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 10 items and 5 periodicals at a time. You can put 5 items on hold 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 and 1 again after the loan period has ended.

Will I get fines for late returns?

There are no fines as items are returned automatically.

IMPORTANT TIPS

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

*On some movies, once you start watching it, may only have 48 hours to finish watching the movie, due to copy right regulations. *

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, especially 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:

- Click on Account button at the top right hand corner.
- Go to bookshelf - It will list the item available with a button next to it.
- Click the checkout button.

INSTRUCTIONS ON HOW TO USE OVERDRIVE ON YOUR

SMART PHONE OR TABLET

For movies, ebooks, periodicals, and audiobooks

Cedar City Library in the Park

Last Updated Dec 6, 2016

WELCOME!

This instruction pamphlet will cover how to download audiobooks, ebooks, and movies from Overdrive (an online library) onto **any device that uses apps**, including but not limited to Smartphones, iDevice, Androids, Nooks, Kindle Fires, etc.

DOWNLOAD APP

Please turn on your wifi and download the Overdrive Media Consule App to your device.

SET UP OVERDRIVE

Step 1: Open your overdrive app
Step 2: It is going to ask you to create a username and password for overdrive. Fill out the information required and then login.
Step 3: Find the menu button with three lines, or click on "+ Add A Title." Each type of device is a little different in the set-up, so your menu button may be on the top or bottom.
Step 4: Click "add a library"
Step 5: Type in the zip code "84720"
Step 6: Look for "Cedar City Public Library"
Step 7: Click "Pioneer – Utah's Online Library"
Step 8: Click the menu button on the upper right hand corner (three horizontal lines)
Step 9: Select "Sign in"
Step 10: Click on "Cedar City Public Library" and then click "Sign In"
Step 11: 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. (Mp3 = audio books, EPUB for books)
Step 5: Click "Confirm and Download."
Step 6: Once it says "Item Added to Bookshelf" click the menu button at the top left of the screen.
Step 7: Click the menu button in the top left hand corner (three horizontal lines). Click on bookshelf.
Step 8: Click on the cover of the book or audio book to listen to, watch, or read the item.
To Change the Lending Settings
You can check out items up to 21 days (with the exception of movies). To do this, however, you will need to change the default settings. Movies vary between 3,

5, or 7 days based on copy right.

TO CHANGE YOUR DEFAULT LENDING SETTINGS

Step 1: Go to your account by clicking on the books icon in the upper right hand corner.
Step 2: Click on settings.
Step 3: Change the settings to what you want.

TO RETURN AN ITEM

Step 1: Go to Bookshelf in the app
Step 2: Find the item you want to return early
Step 3: Press down on the title and hold for a few seconds
Step 4: On the bottom of the title, three options should appear: Delete, Return, Share.
Step 5: Click "Return"
Step 6: Click "Return" again.
Now it should be erased from your device and from your account.

IF YOU HAVE A KINDLE FIRE

* With a Kindle Fire, you have the option to read your books both through the app, or have them delivered to your kindle. To read through the app, just follow the instructions listed on the previous column. To download the book to your kindle fire, use the following instructions
Step 1: Find the book that you want to check out. When you select the format, click Kindle.
Step 2: It will take you to Amazon.com and

you will need to sign in with your Amazon account.
Step 3: 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.
Step 4: Once you click Get Library Book, allow enough time to pass for your Kindle Fire to sync. Depending on wifi strength, it may take a few minutes.
Step 5: Leave the web browser and the Overdrive app and go to your home screen on your Kindle Fire.
Step 6: The book should show up in your kindle book shelf.

RETURN ITEMS FOR A KINDLE FIRE

Step 1: Go to your web browser
Step 2: Go to Amazon.com
Step 3: Make sure you are signed in
Step 4: Go to "My Account" and a drop menu should show more options
Step 5: Click "Manage my Kindle"
Step 6: Look for the title of the item you want to return.
Step 7: Find the button next to it that states "Return Library Book" and click it. This will now remove the item from your account on Overdrive.
Step 8: If the item isn't removed from your kindle, find the item, and press down on the cover until a menu pops up
Step 9: Click "Remove from Device"

It is important that you remember to return it through your Amazon account, otherwise, even though you may have removed the item from your kindle, it may still be on your overdrive account.