# WHITBY PUBLIC LIBRARY
*doorway to discovery*

# Borrowing eAudiobooks with an iPod

# OverDrive for Windows Desktop and iTunes

To borrow library eAudiobooks and listen to them on iPod, you must borrow and download the eAudiobook to a computer and then transfer the eAudiobook to your iPod.

To borrow and download eAudiobooks to your computer, you must install a free software program called **OverDrive for Windows Desktop**. This is the program that manages the copyrights for library eAudiobooks. You must also have **iTunes** on your computer. This is free software that manages the music and other media on your iPod.
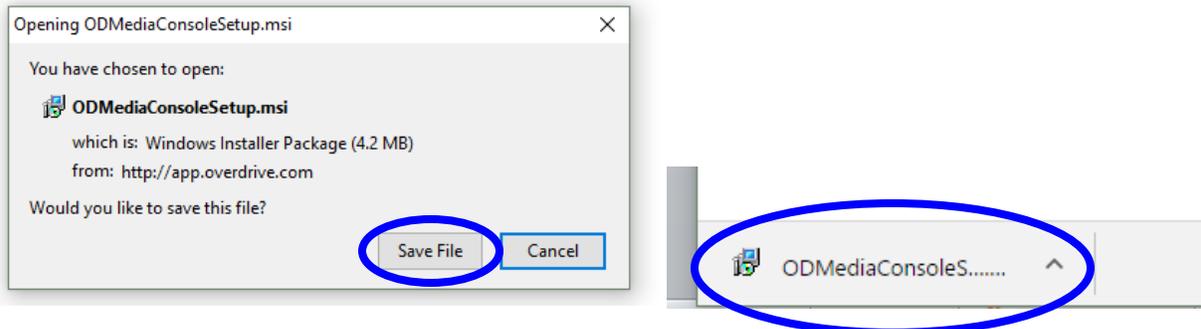
# Download OverDrive for Windows Desktop

You **must** install the OverDrive for Windows Desktop Application to download eAudiobooks and transfer them to your iPod. You can download the OverDrive for Windows Desktop Application for free by visiting OverDrive's website at **www.app.overdrive.com**.

Scroll down to the bottom of the page until you see **Get the App**. You will see a variety of app download options. Click on **Download for Windows Desktop**. Do this even if you have a Windows 8 or 10 computer.
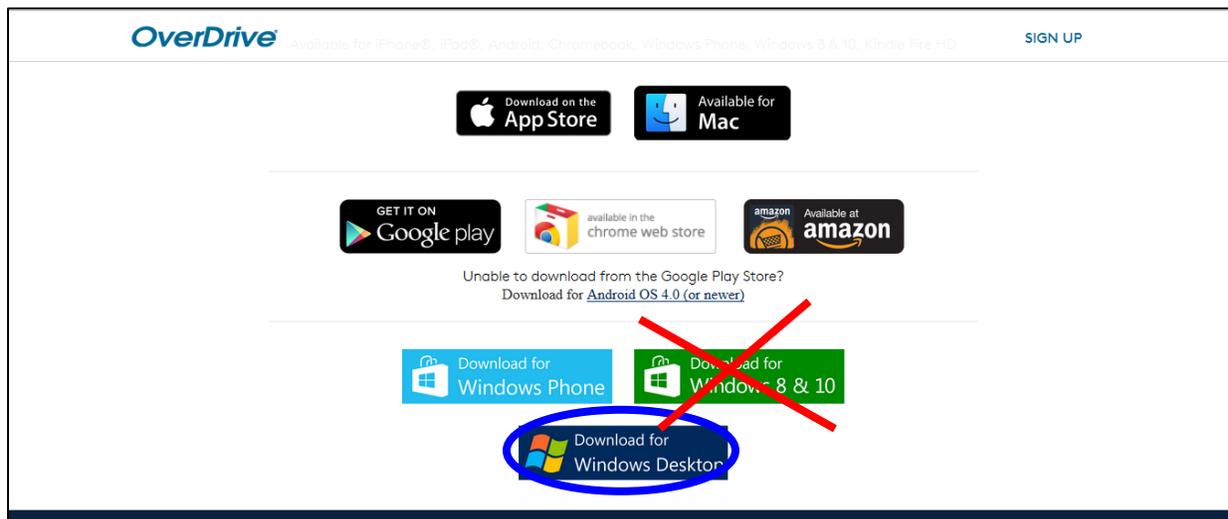
Depending on your browser, an installation box may pop up on your screen. If this appears, click on **Save File**. Or, the download may begin automatically, and you will see a box appear in the bottom left corner. If the latter is the case, **click on the button in the bottom right to launch the setup wizard**.
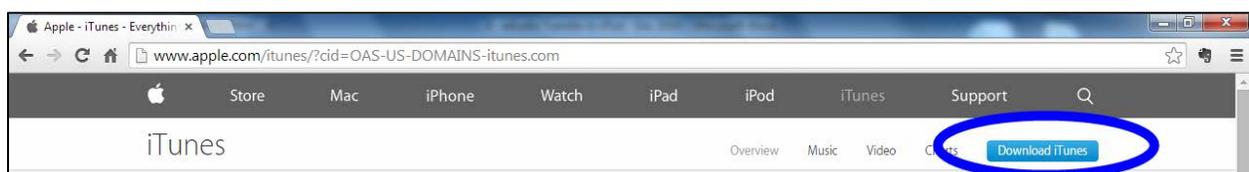


Follow the prompts in the wizard to install the software. Once installation is complete, navigate to your computer's desktop and double click on the OverDrive for Windows icon to launch the software.



# Download iTunes

If you do not already have iTunes on your computer, you must install it in order to transfer library eAudiobooks to your iPod. iTunes can be downloaded for free from www.itunes.com. If you already have iTunes installed on your computer, it must be version 9.1 or newer.

Click on **Download iTunes** in the top right corner of the page to go to the Download page.

