FAQS

FAQ: Will I have to go through the sign in process every time?

No. As long as you don't factory reset your device, or uninstall the app, or click sign out, you will not have to redo all these steps again. Once your device is set up, you will only have to do steps 7-11 on the set-up. However, it does happen occasionally.

FAQ: What is the difference between an Audiobook and an Ebook?

An Audiobook is a book that you listen to, and Ebook is a book that you can read digitally.

FAQ: How many can I check out?

You can only check out 5 items and 3 periodicals at a time.

Can I renew an item?
With overdrive, the option to renew an item comes 3 days before the due date if there is no one waiting on hold for that particular item. Go to your account, then to bookshelf and below the item will be a green arrow circle with the word "renew". You can only renew the item once.

Will I be notified before my book loan expires?
Yes, you will receive a courtesy email reminder 3 days before it expires and1again after the loan period has ended.

Will I get fines for late returns?
There are no fines as items are returned

IMPORTANT TIPS

Not every item is available in kindle format. When an item you want to read is unavailable on kindle, you can read the item on your computer by clicking the button "Read in browser."

If the icon is **light gray**, then it is already checked out and you can place a hold on the item. If the icon is **dark**, then it is checked in and you can check it out.

If you go to advanced search, and then click the button "Only show items available" at the bottom of the page, it will allow you to browse for things available right now.

Various symbols can help you determine what each format is:

- Headphones = Audiobooks
- Book = Ebook
- Newspaper = Periodical
- Filmstrip = Movie

NEED MORE HELP?

If you desire a one on one appointment for training, call the Cedar City Public Library and ask for Emily or Lauren.

Call ahead at 435-586-6661

ONLINE SUPPORT HELP

My help offers a customized help for your specific needs:

http://pioneerutah.lib.overdrive.com/884CE22E-3DAA-4660-B13B-8989F33FB856/10/50/en/Help.htm

IMPORTANT INFORMATION

It is important to note that not all items are available to check out instantly if another patron has already checked them out. If you want an item that is checked out, you may place it on hold.

TO PLACE AN ITEM ON HOLD:

- Find the item you want to check out.
- Where the check-out button would be, there is a button that says "Hold."
- Click on that button.
- It will then load to another page where you enter your email address.
- If the box underneath next to the phrase "automatically check out" is checked, it will automatically check out the item to you when it is your turn.

TO SEE WHERE YOU ARE IN LINE

- Click on "account" or the button that looks like a person.
- Click on holds, located on the right hand side.
- It will tell you how many copies are available, and where you are in line.

WHEN IT IS YOUR TURN

You will receive an email from Overdrive stating that you are next in line. If it doesn't check it out to you automatically:

- Login to your Overdrive account and click on the person icon
- Go to bookshelf - It will list the item available with a button next to it.
- Click "Download" and follow check out instructions.

INSTRUCTIONS ON HOW TO USE OVERDRIVE ON YOUR

KINDLE, KINDLE PAPERWHITE, KINDLE VOYAGE

For eBooks

Cedar City Library in the Park

Last Updated Oct 27, 2016

WELCOME!

This instruction pamphlet will cover how to downloadebooks from Overdrive (an online library) onto a Kindle, Kindle Paperwhite, and Kindle Voyager. For Kindle Fire please use the instructions for Smart Phone and tablets.

HOW TO CHECK OUT MATERIALS

Step 1:Get on a computer

Step 2: Go to www.cedarcitylibrary.org

Step 3: Click the link "Take me to Overdrive"

Step 4: Click "Your Account" located in the bottom left hand corner in the "Overdrive box.

Step 5: click "Sign In" on the upper right-hand corner

Step 6: Select "Cedar City Public Library"

Step 7: Click on "Cedar City Public Library users, please click here" to log into the system. It should be in blue lettering.

Step 8: Enter Access Code:
I1P84720_ _ _ _ _ _ (the last six digits on the back of your library card)

HOW TO BROWSE FOR AN ITEM

Step 1: Click on the Menu button in the top right hand corner.

Step 2: Click on the categories you want to browse through.

Or
you can click on the magnifying glass near the top of the page and search by author or title of the item.

TO CHECK OUT AN ITEM

Step 1: Find the item you want to download. Click "Borrow"

Step 2: If you want to choose how long you can have the item, follow the instructions below under "To Change the Lending Period."

Step 4: Click "Download" and then a drop box will come up with the different options.

Step 5: Click "Kindle"

Step 6: Click "Confirm and get Kindle Books."

Step 7:A new tab should open up and take you to Amazon.com

Step 8:Login to your amazon account.

Step 9:The item should show up with the option to click "Get Library Book" on the right hand side. Before you click on "Get Library Book," make sure that the drop box below "Deliver to:" is your correct device. If you are not sure what your device name is, look in the top left hand corner or at the top of your kindle and make sure that they match

Step 10: One you click Get Library Book, allow enough time to pass for your Kindle to sync. Depending on wifi strength, it may take a few minutes. Or you can go to the menu options on your kindle and sync it.

Important: Some items can only be transferred to your device using a USB cord. After step 9, if amazon says to use a USB cord to transfer your device, plug your device into the computer. Follow the instructions on Amazon on to transfer the device.

To Change the Lending Settings
You can check out eBooks up to 21 days. To do this, however, you will need to change the default settings.

TO CHANGE YOUR DEFAULT LENDING SETTINGS

Step 1: Go to your account by clicking on the person icon.

Step 2:Click on the gear labeled settings.

Step 3: Change the settings to what you want.

TO RETURN AN ITEM

Step 1: Log in to Amazon on your computer.

Step 2: Put your mouse over "your account"

Step 3:Click on "Manage your content and devices"

Step 4:Find the item you want to return

Step 5:Click the box next to the item under the "Actions" column.

Step 6:Click "Return this book."

Now the item should be deleted from your account.