

OverDrive®

Apple and Android

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I. The Overdrive App



The Overdrive app is used for:

- Apple devices such as iPhones, iPads, and iPod Touches,
- Android devices such as Google, Samsung, LG, and HTC tablets and phones
- Windows Phone devices, and
- Kindle Fire Tablets.

The Overdrive app is available for free in the Apple App Store, the Google Play Store, the Amazon App Store, or your device's equivalent.

Setting Up Your Overdrive Account

When you first open the app, you will need to create an Overdrive account, unless you have previously created one. (Please note that this is separate from your CALS library card account.) Although there are multiple ways to sign up for an OverDrive account, the process outlined below is the most broadly useful.

1. Click the Sign Up button.
2. The best way to sign up for an OverDrive account is to use your email address and a password. To do so, scroll down the page with the blue and red buttons and fill in your name and email address in the appropriate fields.
3. Create a password with at least 8 characters.
4. Optionally, you may check the box next to the word "Yes;" if you do, you'll receive periodic emails from OverDrive with suggestions of titles you might like and other OverDrive news.
5. Click "Sign up."
6. Make sure you save this information for future access.

Adding CALS to Your OverDrive Account

You will then be presented with your OverDrive app Bookshelf. These steps will add CALS to your OverDrive app, and make sure it is automatically added if you sign into OverDrive on another device.

1. From the Bookshelf screen, touch the menu button in the top left corner. (The menu button looks like three parallel lines.)
2. Touch the "Add a library" option.
3. Type your zip code into the search box and tap "Search."
4. Select "Central Arkansas Library System" from the list of libraries.
5. Touch the star on the left-hand side of the screen; this will save the CALS to your Overdrive account.

Sign up for an OverDrive account to enjoy eBooks, audiobooks, movies, and more from your library.

SIGN UP

HAVE AN ACCOUNT? SIGN IN

Under 13 years old or using OverDrive through your school? **Continue >**

Sign up using Facebook

Enter your details:

Name

Email address

Email again

Set a password:

Your password must be at least 8 characters.

Password

☐ Yes! Help me find my next favorite title. Send me OverDrive's recommendations and reviews, and notify me of opportunities to provide feedback for OverDrive's products and services.

By clicking "Sign up now," you confirm that you're 13 or older and you agree to [OverDrive's terms and conditions](#).

