorize it with an Adobe ID if not already done.)
2. Select “Download” from the book in your OverDrive account.
3. If it does not happen automatically, add the book to your Adobe Digital Editions by selecting “File” from the top left, choosing “Add to Library” and select the book file.
4. Connect your eReader to your computer
5. Select “Manage Library” on your eReader
6. The device will appear on the left panel of Adobe Digital Editions
7. You can transfer the eBook by:
 - a. Click and drag the book from to the KOBO eReader in the left panel.
 - b. Right click the book cover, select Copy to Computer/Device and click KOBO eReader

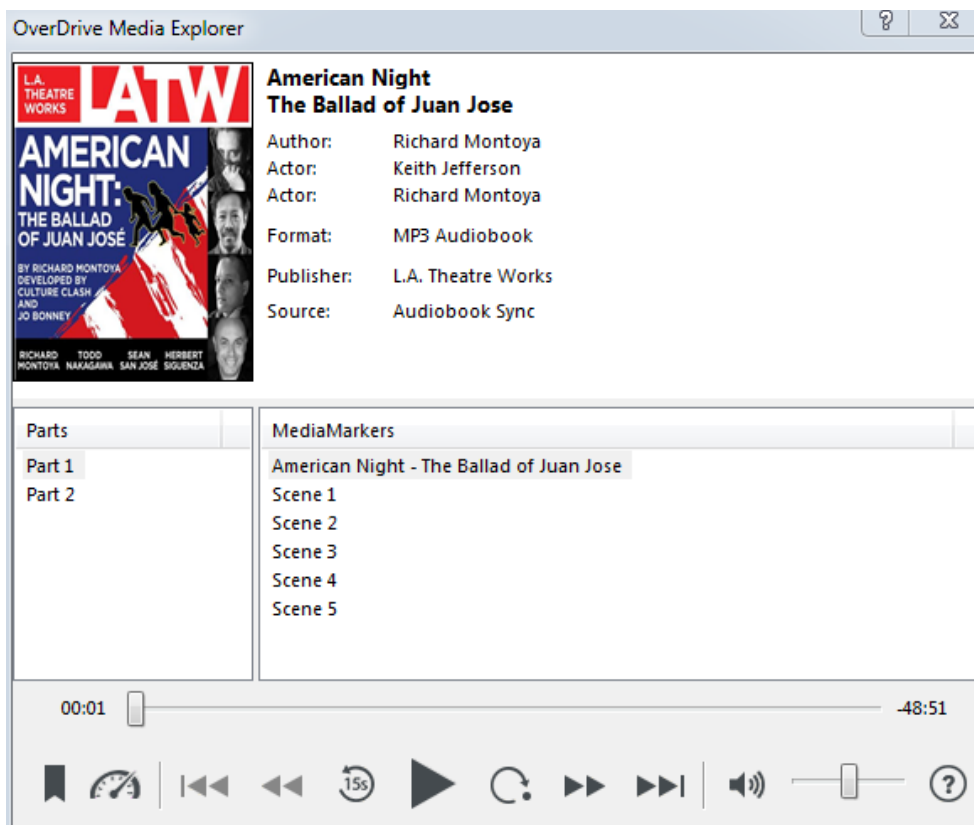
7 Reading and Listening

7.1 Audiobook on Computer

1. Select "Download" from the audiobook in your OverDrive Account
2. Open OverDrive desktop app
3. Select "File" on the top left and choose "Open"
4. Select the audiobook file and click "Open"
5. Select the folder name and click "Ok"
6. Select which parts of the audiobook to download and click "Ok". The default is to download all of them
7. Highlight the audiobook you want to play and select "Play" on the top left

