

1. Install free Overdrive app.

- a. Go to the App Store and install the Overdrive app.
- b. Open the Overdrive app and follow the steps to create a free Overdrive account.

2. Getting to My Media Mall

- a. Tap the navigation bar in the top left corner.
- b. Tap **Add Library** and look for Itasca Community Library.
- c. Tap the star next to My Media Mall to save it to your library.
- d. Tap the MMM link.

3. Finding eBooks

- a. In MMM, **sign in** (upper right corner). In the drop-down menu choose Itasca Community Library. Enter your **ICL card number and PIN**.
- b. On the MMM homepage, search for a eBook or audiobook by tapping the magnifying glass, or browse for titles.
- c. **Advanced Search** can narrow your search and limit the format. Tap all formats to limit to **EPUB eBooks** or Kindle Books if you have a Kindle app. If you don't want to wait for a book, check the **Show only titles with copies available box**, then tap search.

4. Borrow

- a. When you see an available eBook you want, tap the cover, then tap borrow.
- b. After you borrow the eBook tap **download**, then **EPUB format**, then **confirm and download**.
- c. The eBook will be added to the Overdrive app bookshelf.

5. Place a hold

- a. If you search for a eBook without limiting it to only available copies the book might be checked out. You can see how many copies the library owns and how many people are on hold by tapping the title of the eBook. Tap on the eBook then tap **Place a hold**.
- b. Available books will have a black icon in the top right corner and checked out books will have a gray icon.
- c. When your hold becomes available it will **automatically** check out to your account. You can turn this feature off in the Holds section of your MMM account. If you turn the auto-checkout off then you will have three days to check out the book once it is available.

6. Reading

- a. Go to the Overdrive navigation bar (top left corner) and tap Bookshelf. Find your title and tap on it to start reading.
- b. To return a eBook early, go to your Overdrive bookshelf. Tap and hold the eBook cover. An option to return the book will appear.