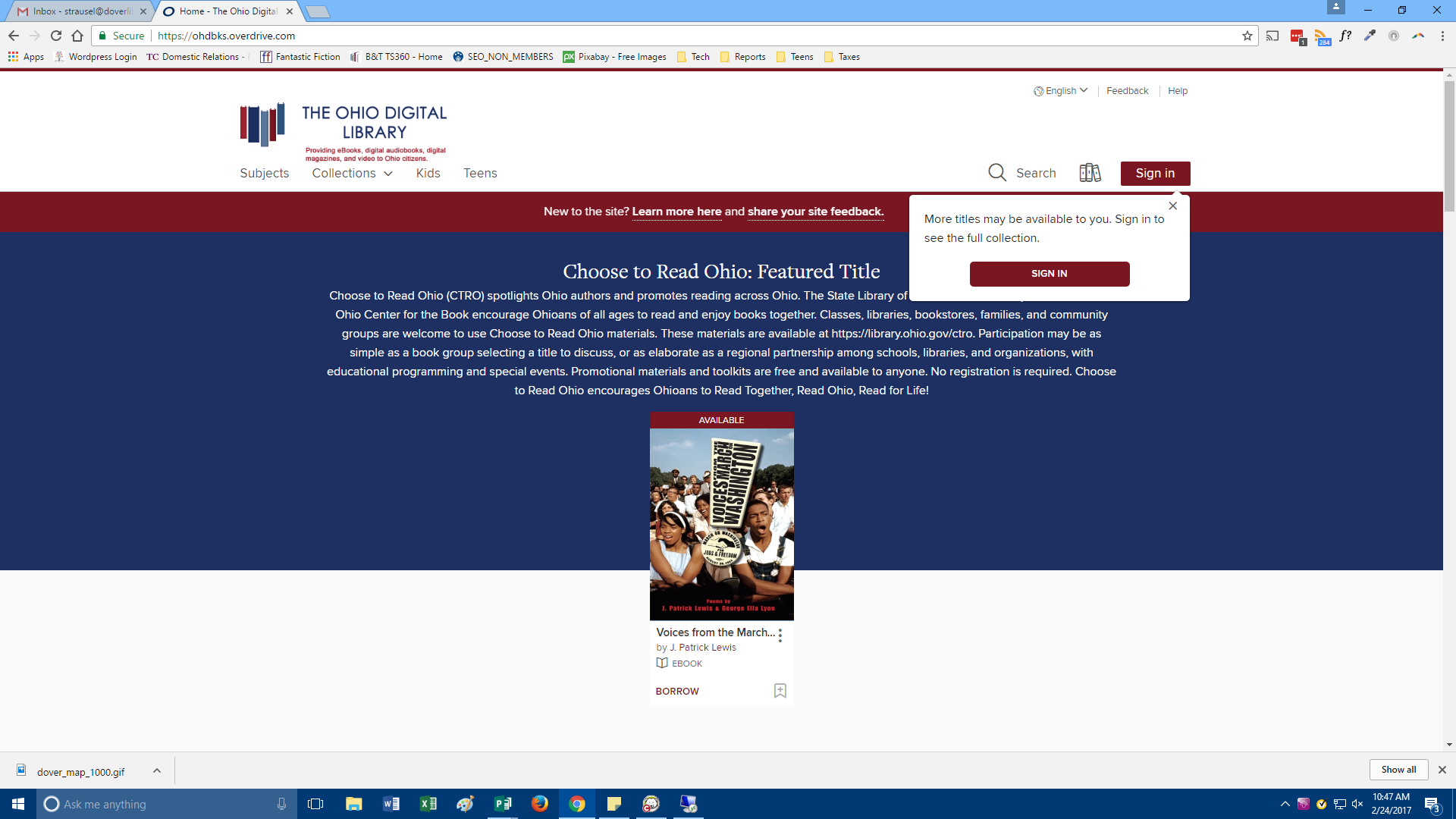
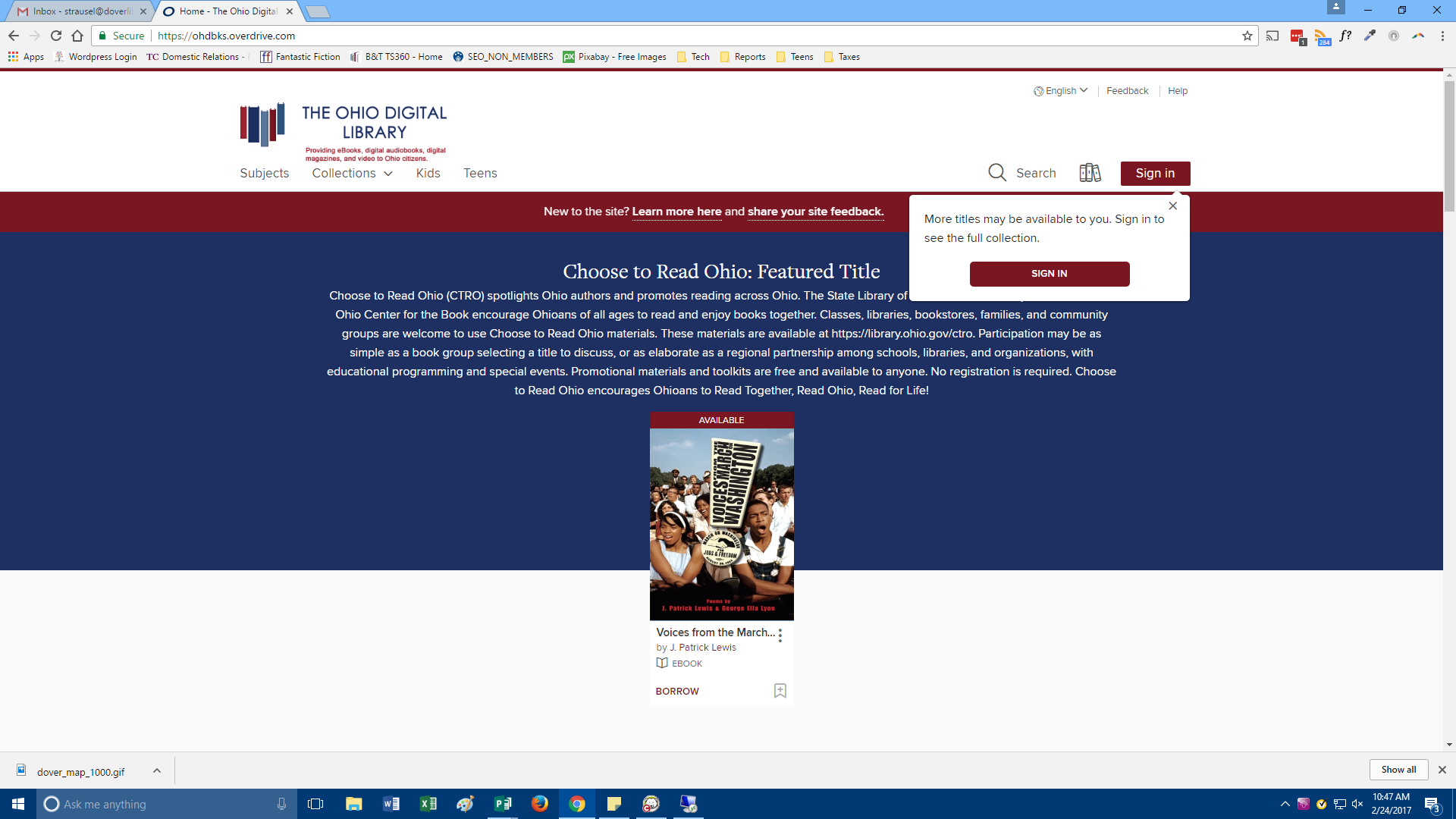
