

# Downloading eBooks and eAudiobooks

## iPad, iPhone, iPod Touch



### Before You Start

To get started, you will need access to the following items:

- A fully charged iPad, iPhone, or iPod Touch
- A WiFi connection
- A Lake Bluff Library Card (or a card from another library that subscribes to Overdrive/My Media Mall)
- Your iTunes username and password
- Overdrive app (available in the App Store)

### Apps to Know

You will use a couple of apps to download eBooks and eAudiobooks.



App Store



Overdrive



Settings



Internet  
(any browser)



### A Map of the App

The screenshot shows the OverDrive app interface on an iPad. The top status bar displays 'iPad', signal strength, '10:42 AM', and '65%' battery. The app header shows the 'OverDrive' logo. Below the header is a 'MY LIBRARIES' section with an 'EDIT' button and a '+ Add a library' option. A list of menu items is visible on the left, including 'Bookshelf', 'OverDrive One', 'Settings', 'Orientation Lock OFF', 'Files', 'History', 'Help', and 'About'. The main content area displays a 'No Libraries' message with instructions to add a library source. Red arrows point to the 'Menu button' (hamburger icon) and 'Menu options' (the list of items). A 'SWIPE' label with an arrow points to the left edge of the menu list.



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### Setup

If this is your first time using Overdrive, you'll need to complete some one-time setup steps.

#### Download the App and Authorize Your Device

1. Download the Overdrive app from the App Store. Open the Overdrive app.
2. You will be prompted to sign up for or sign in with an Overdrive account.

**Sign up:** Select this option if you have never created an Overdrive account. Once you've created an account, the app will automatically sign you in, completing the authorization process.

**Sign in:** Use this option if you have previously created an Overdrive account. Once you have signed in, you have completed the authorization process.

**Troubleshooting:** If you aren't sure if your device is authorized, or if you are not prompted to sign up or sign in, tap on the menu icon in the top left corner of the screen. Tap on the Settings option to see your device's authorization information.

#### Add a Library

1. Tap on the menu icon in the top left corner of the screen. Tap on the "Add a Library" option.
2. This will bring up a search box. You can search by the library's name, city, or zip code.
  - If your card was not issued by the Lake Bluff Library, you will need to search for the library that issued your card.
4. Tap on Lake Bluff Public Library (or your home library) in the list of search results.
5. Tap on "My Media Mall" under the "Library Systems" heading.
6. You have added a library! Your library will now be saved as a shortcut in the app menu.

Congratulations! You have successfully set up your device to download eBooks! Proceed to the next sections to learn how to check out eBooks.

#### Sign in to My Media Mall

1. Open the Overdrive menu and tap on the My Media Mall shortcut to visit the My Media Mall homepage.
2. Tap on the "Sign In" link in the top right corner of the page.
3. Select "Lake Bluff Public Library" (or the name of your home library) from the drop down menu.
4. Enter your library card number (numbers only, no spaces or dashes) and tap the "GO" button. If you've saved your card number on this device, you'll just need to tap the "Sign In" button.

**Hint:** Check the "Remember my login information on this device" box to save your card number.

**Troubleshooting:** If you can't log in, your card may be expired, or you may have fines in excess of \$5.00. To check on the status of your card, please call the library or log in to your online account.



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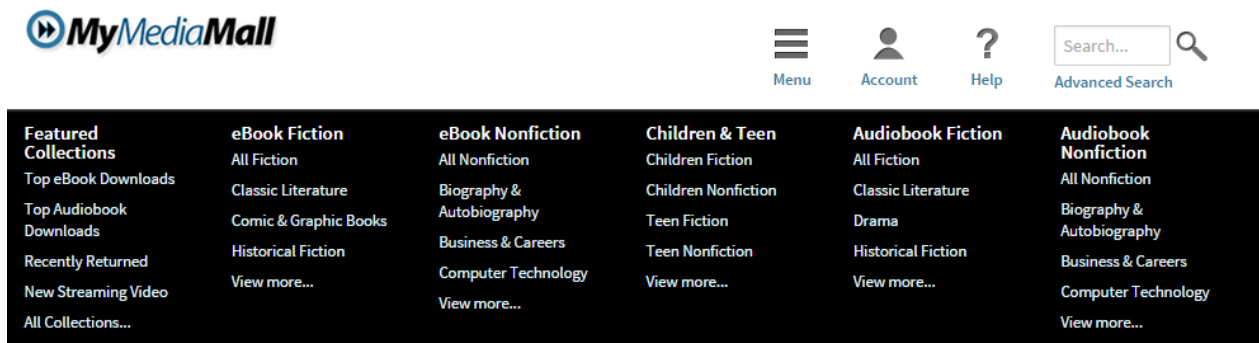
## iPad, iPhone, iPod Touch

### Searching for Items

There are several ways that you can search for items.

