

Zelienople Area Public Library's Guide to...

Downloading ebooks and audiobooks from the
OverDrive app to Apple devices



**** To use this service, you need an active library card
and the PIN number for that library card ****

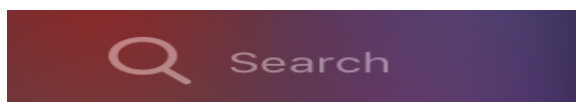
Step One... Downloading the app

- Go to Apple's App Store



The icon for the App Store

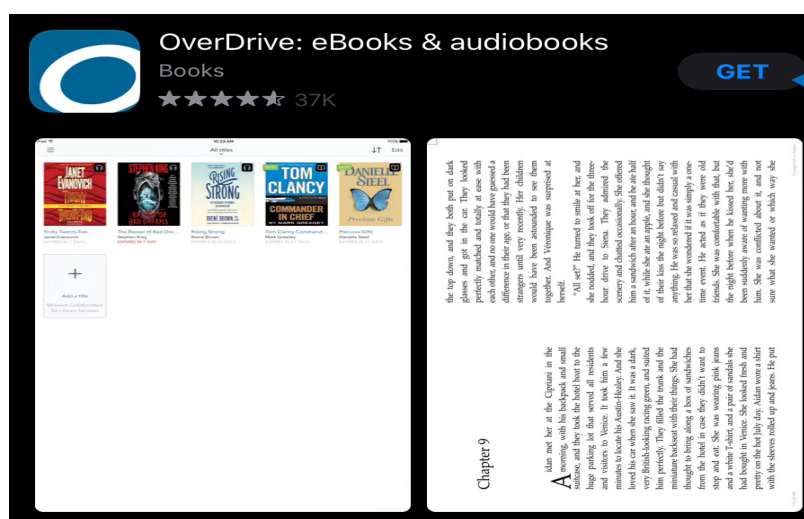
- In the lower right of the screen, tap on the magnifying glass to be able to search for "OverDrive"



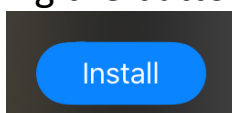
- To the top left of the screen, you'll be able to type "OverDrive" in the text field located by the arrow here:



- The search results should bring you the OverDrive app. Click on 'GET' to download the app. ***Note: You may need your Apple credentials if you've set the App Store to request them upon downloading new apps. Not to worry, everything about this app is free for library patrons, i.e. downloading the app and the use of the app thereafter.



- Install, if necessary, by clicking the button that looks like this below:

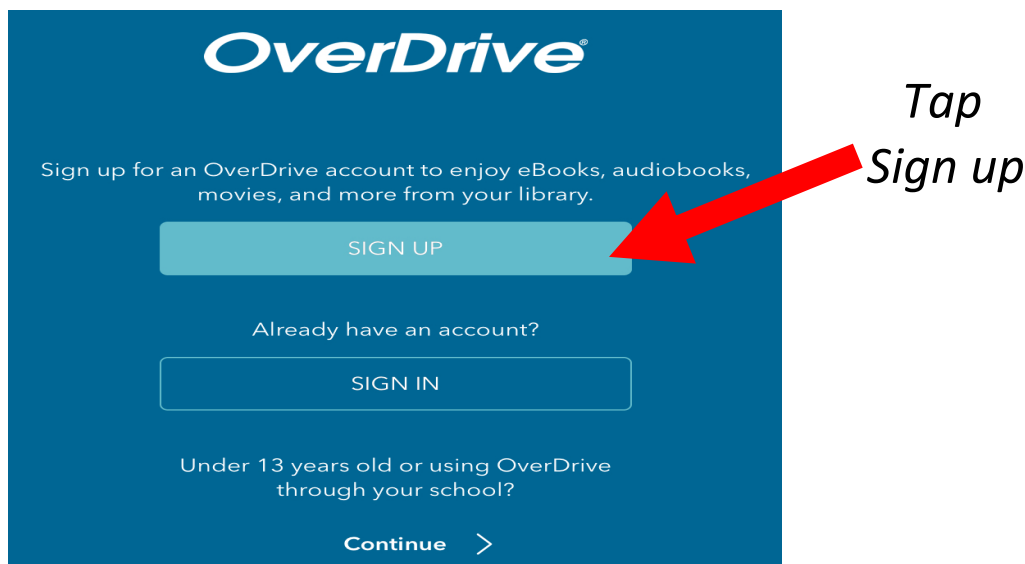


Step Two... Registering an account in the app

- Open OverDrive by finding this icon on the home screen of your device:



- Once OverDrive is opened for the first time, account registration begins.