Sign up

≡ All Titles (0) ↕

Central Arkansas Library System

SEARCH

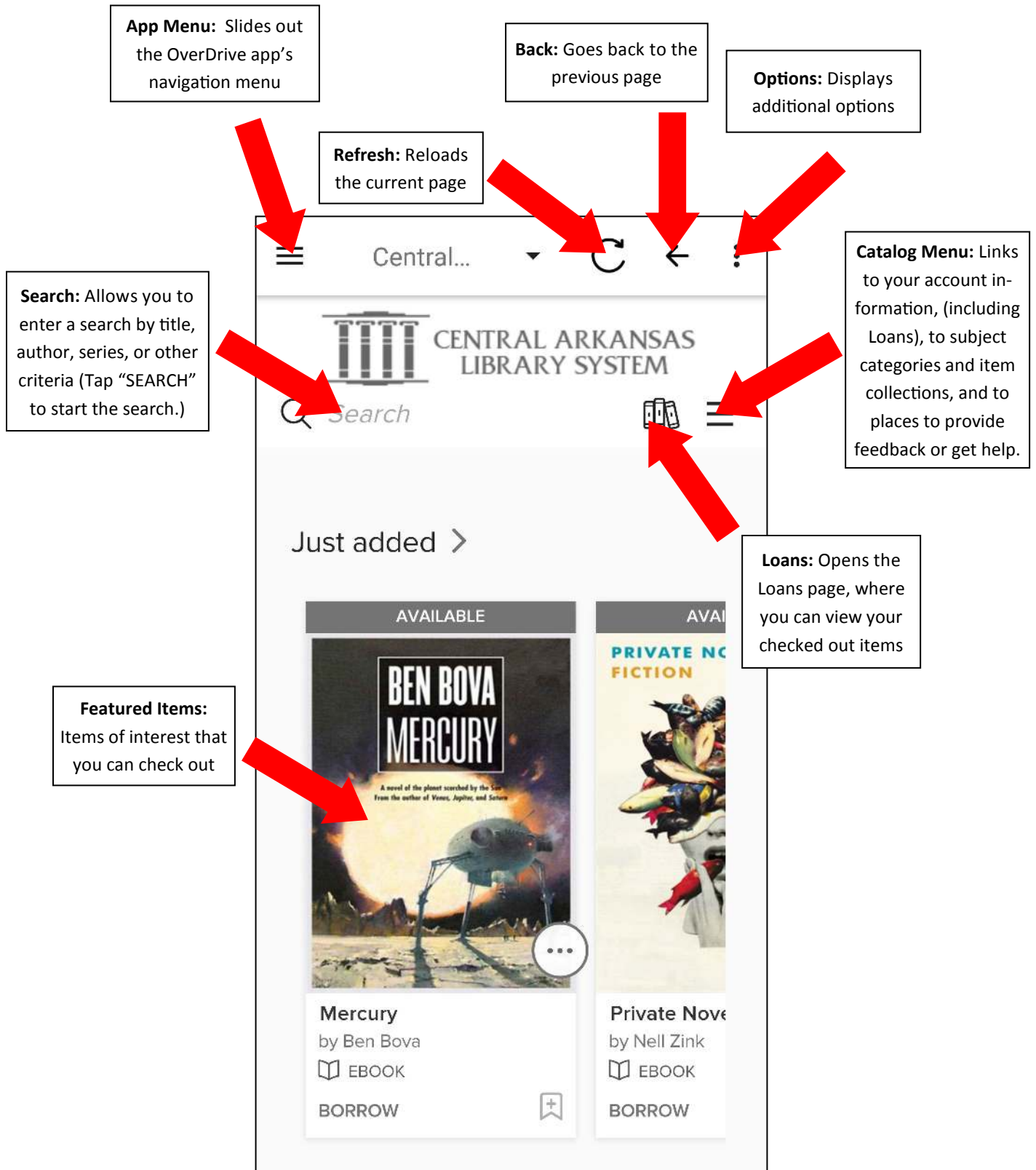
100 S Rock St, Little Rock, Arkansas, 72201-4698, United States

Select a star to save a library.

★ **Central Arkansas Library System**
<http://cals.lib.overdrive.com>

II. CALS Overdrive Catalog Home Page

To access the CALS OverDrive catalog on your device, open the navigation menu (as described on the previous page), and tap “Central Arkansas Library System.”

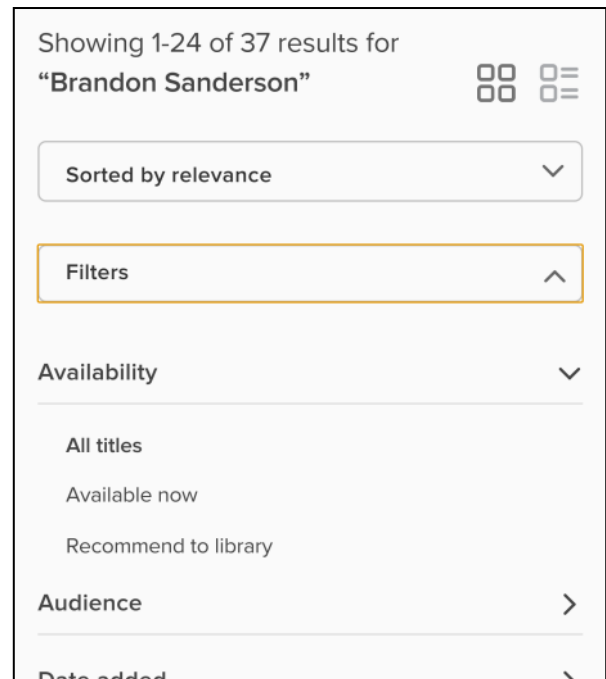
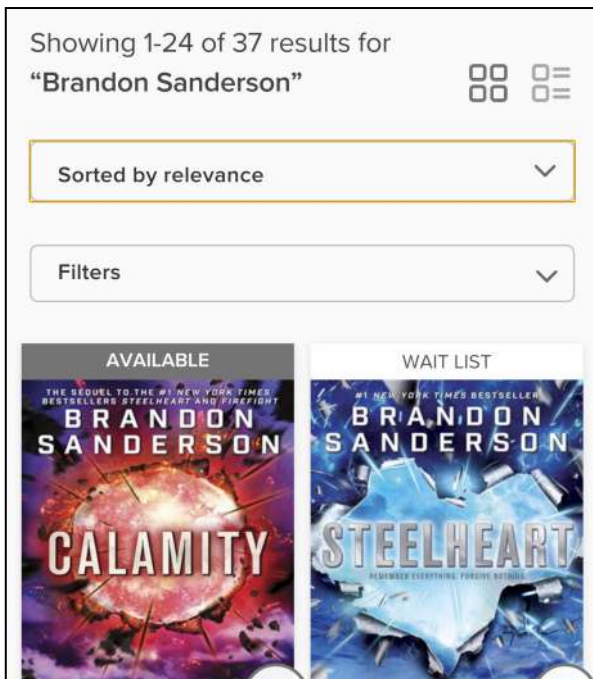