Click on **Download Now** to open the installer for iTunes. Follow the prompts in the installation wizard to install iTunes on your computer.



# Manually Manage Music in iTunes

Before transferring any eAudiobooks to the iPod, you must make sure that the **Manually Manage Music** setting is selected in iTunes. This setting is necessary for transferring the eAudiobooks from the computer to your iPod.

To find this setting, **open iTunes** and **plug in your iPod**. In the top left area of the window, click on the **small picture of the iPod** to view the settings and content of the iPod within iTunes.

Click **Summary** from the column on the left side of the window.

In the centre of the window, make sure that the option to **Manually manage music** is checked. Click on **Apply** in the bottom right corner of the window to ensure that this option is active.
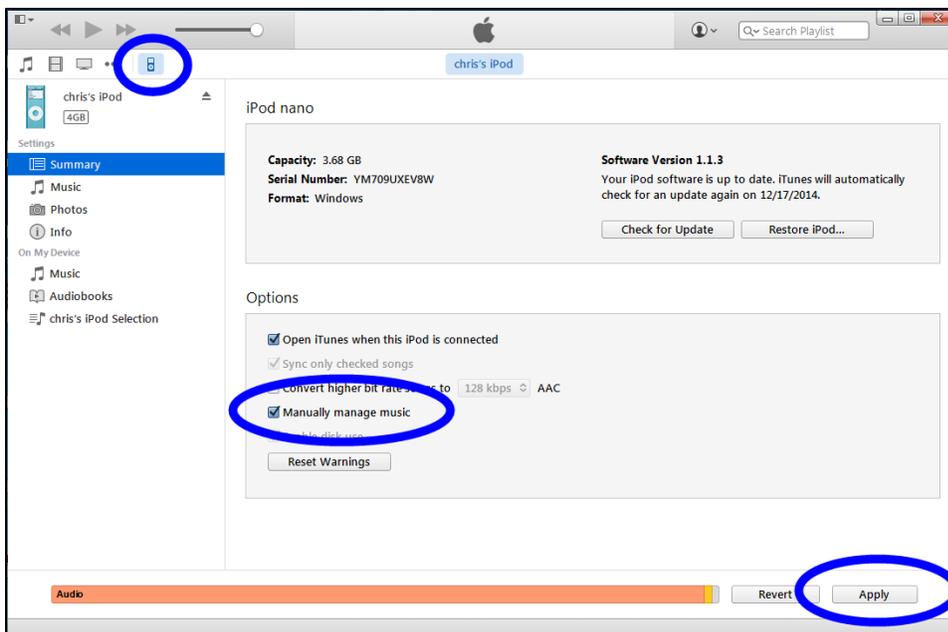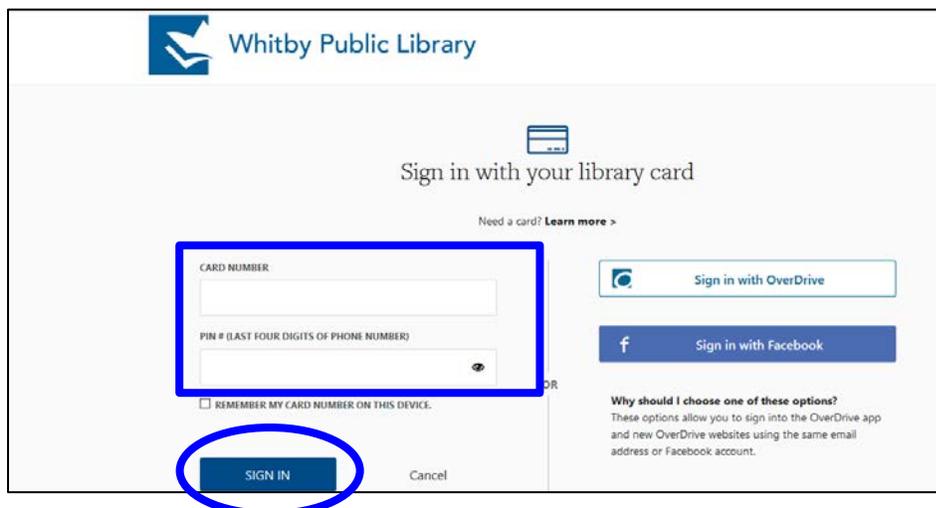
# Get eAudiobooks

Using your Internet browser, go to the Whitby Public Library's website at www.whitbylibrary.on.ca. Click on **Digital Content** and then on **eAudiobooks**. Then click on the **Get eAudio** button. This will take you to our eBook and eAudiobook collection. You can also navigate to this page directly by entering digital.whitbylibrary.on.ca into the address bar.

## Sign In To Your Library Account

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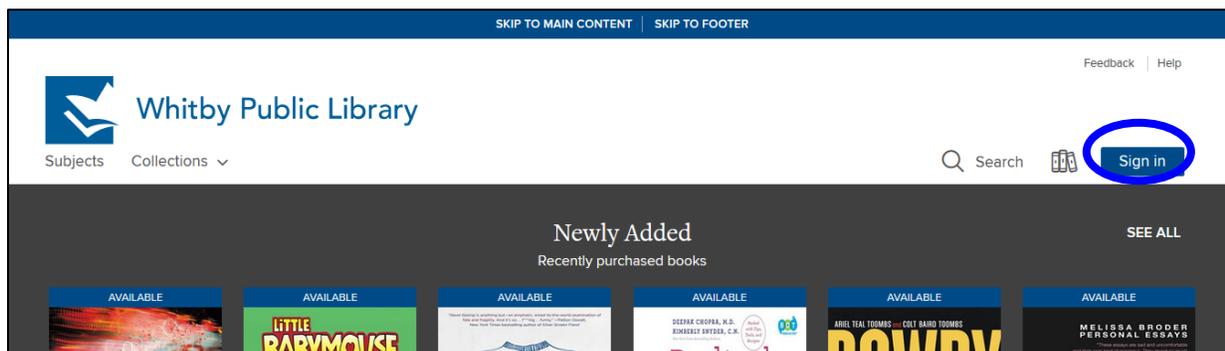


