

Overdrive Mobile App Help Guide

March, 2020

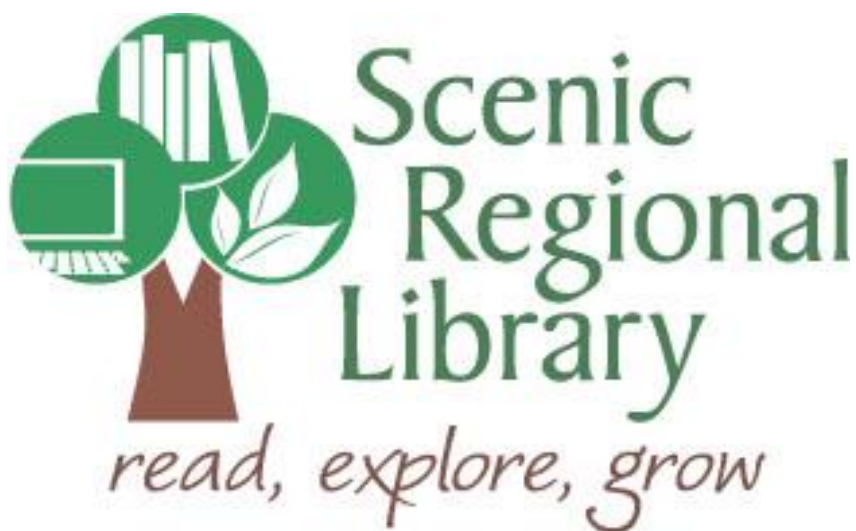


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Welcome!

Scenic Regional Library (SRL) offers eBooks and eAudiobooks through Overdrive. The purpose for this guide is to provide you with the information you'll need to use it.

What is Overdrive?

Overdrive is a digital collection company that partners with libraries to offer patrons access to eBooks and eAudiobooks. Overdrive's digital collection can be accessed with a variety of mobile devices.

Overdrive's Offerings to Scenic Regional Library Patrons

Any SRL patrons who have library accounts in good standing can access Overdrive. Patrons are allowed to borrow seven titles at once. Patrons can also place seven titles on hold at one time. Once borrowed, patrons can keep titles for 14 days.

Downloading the Overdrive App to Your Mobile Device

If you are using an Apple device (iPad or iPhone), go to the App Store and search for Overdrive. Once you find it, tap "Get" or the button that looks like a cloud with a down arrow in it.

If you are using an Android device (Samsung, Tracfone, etc.), go to the Google Play Store and search for Overdrive. Once you find it, tap "Install."

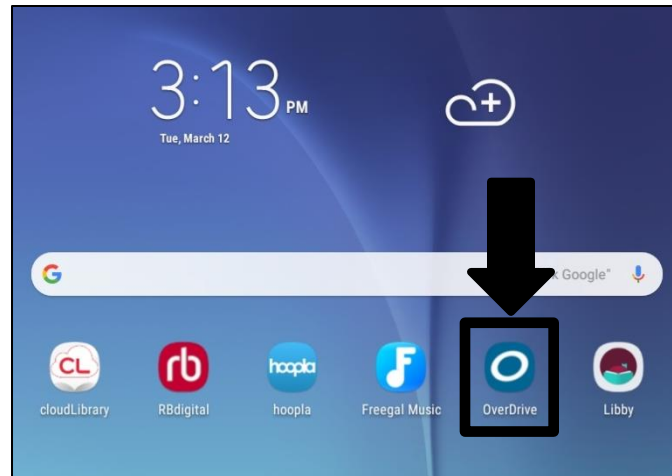
If you are using a Kindle Fire, go to the Amazon Appstore and search for Overdrive. Once you find it, tap "Get."

Please note that some devices do not allow you to download apps onto them. In this case, you may need to access Overdrive on a computer and send the title to your device. Please see the applicable Borrowing Title Tri-fold Brochure for your device for instructions. You may also ask a Scenic Regional Library Staff Member for assistance and we would be happy to help.

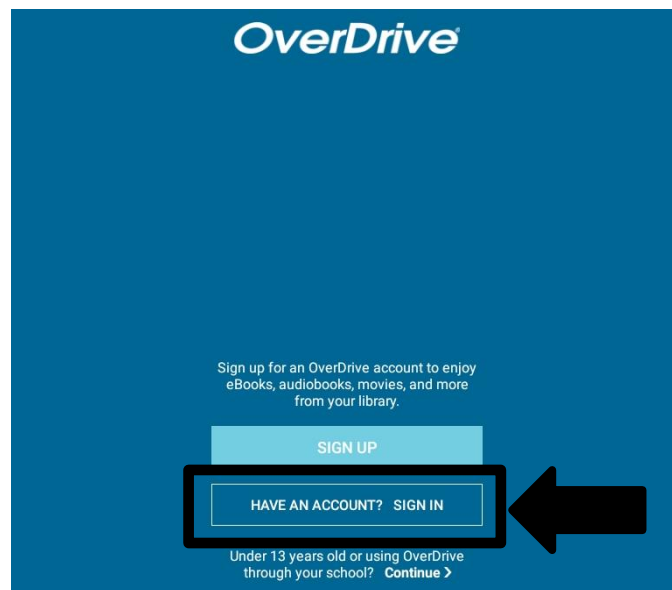
Logging into the Overdrive App

Follow these steps to log into the Overdrive App.

1. Tap on the Overdrive icon.

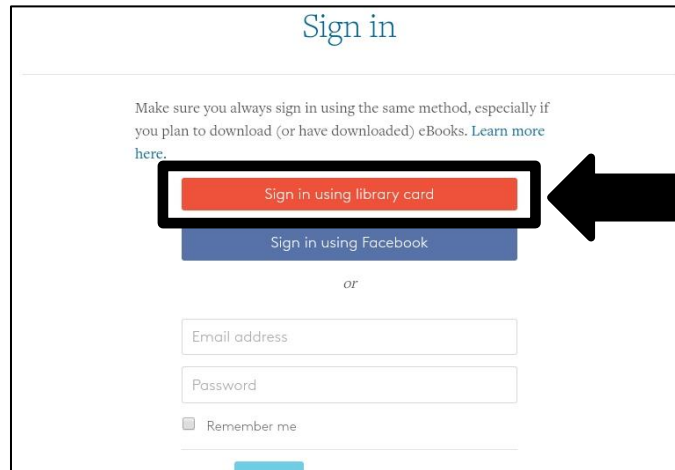


2. Tap "Have An Account? Sign In."



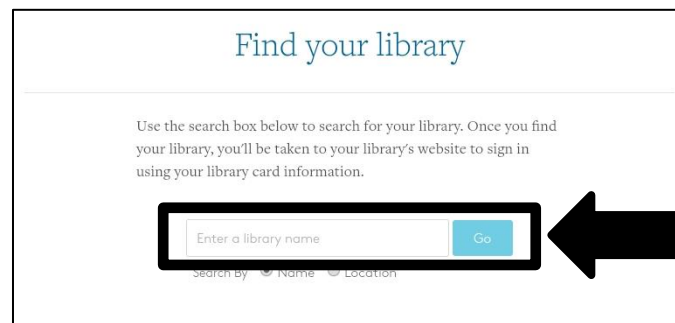
Logging into the Overdrive App

3. Tap “Sign in using library card.”



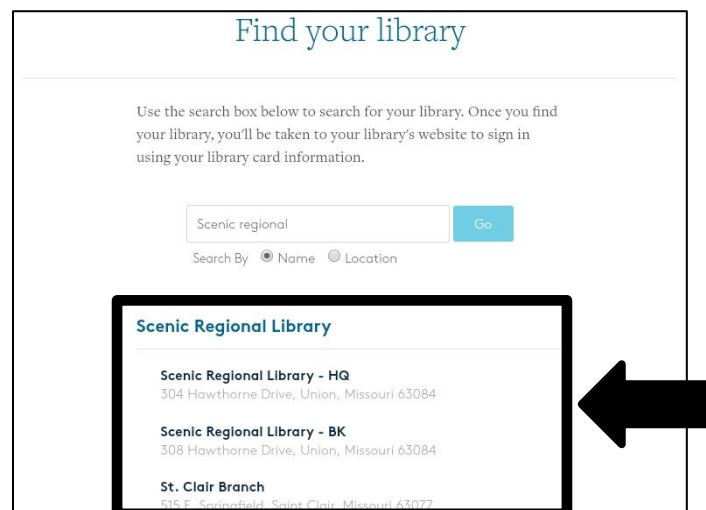
The screenshot shows the 'Sign in' screen of the Overdrive app. At the top, it says 'Sign in'. Below that, a message reads: 'Make sure you always sign in using the same method, especially if you plan to download (or have downloaded) eBooks. [Learn more here.](#)'. There are two main buttons: a red one labeled 'Sign in using library card' and a blue one labeled 'Sign in using Facebook'. A large black arrow points to the red button. Below these buttons is the word 'or'. Further down are input fields for 'Email address' and 'Password', and a checkbox labeled 'Remember me'.

4. Enter “Scenic Regional Library” and tap “Go.”



The screenshot shows the 'Find your library' screen. It has the title 'Find your library' at the top. Below the title, a message says: 'Use the search box below to search for your library. Once you find your library, you'll be taken to your library's website to sign in using your library card information.' There is a search box with the placeholder text 'Enter a library name' and a blue 'Go' button next to it. A large black arrow points to the 'Go' button. Below the search box, it says 'Search By' followed by radio buttons for 'Name' (which is selected) and 'Location'.

