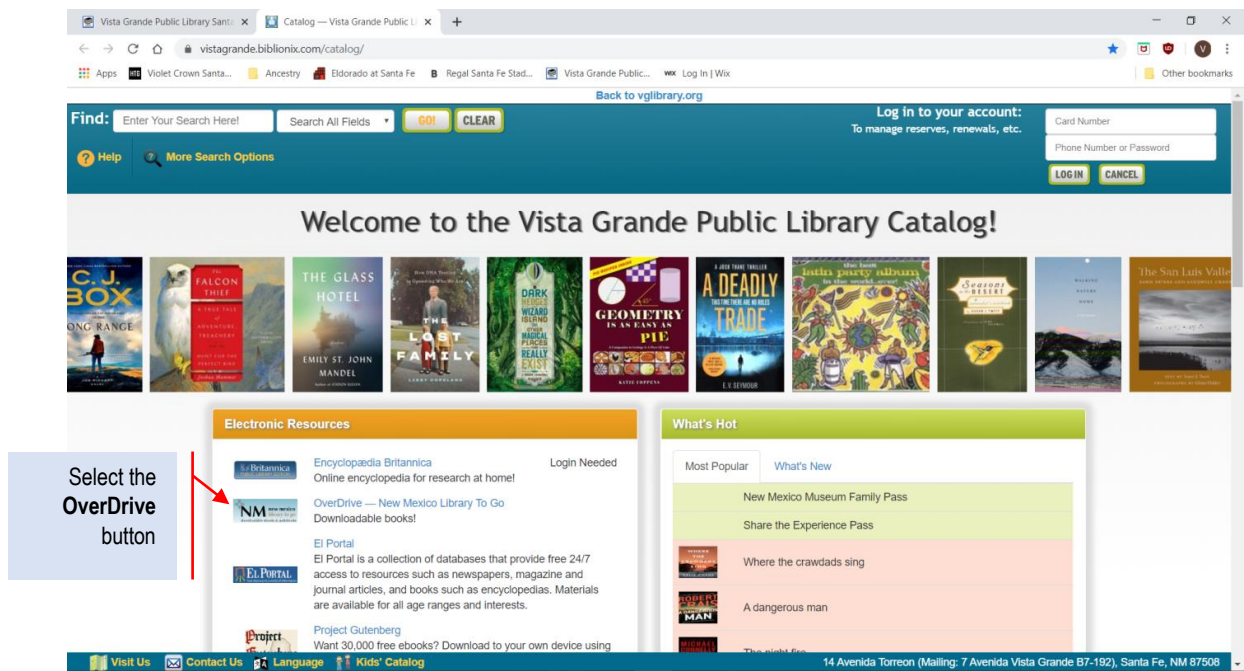


Instructions for Accessing E-Content using your existing library account and the Overdrive Application

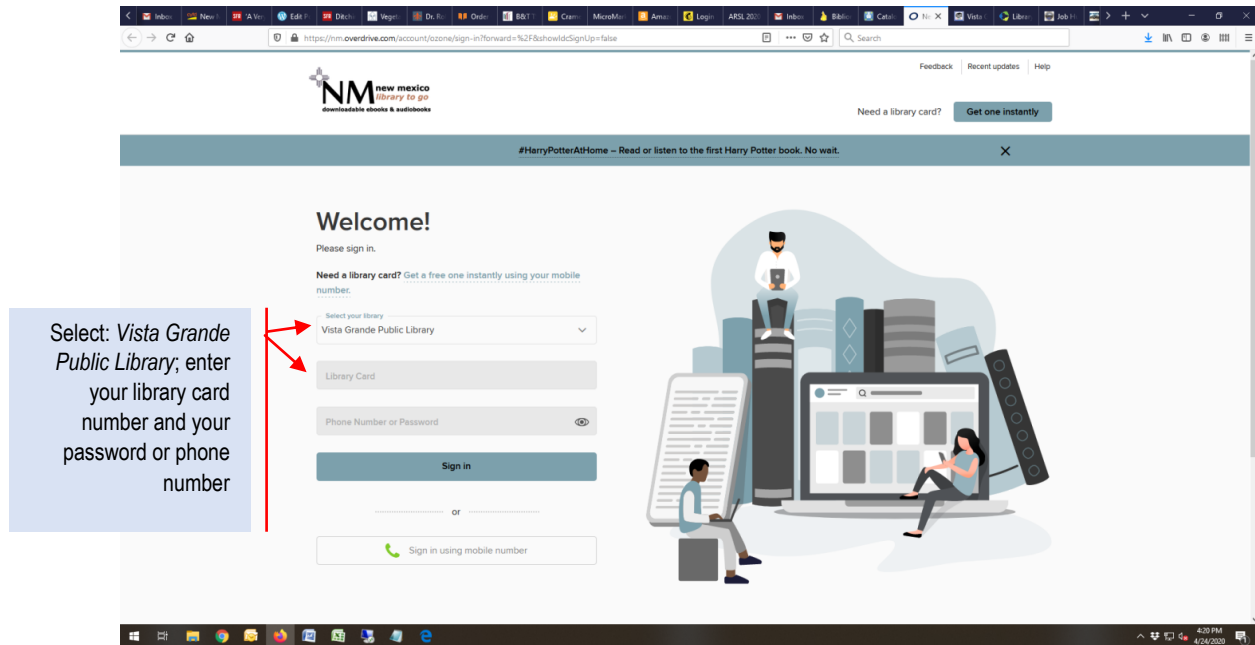
There are two methods for accessing E-Content using the Overdrive application, and both are available from the Library Catalog Home Page.

