



Borrowing eBooks or eAudiobooks with an Apple Device

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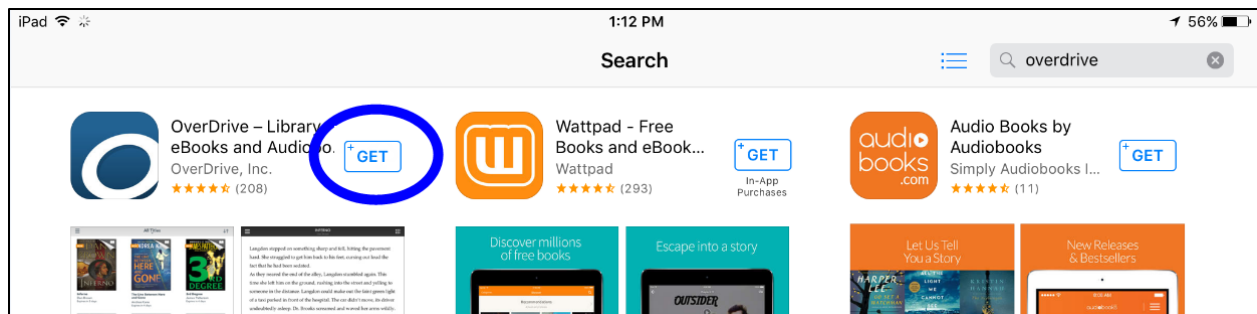
OverDrive Media Console

To borrow library eBooks and/or eAudiobooks and read or listen to them on your Apple device (iPad, iPhone, etc.) you must download the **OverDrive Media Console** app from the **App Store**.

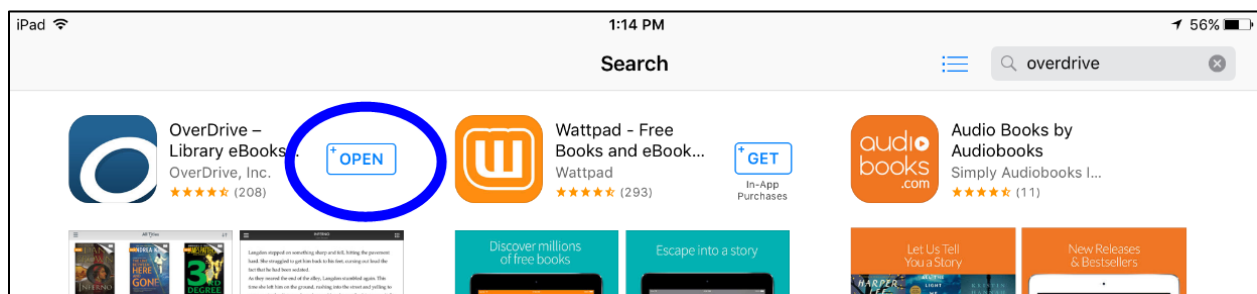
The OverDrive app is used to browse for library eBooks and eAudiobooks, check them out or place a hold, as well as read or listen to the book. This guide will help you install and use the OverDrive Media Console app so that you can enjoy digital material from the Library!

Download the OverDrive Media Console App

Open the App Store and search for **OverDrive Media Console**. Once you have found the app, tap on the word **Get** to start the installation process.



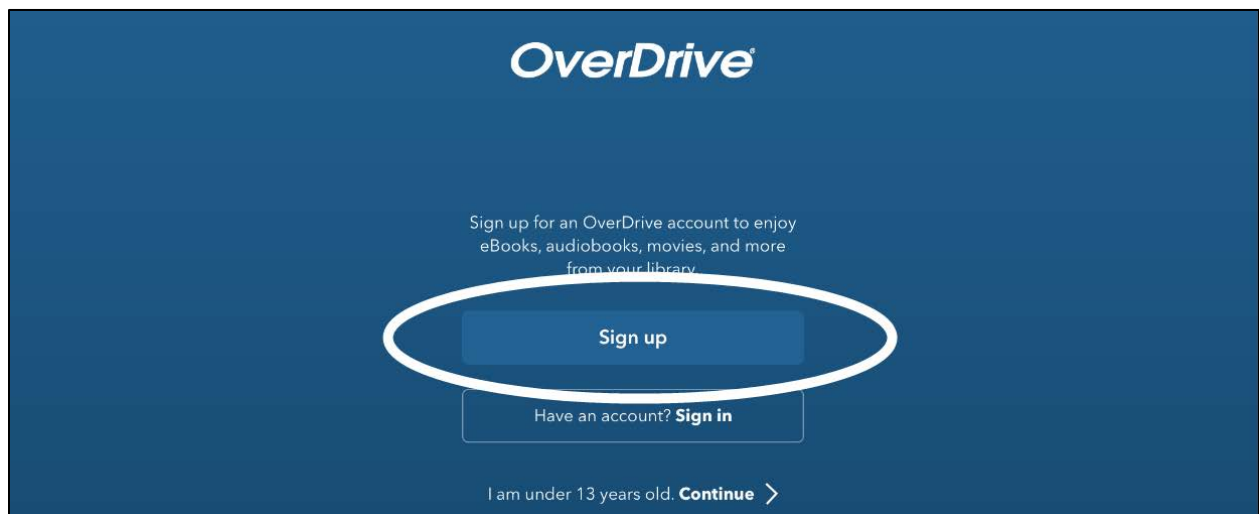
Once the app has finished installing, tap on **Open** to launch the OverDrive app.



