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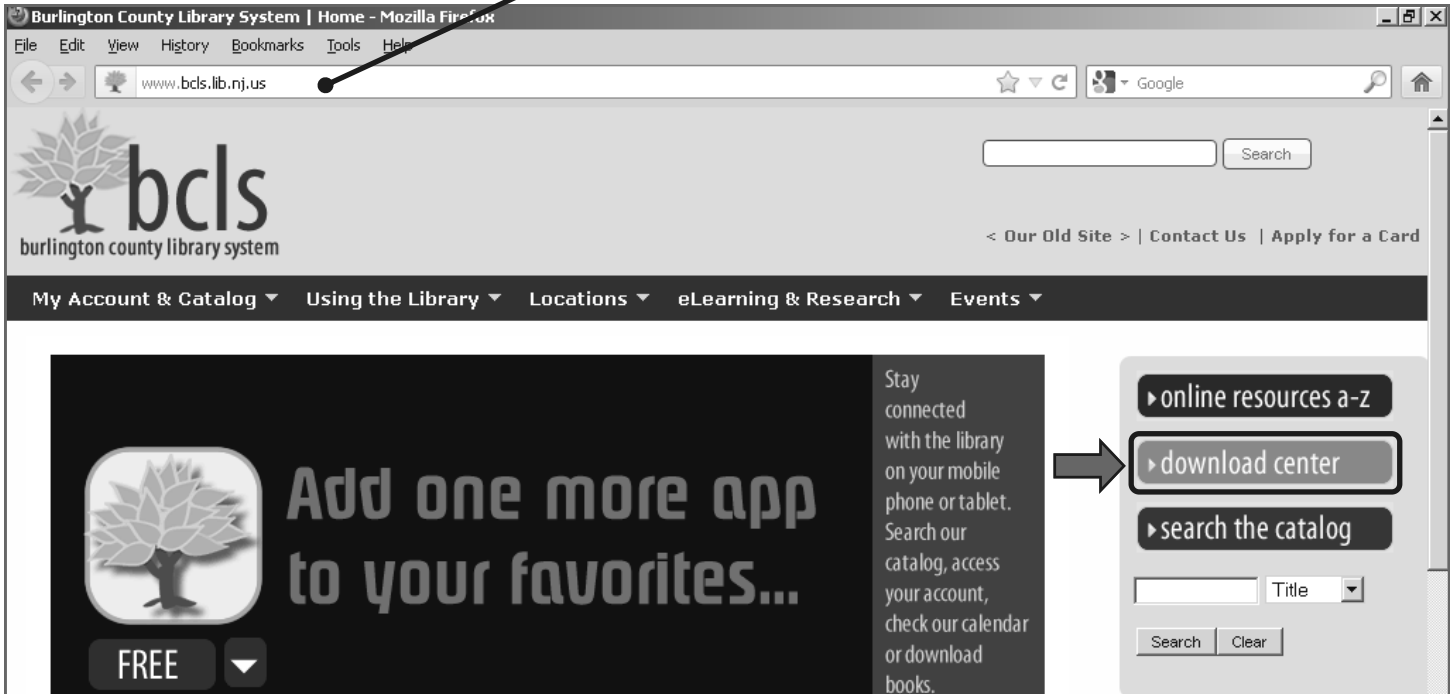
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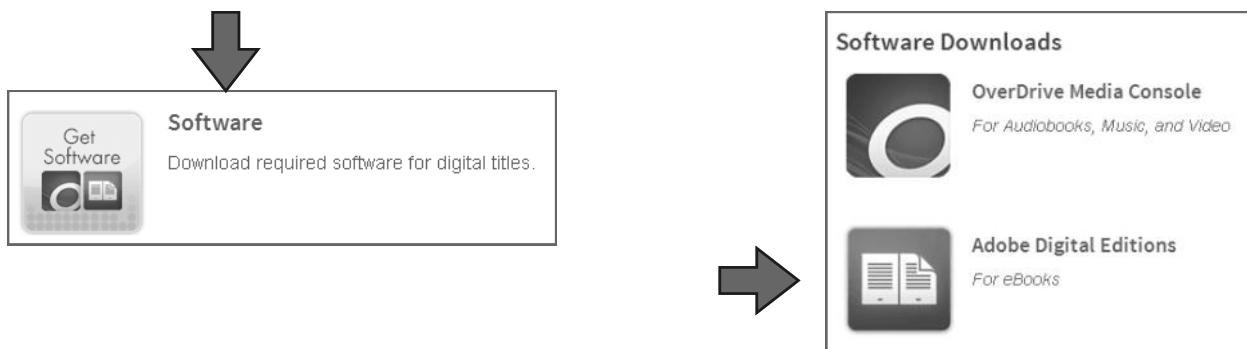
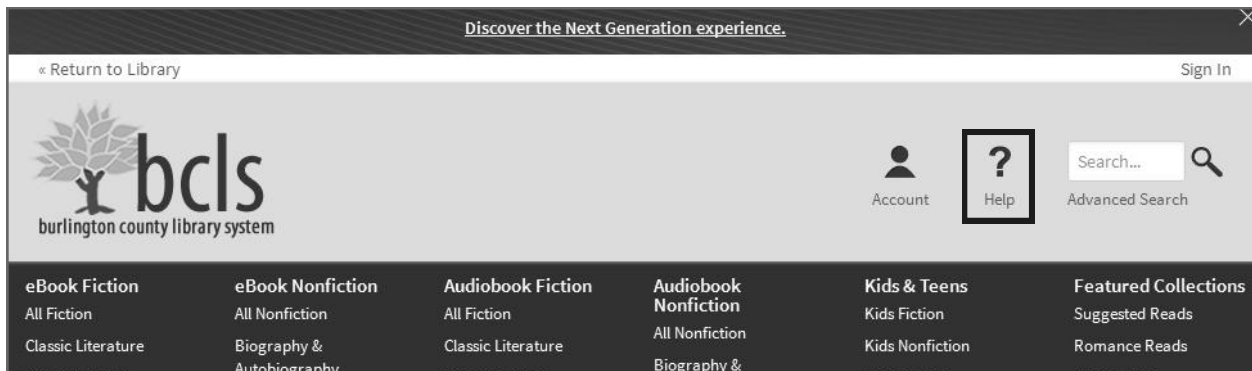
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This guide will teach you to use **EPUB** and **PDF**.