**Sign in with your Library Card** by entering your Whitby Public Library card number and your PIN (the last four digits of your phone number). You can check the small box to prompt your device to **remember your library card number**, but you will have to enter your PIN every time. Then click on **Sign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

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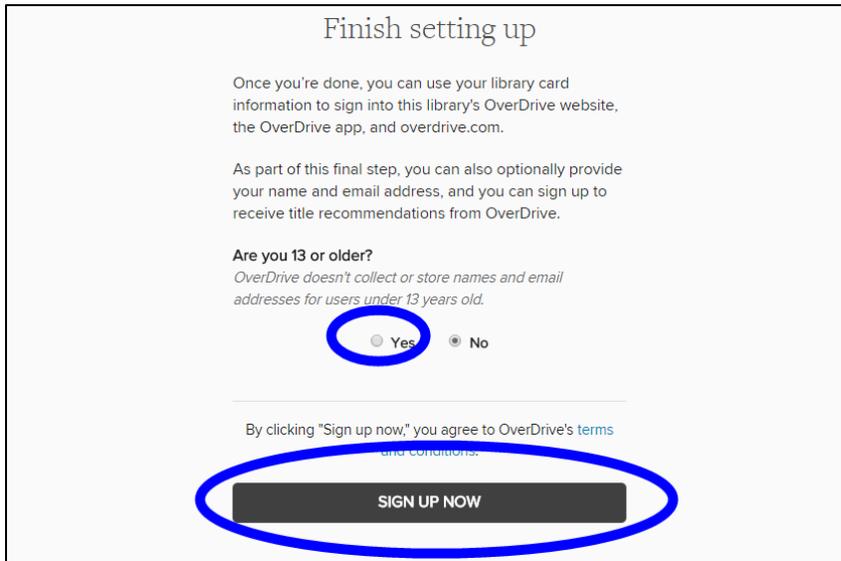


You are now signed in and ready to borrow eBooks and eAudiobooks.

## Find an eAudiobook to Borrow

You can find eAudiobooks to borrow and download using two methods. You can browse through the eAudiobooks by clicking on Collections at the top of the screen and then on one of the categories underneath eAudiobooks. You can also search for a specific title or author using the search tool.
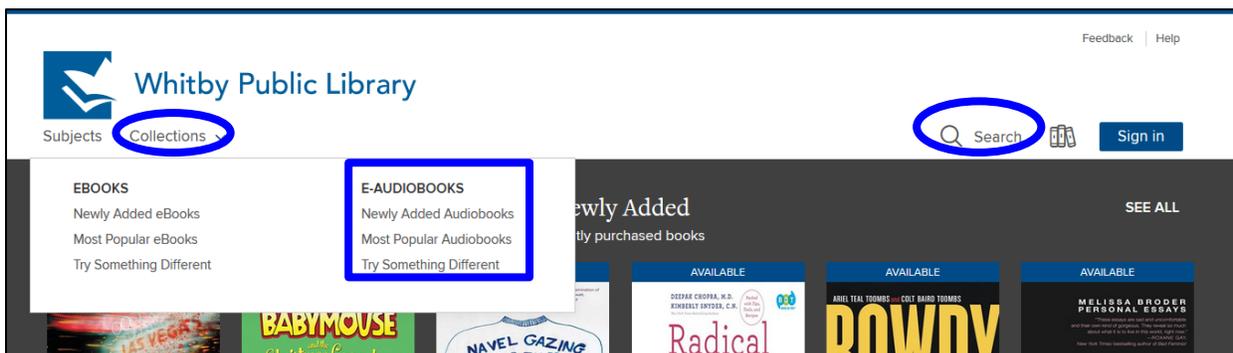
## Available eAudiobooks

The digital catalogue holds both eBooks and eAudiobooks. All eBooks and eAudiobooks are represented by a cover image. 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 that there is a **Waitlist**
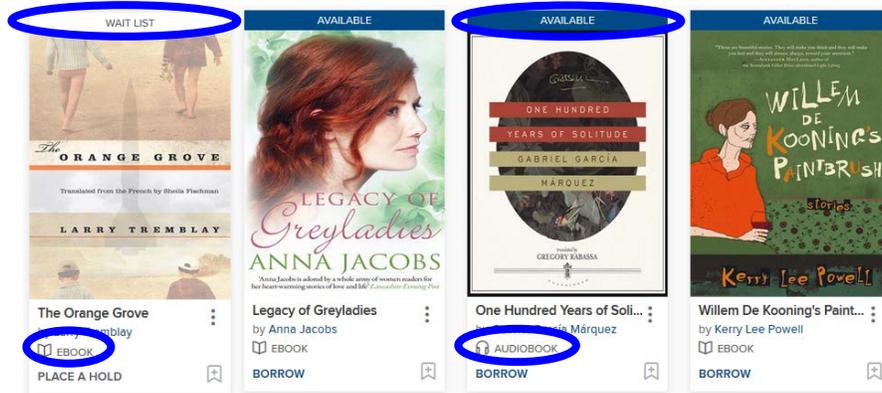