III. Refining a Search

After performing a search, you can sort and filter the search to narrow your results and find what you are looking for.

Towards the top of the results page is a drop down menu where you can sort results alphabetically by title or author, by release date, by date added to OverDrive, and by popularity.

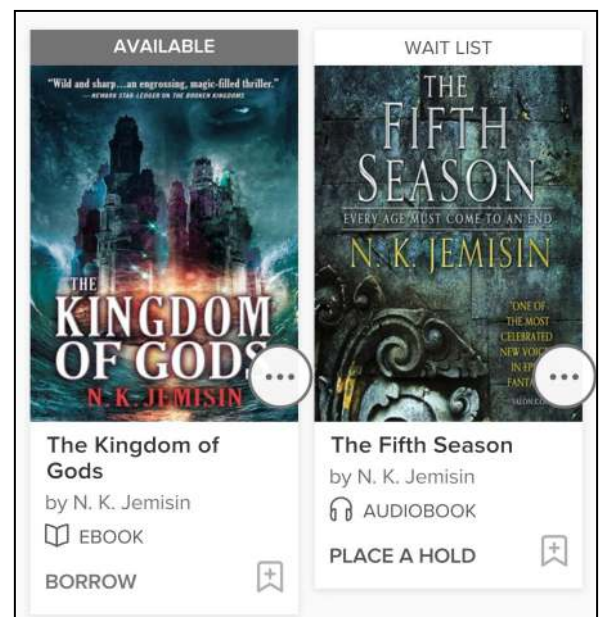
Below that is a second box, labeled “Filters,” that, when tapped, reveals a number of options to narrow your search results. You can choose to display only items that are available now, only items available in a specific format (such as audiobook or eBook), specific subject headings, or other criteria.



IV. Borrowing an Item

If you find an item you're interested in, you can see whether it can be checked out by looking just above the cover art; it should say "Available," "Wait List," or "Coming Soon." In the image to the right, the eBook of *Kingdom of Gods* can be checked out, while all copies of the audiobook *The Fifth Season* are already checked out.

- If your item is available, tap the "Borrow" button. You'll receive a confirmation message with a link to your Loans page.
- If your item is not available, you can place a hold on the item for when it's available by tapping "Place a Hold." You will be notified by email when it is checked out to you. You will also see suggestions of similar titles available now.
- If your item is "Coming Soon," it isn't available for anyone to check out just yet. You can place a hold, and as soon as it's available, it will be checked out to the first patron on the item's holds list.



