



Borrowing eBooks or eAudiobooks with a Windows 8 Tablet or Hybrid Laptop

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OverDrive Media Console

To borrow library eBooks and eAudiobooks and read or listen to them on your Windows 8 device, you must download the **OverDrive Media Console app** from the **Windows 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 **Store** and search for **OverDrive Media Console**. Once you have found the app, tap the word **Install** to start the installation process.

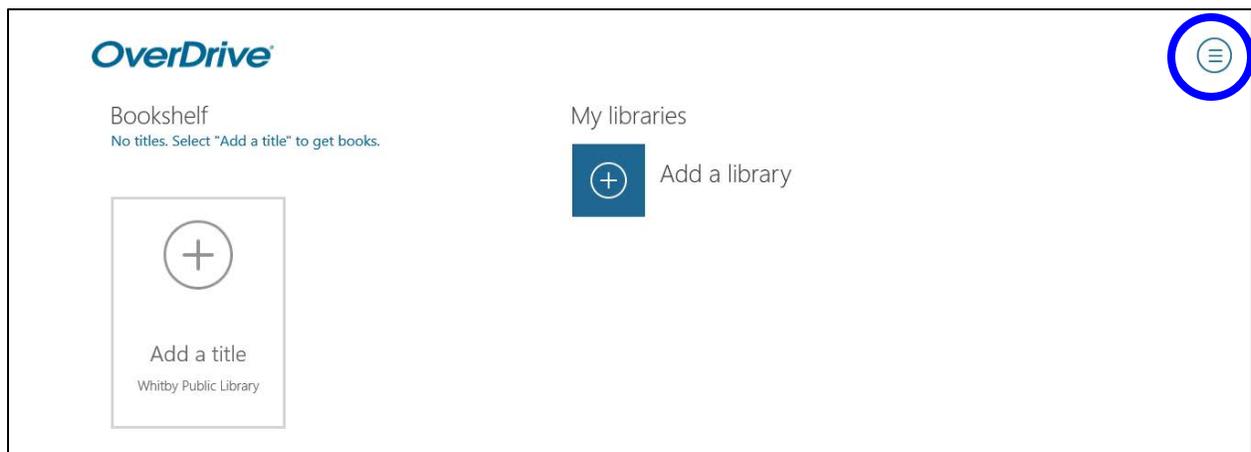


Authorize the App with an OverDrive Account

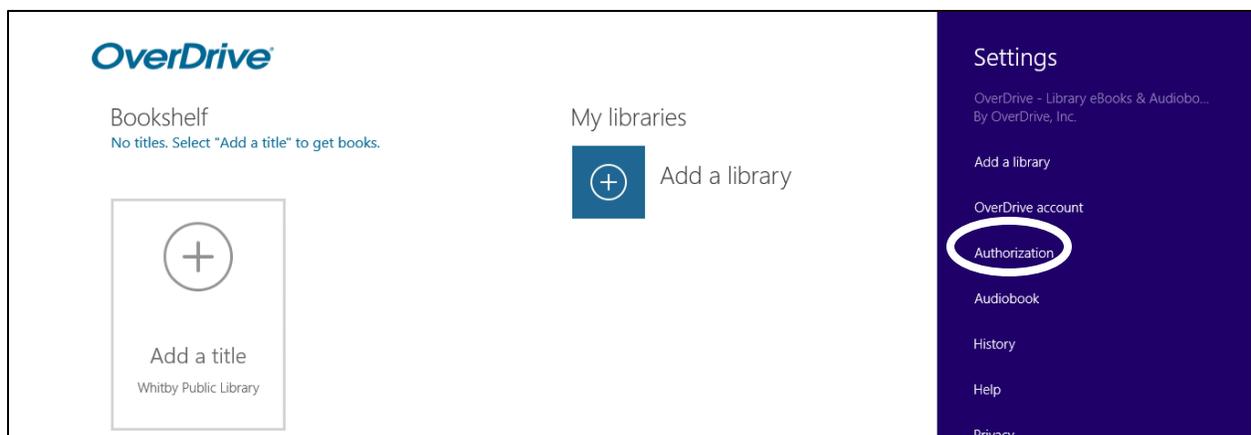
The first time that you open OverDrive, you **must authorize** it with an **OverDrive account**. The OverDrive account is a free account you must create, as it is what manages the copyrights for the eBooks and eAudiobooks (this is what keeps track of which library user has the right to borrow the book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

The first time you open the OverDrive app, you will be prompted to Sign Up for or Sign In to your OverDrive account.