Authorize the App with an OverDrive Account

The first time that you open OverDrive, you **must authorize** it with an **OverDrive account**. The OverDrive account is a free account you must create, as it is what manages the copyrights for the eBooks and eAudiobooks (this is what keeps track of which library user has the right to borrow the book at a specific time).

The first time that you open the OverDrive app, you will be prompted to sign up for or sign in to an OverDrive account. Tap on **Sign Up**.



Enter your name, email address and a password as prompted and then tap on **Sign Up**.

The screenshot shows a mobile app interface for signing up for OverDrive. At the top, there is a blue header with a back arrow and the text "Sign up for OverDrive". Below the header, the form is divided into two sections. The first section, "Enter your details:", contains three text input fields: "Name", "Email address", and "Email again". The second section, "Set a password:", includes a text input field for "Password" and a checkbox with the text "Yes! Help me find my next favorite title. Receive OverDrive's recommendations and reviews." Below these fields is a line of text: "By clicking 'Sign up,' you are confirming that you're 13 or older and agreeing to the Terms and conditions." At the bottom of the form is a large teal button labeled "Sign up". Blue circles are drawn around the "Name", "Email address", and "Email again" fields; the "Password" field; and the "Sign up" button.

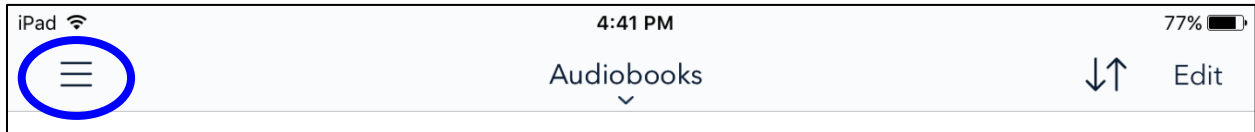
The OverDrive Media Console app is now signed into an OverDrive account and is ready to borrow eBooks and eAudiobooks.

If you wish to read your library eBooks or listen to your library eAudiobooks on an additional device, you must use the **exact same** OverDrive account login information.

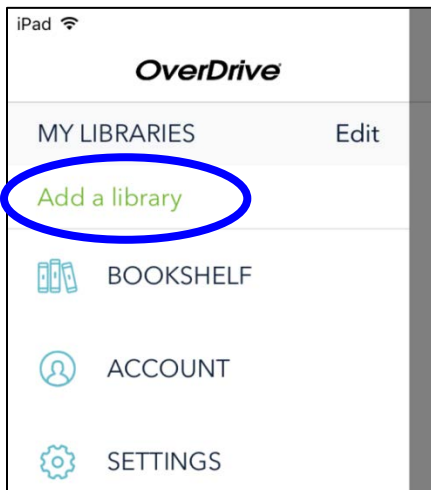
Get eBooks

Add a Library

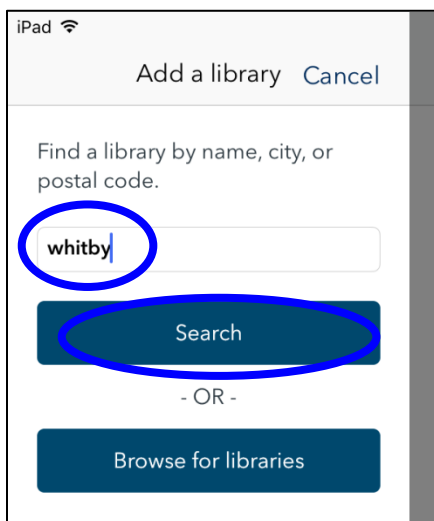
Tap on the 3 horizontal line icon (the **Menu** icon) in the top left corner of the screen.



