



Downloading eBooks to your iPad

Install the eBooks App

1. Go to the AppStore on your device and search for 'Overdrive'.
2. When the App appears tap FREE and INSTALL (at this point you may need to enter your Apple ID), and when the install finishes a box will appear containing the word **OPEN**.
3. When you click on OPEN you will be prompted to 'Sign up for an OverDrive Account'. Choose to **Sign up using library card**, search for 'midlothian', tap on **Midlothian Libraries** when it appears and enter your card number. Finally you will be asked to verify your age, and you'll be given the option to provide your name and email address. Then select **Sign Up**.
4. Once you have created the account you will be taken back to the App and should tap on the menu button in the top left corner .
5. Select **Add a Library**. Search for 'midlothian' and select **Midlothian Libraries** when it appears (make sure you get the Scottish one). This will take you to the download website.

(If the App has closed look for the icon  on your home pages)

- <http://midlothian.lib.overdrive.com>

Selecting and Downloading eBooks


1. In the eBooks website click on **Sign In** (at the top right) choose **SIGN IN USING LIBRARY CARD** then enter your library membership number.
2. Scroll through the featured collections on the home page, or select genres, subjects or reading levels by clicking on **BROWSE** in the top left of the page.
3. When the covers appear you will see those that are immediately available have an orange banner across the top of the cover whilst those currently on loan have a white banner.
4. When you find a title you want click on the cover to see more detail.



5. Click on the  1 of 1 copy available button to check out the title. *Note: You can change the lending period by clicking on the arrow beside the BORROW button.*

6. Then ADD TO APP when the screen changes.

*Note: If the eBook comes in multiple downloadable formats, tap **Choose a format**, then select **EPUB eBook** to add it to the OverDrive app.*

7. You will see a message that the 'Title has been added' and should then tap on the menu button  at the top left of the screen and select **Bookshelf** to see your downloads in the App. Tap on the cover to start reading.


In the App

Clicking on the cover opens the book.

You can change the font size, background colours and screen brightness by touching the centre of the screen to bring up the menu bars.

The app will remember the last page when you go back in but you can also set bookmarks by tapping on the bookmark icon at the top of the screen.

Returning to your bookshelf, and to the web page for new titles

When you finish a book or just want to come out of it tap the centre of the screen and you will see the menu button  appear at the top left corner. Click on this and select **Bookshelf**. You can then return the book as below or click on the '**Add a Title**' box to go back to the web page and select more titles.

Return an item

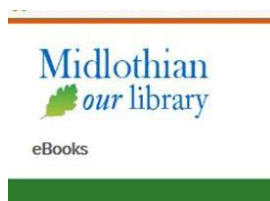
Once the lending period has ended, titles are automatically returned. You can however also return items early to allow you to borrow new titles.

Ensure you are in the **Bookshelf** in the App (where you open the books to read), press down on the cover of the book. An option to **Return** the item will appear.


In the web page

Search page

To return to the main search page at any time just click anywhere on the logo at the top of your current page



Account

In the eBooks web page you will see My account  at the top of the home screen. Here you can see your current loans, renew items when available, check on holds and change settings.

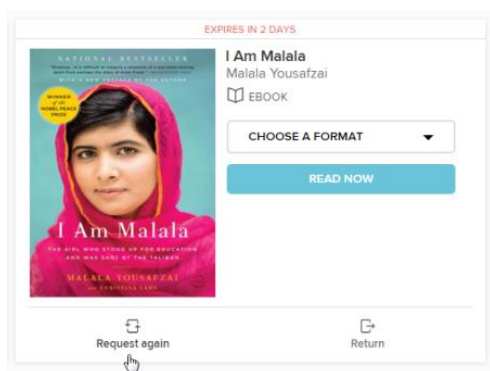
Renew an item

You will be able to renew titles from 3 days before they are due to be returned provided no-one else has placed a hold on them.

- Go to **My Account** and **Checkouts**

If the book is available to renew you will see a **Request again** link appear below the cover.

Note: This link will only appear three days before the title is supposed to expire.



- Click on **Request again** and enter and confirm your email address in the renewal form, then select **Submit**. You will receive an email notification when the item is renewed and it will be automatically borrowed for you.
- Please note that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you'd like to re-download your renewed title, you'll have to go back to your library **Checkouts** and select **Download** again.

Reserve an item

If all copies of a book are on loan you can place a hold. Unavailable titles have a banner saying

"Wait list" along the top of the cover image.



- Click on the cover to open its details page, then select **PLACE A HOLD**. Now enter and confirm your email address and select **PLACE A HOLD** again.

A screenshot of a digital library interface for the book 'The Book of Speculation' by Marina Swire. At the top, a blue banner says 'PLACE A HOLD'. Below the book cover, there's a section with the title, author, and 'EBOOK' format. A form with two email address fields and a 'PLACE A HOLD' button is visible. A 'CANCEL' button is also present.

- When the title you placed on hold is available, you'll receive an email notification and the book will be automatically loaned to you and you will be able to find it in **My Account** and **Checkouts** on the website.

Help

If you have problems with the installation or use of the Overdrive app please follow the links to support in the Help tab on the Midlothian Overdrive web page, or call the eServices Librarian on 0131 271 3974 for help over the phone or to arrange a visit to Loanhead Library HQ for assistance.