



## Borrowing Periodicals

To read periodicals from OverDrive you will need the NOOK app

- Access the **Windows Store**
- Type "**Nook**" into the search bar
- **Install** and **open** the application  
*Note: The NOOK eBooks & Magazines app is completely free*
- If you have a Barnes & Noble account, sign in to the NOOK app with that account information
- If you do not have a Barnes & Noble account you will need to create one by tapping "**no, register now**" then entering your email address and creating a password. Next tap "**Secure Sign In**" then enter the required information and tap "**Create Account**"
- After you have the NOOK app and a Barnes & Noble account you can **return to the OverDrive app** and select a periodical
- To borrow a periodical, tap "**Send to Nook App**"
- The first time you borrow a periodical you will need to tap "**Accept to Continue**"
- You will then need to sign in to your Barnes & Noble account and tap "**Grant Access**"
- Skip adding a credit card by tapping "**Skip**" then "**Don't add credit card**"
- Return to the NOOK app to read the periodicals

## Tips & Tricks

- If you would like assistance with learning to use your device please stop by the upstairs reference desk or call the number below to schedule a one-on-one
- You can narrow your search to what is 'available now' by tapping that option on the left side of your search results
- If borrowing periodicals, you will only need to link your OverDrive and NOOK apps once. After that you can simply borrow a periodical, send it to the NOOK app, and read it in the NOOK app
- Only the current issue of a periodical is available through OverDrive
- Once you borrow a periodical it will stay on your NOOK account forever (or until you delete it), and it does not count towards your current borrow limit after you send it to the NOOK app



### Reed Memorial Library

167 East Main Street  
Ravenna, OH 44266

Phone: 330-296-2827 (x200)

E-mail: [reference@reedlibrary.org](mailto:reference@reedlibrary.org)



## Reed Memorial Library

THE OHIO  
DIGITAL LIBRARY



# Windows 8 & 10



Downloading library  
eBooks and other digital  
materials with your  
Windows device

## Getting Started

To access the library's digital materials you will need a current and up-to-date library card and PIN. If you do not have a library card, PIN or wish to check on the status of your card, please see someone at the circulation desk.

You will also need an email address.



## Downloading the OverDrive App

- Access the **Windows Store**
- Type "**OverDrive**" into the search bar (for computers: OverDrive - Library eBooks & Audiobooks)
- **Install** and **open** the application  
*Note: The OverDrive app is completely free*
- Click "**Sign Up**"
- Enter your name and email address and create a password, then click "**Sign Up**" at the bottom of the page
- In the upper right corner **click the**  
 **Menu Button** (*three lines*)
- Click "**Add a Library**"
- Search for "**Reed Memorial Library**" then select the one indicating it is in Ravenna, Ohio
- **Click the name of the library** to save the Library to your favorites

## Downloading eBooks or Audiobooks with OverDrive

- Click "**+ Add a Title**"
- Click "**Sign in**" in the upper right corner
- Enter your **Library card number** (*all numbers no spaces*)
- **Browse** through the catalog to find an item you wish to download
- Items marked "**Place a Hold**" are currently checked out. *You may place a hold on these items by clicking the link and entering your email address.*
- "**Borrow**" means that title is currently available for download. Click the link to add that selection to your bookshelf.
- Click the link "**Go to Bookshelf**"  
*Note: If you do not see this, you can click on Your  Account to find your items*
- Click the "**Download**" box and, if you want to read it within the OverDrive app, choose "**EPUB**" then "**Confirm**"
- Once the download has finished you can **click the notification** that your download was complete and then **click the cover**. Or you can **click the back arrow in the top left corner** to return to the bookshelf
- Your bookshelf will display all items you have checked out. **Click** the title of the book you wish to read and enjoy.

## Return/Delete

When you are finished with an item you may return and delete the book from your device.

- Go to your **Bookshelf**
- Right click the cover of the book
- Select "**Return/Delete**" then "**Delete and Return**"
- The book should be returned and deleted from your device

## Helpful Information

There is a wonderful tool on the Ohio Digital Library website called "**Help**". By clicking the link you can even get customized instructions based on which device you own. To locate this information:

- Go to **Ohioebooks.org**
- **Click Help** in the top right
- Click "**Overdrive Help**"
- In the middle of the page, on the left, you will now see an icon called "**Getting Started**". Click on that icon.
- Scroll down and **Select your device** to see instructions on how to download library eBooks from the Ohio Digital Library

When in doubt, ask a Reference Librarian for help.

(330) 296-2827 (x200)