# Media On Demand E-books & Audio Books

Apple, Android (version 4.0 or newer), Window and Kindle Fire (Second Generation or newer) devices.

Overdrive's Media on Demand is an e-book and audio book service that allows you to download files straight from their app onto your device. The following instructions are for any Apple device, any device having the Android system (which includes most mobile phones and Nooks), any device using the Windows 8 operation system (including phones & tablets), as well as any Kindle Fire that is Second Generation or newer. For Kindle users, the process to check out items differ from those using Apple, Window & Android devices once the item is checked out, so please follow these directions until notified to move on to the Kindle friendly instructions. Other device users may also download Kindle books if they download and use the Kindle App.

Before you begin make sure you have your Lansing Public Library Card handy. You will to be in good standing (no fine over $2.00) to check out material. You will also need to be connected to the internet to use the App and complete set up.

1. Go to the **App store** located on your device. Once you're there, search for **Overdrive**, where you will see the **Overdrive Media Console App** (pictured on right). Tap on install and wait until the device has installed. Once finished, tap on **Open**.
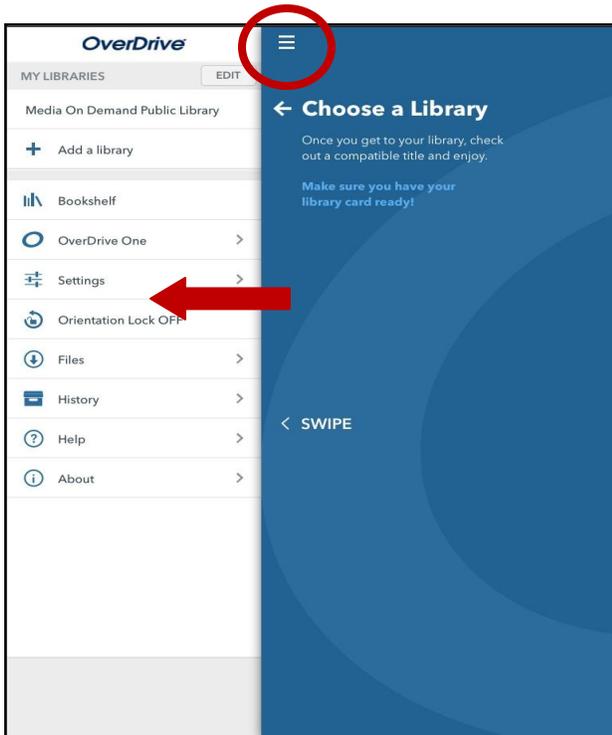
2. When you first open the App, you will find the **Welcome Screen** that will start prompting you to add your Library (pictured left). If this screen does not appear, you can swipe to the left to prompt for the Menu. You can also get there by the three lines, circled in red, in the picture on the left. These three lines will be visible when you are navigating throughout the App and will allow you to access the Menu anytime you need to.

Tap the **Settings** option (to the left of the red arrow) to continue setting up your device.

3. Once the **Settings** Option has been tapped, the **Adobe Authorization** option will appear (pictured to the right). Tap on **Authorize**.
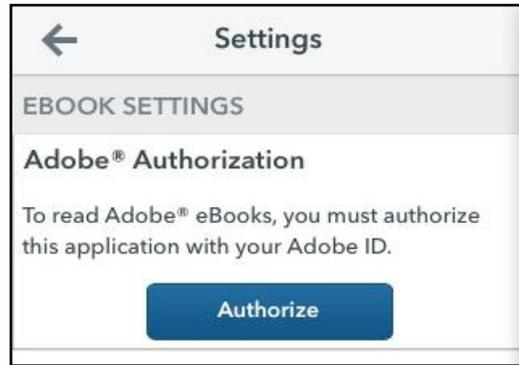
4. You will be then prompted to enter your Adobe ID and password (as pictured below). If you have one already, you can enter it in there.

If you do not have an Adobe ID, tap **Get a Free Adobe ID** (circled in red, on the picture on the left).

You need to fill out the information requested on the screen (pictured right). Your email address will serve as your Adobe ID. Once you've filled out the information, tap on **Create**.

