
FAQS

FAQ: Will I have to go through the sign in process every time?

You will have to sign in every time you get onto overdrive. You won't have to sign in onto the software after you have it set up.

FAQ: What is the difference between an Audiobook and an Ebook?

An Audiobook is a book that you listen to, and Ebook is a book that you can read digitally.

FAQ: How many can I check out?

You can only check out 10 items and 5 periodicals at a time. You can put 5 items on hold at a time.

Can I renew an item?

With overdrive, the option to renew an item comes 3 days before the due date if there is no one waiting on hold for that particular item. Go to your account, then to bookshelf and below the item will be a green arrow circle with the word "renew". You can only renew the item once.

Will I be notified before my book loan expires?

Yes, you will receive a courtesy email reminder 3 days before it expires and 1 again after the loan period has ended.

Will I get fines for late returns?

There are no fines as items are returned automatically.

IMPORTANT TIPS

If the icon is **light gray**, then it is already checked out and you can place a hold on the item. If the icon is **dark**, then it is checked in and you can check it out.

If you go to advanced search, and then click the button "Only show items available" at the bottom of the page, it will allow you to browse for things available right now.

Various symbols can help you determine what each format is:

- Headphones = Audiobooks
- Book = Ebook
- Newspaper = Periodical
- Filmstrip = Movie

*On some movies, once you start watching it, may only have 48 hours to finish watching the movie, due to copy right regulations. *

NEED MORE HELP?

If you desire a one on one appointment for training, call the Cedar City Public Library and ask for Emily or Lauren.

Call ahead at 435-586-6661

ONLINE SUPPORT HELP

My help offers a customized help for your specific needs:

<http://pioneerutah.lib.overdrive.com/884CE22E-3DAA-4660-B13B-8989F33FB856/10/50/en/Help.htm>

IMPORTANT INFORMATION

It is important to note that not all items are available to check out instantly if another patron has already checked them out. If you want an item that is checked out, you may place it on hold.

TO PLACE AN ITEM ON HOLD:

- Find the item you want to check out.
- Where the check-out button would be, there is a button that says "Hold."
- Click on that button.
- It will then load to another page where you enter your email address.
- If the box underneath next to the phrase "automatically check out" is checked, it will automatically check out the item to you when it is your turn.

TO SEE WHERE YOU ARE IN LINE

- Click on "account" or the button that looks like a person.
- Click on holds, located on the right hand side.
- It will tell you how many copies are available, and where you are in line.

WHEN IT IS YOUR TURN

You will receive an email from Overdrive stating that you are next in line. If it doesn't check it out to you automatically:

- Click on Account button at the top right hand corner.
- Go to bookshelf - It will list the item available with a button next to it.
- Click the checkout button.

INSTRUCTIONS ON HOW TO USE OVERDRIVE ON YOUR COMPUTER

For movies, ebooks,
periodicals, and audiobooks



Cedar City Library
in the Park

Last Updated Dec 6, 2016

WELCOME!

This instruction pamphlet will cover how to download audiobooks, ebooks, and movies from Overdrive (an online library) onto a computer.

DOWNLOAD SOFTWARE

- Step 1: Go to www.cedarcitylibrary.org
Step 2: Click on "Overdrive"
Step 3: Click on "Take me to Overdrive"
Step 4: Click on "Overdrive"

FOR EBOOKS

*You will need to download adobe digital editions *

- Step 1: Go to <http://www.adobe.com/solutions/ebook/digital-editions.html>
Step 2: Click on "Download"
Step 3: Click on the platform that your computer is, i.e. Mac or Windows
Step 4: Follow the instructions for installation of the program
Step 5: After software has been installed, open the program and click on "Help"
Step 6: Click "Authorize Computer"
Step 7: If you don't have an Adobe ID, click on "Create Adobe ID" and follow the instructions.
Step 8: Login with your Adobe ID and password in the software Adobe Digital Editions.

FOR AUDIOBOOKS

You will need to download overdrive app for your device in order to listen to an audiobook offline.

FOR MOVIES

You don't need to download any software in order to watch any movies.

LOGIN TO OVERDRIVE

- Step 1: Click "Sign in" on the Overdrive website in the top right hand corner.
Step 2: Select "Cedar City Public Library"
Step 3: Click on "Sign In"
Step 4: Enter Access Code:
I1P84720_____ (the last six digits on the back of your library card)

HOW TO BROWSE FOR AN ITEM

- Step 1: Locate the categories in the top left hand corner
Step 2: Click on the categories you want to browse through.

Or you can click on the magnifying glass near the top of the page and search by author or title of the item.

TO CHECK OUT AN ITEM

- Step 1: Find the item you want to download. Click "Borrow"
Step 2: If you want to choose how long you can have the item, follow the instructions below under "To Change the Lending Period."
Step 4: Click "Download" and then a drop box will come up with the different options. (Mp3 = audio books, ePub is the format for eBooks)
Step 5: Click "Confirm and Download."

FOR EBOOKS

Make sure you clicked ePub when you downloaded the eBook

- Step 6: Click on the file that downloaded
Step 7: Open it with Adobe Digital Editions

You can now read the book on your computer.

TIP: You also have the option to click "Read Now" which will take you to a browser version of the ebook. You will need to be connected to the internet to read the book.

TIP: Newer computers have the option to use "Overdrive Read" which is another way to read the book offline without using Adobe Digital Editions.

FOR AUDIOBOOKS

For Audiobooks, you will need to download the Overdrive App for your device, or use the option "Listen Now" which is a browser version of the audiobook. You will need to be connected to the internet to listen to the book using this feature.

FOR MOVIES

When you click play, the movie should automatically begin on your computer.

To Change the Lending Settings

You can check out items up to 21 days (with the exception of movies). To do this, however, you will need to change the default settings. Movies vary between 3, 5, or 7 days based on copy right.

TO CHANG YOUR DEFAULT LENDING SETTING

- Step 1: Go to your account by clicking on the bookshelf icon.
Step 2: Click on settings.
Step 3: Change the settings to what you want.

TO RETURN AN ITEM

BOOKS

- Step 1: Go to Adobe Digital Editions
Step 2: Find the item you want to return early
Step 3: Right Click on the item
Step 4: A menu should appear,
Step 5: Click "Return borrowed item"
Now it should be erased from your device.

Or

- Step 1: Go to the overdrive website and click to see your account
Step 2: Go to bookshelf
Step 3: Below the item, it should say "Return item." Click it.

AUDIOBOOKS

- Step 1: Go to the overdrive website and click to see your account
Step 2: Go to bookshelf
Step 3: Below the item, it should say "Return item." Click it.

MOVIES

- Step 1: Go to the overdrive website and click to see your account
Step 2: Go to bookshelf
Step 3: Below the item, it should say "Return item." Click it.