

WHAT YOU NEED:

In order to use OverDrive for smart devices and tablets you will need an internet connection for browsing and downloading items and a smart device with the OverDrive app downloaded from an App store. The OverDrive app is available for Android, Apple, Amazon Kindle, and Windows smart devices.



Jack Russell Memorial Library
100 Park Avenue
Hartford, WI 53027
Phone: 262-673-8240



Hours

Monday-Thursday: 10 AM-8 PM
Friday: 10 AM-5:30 PM
Saturday: 9 AM-2 PM

OverDrive Instructions:

For Smart Devices and Tablets



Updated August 2017



Helpful Tips:

- Please keep in mind that every smart device and system is different so these instructions will need to be slightly modified at times.
- Trouble logging in to your library account? Check with circulation staff to make sure your PIN is correct, your registration hasn't expired, and any outstanding fines have been paid.
- In your account settings, you are able to set a default checkout period (7, 14, or 21 days for books and 7 or 14 days for audiobooks), change maturity levels, and personalize other settings.
- Audiobooks for smart devices are available only as MP3 files and follow the same checkout process as ebooks.
- No returns needed and no fines!
- While OverDrive is a program you have access to with your library card, it's a separate entity than the JRML. Therefore, staff cannot renew items, place items on hold, or check the status of your items checked out on your OverDrive account.

STEP-BY-STEP

- Once the app is downloaded on your device, open the app.
- The first prompt to create an account is optional. If you are using OverDrive across multiple smart devices, having a separate OverDrive account will allow you to sync devices. If you want to bypass this step you can click “**Continue.**”
- Find the menu by swiping right or by clicking on the menu icon (sometimes shown as three bars in the upper left corner of the screen). The menu provides access to the digital library, your bookshelf of downloaded items, and account information.
- First you will need to select “**Add a Library.**” When you search by zip code, 53027, Jack Russell Memorial Library will be found under the “M” section for “**Monarch Library System—Jack Russell Memorial Library.**” Once you select this option, select **Wisconsin Public Library Consortium** and you will be directly rerouted to Wisconsin’s Digital Library to begin browsing. This selection will be saved for future use.
- Sign into your account by going to the top right corner and clicking “**Sign In**” and then select “**Monarch Library System**” from the drop down menu.
- You will then be prompted to enter your **library card number** (located on the back of your library card) and **PIN number** (usually the last 4 digits of your phone number). You are now signed into your OverDrive account.
- To browse the library’s collection you can select a specific genre from the top menu (in blue) or do a specific search by title or author.
- While browsing through genre or search results, the menu on the left will allow you to filter your search results by format, subject, availability, and more.
- After you have selected a title, tap the book cover and you will be prompted to either borrow the item or place a hold if the item is unavailable. You can also click on the title of the book to see additional information for a specific item.
- Once you have borrowed a book it will appear on your bookshelf. Click, “**Download,**” and select the desired format. To read in the OverDrive app, select Adobe EPUB. You also have the option of reading some titles as a Kindle book. Then click “**Add to App.**”
- Once you have selected to download a book, return to the app menu in the top left corner and open up your bookshelf. All downloaded materials will appear here.

OverDrive[®]