

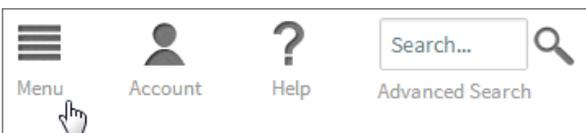
How to find a title to borrow

From the homepage, there are 3 ways for you to find a title to enjoy:

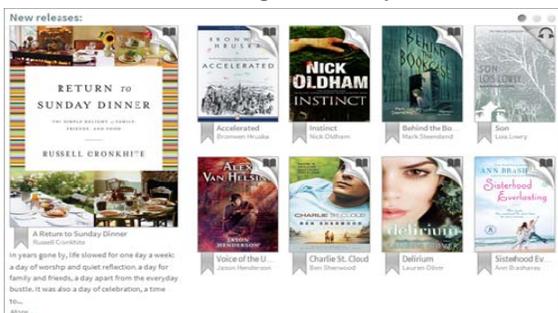
1. Click a link from the **Menu**.



The **Menu** bar (the one that lists all the types of items) is available from any page—just click the icon to expand or collapse it.



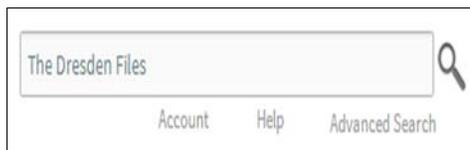
2. Select a cover image from any of the lists.



You can tell the title's **format** (ebook or audio) by looking at the icon at the corner of the cover. When the icon is gray, it means that it is checked out; when it's black, it is available. You can place a **hold** on an item that is checked out.



3. Search for something you want in the Search box.



How borrowing works

Borrowing and reading titles is much easier. It takes only a few seconds to find a title and start reading. Accessing any borrowed title from your **Bookshelf** (found in the **Account** menu) only requires a few clicks or taps.

Some books need to be downloaded with a USB cable through a computer.



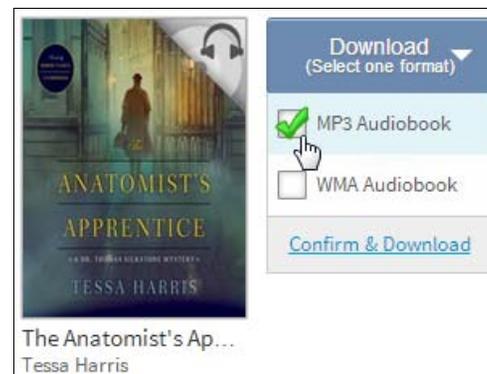
Click **Borrow** and you will be taken to **Your Bookshelf** to read the title in your browser or download. Choose your **format**.

Bookshelf

Note: Once you select a format, you may only be able to return the title via the software.



Additional formats include Audiobooks and Music: Select the title you want, click (or tap) **Borrow**, then download it from your **Bookshelf**. You may need to download additional software for different formats.



OTHER NOTES

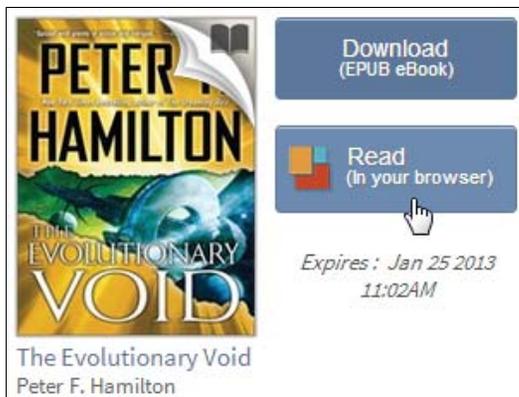
- From your **Account** page, you can view your **Holds, Lists** (Wish List, Rated titles, and Recommendations for you), and change your lending period (s) from the **Settings** page.
- Click the ribbon below a title to add or remove it from your Wish List.
- You can narrow search results by subject, rating, language, and more.
- You will need to have pop-ups allowed for this site.
- Remember you will be sent to the Amazon site when you download/choose a Kindle book.
- You will need to have Adobe Digital Editions on your computer and have authorized it for the Nook.
- The Nook uses epub or epdf formats.

Returning Your Checkouts

- Each version of a device is a little different in the way you delete an item. Your user manual will help you.
- To return a book on the Kindle, go to your **Amazon** account and the **Manage My Kindle** page. One of the Actions you can take is Return This Book. Then on your Kindle you can delete it from your device.
- To return a book on the Nook, there is a choice to return it early on the device itself.

More Questions? Contact Richards Memorial Library staff with any further questions or concerns.

Getting started with OverDrive Read



OverDrive Read is a new in-browser eBook reader. It works just like any eBook reading app, except you don't need to activate or install extra software.

What do I need to begin? All you need is a computer, tablet, or mobile device with a modern web browser. If you'd like to learn

more about compatibility, [please check out the OverDrive Read website](http://read.overdrive.com/about/compatibility). <http://read.overdrive.com/about/compatibility>

For the best user experience, we recommend using Google Chrome for OverDrive Read.

What is a Google Chrome Frame plugin? If you're using Internet Explorer, you may need to install the [Google Chrome Frame plugin](#). It's free software that installs in moments. If you need the Chrome plugin, you will be prompted when you try to open an eBook.

How does OverDrive Read work? Once you've borrowed a title, click the **Read** button next to a supported eBook on your bookshelf to open it in a new tab or window.

For more on how use OverDrive Read, check out our help site for a more detailed guide. <http://help.overdrive.com/article/0867/How-to-use-OverDrive-Read-OverDrives-new-browser-based-eBook-reader>



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