Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with OverDrive: eBooks & audiobooks

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August 2017

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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/ebook**createid**.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

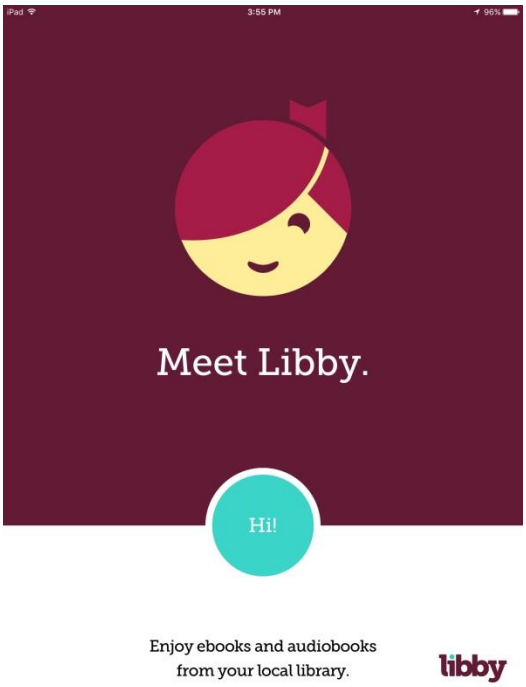
You have an account for OverDrive as soon as you get a library card. Your library barcode and pin are your login credentials.

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

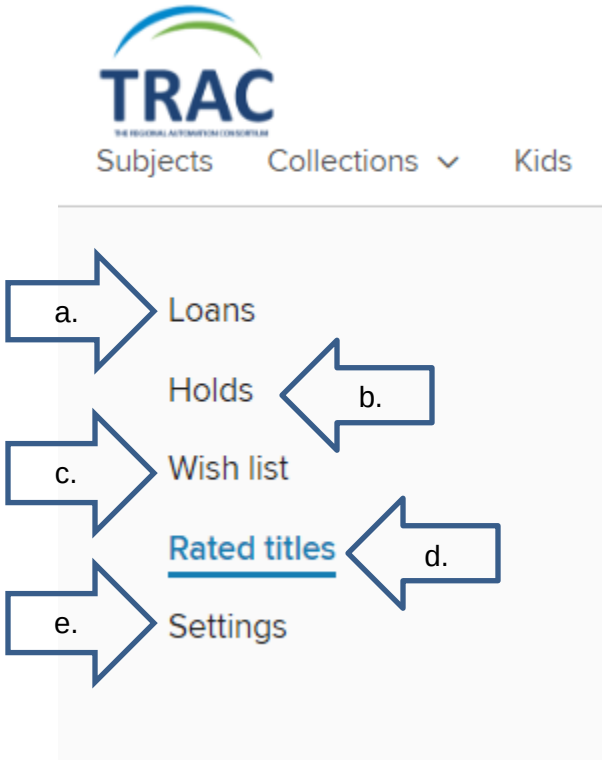
b. Sign in with an OverDrive account (your library card is linked to this account when the account is created)
c. Sign in with a Facebook account (your library card is linked to this account when you use it to login the first time).

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.