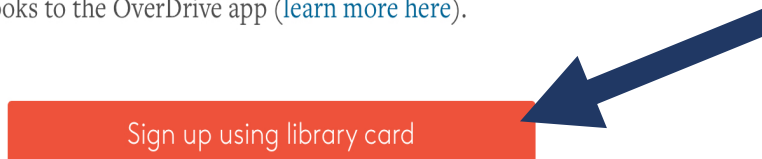


- Choose the 'Sign up using library card' option.

Sign up for an OverDrive account

An OverDrive account syncs your progress through titles, your saved libraries, and your bookmarks across multiple devices.

Use your OverDrive account to sign into the OverDrive app and overdrive.com. Make sure you always sign in using the same method, especially if you plan to download eBooks to the OverDrive app ([learn more here](#)).



Step Two... Registering an account in the app (cont.)

- Typing “Zelienople” will be enough to find our library.

Find your library

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.

Search By ☒ Name ☐ Location

New Castle District Library Center

Zelienople Area Public Library
227 S High St, Zelienople, Pennsylvania 16063-1320

Tap here

*** Note: Zelienople Area Public Library and Butler County public libraries team up with adjacent counties and their public libraries to provide OverDrive. New Castle District Library Center is the name on the shared account. ***

- First, select ZAPL from the dropdown menu. After that, enter your library card number and the PIN number associated with it. Tap ‘SIGN IN’ last. This ends part one of the account registration as we are next taken to the homepage for the OverDrive collection of ebooks and audiobooks.

SELECT YOUR LIBRARY FROM THE LIST BELOW:

CARD NUMBER

PIN

Cancel

- Currently, OverDrive also requires us to sign in to use our new account. Press “Sign in” (indicated by the arrow below). Proceed to do the exact same thing as described in the step above. This completes the sign-up process.



Subjects Collections ▾ Kindle Books Kids

Language ▾ Feedback Recent updates Help

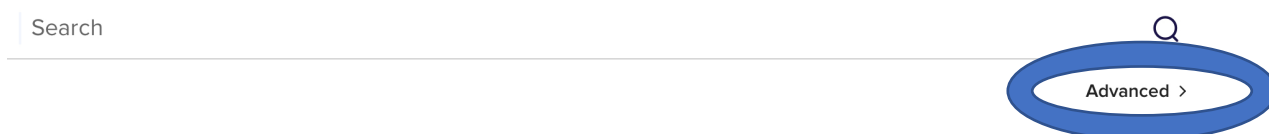
Search

Step Three... Finding ebooks and audiobooks

- There are multiple ways to search or browse for titles:
- **[Method 1]** Click on the magnifying glass icon in the upper right of the OverDrive home screen. Type in your search terms in the subsequently appearing text field.



- **[Method 2]** Perform an advanced search. Same as above, except click on 'Advanced' in the lower right of the text field (circled).



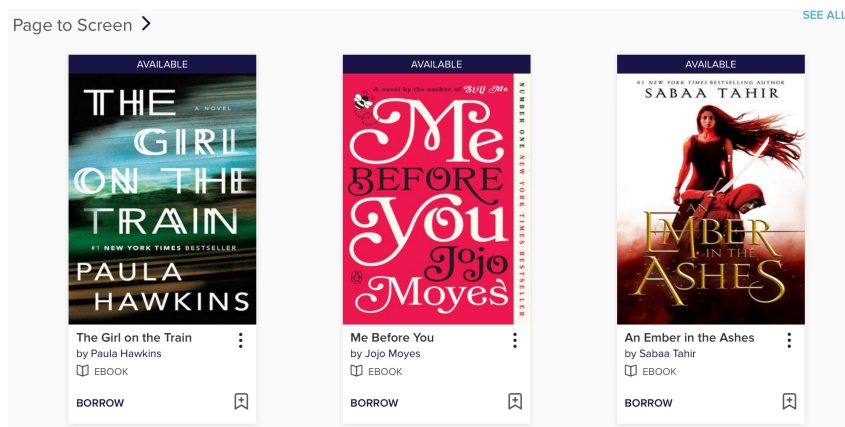
Below are the advanced search filters. Press 'Search' in the bottom right of the screen to get the search results (not pictured).