Things to Note:

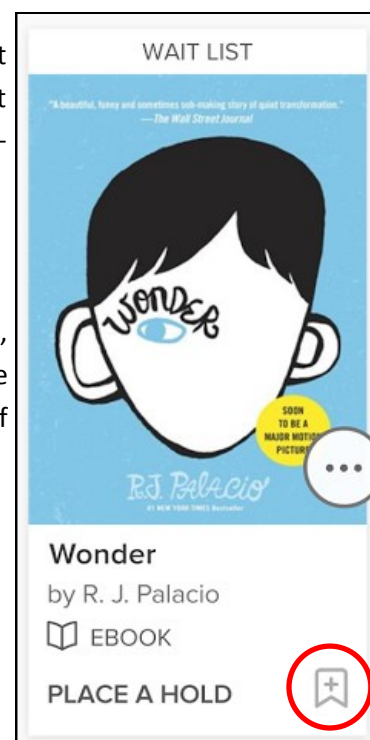
- OverDrive functions like a physical library collection. CALS purchases a limited number of copies of each digital item, and only one patron can check out each copy at a time.
- Checkout periods are 14 days by default, and items are automatically returned at the end. (No late fees!)
- You can have a maximum of ten items checked out and ten items on hold at any given time.

V. Adding an Item to Your Wish List

If there's an item you're interested in, but you want to remember it for later without checking it out or placing a hold, simply click the bookmark icon (in the bottom right corner, across from "Borrow" or "Place a Hold") to add it to your Wish List. The bookmark icon will turn red to confirm the item has been added to the list.

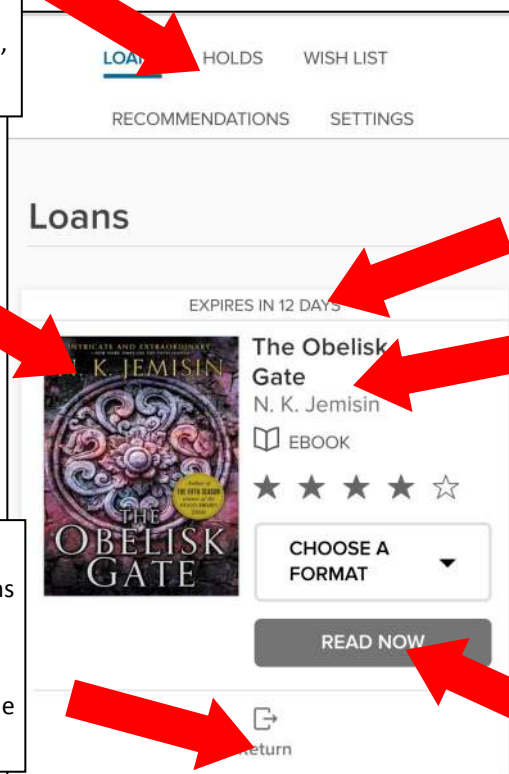
VI. Loans Page

Your Loans page displays all the OverDrive items you currently have checked out, regardless of whether they're currently stored on your device. You can access the Loans page by tapping the Loans button (an icon depicting three books) at the top of any page of CALS' OverDrive catalog.



Navigation Links: Click these links to access your holds list, wish list, items you've recommended to be purchased, and your account settings.

Cover Art



Checkout Period: Displays the amount of time left (in days or hours) before the title expires

Item Information: Displays the title, author, format, and five-star rating of the item.

Read/Listen Now: Click this to access your item on the Web, without downloading it. **You must remain connected to the Internet to use this option.**

Return: Click this to return the item and make it available for other patrons to use. If the item has already been downloaded, clicking will display instructions on returning the item on the device it was downloaded to.

VII. Accessing Your Books Online

One way to read or listen to your books is to access them through your device's Web browser. This is quicker and easier than downloading the item, but your device must be connected to the Internet in order to use this option. If you're not connected to Wi-Fi at the time, this usage may also count against your cellular data plan.

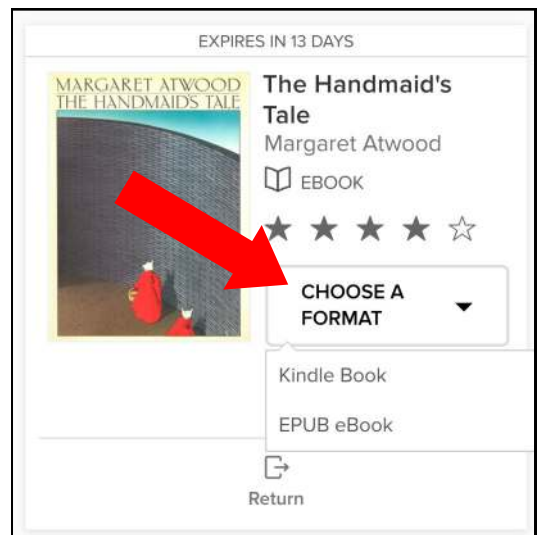
To access an item online, simply tap "Read Now" or "Listen Now," and the item will open in your Overdrive app or in your device's browser.



