

# INTRO TO OVERDRIVE

## ✓ GENERAL INFO

### 1. Types of eBooks available:

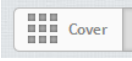
- Project Gutenberg (classic, copyright free books):
  - Available to multiple users at the same time
  - Great for class sets for a teacher doing classics
- Regular eBooks (single users)

### 2. Borrower categories:




- Cycle 1: books appropriate for Cycle 1 students
- Cycle 2 and teachers: All titles

## ✓ NAVIGATING THE OVERDRIVE SITE

### 3. Searching from the main page, you can:

- Enter a query in the **Search box**
- Browse by Cover:
  - Click on a book cover for info and a sample
- Browse by Subjects:
  - Accessed through the drop down menu under the **Subjects** tab
- Browse by Collections:
  - **New additions**: recent titles
  - **Most popular**
  - **Read in your browser**: do not have to be downloaded to a device using Adobe
  - **Recent releases**: can be sorted by release date
- Browse by Levels (such as interest and lexile)
- Once a search is performed,
  - a **Filter Search** menu will appear on the left of the search page
  - **Sort** fields will appear
- Click on Cover  to bring up:
  - the titles in list form
  - their availability
  - a summary of the books

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- a **Borrow** button
  - **Project Gutenberg** is accessed through the drop down menu under **Collections**
4. Advanced search is used to:
- refine your search by selecting different fields
  - allows you to specify:
    - specify all titles
    - select titles available now
    - access titles to recommend
5. Wish list:
- Clicking on the ribbon  below a book will add it to a wish list
  - Access wish list through the **My account** icon 
  - Click on book to borrow title
6. Loans:
- 1 loan at a time for books other than Project Gutenberg titles
  - Duration: 2 weeks for regular eBooks and indefinite for Project Gutenberg titles
  - The book will automatically disappear from your device after the 2-week loan period
7. Placing a hold (reservations):
- maximum of 2 holds at a time
  - if a title is on loan, click on **Place a hold**, and follow instructions
  - an email notice will be sent to you once the book is available
8. To make a suggestion:
- After any search, click on **Additional Titles to Recommend**
  - Click on the title you would like to recommend
9. Rating a book:
- Click on the stars  below the book
  - To change or delete the rating click on the **X**