

Check out limits.

Up to 10 titles can be checked out at any one time.

Lending periods.

Titles can be checked out for 7 or 14 days.

Returning a title early.

Return eBooks in OverDrive Media Console app.

Expired titles.

Email notification is sent 3 days before a title is due to expire.

Email notification is sent when a title has expired.

An expired title cannot be read, and remains on your computer or device until you delete it.

Renewals.

If there are no existing holds on a title, the option to renew becomes available 3 days before the due date. The Renew icon will be green and appears next to the title on your Bookshelf. Only one renewal per title borrowed is allowed.

Titles cannot be renewed if there are holds on the title. The Renew icon will be grayed out.

Holds.

If a title is checked out, you can place a hold on it.

You can have up to 10 titles on hold at any one time.

You will be notified by email when title is available for you to check out.

Once notified, you have 72 hours (3 days) to check out your hold.

Deleting expired titles.

Delete titles in OverDrive Media Console app.

A few other things about OCLN's Digital Media Catalog:

Not all publishers will sell eBooks to libraries.

Libraries have to purchase eBooks in the same way they purchase physical books. Publishers require libraries to abide by the one copy/one user model.

Public Domain Titles: Over 34,000 titles that never expire and don't count against your library checkout limit.

Suggest a title. Fill out the online form and suggest a title.

Apple iPad

OCLN's Digital Media Collection



Quick Start Guide:

Apple iPad



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Scituate Town Library

85 Branch Street
Scituate, MA 02066

781-545-8727

www.ScituateTownLibrary.org

Library Hours:

Monday - Thursday: 9 - 9

Friday & Saturday: 9 - 5

Closed Sunday

**June 15, 2015 to Fall 2016:
Temporary location at 44 Jericho Road, Scituate**



What do you need?

- Your valid Scituate library card & PIN
- Valid email address
- Your Apple iPad & Wi-Fi connection
- OverDrive App

Download App • Create OverDrive Account

Download App (must have iOS 6 or newer)

- On your iPad, go to the **Apple App Store**, search for "OverDrive Media Console". Download the app.

Create OverDrive Account

- Open the OverDrive App and follow the prompts to create an OverDrive account.

Email: _____

Password: _____

- To complete the process, go into your email account and click the link in the verification email to verify your email address.
- Log in to OverDrive App with your OverDrive Account.

Add a library

- Swipe from left to right or tap **Menu** icon (top left corner) to open the **Home** menu.
- Tap **Add a library**.
- Enter Scituate Town Library or 02066 in Search box and tap Search.
- Tap star icon next to **Old Colony Library Network** to save to your library list.



Search, Checkout and Download

- Tap Old Colony Library Network in your library list to search for a title.
- Sign in (top right corner) with your Scituate library card number and PIN.
- Browse or Search for a title. Tap cover image to see a title's details. To borrow, tap **Borrow**. If title is not available, place a hold.
- Your library **Bookshelf** opens displaying the titles you've borrowed.
- To download, tap **Download** to select a format, select **EPUB** eBook format, tap **Confirm & Download**. The title is downloaded to your iPad.

Read eBooks on Your iPad

- Open **OverDrive app**. Tap Menu icon (top left corner) or swipe from left to right to open the **Home** menu.
- Tap **Bookshelf**.
- Tap title you want to read.
- To go to **Next Page**, tap right side of screen or swipe right to left. To go to **Previous Page**, tap left side of screen or swipe left to right.
- To create a **Bookmark**, tap top right corner.
- Tap the middle of the screen to display **Reader Options** (Home & Title menus, Reader Settings, Go Back)

Return/Delete

- eBooks expire automatically when the checkout period ends.
- Open **OverDrive app** and go to **Bookshelf**. Tap and hold a title to display the return options. Tap **Return** to return the book and delete it from your device. Tap **Delete** to delete the book from your device, but it is still checked out to your account.