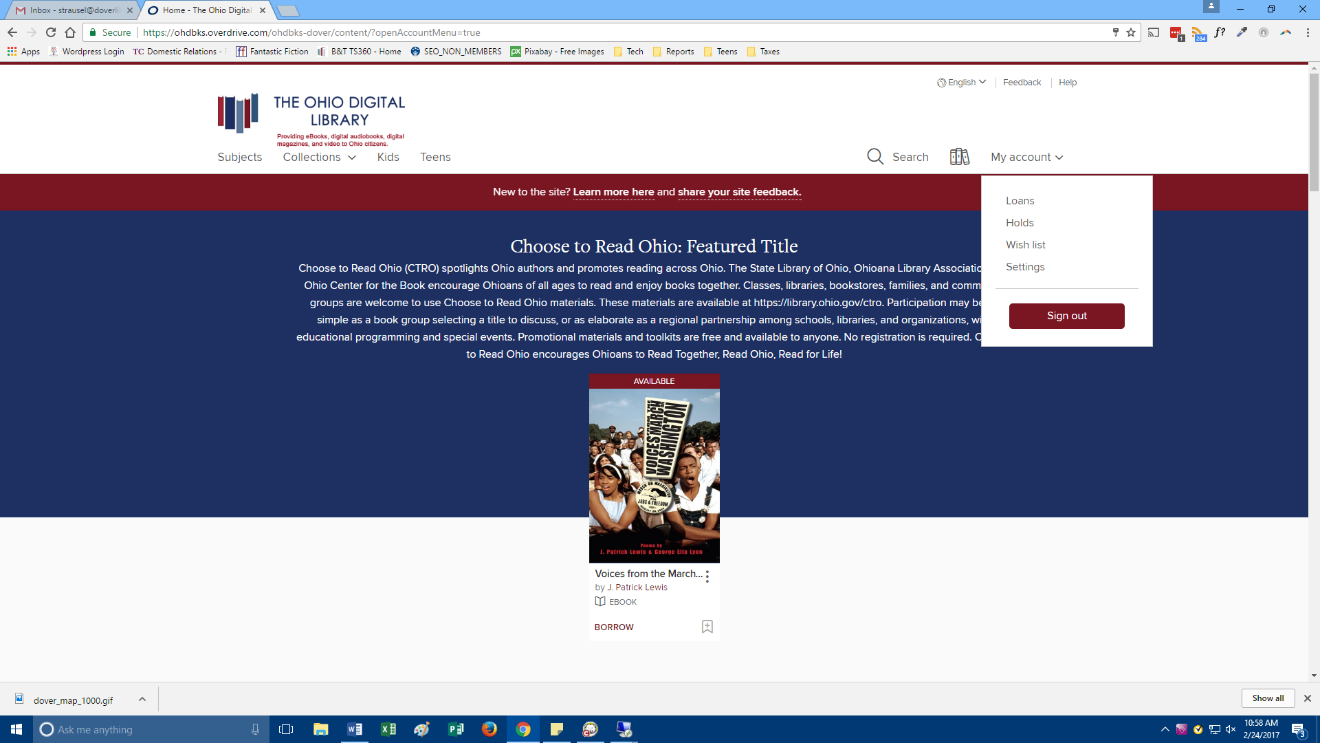
**The Ohio Digital Library**

