

## Directions to access OverDrive Media Console App from the Nobles County Library

1. Open to the **App store**
2. Search the store for the “**OverDrive Media Console**”.
  - a. Download the app and then open it.
  - b. If you plan on using OverDrive regularly, you can hold and drag the icon to the main page for easy access.
3. The first time you open the app, you will be asked to create an Adobe ID. You can do this later so click Cancel.
4. You will start out in your **Bookshelf**. Go to the upper right and click on **Get Books+**.
5. Click on the **+** sign next to “**Add a Library**”.
6. Search for **Nobles County Library** and then click on it. Click on the **star next to Plum Creek Library System**. You will be taken to the PCLS Digital Library. You can also access the ebook library from the Nobles County Library website at <http://www.nclibrary.org>.
7. In the upper right corner, click on **Sign in**. Enter your **library card number and your PIN** (the last 4 digits of your library card #).
8. Before you start checking out books, **click on Account** near the top of the page. This is where you can view the books you have checked out, your current holds, and check your wish list.
9. **Select Settings** and change the lending periods on both ebooks and audiobooks to **14 days and choose Done**. To get back to the library, click on **Digital Library** above.
10. Now that you are in the Digital Library, you have a few different options:
  - a. If you want to **search for a particular author or title**, use the **Search** box in the upper-right corner.
  - b. To **browse the collections**, look through the headings at the top of the page (Fiction, Nonfiction and Featured Collections). Normal books have an open book icon, while the audiobooks have a headphones icon.
  - c. For additional books, scroll down and click on the image that says “**Additional eBooks Always Available**”. You can check out as many of these titles as you like, and they do not count against your 2 item checkout limit.
11. **Practice** checking out books by clicking on Historical Fiction. A list of books will appear. Your filtering options are on the left-hand side, while a **Search** bar in the upper left allows you to search within the list of books. Scroll through and pick any book.
  - a. A book is available if the icon in the upper-right of the image is black; if it's grey, it is unavailable but a hold can be placed on it. If you place a book

- on hold, you will receive an email when it becomes available. You will then have 2 days to check it out before it is released to the next person.
12. Now that you have selected a book, click **Borrow**. If this is your first ebook rental, you will be asked to create an Adobe ID.
  13. Click Register at Adobe.com. You will be taken to a page that says “**My Adobe account**”. At the bottom, click on “**Don’t have an Adobe ID?**”. Enter the relevant information in each box (Remember the Adobe ID and password you will need it for the next step). Before finishing, unclick the box that says “**Stay informed via email..**” and check the box that says, “**I have read and agree to the Adobe Terms of Use and Privacy Policy**”. When you are done click on **Create**.
  14. You will go back to the OverDrive bookshelf, where you can download your book. Click **Download**, and you will be given the option for which format you want. (Nook and iPad users should pick **EPUB eBooks**. Click “**Confirm & Download**”).
    - a. If this is your first download, you will be taken to the **Adobe Authorization** page. Enter the **Adobe ID** and **Password** that you created before and click on **Authorize**. This information will be saved from now on. You will be taken back to your Digital Library bookshelf, where it will say, **Title Loading** and then **Title Added**. (Sometimes it may take a while for the book to download. If you ever get stuck when it says “**Title Loading**”, exit and re-enter the OverDrive app.
  15. To start reading this book, click on the **Bookshelf** button in the upper right corner. This is where all of your downloaded ebooks and audiobooks will be.
    - a. Below the book’s title will be a little calendar icon and a number that shows you how much longer you have with the book.
  16. After you 14 days is up, the book will return itself. If you want to finish it early though, go into your OverDrive bookshelf, click the +sign icon for the book you want to return, click **Return/Delete and then Return then Delete**. The book will disappear from your bookshelf, and you will now be able to check out another title. **Your checkout limit is 2 titles.**

If you have any questions, please contact the Nobles County Library at

507-295-5340 or stop in for assistance.