5. Using the navigation arrow located on the top left, tap back to the **Authorize** screen where you can enter your new Adobe ID (your email) and password (pictured on right). From there, tap **Authorize**. You will be taken to a page that notifies you your device is authorized to your Adobe ID.

Once you have authorized with your Adobe ID and password, tap the back arrow located on the top left of the menu to return back to the Settings menu, and then back once more to the main menu pictured on page 1.

The arrow is located on the top menu bar of the screen, circled in picture below. You can use this arrow to navigate between Menu screen options.
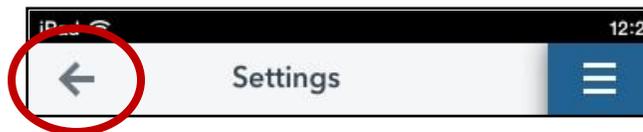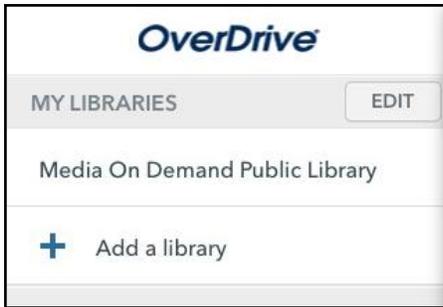
6. Once you are back on the main Menu screen, tap on **Add A Library** (left).

7. Once tapped, you will be prompted to search for a library. Enter Lansing's zip code, "60438" and tap search. A list of libraries will come up. Tap on Lansing Public Library.

8. This will bring up a screen with **Media on Demand Public Library** listed (pictured left). Tapping on the star next to it will allow it to show up as your preferred library. This means you will not have to add Lansing again, but instead tap on **Media On Demand Public Library** from the menu screen. (This can be seen in the picture top left, above the Add a Library option).
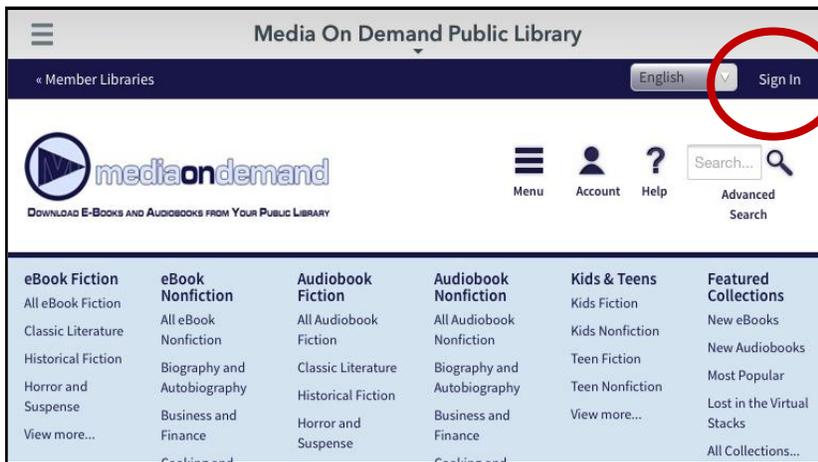
9. After tapping on **Media on Demand**, you will be taken to the **Media on Demand** website, where you can start browsing for material (pictured left).

First, you need to sign in using your **Lansing Public Library Card and pin**. The **Sign In** option is circled on the top left.

10. Once you tap on **Sign In**, you will be shown a list of libraries in our area. Use the scroll box to scroll down to **Lansing** (libraries are listed in alphabetical order). Tap on **Lansing** to enter our sign in page.

11. You will be prompted for your **Lansing Library Barcode Number** (located on your Library Card under the barcode) and your **pin number** which is the last four digits of your phone number. *If you do not know your pin number, please contact us at (708) 474-2447 for assistance.*