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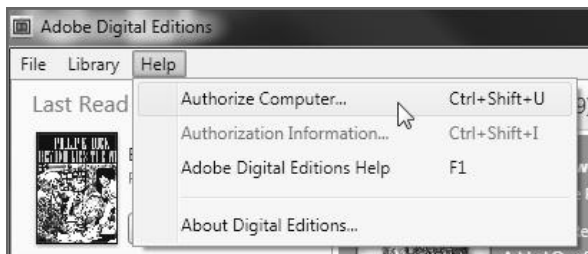
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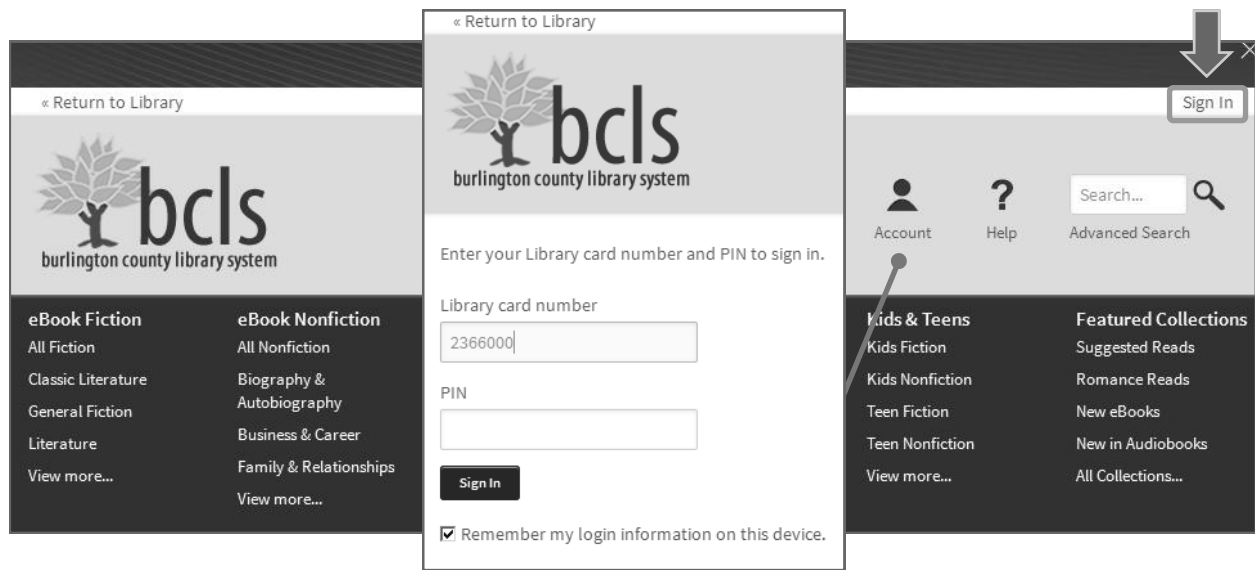
