USING

ELIBRARY NJ

To Download Library Books

Onto Your Android Tablet
or Smartphone

To borrow an e-book from the Ocean County Library, you need to have a valid Ocean County Library card (less than $25 in fines), a Google account, a device meeting system requirements, and Internet access. You will also need to install a free app called **OverDrive** onto your device.

TO INSTALL THE OVERDRIVE APP:

1) Go to the **Google Play Store**.

2) Tap the **Search** button - . Type in **OverDrive** and tap **Enter** on your keyboard.

3) Tap **Download**. Read the permissions, then tap **Accept & Download**.

4) Once the app is downloaded, tap **Open**. You will be prompted to create an **OverDrive Account**. This will allow you to sync your books across your devices.

TO BORROW A BOOK:

1) Tap the **OverDrive** app to open it.

2) Tap [≡] in the top left corner of your device.

3) Tap **Add a Library**.

4) Type in **Ocean County Library**. Tap **Search**.

5) Tap **Ocean County Library** (the FIRST result that appears).

6) Tap **eLibraryNJ**.

7) Tap **Sign In** in the top right corner of the screen.

8) Tap the down arrow next to **Select Library** and scroll down to **Ocean County Library**. Tap the name of the library to select it.

9) Enter your entire library card number without any spaces. Tap **Sign In**.

10) To search, tap the **Search** button - 🔍 - and then tap **Advanced Search** on the right side of the screen.

11) Under **All Formats,** select **EPUB eBook**. If you want titles that are available immediately, tap in the box next to **Show Only Titles with Copies Available**. Tap **Search**.

12) On each book cover, you will see a tiny image of an open book in the top right corner. If the image of the open book is black, the book is available for immediate checkout. If the image is gray, you will need to add your name to the waiting list. To do this, tap the book cover and then tap **Place a Hold**.

13)   When you find a title that you'd like, tap the book cover. Tap **Borrow** to check out the book, **More** to read a summary of the book, or **Sample** to read

part of the book before you check it out. You can also tap ▮ to add the book to your **Wish List** if you might want to read the book in the future.

14)   Tap **Go to Checkouts**.

15)   Tap **Add to App (EPUB eBook)**.

16)   Tap [≡] in the top left corner to open the **Home Menu**.

17)   Tap **Bookshelf**. Next, tap the book cover to open the book. You can also return to the search screen by tapping **Add a Title**.

TO READ AN E-BOOK:

1)   To turn the pages of the book, swipe your finger or a stylus across the screen.

2)   To add a bookmark to your book, tap the top right corner of the screen.

3)   To change the font size, brightness, background color, margins, or line spacing, access the **Action Bar** by tapping the center of the screen. Tap the **Settings** button - [⚙] - at the top of the screen to adjust your reading preferences. Tap the center of the screen again to make the **Action Bar** disappear.

4)   To look up a word in the dictionary, press and hold down the word. Tap **Define**.

5) To go to a particular chapter in the book, access the **Title Menu** by tapping the center of the screen while your book is open. Then, tap the **Title Menu** - ▤ - at the top right corner of the screen. Tap **Table of Contents**, and then tap on the chapter that you want to read.

TO RETURN A BOOK:

You don't NEED to return a library e-book or audiobook. At the end of the loan period, the item will automatically be returned for you (so there are no late fees!). However, if you WANT to return a book, follow these instructions:

1) Open the **OverDrive app**. Tap ☰ in the top left corner to access the **Home Menu**. Tap **Bookshelf**.
2) Press and hold the title that you want to return.
3) Tap **Return to Library**.   When asked to confirm, tap **Return**.

OTHER THINGS TO KNOW:

1) If you are in the middle of a book, and want to return to your **Bookshelf**, tap the center of the screen. Go to the **Home Menu** by tapping ☰ in the top left corner. Tap **Bookshelf**.
2) To borrow an audiobook, search for titles with the format **OverDrive MP3 Audiobook**. You will see a tiny image of headphones in the upper right

corner of each title. If the image is black, you will be able to borrow the title immediately. If the image is gray, then you will need to go on the waiting list.

3) There is a limit of 5 items that can be checked out at one time.

4) You can decide how long you would like to borrow your e-books and audiobooks! Tap **Account** at the top of the screen. Next, tap **Settings**. Tap the button for the number of days that you would like (7, 14, or 21).

5) Items can be renewed one time (if no one is waiting for them). The **Renew** option will appear 3 days before a title's expiration date. Click the word **Renew** to activate the renewal option. If there are existing holds on the item, the **Renew** option will be grayed out; however, you can still place a hold on the book.

6) You can manage your holds by tapping **Account** and then **Holds**. Tap **Options** beside the title to suspend or cancel your hold, change your e-mail address, or decide whether the book is automatically checked out to you when it becomes available.

7) Create a **Wish List** of titles that you want to read, **Rate** books that you've read, or find books that are **Recommended for You** based on titles that you've borrowed. View these options by tapping **Account** and then **Lists**.

8) You can decide whether you want to view cover images when you browse, and whether you want to exclude books that may be graphic. To adjust these settings, go to **Account** and then tap **Settings**. Select the **Maturity Level** and **Cover Images** of the type of material that you want to see.

9) To see a list of books that you've previously borrowed from **ELibraryNJ**, go to the **Home Menu** by tapping ☰ in the top left corner of the screen. Tap **History**.

10) Another way to search for a title is to tap **Menu** at the top of the page. This will allow you for browse e-books and audiobooks by genre.

11) From now on, when you want to borrow a book, simply tap the **OverDrive** app on your device.

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