I. Accessing Overdrive using the *Electronic Resources* menu pick:

1. Logon to the VGPL Library Catalog home page.
2. Select the **Overdrive** button located under "Electronic Resources."

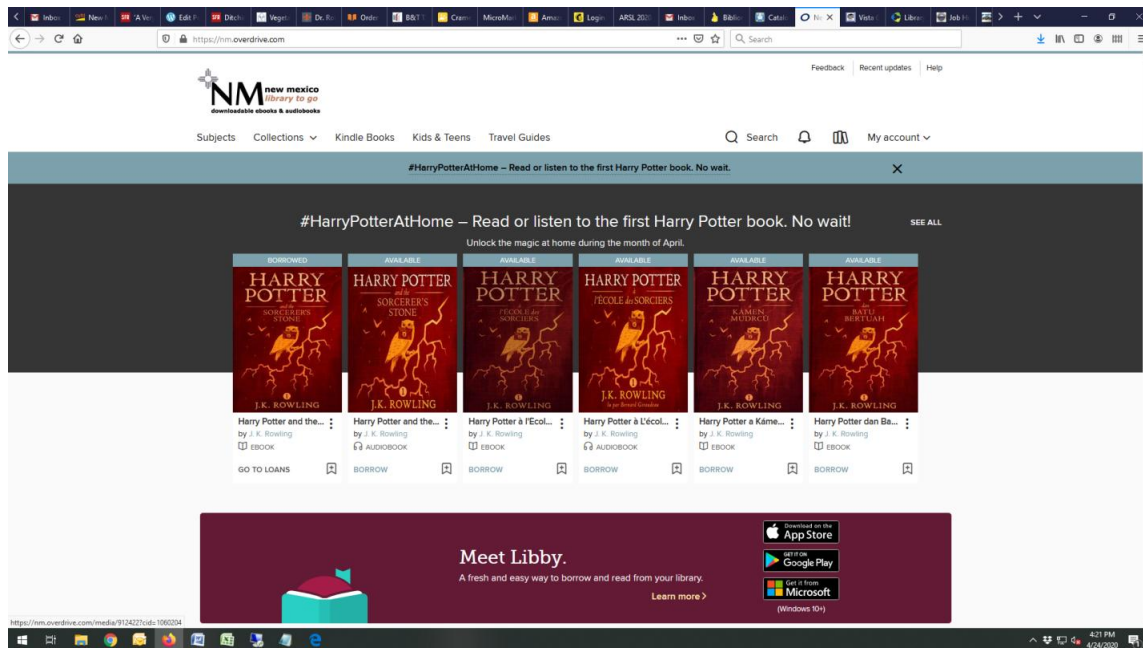


You will be directed to the **New Mexico Library To Go** sign on page.



