

Audiobooks for Windows

INSTALL THE SOFTWARE

Go to www.live-brary.overdrive.com and click on **Help**. From there, click on **Devices** and then select **Windows**. You will need to install the Overdrive Media Console software to your computer in order to download and listen to audiobooks. Find the correct version of Windows that you have on your computer and click on the link to install Overdrive Media Console to your computer. Follow the on-screen instructions to complete the installation.

For more information about Overdrive, visit: 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. Click on *My Library Account* and follow the on-screen instructions to reset your password.

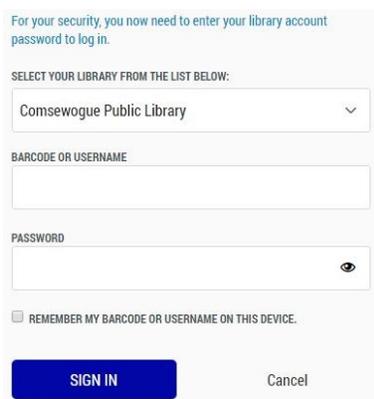
Please note that for this option, you must have an email address on file in your library record.

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, click on *My Library Account*, and create or reset your Library Account password.

ACCESSING OVERDRIVE

Once you install Overdrive Media Console and have your password, go to www.live-brary.overdrive.com in your Internet Browser and sign into your account. 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, click on the **search bar** in the upper right-hand corner.



[Search for titles here](#)

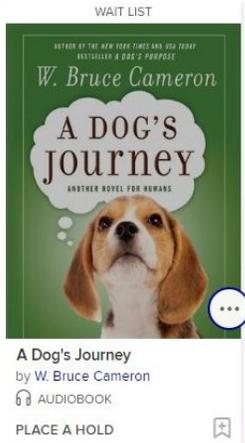
If you want to search for titles by subject, click on **Subjects** in the left-hand corner. Once you click on that, click on **audiobooks** to limit your search to audiobooks only.

TURN



BORROWING & DOWNLOADING BOOKS

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

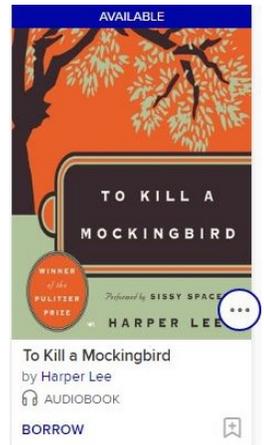


Example of title that is available



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, click on **Place a Hold**.

Example of title that is unavailable

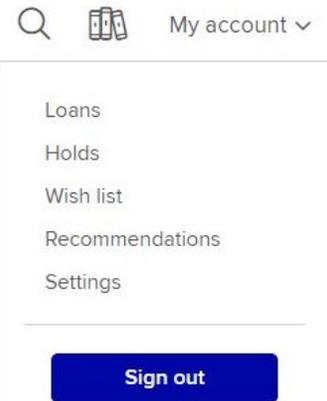


Once you have selected a title to borrow, click on **Borrow**. The title will automatically be checked out to you and it will be under the **Loans** tab in your account.

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

You will be prompted to save the file. Save the file to your **Desktop** and open **Overdrive Media Console**. In Overdrive Media Console, click on **File** and then **Open**. Click on the title of the book and choose **Open**. A **Get Media** box will pop up—click **OK**. A download box will up. Select **Check All** and then click **OK**. The title will download in parts and may take up to several minutes depending on the size of the book.

Once the download is complete, you will be able to play the book directly on your computer, transfer the title to another device, or burn the title onto a blank CD-R or CD-RW. Choose whichever one of these options you would like, and you will be ready to listen to the book!



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 clicking 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 click 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, click **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 **Overdrive Media Console** and click on the title you want to return. Select **Delete** and **Choose Return/Delete** and the title will be returned and deleted from your device.

Have questions? Feel free to schedule a Book a Librarian appointment. Head to www.cplib.org and click on the Adults link on the homepage. Then, click on the grey box that says "Book a Librarian" where you will be able to fill out a form. You may also call the Adult Services desk at (631) 928-1212 to schedule an appointment.