## Check Out an eAudiobook

To see a description of the book, click on the cover image of the eAudiobook. To borrow the eAudiobook, click on the button that says **Borrow**. If the eAudiobook is not available, this button will say **Place a Hold**.
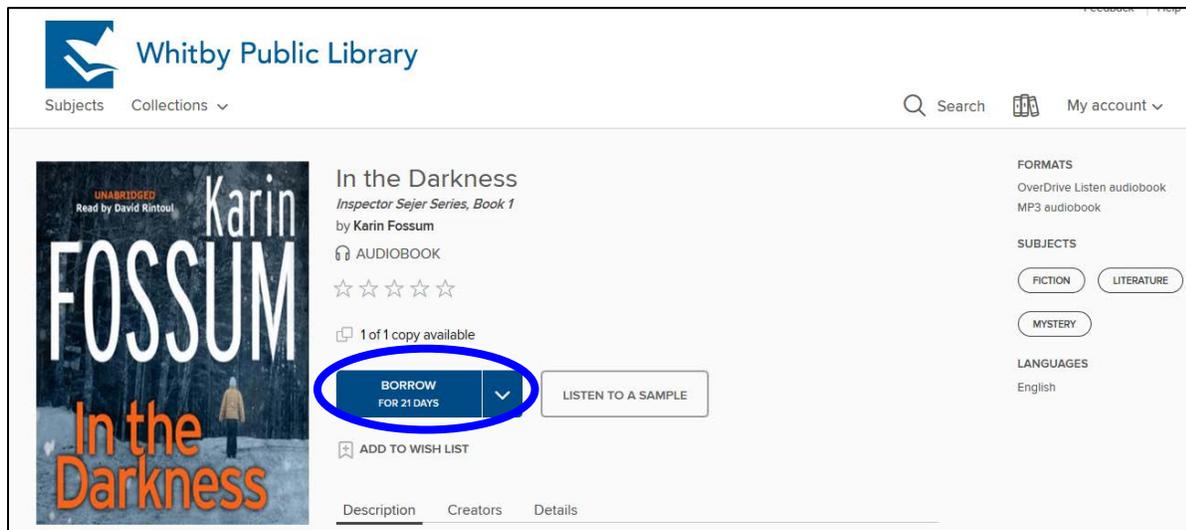
Once you have checked out the book, the button will say **Listen Now**, which you can click on to listen to the eAudiobook using your computer's Internet browser. The eAudiobook also appear on your **Loans** page, where you can see all of the digital books you have checked out. The Loans page is also where you'll go to download the eAudiobook so you can transfer it to your iPod. To go to your **Loans** page, click on **My account** in the top right corner of the page and then click on **Loans.**
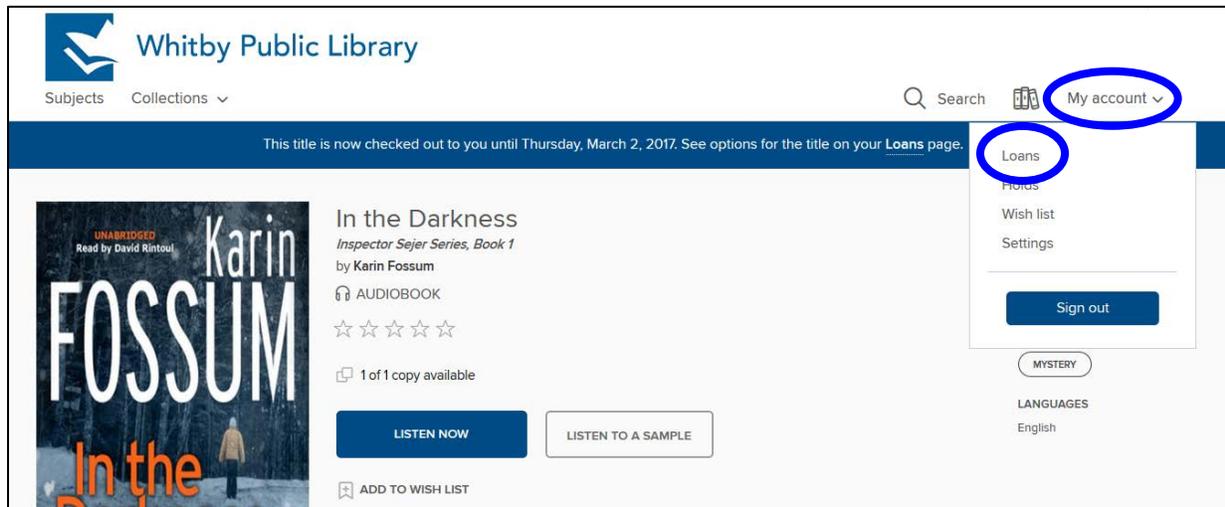


