

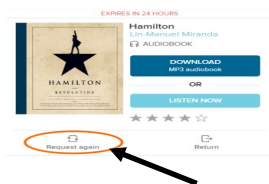
Returning in OverDrive for Windows 8/10:

1. Right-click on the book you want to return
2. Select Return/Delete from the menu at the bottom of the screen
3. Click Delete and return to return the item to the library & remove it from your computer
4. Click Delete but do not return to remove the item from your computer but keep it checked out to your account



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

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.

Questions?

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



How to download e-audiobooks

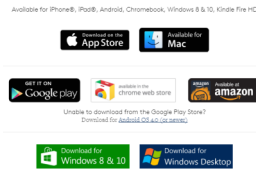
For iPod or MP3 player



Getting Started

1. On your computer, go to app.overdrive.com and scroll down to the bottom of the page

2. Depending on your computer, choose either **Available for Mac**, **Download for Windows 8 & 10**, or **Download for Windows Desktop** (for Windows 7 and earlier)



3. Follow the instructions to download & install

*****If you are using an iPod, iTunes is also required to transfer audiobooks to your device*****

Logging In

1. Go to www.oshkoshpubliclibrary.org and click on eLibrary, located on the red navigation bar. Click on Wisconsin Digital Library/Overdrive (under the Download heading)
2. In the top-right corner, click Sign In. Choose Oshkosh Public Library or Winnefox Library system from the drop down list
3. Enter your library card number and pin (last four digits of your phone number). Check the box for Remember my login

Searching for Books

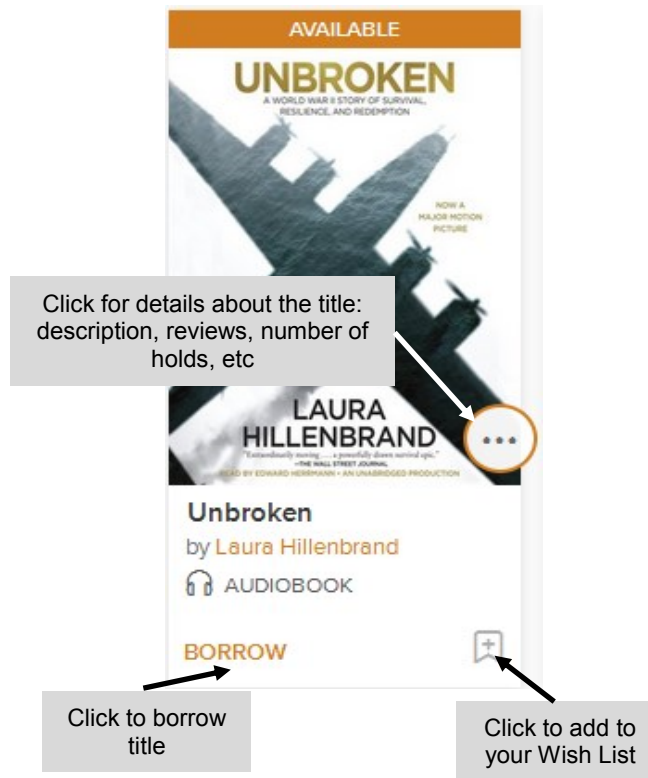
If you know what you would like to search for, click the magnifying glass and enter your search term(s).


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, Availability or date added.

Use Advanced Search to limit your search.



- Click  to get to your Loans page.

Borrowing Books

The banner on top of the book cover will inform you whether an item is available, has a wait list, or is coming soon

1. When you find a book you want, click **Borrow**
2. Go to your **Loans** (book icon at top of page), then click **Download mp3 audiobook**

Holds

To place a hold, click the Place a Hold button under a title, then 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.

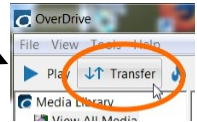
You can also suspend and edit your holds from your holds page

Transferring to a Device

Your book should open automatically in OverDrive's desktop app & prompt you to download its parts

1. Plug your MP3 player or iPod into your computer.
2. Once the audiobook finishes downloading into the desktop app, click it, then click Transfer.

In OverDrive for Windows 7 & earlier, the Transfer button looks like this & is in the top-left corner:



In OverDrive for Windows 8/10, the Transfer button looks like this & is in the top-right corner:



Transfer

3. 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: goo.gl/8RMPR2

Returning and Deleting Books

Audiobooks are automatically returned when their checkout period expires. If you would like to return an item early, follow these instructions:

In OverDrive for Windows 7 and earlier:

1. Select the audiobook you'd like to return in OverDrive for Windows
2. Click the Delete button to display the return and delete options.
3. Click Return/Delete to both return the audiobook to your library and delete it from your computer.
4. Click Delete to remove the audiobook from your computer, but keep it checked out to your account. This means that you can download the audiobook again during your lending period.

