



# ADML/Overdrive Library e-Books & Audiobooks Smart Phone, Tablets

iOS/Apple products and Wi-Fi Enabled Nooks (Color, HD, HD+)

My Library Card Number: \_\_\_\_\_ My PIN: \_\_\_\_\_ (The default is **CHANGEME**)

## You will need:

- Library Card Number
- Overdrive App
- PIN (CHANGEME is the default)
- Internet connection
- Email

**To checkout, download and read books on your device, you'll first need to install the Overdrive Media Console App which allows you to read e-books. *One time Only***

1. Start up your device, and go to the App store.

Download **the FREE Overdrive Media Console**.

2. You may be prompted to register with Overdrive. You simply need to create an account using your name, email address, and creating a password.

## To Download an eBook

1. You are now ready to check out a book from the Digital Media Library. Tap the Overdrive App, then swipe from the left to the center of the screen.

2. Touch the **Add a Library** link to connect with the Alliance Digital Media Library. Type "Alpha Park" in the box and tap the **Search** button to find your library.

3. Tap Alpha Park Public Library, and you will be taken to "**Alliance Digital Media Library**" catalog in your web browser.

4. Tap **Sign In** in the upper right hand corner. Enter your library; your library card number and PIN. Check the "remember my login information on this device" box, if you don't want to continually enter your library card and PIN number.

5. The first time you use ADML, you'll want to change your settings. Click the link for "**Account**". Select your library and enter your library card number and your PIN. Click the "**Settings**" button on the right. Under "**Lending Periods**", choose the length of time you want to keep as your default setting. (More about this on back). Click the ADML logo on the top right to return to the home screen.

6. Search or browse for an e-book title you want to read. Make sure you are selecting the Adobe **EPUB** format. (*For audiobooks, you will need to check out MP3 format*). If the format is correct, click the **Borrow** button. (Choose the Kindle format ONLY if you wish to read the eBook on your Kindle App—see different instructions for Kindle eBook downloads).

7. Tap **Download** after checking for the proper format; when multiple formats are available, you may be prompted to verify again; if so, tap **Confirm and Download**. You may be prompted to register with Overdrive. You simply need to create an account using your name, email address, and creating a password.

8. Your book has been added to your library in the Overdrive app. Swipe from the left to the center of the screen to find your bookshelf. Tap on the cover of the book to begin reading.

### **To return your book early**

Open the OverDrive app on your device. From the Bookshelf, find the book you want to return and press and hold until a small menu appears. Tap **Return**.

**Note:** Delete will take the book off your bookshelf but will NOT return it to the library.

**If you need help or have a question, please call the Information Desk at**

**(309) 697-3822 x13 or email: [alpha@alphapark.org](mailto:alpha@alphapark.org)**

**Alpha Park Public Library, 3527 S Airport Rd, Bartonville, IL 61607, [www.alphapark.org](http://www.alphapark.org)**

### **Helpful Hints for Using the Alpha Park Public Library's Digital E-book Collection**

#### **TIPS:**

Be sure to Login (upper right corner) choosing Alpha Park Library from the list and entering your library card number and PIN. Using the Search feature before you login will not show you all the items available to you as an APL card holder.

#### **Account Features**

**Bookshelf** – Shows the e-Books currently checked out

**Holds** – Shows your holds (max of 3 titles) and your place on the list. You will receive an email when the title is available and it will be automatically checked out to your account.

**Lists** – Use this to keep track of titles of interest when browsing; you can quickly add a book to a list by clicking on the ribbon at the bottom left of the title icon.

**Settings** – You decide your personal defaults for how long to have a book checked out. The options are 7, 14 or 21 days. You can also change this prior to checking out a book

**Advanced Search** – Use this to narrow your search results.

#### **Finding Something to Read**

You may start your search in several ways. The top blue section shows quick searches limited by eBook or audiobook; fiction or nonfiction; or by topics (Classics, Health, etc.) In the upper right, you can search by typing in the name of a book or author. You may also choose the Advanced Search option which allows all of these choices as well as searching by device format (Kindle, EPUB book, etc.) As a visual clue, look at the upper left of a title icon – if the format symbol (book, headphones, etc.) is dark, then the item is available now; if gray, then the item is currently checked out.

#### **Having Problems?**

...Email us at: [alpha@alphapark.org](mailto:alpha@alphapark.org). Please include the following in your email: your name, library card number, the error message or number, operating system, browser and device.

...Call the Information Desk at (309) 697-3822 x13

**Can't find the eBook you want?**

**Give us your suggestions and we'll see if it's available for libraries to purchase.**