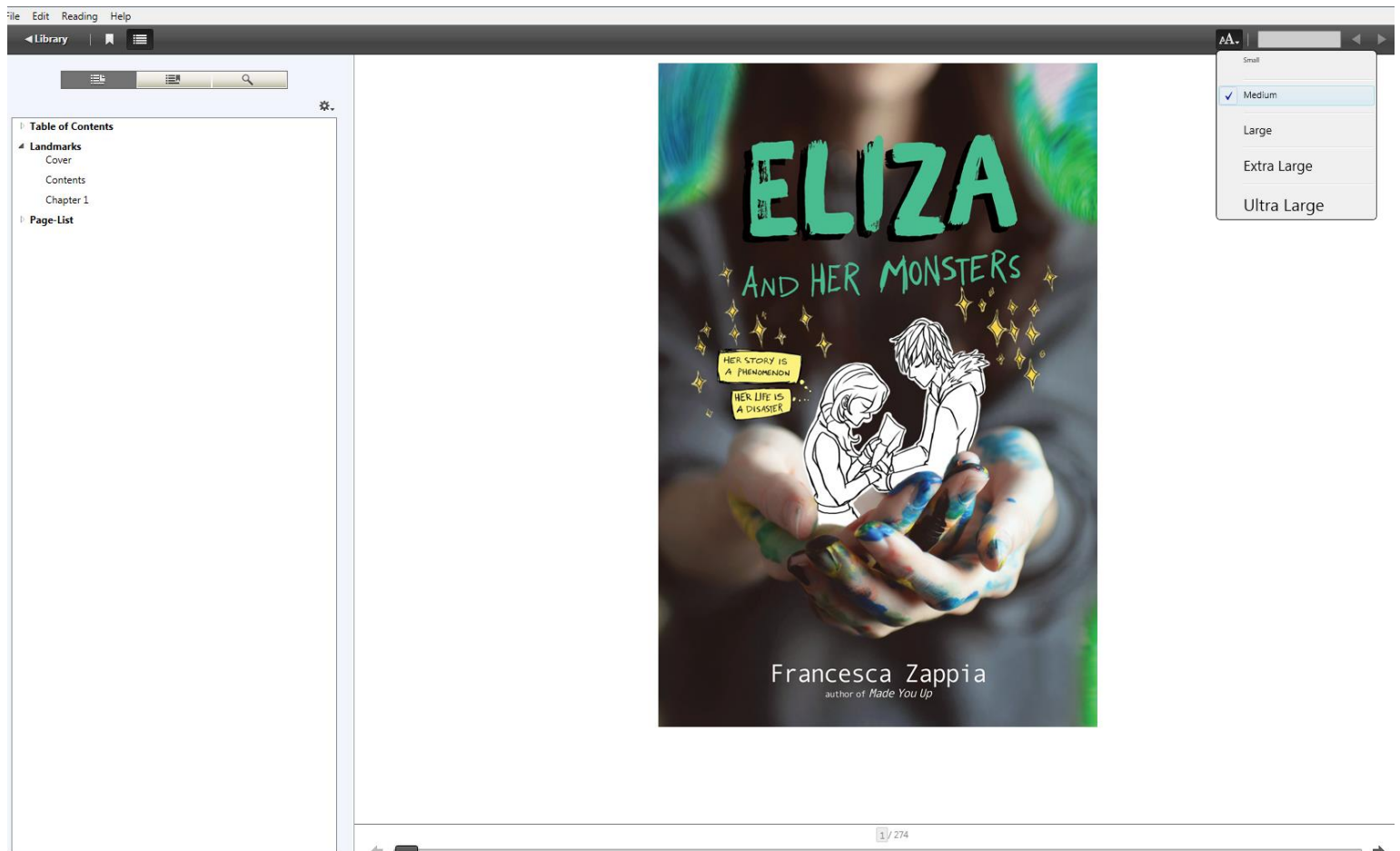


8. The media player will open and look like this:



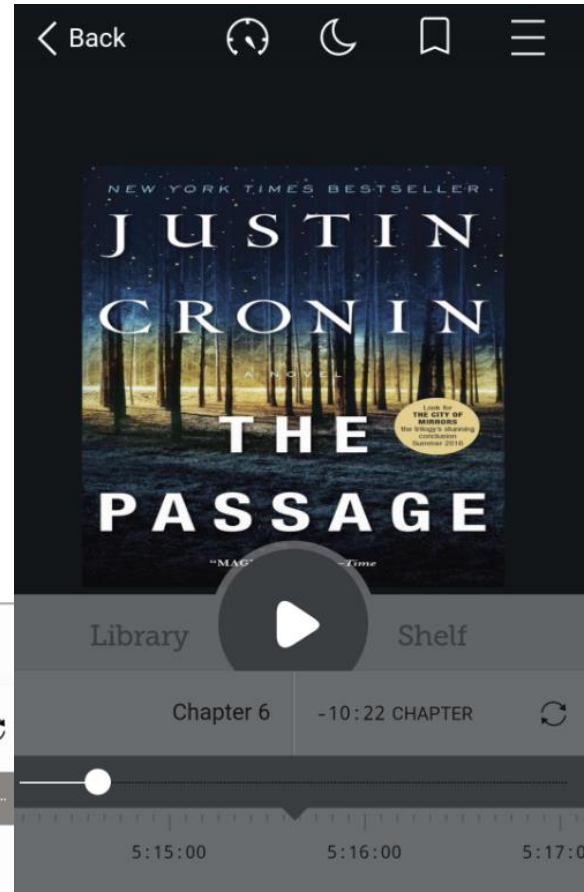
7.2 eBooks on Computer

1. Download the eBook from your account
2. Open Adobe Digital Editions
3. Select “File” on the top left and choose “Add to Library.”
4. Select the eBook file and click “Open”
5. The eBook will open and look something like this:



7.3 eBooks and audiobook on Libby App

1. Select “Shelf” from the bottom right toolbar
2. Select “Open Book” for an eBook or “Open Audiobook” for an audiobook.
 - a. You can also select the book cover to get extra details and select the “Open Book” button.
3. Your eBook will look like the image below on the left and the audiobook will look like the image below on the right.



4. Once a book is launched, you can jump immediately into it. The open book cover will appear in the centre of the bottom toolbar. Simply tap it and you will pick up right where you left off.

8 Returns

Returning a book when you finish it instead of letting your loan time run out is a great way to reduce the number and length of time people wait for a book. Once you have downloaded a book, you have to return the book from the software you used it on. Example, eBooks should be returned from the mobile app or Adobe Digital Editions that it was originally downloaded on.