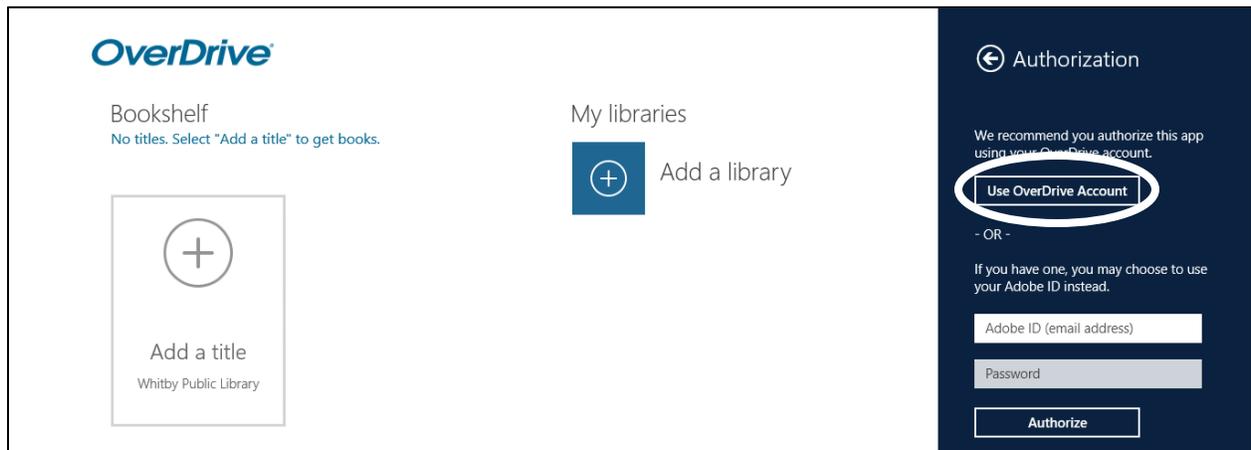
If you are not prompted to sign up for an account upon launching OverDrive, tap on the **3 lines menu button** in the top right corner.



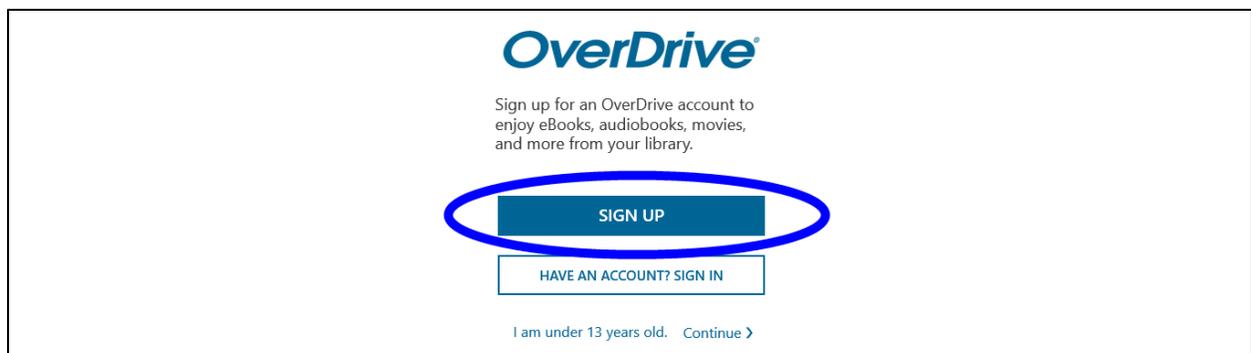
In the menu that pops out on the right side, tap on **Authorization**.



Tap on **Use Overdrive Account**.



You will be brought to a page where you can sign up for an OverDrive account. Tap **Sign Up**.



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

The screenshot shows the OverDrive account creation interface. At the top left is a back arrow and 'OverDrive account'. At the top right is a 'Delete cookies' link. Below the OverDrive logo is a search bar with the placeholder 'Search by title or author'. To the right of the search bar are links for 'Find a library', 'Sign in', and 'Sign up'. The main form is titled 'Enter your details:' and contains three input fields: 'Name', 'Email address', and 'Email again'. Below these is a section titled 'Set a password:' with a note 'Your password must be at least 8 characters'. It contains a 'Password' input field. At the bottom of the form is a checkbox labeled 'Yes, help us improve our service by sharing your OverDrive's recommendations and reviews.' Below the form is a large blue 'Sign up' button.

The OverDrive app is now authorized with an OverDrive account and is ready to borrow library eBooks and eAudiobooks.