Your loans page shows you all of the digital books you have checked out. To transfer your eAudiobook to your iPod you must download the book to your computer. Click the **Download** button.
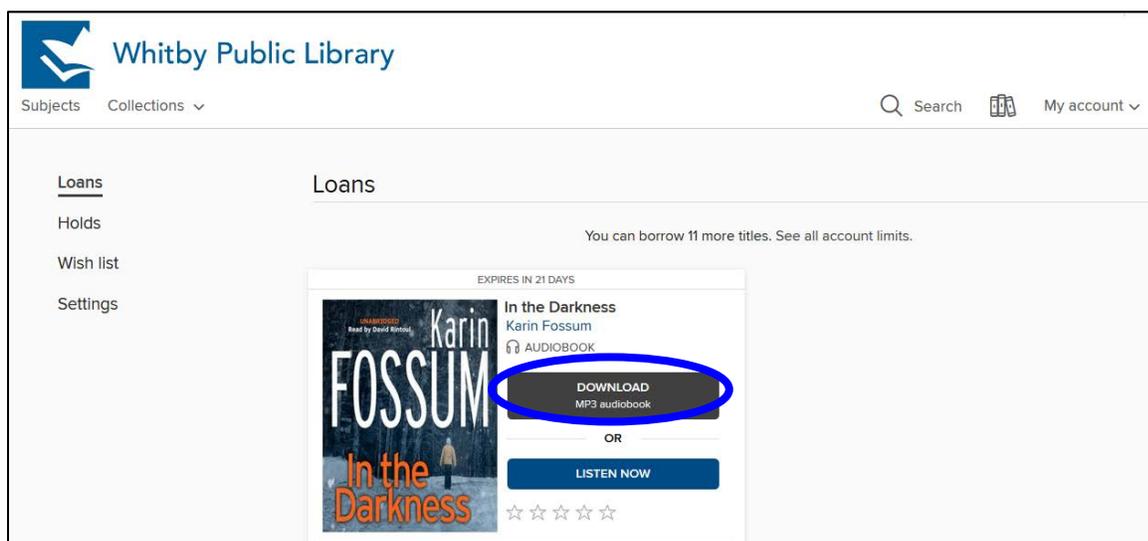
Depending on your browser, a box may pop up on your screen. If this appears, click on the circle next to **Open With OverDrive for Windows** and then on OK. Or, the download may begin automatically, and you will see a box appear in the bottom right corner. If the latter is the case, **click on the button in the bottom right to open the eAudiobook in OverDrive for Windows**.
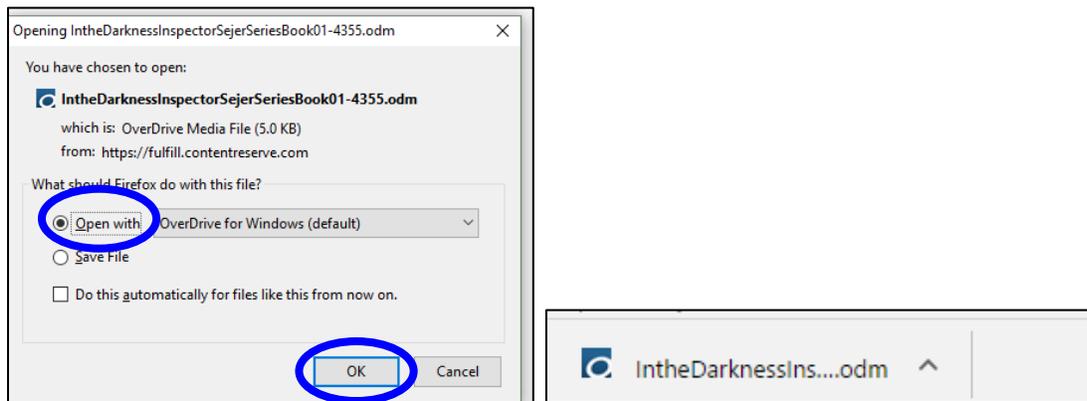


## Open the eAudiobook in OverDrive for Windows

A small window will pop up, prompting you to choose where the eAudiobook file will save on your computer once it is downloaded. It is okay to choose the default file location (what automatically appears), although you can change this if you wish. Click on **OK**.
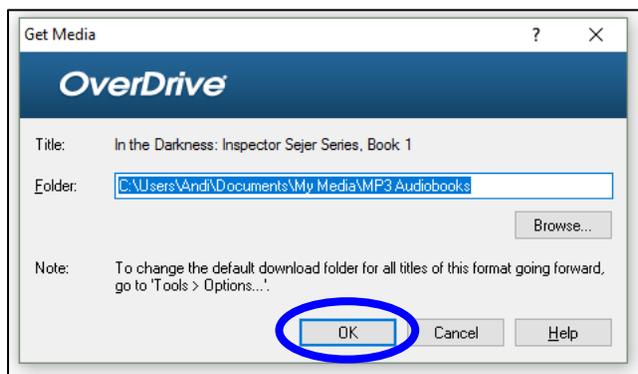
The first time downloading an eAudiobook, you will receive a notification that "the specified default download folder for media does not exist" and asks if you want to create it. Click on **Yes**.
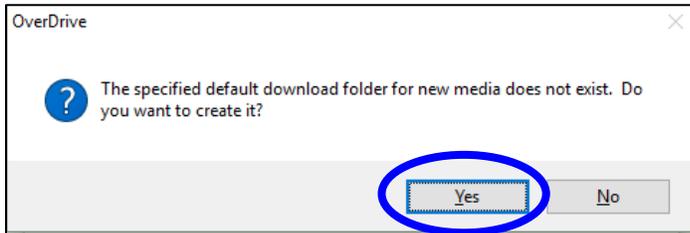


The next box will display the eAudiobook parts. The box next to each part should automatically have a checkmark in it. This indicates that the entire eAudiobook will download. Click on **OK**.
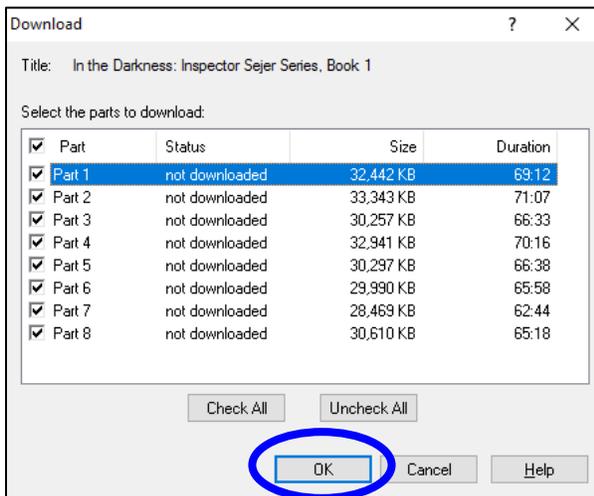


**Make sure that the eAudiobook has completely downloaded to the Overdrive Desktop Application before proceeding to the next step**. A status bar at the bottom of the OverDrive Desktop Application window will show you the progress of each part being downloaded.
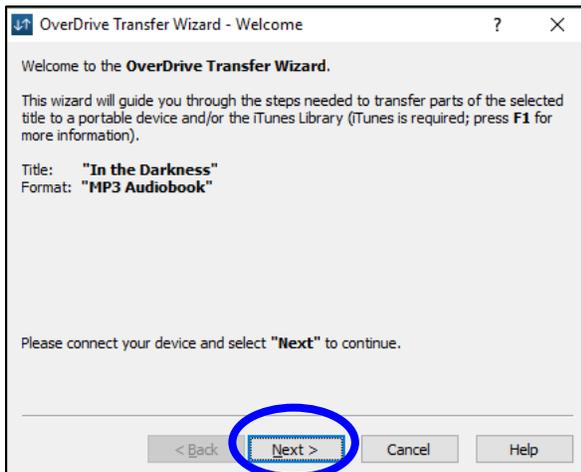
# Transfer the e-Audiobook to the iPod