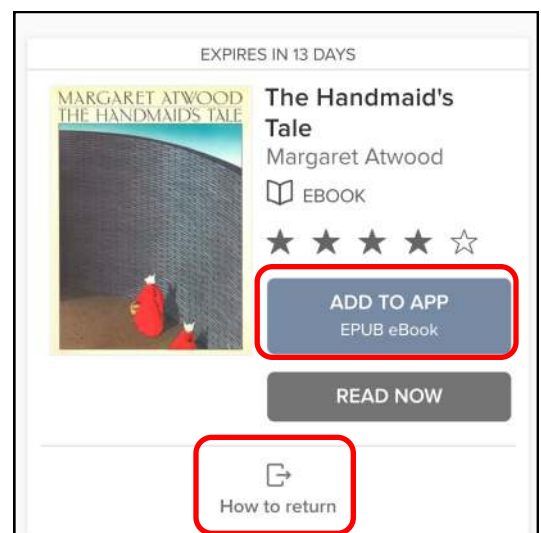
VIII. Downloading Your Books

The other way to experience your books is to download them to the storage on your device. Once the book is downloaded, you will not need to be connected to the Internet in order to enjoy it.

Bear in mind that once you download an item, you can no longer return it from your Loans page; it must be returned from a device you've downloaded it to. (You'll notice that the "Return" button under the item turns into "How to return.") For eBooks, you will also select a format (either EPUB or Kindle) when you download your item. EPUB is the correct format to choose for Apple, Android, and Windows devices, but once the EPUB format is chosen, you can no longer access the book in the Kindle format. You'll notice the button next to the cover art changes to "Add to App" rather than "Choose a Format."



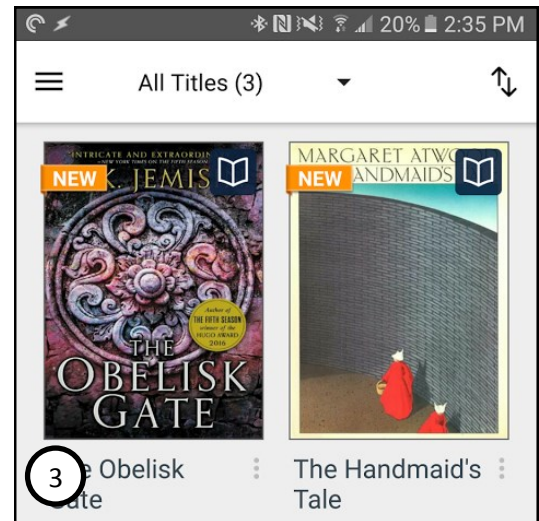
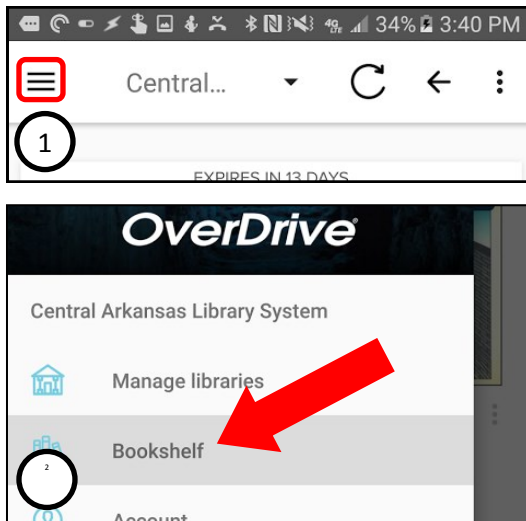
1. On your Loans page, tap "Choose a Format" next to the cover art of the book you checked out. If "Choose a Format" does not appear, tap "Add to App" and skip to step 3.
2. In the menu that appears below the button, tap "EPUB eBook."
3. An animation will appear onscreen as the app begins the download process; momentarily, you should see a confirmation message indicating that the title has been added to your bookshelf.



