#### What are the borrowing rules?

- You can borrow up to 10 titles for up to 21 days (default is 14 days).
- You can change your lending period for titles. When logged in, select the 'Settings' link.
- You can return some titles before they expire. If you haven't downloaded an item yet, you can return it from your 'Bookshelf'.
  If you have downloaded an item you will need to return it from your computer or device.
- You can renew some titles near the due date. On the 'Bookshelf' option, check for the 'Renew' option underneath the book you wish to renew.
- You can place up to 5 items on hold at a time. You'll receive an email when a title becomes available. You'll then have 3 days to borrow the title unless you have chosen to borrow the item automatically.

Titles will automatically expire at the end of the lending period. There are no late fees!



# Download eBooks & eAudiobooks

## Guide for iOS/Android devices

## **OverDrive**

Access OverDrive to borrow eBooks and eAudiobooks - anywhere, anytime





Phone: 9550 3650 Email: manlib@mandurah.wa.gov.au





www.mandurah.wa.gov.au/Libraries.htm

## **Download the App**



If you have a smartphone, an iPad or an Androidpowered tablet you can download the App for free and start listening straight away!

1. Go to the App Store or Google Play Store and search for 'OverDrive'. Tap on 'GET' or 'INSTALL' to begin installing the App onto your device.



- 2. Open the App. You will need to create an account, which will require your name, email address and a new password.
- 3. Once you've created an account, swipe from left to right to open the menu, then choose '+ Add a library' and type in 'Mandurah Library'.
- 4. Tap on the yellow star to add Western Australia Public Libraries to your favourites.
- 5. Tap on Western Australia Public Libraries. Wait for the page to load, then choose 'Sign In' from the top right corner. Enter 'Mandurah Library' as your library, then enter your library card number and your PIN.

If you don't know your pin, ask at your Library.

### Look for a book

Now that you're all set up, next time you open the Overdrive App you just need to swipe from the left and tap on 'Western Australia Public Libraries' to find the catalogue again in the OverDrive App.

#### When searching for a book, you can:

- Browse the titles on the home page
- Use the menu at the top to browse categories
- Run a search using the box in the top right corner.

#### When you find a title you would like to borrow:

- Tap once and then tap again on the button to borrow the book.
  - N.B. If the title is unavailable, you can 'Place a Hold'. You can then choose to receive the book on your account ready for download once it becomes available.

#### Using the bookshelf:

The App will then take you to your bookshelf where you will then need to select 'Download' to put the book on your device.



## Start reading and listening!

### I've downloaded a book, now what?

- 1. To access the titles that have been downloaded onto your device, swipe from left to right and select 'Bookshelf'.
- 2. To start reading an eBook, tap on the cover image of an eBook that you have downloaded.
- 3. Reading eBooks in Overdrive works similar to other eReader Apps and devices: to turn the page, tap on the left or right side of the page, or tap in the middle to bring up more options. The automatic bookmark will reopen to the page you were last on.
- 4. eAudiobooks are also available to download or listen in your browser. For Android and IOS and Windows 8, eAudiobooks will download and play in your existing overdrive App. For PC or MAC to download eAudiobooks, you need to install OverDrive's desktop App and when downloading select MP3 eAudiobook and open within the App. From there, you can start listening, burn eAudiobooks to CD or transfer eAudiobooks to supported MP3 players. The desktop App is available from: http://app.overdrive.com/
- 5. To return a title before the lending period is over, press and hold on the book title when you are on the 'Bookshelf' page and select 'Return'. This will also delete the book from your device.