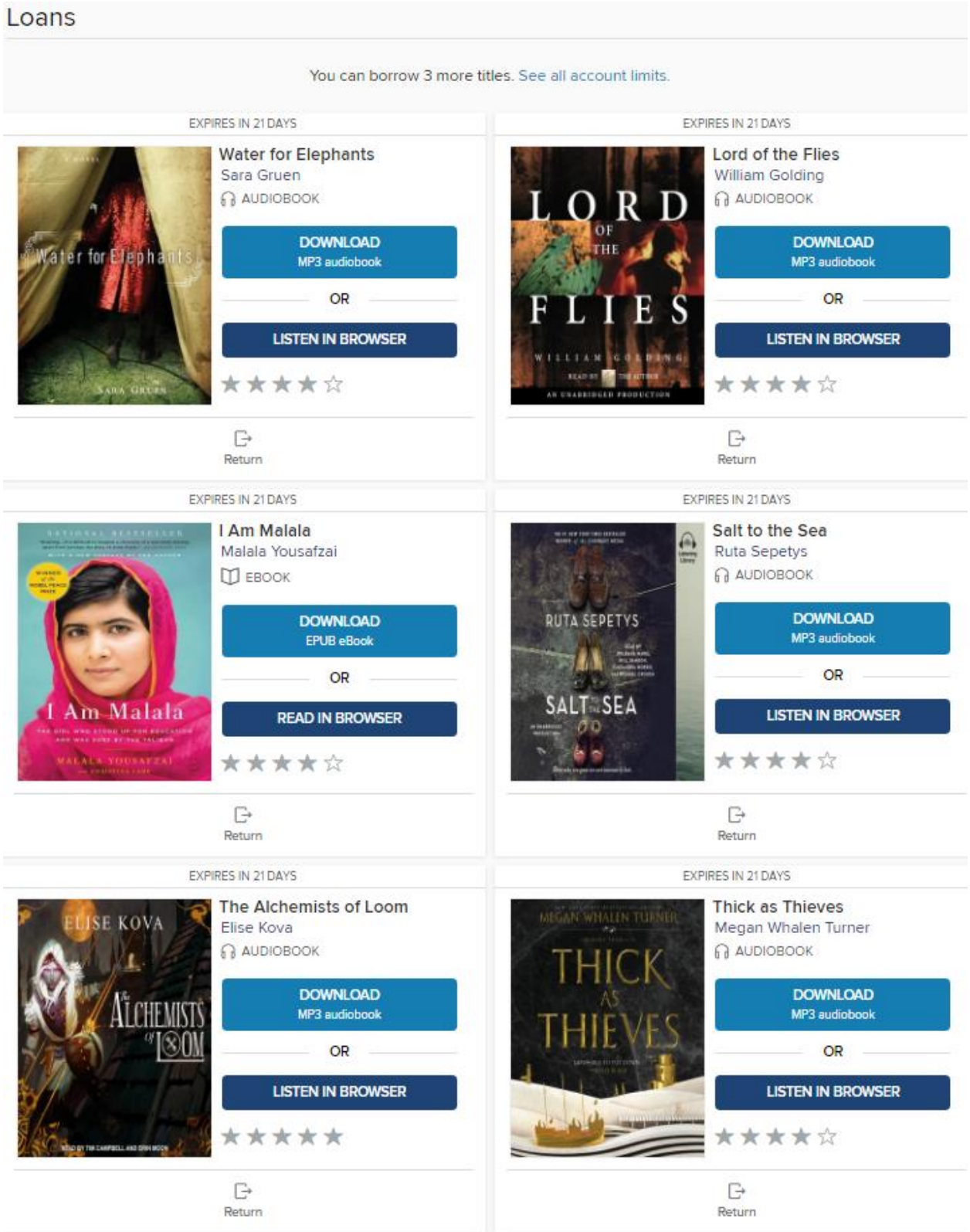
4.2 Using your Account

4.2.1 Computer

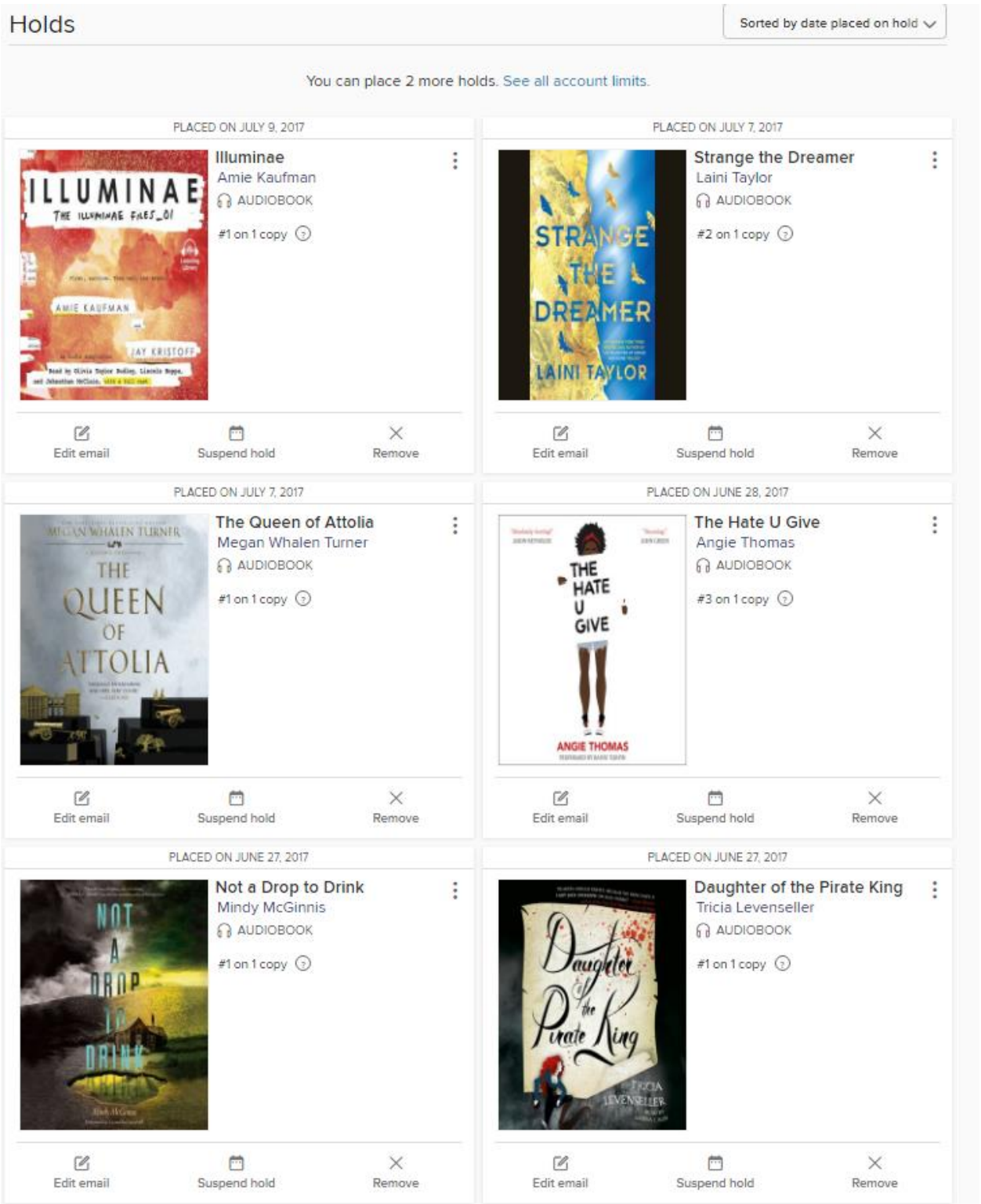
1. Go to http://trac.lib.overdrive.com
2. Select “My Account” on the top right. If you select the vector of 3 book spines (located beside the “My Account” button), you will be brought to your loans page.
3. Choose from the drop down menu. You can also navigate these pages using the list on the left.



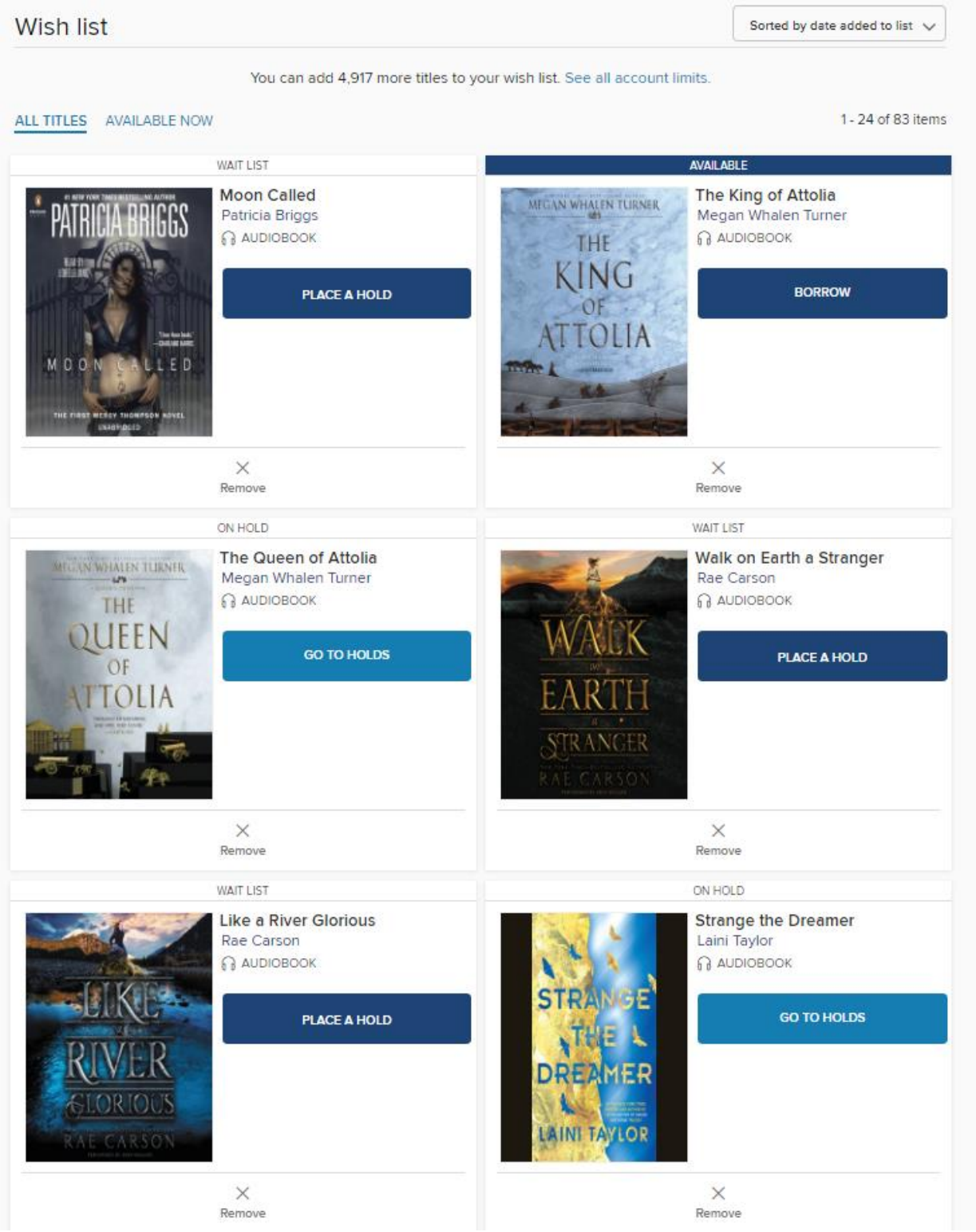
a. **Loans**: Come here to download, stream and return items borrowed.