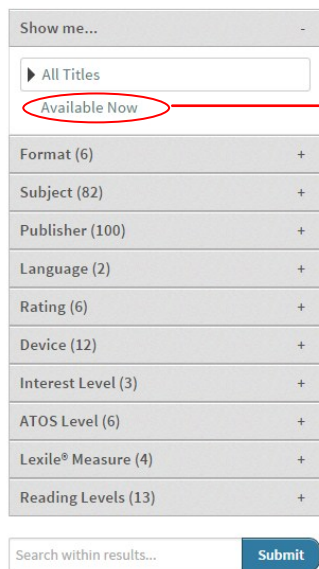
#### Browsing

You can browse collections by clicking one of these links:

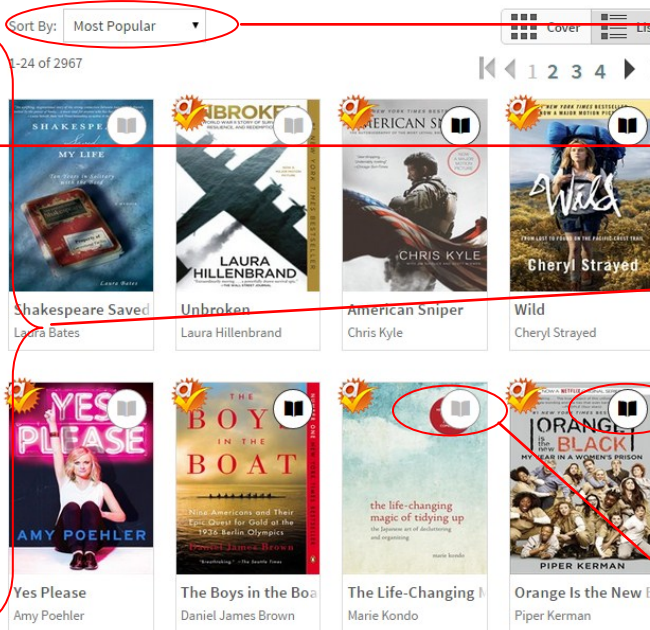


Once you've clicked on a link, you'll see a list of all the titles in that collection. Use the facets on the left-hand side of the page to further narrow your choices.

Filter search by:  
eBook



### All Nonfiction



Sort titles in a specific order.

Tap this option to only show titles that are available.

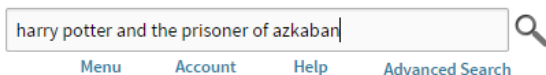
Use facets to narrow your search by format, subject, etc.

Shows format and availability. This is an eBook that is currently available to check out.

This is an eBook that is checked out (but you can put a hold on it!)

### Search

If you have a specific title or author in mind, you can search for it using the search bar at the top of the page.



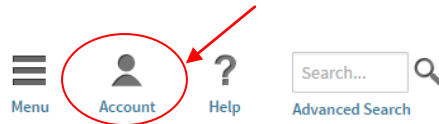
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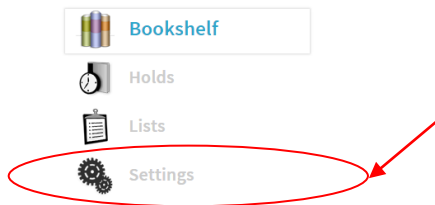
### Setting Up Loan Periods

If this is your first time checking out, you might want to review your loan period settings. You can choose a loan period of 7, 14, or 21 days for eBooks and eAudiobooks; streaming videos have loan periods of 3, 5, or 7 days.

1. Sign into My Media Mall. Tap on the “Account” link near the top of the page.



2. In your account page, tap on the “Settings” tab.

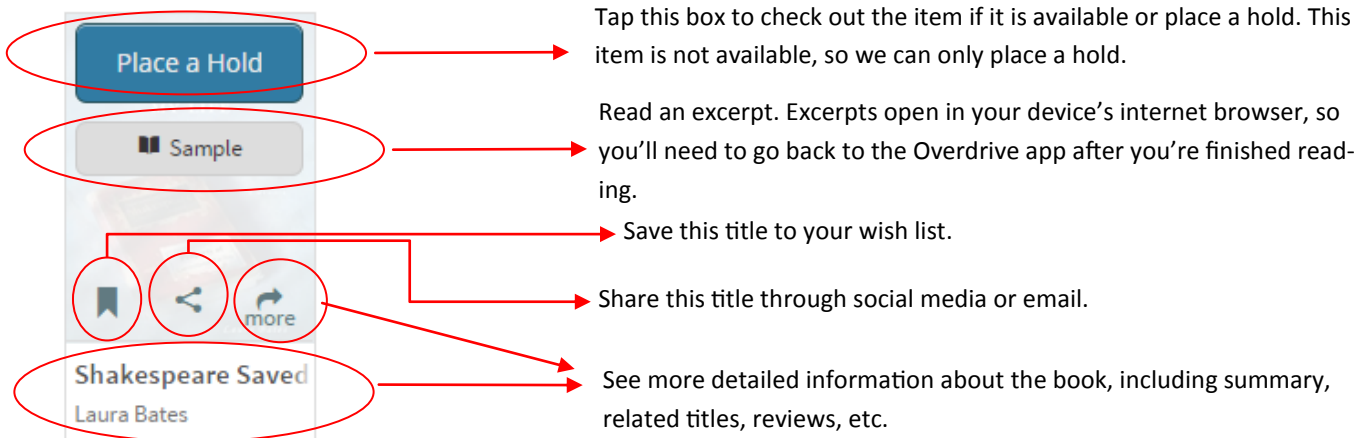


3. The loan period settings are at the very top of the page. If you want to change your loan period settings, just tap on the time period that you would like. Your changes will be saved automatically.

