



Here are step-by-step instructions on how to get digital content on Android phone or tablet using an app. Have questions? Ask a staff member or call 614-645-2275.

## Step A. How to Get and Set Up the App

1. Go to the Google Play Store (or other app marketplace) on your Android device and search for "OverDrive." Touch **OverDrive**.
2. Touch "Install." You will be asked to accept the permissions. (This app is secure and your information will never be shared.) Touch "Accept." OverDrive will install. Touch "Open" to access OverDrive.
3. You will be prompted to enter your Overdrive Account: sign if you already have one; If not, tap the "Sign Up" button. You will be prompted to enter your name and email address, choose a password and tap "Sign Up."

*Note: you can sign in with your Facebook account instead, but a Facebook account is **not** required to use OverDrive.*

4. Users under 13 are not required to set up an account.
5. You will receive a verification email from OverDrive. Click the link in this email to verify your account.

## Step B. How to Access Library Materials

1. From the initial screen, touch **Add a Library**. Search for and select "Columbus Metropolitan Library" to get access to our titles.
2. At the next screen, touch "Digital Downloads - A Library Collaboration."
3. Touch "Sign in" on the top right. At the login screen, select your library.
4. At the next screen, enter your library card number. Touch Sign in.

*Note: a wider selection of titles will appear when you sign in.*

5. From here, search for a particular title or just browse. Pay attention to the book or headphones icon on the book cover to see if the title is an **MP3 or EPUB**. If a title is available, the icon will be black. Touch the cover image of the item. A blue box will say **Borrow**. (Note: if the item is already checked out, the icon will be gray; touching the cover will show the words **Place a Hold**; items may be reserved by entering an email address).
6. Once a title is selected, touch **Borrow**.

7. Select the "Download" (**choose format MP3 for audiobooks or EPUB for ebooks**) button that displays with your book. Once the green checkmark appears next to the format you selected, touch "Confirm & Download."
8. Once the download is complete, a message will appear confirming that the title has been added. Touch "Go to bookshelf."
9. Tap the title to begin reading or listening.

### Returning eBooks early

To return library items before they expire (if you wish—they will expire automatically on their own) you must open the **Overdrive** app:

1. When the Overdrive app is open, Touch **Bookshelf**.
2. Your check-out items will be listed.
3. Touch the cover of the title you wish to return and hold your finger down a few seconds
4. A **Return/Delete/Share** menu will appear.
5. Press **Return**.
6. A message will appear asking "*Are you sure you want to return this title?*"
7. Press **Yes**.
8. The book will be removed from your library eBook account.