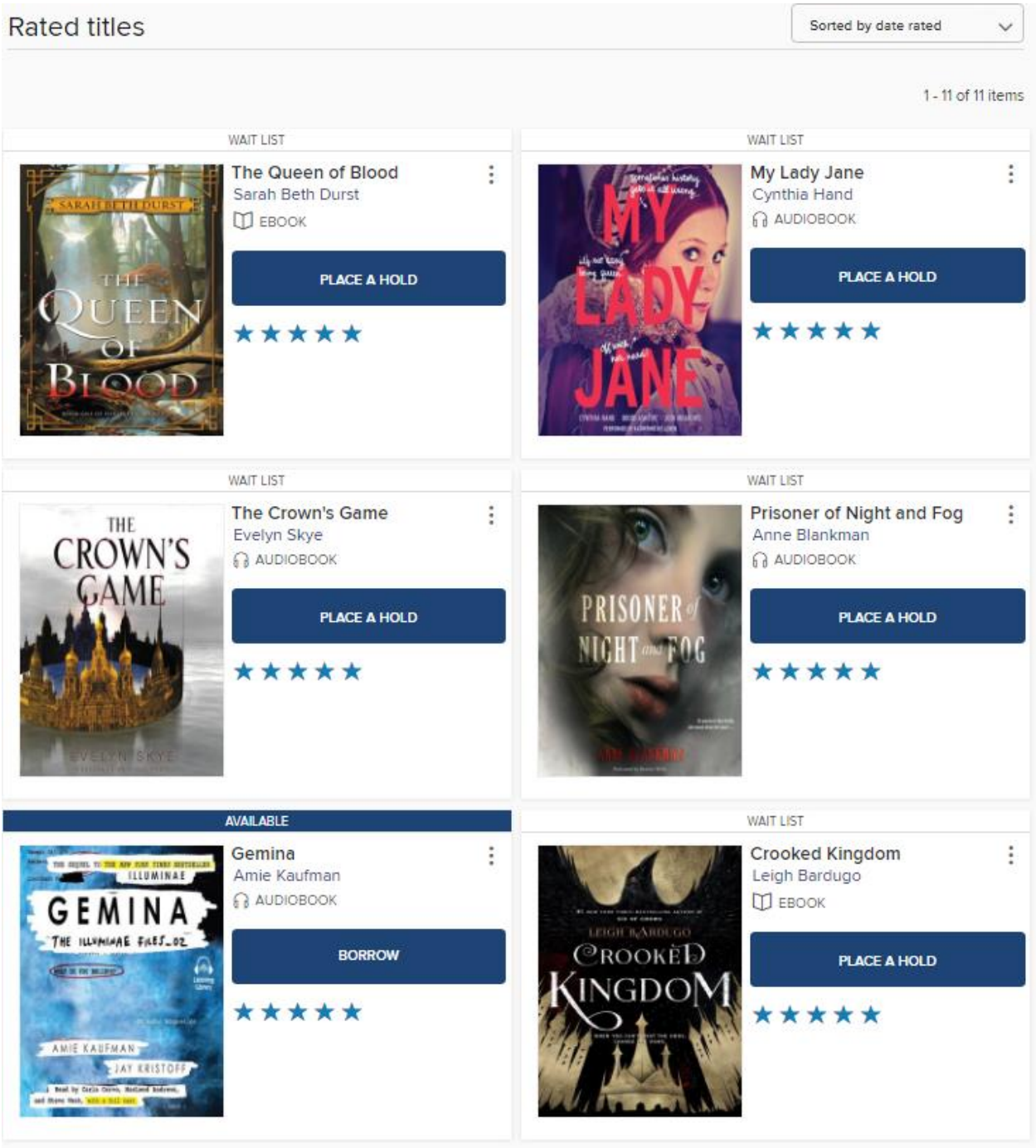
b. **Holds**: Keep track of your active and suspended holds, and edit your holds. You can have up to 10 items on hold at once.



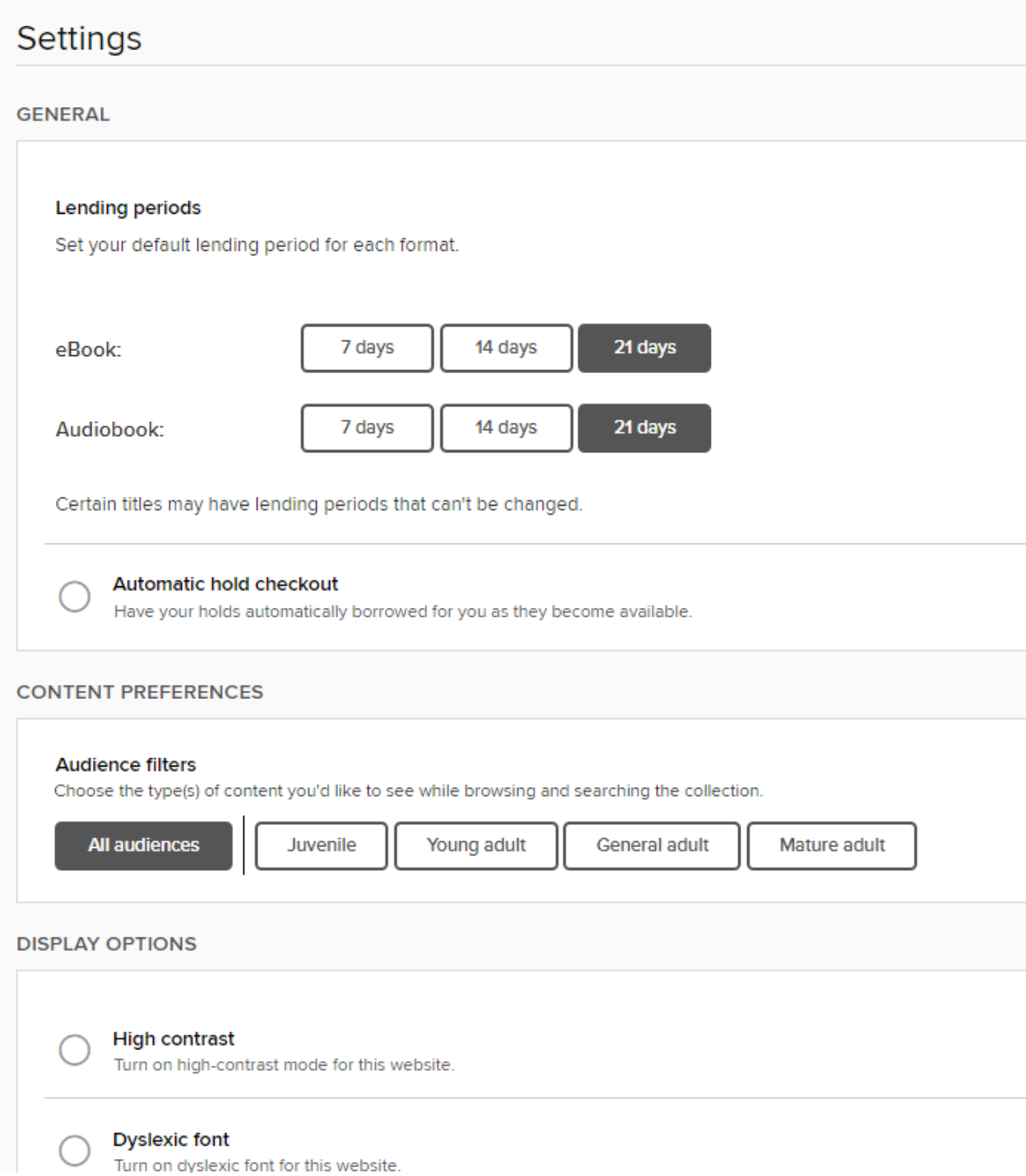
c. **Wish List**: See what books this account as flagged for future use. Any available books will have a blue “Borrow” button.” Any books with a wait list will have a blue “Place a Hold” button. You can filter your list to just those titles available by selecting “Available Now” from the upper left.



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.