12. Once logged in, you will be taken to the home screen again, where you can start browsing for material. You can begin by using the categories that Media On Demand shows, or you can search by using the search box circled below. *E-book titles are also located in Lansing's Catalog, located at www.lansingpl.org and will direct you back to the Media on Demand website if item is available.*
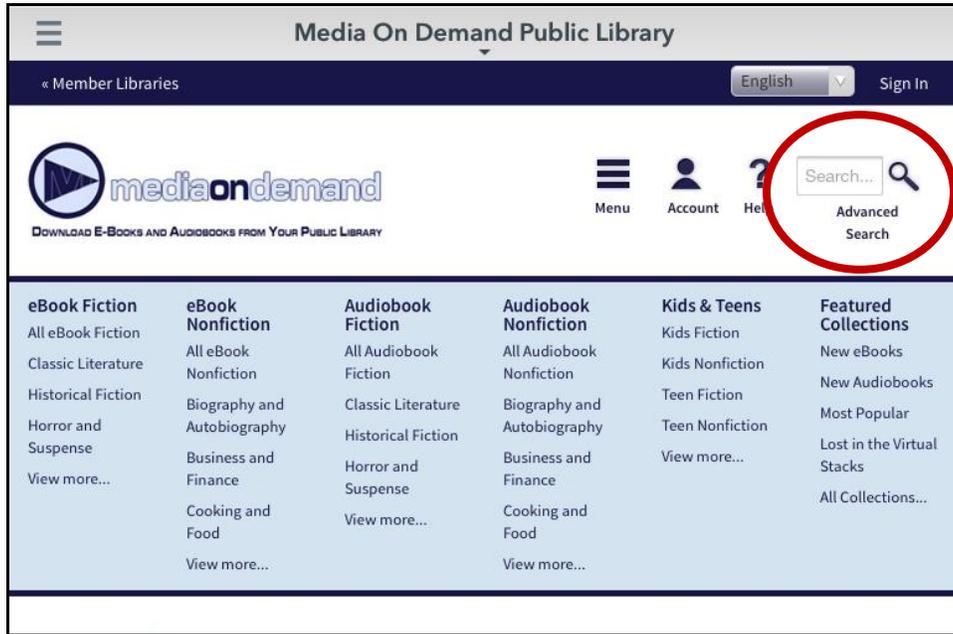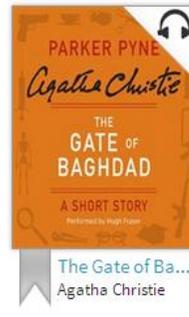

