

OverDrive

for PDF eBooks for Apple and Windows Computers

Install Adobe Digital Editions on your computer. This allows you to transfer titles from your computer to your device. Go to the [**Adobe Digital Editions**](#) page and click on **Download**. You will be redirected to the download page. From there, you can download Adobe Digital Editions to your computer. (Once the download is complete, you will have to authorize Adobe Digital Editions with your Adobe ID.)

While installing, a box will pop up with information fields. If you have an Adobe ID, enter your ID and Password, then click on **Authorize**. If you do not have an Adobe ID, click on **Create an Adobe ID** and enter the required information. Once you have completed this, click on **Create**. After you have created your Adobe ID, go back to **Digital Editions** and click on **Help**. Click on **Authorize Computer**, enter your Adobe ID and Password, and click on **Authorize**.

From there, you can go to [**www.livebrary.overdrive.com**](http://www.livebrary.overdrive.com) and begin to search for titles!

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.

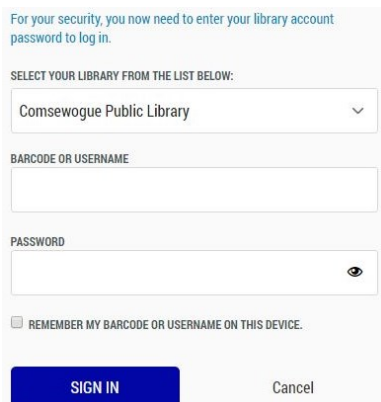
Please note that for this option, you must have an email address on file in your library record.

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 get onto the Live-brary website and have your password, click **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**

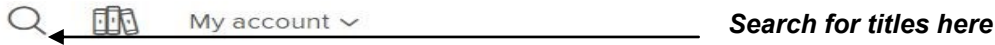
Once you enter your library card number and your password, you can access your Overdrive account!

TURN



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.



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



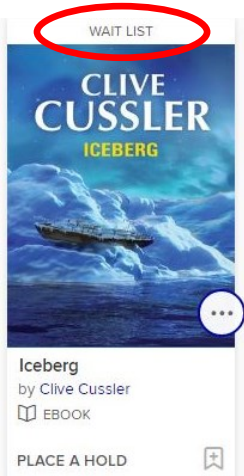
Subjects Collections ▾ Kids Teens

Browse the collection

ALL FORMATS **EBOOK** AUDIOBOOK VIDEO

BORROWING & DOWNLOADING BOOKS

Please note that PDF eBooks are not supported in the Overdrive App.



Example of a title that is unavailable



Example of a title that is available

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.

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**.

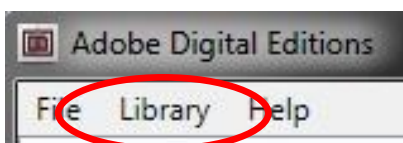
After you click on **Loans** and see the title you want to start reading, select **Download** and then click on **Download PDF eBook**.

Depending on your Internet browser, you may see a box asking you if you would like to open or save the file. Click **Open** and Adobe Digital Editions will open and download the title into your library. The view in Adobe Digital Editions will be automatically set to **Reading**. Change your view back to **Library** to begin the transferring process.



Loans
Holds
Wish list
Recommendations
Settings

Sign out

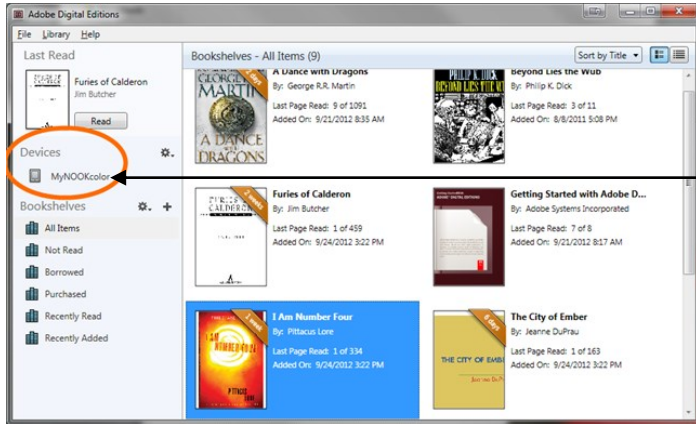


TURN



TRANSFERRING BOOKS TO YOUR DEVICE

To transfer the title to your device connect your device to your computer with the USB cable. When connected, your computer should recognize your device and the name of your device will show up in Adobe Digital Editions. **Right click** on the title's book cover and choose **Copy to Computer/ Device**, then choose the name of your device. To check if the book has been transferred, click on the device name under **Devices**. You should see the book in your shelf. From there, you can safely disconnect the device from the computer and start reading!



Your device will be listed here.

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. Go to www.livebrary.overdrive.com and sign into your account like you did when you were checking out titles. 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, connect your device to your computer with the USB cable and open **Adobe Digital Editions**. Under the **Devices** column, click on the name of your device. **Right click** on the title's book cover and click on **Return Borrowed Item**. When you click on that, a pop-up will ask you if you are sure that you want to return the title. Click **Return** and the title will be returned!

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.