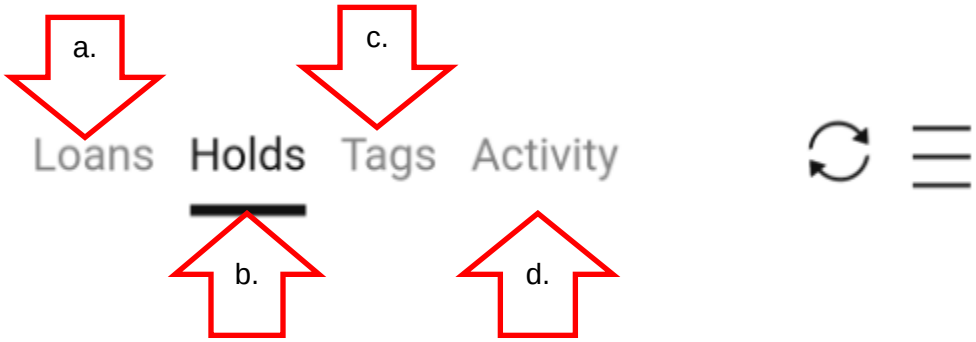


e. **Settings**: Come here to change your default lending periods, filter the content shown, and access dyslexic fond.

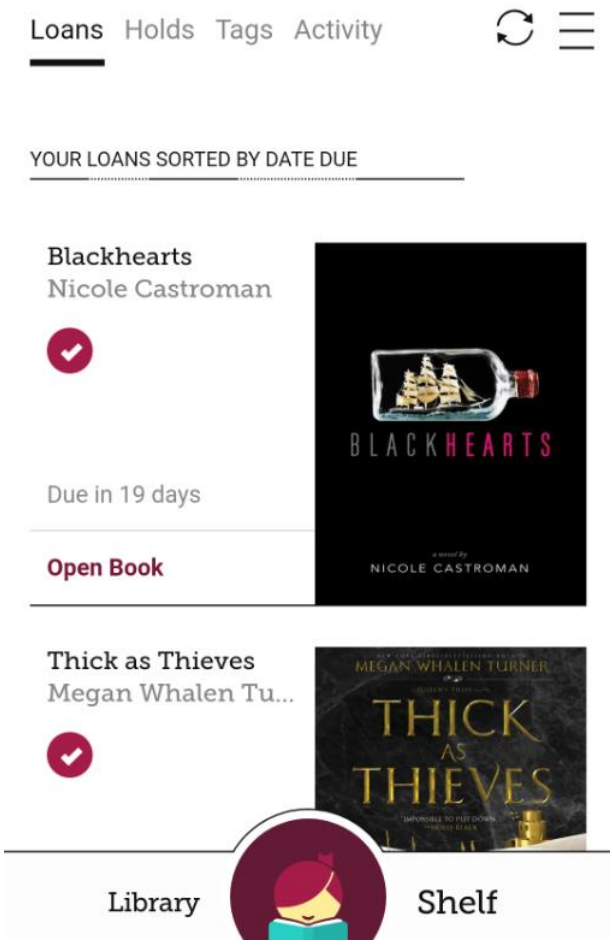


4.2.2 Libby App

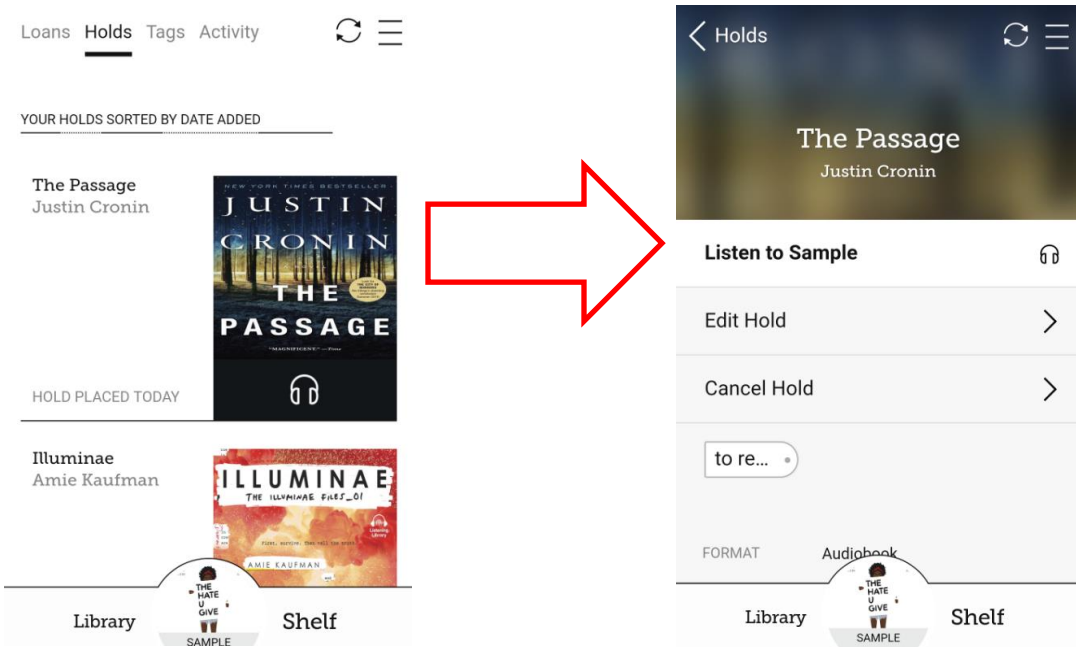
1. Launch the app
2. Select “Shelf” from the bottom right toolbar.
3. Navigate the account options using the toolbar on the top left



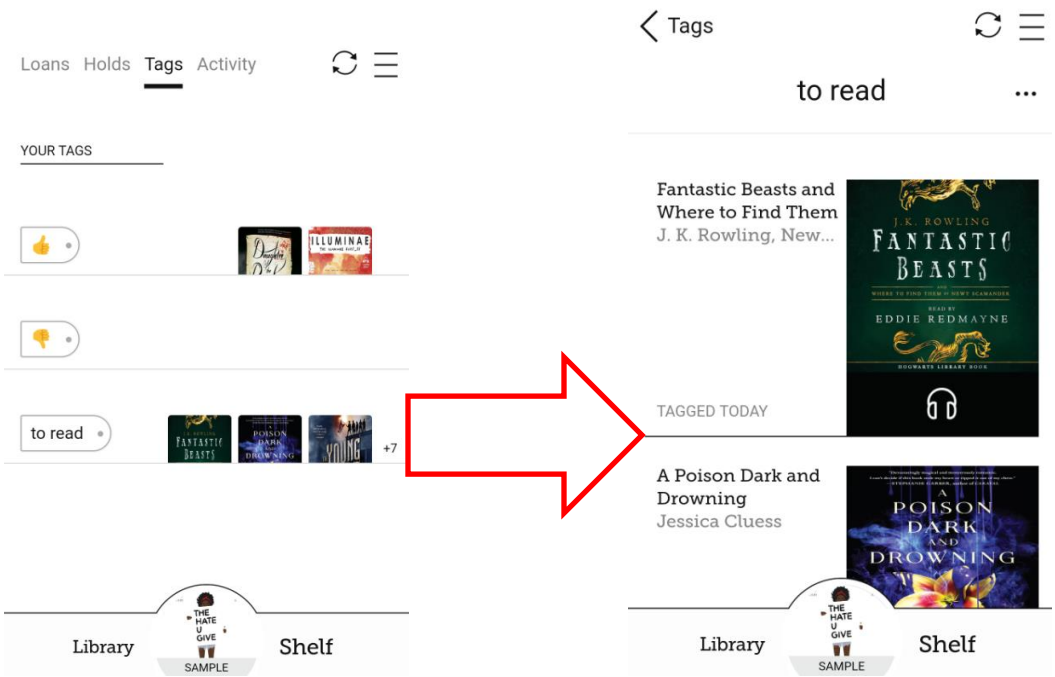
a. Your default page is your **loans**. All of the books here are out on one of the library cards that have been added to the app. A checkmark underneath a title means that it has been downloaded. You can tap that checkmark to switch it to stream the title.