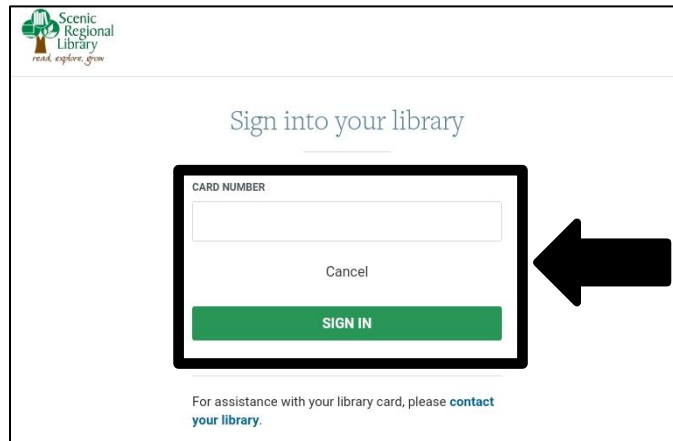
5. Tap any Scenic Regional Library branch.



The screenshot shows the 'Find your library' screen with search results. The title 'Find your library' is at the top. Below it, the same message as in the previous screenshot is present. The search box now contains the text 'Scenic regional' and the 'Go' button is highlighted. Below the search box, it says 'Search By' with radio buttons for 'Name' (selected) and 'Location'. A large black arrow points to the search results list. The list contains three entries: 'Scenic Regional Library - HQ' with address '304 Hawthorne Drive, Union, Missouri 63084', 'Scenic Regional Library - BK' with address '308 Hawthorne Drive, Union, Missouri 63084', and 'St. Clair Branch' with address '515 E. Springfield, Saint Clair, Missouri 63077'.

Logging into the Overdrive App, continued

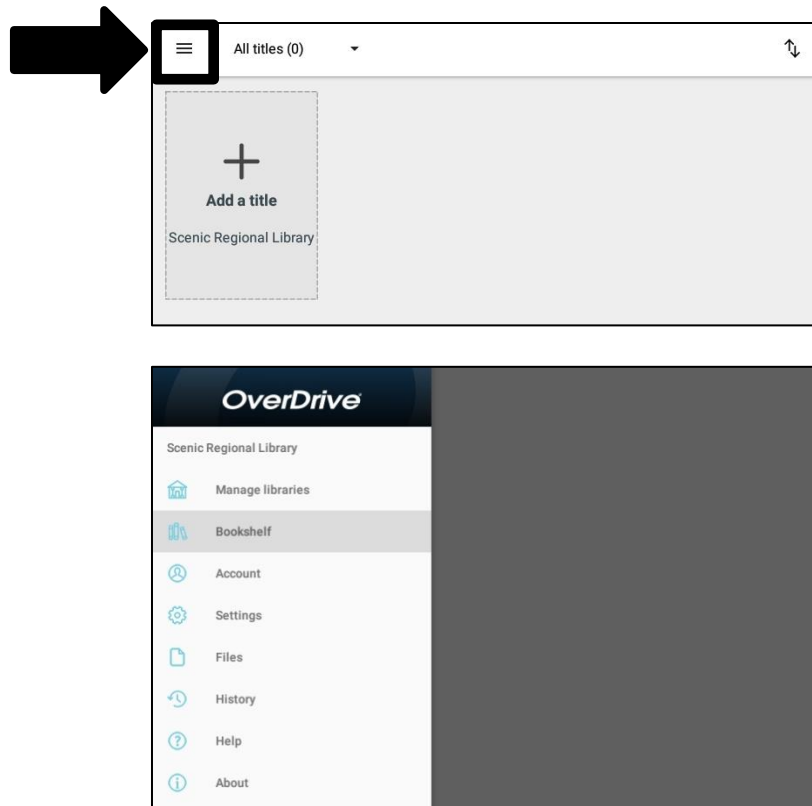
6. Enter your library card number and tap “Sign In.”



The screenshot shows the Scenic Regional Library app interface. At the top left is the library logo with the tagline "read, explore, grow". The main heading is "Sign into your library". Below this is a form box containing a "CARD NUMBER" label, a text input field, a "Cancel" button, and a green "SIGN IN" button. A thick black rectangular box highlights the "SIGN IN" button, and a large black arrow points from the right towards it. At the bottom of the screen, there is a line of text: "For assistance with your library card, please [contact your library.](#)"

Overdrive App Tour

After logging into the app, you will be taken to your bookshelf. In the upper left corner, there is a three-lined menu button. Tapping on this button will allow you to access various features of the Overdrive app.

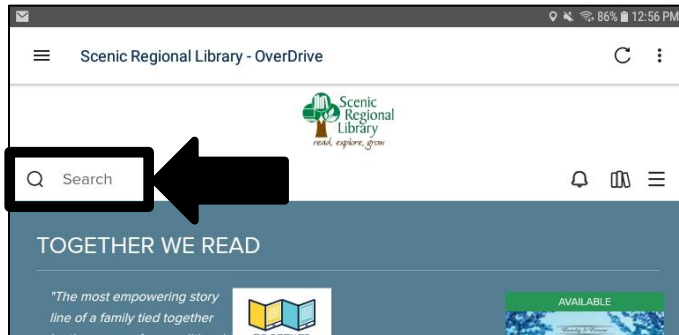


- Scenic Regional Library – takes you to the SRL Overdrive Collection
- Manage libraries – allows you to add and delete libraries from the app
- Bookshelf – displays your borrowed titles and allows you to borrow more
- Account – accesses a few account settings and the sign out button
- Settings – accesses many more account settings
- Files – displays the titles that have been downloaded onto device
- History – displays titles you have borrowed in the past
- Help – displays commonly used help topics with short instructions
- About – displays the version of Overdrive the device is running

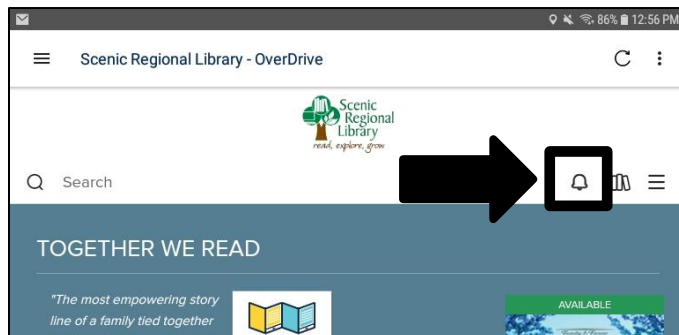
Overdrive Collection Tour

When you access the Overdrive Collection through the app, most of the functions you will use in the can be accessed from the app home page. The subsequent several pages of this guide contain explanations and screen shots of the various elements of the Overdrive Collection.

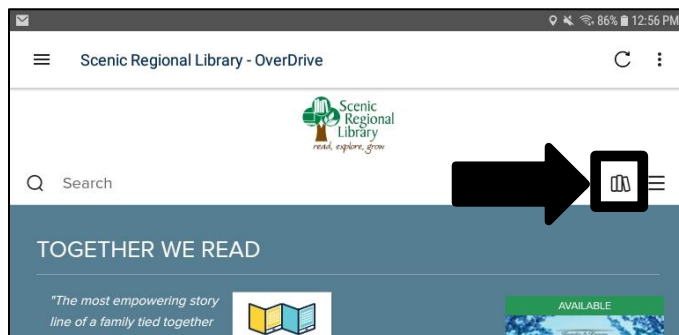
Search Feature – Tapping here allows you to search for items by title, author, or keyword.



Notifications – Tapping here displays any notifications from the app, including that a hold is available.

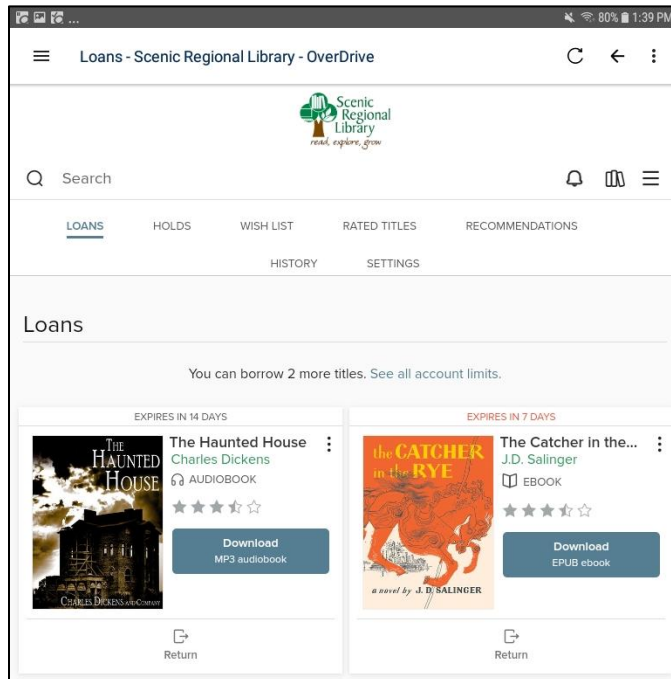


Loans – Tapping here takes you to your Loans page. There are several options you can access from your Loans page.