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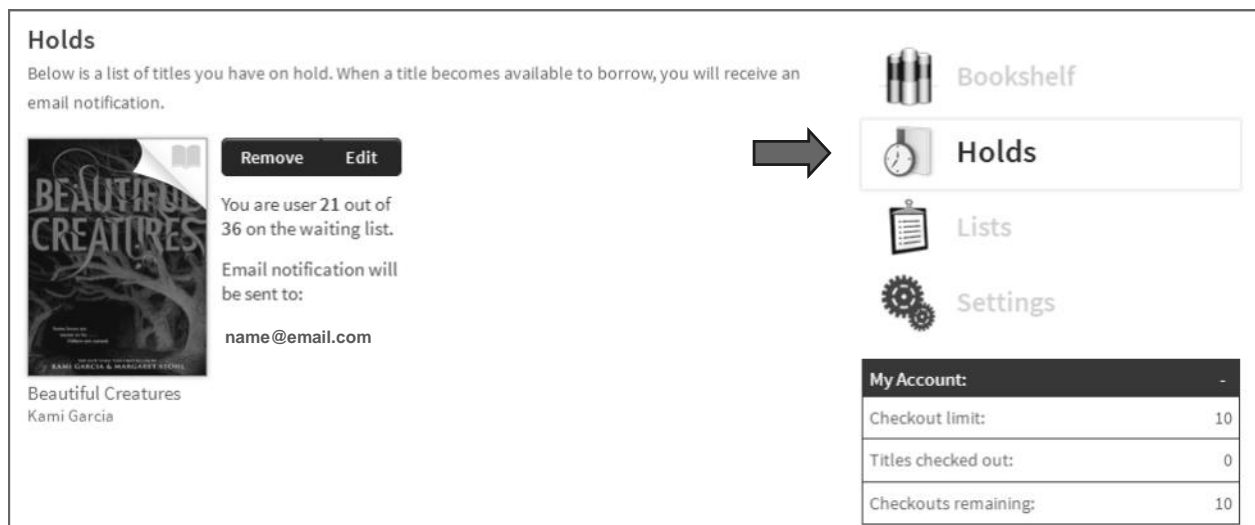
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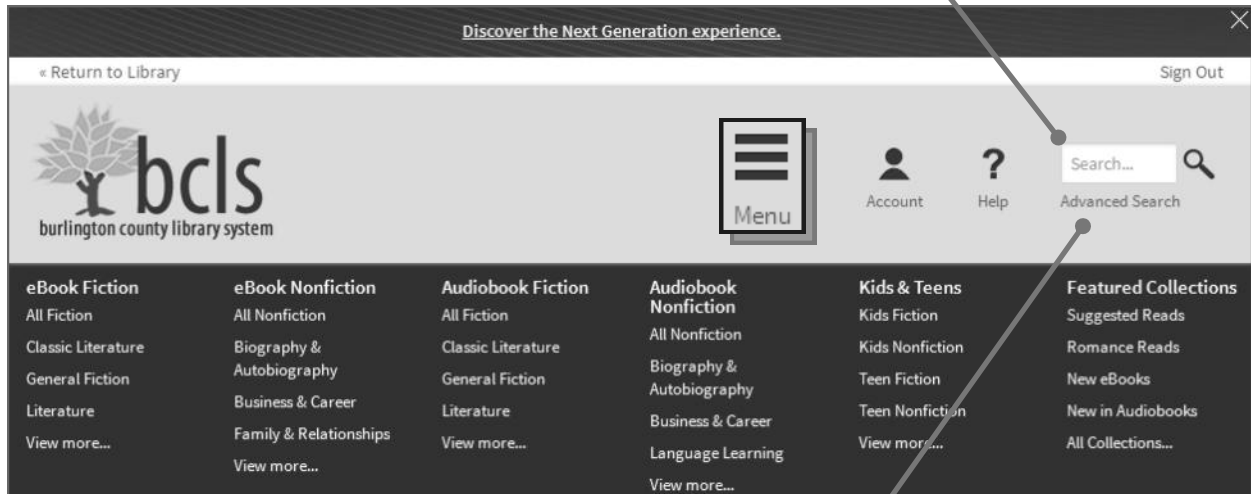