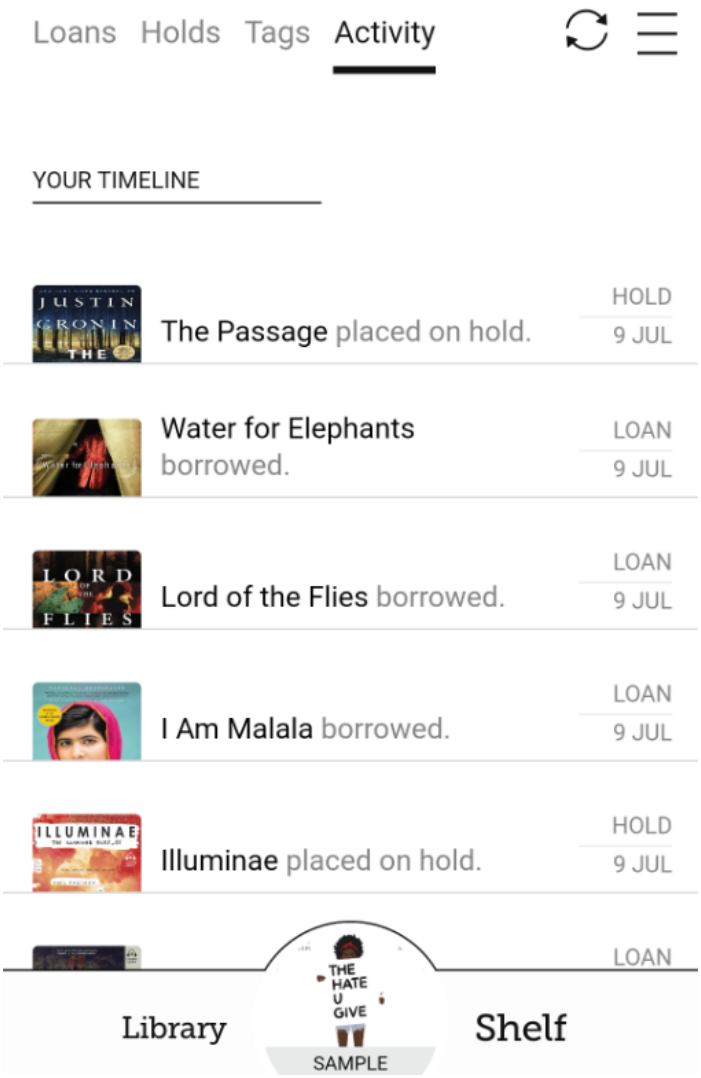
b. **Holds** allows you to see all titles on hold on all of the library cards that have been added to the app. You can see what day the hold was placed and you can tap the book cover to edit your hold and check your position in line.



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.

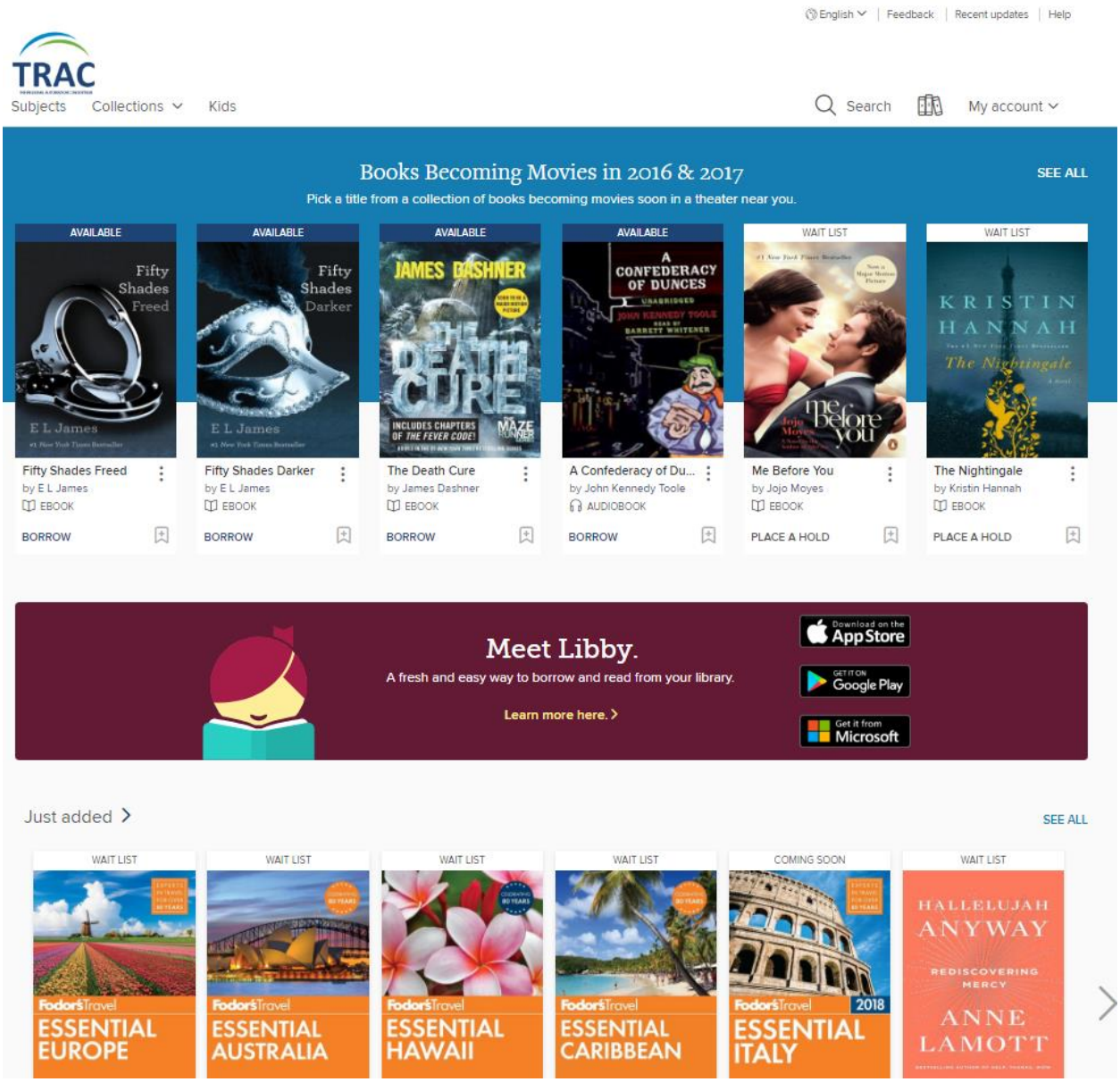


d. **Activity** allows you to see all your catalogue activity like books borrowed, when books were returned, and when holds were placed.



5 Browse, Search and Borrow

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



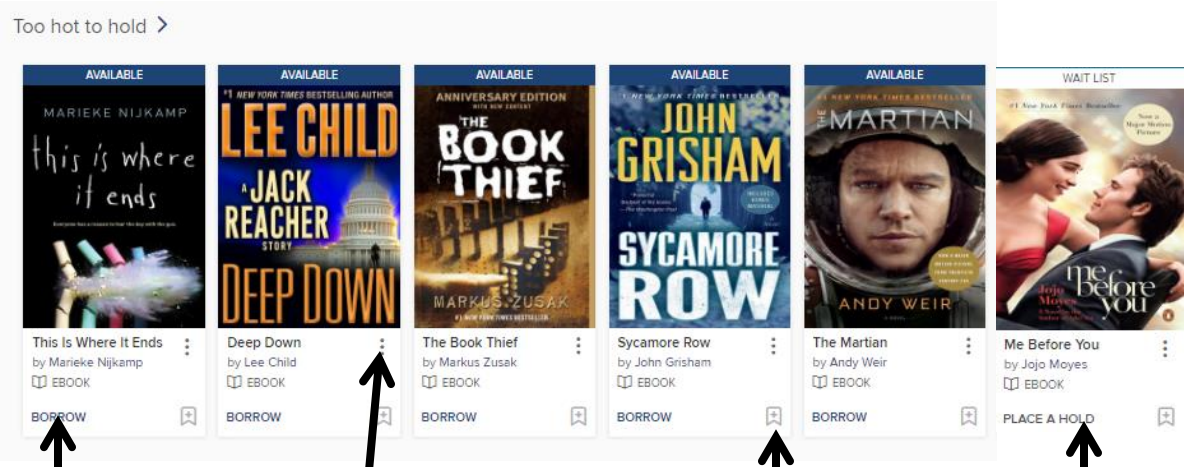
5.1 Computer

5.1.1 Search & Browse

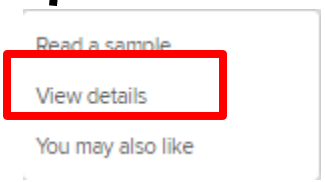
A. Home page: browse the homepage lists to see recently added or best sellers
B. Basic search bar
    1. Select the magnifying glass icon on the top right.
    2. Search for a title, series or author.
    3. Use the filters on the left to limit your search.
C. Advanced search:
    1. Select the magnifying 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