[www.ohioebooks.com](http://www.ohioebooks.com)



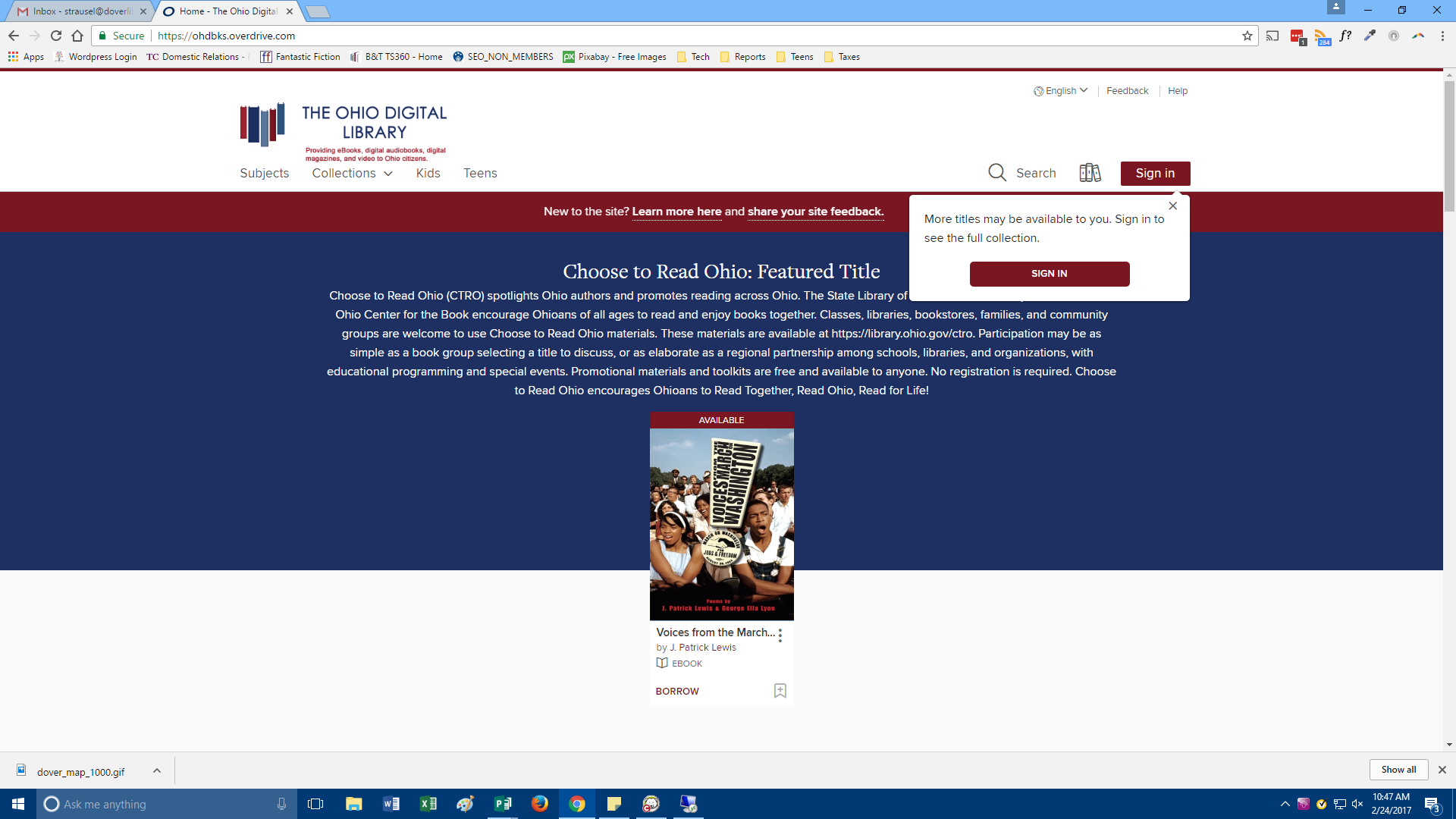
**Sign In**

1. Click the red Sign In button in the top right
2. Select Dover Public Library from the list.
3. Put in your library card number (no spaces)
   1. If your card *does not* start with a 2, please see any checkout desk for a new card.