Once signed in, click on **Account** listed under the person-shaped icon. Titles that you have checked out will appear on your **Bookshelf**. Click on **Holds** to see titles that are requested or waiting to be checked out.



# How to find books

You may browse the collection by using the **Menu** or you can search for a title with the simple search at the top of the page. Click the Menu icon if you don't see the selections in the dark area below the BCLS logo.



Even better is the **Advanced Search**. The Advanced Search will let you search for a title that is currently available as well as by Subject. Genres are included in the Subject dropdown menu. You may also select a file format such as pdf or epub.

A screenshot of the Advanced Search form. It features several input fields: "Title", "Author/Creator", "Added to site:" (with a dropdown menu set to "All Dates"), "All Subjects", "All Formats", "All Languages", "All Publishers", and "All Awards". Below these fields are three checkboxes: "Library Collection", "Available Now", and "Additional Titles". A "Search" button is located at the bottom right, and a "Clear" link is at the bottom right corner. Two grey arrows point from the left towards the "All Subjects" and "All Formats" dropdown menus.

# Title records

Once you have located a book that interests you, you will be able to see if the book is available to **Borrow**. If it is not, you may **Place a Hold** to be put on the waiting list. Click on a book for a longer description and an excerpt.

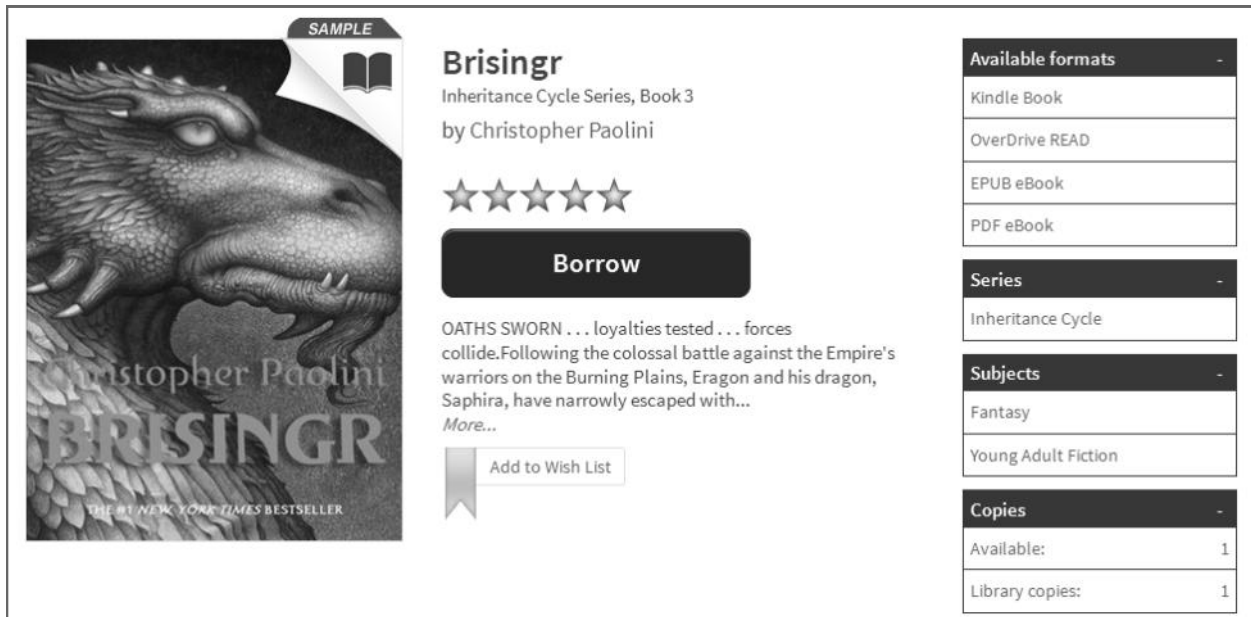
The screenshot shows a library search results page. At the top, there is a search bar with the text "Search within results..." and a "Submit" button. Below the search bar, there are tabs for "Library Collection", "Available Now", and "Additional Titles". The page is titled "Search Results" and shows "1-20 of 364" results. On the left side, there are filters for "Sort By: Relevancy" and "Filter search by:" with options for eBook, Audiobook, and Video. Below that, there are format options: "Format (8)" including Kindle Book (247), OverDrive READ (92), EPUB eBook (250), PDF eBook (94), Open PDF eBook (4), OverDrive MP3 Audiobook (33), OverDrive WMA Audiobook (95), and Video (2). The main area displays a grid of book covers. Annotations include a box labeled "Available" pointing to the book "Abraham Lincoln" by Seth Grahame-Smith, and a box labeled "Wait list" pointing to the book "A Game of Thrones" by George R.R. Martin. Other visible book covers include "Cloud Atlas" by David Mitchell, "The Last Victim" by Karen Robards, "The Lost Hero", "Heather Graham", "Karen M. Monino", and "The Goblet of Fire".

