

Using the OverDrive App on a Mobile Device

Android and iOS devices and Kindle Fires

Getting Started

1. Go to your device's source for apps, and search for the OverDrive app. Download this free app to your device. (App Store for Apple, Google Play Store for most Androids, and Amazon Apps for Kindle Fires)
2. Open the OverDrive app. The first time you open it, there will be a message directing you to either sign up for an OverDrive account or Sign in. Tap "sign in."
3. Tap the orange bar that reads "Sign in using library card."
4. You will be prompted to find your library. Type "Prescott Public Library" in the search box and tap "Go."
5. Scroll until you see "Yavapai Library Network" and click on Prescott Public Library.
6. Tap on the box under "Select your library from the list below:" to open a scrolling menu of libraries. Select "Prescott Public Library" then tap "done."
7. Enter your library barcode and PIN then tap "sign in"
8. Tap the icon with the 3 bars in the upper left corner of the page. You will see "Yavapai Library Network" listed under "MY LIBRARIES."
9. Tap on "Yavapai Library Network."
10. You will need to sign in again. Tap the blue "Sign In" button, then again enter your library name, barcode, and PIN.
11. When re-visiting the app, you may need to either repeat steps 8 and 9 OR tap on the box with the + symbol that says "Add a title Yavapai Library Network."

Search and Browse

1. Complete Steps 8 and 9 from "Getting Started" to access your library home page.
2. Search for a specific book, magazine, or author by entering a search term (author, title or subject) in the "Search" box that appears when you click on the magnifying glass near the top left of the screen.
3. You can also browse by tapping the icon of three horizontal lines near the top right of the screen and selecting "Subjects" or "Collections" or by scrolling down on the OverDrive home page to view a selected number of collections.
 - a. **To browse magazines:** tap the three horizontal lines, then select "Magazines" from the menu.

4. Learn more about a title by tapping on the image of the book cover.

Check Out or Place a Hold

1. If the item is available and you're ready to check it out, tap on "Borrow." If the item is already checked out by another person, tap "Place a Hold."
 - a. *Note: OverDrive will give you an estimated wait time for unavailable titles. After you've tapped on the image of the book cover to learn more about the book, look below the "Place a Hold" and "Listen to a Sample" buttons to see an estimated wait time. Tapping on the blue circle with a question mark next to the estimate allows you to view more information about how many copies there are and how many people are waiting.*
 2. **If you tapped "Borrow,"** it will open a confirmation screen where you can choose a checkout period of 7, 14 or 21 days. Tap the box with the number of days to select the desired time period. Once selected, tap the blue "Borrow" button.
 - a. A pop up window will appear that says "Success!" You can now select how you want to read the book by tapping "Read now with Kindle," "Download EPUB eBook," or "Download MP3 audiobook." Tap the X in the top right corner of the pop up to close it and resume browsing titles.
 - b. If you are borrowing a magazine, you will only be offered the option, "Read now in browser."

**See next section of instructions for more information on how to access your book.*
 3. **If you tapped "Place a Hold,"** a screen will pop up saying "success!" This will also tell you what place in line you are for the title. Either tap "Manage your holds" to go directly to your holds shelf, or tap the X in the top right corner of the pop up to close it and resume browsing titles.
 4. The checked out or held item will now have been added to your Loans or Holds shelf. You can go to your Loans or Holds shelf after being prompted by the pop-up window immediately after borrowing/placing a hold or at any time by tapping on the icon with the 3 vertical books located near the top right of the page.
- **Note:**
 - You can check out up to 6 items and place up to 10 holds with your library account.
 - Items will return and delete themselves automatically when the due date arrives if you have not already returned them early.