4. Put in your PIN (default is the last 4 digits of your phone number)
5. Click Sign In
6. If you have any problems, please call the library at 330-343-6123 or see the Tech Desk.

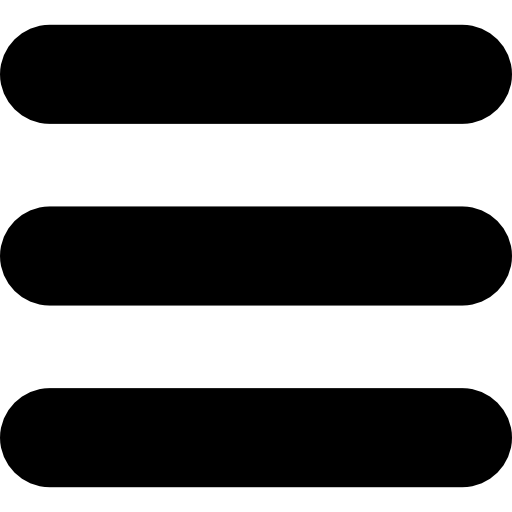
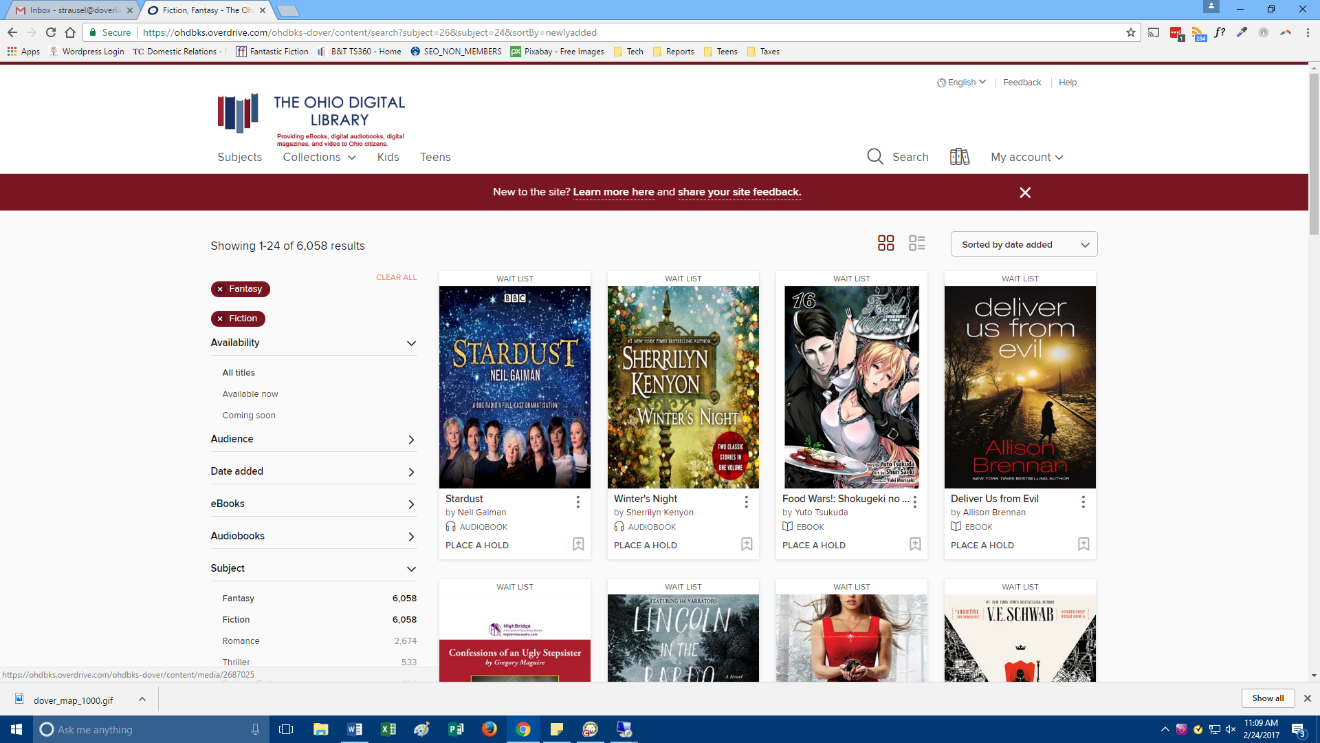