If you find a title that you are interested in but you don't want to check out or request it now, you can add it to your **Wish List** for later.

The screenshot shows the detail page for the book "The Night Circus" by Erin Morgenstern. On the left is the book cover, which features a black and white illustration of a circus tent and two figures. The cover has a "SAMPLE" label and a book icon. To the right of the cover, the title "The Night Circus" is displayed, followed by the author's name "by Erin Morgenstern". Below the author's name is a five-star rating. A large black button labeled "Place a Hold" is prominent. Underneath the button is a short description: "The circus arrives without warning. No announcements precede it. It is simply there, when yesterday it was not. Within the black-and-white striped canvas tents is an utterly unique experience full of..." followed by a "More..." link. Below the description is a button labeled "Add to Wish List". On the right side of the page, there are several sections: "Available formats" with a list of "Kindle Book", "OverDrive READ", and "EPUB eBook"; "Subjects" with a list of "Fantasy", "Fiction", "Literature", and "Romance"; and "Copies" with a table showing "Available: 0", "Library copies: 4", and "2 patron(s) on holds list". Arrows point from the "Place a Hold" button to the "Available formats" section and from the "Add to Wish List" button to the "Copies" section.

# Checkout

If the book is available for immediate checkout, you will see the **Borrow** button. Click it to check your book out. The titles you borrow will remain on your **Bookshelf** for the full duration of your checkout.



**Brisingr**  
Inheritance Cycle Series, Book 3  
by Christopher Paolini

★★★★★

**Borrow**

OATHS SWORN . . . loyalties tested . . . forces collide. Following the colossal battle against the Empire's warriors on the Burning Plains, Eragon and his dragon, Saphira, have narrowly escaped with...  
*More...*

Add to Wish List

**Available formats**

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**Series**

Inheritance Cycle
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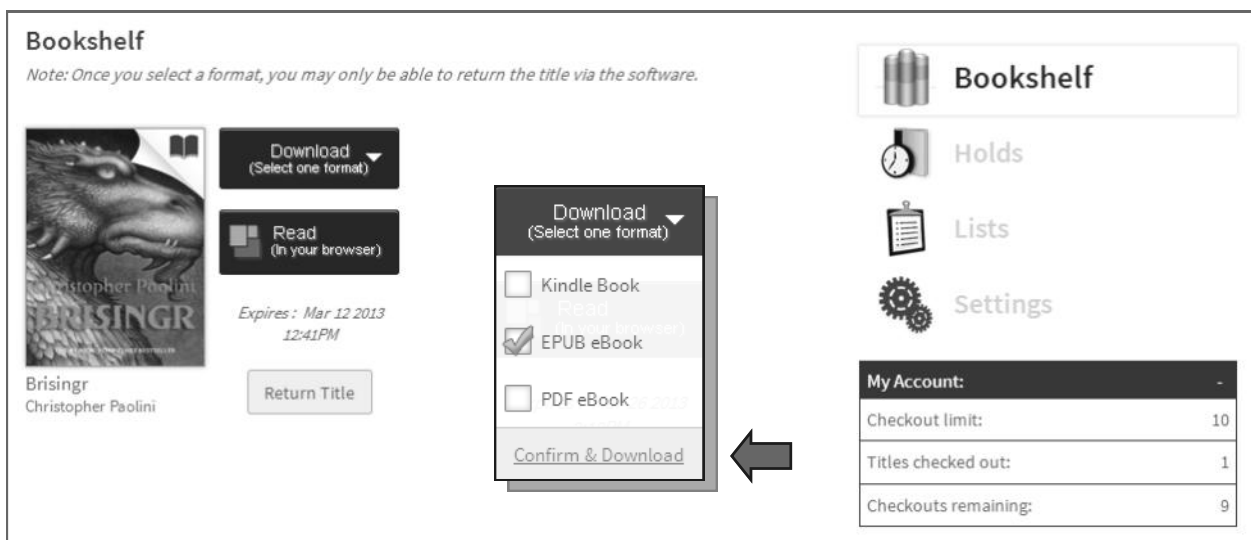
**Subjects**