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

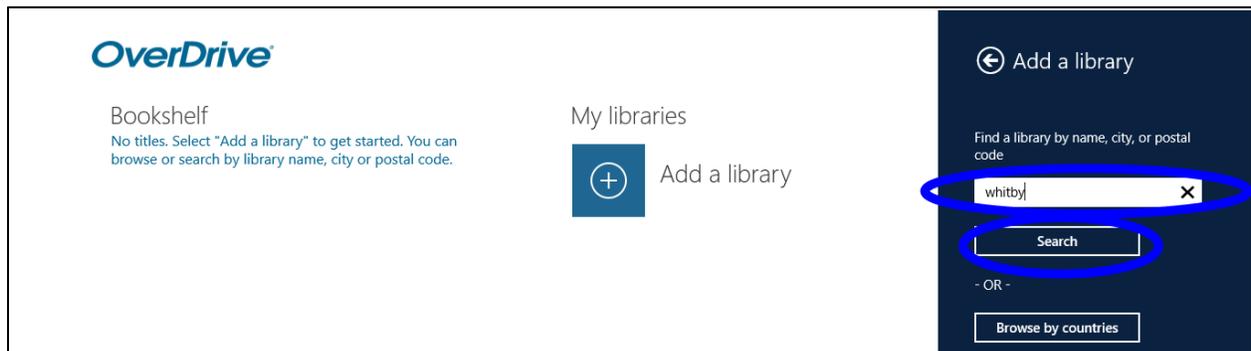
Get eBooks

Add a Library

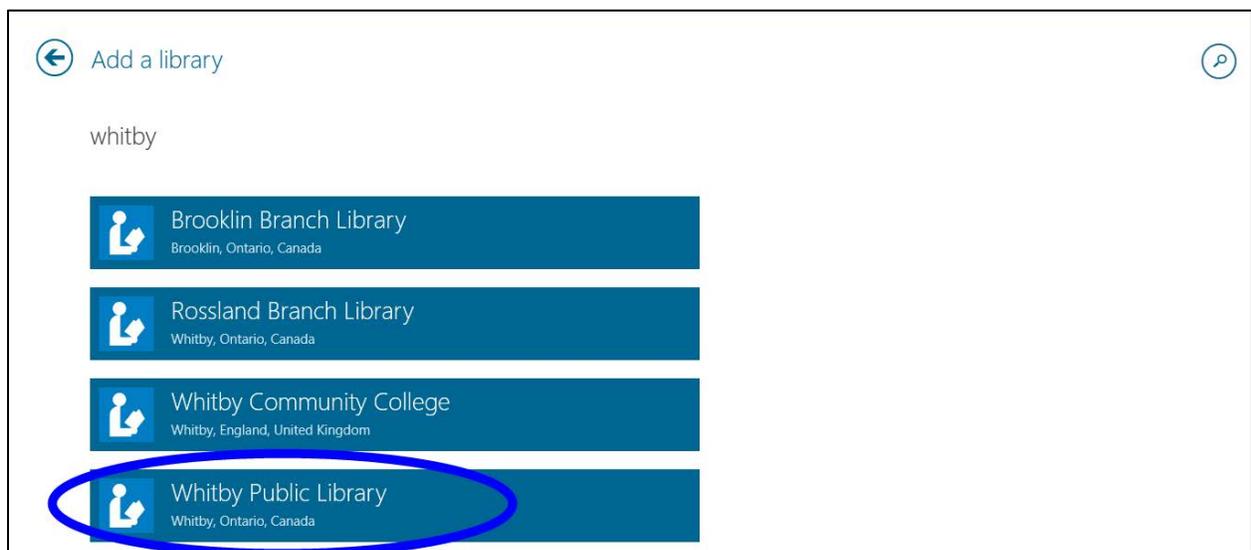
Tap **Add a Library**.

The screenshot shows the OverDrive app home screen. At the top left is the OverDrive logo. At the top right is a menu icon. Below the logo is the 'Bookshelf' section with the text 'No titles. Select "Add a library" to get started. You can browse or search by library name, city or postal code.' To the right is the 'My libraries' section, which contains a blue button with a white plus sign and the text 'Add a library'. This button is circled in blue.

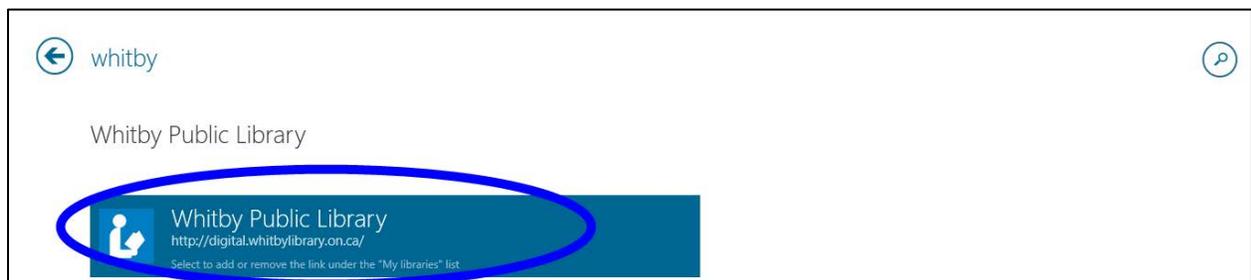
Type the word **Whitby** in the search box and then tap **Search**.



Tap **Whitby Public Library** to add it as a library.



Tap **Whitby Public Library** again to go to the library's eBook collection.