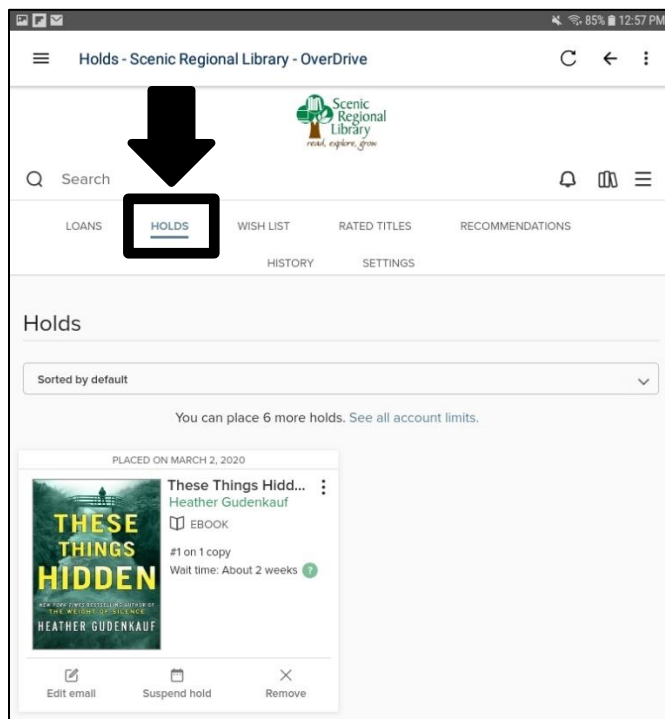


Overdrive Collection Tour, continued

Loans – Displays all the titles you currently have borrowed and allows you to manage them.

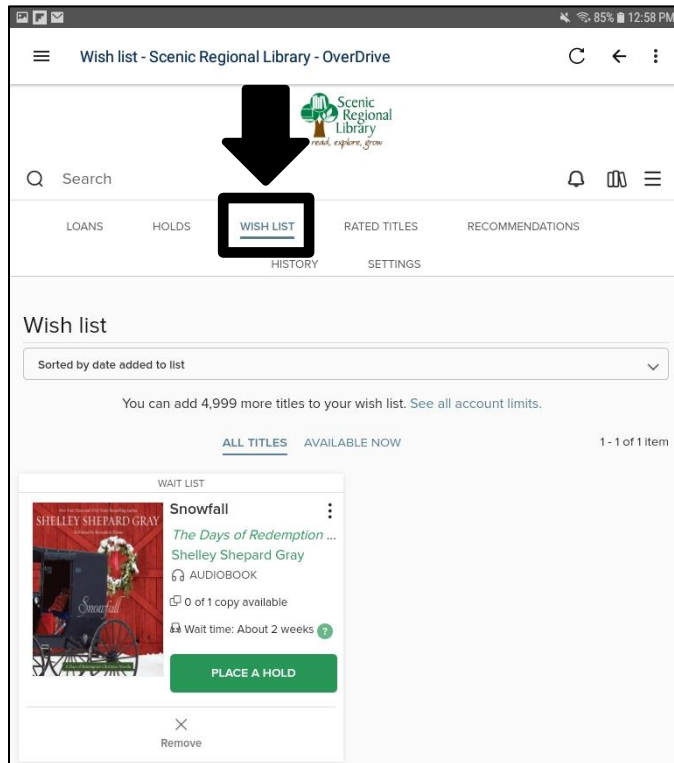


Loans / Holds – Displays the titles you have on hold. It also allows you to manage your holds.

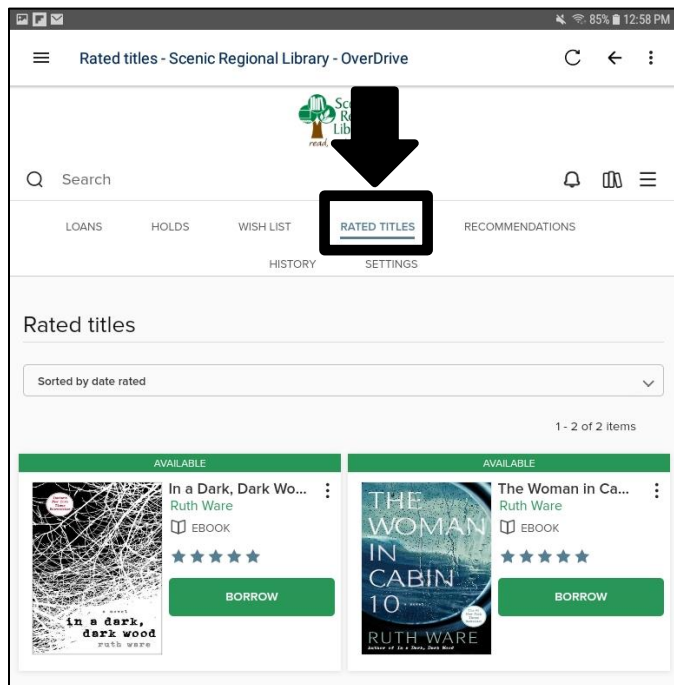


Overdrive Collection Tour, continued

Loans / Wishlist – Displays all the titles you have added to your wishlist and manage them.

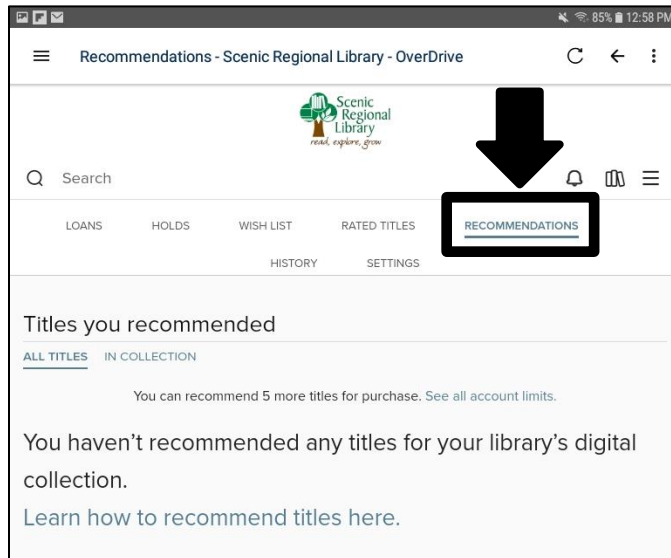


Loans / Rated Titles – Displays all the titles you have rated and allows you to manage them.

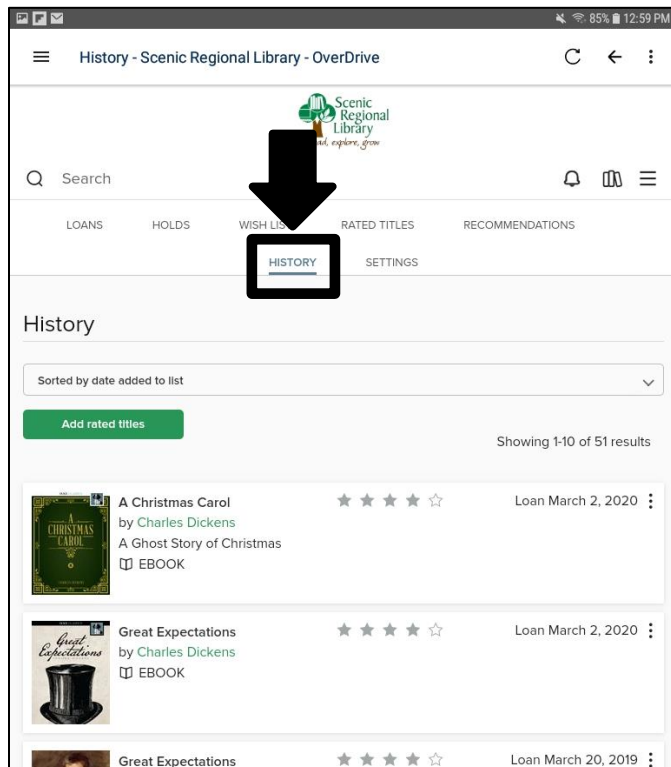


Overdrive Collection Tour, continued

Loans / Recommendations – Displays any title recommendations you have made to the library.

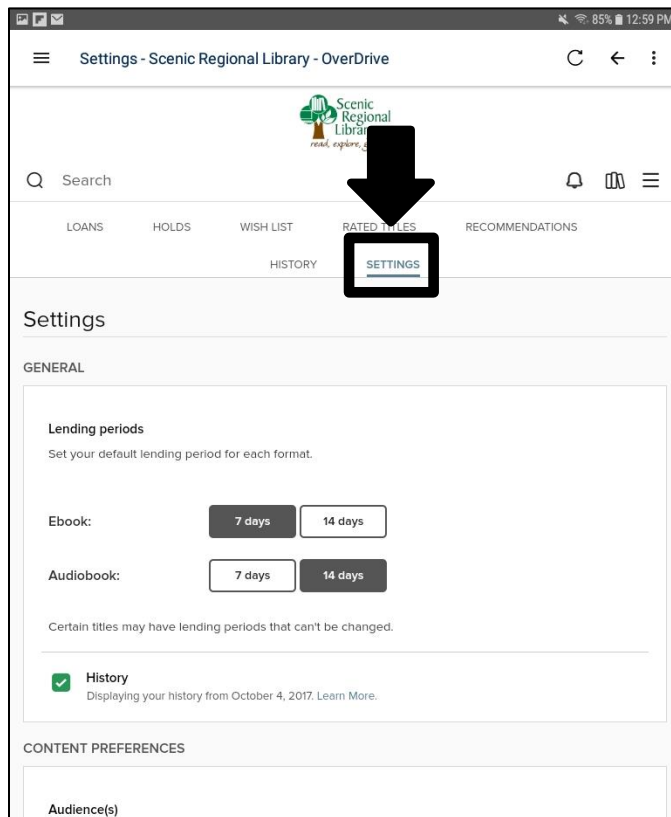


Loans / History – Displays titles you have checked out in the past.