Fantasy
Young Adult Fiction

**Copies**

Available:	1
Library copies:	1

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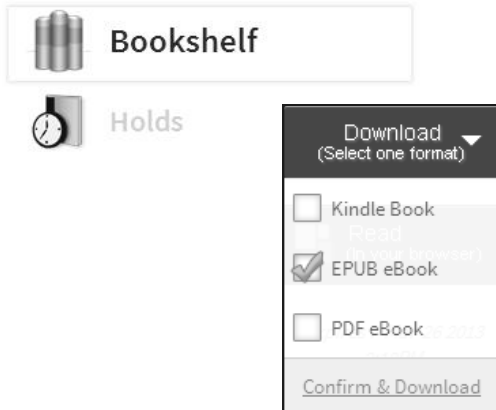
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Titles checked out:	1
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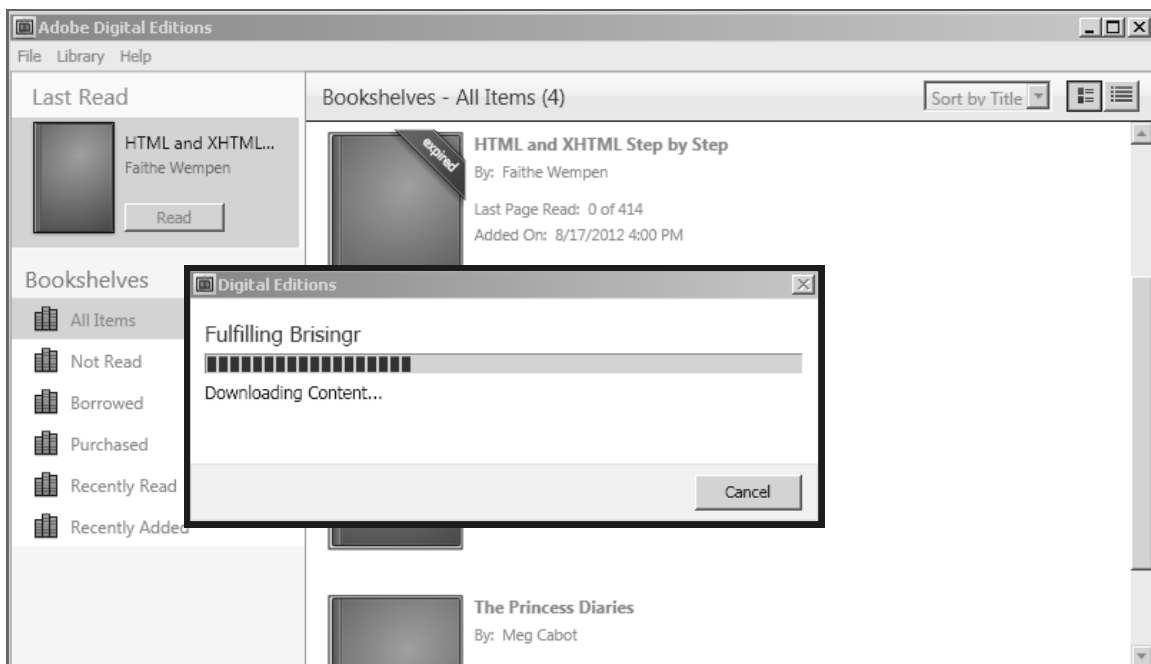
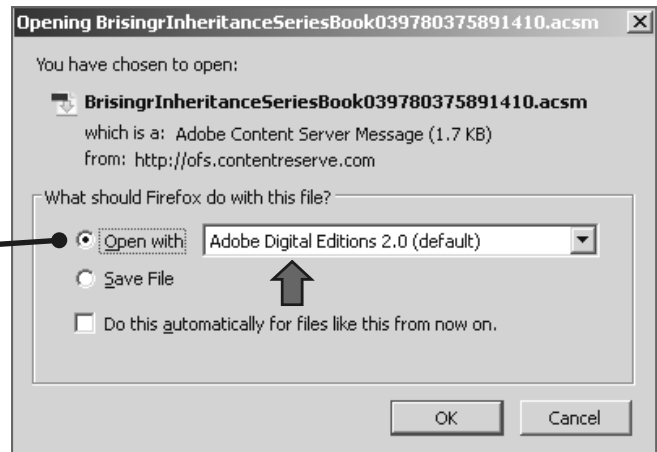