8.1 eBook on Computer

1. Open Adobe Digital Editions.
2. Find the eBook you want to return in your bookshelf.
3. Right click on the book.
4. Select "Return Borrowed Item."
5. Adobe will ask you to confirm that you are returning the book. Select "Return."
6. The book will remove itself from your Adobe Digital Editions library.

8.2 Audiobook on Computer

1. Open OverDrive Desktop.
2. Highlight the audiobook you want to return.
3. Select "Delete" from the top menu.
4. A message will appear that asks you confirm whether you want to delete the book just from this program OR if you want to return the book. Select "Return/Delete."

8.3 eBook and audiobook on Libby App

1. Select "Shelf" from the bottom right toolbar
2. Select the book cover of the title you want to return.
3. Select "Return Title to Library" (the third button down).
4. Select "Return!"

9 Help

OverDrive also offers help at

http://help.overdrive.com/?Key=trac&edge=true&_ga=1.110294531.76cbff26-bbeb-4dac-8ed8-3e31674b948a

OverDrive also has a YouTube channel at

<https://www.youtube.com/user/DigitalBookDownloads/videos>

OverDrive offers a list of compatible devices at

<http://help.overdrive.com/#devices>

Adobe can offer support for Adobe Digital Editions at

<https://helpx.adobe.com/support.html#/product/digital-editions>