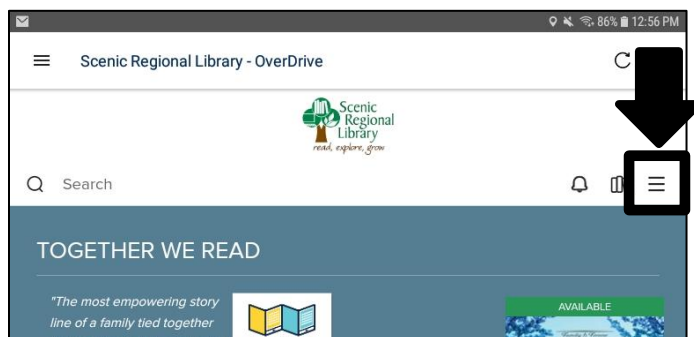


Overdrive Collection Tour, continued

Loans / Settings – Displays various defaults for your account and allows you to manage them.

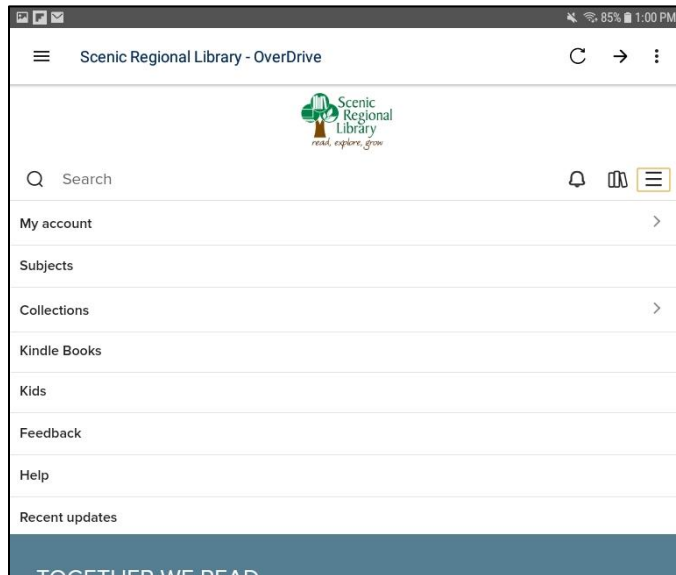


Menu – Displays a list of options for browsing the collection

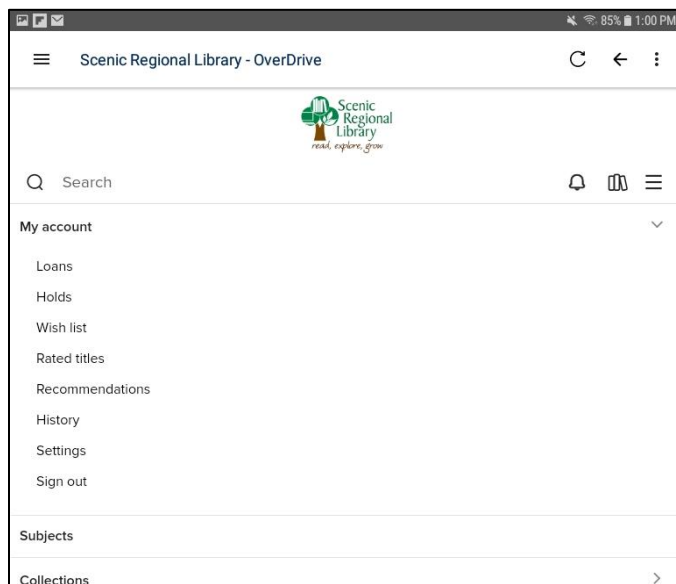


Overdrive Collection Tour, continued

The screenshot below displays all the menu options.

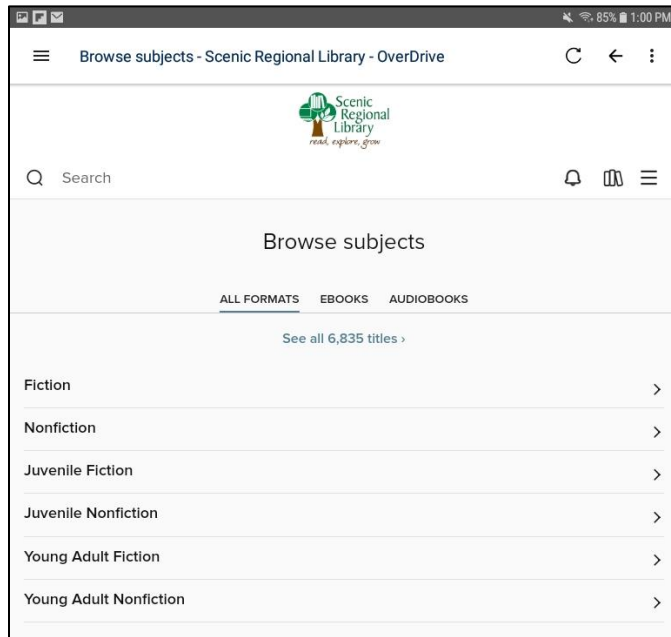


Menu / My Account – Displays options for all of your account functions

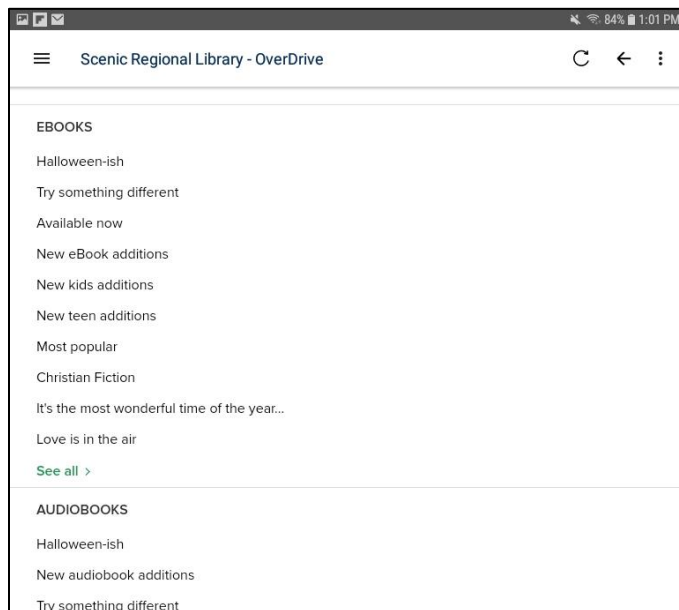


Overdrive Collection Tour, continued

Menu / Subjects – Displays genre filters you can choose from to narrow down the collection.

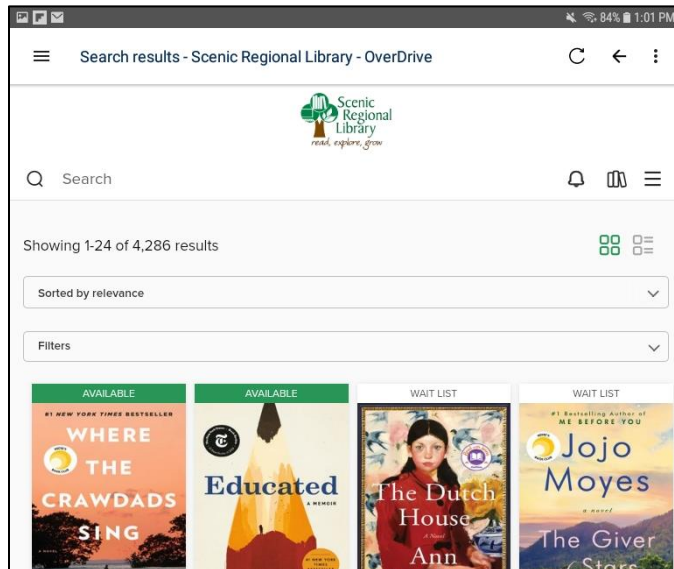


Menu / Collections – Displays collection filters you can choose from to narrow down the collection.

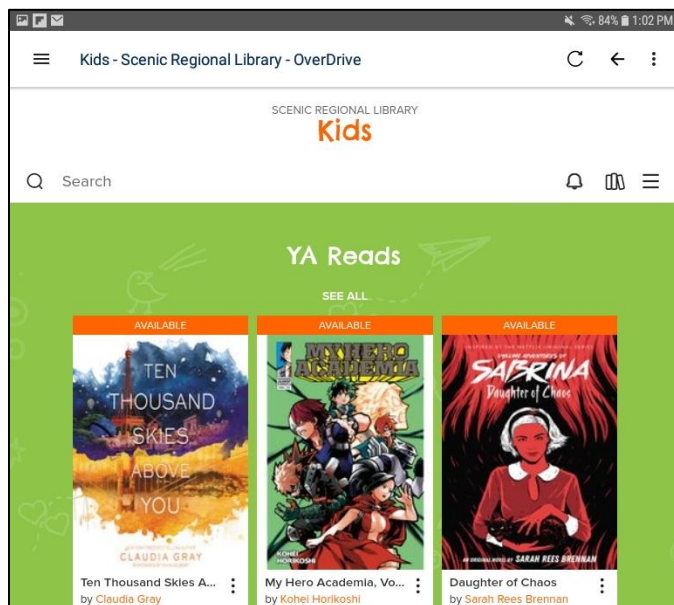


Overdrive Collection Tour, continued

Menu / Kindle Books – Displays all the titles that are available in Kindle format.



Menu / Kids – Displays the children's collection.

