Instructions for using OverDrive on Windows computers

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NOTE: There is a newer version of the OverDrive app, called Libby, which has more features.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 (including Windows 10 computers), but is not yet available for Kindle devices.

How to setup OverDrive:

1) Open a web browser and go to **cidc.overdrive.com**.

2) On the eIndiana Digital Consortium page, select the black button in the top right of the screen that says "**Sign in**".

3) Where it says "Select your library," select **Plainfield-Guilford Township Public Library** from the drop-down menu**.**

4) 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**".

5) After you have signed in, you will see "**My account"** in the top right corner of the screen. You can now begin using OverDrive.

Plainfield-Guilford Township
Public Library

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Q Search   🔔   📚   My account ⌄
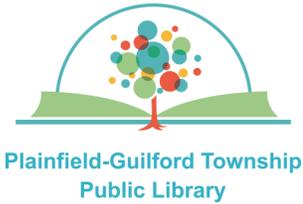
The OverDrive menu is displayed near the top right of the screen and it has icons for:

- **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.

- **My account** - Includes: Loans, Holds and History.

How to borrow a title:

1) Select the Search icon at the top right 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 black button that says "**Read now in browser**". 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, under the Loans section, 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**", there is a drop-down menu to select the length of the renewal period you want . Then select the blue "**Renew**" button to confirm.