13. As you are browsing, you can tell if an item is ready to check out or not. Like regular materials, some items may require you to place a hold on them. Aside from e-books, Media on Demand allows you to check out audio books, CDs and stream videos. Each title is distinguished by icons on the upper right (pictured below). If this icon is black, the item is available, if it's grayed out the item can be placed on hold.
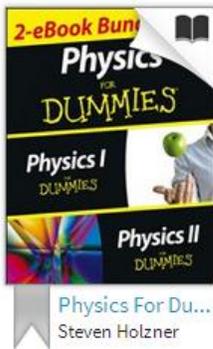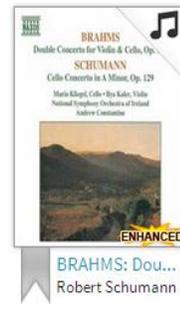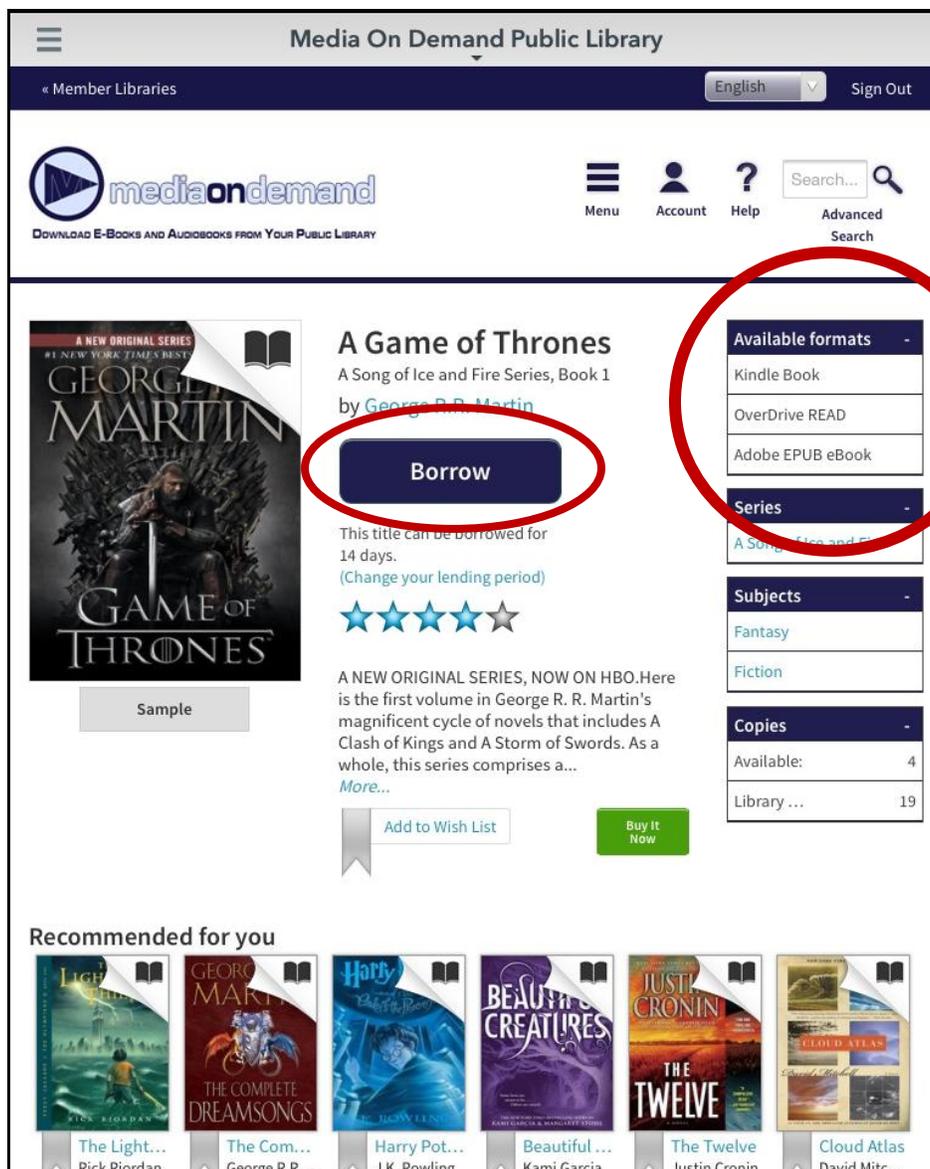

| *Ebook* | *Streaming Video* | *Audio Book* | *CD* |

14. Once you have found a title you'd like to borrow, tap on the title to load the full title page, as seen below. This screen gives you a lot of information about the title.

If the item is available, you will see a **Borrow** button (circled), if not there will be the option for **Hold** instead. When you add an item to your hold list, you will be emailed when the item is available to check out.

Before you tap to **Borrow** an item, looking at the right of the screen will show you what formats are available to download (circled). Some items are only available as Kindle files, while the rest are available in both. Kindle Books can only be read using a Kindle device or Kindle App. Adobe EPUB eBook & Adobe PDF are the formats that can be read on all devices.