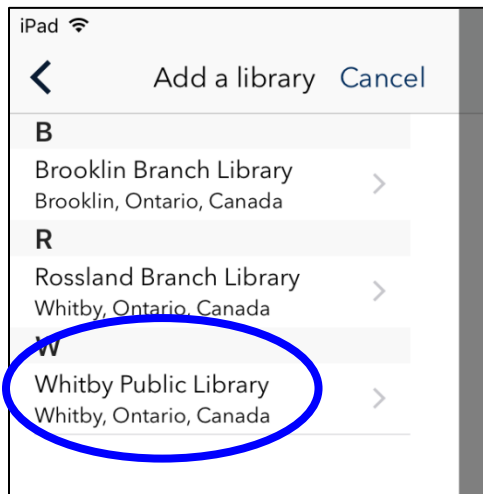
Tap on **Add a Library**.



Type in the word **Whitby** in the search box and then tap **Search**.



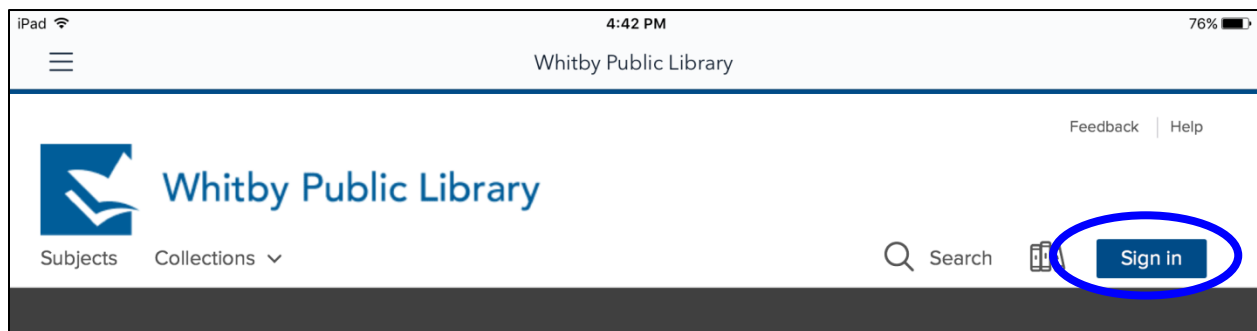
Tap on **Whitby Public Library**.



From now on the OverDrive menu will show Whitby Public Library as an option under My Libraries. Tap on Whitby Public Library any time from the menu area to access WPL eBooks and eAudiobooks.

Sign In to Digital Account


Once you've tapped on Whitby Public Library, our eBook and eAudiobook collection will open. Tap on **Sign In** in the top right corner of the page to log in to your Whitby Public Library digital account.




Sign in with your Library Card by entering your Whitby Public Library card number and your PIN (the last four digits of your phone number) as prompted. You can check the small box to prompt your device to **remember your library card number**, but you will have to enter your PIN every time. Then tap **Sign In**.

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Whitby Public Library

 Whitby Public Library



Sign in with your library card

Need a card? [Learn more >](#)


CARD NUMBER


PIN # (LAST FOUR DIGITS OF PHONE NUMBER)

REMEMBER MY CARD NUMBER ON THIS DEVICE.

SIGN IN Cancel

OR

 Sign in with OverDrive

 Sign in with Facebook

The first time that you sign in to the Library's digital collection, you must indicate if you are over 13, and then tap on the button at the bottom of the screen to **Sign Up Now**. You will only need to do this step once.

Finish setting up

Once you're done, you can use your library card information to sign into this library's OverDrive website, the OverDrive app, and overdrive.com.

As part of this final step, you can also optionally provide your name and email address, and you can sign up to receive title recommendations from OverDrive.

Are you 13 or older?
OverDrive doesn't collect or store names and email addresses for users under 13 years old.