Advanced Search	
Title <input type="text"/>	Date added All dates ▾
Author <input type="text"/>	Formats All formats ▾
Subjects All subjects ▾	Awards All awards ▾
Availability All titles ▾	Languages All languages ▾
Audience All audiences ▾	ISBN <input type="text"/>

'Availability' and 'Formats' are very helpful filters (starred above). 'Subjects' is another option worth trying. We can use as multiple filters at a time.

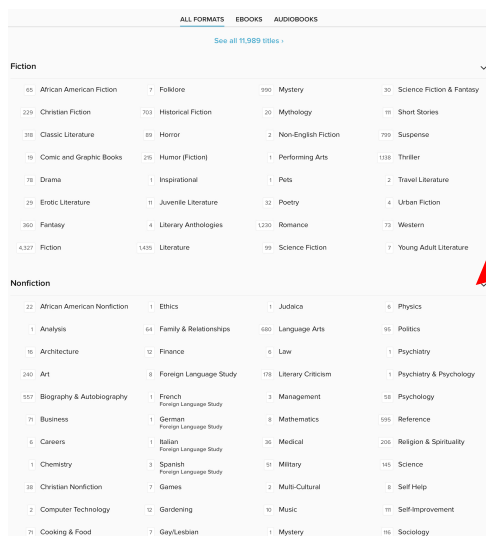
Step Three... Finding ebooks and audiobooks (cont.)

- **[Method 3]** Scroll down the home screen to peruse showcased titles from OverDrive (example of a curated collection below).



- **[Method 4]** Browse using the following four options which are under the Pennsylvania logo in the upper left of the home screen.

Subjects Collections ▾ Kindle Books Kids



A comprehensive list
of 'Subjects'

The 'Collections' menu

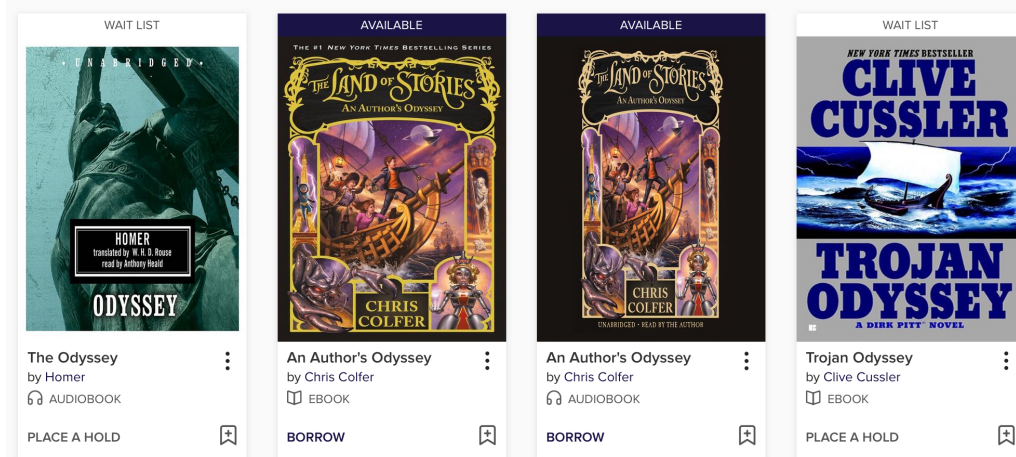
SPECIAL
Kids

EBOOKS
Available now
New eBook additions
New kids additions
New teen additions
Most popular
Try something different
See all >

AUDIOBOOKS
Available now
New audiobook additions
New kids additions
New teen additions
Most popular
Try something different
See all >

Step Four... Borrowing titles in the OverDrive app

- A search for the “Odyssey” came back with these illustrative results. A breakdown of the important options we see in the picture below:



- [**AVAILABLE or WAITLIST**] At the top of every title above is one of these terms letting us know what's available now... or not.
- [**AUDIOBOOK or EBOOK**] Under every book cover image, the title, and the author is one of these terms and an icon letting us know if the resource above is in a text or an audio format.
- [**BORROW or PLACE A HOLD**] At the bottom of every image, we have these choices. We'll get the 'BORROW' titles immediately. We'll have to wait for the 'PLACE A HOLD' titles. The plus sign bookmark adds the title to a remember for later 'WISH LIST'. ***Note: for holds to be placed, you will have to provide an email address so that you can be notified when the title becomes available. ***

CRUCIAL DETAIL → → → WE NEED TO TAP THE BORROW BUTTON TWICE. ONCE HERE AND ONCE ON THE NEXT POP-UP SCREEN TO COMPLETE BORROWING PROCESS.