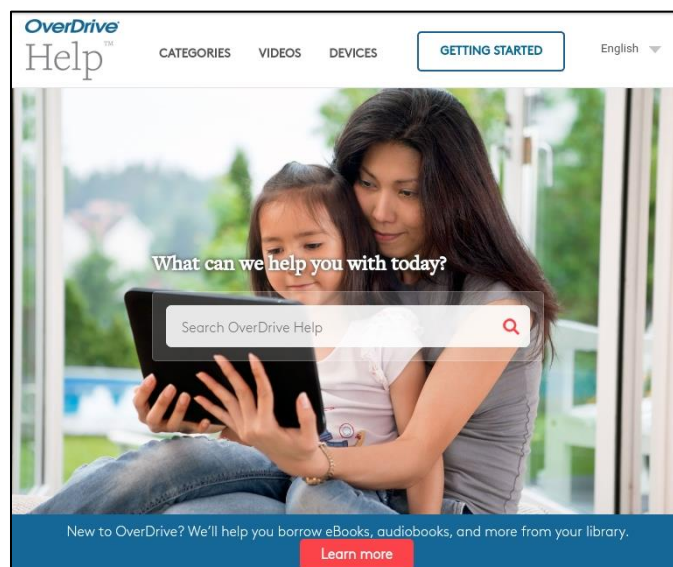


Overdrive Collection Tour, continued

Menu / Feedback – Displays links to Overdrive’s Help page and Contact Support function.

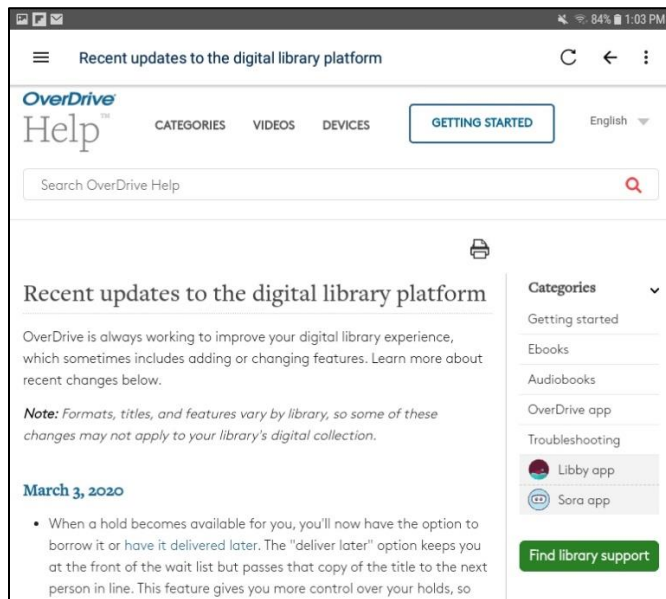


Menu / Help – Takes you to Overdrive’s Help Page.

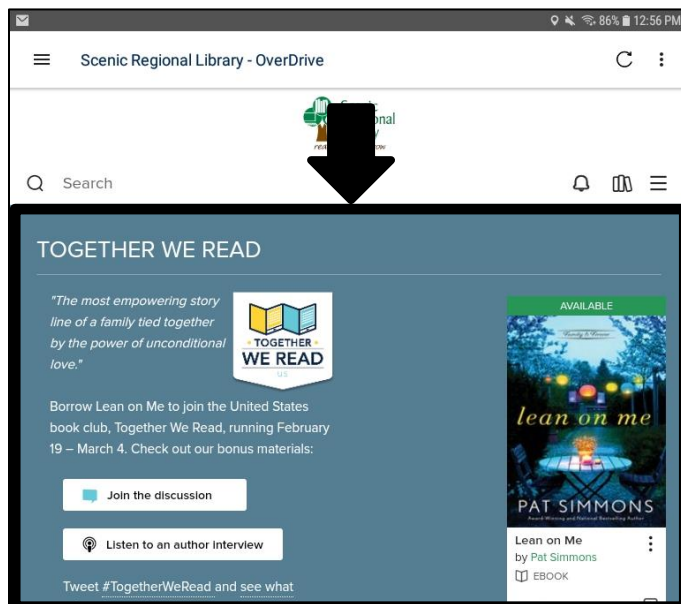


Overdrive Collection Tour, continued

Menu / Recent Updates – Takes you to Overdrive’s Help Recent Update page to let you know of any changes or updates to the app.



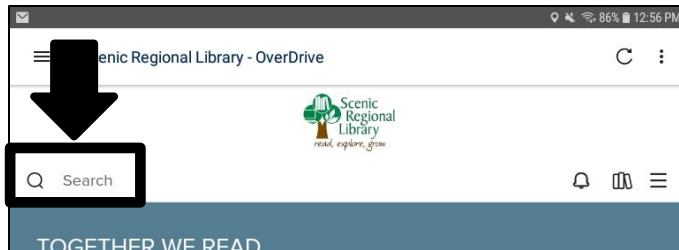
Viewing Window – Displays the collection of titles. Features will appear at the top and as you scroll down, you will see other collections of titles.



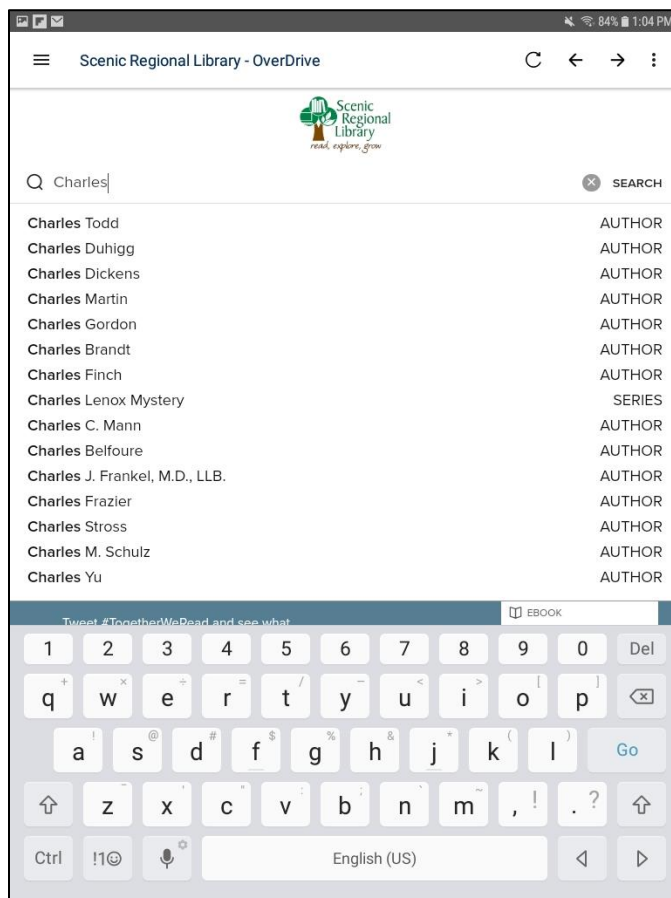
Borrowing Titles Using the Search Feature

Follow these steps to borrow a title using the search feature.

1. Tap “Search.”

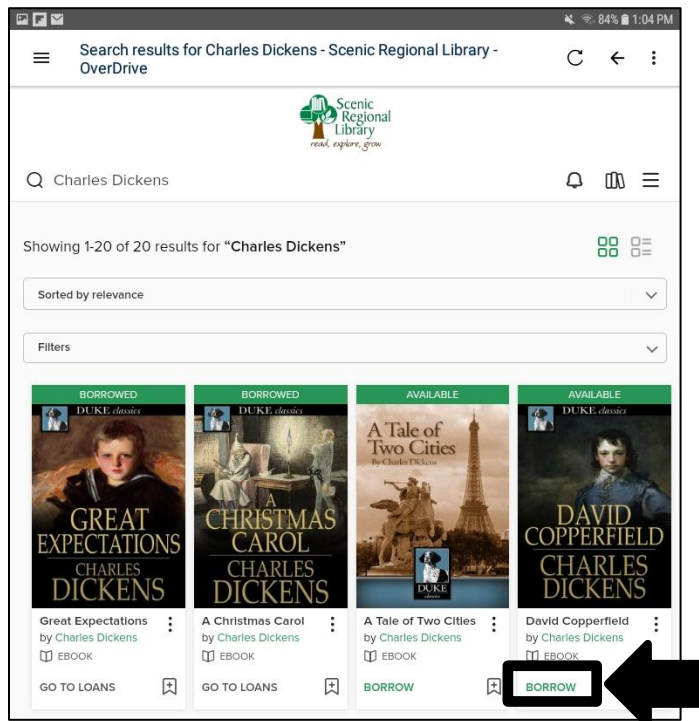


2. Enter your search words. Overdrive will try to guess what you are typing and if you see what you are searching for in Overdrive’s suggestions, you can tap on that.

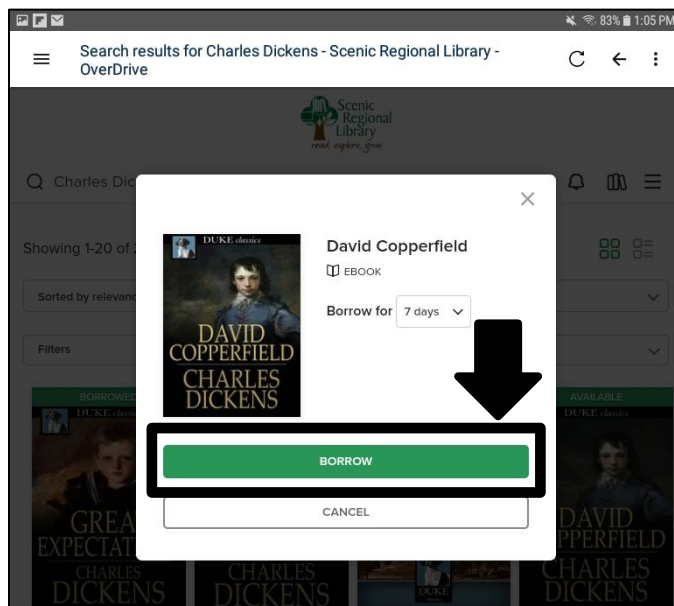


Borrowing Titles Using the Search Feature, continued

- Find the title you want and tap “Borrow.” You can also tap on the cover for more information and then tap “Borrow.”