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

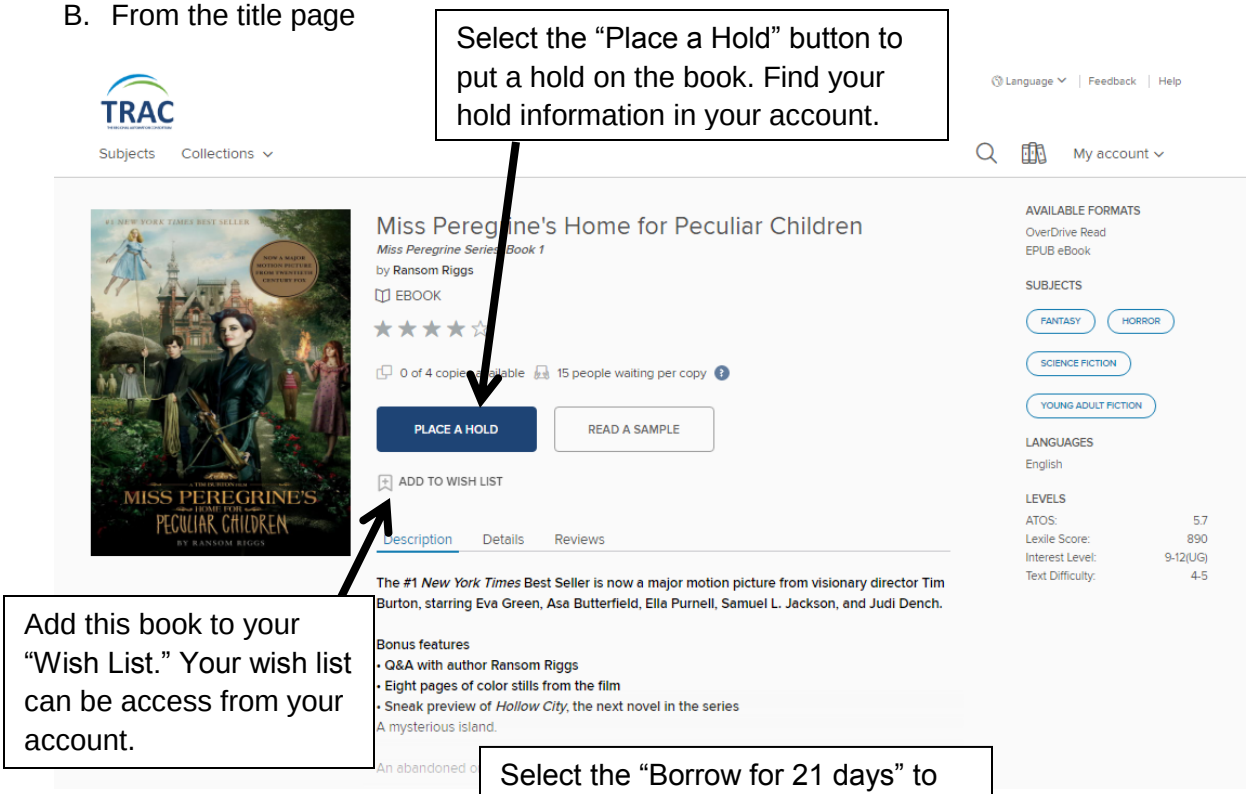


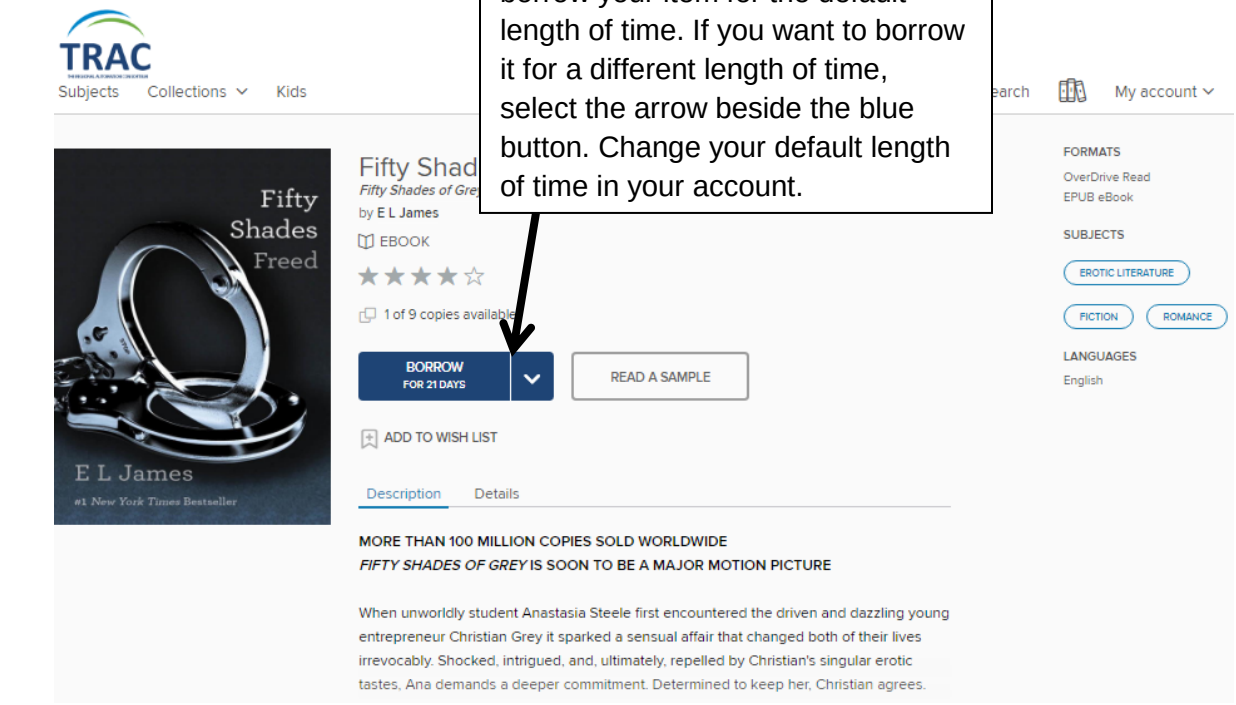
This brings you to the “Title Page.” See instructions below (B.)

