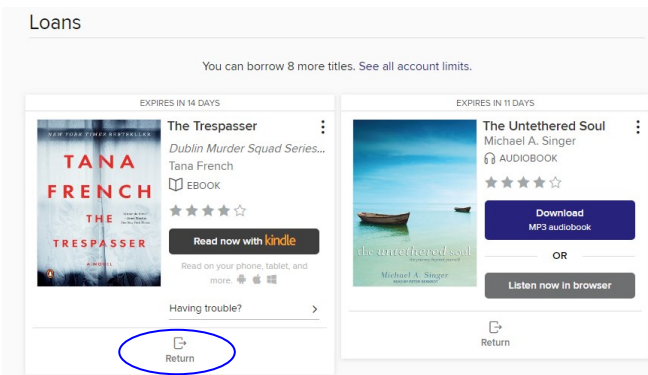


Loans

Click on **My Account** and **Loans** to see the titles you have checked out.

Looking at **Loans** allows you to see the loan expiration dates, **Return** a title early, and choose how you want to read, listen to, or watch a title.



Different titles have **different ways** to watch, listen, or read.

Examples include: Download MP3 audiobook, Watch now in Browser, and Read now with kindle.

Note: clicking **Having Trouble?** will reveal the option to read a title in the browser.

Get Titles on Your Kindle

From the **Loans** screen, click on **Read now with kindle** and follow the prompts that come up on the next screens.

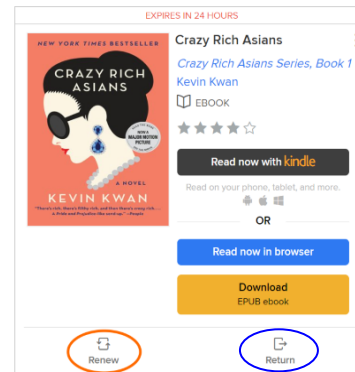
Note: you will need your amazon.com username and password associated with your kindle device.

Renewing and Returning Items

To renew a title or return one to the library, go to the **Loans** page.

To **Return** a title, simply click **Return**.

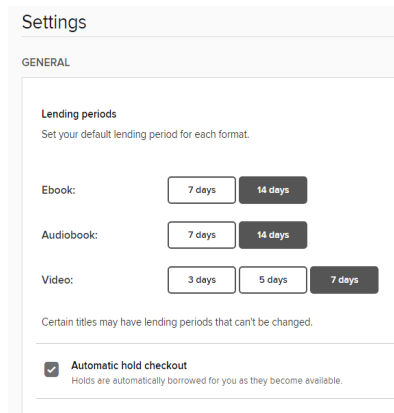
To **Renew** a title, click **Renew** and follow the prompts on the page.



Note: The **Renew** option will only appear **3 days** before the loan is set to expire.

Settings

Settings is an important page, found in the **My Account** menu, that allows you to edit your default lending periods, privacy settings such as checkout history, and more.



OverDrive



A How-To Guide for Computers

Ossining Public Library
www.ossininglibrary.org
optech@wlsmail.org

If you have any questions please contact us
at: optech@wlsmail.org or
(914) 941-2416 Ext. 320

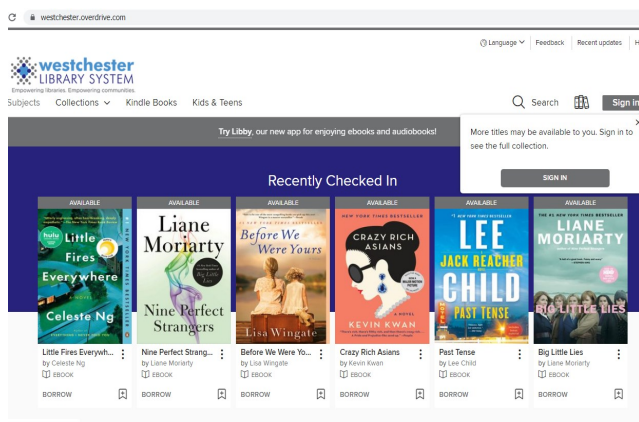
What is OverDrive?