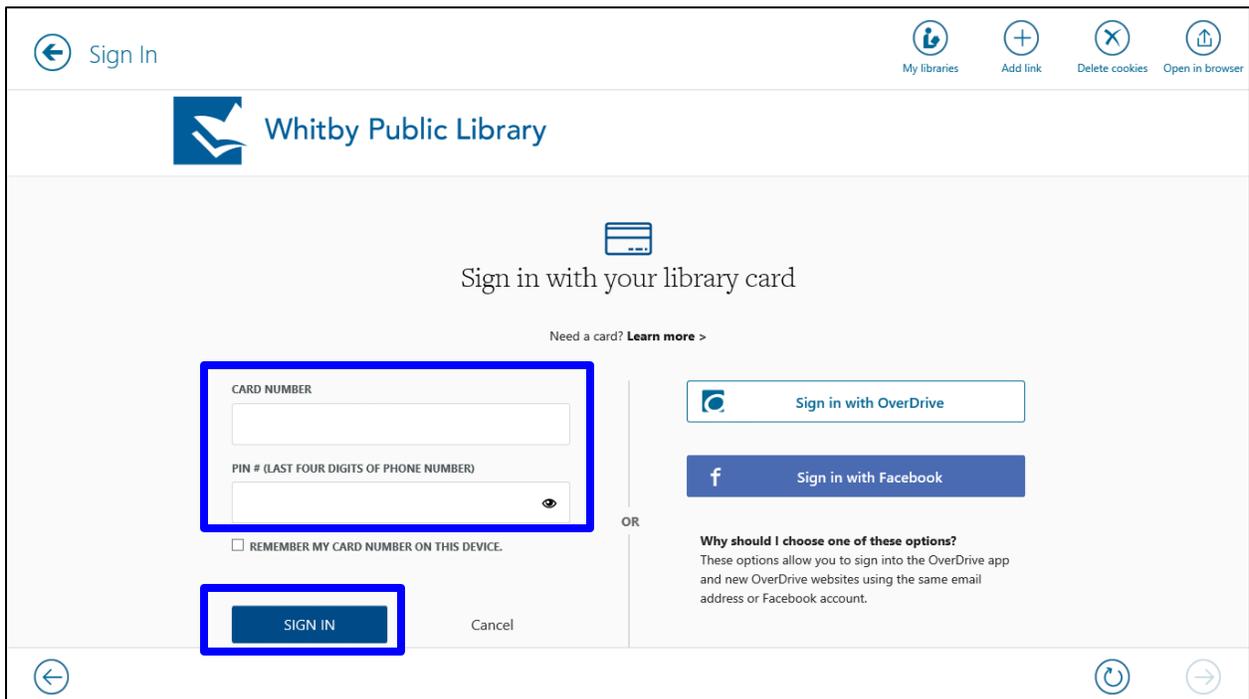


Sign In to Digital Account

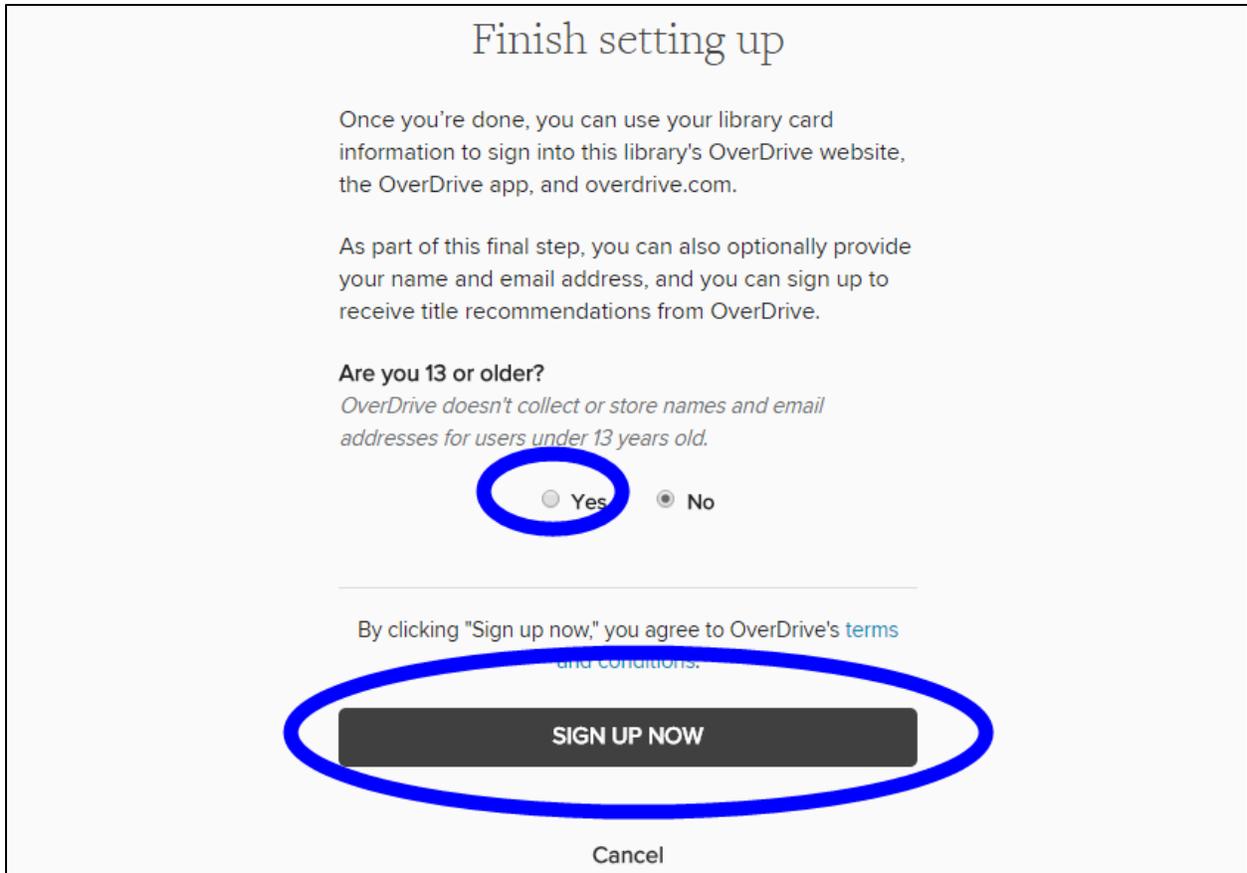
Tap **Sign In** in the top right corner of the page to log in to your Whitby Public Library digital account.