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

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

B. From the title page





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

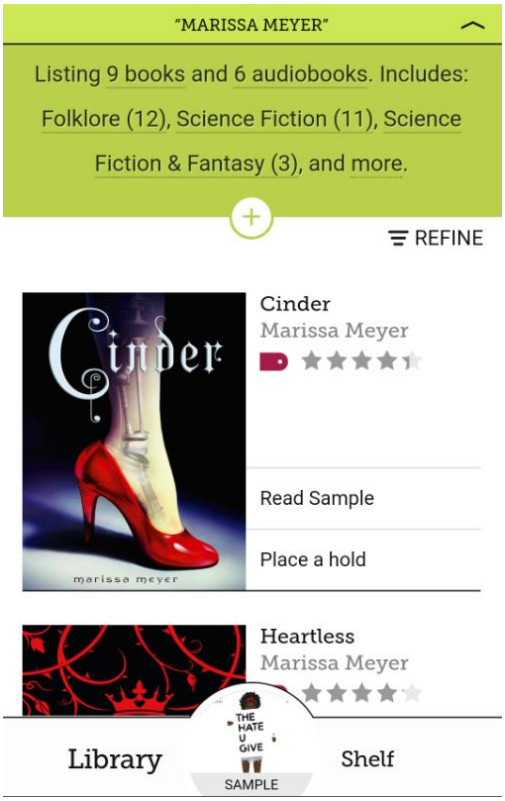
A. Home page: browse the homepage lists to see recently added or best sellers
B. Select the magnifying glass from the top left. Search by title, author, or series. Your searches history is saved.
C. Select the + icon on the blue bar located below the TRAC logo. Use this to apply limiters to your searches.
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.

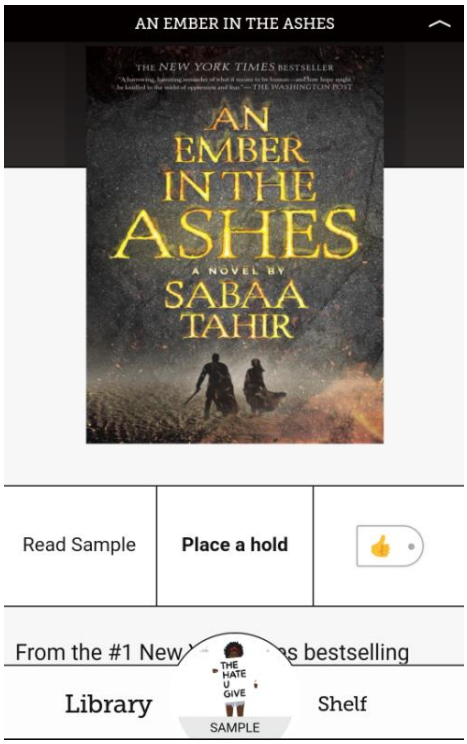


B. From premade lists

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

C. From the title page

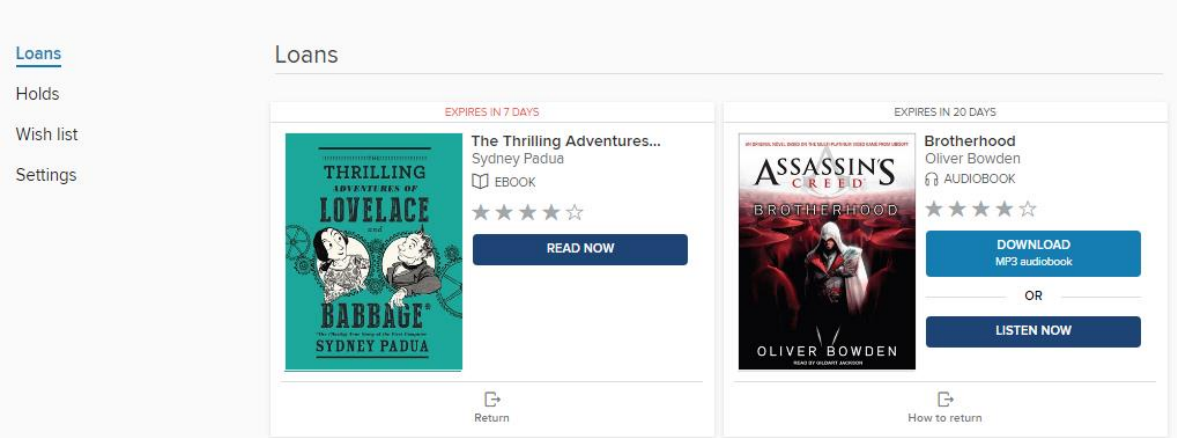
Locate the “Place a hold” or “Borrow” button immediately below the book cover.



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.