New Mexico Library To Go Portal Page

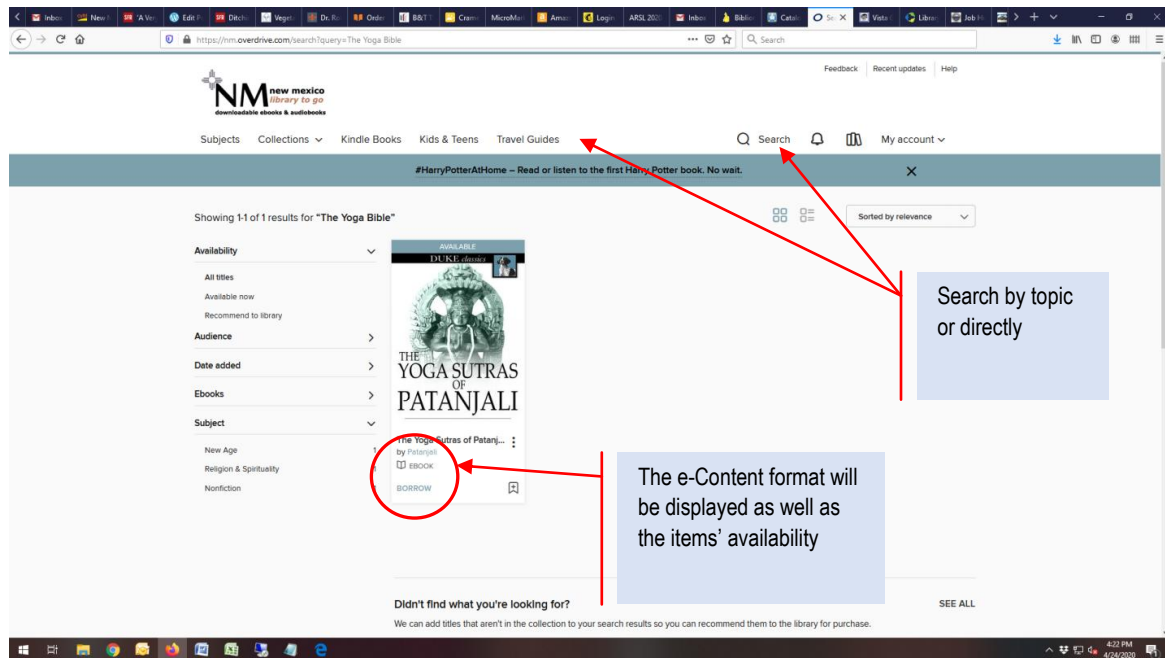
3. Select “Vista Grande Public Library” from the *Select Your Library* drop down menu.
4. Log into your library account by entering: Library card # + phone *or* password (if you have set a PW, you cannot use your phone number).
5. Select: “Sign In.” The Overdrive main menu should be displayed.