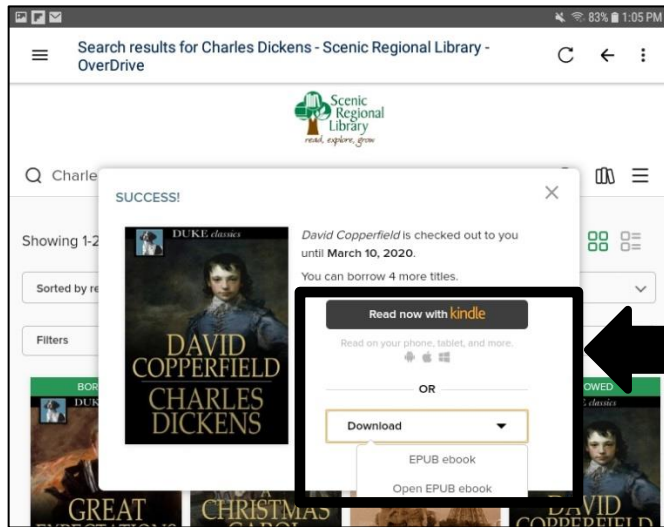


- Tap “Borrow” to confirm.



Borrowing Titles Using the Search Feature, continued

5. Tap the appropriate download option for your device.



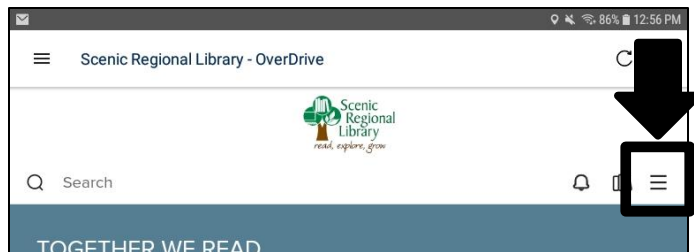
Notes

- If the title you want is not available, tap “Place a Hold” to put the title on hold.
- Tap the bookmark with a plus sign in it to add the title to your wishlist.
- Audiobooks are indicated by headphones under the book cover.
- You can change the sorting order by tapping on “Sorted by date added.”
- You can filter what is in the viewing window by tapping on “Filters.”
- Some eBook titles are available in multiple formats. After borrowing one of these types of titles, the system may ask you which format you want to download.

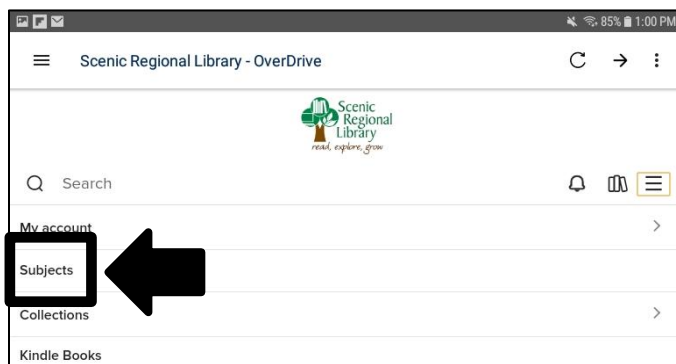
Borrowing Titles Using Subjects

Follow these steps to borrow a title using the Subjects menu.

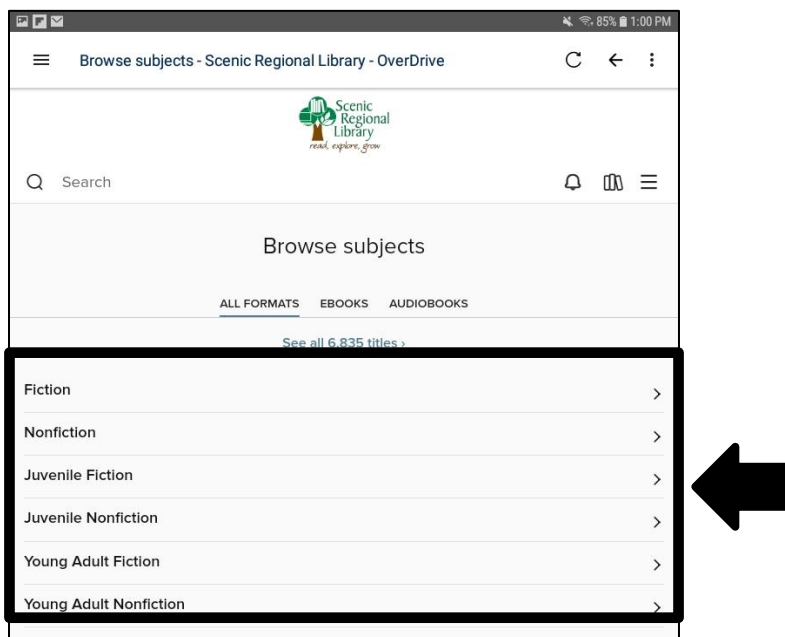
1. Tap the menu button.