Once each part of the eAudiobook has downloaded to the computer, you can transfer it to your iPod. **Click once on the eAudiobook** to select it, and then click on **Transfer** at the top of the window.
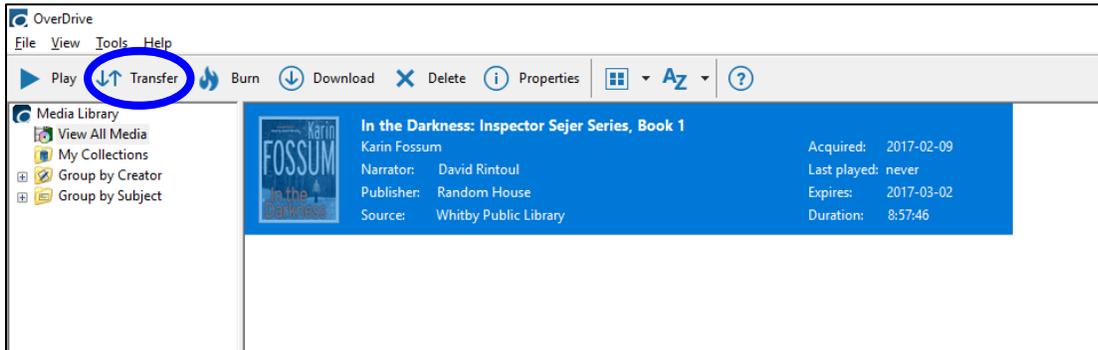


The **Transfer Wizard** will open in a small window. At this point, you must connect your iPod, if you have not done so already. Click **Next**.



In the next window, leave all boxes selected, to ensure that the entire eAudiobook transfers to your iPod.

**It is essential that you transfer the eAudiobook to iTunes Library and Apple device (name of your device in brackets)**. In order for the eAudiobook to transfer properly from the OverDrive Desktop Application to your iPod. This should be the default setting, but you may need to select it through the drop-down menu labelled for **Player**.
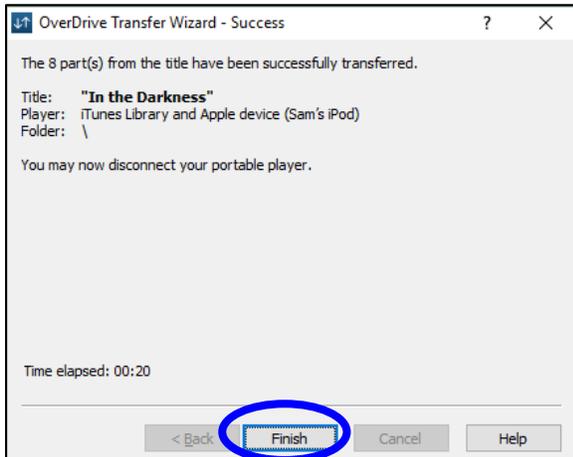
Click on **Next** to begin the transfer.
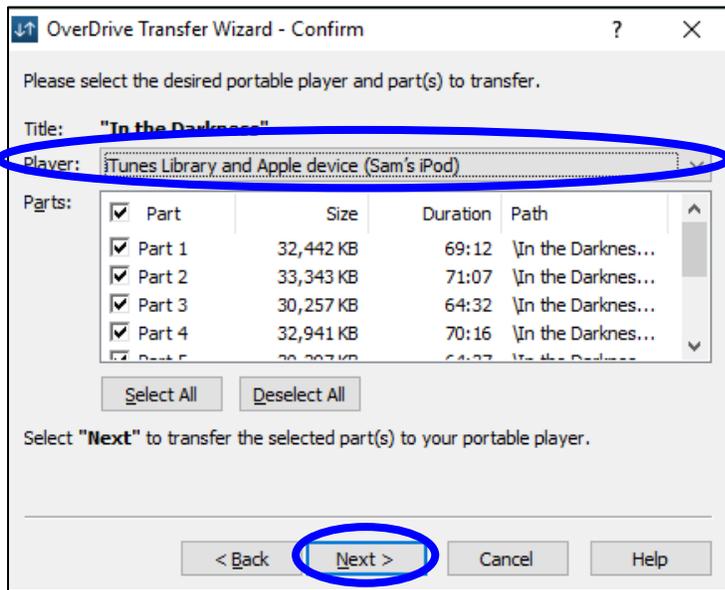


A small window will show you the process of the transfer to you iPod.
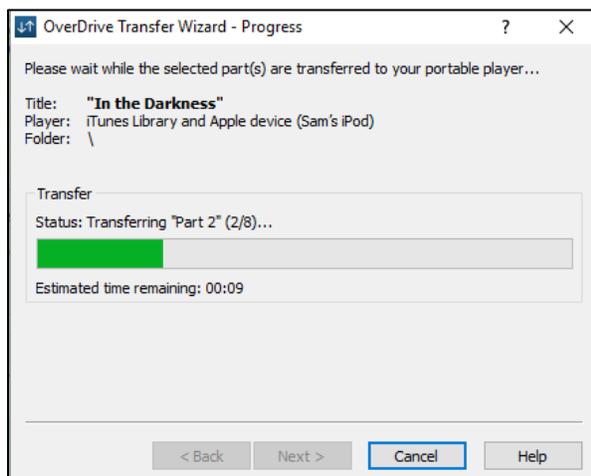
When the transfer is complete, click **Finish**. If it was not already open, iTunes will automatically launch. At this point, you can eject your iPod from your computer and enjoy your eAudiobook.
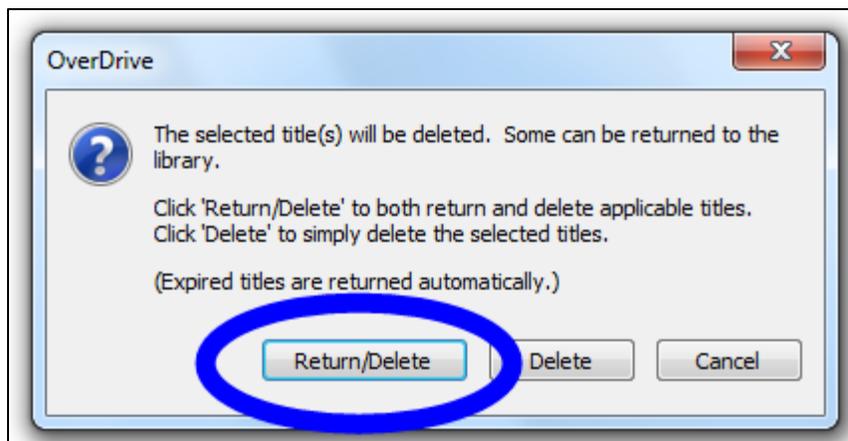