15. Once you know the item is available and in the format you need, you can tap on **Borrow** to check out the item. After tapping on **Borrow**, you will be taken to the **My Bookshelf** screen (pictured below). Your **My Bookshelf** screen will always list the titles you currently have checked out, as well as where your **Hold** items are listed. You will also see a box that shows your current checkouts, and remaining checkouts. *You can only check out 5 items at once using Overdrive.*
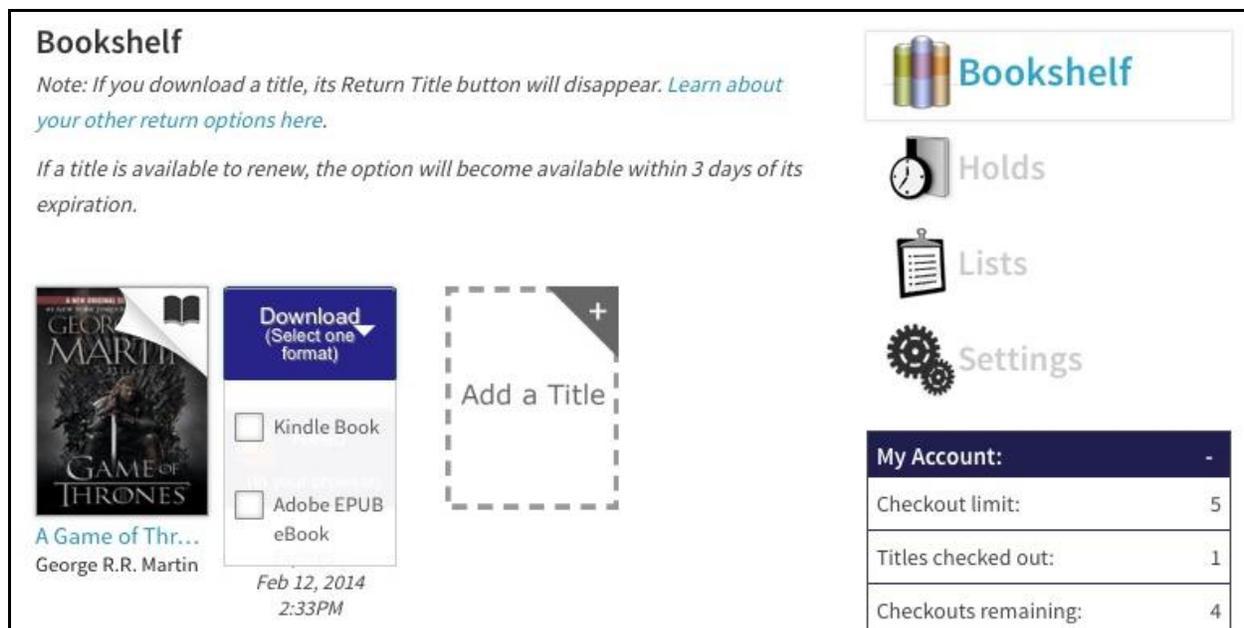

16. When you tap on the blue **Download** button, you will be given the choice of choosing your format. If you choose a **Kindle Book** or are using a **Kindle Device** please view the **Kindle Books** download page. If you are downloading the Adobe EPUB or another format, please continue with these instructions.

17. Once you tap on wanted format, an option for **Download** will appear below. Tap on **Download**.

*If you are using the **Streaming Video** option, instead of **Download,** you will click on **Stream Video** this opens the video and lets you begin streaming.*

18. Once the item has **Downloaded**, you can continue browsing and checking out more material or you can view your checked out material. To view the material, tap on the three bars located on the top left to navigate back to the **App Menu** (pictured below).
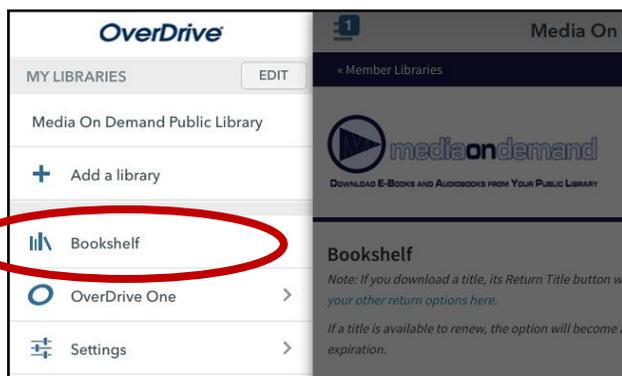
19. Once the **Menu** appears, tap on **Bookshelf (circled in picture on left)**. This is where all checked out items are located, expect for **Kindle Books** and **Streaming Video**. All other items that were **Checked Out** and **Downloaded** will appear under this option.