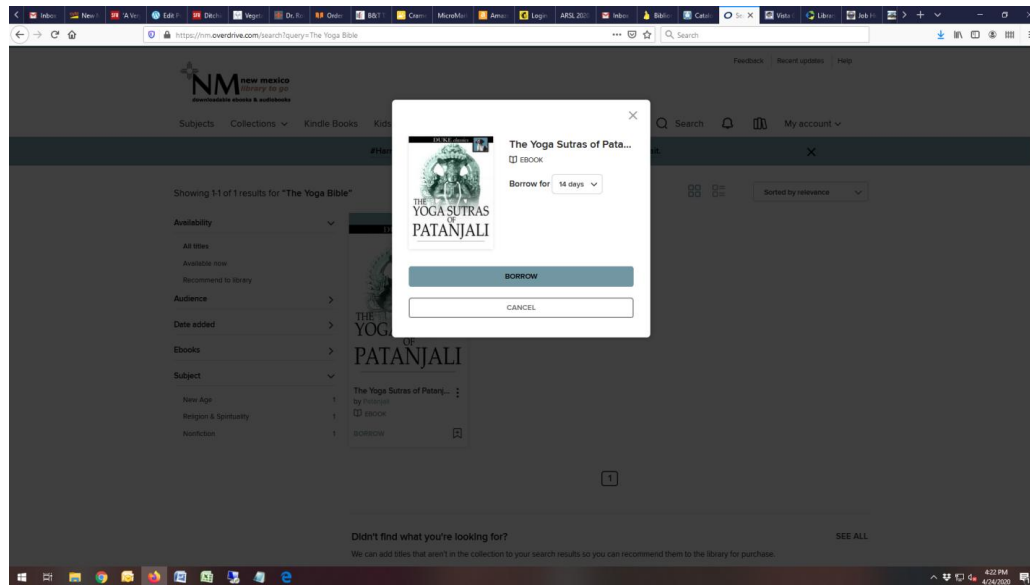
OverDrive Main Page

You will need to configure your account to work with your device. The recommended application is Libby for use on Apple and Windows devices, but other applications are available. If you download the Libby application, you may be asked for a PIN. Use your library account password (if set) or phone number. If you have device questions, follow this link to access [Overdrive Help](#).

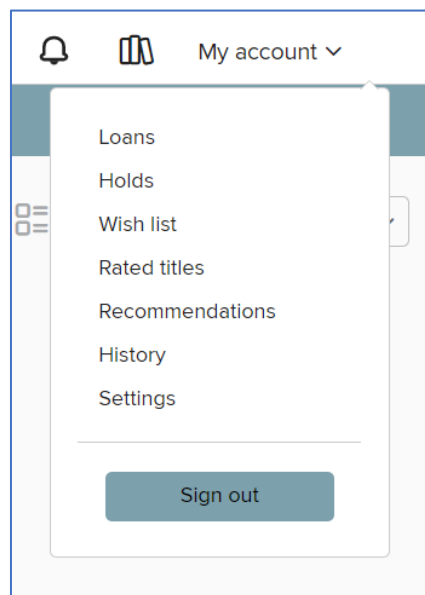
6. Search by topic using the available menu picks or search directly using the *Search* feature.



7. Once you've located an available item, select "Borrow." You will be prompted to confirm the borrowed item.



Each patron can set their user preferences by accessing the “My account” feature after logging into their OverDrive account. Features available include reviewing and returning loaned items, placing a hold on an item(s), setting a wish list, rating titles for other OverDrive users to review, making recommendations, reviewing their history and setting lending and content preferences.



8. Once the download is complete, remember to “Sign out” of your OverDrive account.

Not all books work on all devices. You can configure your account to only work with items that will work on your device, and each device may be different.

If you have downloaded the Libby application and have a Kindle, you will be asked if you want to download to your device. If you do, you will be redirected to the Amazon page, where the item will be loaded to your device from there.

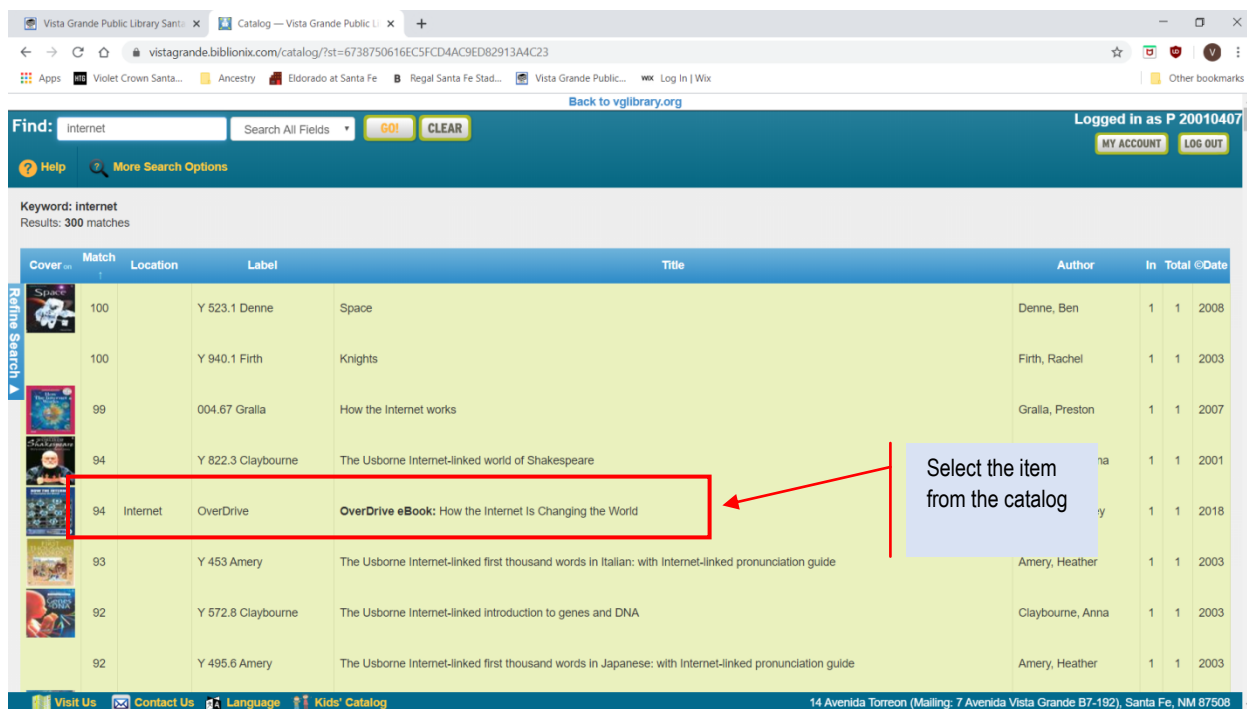
II. Accessing OverDrive using the Library Catalog feature.