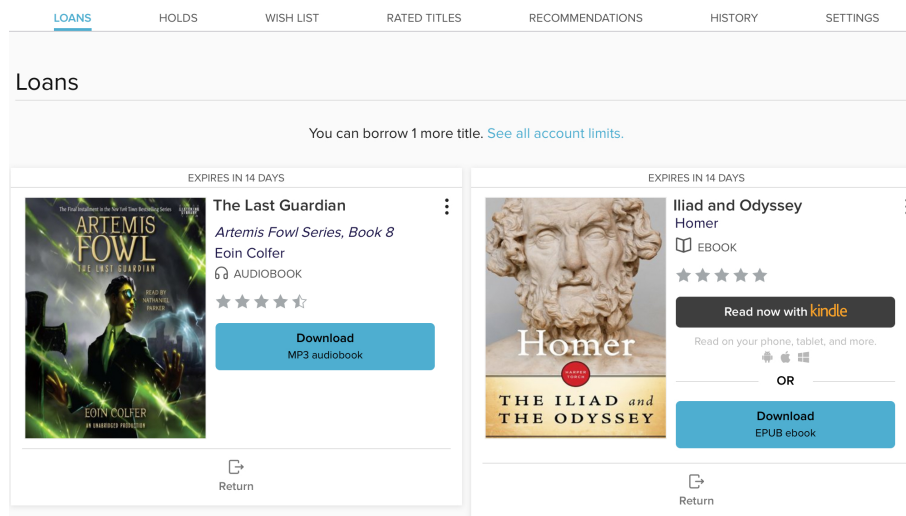
- [**the three vertically stacked dots & the book cover image**] The three dots represent a more options menu as well does simply tapping on the book cover image itself. From either, more information about the title is presented. For materials that are waitlisted, you'll be able to see how long the wait may be.

Step Five...Downloading our titles

- Once we've chosen to borrow or have placed a work on hold, we need to be able to find those titles. In the upper right of the screen no matter where we're at in the app, we'll find a "stack of books" icon (circled). We'll click that to proceed. ***Note: the bookstack icon and 'My account' dropdown menu have the exact same features except for the 'My account' menu has the "sign out of OverDrive" button. ***



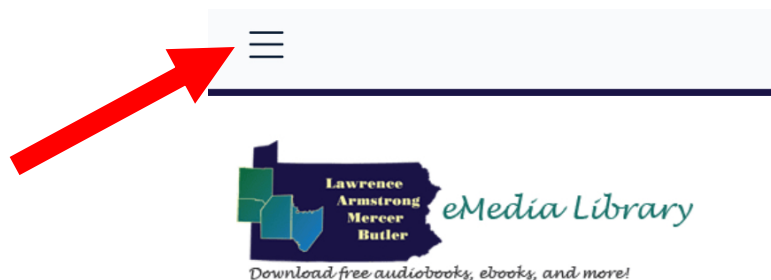
- We're next taken to a screen that looks like the following. To download a title to the app, press the 'Download' button (in light blue).