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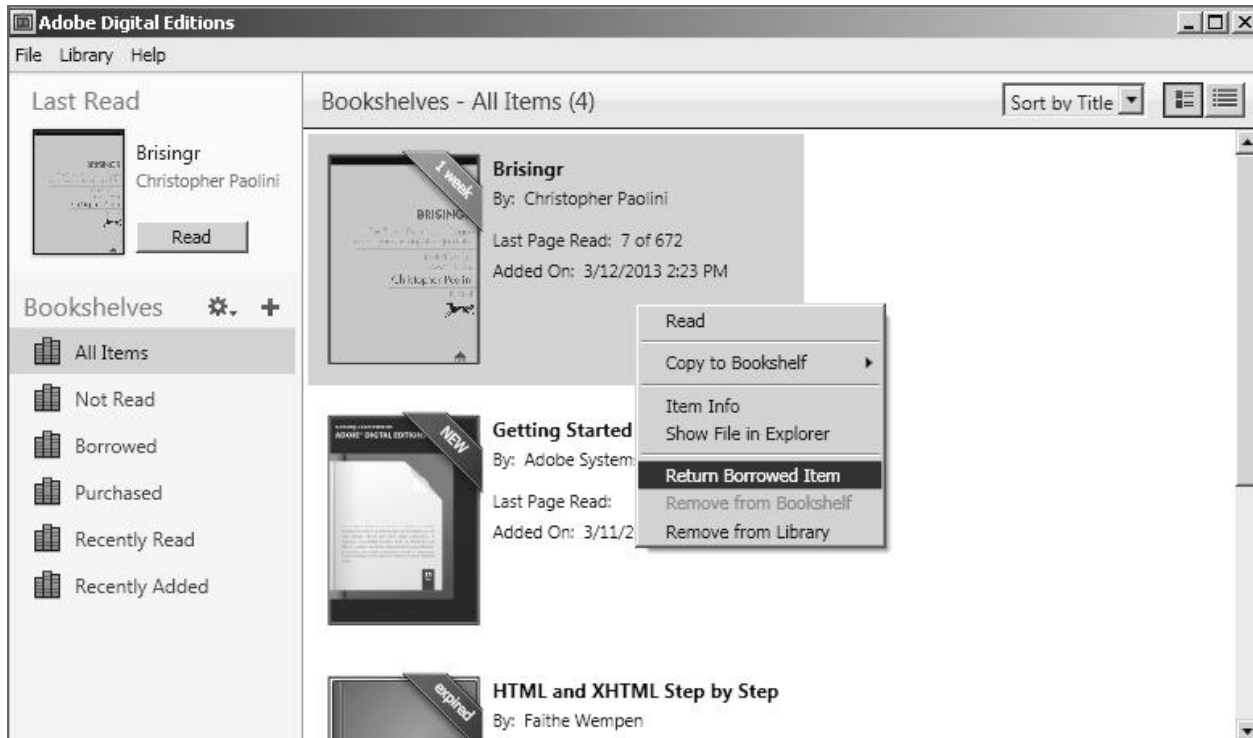
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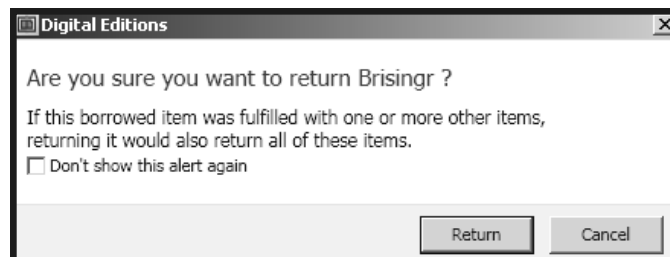
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While in the Library view, **right-click** on the ebook you want to return. A menu will appear. Click on "**Return Borrowed Item**" to check the ebook in early.

