

# OverDrive

## Audiobooks for Apple Devices

### INSTALL THE APP

**For Apple devices:** Go to the *App Store* and search for *Overdrive*. Follow instructions to install.

*For more information about Overdrive, visit: [www.app.overdrive.com](http://www.app.overdrive.com)*

### CREATE A PASSWORD FOR OVERDRIVE

***\*Use the Library Card option (Recommended)\****

*Beginning November 2016, you must have a password to access Overdrive. Your password must be the same password you use when you access your **Library Account**. If you already know your Library Account password, you may sign into Overdrive with your library card number and password, and begin searching for titles.*

If you know that you have created a Library Account password in the past and do not remember it, you can reset it by going to [www.cplib.org](http://www.cplib.org).

Click on *My Library Account* and follow the on-screen instructions to reset your password.

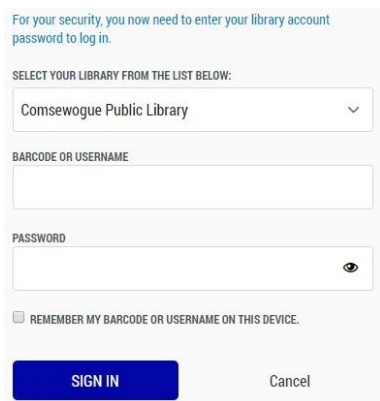
***Please note that for this option, you must have an email address on file in your library record.***

If you do not have an email address in your library record and need to create or reset your Library Account password, you can either:

1. Come to the library and add an email address and password to your library record **OR**
2. Call the Circulation Desk and ask to have your email address entered into your library record. Once the email address is added, you may go to [www.cplib.org](http://www.cplib.org), click on *My Library Account*, and create or reset your Library Account password.

### ACCESSING OVERDRIVE

Once you install the Overdrive app and have your password, open the app to sign in. It will prompt you to choose your library (Comsewogue Public Library) and will also require you to input your library card number and password.



1. Select **Comsewogue Public Library**
2. Enter your **library card number** for the barcode or username
3. Enter your **password** (This is the same password/pin that you use when you are accessing your Library Account)
4. Click **Sign In**

**Once you enter your library card number and your password, you can access your Overdrive account!**

### FINDING BOOKS

You can search for specific titles or you can search by subject. If you wish to search for a specific title, tap on the **search bar** in the upper right-hand corner.



***Search for titles here***

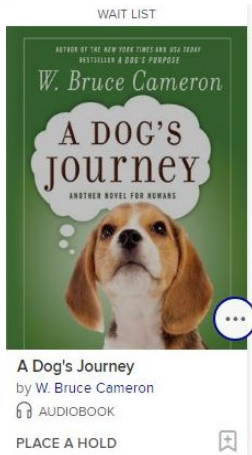
If you want to search for titles by subject, tap on **Subjects** in the left-hand corner. Once you tap on that, tap on **audiobooks** to limit your search to audiobooks only.

**TURN**



## BORROWING & DOWNLOADING BOOKS

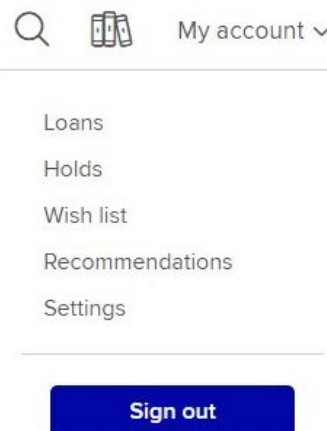
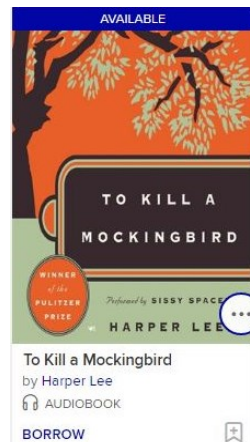
If a title is available to download, it will say **Available**. If it is available, tap on **Borrow**. The title will automatically go to your account under the **Loans** tab.



Example of title that is available

If a title is unavailable, it will say **Wait List**. It will give you the option to put a hold on it so that you will be notified when it becomes available for you to read. To do that, tap on **Place a Hold**.

Example of title that is unavailable



Once you have selected a title to borrow, tap on **Borrow**. The title will automatically be checked out to you and it will be under the **Loans** tab in your account.

After you tap on **Loans** and see the title you want to start reading, select **Download** and then tap on **MP3 Audiobook**. After that, tap **Confirm & Add to App**.

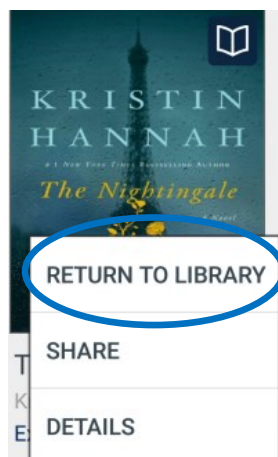
The book will download to the **Bookshelf**. It may take up to several minutes to download. To open the book or check on its download progress, tap on **Bookshelf** in the app menu. Once the book has finished downloading, you may begin to listen to it in your **Bookshelf**. While listening, you will see the menu and controls for the book. You may speed up or slow down, skip chapters, and save your spot.

## RENEWING & RETURNING BOOKS

The borrowing period for items on Overdrive is automatically set for **14 days**, after which the title will expire and return itself. You can change the borrowing period to **7** or **21** days by going into your **Account** then tapping on **Settings**. From there, you can select your borrowing preference.

Lending periods  
Set your default lending period for each format.

eBook:  7 days  14 days  21 days



You may borrow up to **7** titles at one time. Three days prior to a title's expiration date, you will have the option to renew. In your **Loans**, find the title that you want to renew and tap on **Renew**. This will renew the title automatically.

If the title is unavailable to be renewed immediately, you will be prompted to enter your email address. Once you do this, tap **Renew**. The title will be added to your **Holds Shelf** and you will receive an email notification when the title is ready to be renewed. **Please note that the title will not officially renew until your first checkout expires.**

If you would like to return a title early, go to the **Bookshelf**, tap and hold a title to display its return options. Select **Return to Library** and the title will be returned and deleted from your device.