

## Renewing

Renewing a book doesn't extend your lending period. Instead, it lets you borrow the book again immediately after your current checkout expires (if there are no existing holds) or it places you on the wait list to borrow the book again as soon as possible (if there are existing holds).

Click the Request Again button located under the book cover on your Loans page.

Title that you've requested again will appear on your Holds page and will be automatically checked out to you as soon as they're available again.

Once you receive an email indicating the title is available, you need to go to your Loans page to download again.

## My Account

- Loans
- Holds
- Wish List
- Recommendations
- Settings: lending period, content preferences

## Questions?

Ask at the 2nd floor Reference Desk or call (920) 236-5205

## Download F.A.Q.

### How many books can I check out at once?

You can check out 10 items.

### How many holds can I have?

You can have 10 holds.

### How long is the lending period?

The default for audiobooks is 7 days, but you may change it to 14 days. When borrowing a book, you can also change the lending period for just that title.

### What happens when that time is up?

When the lending period ends, the ebook will expire.

### How can I change my default settings?

Click on the book icon on the top of the page which will take you to your Loans page. Click Settings. You can also set your content preferences under Settings.



# How to download ebooks

# For iPod or MP3 player



## Getting Started

On your computer, go to [www.oshkoshpubliclibrary.org](http://www.oshkoshpubliclibrary.org) and click on Download Books, located on the red navigation bar. Click on Wis. Digital Library.

Click on Help in the top right corner, then click on Devices and choose MP3 or iPod.

Look for Software which will provide a link to OverDrive for Windows or Mac. Click on link.

Scroll down towards bottom of page, choose either Windows Desktop or Available for Mac

Follow instructions to download.

iTunes is also required to transfer audiobooks from a computer to an iPod.

## Logging In

Go back to the Wis. Digital Library and in the top right corner, click Sign In. Choose Oshkosh Public Library or Winnefox Library system from drop down list.

Enter your library card number and pin (last four digits of your phone number). Check the box for Remember my login.

## Searching for Books

If you know what you would like to search for, click the magnifying glass and enter your search term(s).

To browse titles, you can use the Subjects menu near the top of the website to view all subjects in your library's digital collection.

Or, use the Collections menu to see collections of newly added titles, popular titles, or spotlight collections.

Filter by choosing format, Available or date added.

Use Advanced Search to limit your search.

When you find a book, Click Borrow. Banner on top of book cover will inform you if it's Available, Wait List, or Coming Soon.

## Transferring to a Device

Go to your Loans (book icon at top of page) and download book. It should open automatically in OverDrive's desktop app and prompt you to download its parts.

Plug your MP3 player or iPod into your computer. Once the audiobook finishes downloading, into the desktop app, click it, then click Transfer. Follow the on-screen prompts to transfer the audiobook to your player.

Audiobooks will appear under "Music" on your iPod

For transferring audiobooks to a MP3 player with a Mac, see the following instructions:

<http://help.overdrive.com/customer/en/portal/articles/1481167>

## Returning and Deleting Books

Select the audiobook you'd like to return in OverDrive for Windows

Click the Delete button to display the return and delete options.

Click Return/Delete to both return the audiobook to your library and delete it from your computer. Click Delete to remove the audiobook from your computer, but keep it checked out to your library account. This means that you can download the audiobook again during your lending period.



Click for Details on the title: description, reviews, number of holds.

Click to add to your Wish List.



Click to get to Loans page.

## Holds

Click the Place a Hold button under a title. Enter your email address.

When the title is available, it will be automatically checked out to you. You'll receive an email notification letting you know that it's waiting for you on your Loans page.

You can also suspend and edit your holds.