2. Tap "Subjects."

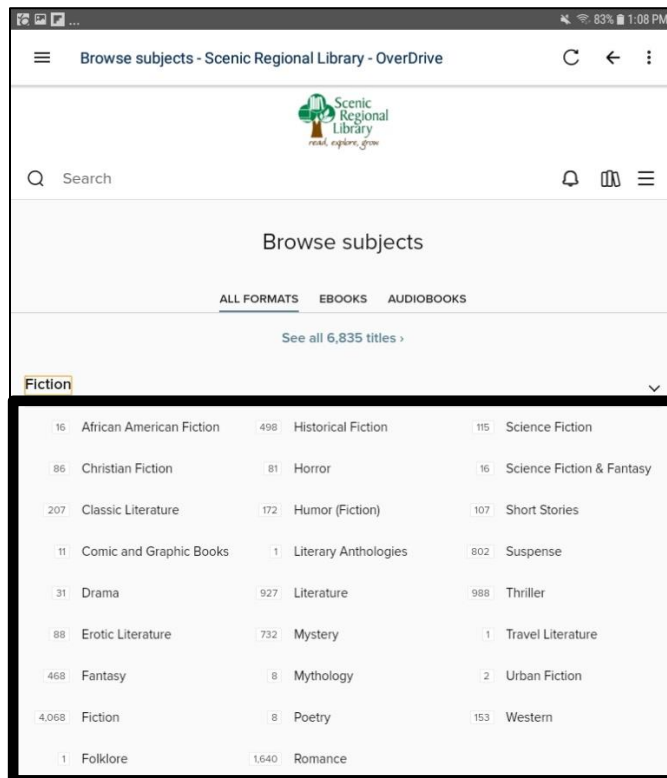


3. Tap a category.

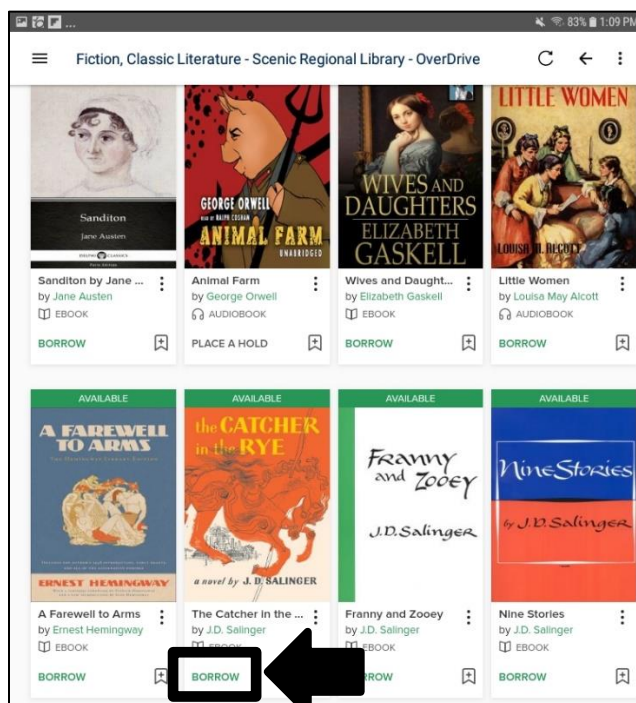


Browsing Titles Using Subjects, continued

4. Tap a genre.

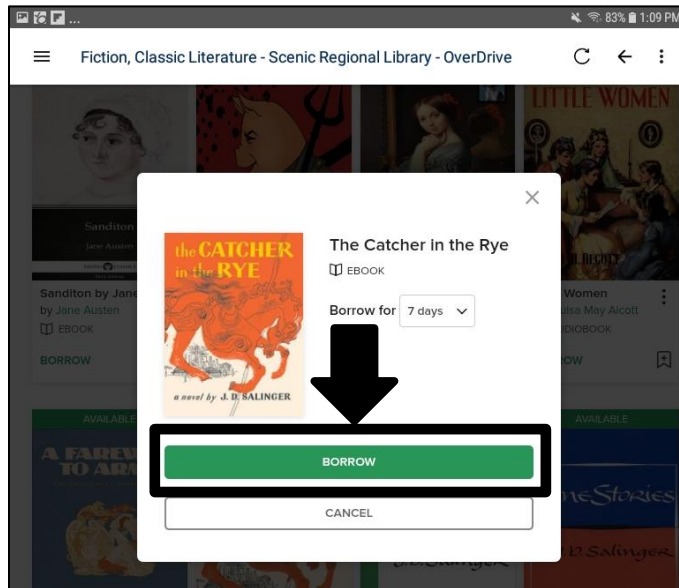


5. Find the title you want and tap "Borrow."

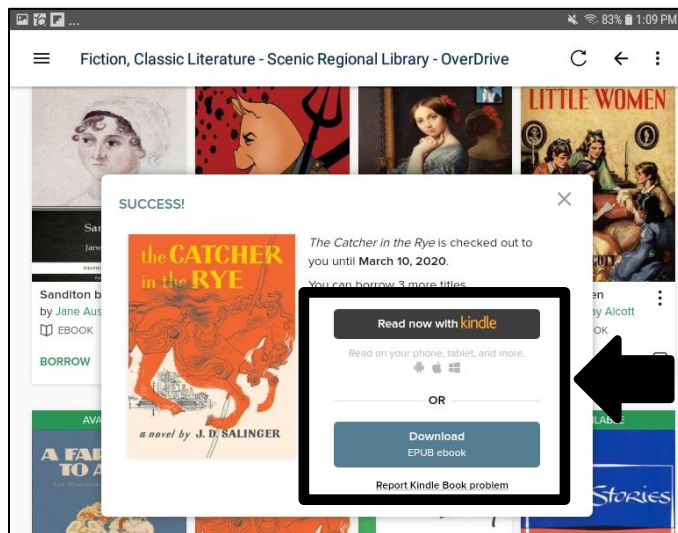


Borrowing Titles Using Subjects, continued

6. Tap “Borrow” to confirm.



7. Tap the appropriate download choice for your device.



Borrowing Titles Using Subjects, continued

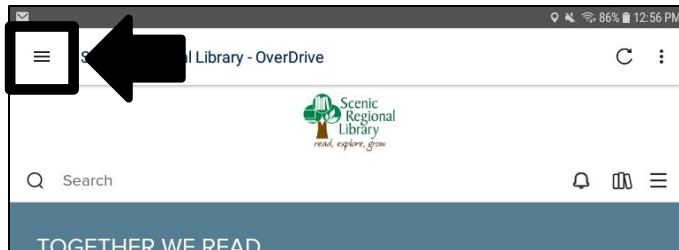
Notes

- If the title you want is not available, tap “Place a Hold” to put the title on hold.
- Tap the bookmark with a plus sign in it to add the title to your wishlist.
- Audiobooks are indicated by headphones under the book cover.
- You can change the sorting order by tapping on “Sorted by date added.”
- You can filter what is in the viewing window by tapping on “Filters.”
- Some eBook titles are available in multiple formats. After borrowing one of these types of titles, the system may ask you which format you want to download.
- The process used for borrowing titles by Collections, Kindle Books, Kids and the collections on the main page is the same as the one for Subjects.

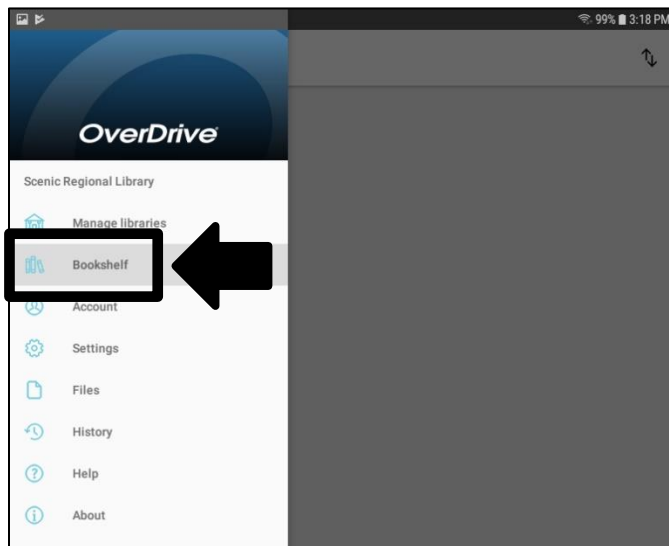
Reading an eBook

Follow these steps to open and read your eBook.

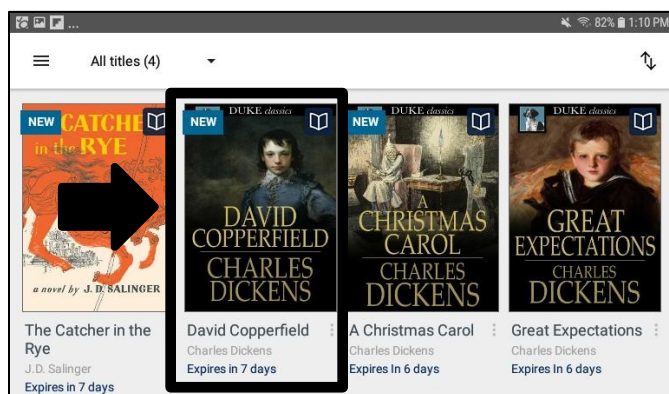
1. Tap the app menu button.



2. Tap "Bookshelf."

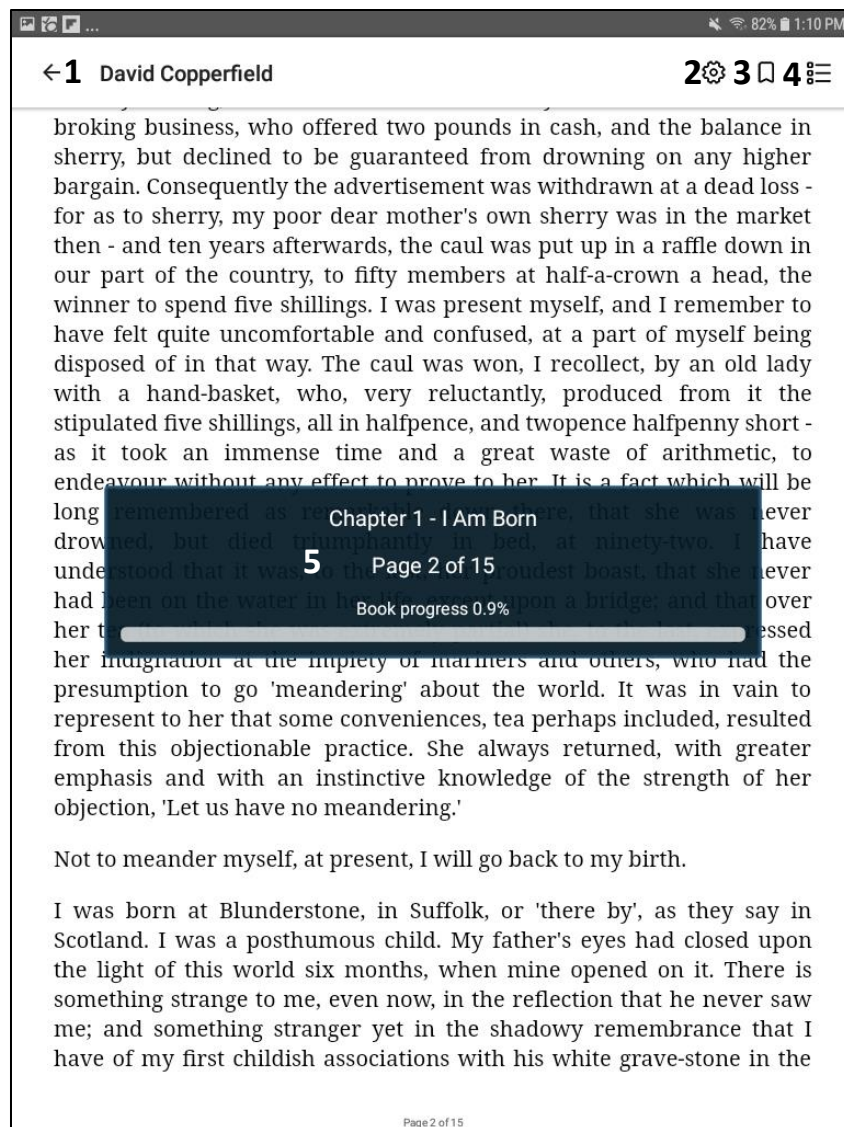


3. Tap the eBook you want to read.



Reading an eBook, continued

When you open an eBook, it will look like the screenshot below. Tap in the middle of the page to make the menus disappear. Tap in the middle of the page again to make them reappear. Swipe left and right to turn pages.