Yes No

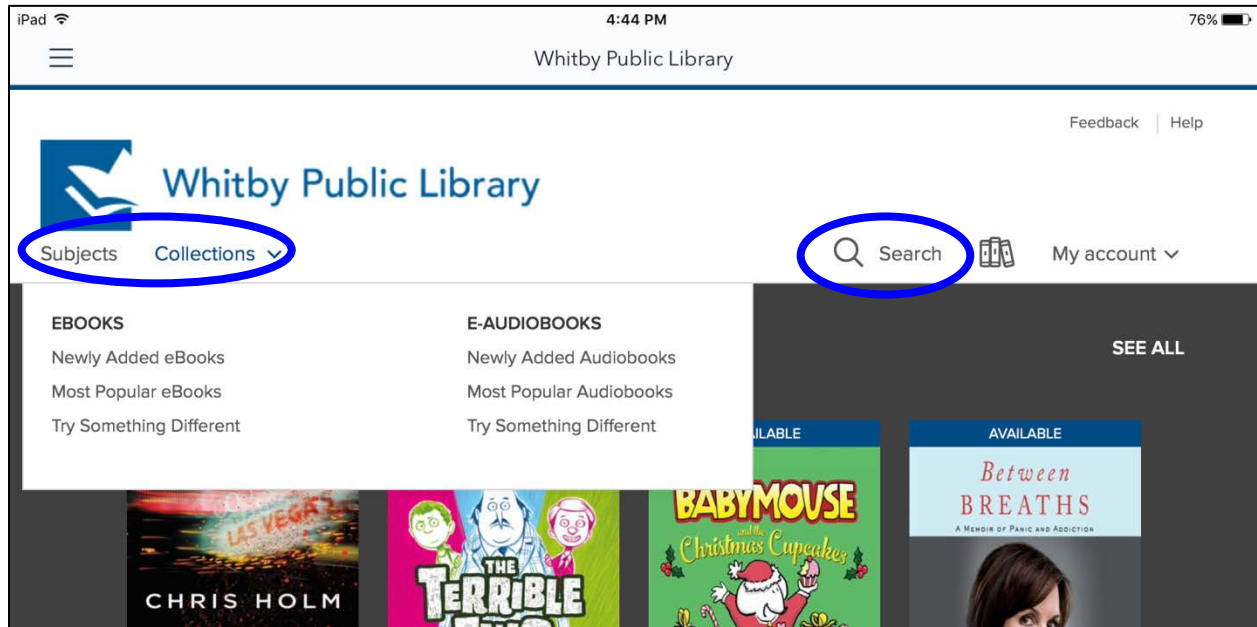
By clicking "Sign up now," you agree to OverDrive's [terms and conditions](#).

SIGN UP NOW

You are now signed in and ready to borrow eBooks and eAudiobooks.

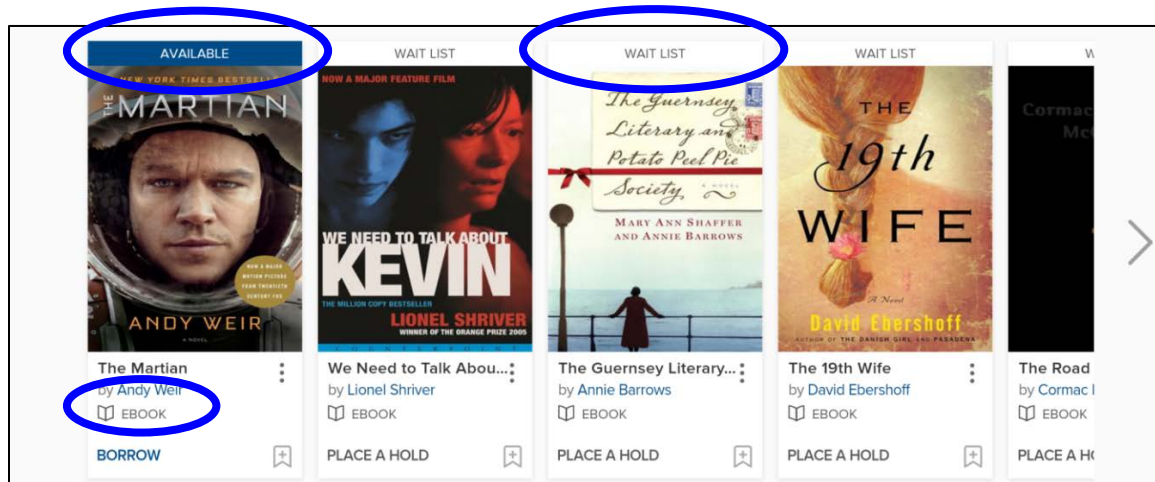
Find a Book to Borrow

You can search for a book by title or author tapping the **search** button at the top of the page. Or you can tap on **Collections** or **Subjects** to browse different areas of the collection.