To **Sign In Using Library Card**, enter your Whitby Public Library card number and 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 need to enter your PIN each time you sign in. Then tap **Sign In**.



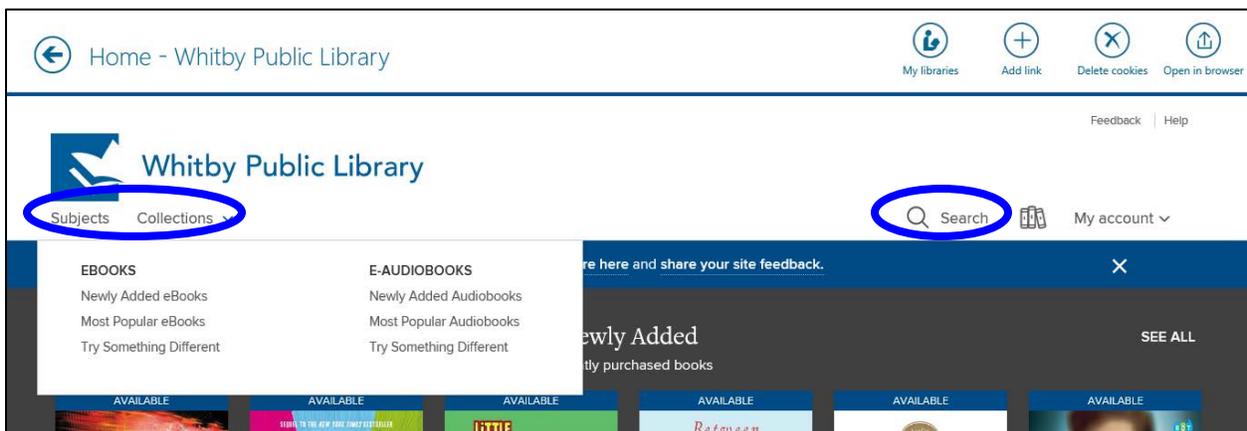
The first time that you sign in to the Library's digital collection, you must indicate if you are over 13, and then tap the button at the bottom of the screen to **Sign Up Now**. You will only need to do this step once.



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

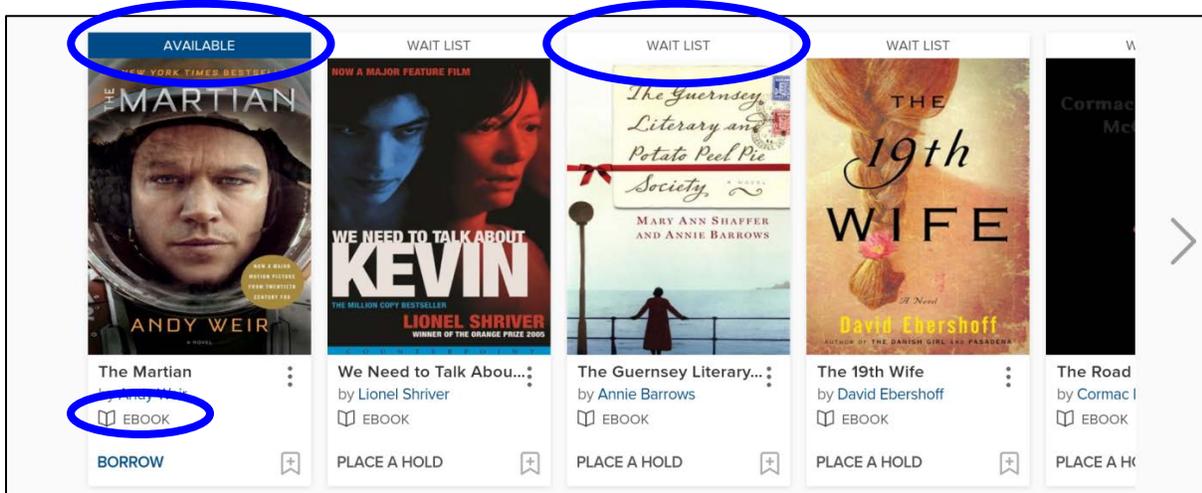
Find an eBook to Borrow

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.