1. Logon to the VGPL Library Catalog home page.
2. Log into your library account by entering your Library card # + phone **or** password (if you have set a password, you cannot use your phone number).
3. In the FIND field, enter a search parameter, then select “Go.” If successful, results will be displayed and available titles will be yellow.

Items that are available in E-Content format can be identified as follows:

- **Location** will be displayed as “Internet;”
- **Label** will be displayed as “OverDrive;” and
- **Title** will contain “OverDrive.”








4. Select the record.



Find: Internet Search All Fields GO! CLEAR

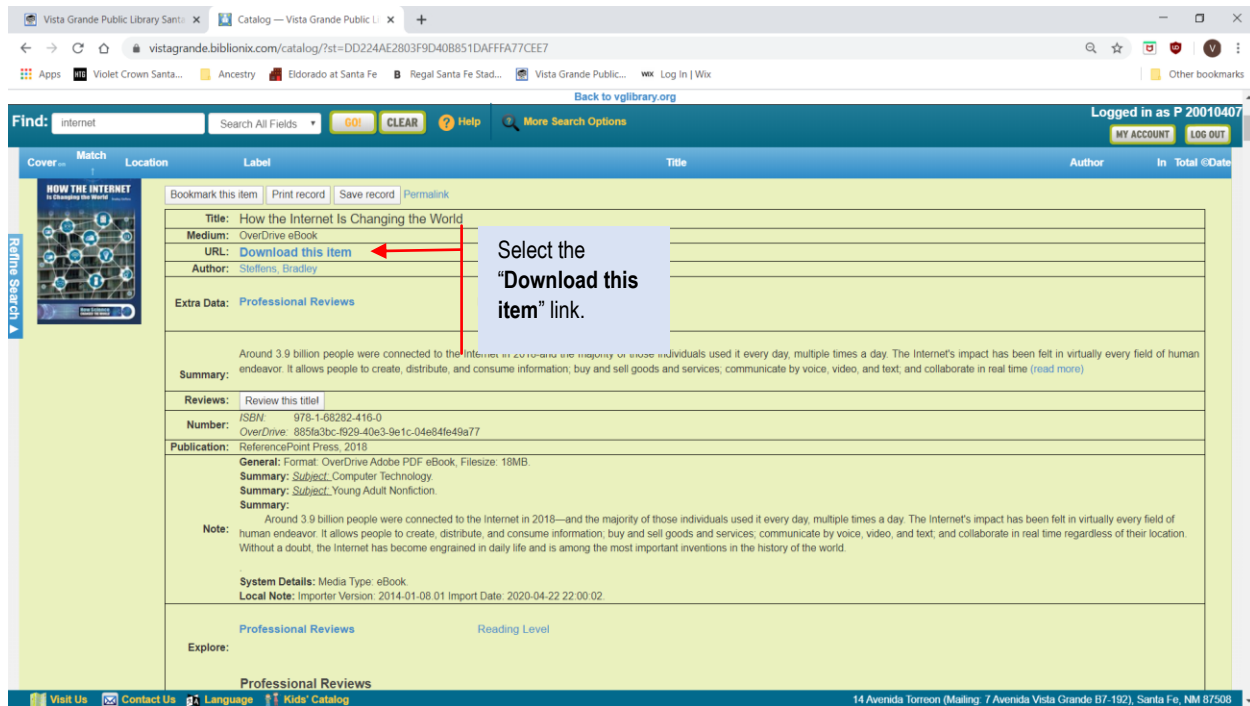
Logged in as P 20010407 MY ACCOUNT LOG OUT