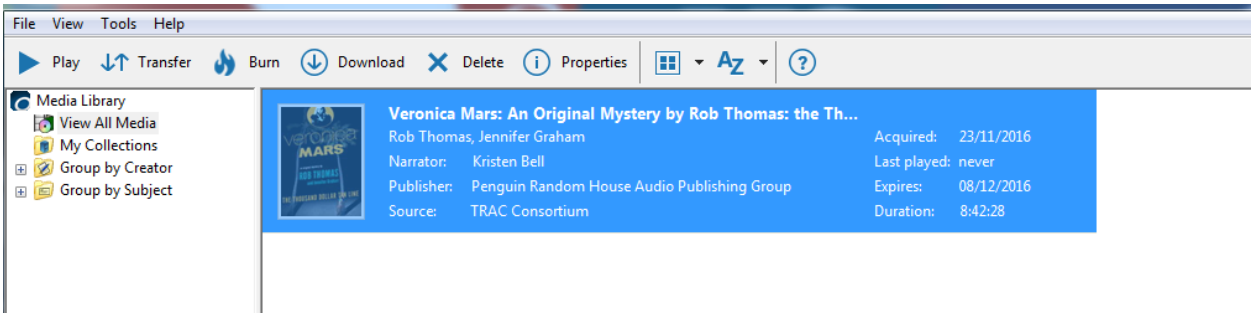
6.3 Kobo eReader

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

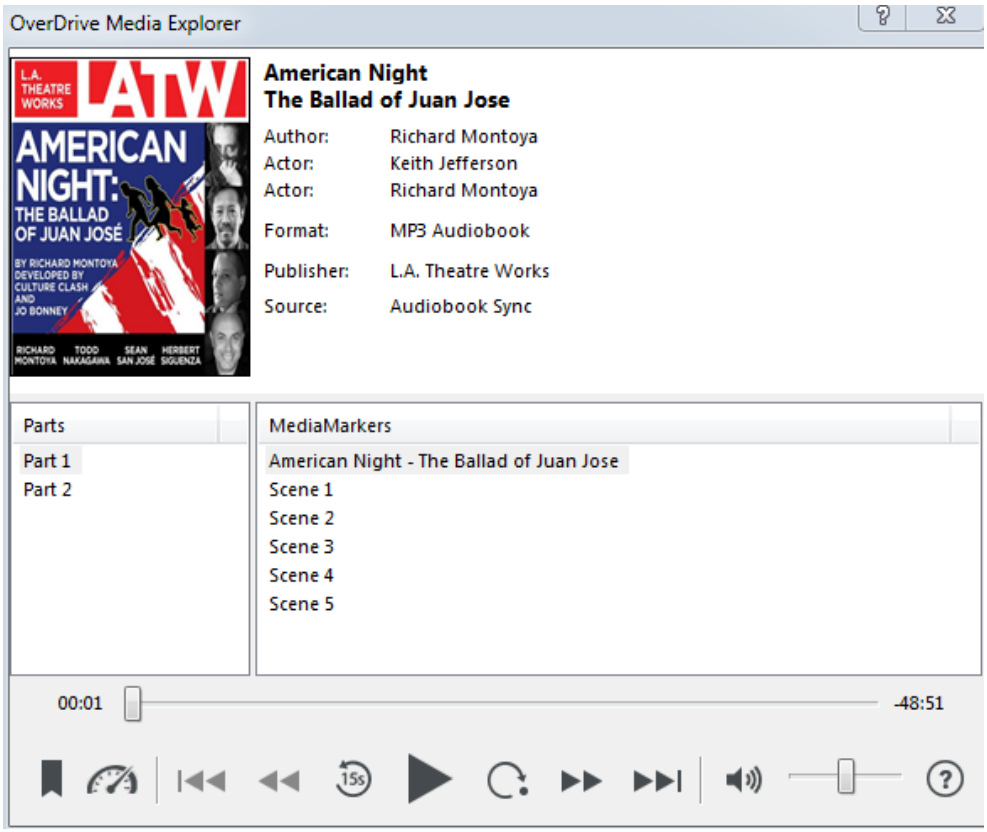
7 Reading and Listening

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

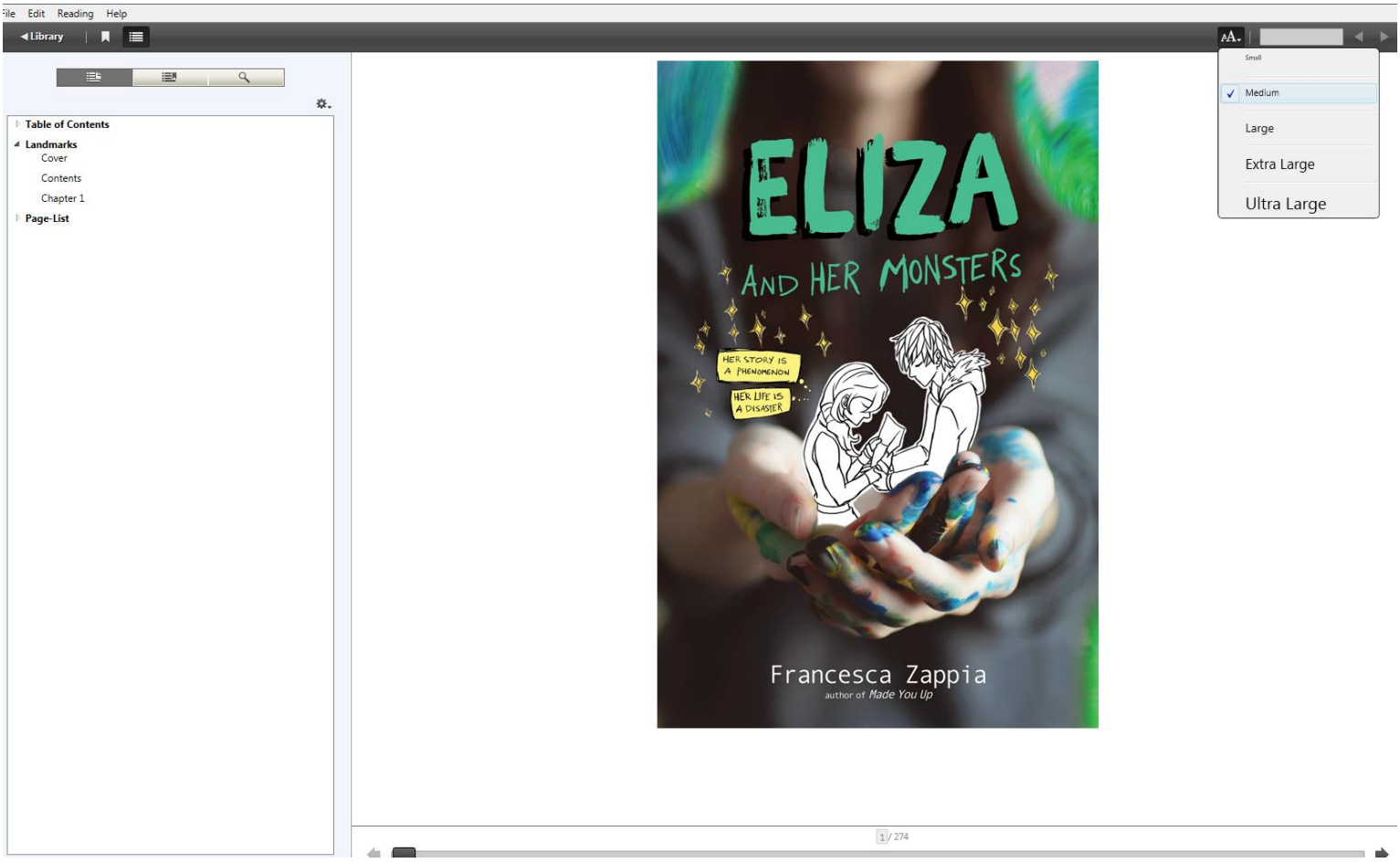


8. The media player will open and look like this:



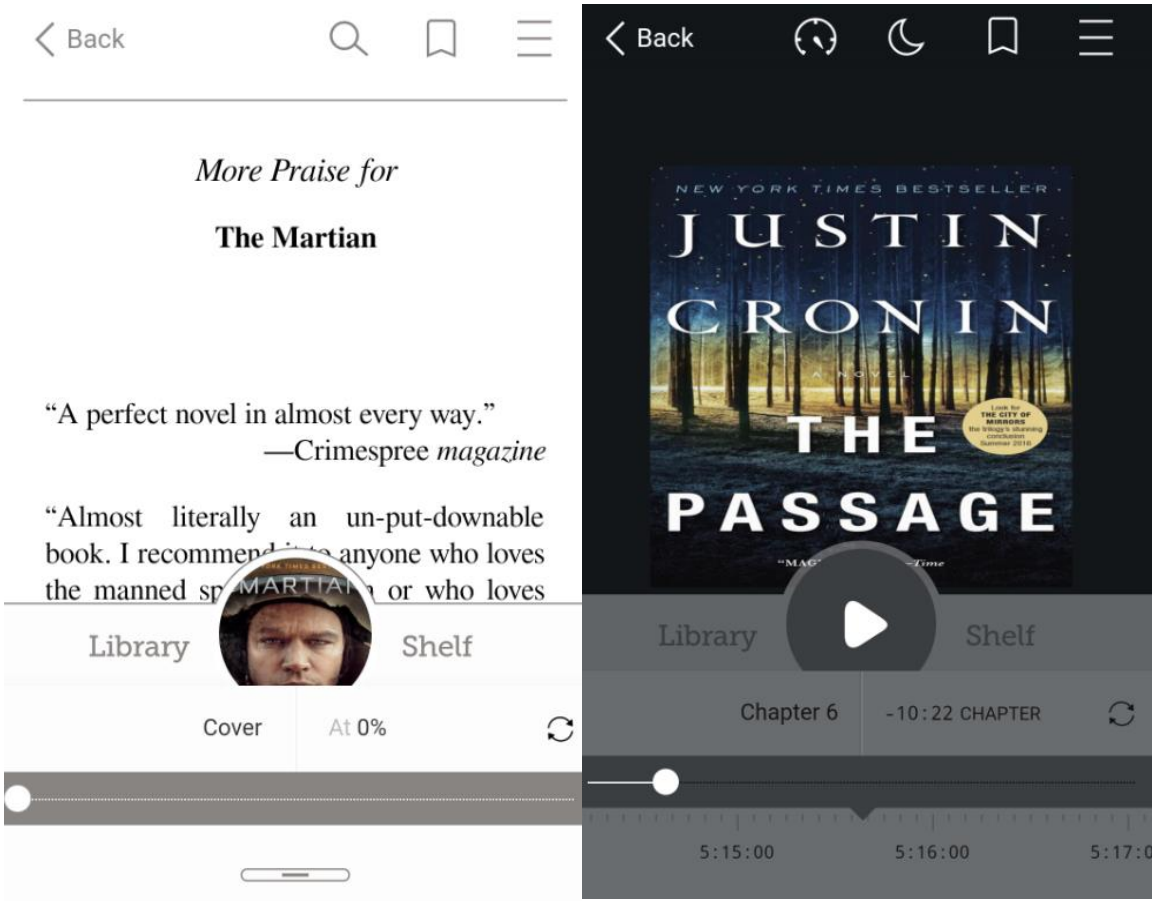
7.2 eBooks on Computer

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