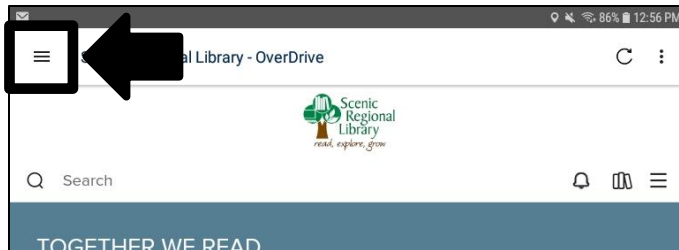


- 1 – Back: Returns you to your Bookshelf
- 2 – Settings: Displays a menu of settings you can change such as font size, spacing, and much more
- 3 – Bookmark: Creates a bookmark for the page you are currently reading
- 4 – Table of Contents: Displays an interactive table of contents and your bookmarks
- 5 – Status: Displays your current progress in reading the eBook

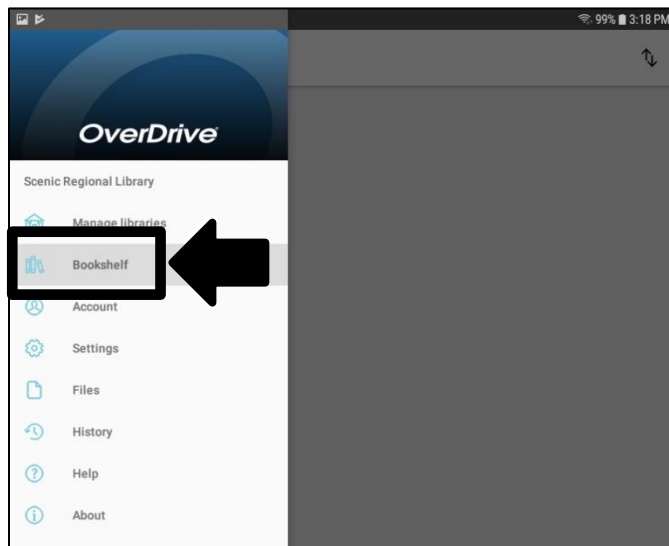
Listening to an Audiobook

Follow these steps to open and listen to an audiobook.

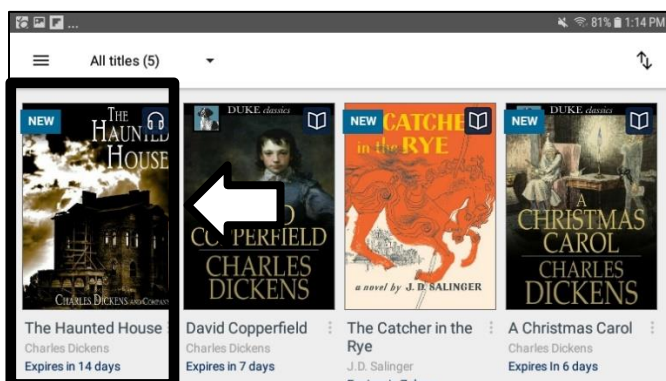
1. Tap on the app menu button.



2. Tap "Bookshelf."



3. Tap the audiobook you want to listen to.



Listening to an Audiobook, continued

When you open an audiobook, it will look like the screenshot below. Tap in the middle of the screen to make the menus disappear. Tap in the middle of the screen again to make them reappear.

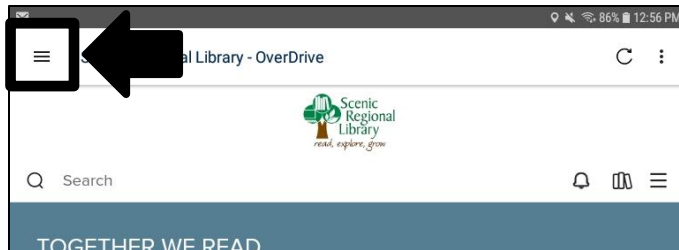


- 1 – Back: Returns you to your Bookshelf
- 2 – Settings: Displays a menu for changing playback speed, setting the sleep timer, and a few others
- 3 – Bookmark: Sets a time-stamped bookmark
- 4 – Table of Contents: Displays an interactive table of contents and created bookmarks
- 5 – Play / Pause Button: Plays and pauses your audiobook
- 6 – Sleep Timer: Sets a timer for when your audiobook will stop playing
- 7 – Playback Speed: Changes the speed at which your audiobook plays
- 8 – Volume Toggle: Raises and lowers the volume in small increments
- 9 – Status: Displays your progress in your audiobook
- 10 – Previous Track: Moves your audiobook back one track
- 11 – Rewind: Moves your audiobook back 15 seconds
- 12 – Fast Forward: Moves your audiobook forward 15 seconds
- 13 – Next Track: Moves your audiobook forward one track

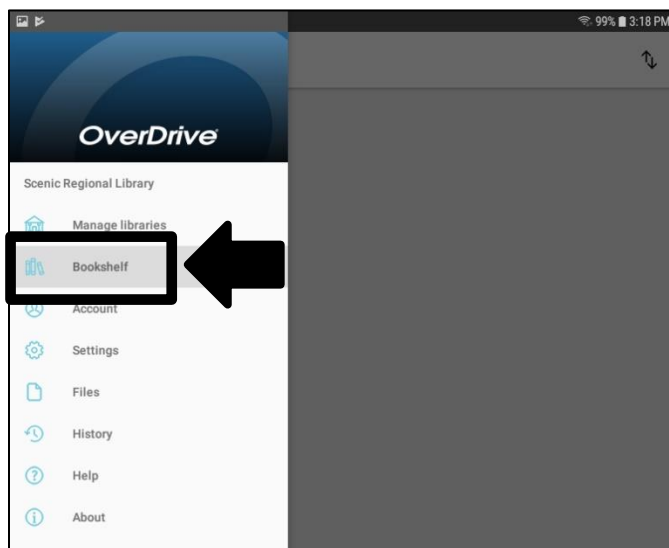
Returning a Title Early

Follow these steps to return a title from the app before the borrowing period ends.

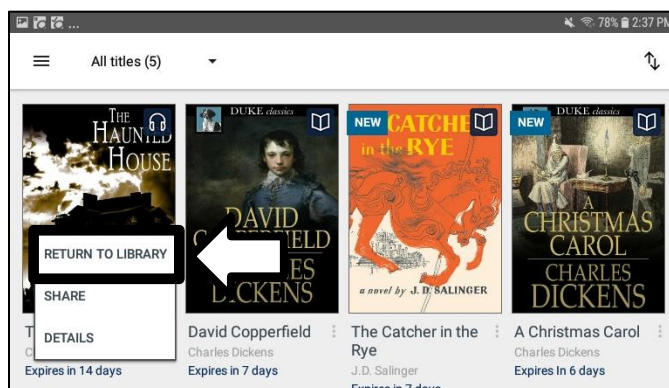
1. Tap the app menu button.



2. Tap "Bookshelf."



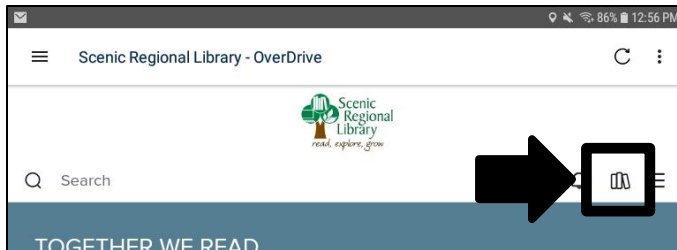
3. Tap and hold the title you want to return to display a pop up menu.
4. Tap "Return to Library."



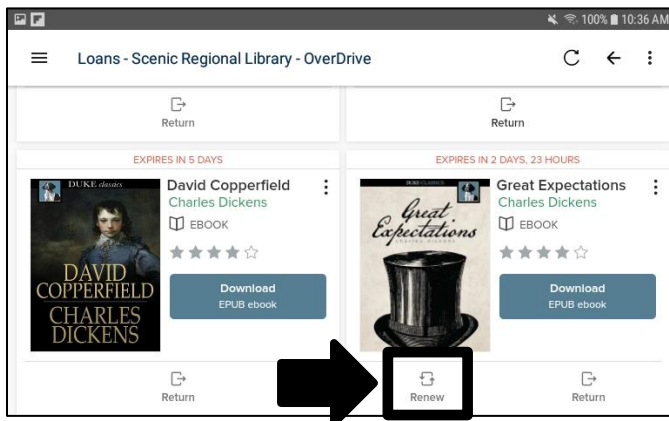
Renewing a Title

Follow these steps to renew a title if you need an additional two weeks to finish it.

1. Tap the “Loans” button.

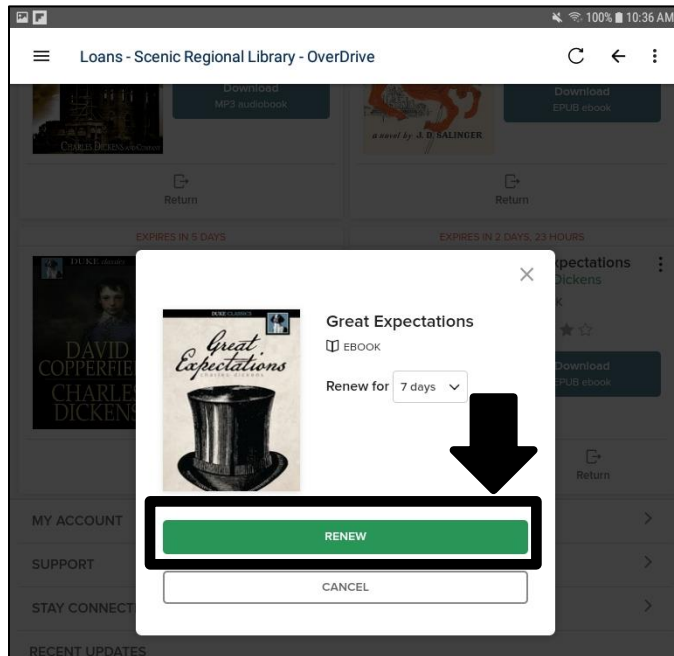


2. Tap “Renew” under the title you want to renew.



Renewing a Title, continued

3. Tap “Renew” to confirm.



4. Tap “Download again EPUB Book.”