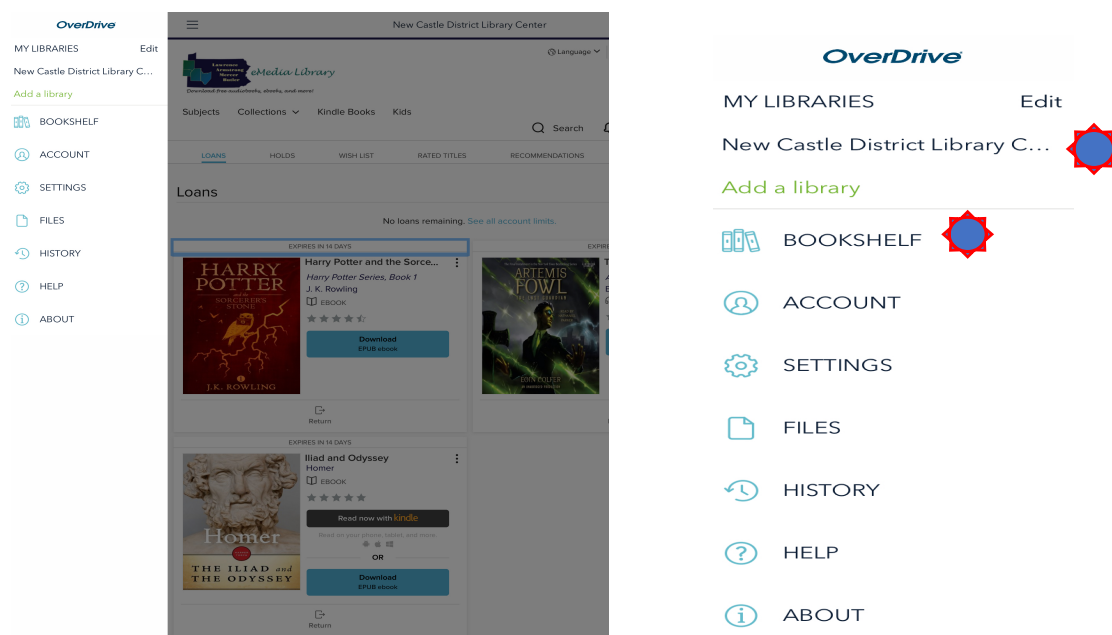
Notes of importance from the image above:

- The due date or expiration is listed at the top of every book image tile
- We return materials early with the icon at the bottom of each tile
- The download button will remain whether or not we've done so already. This enables us to download the same title to multiple devices if desired.
- The menu at the very top of the picture above will take us to our 'HOLDS' page, titles for later ('WISH LIST'), 'SETTINGS', et cetera.
- Above each book image tile is a reminder we have only so many titles we can have out at a time. In our case, we have a limit of three titles.
- Some titles can be sent to a Kindle tablet or to the Kindle reading app on other models of tablets/smartphones, as above with the 'Iliad and Odyssey' title. ***Note: should you need the Kindle app or Kindle tablet option, you will need to have your Amazon credentials handy to facilitate that process.

Step Six... Enjoying what we've borrowed



- In the picture above we see the navigation menu icon for the app (arrowed). It's important because this menu allows us to shift between the two functions of the OverDrive app, the library section that allows us to search for materials and the bookshelf area for reading and listening to those items. To get to the latter area, we first need to tap on this “three bars icon” in the upper left hand of our screen.

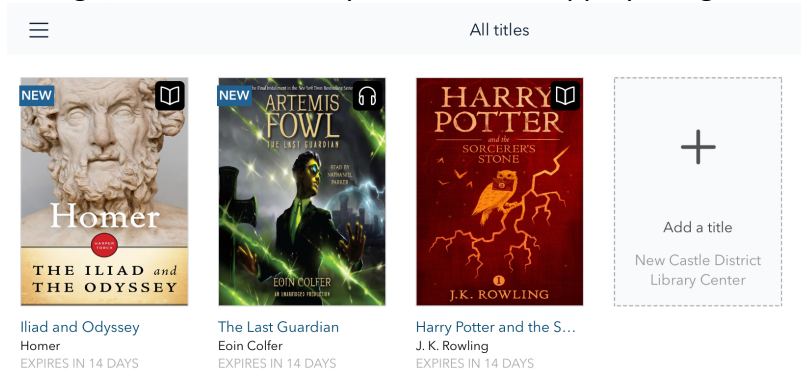


Notes of importance from the images above:

- The left image is what we see after pressing the navigation icon aforementioned. The right image is a magnified view of the navigation panel.
- Most useful to us will be the two starred sections in the right image. 'New Castle District...' is the library section of the app which we've been exploring so far. 'Bookshelf' is where to go to find our downloaded titles which we'll be doing next. However, before that, it's extremely significant to mention that this is where we can switch between the two.