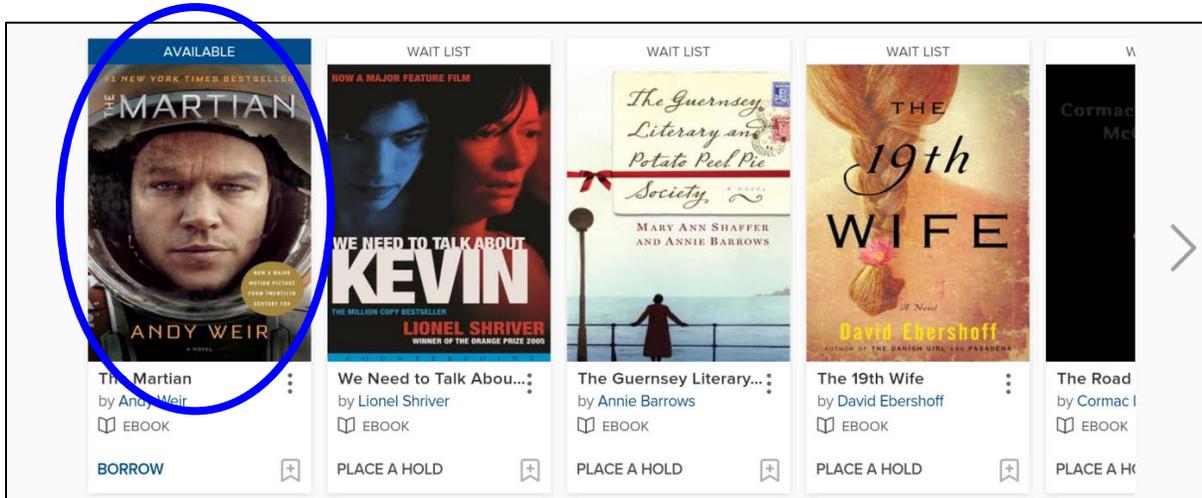
Available eBooks and eAudiobooks

Whether an eBook or eAudiobook is available or not 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 **Wait List**.



Check Out an eBook

Tap the cover image to read a description of the book.

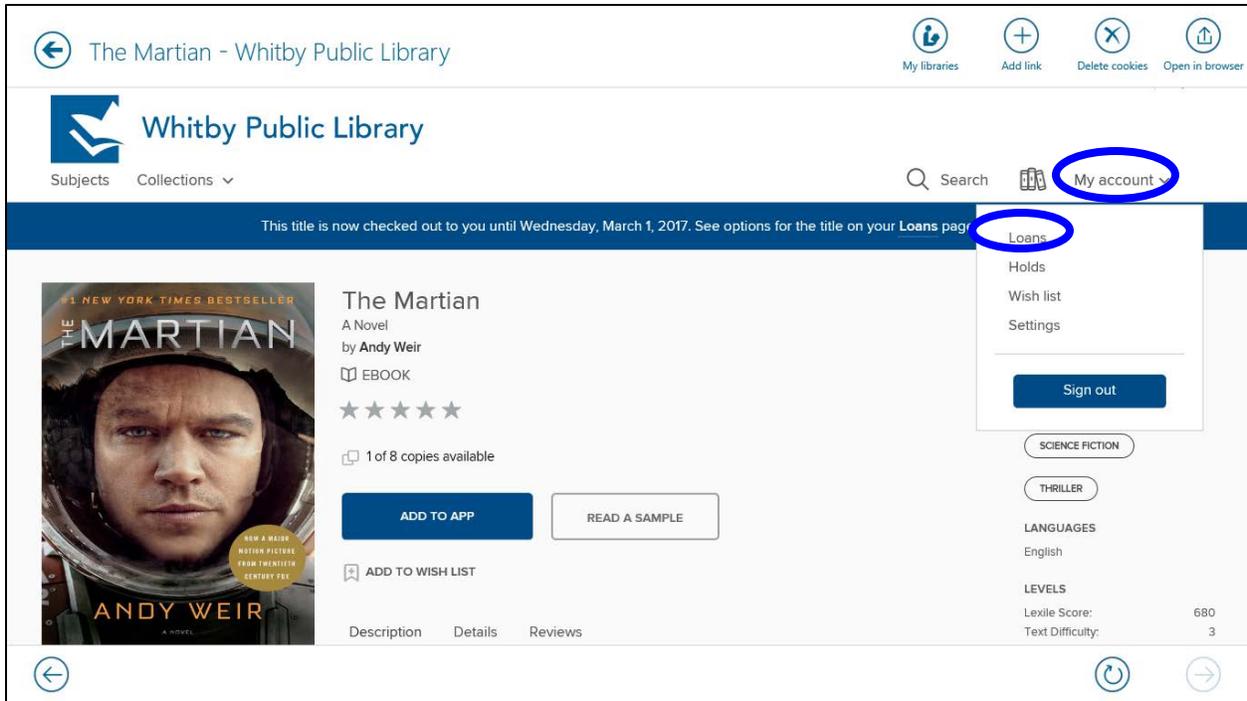


Tap **Borrow** to check out the eBook. If the eBook is unavailable, this button will say **Place a Hold**.

