About OverDrive Downloadable E-Books and Audiobooks

In addition to the great print resources available in the library, the Case Memorial Library also offers free downloadable e-books and audiobooks through OverDrive.

OverDrive is a large database of downloadable audiobooks and e-books compatible with computers, e-readers, smartphones, iPads, iPods, and other devices. Providing access to popular and new titles as well as classics, OverDrive is accessible to all Orange residents with a valid library card in good standing.

The e-books and audiobooks check out for varying borrowing periods and are automatically returned at the end of the borrowing period. If the title you are looking for is checked out you may place a hold on it. You may also add e-books and audiobooks to your "Wish List" if you would like to keep a list of books to check out in the future.

To access downloadable library books, click on the Download Audiobooks and E-Books link on our homepage: www.casememoriallibrary.org or visit lion.lib.overdrive.com.

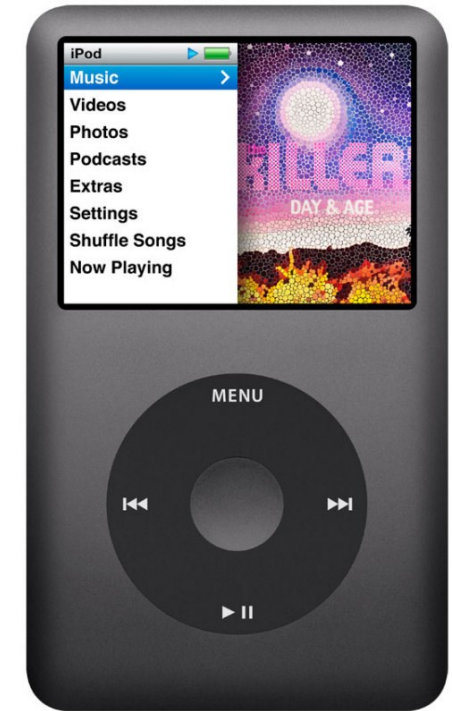We hope you're as excited about this service as we are!

If you still have questions about how to download MP3 audiobooks to your iPod after attempting the steps outlined in this brochure, you can make an appointment with a Librarian for one-on-one training.

Case Memorial Library
176 Tyler City Road | Orange, CT | 06477
Phone: 203-891-2170
Email: caseref@lioninc.org

Quick Facts about the iPod and Library E-Audiobooks

- To enjoy downloadable library books on your iPod all you need is a computer with an Internet connection, OverDrive Media Console, iTunes, and your iPod USB cable.
- You will never accrue late fees with books you download from the library. Books expire at the end of the lending period and are automatically returned to the library.
- The library's collection of e-books is a growing collection of new and popular titles, classics, and various fiction and non-fiction titles. New titles are purchased and added to the collection every month. Unfortunately, some publishers do not allow libraries to purchase e-books, restricting our access to many popular titles and authors. Unlike individuals, the library cannot buy an e-book from Amazon and lend it out to people. We very much want to offer all of the newest and most popular titles to our patrons, but many of the major publishers' policies prevent us from doing so.

E-Audiobooks For Your iPod

Case Memorial Library
176 Tyler City Road | Orange, CT 06477
www.casememoriallibrary.org
203.891.2170

To Download the Software

1. To download OverDrive Media Console go to www.overdrive.com/software/omc
2. Click on the button for Mac or Windows depending on your operating system. Click Download for Mac or Download for Windows.
3. Follow your computer's prompts to complete the installation process.

To Search for a Book

1. Go to www.casememoriallibrary.org and click on **Download Audiobooks and E-Books** or go directly to lion.lib.overdrive.com.
2. You may search for specific books or authors or browse by topics for audiobooks for your iPod.

To search for a specific title or author use the Search box at the top of the screen.

