iOS, Android and Windows 8 App

- *If you need help, call the library Help Desk at 405-372-3633 x8106*

- Keep in mind, your library card will expire once every year, so in Sept. 2015, and so on, you will need to call the library to renew your card to keep using Overdrive.

ONE TIME SET-UP INSTRUCTIONS

To begin, you need to install an app called OverDrive which provides access to Stillwater Public Library's online content. **You only have to do this section ONCE.**

1. Go to the appropriate app store for your device and search for "Overdrive."
2. Download the app and open it up.
3. When you open the app, you will see a prompt to set up an Overdrive account. You will need to provide name, email, a made up password, and you will need to check the box indicating you are 13 years old or over.
4. You can now go into the Overdrive app. You can do most anything, by tapping the very small three line menu, usually at the top of the screen. Tap it now.
5. Choose "Add a Library."
6. On the next page type 74074 in the search box (it does not look like a regular search box), then click the search button directly below.
7. Choose Stillwater Public Library.
8. On the next screen, tap the gray star next to OK Virtual Library (the name of our local Overdrive eBook service) to save it as your default library.

BROWSING FOR BOOKS

1. Open the Overdrive app. It is the blue icon with the white O.

2. Click the very small three line menu.

NOTE: If you are ever "lost" in the Overdrive app, or do not know how to get off of a page, always just look for the little three line menu.

3. Click the "OK Virtual Library" link that should be there if you tapped the star in the direction above.

4. You will now be at our eBook service page, so you should click "Sign in"

5. Choose Stillwater Public Library from the dropdown menu.

6. Enter you library card number which is the FULL number on the back of your card (It starts with 4063)

7. Make sure that "Remember my login" is CHECKED and choose "Sign in"

NOTE: Always sign-in when you first browse for book so that you get access to the items we purchase ONLY for our library users.

8. Now look for a book by:

- Clicking the magnifying glass and entering a title author or subject, or

- Clicking the magnifying glass, then "Advanced search" to do a search with limiters, or

- Scrolling through the front page to browse and clicking "View more…" to see more items of the same type, or

- Choosing the 3 line menu icon in the BIEGE part of the page to browse through different categories

9. To read a synopsis of the book, tap the book cover (ignore everything it says on the book cover and click the part that says "More." The description is at the bottom of the resulting page.

NOTE: eBooks have a book symbol, audiobooks have a headphone symbol, and streaming video has a film symbol.

TIP: When you are looking at a list of books, look to the lefthand menu and click "Available Now" to see only those titles that you can immediately checkout.

CHECKING OUT

NOTE: When the small icon on the book cover is BLACK, you can borrow it. When it is grayed out, then you must place a hold.

1. When you have chosen an item to checkout, click the "Borrow" button.

NOTE: If the item is already checked out, you will see a "Place a Hold" button. To be put on hold, tap the button and type in your email address on the resulting page. You will be notified by email when it is available.

2. You will now be on your OK Virtual Library Bookshelf (NOT your Overdrive app bookshelf) and you will see the item you chose. Next to the book cover, you will see a "Download" button. Tap it.

3. VERY IMPORTANT!!! If you are given a choice of format to download, always make sure to check the "Adobe ePub eBook" box when you are using an iOS, Android or Windows 8 device.

For AUDIOBOOKS, just tap where it says MP3.

4. Tap "Confirm & Download" (There will not be a confirm and download button for audios)

5. Your book title has now been added to your OVERDRIVE bookshelf. So, tap on the 3 line menu icon in the corner.

6. From the menu, choose "Bookshelf."

7. Click "OK, Got It" if the message comes up (it will just happen the first time you use it)

8. You will now see your book and you can tap it once to open it and begin reading. If it is an audio, it may take a few minutes to download enough of it for you to start listening.

9. On eBooks, you may want to adjust the word SIZE. If so, click anywhere on the page so that the top menu will pop up.

10. Click the icon with three lines and three small tick marks. It is the icon beside the bookmark symbol.

11. From that menu, choose "Font Size" and adjust as needed.

RETURNING BOOKS

You will be able to check out 6 items at a time, each for up to 14 days. After that, the items will return themselves so you never incur late fees. If no one is on hold for the book, you may be offered a renewal.

If you are finished early with the item, please go ahead and return it so others can borrow it.

1. Open the Overdrive app.

2. Click the three line menu icon and choose Bookshelf.

3. Hold down on the book cover and you will get a new menu.

4. Choose the RETURN button, then tap yes on the verification pop-up.