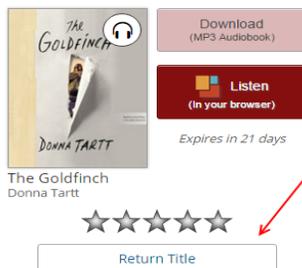


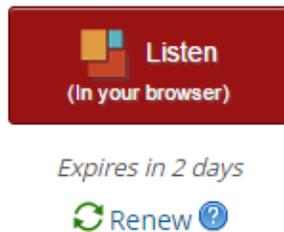
RETURNING AN AUDIOBOOK

- 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 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 "Listen in Browser" when you check out which you should use if you do not want to download your audiobook.



Now you can renew items. Starting 3 days before your item expires, you can log into rcls.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 not 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 placed 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 when it becomes available.**

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.

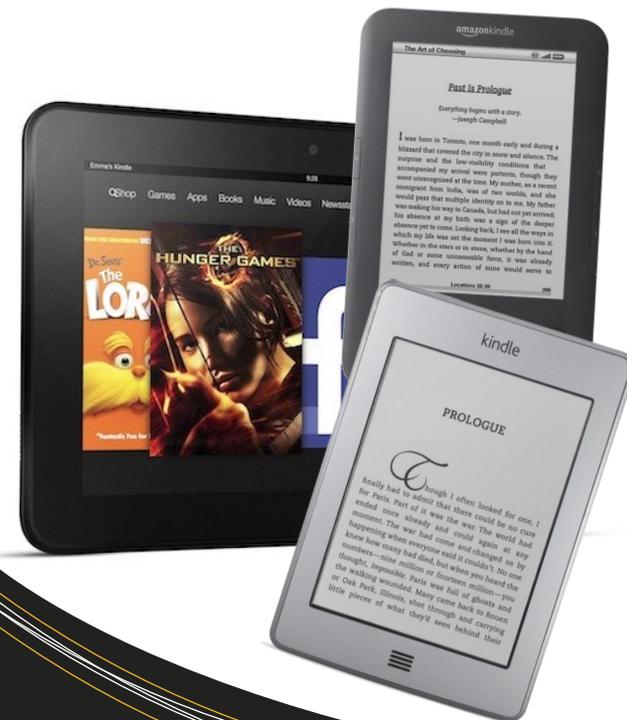
Why does each book cover picture have a ribbon underneath it? Clicking a ribbon will add the book to your wishlist. Access your wishlist by clicking on "Account" and then "Lists."

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 and/or come in and speak with a librarian.

Downloading Audiobooks

FROM THE RAMAPO CATSKILL LIBRARY SYSTEM



Using Apps

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

MOFFAT LIBRARY
OF WASHINGTONVILLE

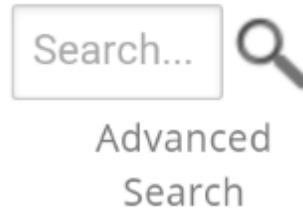


GETTING STARTED

- 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 (iOS) or + Add (Android). Type Moffat Library in the box and tap Search. Tap Moffat Library of Washingtonville and then tap the star next to Ramapo Catskill Library System. Tap RCLS's Digital Library, which will bring you to our eLibrary.
- 4 Tap "Sign In" (top right corner). Type your card number in without spaces (22845...) and then enter your PIN. Tap Sign In. To find a book, see opposite. *(If you need information about your PIN number, please call the library at 845-496-5483, ext. 323)*

SEARCHING

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



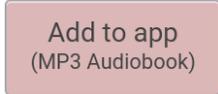
- ★ The "Advanced Search" option allows you to search by title, author, subject, format (e.g. ePub, MP3, etc.), language, publisher, and/or award. You may also search for titles that were added within a certain time period.
- ★ The advanced search also allows you to view only titles that are currently available.

- ❓ Is your book unavailable? See the **placing holds** section.
- ❓ Ready to download your selections? See the **checking out** section.

PLACING HOLDS

- 1 Tap  Tap
- ★ 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  Tap
- 2 Tap  Tap
- 3 The title will download in your bookshelf on your OverDrive app. To reach the Bookshelf, tap the blue O and then tap Bookshelf.