

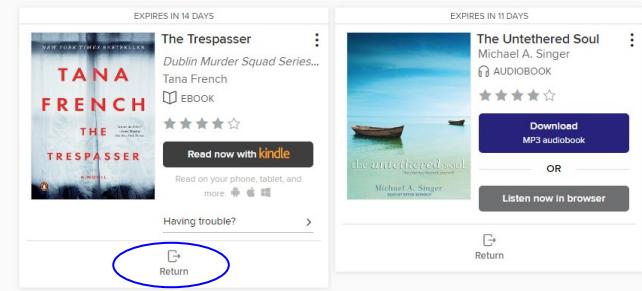
Loans

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.

Loans

You can borrow 8 more titles. See all account limits.



The Loans page displays two book titles with their respective covers, titles, authors, and lending details. The first title, 'The Trespasser' by Tana French, has an expiration date of 14 days. The second title, 'The Untethered Soul' by Michael A. Singer, has an expiration date of 11 days. Each title has a 'Return' button at the bottom, which is circled in blue.

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.

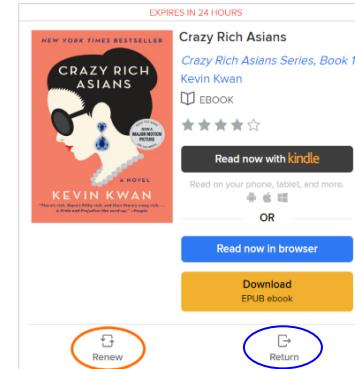
Note: you will need your amazon.com username and password associated with your kindle device.

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.

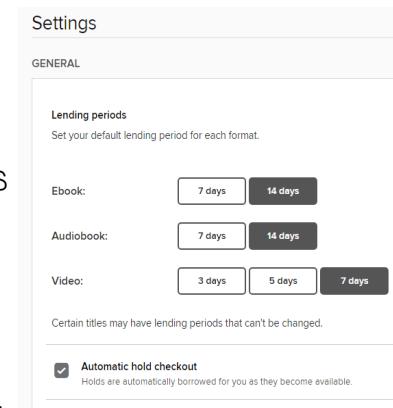


A screenshot of a title page for the book 'Crazy Rich Asians' by Kevin Kwan. The page includes the book cover, title, author, and format (EBOOK). It also features a 'Renew' button, which is circled in blue, and a 'Return' button.

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.



The Settings page under the General tab shows lending periods for Ebook, Audiobook, and Video. For Ebook, the options are 7 days and 14 days. For Audiobook, the options are 7 days and 14 days. For Video, the options are 3 days, 5 days, and 7 days. There is also an option for Automatic hold checkout.

If you have any questions please contact us at: opltech@wlsmail.org or [914\) 941-2416 Ext. 320](tel:(914)941-2416)



OverDrive



A How-To Guide for Computers

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

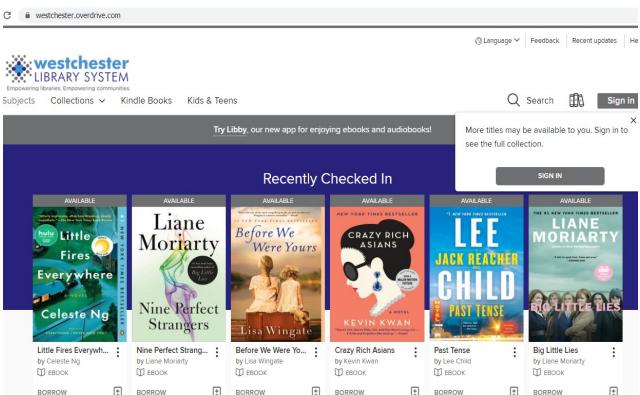
What is OverDrive?

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.

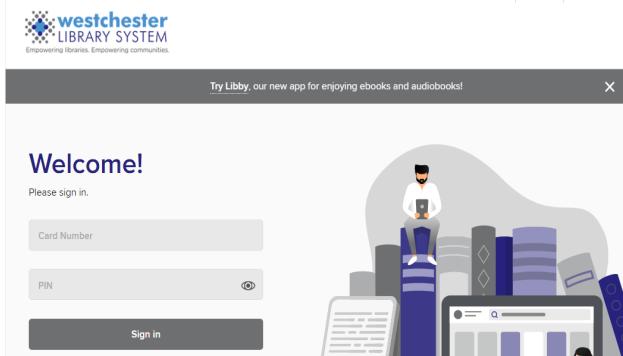
How to Get to OverDrive

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**.



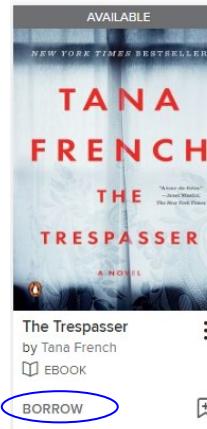
Finding Books in OverDrive

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

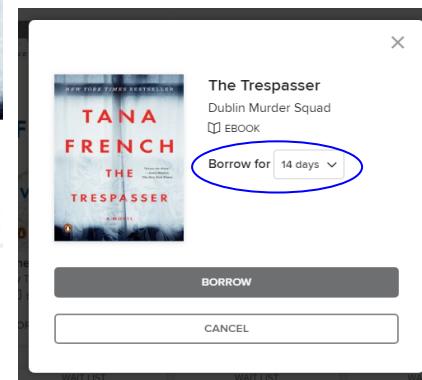
You can also **Browse Popular Collections**.

Borrowing a Title

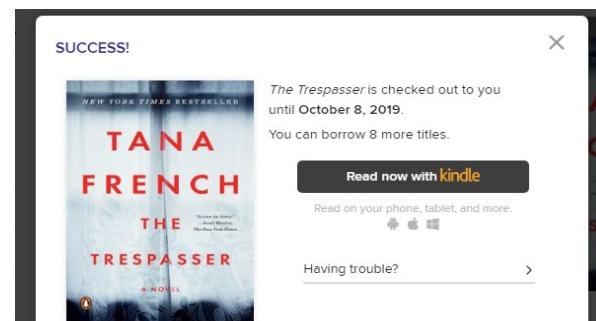
After you've found the title you want to borrow, click **Borrow**.



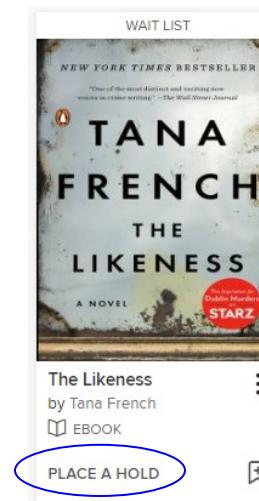
On the next page, you can choose to borrow the title for **7 days or 14 days** by clicking on the dropdown menu.



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.

SUCCESS!

The Likeness

by [Tana French](#)

Your holds position: #12 on 2 copies

Note: Some copies of this title belong to specific member libraries, and their users are given priority for holds on those copies. For this reason, users may jump forward or move backward on the wait list, so we can't accurately estimate wait time.

An email will be sent to aroppins@wlsmail.org when the title has been checked out to you. [Manage your holds](#).

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.

Holds

Holds		
You can place 8 more holds. See all account limits.		
PLACED ON SEPTEMBER 24, 2019	The Likeness Dublin Murder Squad Series... Tana French #12 on 2 copies	
PLACED ON SEPTEMBER 20, 2019	The Long Call The Two Rivers Series Serie... Ann Cleeves #8 on 1 copy	