IX. Accessing Your Downloaded Books

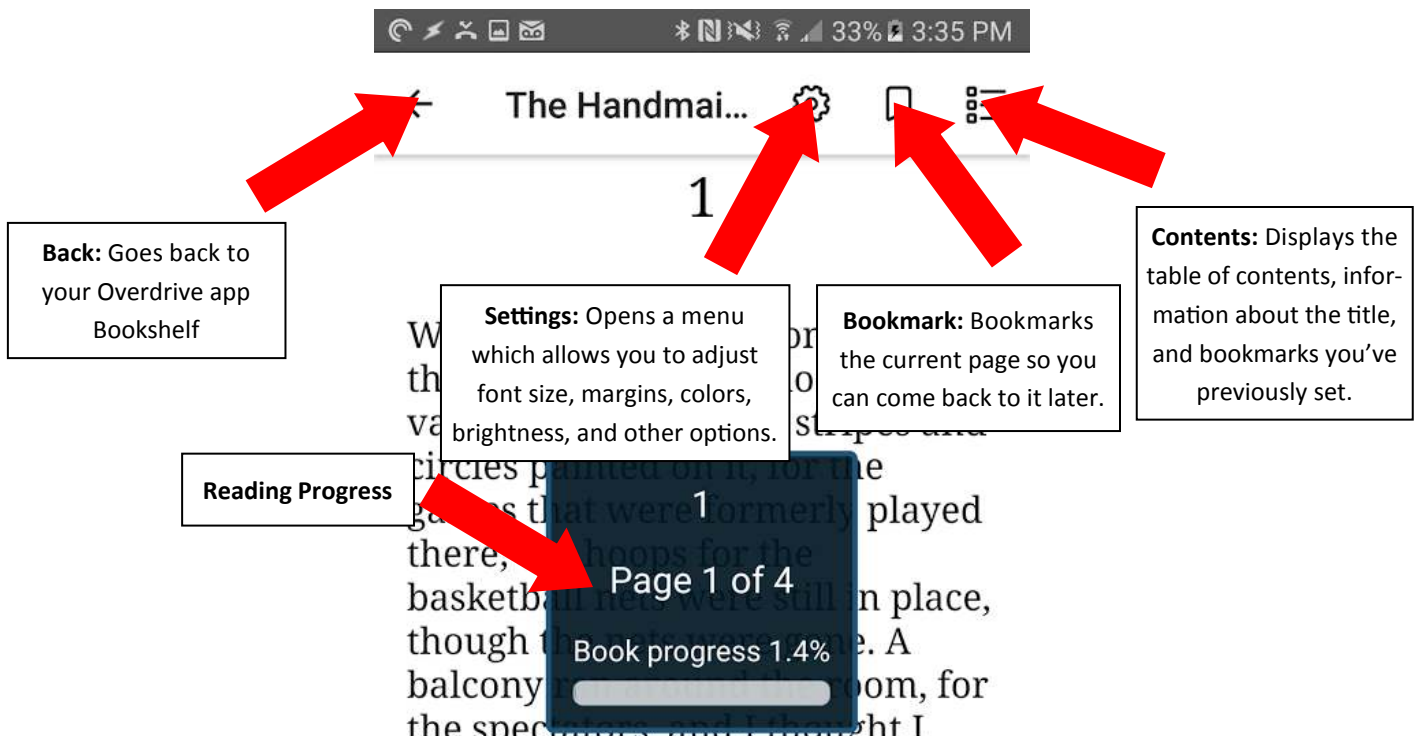
Reading an eBook

1. After downloading your book, touch the menu button in the top left corner of the screen (it looks like three horizontal lines).
2. Tap "Bookshelf" to go to your Overdrive app bookshelf.
3. You should see the cover art of any books you've downloaded. Tap the cover of the book you'd like to open.