- You don't need to do this for every checkout—the app remembers what loan period you've chosen.
- If you change your settings while you have items checked out, your current loans won't be adjusted to reflect the new loan period; it will only apply to items that are checked out after the change is made.

### Get More Information About a Title

While you're browsing, you might want to see more information about a title, such as the summary or related titles. Tap on the cover of the item that you're interested in to pull up the following menu:



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### Checking Out

Once you have located a title to borrow, you will need to check it out and download it to your device. You may have a total of 5 items checked out to your account at any given time.

1. Tap the blue “Borrow” button.
2. This will bring you to your account’s bookshelf. Tap on the “Download” button next to the item.
3. Select the desired format.
  - Note: It is generally easiest to select the EPUB/PDF format for Apple devices. You can check out Kindle format, but it requires some additional steps.
  - You will not be able to change your format selection once you tap “Confirm and Download,” so make sure that you have the format that you want!
4. Confirm your selection. Your item will download to your device.

### Reading

1. Tap on the menu icon in the top left corner of the screen and tap on the “Bookshelf” option.
2. All of your downloaded content will appear on this screen. Tap on the cover of the item that you want to read.
3. The eBook will open.
  - Swipe to the left or right to turn pages.
  - To access the reading menu, tap on the page margin or the page number. In the reading menu, you can adjust the font, brightness, page animation, and other settings. You can also access the book’s table of contents by swiping from right to left.

### Renewing

The option to renew will become available three days before the item is due.

1. Sign in to My Media Mall. Tap on the “Account” icon to visit your account bookshelf.
2. Locate the item that you want to renew. Tap on “Renew.”
3. Renewing will place an advance hold on the item so that when the item expires, you can check it out immediately.

### Returning

Items expire automatically at the end of their loan period, but you can return them early.

1. Tap on the menu icon in the top left corner of the screen. Tap on the “Bookshelf” option.
2. Locate the item you wish to return. Tap and hold the item.
3. A “Return” icon will appear on the cover of the item. Tap “Return.”
4. The app will ask you if you are sure you want to return. Tap “Return.” The item will disappear from your bookshelf.



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### Holds

If an item is checked out, you may put it on hold. You may have up to 7 holds at any given time.

1. Locate an item that you would like to check out. Tap on the “Place a hold” button.
2. This will take you to a confirmation page. Tap “Place a hold” to complete the request.
  - If you have automatic checkout enabled, the hold will automatically check out to your account once it is available. You will still need to download the item to your device.
  - If you don’t have automatic checkout enabled or if your account already has 5 items checked out, you’ll receive an email when your item arrives. You will have 72 hours to retrieve your hold item. Holds may be retrieved from the “Holds” page in the “Account” section of My Media Mall.

### eAudiobooks and Streaming Video

The process for checking out, accessing, and returning eAudiobooks and streaming videos is the same as it is for EPUB/PDF eBooks.

#### *Streaming Video*

- You must have a data or WiFi connection in order to stream video.
- Videos may be checked out for a period of 3, 5, or 7 days.

### Kindle

You can also download Kindle format eBooks on the iPad. This process involves some additional steps

#### *Checking Out Kindle Books*

1. Download the Kindle app from the App Store and sign in using your Amazon account
2. Follow steps 1-3 for checking out an eBook. When prompted, you will select “Kindle book” format.
3. The app will redirect you to Amazon. Tap on the “Get Library Book” button.
4. You will be prompted to log in to your Amazon account.
5. Select the device that you want to deliver your eBook to. Click “Continue.”
6. Open the Kindle app. Your title should appear in your library. If it doesn’t appear immediately, tap “Sync.”



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### Returning Kindle Books

1. Kindle books must be returned from Amazon. You cannot return items from either Overdrive or the Kindle app.
2. On the Amazon homepage, select the “Your Account” dropdown and tap “Manage Your Account and Devices.”
3. Locate the item on the “Your Content” tab. Tap on the “Actions” box.

Select	Actions	Title	Author	Date
<input type="checkbox"/>	<input type="checkbox"/>	Goodbye to an Old Friend <b>Borrowed</b>	Brian Freemantle	October 20,2014

4. In the popup menu, tap on “Return this Book.” The site will ask you to confirm before completing this action.

### Lost? Not Sure What to Do?

Please feel free to call or visit the library with questions! We are always happy to help. We do recommend calling ahead of time so that we can ensure that someone is available to help you, especially if your question is more in-depth, or if you’d like someone to walk you through the process.