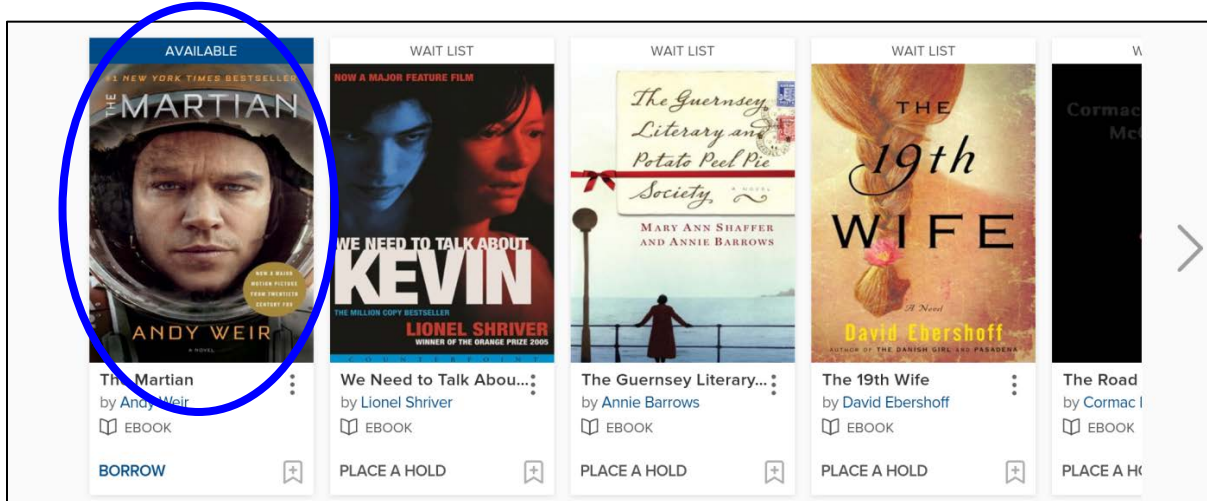
Available eBook and eAudiobooks

Whether the book is an eBook or eAudiobook is indicated under the cover image and title of the book. A bar along the top of the cover image indicates whether the book is available to be checked out. The **blue** bar indicates that the book is currently **Available** and the **white** bar indicates that the book is already checked out and there is a **Waitlist**

