

OverDrive – Quick Beginner’s Instructions (Updated August 2015)

- 1) Type princetwp.ca in your web browser. Click on Library, which is located on the top right of the home page. Click ‘Information about the Library’, and then click on ‘OverDrive’. Click on ‘OverDrive Download’ which looks like the picture below. It should bring you to Ontario Library Service Download Centre.



- 2) Or go directly to the website in your browser by typing downloadcentre.library.on.ca and skip Step 1.
- 3) You may have to create an account, depending on the device you are using.

If using a **computer/laptop**, you may be able to sign in directly by clicking ‘Sign in’ which is in the top right corner of the website. When you sign in, it will ask you to enter your library card number, which is the 5 digit number provided by Prince Twp Library. It will also ask you to enter your library’s name which is Prince Township Public Library. You can go directly to Step 6 after you have signed in successfully.

If you are using a device such as a **smartphone, tablet** or **computer with Windows 8**, you may have to sign up for an OverDrive account with your email address. It is easier if you already have a gmail account. Ex. janedoe@gmail.com

- 4) If you have to make an account with your email address, you will also have to verify the OverDrive account you made. OverDrive will send an email to the email address you have listed. Please log into the email account and follow the steps in the email to verify your account.
- 5) To sign into OverDrive, click “Sign in” in top right corner of the screen. When you sign in, it will ask you to enter your library card number, which is the 5 digit number provided by Prince Twp Library, and it also will ask you to enter your library’s name which is Prince Township Public Library.
- 6) Once logged in, search for e-books using the search option in the top right, next to the magnifying glass. The e-books have a small icon in the top right corners of their covers. Black means the e-book is available and grey means the e-book is currently checked out; but you can place a hold on the e-book to reserve it once it is available. You can place a hold on the e-book by moving the your mouse over the cover and click “Place a hold”.
- 7) To download an available e-book, move the mouse over the e-book cover and click “Borrow”. You can either download it to your computer/device in one of two formats: EPUB or PDF; or you can read it in the current web browser.
- 8) Check out your bookshelf to view e-books that you have checked out. To go to your bookshelf, click on “Account”. You can check e-books out for 14 days and you are able to renew the e-book for another 14 days as long as someone else has not placed a hold on it.

For smart devices (I-pads, Kobo Arc, etc) - you can download the OverDrive App directly onto your device and skip Steps 1 & 2 by downloading it from your device’s App Store.

The Help section on the OverDrive website is really detailed and provides videos on how to use OverDrive on different devices. Please look at this section if you are having difficulties. If you are still having difficulties, call the Library 705-779-2992 x. 4.