

Get Books from **OverDrive** for

iPad/iPhone/iPod Touch



All you need is an Ocean County Library card (<\$25 in fines), an Apple ID, an email address, a free app and Internet access.

To read eBooks or listen to audiobooks, install the free Libby App

1. On your device, go to the App StoreSM. Tap 'Search' and type 'Libby.'
2. Choose 'Libby' by OverDrive. Tap 'Get,' then 'Install.' If prompted, type your Apple ID.
3. Once installed, tap the Libby icon on your home screen to open it.

Next, create your Libby settings

The first time you open Libby, answer the questions that appear.

If you have Libby on another device, select 'Copy from my other device.'

If not, look up library by name or zip code. Select 'Ocean County Library.' At the next screen, select 'I'll Mostly Read in Libby.'

Sign into Libby

Tap Sign in With My Library Card.

Enter your entire library card number without any spaces. Tap 'Sign In.' You will see a digital image of your library card. Tap 'Enter the Library.'

Search For, Check Out and Download Books

- There are many ways to find books. You can browse collections on the home page; tap 'Explore' to view different guides, subjects and other categories. You can also use the search box at the top of the screen next to the magnifying glass. Here you can enter an author's name, a title or a keyword.
- To use an Advanced Search, click "More Options" beneath the search box. Here you can narrow results by subject, date added to the collection, format (eBook or audiobook) language, audience, device compatibility, and/or availability.
- If the book can be checked out, you will see the word 'Borrow' next to the book cover. If there is a waiting list, you will see 'Place Hold.'
- To check out the book, tap 'Borrow', then tap the 'Borrow' button. The book will download. You can now tap 'Read Book' or 'Keep Browsing.' If you want to read it, tap the book cover to open it and tap or swipe right or left to turn pages forwards or backwards.
- To sample a title, Tap 'Play Sample' (for audiobooks) or 'Read Sample' (for eBooks);
- To add the title to your Wish List, tap the ribbon with a plus sign, then tap the picture of the stack of books. This is "tagging" a book.
- To see a description or get more details, tap the book cover.



Ocean County Library

Connecting People... Building Community

www.theoceancountylibrary.org

732-349-6200

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To Return a Library eBook:

Library eBooks and audiobooks are **automatically returned** at the end of the lending period. You don't have to worry about late fees. However, if you finish a book early or decide you no longer want it, you can return it to free up 1 of your 5 allotted checkouts and make the book available to other customers.

Open the Shelf. Next to the book cover, tap 'Manage Loan.' Then tap 'Return Loan to Library' and press the return button.

Other useful information—you can:

- **Check out 5 items and place holds** on 5 items at a time.
- **Renew books one time.** The Renew option will appear 72 hours before a title's expiration date. Go to your Shelf, tap 'Manage Loan,' then tap 'Renew Loan.' If there are existing holds on the item, you can still place a hold on the book.
- **Make a reading list.** You can tag books to read in the future to create a wish list by clicking on the ribbon icon, then tapping the picture of stacked books. You can also create new tags in the Libby app to make customized lists. Note: the titles you bookmark on the OCL OverDrive website are not currently synched to the tag list on the Libby app.
- **Cancel, edit or suspend your hold.** Tap Shelf, then 'Manage Hold' next to the cover of the book. Tap 'Cancel Hold,' then 'Cancel' to cancel. Tap 'Edit Hold' to change the email address the hold notice is sent to, check the box if you want your holds to be automatically checked out when they become available. To suspend a hold, tap the word 'Active' next to Hold State. Select the amount of time you wish to suspend the hold.
- **Limit your search to audiobooks.** Tap 'Preferences' on the OverDrive home screen. Next to the word Format, tap 'Any', then select Audiobooks from the drop down menu. Then tap the 'Apply Preferences' button.
- **Change the default setting for your lending period.** On the **ocl.overdrive.com** website, go to Account, then Settings. Under Lending Period, click on the number of days that you would like to borrow books in the future (7, 14, or 21).

For technical assistance, first, refer to the Help & Support page in Libby, where you can submit a question, report a problem or offer an idea. Alternatively, go to help.overdrive.com, the Help Site that has answers to many common questions. If that doesn't resolve the issue, contact your local branch.