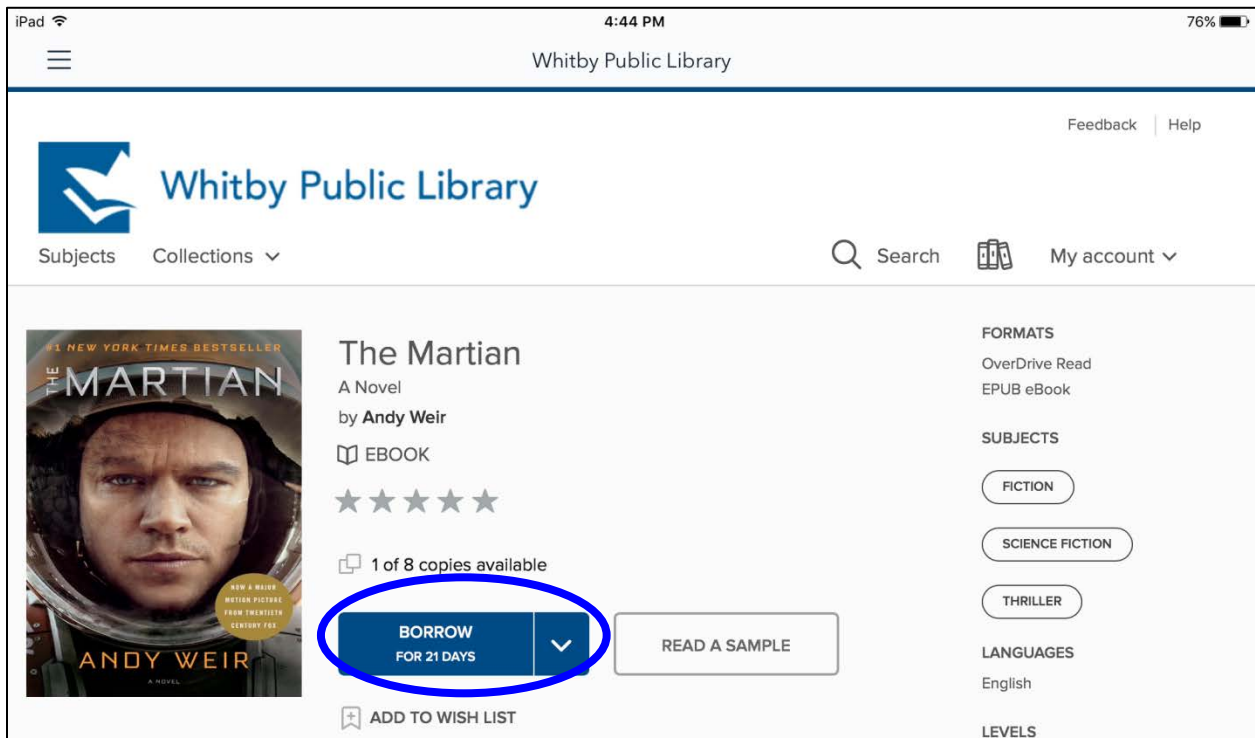


Check Out a Book

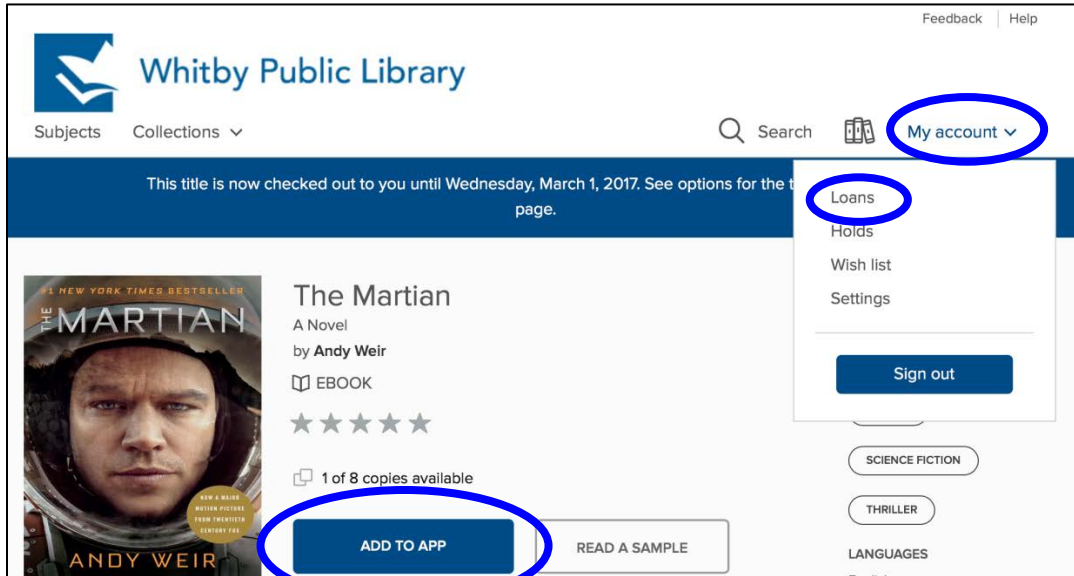
Tap on the cover image of the book to view a page where you can read the description and more information about the book.



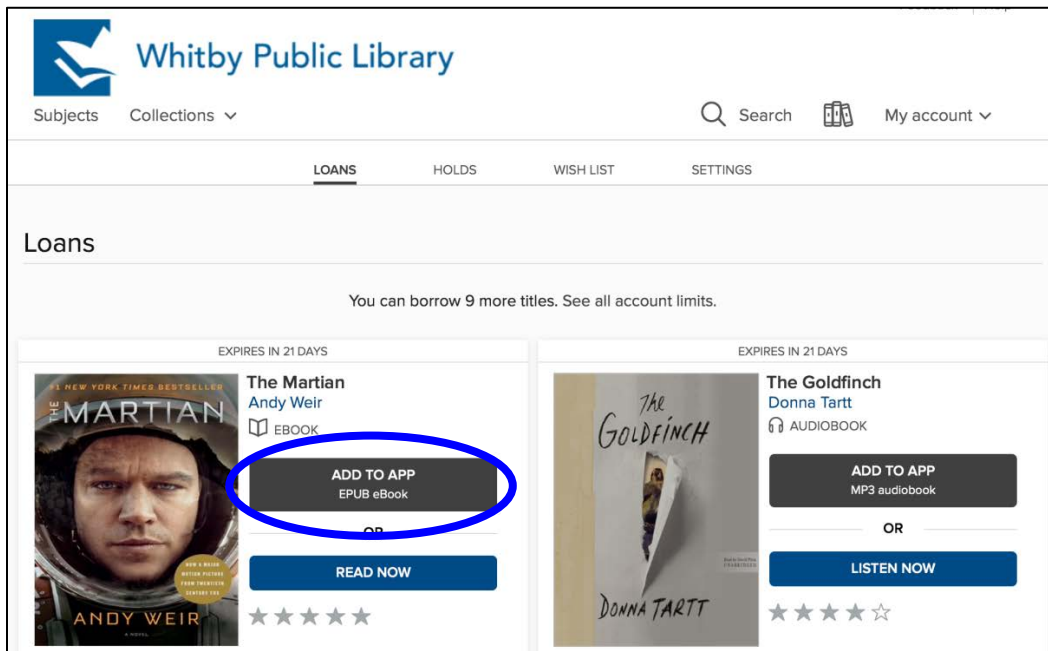
Click on **Borrow** to check out the book. (If the book is unavailable, this button will say **Place a Hold**).