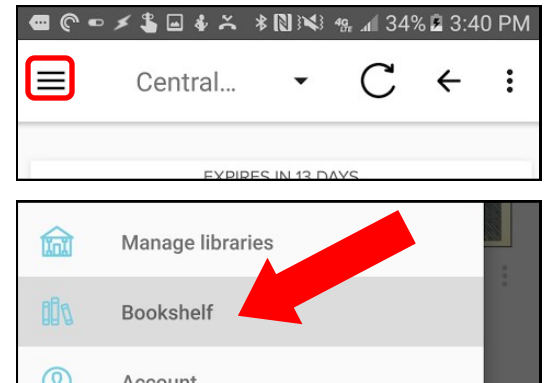
eBook Reading Controls

Normally, the pages will appear on the screen with no visible controls. Simply tap the right edge of the screen (or swipe from right to left) to go to the next page, or tap the left edge of the screen (or swipe from left to right) to go back to the previous page. Tapping in the middle of the screen will expose the options menu and your progress in the book so far.

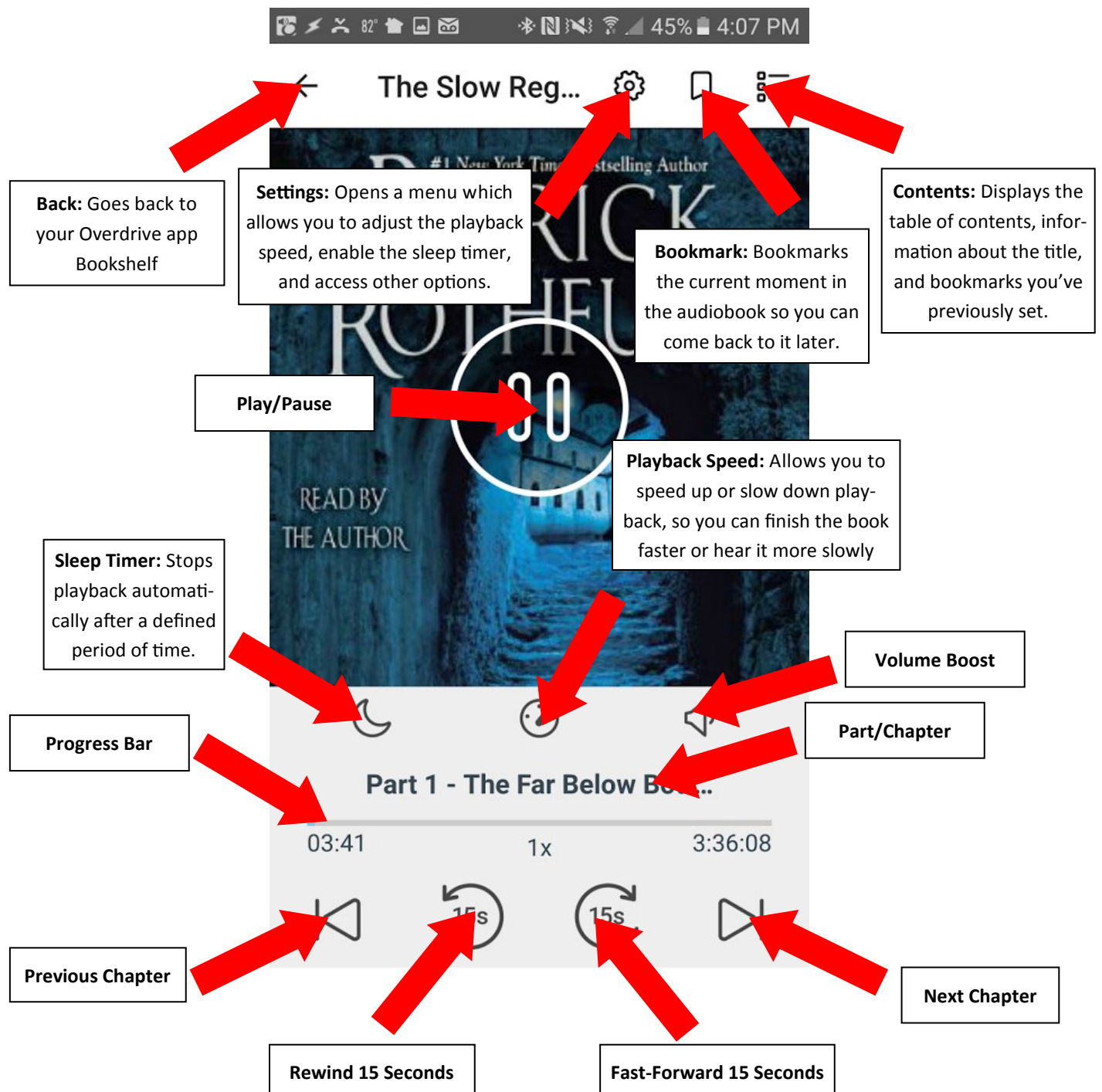


Listening to an Audiobook

1. After downloading your book, touch the menu button in the top left corner of the screen (it looks like three horizontal lines).
2. Tap "Bookshelf" to go to your Overdrive app bookshelf.
3. You should see the cover art of any books you've downloaded. Tap the cover of the book you'd like to open. The audiobook will begin playing immediately.



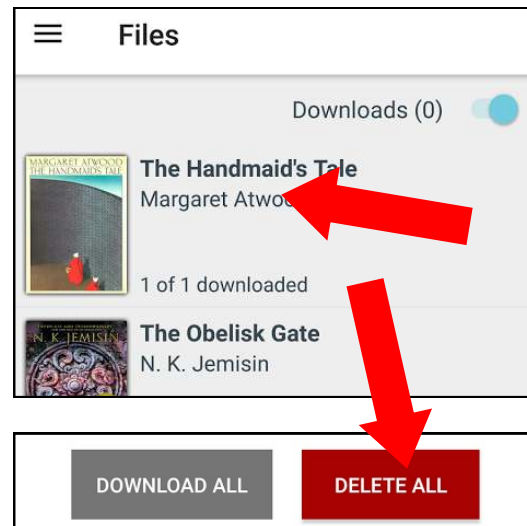
Audiobook Controls



X. Deleting a Book

OverDrive allows you to delete an item from your device without ending your checkout period. If you have problems with a particular item, you'll wish to delete it, rather than returning it.