20. Once on your **Bookshelf** you can view all the current e-books you have checked out (pictured right). Tapping on each title, will allow you to access them. Underneath each title shows when the item expires. Once an item has expired, you will not longer be able to tap on it and it will automatically return itself. You may checkout the item again, as long as it does not have any **Holds**.
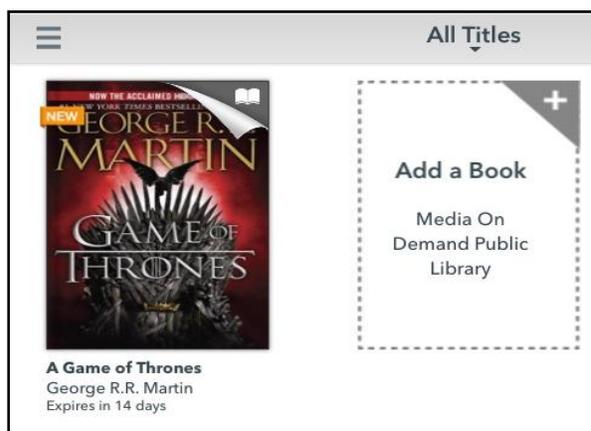
At this time there is not an option to renew items.
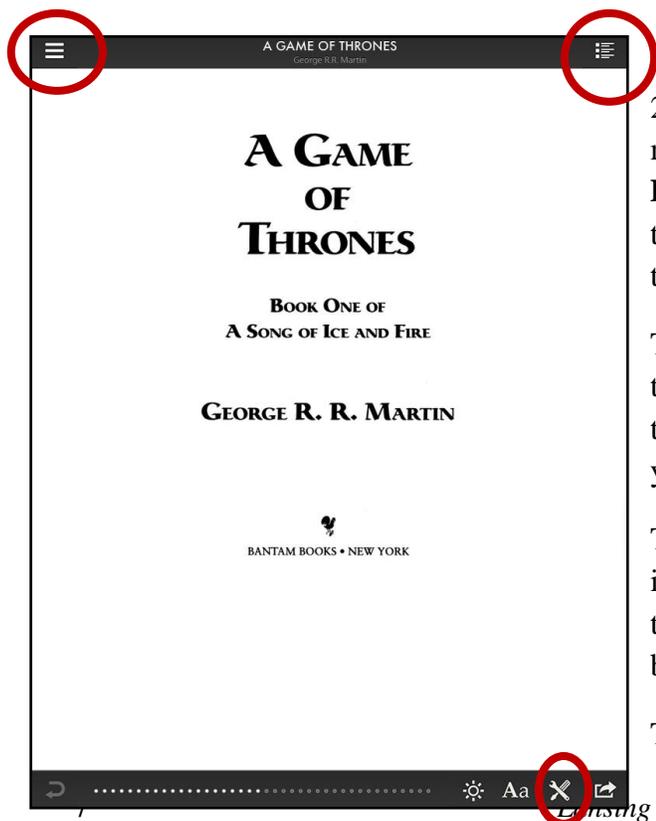
21. When reading an e-book, you can return to the menu to view your **Bookshelf** or **Media On Demand Public Library** to browse more titles, by tapping on either the top or the bottom of the screen to produce a menu bar (pictured on the left).

The bottom of this menu bar allows you to change the text size, font and color, as well as brightness of the screen. The Gears icon (circled bottom) allows you to edit other reading preferences..

The top of the menu allows you to navigate. The icon on the right (circled) allows you to access the table of contents while using an e-book or audio book.

The icon on the top left (circled) allows you to

navigate back to the **App's Menu**.

22. If you'd like to return your item early, you can tap and hold the item while on the **Bookshelf** screen. Depending on your device, either a pop up will appear, or the information will show up on the title's icon (pictured below). If you tap **Return**, the item will be returned. If you tap **Delete**, the item will not be returned but instead **Deleted** from your device and returned when your checkout period expires.
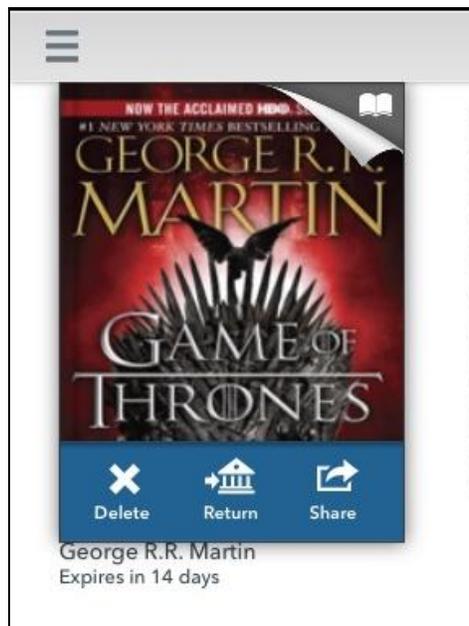
If you have any questions, please call the library, 708-474-2447, where you can ask to set up a one on one e-reader help appointment.