# Returning eAudiobooks Early

All eAudiobooks return automatically at the end of the lending period. If you wish, you can choose to return an eAudiobook before the end of the lending period. To return an eAudiobook early, you must do so in the OverDrive Desktop Application.

In OverDrive for Windows, right-click on the eAudiobook you wish to return early and click **Delete**.
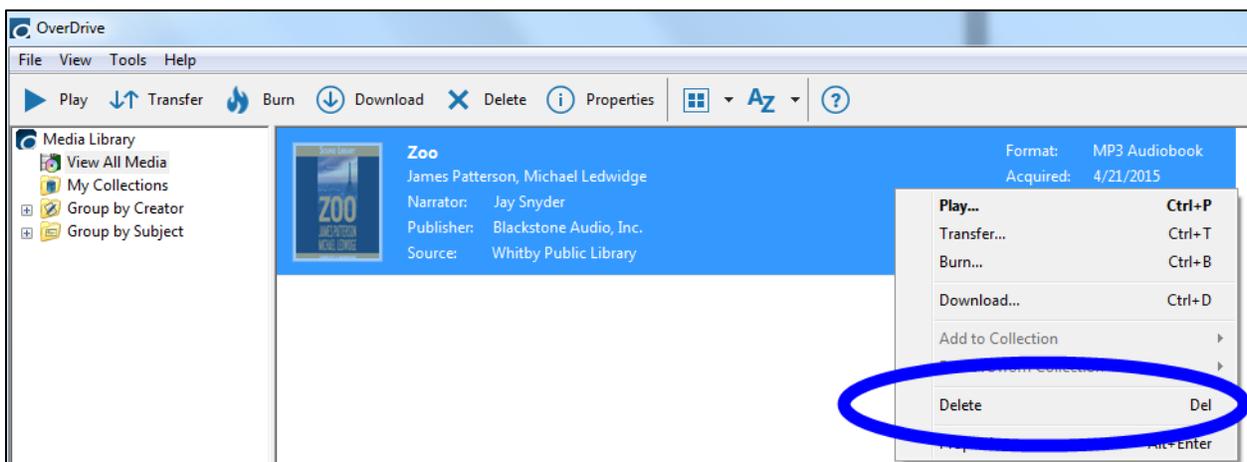
Click **Return/Delete** to return your eAudiobook early. This will remove it from the OverDrive for Windows Application as well as your Whitby Public Library digital account.