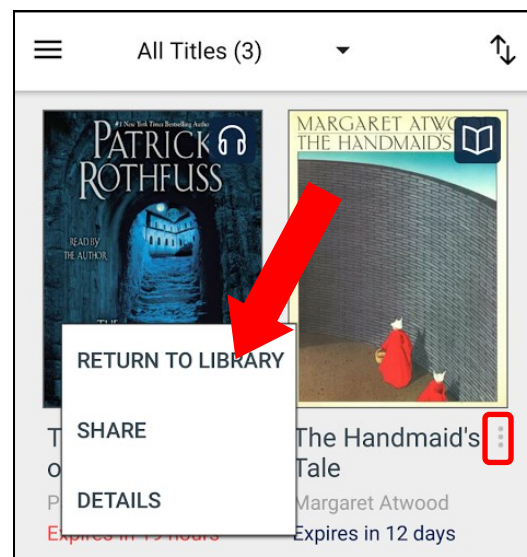
1. Tap the menu button in the top left corner of the screen (it looks like three horizontal lines).
2. Tap "Files" in the menu.
3. Tap the book whose files you wish to delete from your device.
4. Tap "Delete All" at the bottom of the screen.
5. Choose "Yes," when asked if you're sure you want to delete the item.



XI. Returning a Book

If you're finished with a book, or if you didn't intend to check it out in the first place, you have the option of returning it prior to the end of your checkout period. This will remove the item from your device, and it will be made available for another patron to check out.

1. On your OverDrive app bookshelf, tap the three gray dots next to the title of the book you wish to return.
2. Tap "Return to Library."
3. Choose "Yes," when asked if you're sure you'd like to return your item early.



**Love this digital service? Check out
all of CALS' digital services:**



Need help? Please call us at (501) 918-3097, email
us at eLibrary@cals.org, or stop by your local
branch for in-person assistance.