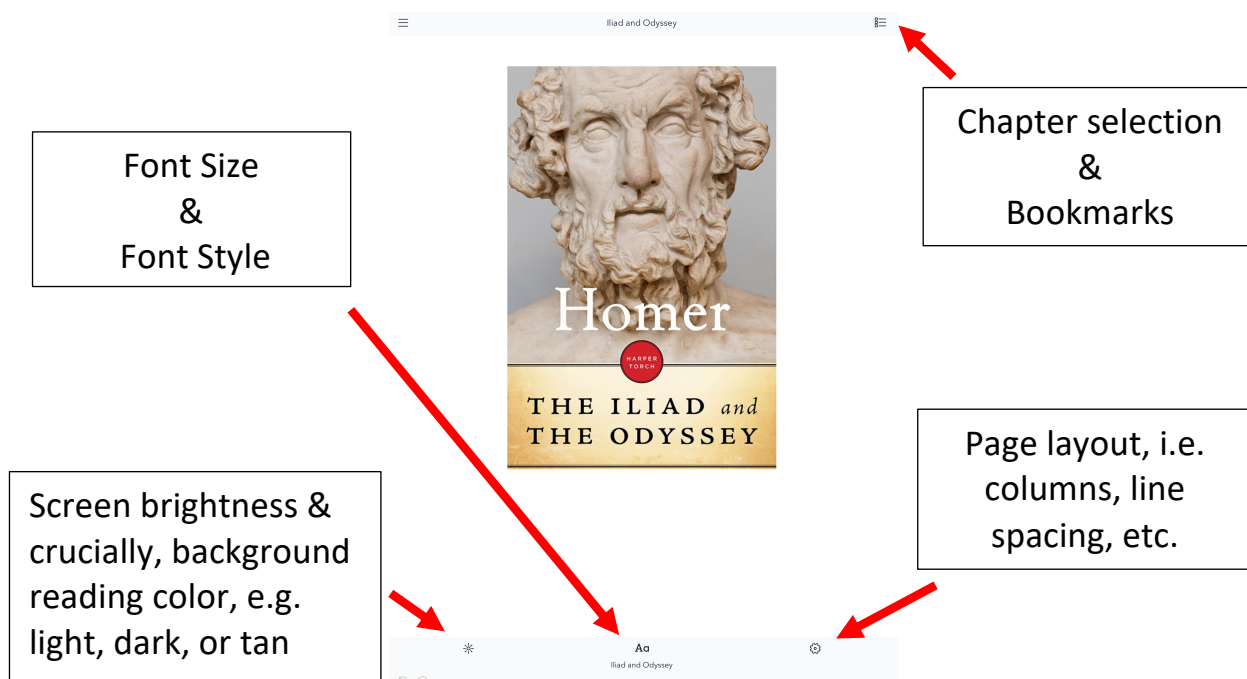
Step Six... Enjoying what we've borrowed (cont.)

- Below is what we see when we tap on the 'Bookshelf' button. These are the downloaded titles and to read/listen to one, simply tap on the book cover image.
- ***Note: we can also get back to the library section of the app by using the tile to the far right.



- We've reached our destination, but there are still some important tips to know. For starters, gently tap on the center of the screen to bring up the reading options menu. This menu will allow us to customize and navigate the resource with ease.

(image was taken after pressing the center of the screen)



***Note: bookmarks can be made using the tassel icon seen here →

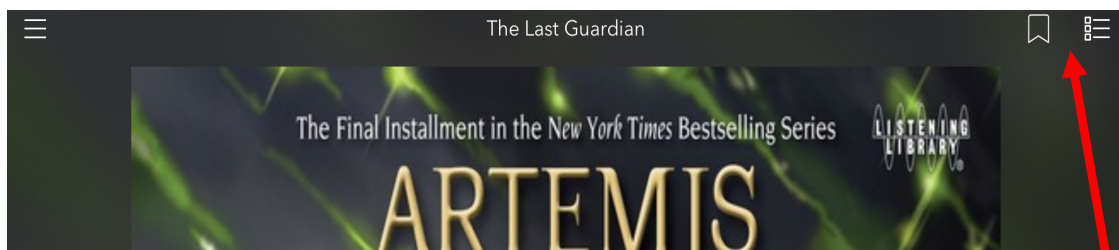


This icon will appear when the "chapter selection" menu is closed in that exact same location.

