

About Your Library's Download Service

Your library's download service is available via a 'Virtual Branch' website. It is a service of your public library and powered by OverDrive.

- Your library has selected a collection of popular titles in digital formats that are available anytime, anywhere.
- You can Browse, Check out and Download popular audiobooks and eBooks from your library's website – a 'Virtual Branch' website that includes many of the same services of a regular branch!
- In addition to many user-friendly features such as MediaMarkers™ and bookmarks, accessibility features are included in the OverDrive Media Console to enhance the experience for visually impaired or blind patrons.

What You Need

- An Internet-connected computer. (*Windows®- based PCs can play or display audiobooks and eBooks. Adobe eBooks and MP3 audiobooks are compatible with Mac® computers.*)
- A valid library card.
- Free software available via your 'Virtual Branch' website.

Note: Titles available from your library's 'Virtual Branch' may be enjoyed at home, work or when you travel.



How to Use the Service

Downloading audiobooks and eBooks from your library is easy! It's like online shopping. Just follow these easy steps:

Step 1: Browse

1. Browse the digital catalog on your library's 'Virtual Branch' website.
2. You may also search by title, subject, author, format and other criteria. Convenient categories are accessible from each page. Title pages also include icons signifying device or computer compatibility.

Step 2: Check Out

1. Add selections to your 'Cart'. Note: If a title is not available, you may place a hold. You will receive an email when the title is available for checkout.
2. Click on the 'Proceed to Checkout' link and enter your library card number.

Step 3: Download... Enjoy!

1. Click on the 'Download' button under each title to launch OverDrive Media Console (for audiobooks), or other software for eBooks.*
2. Select parts to download (for audiobooks), then click 'OK'. The download will begin.
3. Once downloaded, titles may be enjoyed on your computer and many can be transferred to a supported portable device! (*see next column for details*)

* How to Install Free Software

Prior to downloading an audiobook or eBook for the first time, you'll need to install free software designed to enhance your reading, listening or viewing experience.

- Locate the software links at your library's 'Virtual Branch' website, and click to select one. Depending on what formats your library offers, you may see any of the following: Adobe Digital Editions (for Adobe eBooks on PC and Mac), OverDrive Media Console (for audiobooks on Mac or PC).
- When you click each link, a Help page will open with instructions and system requirements for the installation.
- Follow the instructions to complete the installation.

How to Transfer to a Portable Device (audiobooks)

After downloading to your PC or Mac®, most titles can be transferred to a portable device.

1. Open OverDrive Media Console.
2. Select the title you wish to transfer.
3. Click 'Transfer'.
4. The Transfer Wizard will open. Then:
 - Connect your portable device to your computer. Click 'Next'.
 - When the device is detected, the 'Confirm' screen will appear.
 - Select the 'Parts' you wish to transfer and click 'Next'.
 - OverDrive Media Console will test for storage space before beginning the transfer.
 - After the transfer is complete, you may disconnect your device.
5. Click 'Finish' to close the Wizard.



How to Burn to CD (audiobooks)

1. Open OverDrive Media Console.
2. Select the title you wish to burn to CD.
3. Click 'Burn'.
4. The Burn Wizard will open:
 - Click 'Next', the 'Confirm' screen will appear.
 - Place a blank CD in your CD-ROM drive.
 - Select the 'Parts' you wish to burn.
 - The Burn Wizard will tell you how many CDs are required.
 - Click 'Next'.
 - When the burn process is complete, the CD ejects automatically and the 'Success' screen appears.

5. Click 'Finish' to close the Wizard.

For more detailed instructions, including eBook transfer steps, visit your 'Virtual Branch' website.

Automatic Expiration

At the end of the lending period, each title will automatically expire and be returned to the 'Virtual Branch' website. There are no late fees! The file will still be visible on your computer, but will be unable to be opened.

