

# Instructions for using OverDrive on Amazon Kindle devices



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:

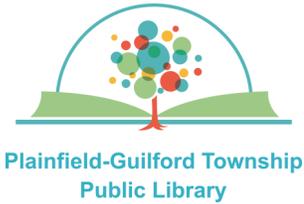
- Amazon Kindle devices
- Android mobile devices
- Apple mobile devices
- Windows & Mac computers (through a web browser)

**NOTE:** There is a newer version of the OverDrive app, called Libby, which has more features.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 Amazon apps 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.

(continued on next page)



# Instructions for using OverDrive on Amazon Kindle devices



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, select the black button that says "**Read now with Kindle**". NOTE: Many, but not all, titles are compatible with Amazon Kindle.
- 5) Sign in with the e-mail address and password of your Amazon account.

- 6) To the right of the title, there will be a gray drop down box that says "**Deliver To**". From the drop down box, select the name of your Kindle device, then select the gold button above it that says "**Get Library Book**". It will confirm your action.
- 7) Open the Books icon on your Kindle and select your title to begin reading it.

## 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.