Read or Listen to Your Books

1. If you are just opening the app and your screen says “All titles” at the top, you should see images of titles that you have already downloaded to your device. Tap on the image of the book cover to open.
2. To access titles that have not been downloaded, including magazines (which cannot be downloaded) either tap on the box labeled “Add a title” or tap the three horizontal lines in the top left of your screen and tap the name of your desired library network.
3. Once you are on your library’s OverDrive home page, tap the icon with the 3 vertical books located near the top right of the page to access your loans.
4. On your Loans page, and to the right of the image of the eBook you have checked out, you have the option to either “Read now with Kindle” or “Download EPUB eBook.” Audiobooks will only have the option, “Download MP3 audiobook.” Magazines will only have the options, “Read now in browser.”
 - a. **Download EPUB eBook:** tap this if you would like to read within the OverDrive App. This will prompt your book to download to your device.
 - b. **Read now with Kindle:** tap this if you want to read on your Kindle Fire. You’ll be taken to Amazon’s website to finish getting the book. Sign in to the Amazon account connected with your Kindle. Tap “Get library book,” and choose a device to deliver the title to. Your book will be delivered to your Kindle Fire.
 - c. **Download MP3 audiobook:** tap this to download your audiobook to your device.
Note: Your audiobook will download in multiple files but will play seamlessly as you listen.
 - d. **Read now in browser:** tap this to open the magazine in your internet browser. You will need to be connected to the internet to view the magazine.
5. To find the downloaded book or audiobook within the OverDrive app once downloaded, tap the icon with the 3 bars in the upper left corner and select “Bookshelf.” Downloaded titles will also appear under “Files.” Open your item by tapping on its cover.

FAQs

Can I return a title early?

Yes! To return a book you've downloaded, tap the three horizontal lines at the top left of your screen and then tap "Bookshelf." Press your finger down on the image of the book cover and hold it until a menu appears. Select "Return to library." If you want to return an item that you have not downloaded, follow steps 1-4 under "Read or Listen to Your Books" to get to your loans shelf. Tap on "Return" located under the image of the book.

Why do I need to place a title on hold?

Just like print books, eBooks can only be checked out to one person at a time.

How can I keep track of what I've read and want to read?

OverDrive lets you keep track of what you want to read by allowing you to create a wish list. You can add titles to this list by tapping on a book cover to view more information about the title, then tapping "Add to Wish List," which is located beneath the "Read a Sample" button. You can access your wish list by tapping the icon with the 3 vertical books located near the top right of the OverDrive Library home page, then selecting "Wish List." Tap "History" in this same menu to see items you have previously checked out.

Check out a Book from a Reciprocal Lending Library

Yavapai Library Network patrons now can now browse participating Arizona library systems and check out available books from their Overdrive collections. **Note: users cannot place holds on unavailable items from these libraries.*

1. Tap the three horizontal lines on the top left of the screen
2. Tap "Add a Library"
3. Search for and select a library. Current Reciprocal lending libraries are:
 - a. Apache County Library District
 - b. Cochise County Library District
 - c. Flagstaff City – Coconino County Public Library
 - d. Gila County Library District
 - e. Little Libraries That Could
 - f. Navajo County Library District
 - g. Pima County Library

- h. Southwest Valley Library Consortium
 - i. Tempe Public Library
 - j. Yuma County Library District
4. When you have tapped on the library name to select it, you will be taken to that Library's home view. On the top right, near the three vertical books, you will see three horizontal lines. Tap that then tap, "Sign In."
 5. You will be prompted to select your library. Tap the button then scroll to Prescott Public Library.
 6. Enter your Prescott Public Library barcode number and PIN and tap "Sign In"
 7. You will now be able to search for titles in that library's collection.
 8. Repeat steps 1-7 to add each library.
 9. **To toggle between libraries:** tap the three horizontal lines on the top left of the screen, then tap on the name of the library system you want to browse.

*Note: Any items you check out and download from other libraries will appear in your Bookshelf alongside items checked out from the Yavapai Library Network. Items that are not downloaded will only be accessible through your loans page with the library it is borrowed from.

Questions or problems?

Call the Ask a Librarian desk at 928.777.1526 or email ask.librarian@prescott-az.gov.