

eBooks: A Quick Introduction

About this Free 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:

The screenshot shows the top navigation bar of the RCLS website. On the left is the RCLS logo and the text "Ramapo Catskill Library System". On the right are links for "Account", "Help", and "Advanced Search" (with a search box). Below this is a grid of six categories: eBooks, Audiobooks, Music, Video, Children's & Teens, and Featured Collections. Each category has a list of sub-items and a "View more..." link.

eBooks	Audiobooks	Music	Video	Children's & Teens	Featured Collections
All Fiction	All Fiction	Choral	Children's Videos	Children's Fiction	New eBooks
All Nonfiction	All Nonfiction	Classical	Classic Films	Children's Nonfiction	New Audiobooks
Biography & Autobiography	Biography & Autobiography	Concertos	Documentaries	Teen Fiction	Most Popular Titles
Business & Careers	Business & Careers	Instrumental	Feature Films	Teen Nonfiction	Just Back In
View more...	View more...	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.

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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