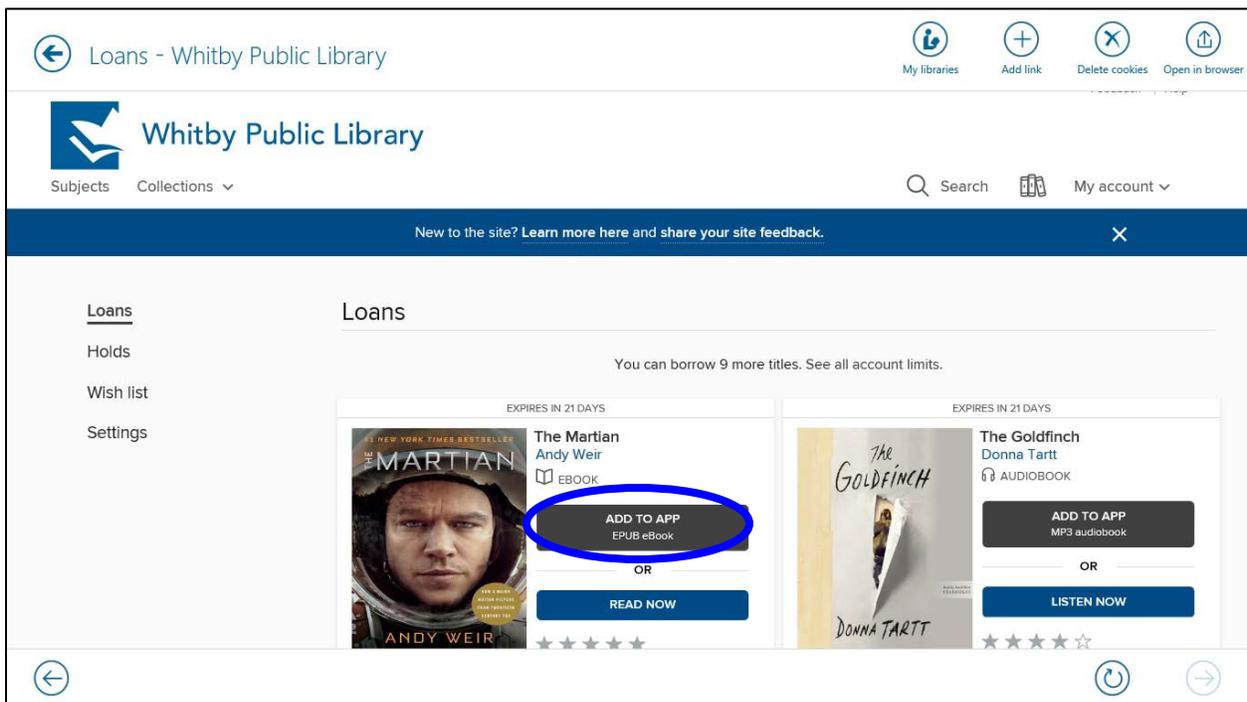
The screenshot shows the Whitby Public Library website interface. At the top left is the library logo and name. Below it are navigation links for 'Subjects' and 'Collections'. On the right, there are search and account options. A blue banner across the top contains a message for new visitors. The main content area features the book 'The Martian' by Andy Weir. To the left is the book cover, which includes the text '#1 NEW YORK TIMES BESTSELLER' and 'NOW A MAJOR MOTION PICTURE FROM TWENTIETH CENTURY FOX'. To the right of the cover, the book title and author are listed, along with a 5-star rating and the availability of 1 of 8 copies. A blue button labeled 'BORROW FOR 21 DAYS' is circled in blue, with a dropdown arrow next to it. A 'READ A SAMPLE' button is also visible. Below the book information are tabs for 'Description', 'Details', and 'Reviews'. On the far right, there are sections for 'FORMATS' (OverDrive Read, EPUB eBook), 'SUBJECTS' (FICTION, SCIENCE FICTION, THRILLER), 'LANGUAGES' (English), and 'LEVELS' (Lexile Score: 680, Text Difficulty: 3).

Once you have checked out the book, the blue 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 **My account** in the top right corner of the page and then tap **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 the book to the app). Tap the grey button to **Add to App**.

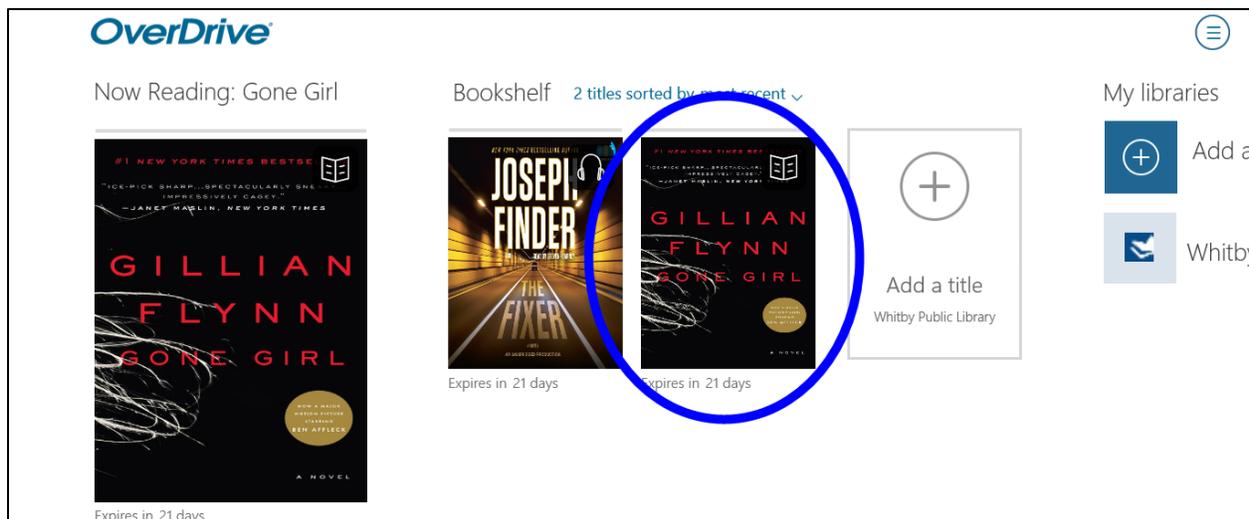


Tap the **left arrow** in the top left corner of the screen to return to the OverDrive bookshelf to view your downloaded books. You will also be prompted to tap the blue button to **Go to Bookshelf**. Both of these methods will take you to the screen where you can read your books.



