

RETURNING A BOOK

- 1 In the OverDrive app, tap the three lines at the top left of the screen, then tap RCLS's Digital Library.
- 2 Tap the picture that looks like a head. You should see your Bookshelf.
- 3 Tap Return Title.
- 4 Once you download the title or add it to the OverDrive app the Return Title button disappears from your from your library Bookshelf. All digital titles are automatically returned to your library at the end of their lending period.



If you'd like to return a title early to make space in your library account, please see: <http://help.overdrive.com/customer/portal/articles/1481263>

There is also an option to "Read in Browser" when you check out which you should use if you do not want to download your book.



Now you can renew items. Starting 3 days before your item expires, you can log into maryland.lib.overdrive.com and check your bookshelf. If an item can be renewed, a renew option will be shown next to when the item expires. If the item is on hold, you can request it again.

FREQUENTLY ASKED ?S

How many books can I have checked out at one time? **Eight**

How many books can I have on hold at one time? **Ten**

Can I renew a book? **Yes, if there is still a copy available. However, if it cannot be renewed, you may place it on hold again to re-download it at a later time.**

What does this symbol mean?

That symbol — called "Advantage" — indicates that the Moffat Library has purchased extra copies of the book that are *only* available for Moffat library users. Bottom line: even when the hold list is long, you may get your copy much sooner than you think.

How can I change the length of the lending period? Click on "Account" on the top right. Then click "Settings" on the right. You can then choose your default settings.

What happens to a book when the checkout period is over? You will no longer be able to "open" the book. You may see a message such as "Loan Ended." It may disappear, or you may have to delete it manually.

Why does each book cover have a ribbon underneath it? Clicking a ribbon will add the book to your wishlist. Access your wishlist by clicking on "Account" and then "Lists."

I think I need some extra help. What are my options?

- ⇒ Tap the question mark at the top of the screen, just left of the magnifying glass. Among your options, you will be able to view how-to videos, a FAQ section, and a link to contact customer support.
- ⇒ Call us at 845-496-5483 ext. 326 or come in and speak with a librarian.

Downloading eBooks

FROM THE RAMAPO CATSKILL LIBRARY SYSTEM



Using Apps For Apple and Android Devices, Tablets, Kindle Fire and Nook Color

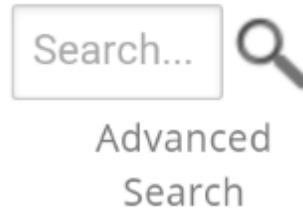


GETTING STARTED

- 1 Download the OverDrive app to your device. It is free. You can access this from your app store or the RCLS OverDrive website at: <http://rcls.lib.overdrive.com>
- 2 Sign up using your library card number, e-mail or Facebook account. If you use e-mail, you will need to verify your account by clicking a link sent to your e-mail account by OverDrive.
- 3 Swipe the left edge of the screen (iOS), then tap + Add a library (iOS) or + Add a Title (Android). Type Moffat Library in the box and tap Search. Tap Moffat Library of Washingtonville, then tap the star next to RCLS's Digital Library. Tap Ramapo Catskil Library System's Digital Library, which will bring you to our eLibrary.
- 4 Tap Sign In at the top right. Type "Moffat Library" in the box. Do not tap Reset. Then type your card number in without any spaces (22845...) and tap Sign In. To look for a book, see the Searching section.

SEARCHING

- ★ Use the search box found in the top right corner.



- ★ The "Advanced Search" option allows you to search by title, author, subject, format (e.g. ePub, MP3, etc.), language, publisher, and/or award. You may also search for titles that were added within a certain time period.
- ★ The advanced search also allows you to view only titles that are currently available.
- ❓ Is your book unavailable? See the **placing holds** section.
- ❓ Ready to download your selections? See the **checking out** section.

PLACING HOLDS

- 1 Tap  Place a Hold
- ★ If you have not logged in already, you will be prompted to do so.
- 2 Type in your e-mail address and tap "place a hold." Tap the check box to borrow the book automatically.

CHECKING OUT

- 1 Tap 
 - 2 Tap 
 - 3 Choose **ePub**** and click **Confirm & add to app**.
 - 4 The title will download in your bookshelf on your OverDrive app. To reach the Bookshelf, tap the blue O and then tap Bookshelf.
- ★ **** Important note:** If you are using a Kindle Fire or a device with a Kindle app, you still want to choose **ePub** as your format. This allows you to read the book in the OverDrive app.