THE BASICS

You will need:

- Active Vancouver Island Regional Library (VIRL) Card

- Computer with internet access

- Email address

- eReader device with cord to connect with computer

Loan Rules:

- 5 checkouts & 5 holds at a time

- Books are automatically returned

TIPS & TRICKS

- To access a hold, click the link in your email from OverDrive, or go to your Bookshelf

- Change your checkout periods from 21 days to 14 or 7. Go to "Settings" and select your preferred loan period

1. **Create an OverDrive account with your library card.**

   Visit www.overdrive.com/account/sign-up to sign up.

2. **Install Adobe Digital Editions (ADE) onto your computer.**

   Go to http://www.adobe.com/ca/solutions/ebook/digital-editions/download.html and download the ADE software. Once ADE launches, follow the prompts and authorize your computer with your OverDrive account information.

   Plug in your eReader device, select "Manage Library" on the eReader screen and follow prompts to authorize device with the same OverDrive account information.

3. **Find & Borrow eBooks.**

   Search for and borrow titles in our catalogue or go directly to OverDrive at https://virl.overdrive.com/ to access your OverDrive account, browse and download items.

   You can browse curated lists on the main page, use the subject guides, or collection guides on the top left corner.

   You can also search for specific titles using the Search bar, place items in a Wish List or on Hold. You can also renew items in your account three days before your return date.

   Note: You can narrow your results by choosing one or more of the "Filter Search By" options (format, subject, etc.), including show only "Available Copies".

4. **Transfer the eBook to your eReader.**

   Go to your "Bookshelf" in OverDrive and download the borrowed book. Open the file with Adobe Digital Editions. To transfer the book get out of the reader view and click "Library" on the top left corner. Click and drag the eBook cover to your eReader on the left menu.

5. **Return the item.**

   eBook loans expire automatically, but to return items early, right click on the image of the book in Adobe Digital Editions and select "Return Item".