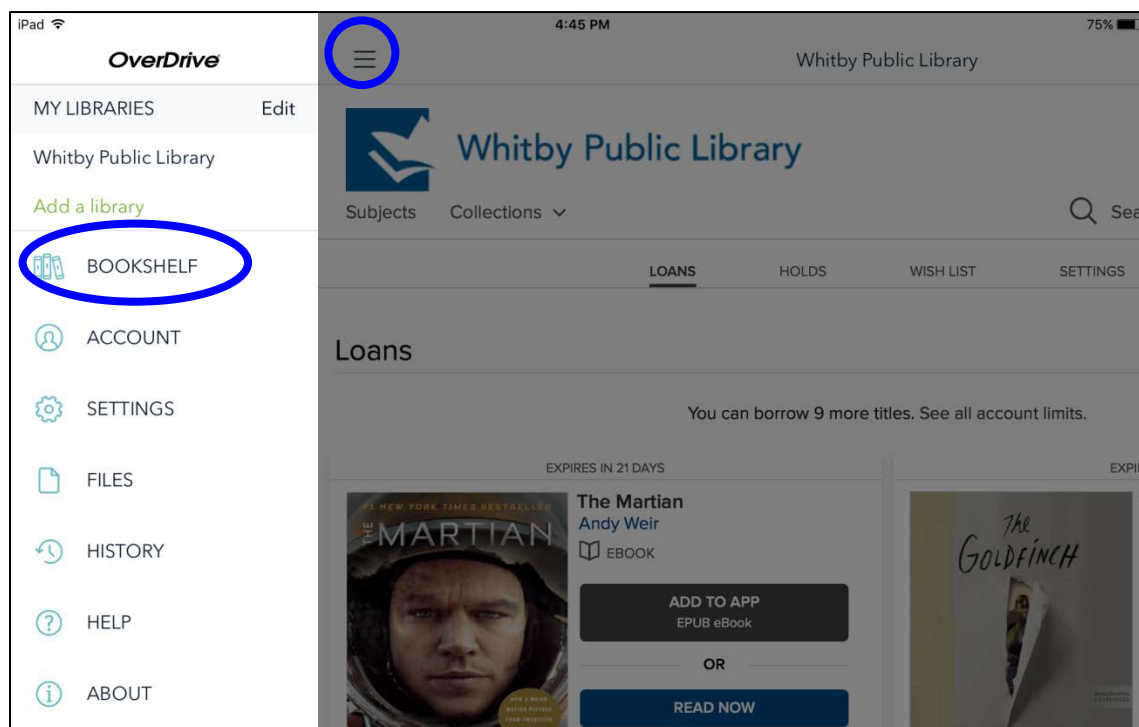
Once you have checked out the book, the button will say **Add to App**. You can tap here to download your book, but it will also appear on your **Loans** page, where you can see all of the digital books you have checked out. To go to your **Loans** page, tap on **My account** in the top right corner of the page and then tap on **Loans**.



Your loans page shows you all of the digital books you have checked out. To be able to read (or listen) to your book offline, you must download the book (add to app). Tap the button to **Add to app**.



Tap on the 3 line icon in the top left corner to open the OverDrive menu. Tap on **Bookshelf** to view your downloaded books.



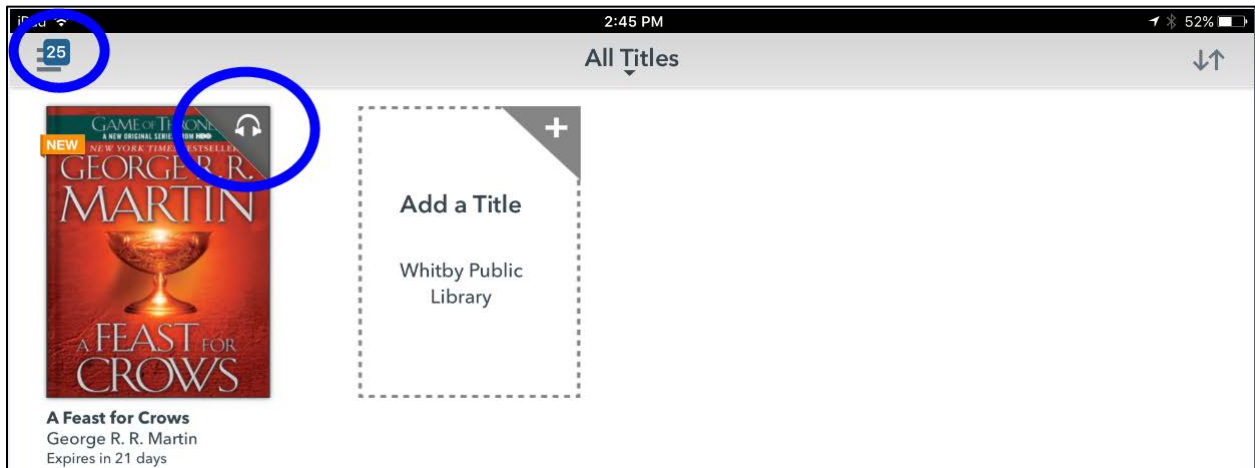
Read or Listen to the Book!

