



PC or Mac

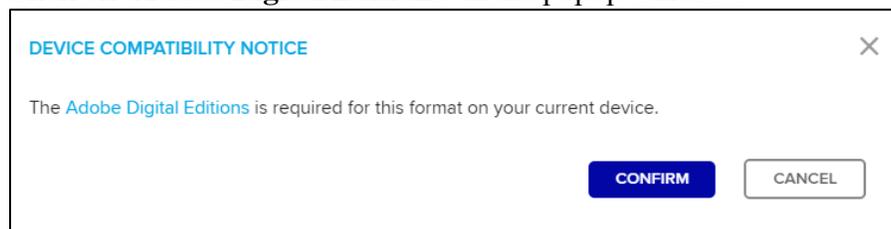


Borrow an item

1. Go to <https://livebrary.overdrive.com/> (or visit the Library home page (www.sachemlibrary.org) and click the Downloads Tab, then **OVERDRIVE/LIBBY**).
2. Click **SIGN IN**, then choose your home library (Sachem Public Library) from the list of libraries.
3. Enter your library card barcode or username, and password, then click **SIGN IN** once more.
 - a. Note: You may borrow a total of 7 digital items per library account.
4. Search for or browse to find an **AVAILABLE** item to borrow then click **BORROW**
 - a. If an item is not currently available it will say **WAIT LIST**
 - i. Click '**PLACE A HOLD**' to be notified by email when title is available.
5. After your item is checked out, click the LOANS icon  to see your borrowed items.
6. You can now choose what to do with the borrowed item.

Using an eBook

1. To use an eBook on a PC or Mac, choose **READ NOW** for instant reading online.
2. For offline reading, choose **DOWNLOAD EPUB eBook**.
 - a. To use eBooks offline, you need to select the '**EPUB eBook**' format and must download and install the free Adobe Digital Editions (ADE) software. A link will be provided on the pop-up as seen below.
 - i. Click on '**Adobe Digital Editions**' in the popup window.



- ii. Click '**DOWNLOAD**' on Adobe's page & follow the instructions.
3. Once you have ADE on your computer, go back to your "Loans" page and click **DOWNLOAD** then **CONFIRM** in the 'DEVICE COMPATIBILITY' popup window as shown above.
 4. Select '**Open**' and ADE should automatically open the book for you to start reading.
 - a. If ADE does not automatically open, you may need to manually launch it then drag and drop the newly downloaded ACSM file, or associate ACSM files to launch with ADE.
 - b. You will need to 'Authorize' ADE to use the OverDrive eBooks.
 - i. You can authorize ADE without an Adobe ID, to read eBooks on your PC or Mac.

Using an Audiobook

1. To use an Audiobook on a PC or Mac, choose **LISTEN NOW** for instant online listening.
2. For offline listening, choose **DOWNLOAD MP3 Audiobook**.
 - a. To use audiobooks offline, you need to download and install the free OverDrive App onto your computer. A link will be provided on the pop-up.
3. Once you have successfully installed the OverDrive App onto your computer, go back to your LOANS page and click '**Download MP3 Audiobook**, then **Confirm**.'
4. The OverDrive App should automatically open and start playing or you might have to manually launch it, to start playing the Audiobook you downloaded.

Returning borrowed items

1. Downloaded items automatically expire after the loan period is up, you do NOT have to return them
 - a. eBooks that have been downloaded into ADE may be returned early.
 - i. Right-click on the book you wish to return and select '**Return Borrowed Item.**'
 - ii. You are responsible for deleting expired items in ADE.
 - b. Items downloaded into the OverDrive App CANNOT be returned early.
2. If you have any trouble, feel free to call the library for assistance.
3. To change the default loan period for items, go to the OverDrive page, first **SIGN IN**, then go to **MY ACCOUNT** and select **SETTINGS**.
 - a. The default lending period for various item formats can now be adjusted to 7, 14 or 21 days.
 - b. It is generally best to set the maximum lending period for any items that can be returned early.