Instructions for using OverDrive on Apple mobile devices

Plainfield-Guilford Township Public Library

OverDrive is a collection of ebooks, audiobooks and magazines. You can have **10** items checked out and **10** items on hold at one time.

Loan periods (you can choose the length of the loan at checkout):

- Ebook – 7, 14 or 21 days
- Audiobook—7, 14 or 21 days
- Magazines—7, 14 or 21 days
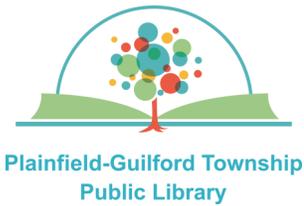
The OverDrive app can be installed on:

- Amazon Kindle devices
- Android mobile devices
- Apple mobile devices
- Windows & Mac computers (through a web browser)

NOTE: There is a newer version of the OverDrive app, called Libby, which has more features. Libby can be installed on various types of devices, but is not yet available for Kindle devices.
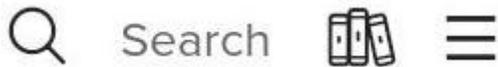
How to setup OverDrive:

1) Go to the Apple app store and find the OverDrive app (it is free). Download and install it.

2) When you open OverDrive for the first time, select the blue button that says "**Sign Up**".

3) Where it says "Sign up for an OverDrive account," select the red button that says "**Sign up using library card**".

4) Where it says "Find your library", select "search by location" and then type in Plainfield Indiana. From the search results, select **Plainfield-Guilford Township Public Library.**

5) On the eIndiana Digital Consortium page, where it says "select your library from the list below," select **Plainfield-Guilford Township Public Library**.

6) It will then ask you for your library card number. Type in the number that's on the back of your Plainfield library card, then select the black button that says "**Sign In**".

7) After you are signed in, you will see a box with a plus sign that says "**Add a title eIndiana Digital Consortium**". Select this box to begin using OverDrive.

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The OverDrive menu is displayed near the top of the screen and it has icons for:

- **Search** (magnifying glass)—Search for an author or title.

- **Bookshelf** (stack of books)—Shows you all the titles that you have checked out, as well as any holds you have.

- **Menu** (3 horizontal lines) - Includes: My Account; Subjects, and Help.

How to borrow a title:

1) Select the Search icon at the top left of the screen.

2) Once you have found a title, select it to see its details. If it is available for checkout, it will have a black "**Borrow**" button next to it; otherwise it will have a black "**Place A Hold**" button next to it.

3) Select the black "**Borrow**" button next to the title. A confirmation window will appear. Where it says "**Borrow for**", select the loan period you want for this checkout, then select the black "**Borrow**" button to confirm.

4) After it finishes borrowing the title, there will be a blue button that says "**Download EPUB ebook**". Select this button to read it in OverDrive.

NOTE: If this title is compatible with Amazon Kindle, there will also be a black button that says "**Read now with Kindle**".

How to return a title before it's due:

In OverDrive's Bookshelf section, under the Loans tab, select the "**Return**" icon under the title. From the menu that appears, select the black button that says "**Return Title**."

How to renew a title:

If nobody has placed a hold on the title, you will have the option to renew it **3 days** before it is due:

1) In OverDrive's Bookshelf section, under the Loans tab, select the "**Renew**" icon under the title.

2) A confirmation window will appear. Where it says "**Renew for**", select the length of the renewal period you want, then select the blue "**Renew**" button to confirm.