What if the title I want is checked out?

If you have found an ebook you want to check out but it is not available you can place it on hold. Click on the cover image of the book and scroll to the green Place a Hold button. (If the title is available the button will say Borrow).

Click on **Place a Hold**.

Enter your email address in **both** fields, then click Place Hold again.

When the item is available, OverDrive will send you an email. You have exactly 72 hours to check out your hold. Make sure you act quickly because after 72 hours, that title will go to the next person in line.

Follow the instructions in your email from OverDrive to check out the title.

Can I renew my books?

Yes—as long as no one else has put them on hold. Thanks to recent updates, you are now able to renew your titles for up to 21 additional days . Renewal can be done the Overdrive website or in the Overdrive app.

Where is My Account?

To see what you have checked out and view your account settings on the MCLS mobile site, click on the second icon from the left. It looks like a person.

OverDrive

leading digital media services

Still Need Help with eBooks?

The Troy Public Library has devices we can use to show you how to download items. Drop by the Technology Center in the Adult Information Department. Or bring in your device; one of our staff members can walk you through the steps of downloading right here at the Library. If you have questions, call us at 248.524.3542 or email techroom@troymi.gov.

Troy Public Library
Technology Center
248.524.3542
techroom@troymi.gov
http://troypl.org 0111913

Using the OverDrive App on Android or Apple Devices

Troy Public Library

Technology Center

248.524.3542

techroom@troymi.gov

Using the OverDrive App

By using the OverDrive App, you no longer need a dedicated eReader to check out eBooks and eAudiobooks from the library. You can just install the free **OverDrive Media Console** App on your device for access to the Troy Library's collection.

You will need…

* A tablet or smartphone
* A valid Troy Library Card
* An Adobe ID (create one for free at www.adobe.com)
* Access to Wi-Fi internet

1. Make sure your smartphone or tablet is accessing Wi-Fi internet.

2. On your device, open the App Store (Apple) or Google Play Store (Android)

3. Search for **OverDrive Media Console**. Install the free OverDrive app.

4. Once installed, open the OverDrive app and click on the "Get Books " icon (sometimes this looks like a book with a plus sign, sometimes it is in the menu, which looks like three vertical dots).

5. Select "Add a Library" and search for Troy Public Library. Make sure you select Troy, Michigan.

6. Tap the star next to the MCLS logo to save the Llibrary to your device. Once you have MCLS saved on your device, you won't have to click "Add a Library" any more. Just click on the MCLS to launch the OverDrive website.

7. On the MCLS website, click on "Sign In" (top right). Type in Troy, then select Troy Public Library from the drop-down menu. Enter your Library Card number. Then click "Sign in."

8. Click on the magnifying glass to open the Search bar. Search for the title you would like to check out. You can search by format and other specifics using the advanced search.

9. While looking at search results, note that in the top right corner of the book cover image there is an icon of a book or headphones. The book icon denotes ebooks and the headphones icon denotes audiobooks. If the icon is black, that title is available for checkout. If the icon is light gray, the item is checked out and can be placed on hold. If you want to only see items that are currently available for checkout, click the "Available Now" button near the top right of your search results.

10. Once you have found the item you wish to download, click on the book cover. Scroll down the screen and click on the green "Borrow" button. Overdrive will take you directly to your Bookshelf.

11. If you checked out a book by accident, you can click the "Return Title" button on your bookshelf. Once you have downloaded the ebook, this button will no longer appear.

12. Your new book should be at the top of your bookshelf. Click the button next to the book that says "Download" then select "EPUB ebook." Click "Confirm and Download"

    Note: The first time you use the OverDrive app, you will need to enter an Adobe ID. If you already have one, click on "Settings" and enter your Adobe ID and password. If you do not have an Adobe ID, click "Get ID."

13. Once your Adobe ID is entered , you can click the green "Download" button. As long as the device is connected to the internet, the title should download and appear on your OverDrive Media App Bookshelf in a few seconds for eBooks, or a few minutes for audiobooks.