

# Downloading library books to a Tablet or Phone

*Apple iPads, iPhones, Galaxies, Nexus, Nook Tablets, Android phones, Kindle Fire, etc*



## VERY IMPORTANT!

- 1) Your device should be pre-setup and registered with whatever company you have purchased it from (**Apple Users will need an Apple ID. Android users will need to be registered with the Play Store.**).
- 2) **Your device should be fully charged.**
- 3) You need a working email account (you must know your username and password).
- 4) You need a library card.

## STEPS TO GET THE APP

- 1) Confirm that the device is connected to a Wi-Fi connection. This will mean going into the settings on the device and connecting to an available Wi-Fi. In the library, it is GCPL Wi-Fi.
- 2) Go to the App Store or Play Store for your device and search for Overdrive. Apple users may need to enter your Apple ID and password. Android users may need to enter their Play Store Password. Install the app onto your device. You will see a new icon on your home page(s) once the App has installed.
- 3) Open the Overdrive App by tapping it. You will now need to sign into the Overdrive app by creating an account. For this you will need an email and a password. You may want to write down this information as you can use the same Overdrive account information for other devices you own.
- 4) A menu will appear and ask you to search for your library. The easiest way to do this is to type in your zip code. In the list of libraries, you will see the various branches for Geauga County Public Library. Choose your library. When the screen refreshes, tap the star next to “Gauga County Public Library,” and turn it **gold**. This way, your device will know to go to this library every time when you want to check out a book.
- 5) Now tap the words that say “Gauga County Public Library.” The app will open to the library’s downloadable page, which is **purple**.

## DOWNLOADING A BOOK WITHIN THE APP

- 1) You are now within the library website and can search for books. You will see a “Sign In” link on the upper right of the page. Tap it. You should now enter your library card number. You can ask your device to remember your card number. (This is helpful if you are the only person using the device)
- 2) The screen should change to the library’s browse ebooks page. You will see a small search box on the right hand side of the screen. If you know a title or author of a book, you can type it in here.
- 3) If you would like to browse for books, you can use the menu that comes up in the big purple band below the logo. You can also browse for books by looking through the covers, which are below the big purple band.
  - The cover a book will show a small book or headphone icon in the right hand corner of the book. If this icon is **dark black**, it means you can check out the book right now. If the icon is shaded grey, it means you will be on the waiting list for this item.
  - A headphone icon means that the book is an audiobook. If you are going to listen to a book on your device—**be sure** to choose the MP3 format.
- 4) Tap on the book you would like. To the right of the screen, you should see the Available Formats that the book comes in. Tap on the green **BORROW** button. The screen will change and show the book cover with a button beside it that says “Download (Select One Format).” Tap the button and select EPUB ebook by putting a check in the box beside it. For the Overdrive App, you **always** want EPUB eBook or OverDrive Read. It is best to choose EPUB, which will download the book to your device. Overdrive Read allows you to read the book using the internet browser on your device.
- 5) Tap “Confirm and Download.” The device should indicate in some way that the book is downloading. This could be a spinning circle in the center of the screen, a small download arrow at the top of the screen, or a narrow line running across the top of the screen (depends on the type of device you have). Eventually, you will get a message that informs you the book has been downloaded.
- 6) At this point, the book has been downloaded to your device, but the screen you are looking at is your “digital bookshelf” screen from within the GCPL ebook site. To actually read your book, you must tap the three lines to the top left of the screen. This is a menu. When the menu opens, one of the things listed will be “bookshelf.” Tap this. You are now in the bookshelf **within the app**, which shows the titles you have checked out. You should see the cover of the book you just downloaded on this screen.

## EXTRA, EXTRA!

- If you do not see the title you are looking for, you can try a second library system known as the Ohio Digital Library. Your GCPL library card is good for both libraries!
- In approximately the center of the screen of the **purple** GCPL page, you will see a button for the Ohio Digital Library. It says “Didn’t find what you need?” If you do not see this button, you can scroll to the bottom of the GCPL purple page and tap the words that say “Ohio Digital Library.”
- The Ohio Digital Library ebook page is **blue**. You will see the “Sign In” link in the upper right hand corner. This system will ask you to choose your home library system,

and then ask for your library card number. Once you have chosen Geauga County Public Library and signed in with your card number, you can ask your device to remember this information for future use.

- You can search for titles and use the Ohio Digital site in the same way that you would use the GCPL site.

## READING YOUR BOOK

- ✓ By tapping on the title of the book, the book will open for you. You can then turn the pages by gently sliding your finger across the pages. You can also place a bookmark where you have stopped reading. You can also change the font size of the type on the page.
- ✓ To get out of the book and return to the menu—you will see the title of the book in the center of every page. By tapping the title, a black menu bar will appear. You will get a toolbar that allows you to change fonts, etc. There will be a series of three small lines on the left-hand side of this toolbar. Tap it, and you will get a menu that will take you back to the Bookshelf. **It is good practice to begin and end reading on the bookshelf.**
- ✓ With your library card, you can check out 20 titles from GCPL and 20 titles from the Ohio Digital Library. Load up your device!
- ✓ GCPL loans are for 14 days (two weeks). Ohio Digital Library loans are for 21 days (three weeks). There is never an overdue fine for an ebook.

## RETURNING AN EBOOK

- ✓ An ebook will automatically return to the library in 14 or 21 days, depending on the lending period. This will take the book off your card and thus out of the “digital bookshelf” from within the GCPL or ODL ebook site. However, it **may not** take it off your device. If you go to tap and open the book after the lending period has ended, you will get a message telling you the lending period has expired.
- ✓ If you wish to return a book early, or the lending period has expired, you can delete the book from the Bookshelf by holding your finger for a few seconds on the book title. A menu will appear on the book title in a blue bar. One of the things on this menu is “Return.” You will always want to return a book that you have finished, rather than just delete. Returning takes the book off your card. If the lending period has expired, you will want to tap “Delete.” If the lending period for the book has expired, you can tap “Delete,” and this will remove the book from your device.
- ✓ If you want to check-out another book, you should see an icon that looks like a book that says “Add a title.” By tapping this icon, the GCPL ebook page will open, and you can browse or search for additional ebooks.

**For more help, contact your local Geauga County Library Branch:**

**Bainbridge**  
(440) 543-5611

**Chardon**  
(440)285-7601

**Geauga West**  
(440) 729-4250

**Middlefield**  
(440) 632-1961

