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

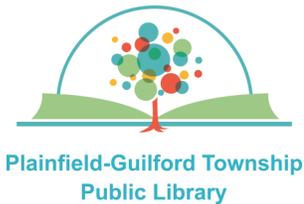**The OverDrive app can be installed on:**

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NOTE: There is a newer version of the OverDrive app, called **Libby**, which has more features.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

- **Notifications** (bell) - Tells you if you have any holds available for checkout.

- **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**", there is a drop-down menu to 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 the book's publisher allows it, and 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**", there is a drop-down menu to select the length of the renewal period you want, then select the blue "**Renew**" button to confirm.