**My Account**

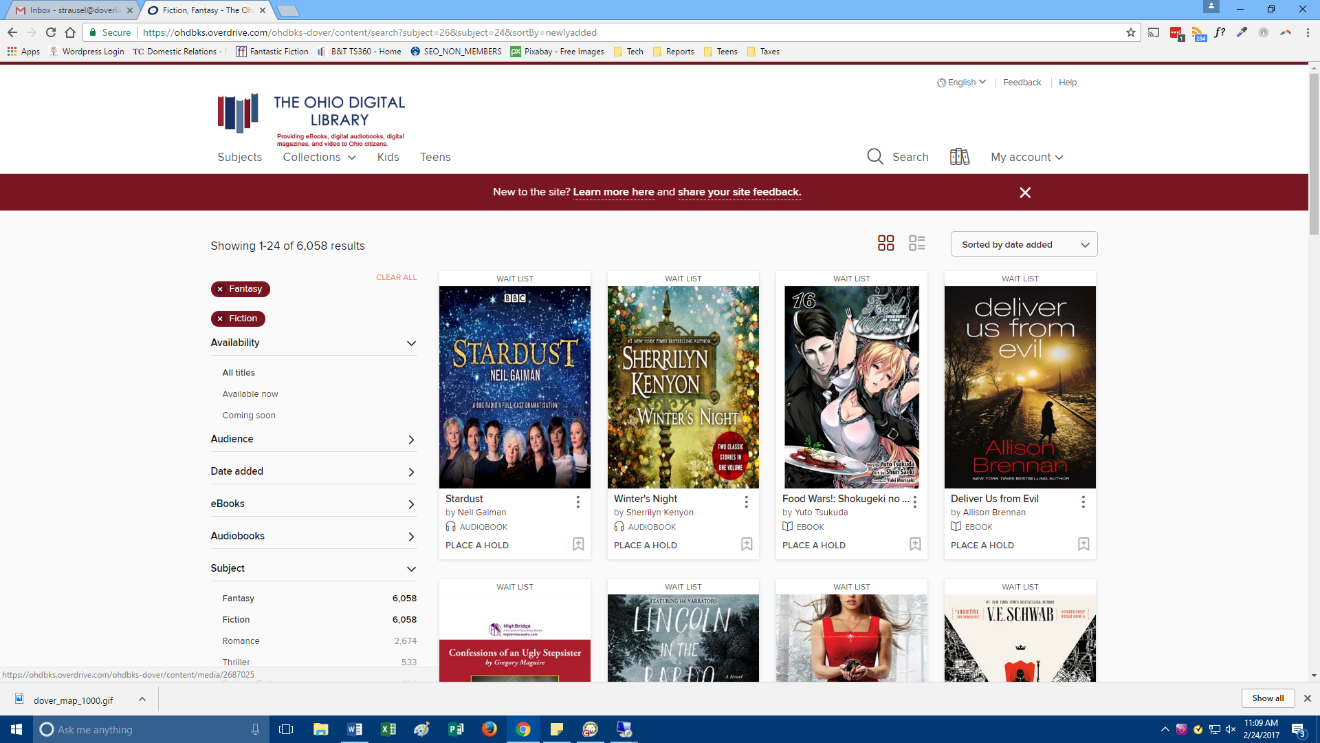
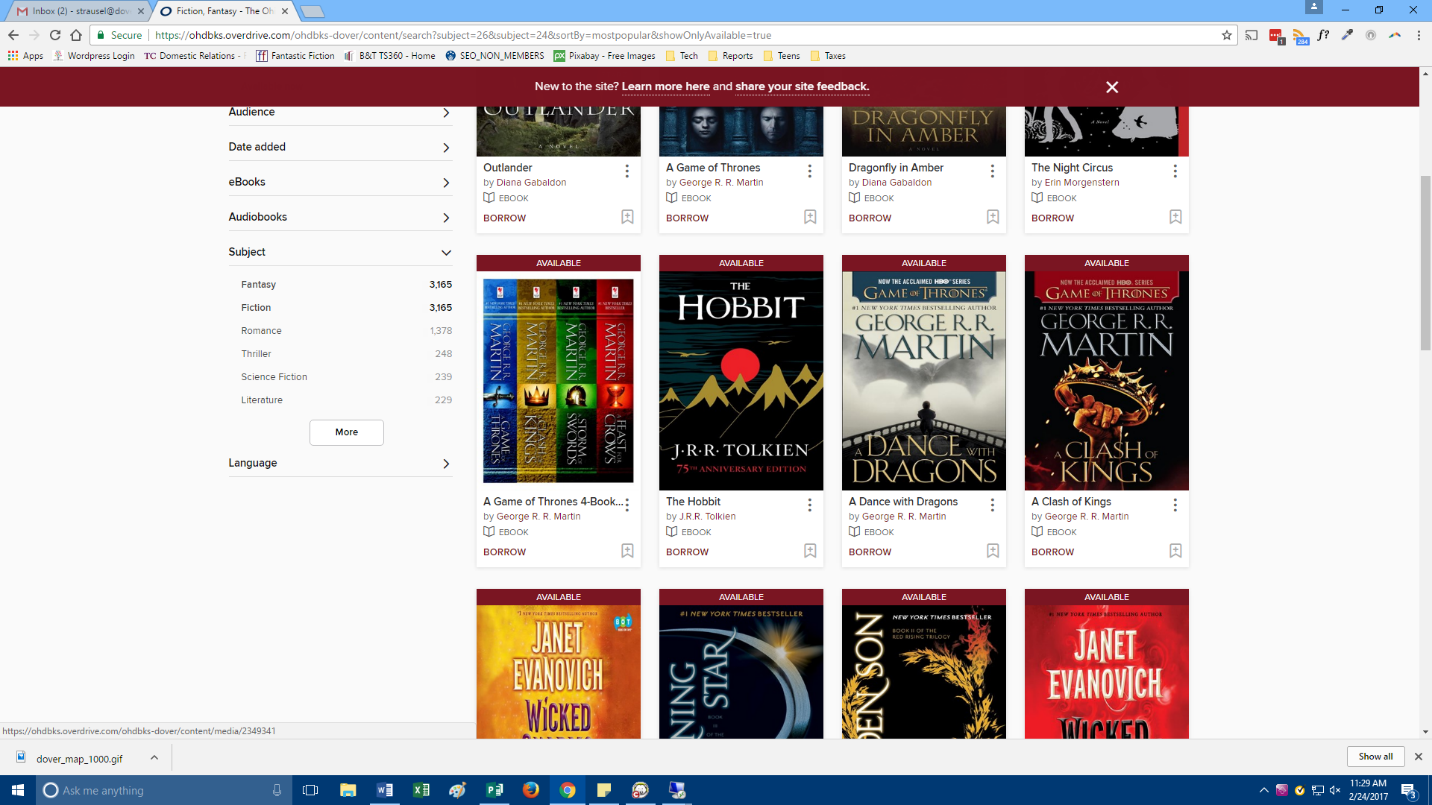
Top Right or under the Menu Button (3 Lines) on Mobile Device

