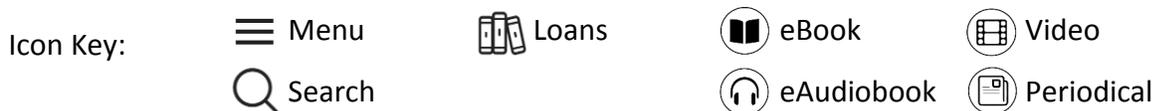


iOS, Android, Kindle Fire, and Windows 8/10 App

- **If you need help, call the library Help Desk at 405-372-3633 x8106**
- Note: library cards are active for one year from the date you applied. Your card must be active to use Overdrive. You can renew your card every subsequent year online (unless your phone, email, or mailing address have changed) or via phone or email.



ONE TIME SET-UP INSTRUCTIONS (You only have to do this section ONCE.)

To access Stillwater Public Library's online content, you will need to use the OverDrive app.

1. Go to the appropriate app store for your device and search for OverDrive, then download the app and open it. (The app will appear blue with a white circle in the middle of it).
2. The app will prompt you to sign up or sign in. Press the light blue "SIGN UP" button.
3. The next page will prompt you to sign up for an Overdrive account. Select the red box that says "Sign up using library card."
4. On the next page, titled "Find Your Library," select "Search by Name" and enter "Stillwater Public Library". After, a dropdown box will appear. Select "Stillwater Public Library" to proceed. (You may have to scroll down for a bit to find it!)
5. After finding our library, please enter your card number (It will be a 14-digit number below the barcode on the back of the card!)
6. Once completed, the next page will prompt you to verify that you are 13 years or older. Click 'Yes' or 'No' to answer. If you select 'Yes' you have an **option** to enter your name and email that can be saved into the system (It will **NOT** share your personal data!) Once a bubble is selected, click on "Sign-up".
7. Tap the Menu Icon in the upper left corner of your screen and select "Add a library". (Once done, you may have to click on a box with a plus sign to proceed).
8. Type "74074" and tap or click the "SEARCH" button, then tap or click "Stillwater Public Library" to select it. It will then pull up the library and it should be saved under "My Libraries" in the upper left corner. For your convenience, it will be saved under the name "OK Virtual Library" .

BROWSING FOR ITEMS

1. Open the Overdrive app. (Remember it is the icon is a blue icon with a white O).
2. Tap or click the Menu Icon in the upper left corner.
 - **NOTE: Any time you are "lost" or do not know how to leave a page, just look for the Menu Icon in the upper left**
3. Select "OK Virtual Library" (this should be your first menu option).
4. You will now be at the OK Virtual Library page. Sign in by doing the following:
 - Tap or click "Sign in" in the upper middle of the screen (mobile) or upper right of the screen (desktop)
 - Select "Stillwater Public Library" from the dropdown menu
 - Enter you library card number (14-digit number below the barcode on the back of your card; all card numbers begin with 4063)
 - **Note: If your device is not shared, make sure the box labeled "Remember my login" is checked**
 - Tap or click the "Sign In" button.
5. Find an item by doing one of the following:
 - Tap or click the Search Icon and enter a title, author, or subject
 - Tap or click the Search Icon and select "Advanced" beneath the search box to do a search with limiters
 - Scroll through the front page to browse curated lists. Select a title of a specific set genre provided on the list to see more items from that particular subject list.
 - Tap the upper RIGHT Menu Icon and select "Subjects" (mobile) or click on "Subjects" in the upper right (desktop) and then select a category to browse.
6. To read a synopsis of the item, tap or click the cover image. The description appears below the cover image (mobile) or to the lower right of the cover image (desktop) on the resulting page.

NOTE: All items have a bar at the top of the cover image. If the bar is orange and reads “Available,” the item is available to borrow. If the bar is white and reads “Wait List,” the item is checked out and you can place a hold.

CHECKING OUT

Items are checked out for 14 days and will automatically return at the end of this period, so you never incur late fees. You may check out up to 6 items at once. Your Loans page can be found by tapping or clicking the Loans Icon.

1. When you have chosen an available item, select the cover image and tap or click the “Borrow” button. A second window will appear that will allow you to select to “Borrow” the text for 14 days or 7 days in a small dropdown window that is provided next to the text. After you select how many days you’d like to check out the text, click the orange “Borrow” button.
2. A pop-up will appear that reads “**Success!** This title is now checked out to you until (However many days you selected will be shown here). You can continue browsing by closing this pop-up, or tap the dark green button that says “Download” to download the item to your app.
3. The item(s) you chose will be in your Bookshelf. To view your Bookshelf, click the three lines in the upper left-hand corner. Select the “Bookshelf” option and it will show you the books that you may now begin reading.

4. REMEMBER WHEN DOWNLOADING AN ITEM:

- For **BOOKS**: tap the “Download” button. If you are given a choice of format, **ALWAYS** select “EPUB eBook,” then tap the button labeled “Confirm & add to app” (this appears after you select the format).
- For **AUDIOBOOKS** or **VIDEOS**: tap the button that says “Add to app”

PLACING A HOLD

You may have up to 6 items on hold at once. Your Holds list can be viewed by tapping the Loans Icon in the upper right (The Loans Icon will look like a stack of three books) To view the books you have on hold, click “Holds” in the left of the upper banner (mobile) or in the left sidebar (desktop).

1. When you have chosen an item with a “Wait List” status bar, touch the cover image and tap the “Place Hold” button.
2. The next page will prompt you to enter your email address twice. By default, the item will automatically check out to you as soon as it is available, and OverDrive will send you an email to let you know the item is now available.

RENEWING ITEMS

OverDrive does not extend an item’s borrowing period. Instead, it returns the item, then immediately checks it out to the next person on the holds list. Items that are due back in 7 days or fewer will display an option to renew the item if it has no holds, or an option to place a hold if someone else has a hold on the item. Touching either of these options will prompt you to enter your email address twice, like placing a hold, and the item will be displayed in your holds list.

RETURNING ITEMS

If you are finished with an item before it is due, please return it so others can borrow it.

1. Tap the Menu Icon in the top LEFT corner and select “Bookshelf”.
2. Long press on the cover image to open the item’s menu.

For Android devices, tap the Settings Icon (gear: ). This lists all readability settings. Select the option you wish to adjust:

- **Brightness**: use the slider to set brightness for OverDrive, or check the box to use your device’s default brightness
- **Color scheme**: tap on your preference of:
Day (black text on white background; this is the default)
Night (white text on black background; saves battery)
Sepia (black text on beige to simulate printed book pages)
- **Font size**: tap the option that is most comfortable to read
- **Font style**: tap the option that is most comfortable to read
- **Orientation**: use default, or force it to maintain orientation

For iOS (Apple) devices, at the bottom of the screen, tap one of the following icons:

-  **Brightness**: use the slider to set brightness
-  **Lighting**: tap on your preference of:
Day (black text on white background; default setting)
Sepia (black text on beige; simulates print book pages)
Night (white text on black background; saves battery)
-  **Font size**: tap the larger or smaller “A” button until the text is comfortable to read
-  **Font style**: tap the option that is most comfortable to read
-  **Other settings**