

OverDrive Guide

Download and log into the Overdrive app

1. Go to the app store on your device, search for “**Overdrive,**” and follow the prompts to download it. You will need to be logged into your Apple ID, Google account, or Kindle account.
2. Once downloaded, open the app and select the "**Have an account? Sign In!**" option. Then tap on **Sign in using library card.**
3. Tap in the box under Find Your Library that says “**Enter a library name**”, type in "**Henderson, KY**", select Search By **Location**, and tap Go. From the list of options, select Henderson County Public Library by tapping the name.
4. Select from the drop-down list “**Henderson County Public Library**” again. Then tap in the white space below Card Number and **enter your library card number and PIN/Password**, and tap Sign In.
5. Tap in the gray box that says “+ **Add a Title**”. Then tap **Sign In** again. Select from the drop-down list “**Henderson County Public Library**” again. Then **enter your library card number and PIN/Password** again, and tap Sign In.

Searching and browsing for titles, authors, and keywords

To explore HCPL’s Overdrive collection, tap in the gray box that says “+ **Add a Title**”. Next, tap on **Search** (🔍) or **Browse** (☰).

- Searching: Tap on **Search** (🔍) and enter a title, author, or keyword and tap Search.

When you type, the search bar will give you suggestions of what Overdrive thinks you could be looking for. Select from one of them to view that suggestion.

- Browsing: Tap on **Browse** (☰) to the **right side of the screen** and select **Subjects**. You can now browse by type of book (fiction, romance, mystery, nonfiction, history, etc.)

Check out and read a title

Checking out:

1. Tap on the cover of a title that says **Available** at the top, tap **Borrow**, and tap **Borrow** again.
2. Next, tap on **Download EPUB** or **PDF**. A message stating “Adding Title” will pop up, then change to “Title Added”, and then disappear once the download is complete. Tap the X at the top right to continue searching for titles.
3. For Kindles, tap on “**Read now with Kindle**”. This will take you to Amazon, which will have you login to your account (if you are not already logged in). Then, tap on “**Get Library Book**”.

Notes:

- You may check out **20 titles** at one time.
- Titles check out for up to **21 days** and may be renewed unless another patron has placed a hold.
- Items are **automatically returned** on their due date and there are **no late fees**.

Reading:

- To access your downloaded titles, tap on the **Menu** (☰) icon to the **top left of the screen**, then tap **Bookshelf**.
- Tap the cover of the book to open it and turn the pages by **swiping left or right** on the screen.
- For menu options such as table of contents and adjusting font size and type, tap in the middle of your screen and a menu bar will appear at the top and bottom of the page. Tap the **setting** icon (⚙️) to adjust the page layout, the **(Aa)** icon to adjust font size and type, or tap the **table of contents** icon  to view those.
- To close the book, tap in the **middle of your screen**, tap on the **Menu** (☰) icon to the top right, and tap **Bookshelf**. Your page is automatically bookmarked.

Placing holds in Overdrive

Placing a hold:

- Tap on the cover of a title that says **Waitlist** or **Coming Soon** at the top, tap **Place A Hold** (you will be asked to enter your email address twice if you have not placed a hold before), then tap on the X to the top right to continue searching for titles.

Checking out a hold:

You'll receive an email notice when your hold is ready to check out and you have 3 days to check it out, then:

1. Once the title is ready for check out, close your email, open the Overdrive app, tap in the gray box that says "+ **Add a Title**", and tap on **My Loans** ()
2. Tap **Holds**, tap on the title's cover, tap **Borrow**, and tap **Borrow** again.
3. Tap on **Download EPUB** or **PDF**. A message stating "adding title" will change to "title added" and then disappear once title is downloaded. Tap the X at the top right to continue searching for titles.

Notes:

- You may have up to **20 titles** on hold at one time.
- You have 3 days to check out a hold once it becomes available for you. You can also suspend the hold by selecting "deliver later," or you can cancel your hold.

Early returns and renewing

Early returns:

Items are automatically returned on their due date and there are no late fees.

1. To return a title early, tap in the gray box that says “+ **Add a Title**”, then tap on **Loans** ().
2. Tap **Return** under the title’s cover and then tap **Return Title** to confirm.
3. You can also PRESS & HOLD on the book within your **Bookshelf**, and press **Return to Library** when it pops up, and then **Return** again.

Renewing:

If a title does not have holds, you are able to renew within three days of its due date.

1. To renew, tap in the gray box that says “+ **Add a Title**”, and then tap on **Loans** ().
2. Under the book’s cover, tap on “**Renew**” (if available) to renew for an additional checkout.
3. Tap on “**Request Again**” to renew a hold because other holds on the book are present. The title will appear on your Holds page and will automatically check out to you (unless you've turned off automatic hold checkout).