1. Loans – Titles you have currently checked out. You can also view your loans by clicking the books icon at the top of the screen
2. Holds – Titles you have on hold
3. Wish List – Titles you have on your Wish List
4. Settings – Set your default loan periods, Automatic Check-Outs of holds, Audience Filters, and Display Options

**Browsing**

1. Browse by clicking either Subjects or Collections at the top of the Screen
   1. On a mobile device, click the menu button () to see these options
2. Click the Subject or Collection you would like to view
   1. For instance, Fantasy under Subjects
3. You can filter your results using the sidebar on the Left. Filters include:
   1. Availability
   2. Date Added (to the Site, not the Publication date)
   3. Formats (eBooks and Audiobooks)
   4. Language
4. You can also Sort by Date, Popularity, and more using the drop down menu in the top right.
5. The two icons shown on the left are options for how the books are listed.
   1. The four squares will show the books as Icons
   2. The two squares with lines will show more details in a list view

***What does all this stuff on the book mean?***



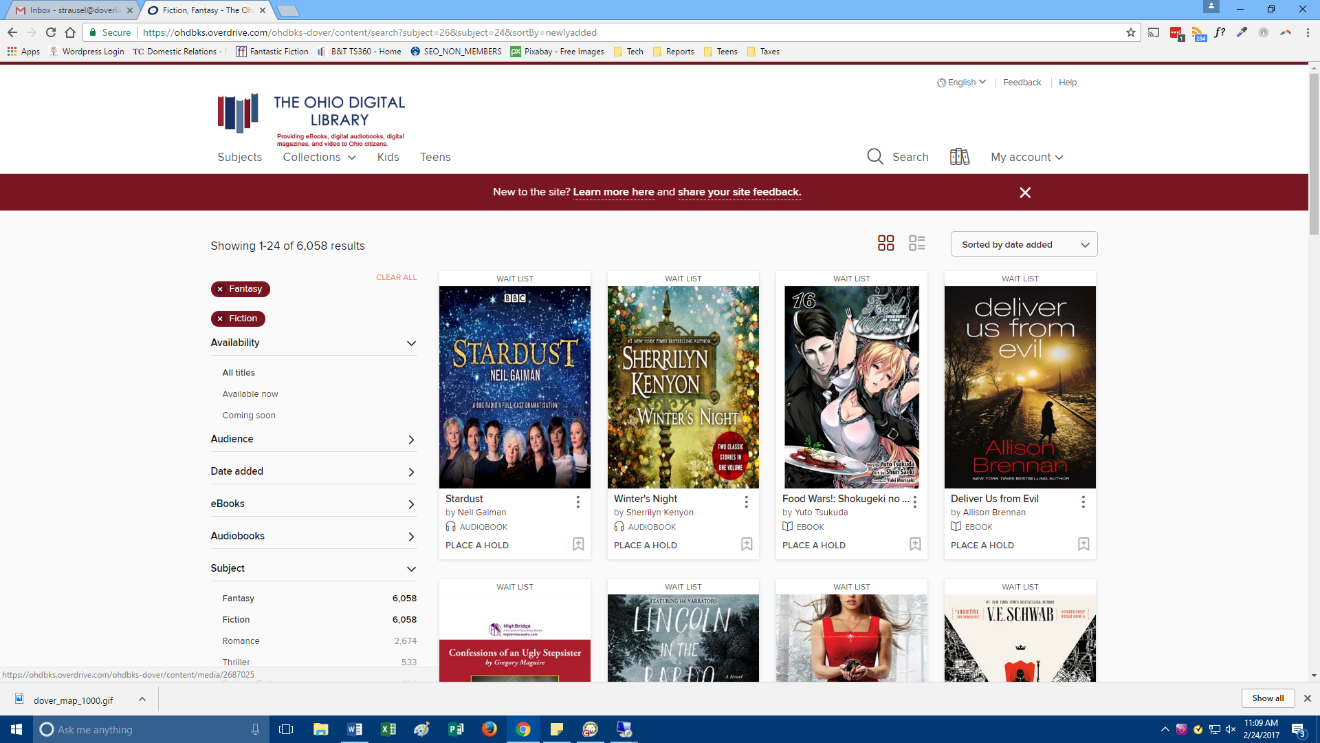
**🡨 Availability**

**🡨 Click the Cover Image for More Information**

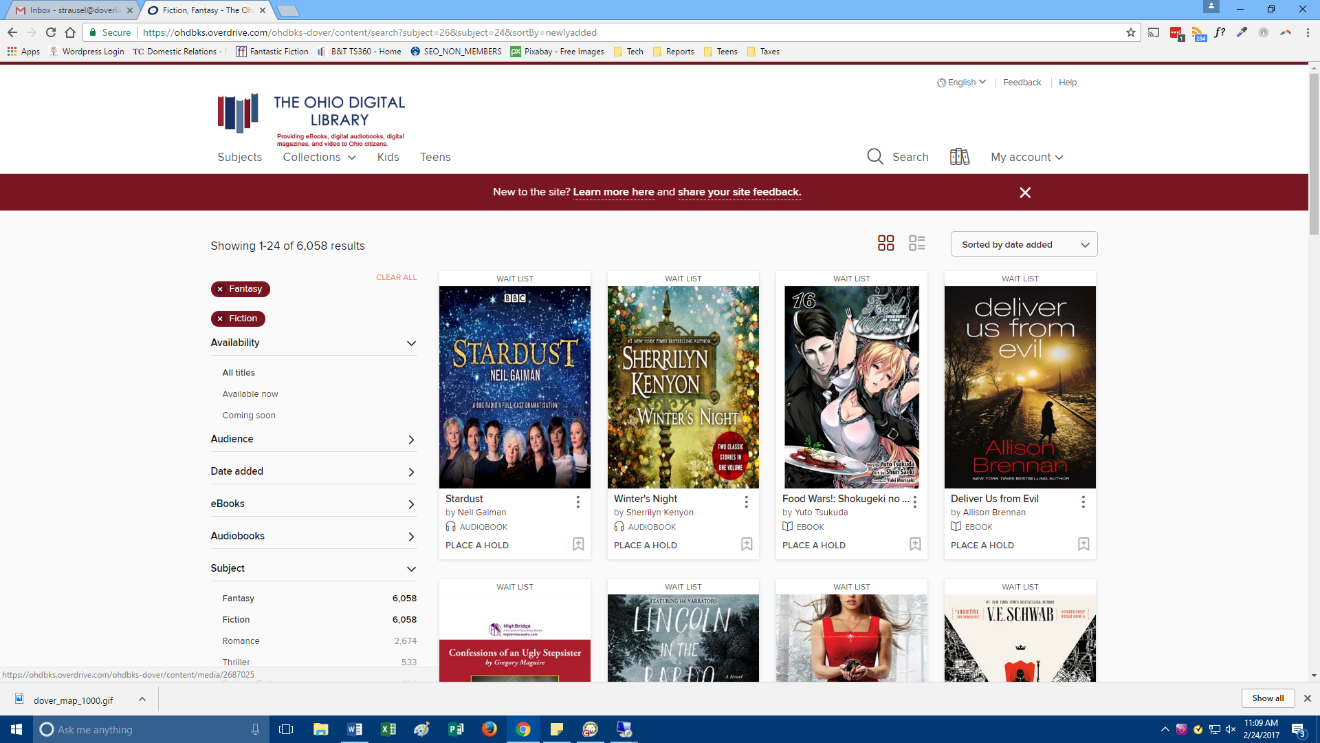
**🡨 Title Info**

**🡨 Format**

**🡨 Place a Hold or Borrow**



Menu Button (Three dots): Click to Read a Sample, View Details, or View Books you may also like



Add to Wish List (Bookmark +): Click to add the title to your wish list and save the book for later