Read or Listen to the Book!

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



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

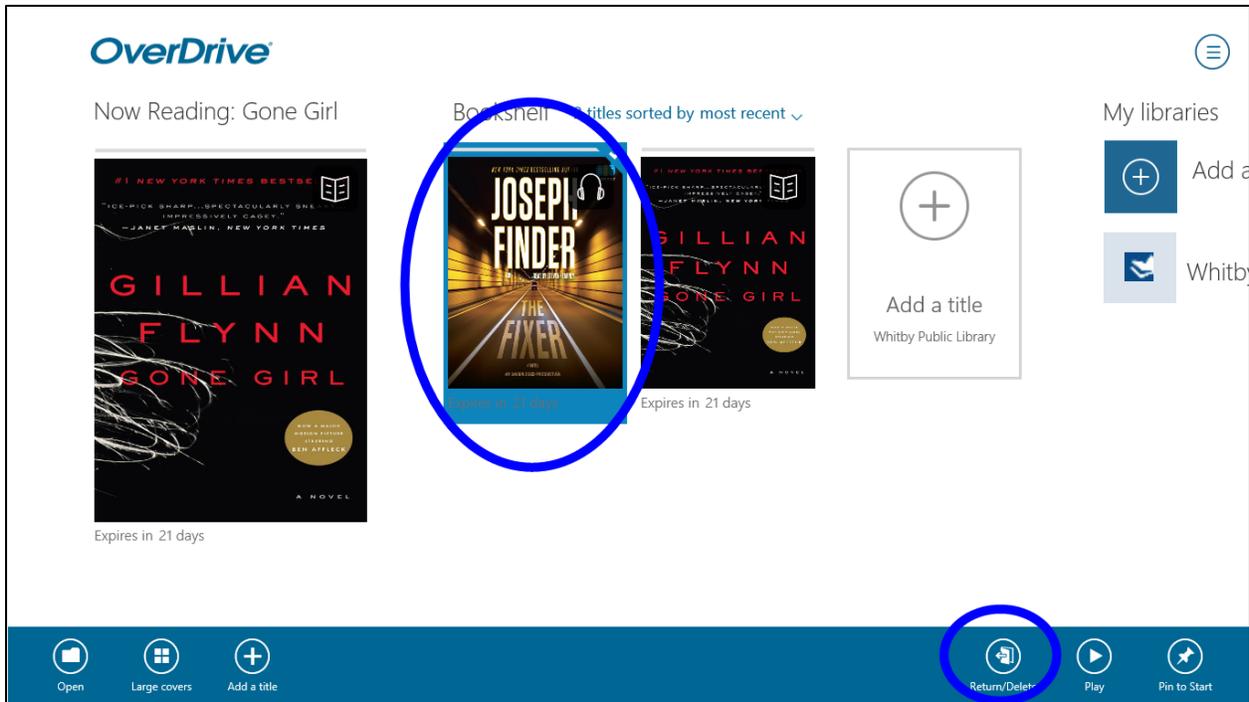
If you have checked out an eAudiobook, keep in mind that audiobooks are relatively large files and can take several minutes to download. eAudiobooks will download in several sections. To see how many parts your audiobook has, and the download progress of these parts, tap on the cover image of the eAudiobook and scroll to the right.



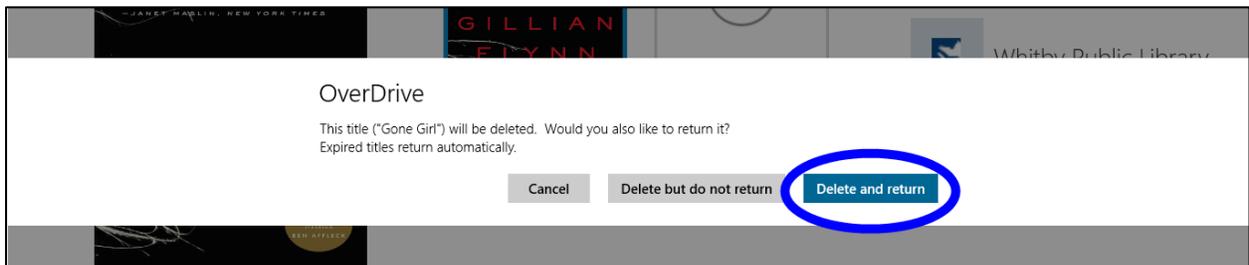
As soon as the first part has finished downloading, you can start listening to your audiobook.

Returning an eBook or eAudiobook Early

All eBooks and eAudiobooks return automatically at the end of the lending period. If you wish to return an eBook or eAudiobook early, **press and hold** the cover image of the eBook and **drag down** slightly. Tap **Return/Delete** in the bottom right corner of the screen.



Select **Return and Delete** to finish returning the book and removing it from the OverDrive app.



Library Lending Policies

Check Outs

You may check out up to 12 eBook/eAudiobook titles. 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 item is not available, it is possible to place a hold on the item. Up to 12 eBooks/eAudiobooks can be placed on hold at a time.

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.