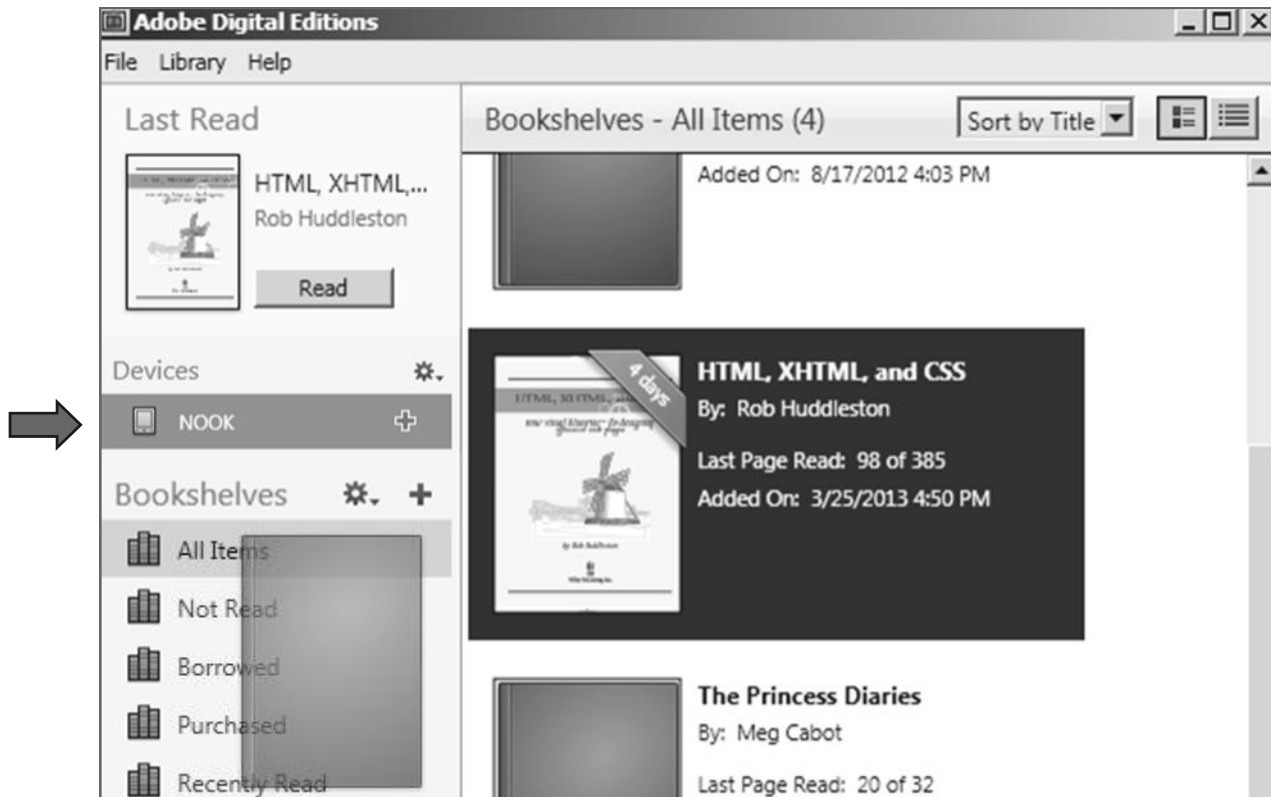
Click the **Return** button when the confirmation box appears.

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Updated: 10/17/13

**OverDrive Help Videos (Step-by-step video tutorials. Recommended.)**

<http://www.overdrive.com/help-videos>

**OverDrive Help**

<http://help.overdrive.com>

**How to Put Library Books from Overdrive on Your Nook — a Visual Tutorial**

<http://beingruth.com/tutorial-library-books-nook-overdrive/>

**How to transfer OverDrive eBooks to your Nook (1.17)**

<http://www.youtube.com/watch?v=g8xcaZowUjM>

**How to Install Adobe Digital Editions Software for eBooks**

<http://www.youtube.com/watch?v=62h05izDw3M#t=112s>

**Downloading, Installing, & Registering Adobe Digital Editions on a Windows Computer**

(Created by the State Library of Ohio: Adobe Digital Editions version 2.0)

<http://www.youtube.com/watch?v=mqvLdP9yn6c>

**Tip:**

For more video tutorials, try going to [www.youtube.com](http://www.youtube.com) and searching for “Overdrive” and the name of your device (“Nook” for example, so your search would be “Overdrive Nook”) or “Overdrive tutorial” or “Overdrive How to”.

You can also try these same searches in Google. Use the “Videos” filter that appears at the top of the search page to narrow your results to just videos.

Presented by Katheryn A. Woodworth

[kwoodwor@bcls.lib.nj.us](mailto:kwoodwor@bcls.lib.nj.us)



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