**Putting something on Hold**

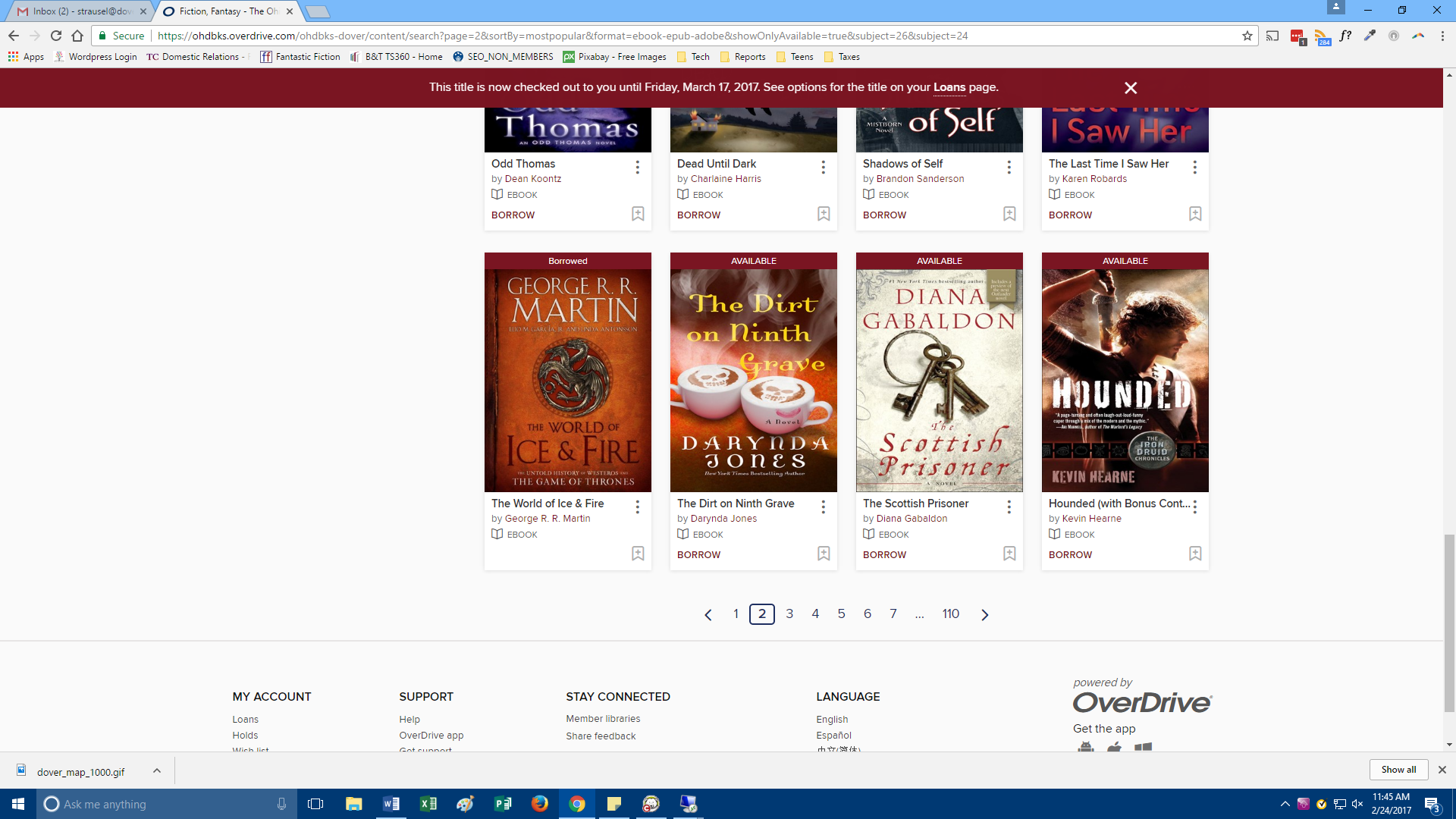
1. If the book you want is not available, click “Place a Hold”
2. Enter your email address
3. You will receive an email when the book is available.
   1. The site will automatically check the hold out to you
   2. To download it, go to your Loans screen
   3. To change this setting, go to Settings under My Account

**Searching**

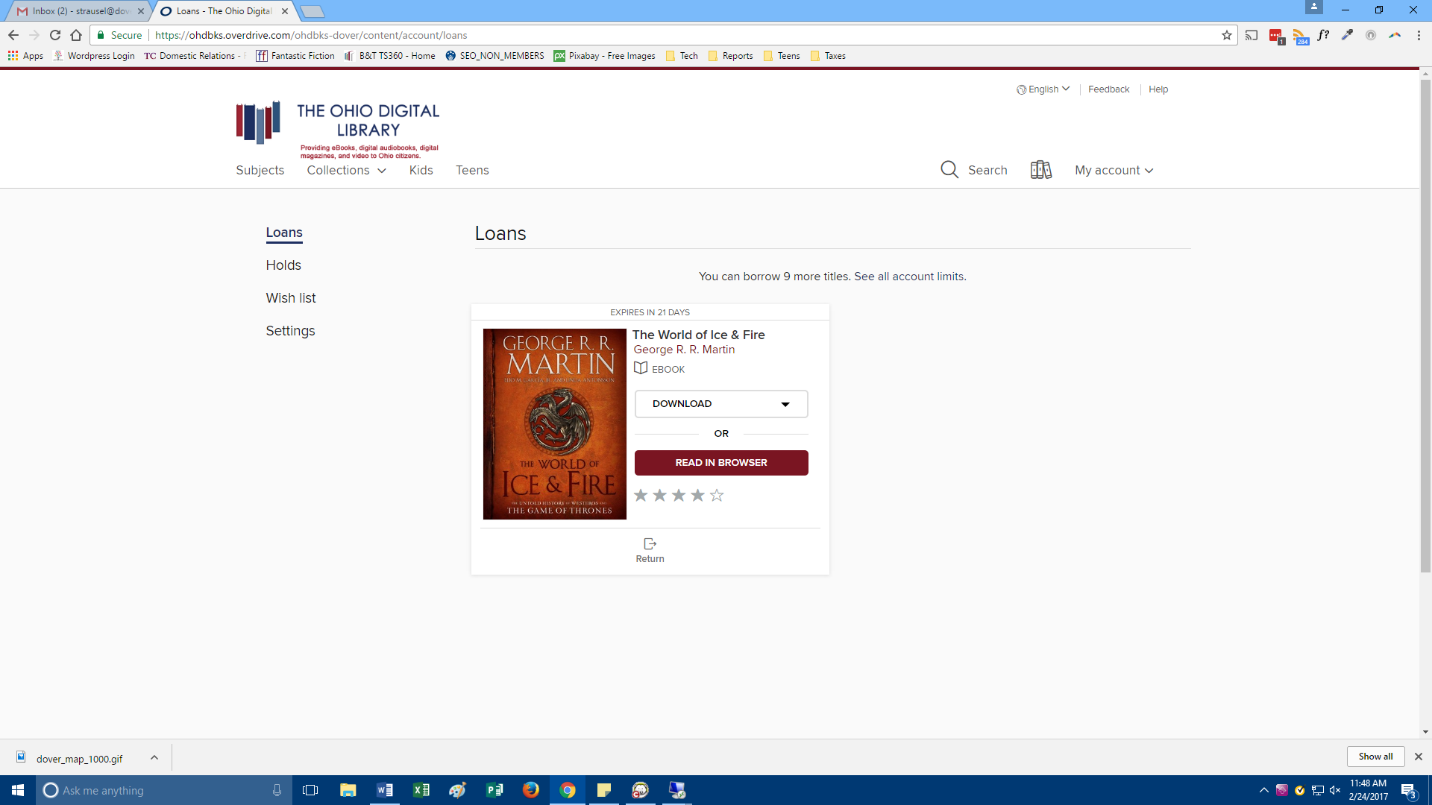
1. Click Search to type in your author, title, or other search term
   1. For more options, click on “Advanced Search”
2. Click the magnifying glass or hit Enter to submit the search
3. You can filter results using the left column

