



THE BASICS

You will need:

- Active Vancouver Island Regional Library membership
- Email address
- Android, Windows, or iOS (Apple) mobile device with internet access

You get **5 checkouts** at a time.

Books are returned automatically after **21 days** (three weeks).

OverDrive is the library’s largest distributor of ebooks and digital audiobooks. Library members can check out and read these titles on their mobile devices through the OverDrive app.

What follows are the basic steps for getting free ebooks and audiobooks from the library onto your tablet or smartphone.


1. Download the OverDrive app.

Download the free OverDrive app by going to the app store on your mobile device (e.g., Apple’s App Store or Google’s Play Store) and searching for “OverDrive”.

2. Sign up for an OverDrive account.

When prompted, enter your email address and create a password to create an OverDrive account (or sign in if you already have one).



3. Add the library’s ebook collections to your app.

- Once the app is open, select the menu button ().
- Select “Add a library” then “Browse for libraries”. Select Canada > British Columbia > V > Vancouver Island Regional Library.
- Select the star so it turns yellow.

4. Find ebooks and audiobooks.

From your menu, select “Vancouver Island Regional Library”. This will take you to the site for borrowing VIRL titles.

You can find books in several ways:

- Browse new titles featured on the home page.
- Open the menu () to scroll through categories.
- Search for a specific title or author using the search box: 

5. Narrow your results.

- You can narrow your results by choosing one or more of the “Filter search by” options (format, subject, etc.).
- Choosing “Show me titles with copies available” will limit your results to only those that you can download immediately.



OverDrive App



(continued)

6. Borrow the book.

- Select a cover image to borrow the book and then select the “Borrow” button. You will be prompted to sign in using all 14 digits of your library card number and 4-digit PIN.¹
- If it is not available at the moment, you can select “Place a Hold”. Enter your email address to receive a message when a copy is available.²

7. Download the book.

- Select the blue “Add to app” button (if given the option, select the EPUB format for ebooks, MP3 for audiobooks). You will receive a confirmation message when the title is added to your app’s bookshelf.
- *Note:* You can read the book in your app’s browser (“Read in Browser”), but this features a non-ideal layout and requires a continuous Internet connection.

8. Read/listen to the book.


- From your bookshelf, select the cover of the book you want to read. Turn the pages by tapping or swiping to the left or the right. Tap the centre of a page to bring up a table of contents, bookmarking, and other features.

9. Return the book.


- Ebook loans expire automatically, but you can return them before the due date by going to your “Bookshelf” in the app menu, holding your finger on the book you wish to return, and selecting “Return”.³

TIPS AND TRICKS

1. When entering your library card #, checking “Remember my login information” will save you the time of logging in each time you check out a book.

2. To access a book that you have on hold, click the link in the email you receive from OverDrive, or go to your Library to Go checkouts (). You will have 3 days to download a book upon receiving this email.

3. If you’re a routinely fast reader or listener, you can have books auto-return sooner:

- Choose “Vancouver Island Regional Library” from your menu
- Select the icon of a person: 
- Select “Settings”
- Scroll down to select 7 or 14 days