## Removing eAudiobook Files from Your iPod

After returning and deleting the eAudiobook within OverDrive for Windows (or after the eAudiobook expires), the eAudiobook files will remain on your iPod until you manually remove them. To remove the files, plug your iPod into your computer and open iTunes. In the top left area of the window, click on the **small picture of the iPod** to view the settings and content of the iPod within iTunes.
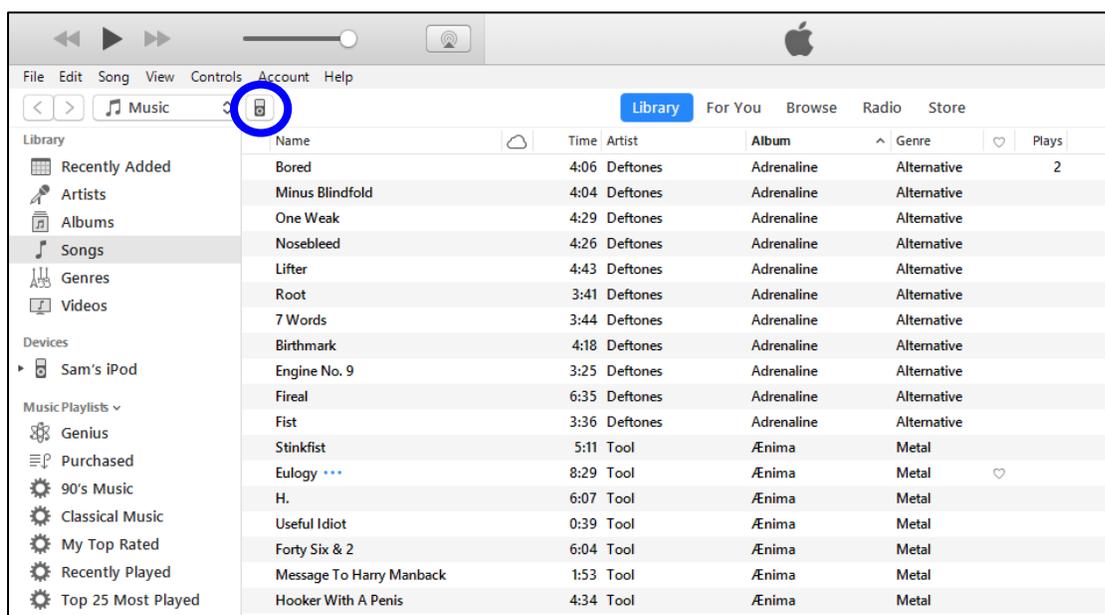
Under the heading **On My Device**, click on **Music**. This will show you all of the music files that are currently on your iPod, as well as your OverDrive eAudiobook files.
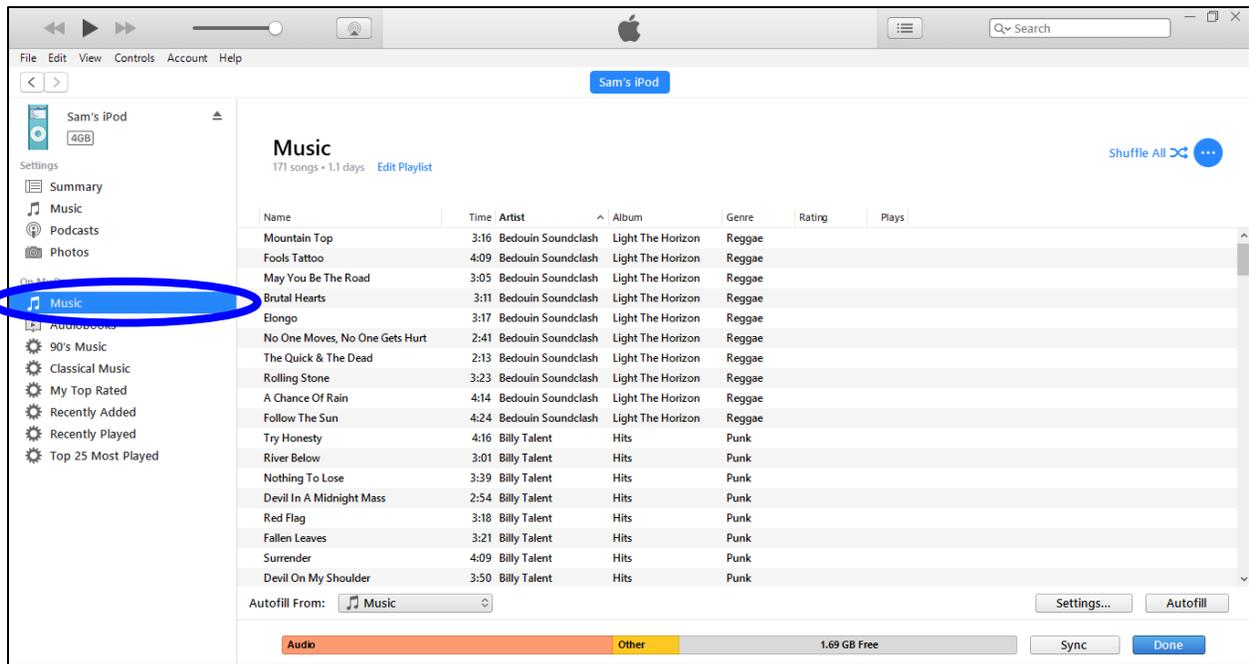


In the main part of the screen you will see all of the audio files on your iPod. Locate the files for the eAudiobook you wish to delete. **Click on each file** to select it and **press the delete button** on your keyboard. You will be asked to confirm the deletion, click on **Delete**. Repeat this for each eAudiobook file you wish to remove from you iPod.
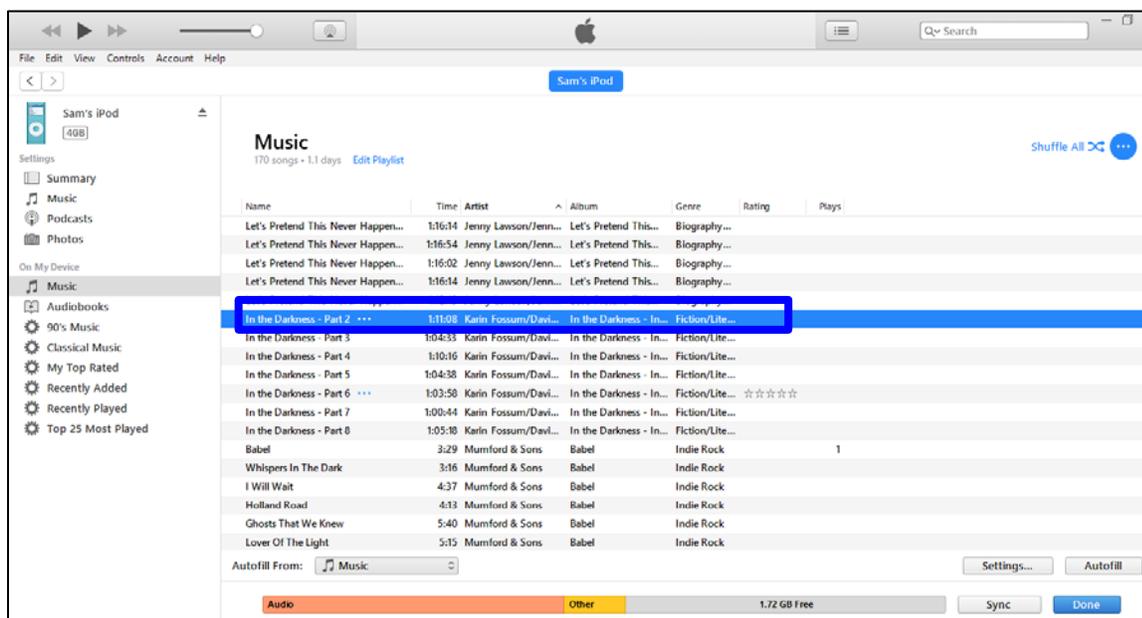
# Library Lending Policies

## Check Outs

You may check out up to 12 eAudiobook/eBook 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 eAudiobook/eBook 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 items 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 eAudiobook. To check out your available 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**, 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 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.