To browse audiobooks use the menus at the top of the screen. You can browse audiobook fiction or non-fiction, kids and teens, or featured collections which include new, recently returned, and most popular items. Each will expand to offer more categories within your selection, such as historical

> TIP: There are three ways you can view the selections on your screen. "Cover" view shows just the cover, author, and title of the book. "Grid" view shows the cover, author, title, and a bit of description. "List" view show a small cover, the author, title, more description, and option to Borrow or Place a Hold on the book directly from that screen.

fiction, mystery, or biography.

3. Titles that say **Borrow** are currently available for checkout. Titles that say **Place a Hold** are currently checked out to another patron. You may add your name to the wait list for titles that are currently checked out by following the steps outlined in this brochure under **To Place and Retrieve Holds.**

> TIP: When you narrow down your selection you see everything the library owns as an e-book or e-audiobook. To see only what is available for checkout change "Show Me" from "My Library's Collection" to "Only Titles With Copies Available."

To Check Out a Book

1. When you find an audiobook available for checkout that you would like to borrow click on the title or the cover then click **Borrow.**
2. Select **Orange/Case Memorial Library** from the drop down menu.
3. Enter your library card number.
4. Click the blue **Download** button. Select **MP3 audiobook** for your format. Click **Confirm & Download.** The file will download to your computer or the bottom of your web browser.
5. When the file is fully downloaded double click on the file to open it in OverDrive Media Console.

To Load an Audiobook onto Your iPod

1. When your open your audiobook in OverDrive Media Console a window will pop up with the title and format listed as well as a destination folder. Click **OK** to accept the download.
2. Another window will pop up showing the parts of the audiobook. To download the entire audiobook leave all of the parts checked and click **OK**. A progress bar will appear at the bottom of the program showing how much of the audiobook has downloaded. **Note:** *Audiobooks download in several parts and may take several minutes to download fully depending on your connection.*
3. When the download finishes click the transfer button at the top of the screen. Click **Next.**
4. The title should appear and your iPod should be listed. Click **Next** to begin transferring the item to your iPod. When done, click **Finish.**

To Place the Files in Your iPod's Books Folder

1. To view the audiobook, open iTunes. Under **Devices** in the iTunes Source Panel find your iPod and click the small black triangle next to your iPod's name.
2. Under the triangle, click on the **Music** section of your iPod and then locate the audiobook files you have just downloaded.
3. Select all of the audiobook files. To do so, click on the first file then hold down the shift key and click on the last file.
4. In the iTunes menu bar, select **File** then **Get Info.** Click **Yes** to **Edit Info for Multiple Items.**

5. Click on the **Options** tab.
6. In the drop-down menu next to **Media Kind** select **Audiobook.**
7. In menu next to **Remember playback position** select **Yes.**
8. In the menu next to **Skip when shuffling** select **Yes.**
9. Click **OK.** Your audiobook should now appear in the **Books** folder of your iPod and it will remember where you left off when you stop listening for an extended period of time.

To Place and Retrieve Holds

1. To place a request for an audiobook that is currently checked out click **Place a Hold** and enter your email address twice to be added to the wait list for that title. You will receive an email when it is ready for you to check out.
2. Once you receive this email you will have 72 hours to check out this title. To check the title out go to www.casememoriallibrary.org and click on **Download Audiobooks and E-Books** or go directly to lion.lib.overdrive.com and click on **Account.**
3. Enter your library card number to log in then click on **Holds.** The title on hold for you should appear here.
4. Click on the title and follow the steps outlined under **To Check Out a Book.**
5. Tap **Holds**. Your title will appear here.
6. Tap **Borrow.**
7. Tap the blue **Download** button next to the title. Your audiobook will begin downloading in parts.
8. When your audiobook is fully downloaded it will appear in the OverDrive app bookshelf. Tap **Bookshelf** to see it. Tap on the audiobook to begin listening.

To Return a Title to OverDrive Early

1. Open OverDrive Media Console.
2. Click on the title you want to return early.
3. Click **Delete.** A window will pop up with options to Return/Delete, Delete, or Cancel.
4. Click **Return/Delete.**