OverDrive is a free eBook, audiobook, and video service provided through your library. This guide covers access to OverDrive through a **computer**.

For access through mobile devices, please see information about **Libby** by OverDrive.

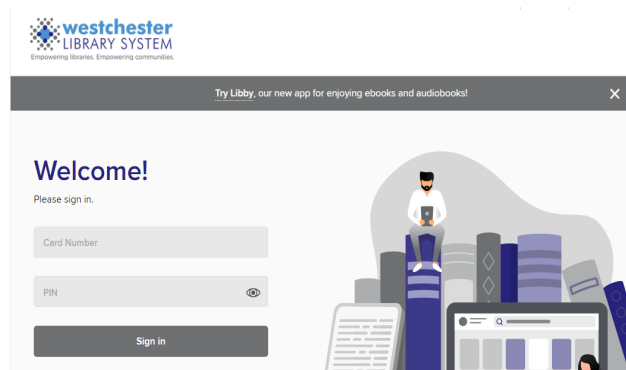
How to Get to OverDrive

Use your Web Browser (Such as Chrome, Mozilla Firefox, Safari) and go to: westchester.overdrive.com



Logging In

To log-in to OverDrive, you will need your **Library Card Number** and **PIN**.



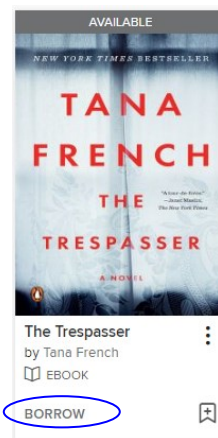
Finding Books in OverDrive

You can **Search** the OverDrive collection by title, author, or keyword..

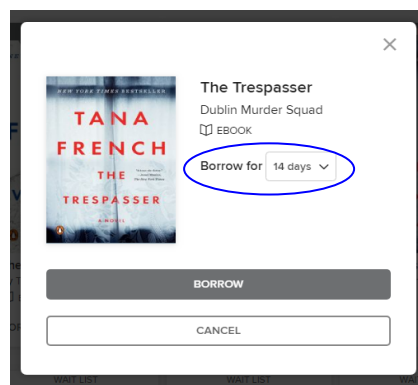
You can also **Browse Popular Collections**.

Borrowing a Title

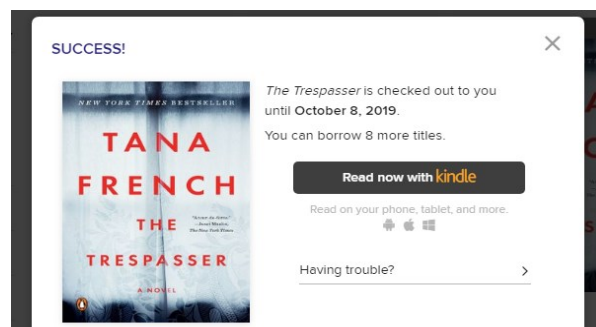
After you've found the title you want to borrow, click **Borrow**.



On the next page, you can choose to borrow the title for **7 days** or **14 days** by clicking on the dropdown menu.



Click on the grey Borrow Button to check the title out. You can choose to send the title to your **Kindle eReader** or close the window to **Keep Browsing** the library collection.

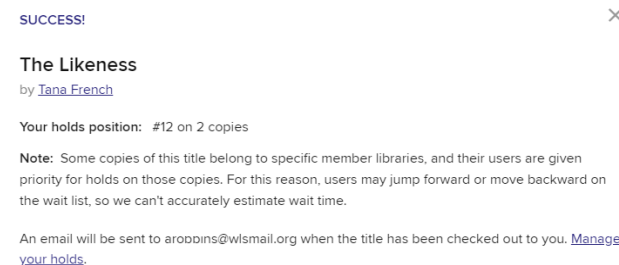


Placing A Hold



If the title you want to read is unavailable, you may **Place A Hold** by Clicking on **Place a Hold**.

You will then get a confirmation of your hold and learn what **Your Holds Position** is.



You can choose to **Manage Your Holds**, where you can see where you are in the queue, **Suspend** holds, **Remove** holds, and **Edit email** addresses for hold notifications.