To read or listen to your book, tap on the cover image.



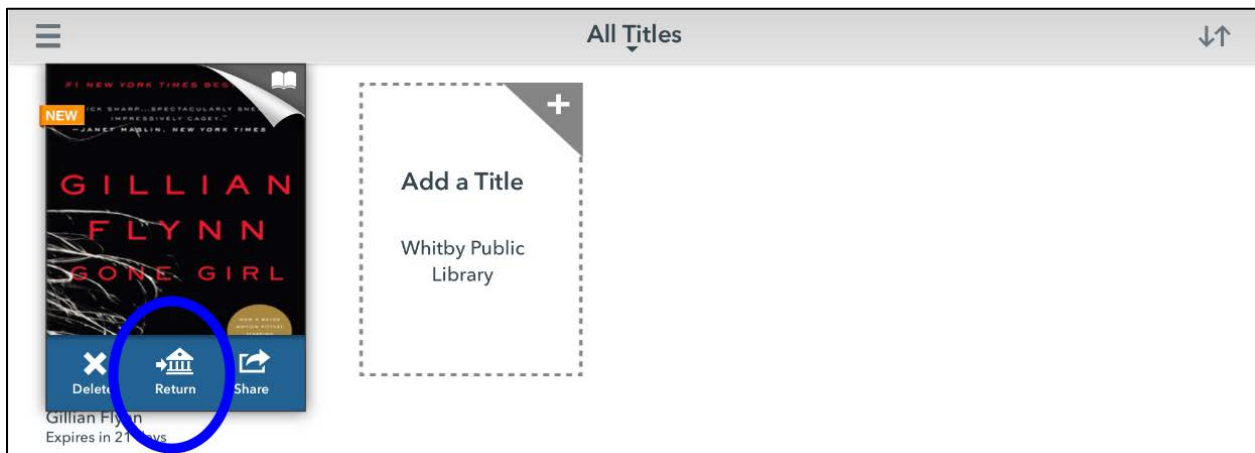
eBooks are relatively small files and will download almost instantaneously and immediately be ready for you to read.

If you have checked out an eAudiobook, keep in mind that audiobooks are very large files and can take several minutes to download. eAudiobooks will download in several sections. If the 3 horizontal line icon (the menu icon for OverDrive) has a number on it, this reflects the number of parts of the eAudiobook still waiting to download. As soon as the first part has finished downloading you can start listening to your audiobook.



Return an eBook or eAudiobook Early

All eBooks and eAudiobooks return automatically at the end of the lending period. If you choose to return an eBook or eAudiobook early, you can do so by pressing and holding on the cover image and then tapping on **Return**.



Lending Policies

Checkouts

You may check out up to 12 eBook/eAudiobooks. The lending period is 21 days.

Returns and Renewals

All titles will automatically return at the end of the lending period. Titles can be returned before they expire. Titles can be renewed if they are not on hold for another patron.

Please note that when renewing titles, you must re-download the eBook or eAudiobook to complete the renewal process.

Holds

If an eBook or eAudiobook is not available, it is possible to place a hold on that book.

Up to 12 eBooks/eAudiobooks can be placed on hold.

When the title becomes available for you to check out, you will receive an email notification with a 72 hour period in which you must check out the book. To check out your available eBook/eAudiobook, sign in to your **Whitby Public Library digital account** and visit the **Holds** page.

It is possible to turn on **Automatic Holds**. When Automatic Holds is **on**, eBook/eAudiobook holds will automatically be checked out to you as soon as they become available. You will receive an email notification when this occurs.

New Library Card Numbers

If you are issued a new library card and need to transfer your eBook/eAudiobook checkouts and holds to your new account, please contact support at

askreference@whitbylibrary.ca. Be sure to include your new library card number, your old library card number and your email address.