# eBooks: A Quick Introduction

## About this <u>Free</u> Service

Members of any library in the **Ramapo Catskill Library System (RCLS)** can enjoy free access to eBooks! **OverDrive** is both the name and the provider of this service.

Many eBooks can be viewed (or in the case of **eAudiobooks**, *heard*) right on your computer! Other electronic files can be transferred to various digital devices (e.g. iPads, MP3 players) or eReaders.

### **Getting Started**

Please start with **Overdrive Help Pages** at **help.overdrive.com** 

OverDrive provides step-by-step instructions specifically for your computer, smartphone, eReader, and other compatible devices.

If you're interested in learning what works with OverDrive, you can reach their list of compatible devices through this link: www.thrall.org/odev

## Finding eBooks

Once you're ready, please visit the **efiles.rcls.org** website. This is our library system's eBooks site! Here's an idea of what you will see:

					?	Search	9
RCLS. Ramapo Catskill Library System				Account Help		Advanced Search	
eBooks	Audiobooks	Music	Video	Children's & Teens Children's Fiction		Featured Collections New eBooks	
All Fiction	All Fiction	Choral	Children's Videos				
All Nonfiction	All Nonfiction	Classical	Classic Films				
Biography &	Biography &	Concertos	Documentaries	Children's Nonfiction		New Audiobooks	
Autobiography	Autobiography	Instrumental	Feature Films	Teen Fiction		Most Popular Titles	
Business & Careers	Business & Careers	View more	View more	Teen Nonfiction		Just Back In	
View more	View more			View more		All Collections	

We suggest you **log in** right away so you can see *all* the materials your library owns.

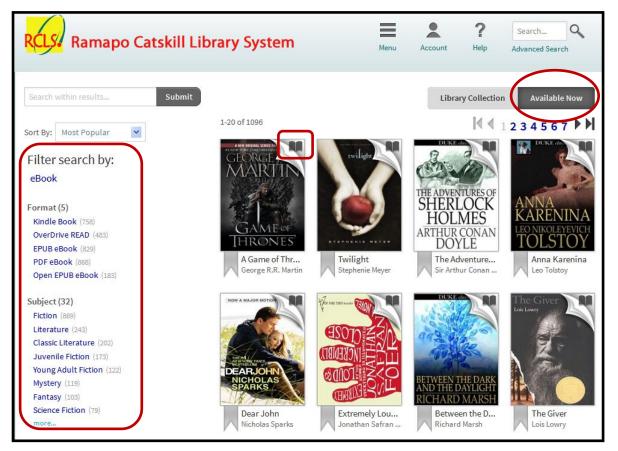
To do this, just click on **Account** at the top of the page and enter your library card number (no spaces) and your **PIN** (usually the last **four digits** of your **phone number**).

You can **browse** or **search**. You can browse by topic, genre, audience (e.g. Children or Teen), and more. You can also use the **search box** or **Advance Search** to locate books by title, author, or topic.

#### (continued)

#### Finding eBooks (continued)

After you search or browse, you'll see book covers. There's an **Available Now** button you can click to see items currently available for check out.



Some eBooks – just like *regular books* – might already be *checked out* to someone, but that's not a problem! You can "**reserve**" an item (i.e. place yourself on a waiting list) and check it out later!

The *upper right corner* of each book shows if it's **available** or *not*.

Search filters (pictured above on the left) help you view titles by format, subject, publisher, language, grade level, ratings, and / or device (eReader, smartphone, etc.).

#### **Downloading eBooks**

You can **click** on any **title** (book cover) in the search results for more information – or to "**download**" (i.e. "get the book!") if it is available and compatible with whatever device you have.

OverDrive eBooks only work for the duration of your checkout (three weeks by default, unless you opt for one or two weeks in your **Account** settings).

Not all electronic files can be transferred. Please check the Digital Rights Information section on each item's information page within the eBooks catalog to learn what can be done per title.

Unlike regular books, eBooks never need to be "returned": they simply expire when their "**due date**" is reached and you can **delete** (remove) them at any time from your computer or device.

You can check how long you have to read an item by logging into your **Account** and clicking on the **Bookshelf** link. You can also review your **Holds** (reserved items, if any) and **Settings** (lending duration options) in this area.

#### **Troubleshooting & Tech Support**

If you experience difficulties, please visit the **OverDrive Help** site at **help.overdrive.com** and very carefully review their instructions for your computer or device. Please be sure you have installed the **required software** (or "app"). If, after doing so, you still require assistance, you may file a request for support from **RCLS**. Please follow this link to reach their support form: **www.thrall.org/esupport**