**Checking Out**

1. Click “Borrow” – This banner should appear at the top of your screen



1. Click Loans to go see your books



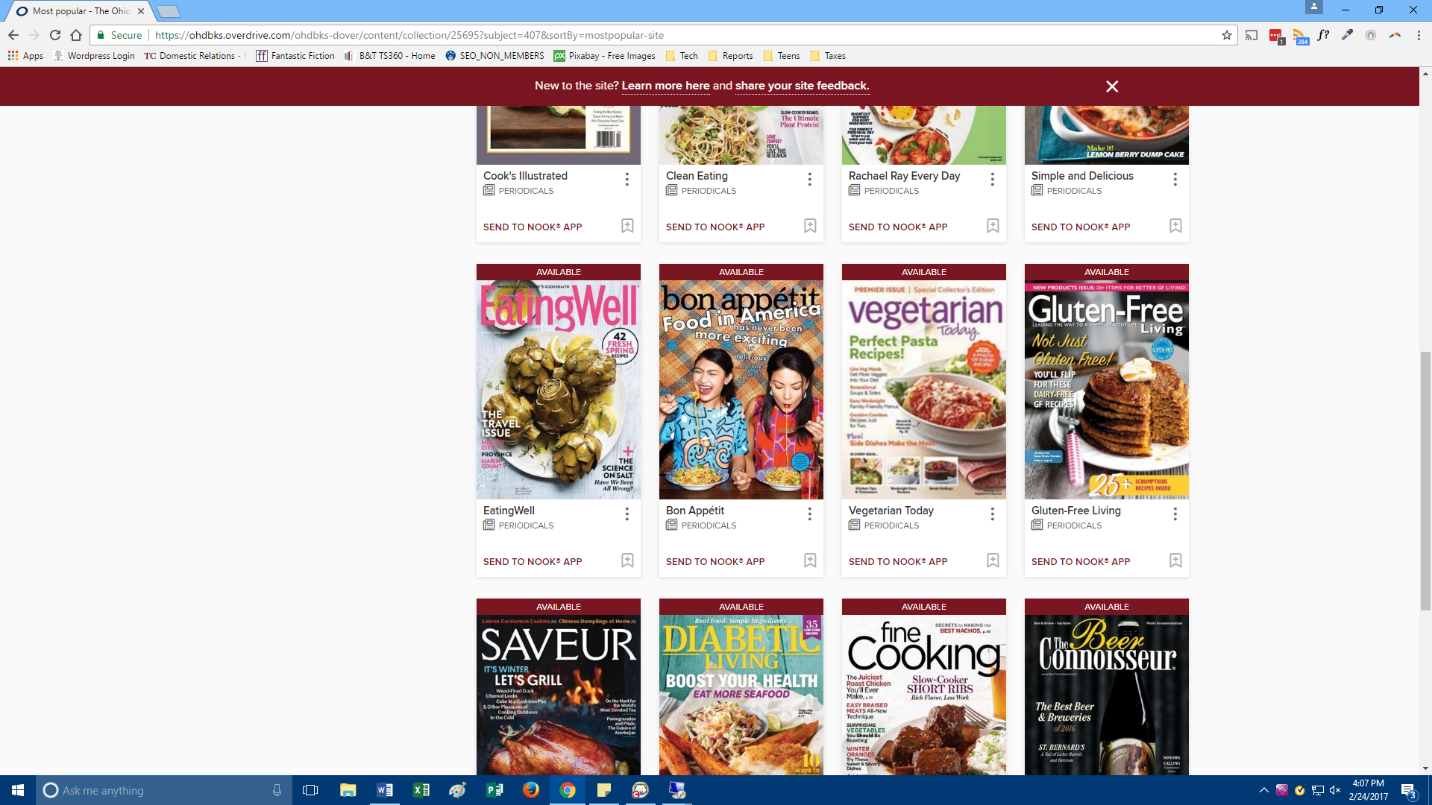
1. Click “Download” and select your format.
   1. eBooks
      1. Kindle (for Kindles or Kindle Apps)
      2. ePub (for the OverDrive App and anything but Kindles)
   2. Audio Books
      1. MP3

**WARNING: Once you click a format, you CANNOT select a different one!**

1. Selecting Kindle will immediately take you to Amazon
   1. Click “Get Library Book”
   2. Sign in to your Amazon Account (if not already)
   3. Select your device from the dropdown menu and click Continue
   4. A Thank You screen will pop up.
   5. Go to your Kindle’s home screen – the book should be there – just like magic!
      1. If it isn’t there, try syncing your device. If that doesn’t work, contact the Tech Room for assistance
2. Selecting ePub will remind you that you have to have the OverDrive App on your device or Adobe Digital Editions on your computer
   1. Click Confirm to Download
   2. If using the OverDrive App, selecting the ePub format will automatically download the title to your device
   3. Use the Menu button on the top LEFT of your mobile device to go back to your Bookshelf to read your new title

**Periodicals Using a Nook App**

You MUST have a Nook or the Nook App and a Barnes and Noble Account to get Periodicals from the Ohio Digital Library



1. Click Collections, then one of the options under Periodicals to view the available magazines
2. Find the one you want and click Send to Nook App
3. Follow the instructions to link your Barnes and Noble Account to your Library Account
   1. After you link the accounts, magazines should automatically go to your Nook App when you click the button
4. You may check out 3 Magazines a week
5. They never expire

**Finding Help Online**

* Visit <http://help.overdrive.com/> to search for help directly from OverDrive
* Visit <http://www.overdrive.com/drc/> to see if your device is compatible
* Visit [www.doverlibrary.org/ebooks/](http://www.doverlibrary.org/ebooks/) for more information on Dover Public Library’s eBook Collections