Step Seven... Audiobooks, renewals, holds, & more

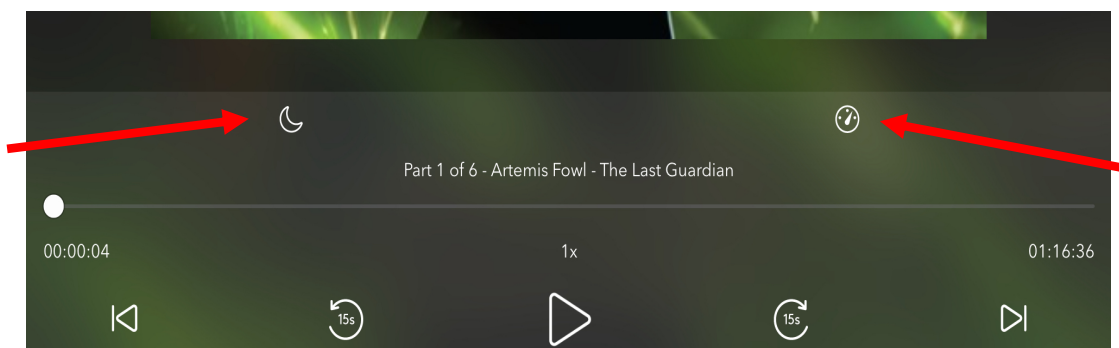
••Audiobook Example ••

The top third of the audiobook player is pictured below:



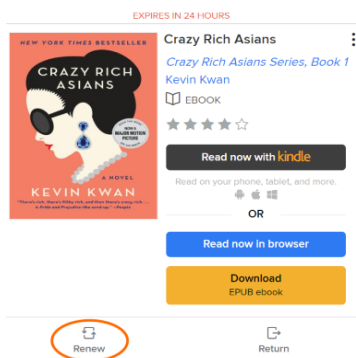
- The bookmark icon and table of contents icons are in the top right

The bottom third of the audiobook player is pictured below:



- The moon icon (pointed to by the left arrow) is a sleep timer; very nice.
- The odometer icon (the right arrow) is our listening speed option.
- The icons at bottom are: “go back a chapter”, “jump back 15 seconds”, play/pause, “jump ahead 15 seconds”, & “skip ahead to next chapter”

••Renewals ••

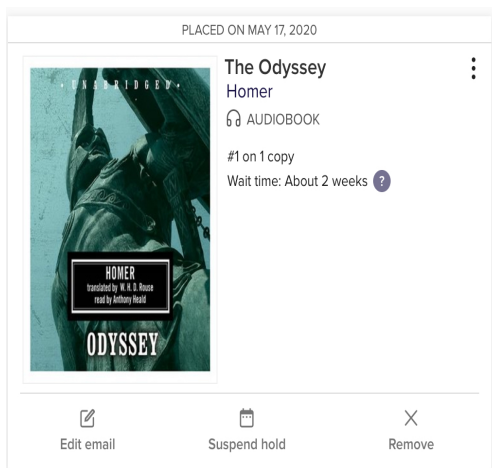


To renew an item in OverDrive, the item must be due in 72 hours or less, otherwise the option to renew won't appear. If you can renew, that option would be where the orange circle is at left. 'Request again' in that same place means other people have holds on the item and we cannot renew. In another scenario, sometimes publishers do not allow renewals on an item. The option to renew is found on the 'LOANS' page.

Step Seven... Audiobooks, renewals, holds, & more (cont.)

.. Holds ..

A title we'd see on the 'HOLDS' page (see pg. 8 for help with getting here)



At left, we see:

- Waitlist status & wait time (approx.)
- ‘Edit email’ = where we receive the notice when the title is ready; that’s if we’d like to change that from what we typed in placing the hold.
- ‘Suspend hold’ = temporarily pause the hold. There is unfortunately no way to reverse this decision once made.
- ‘Remove’ a hold

.. Bottom Navigation Bar ..

These options are present from the library section of the app. They’ll allow us to go back or forward to the sections of the site we’ve already been.



.. Key Things to Know ..

- ~ There are no late fees... yes!!!
- ~Ebooks and audiobooks are returned automatically
- ~ We need to download items to access them when we’re without internet



.. Further Help ..

As always, feel free to contact the library with any questions that you may have.

Phone: (724) 452-9330 ~ zelienoplelibrary.org ~ 227 South High Street, Zelienople, PA 16063