

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

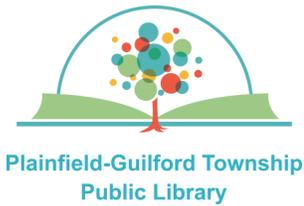
The OverDrive app can be installed on:

- 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NOTE: There is a newer version of the OverDrive app, called Libby, which has more features.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 name," type in Plainfield and then click the blue button that says "Go." From the search results, scroll down to "eIndiana Digital Consortium" and 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)**



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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, select the black button that says "**Read now with Kindle**". NOTE: Many, but not all, OverDrive titles are compatible with Amazon Kindle.

5) On the Amazon sign-in page, enter the e-mail address and password of your Amazon account, then click the gold button that says "Sign-In".

6) To the right of the title, there will be a gray drop-down menu says "**Deliver To**". From the drop down menu, 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 then 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 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**", select the length of the renewal period you want. Then select the blue "**Renew**" button to confirm.