Keyword: Internet
Results: 300 matches

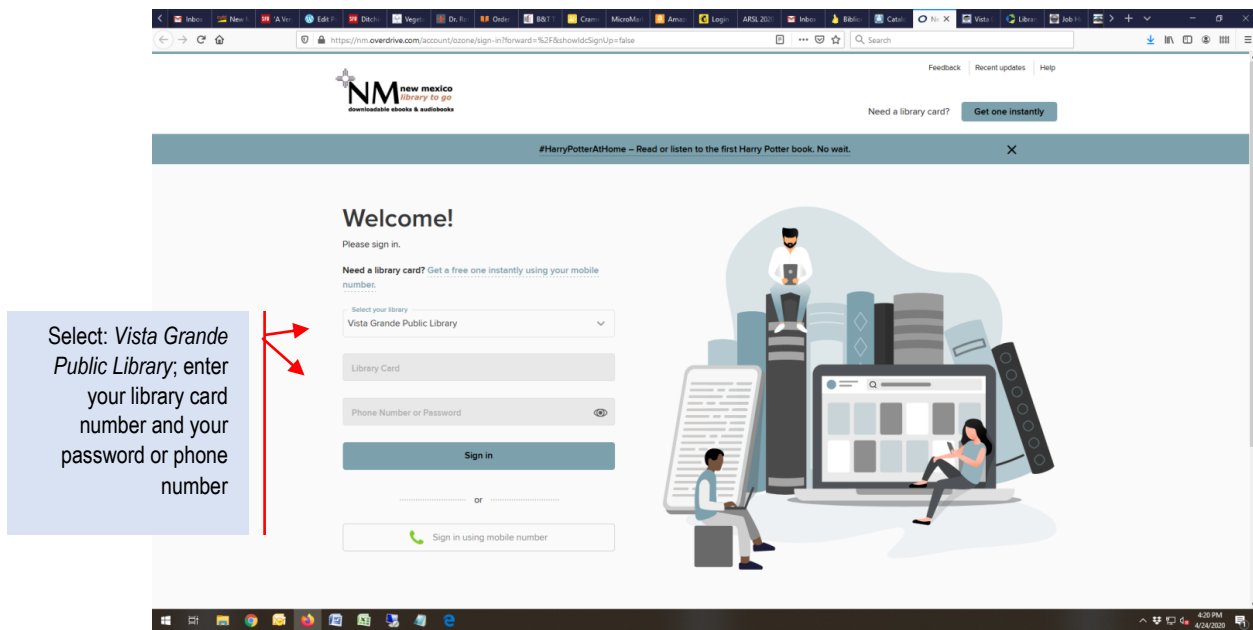
Cover	Match	Location	Label	Title	Author	In	Total	Date
	100		Y 523.1 Denne	Space	Denne, Ben	1	1	2008
	100		Y 940.1 Firth	Knights	Firth, Rachel	1	1	2003
	99		004.67 Gralla	How the Internet works	Gralla, Preston	1	1	2007
	94		Y 822.3 Claybourne	The Usborne Internet-linked world of Shakespeare		1	1	2001
	94	Internet	OverDrive	OverDrive eBook: How the Internet Is Changing the World		1	1	2018
	93		Y 453 Amery	The Usborne Internet-linked first thousand words in Italian: with Internet-linked pronunciation guide	Amery, Heather	1	1	2003
	92		Y 572.8 Claybourne	The Usborne Internet-linked introduction to genes and DNA	Claybourne, Anna	1	1	2003
	92		Y 495.6 Amery	The Usborne Internet-linked first thousand words in Japanese: with Internet-linked pronunciation guide	Amery, Heather	1	1	2003

14 Avenida Torreon (Mailing: 7 Avenida Vista Grande B7-192), Santa Fe, NM 87508

Sample OverDrive Item from the Library Catalog



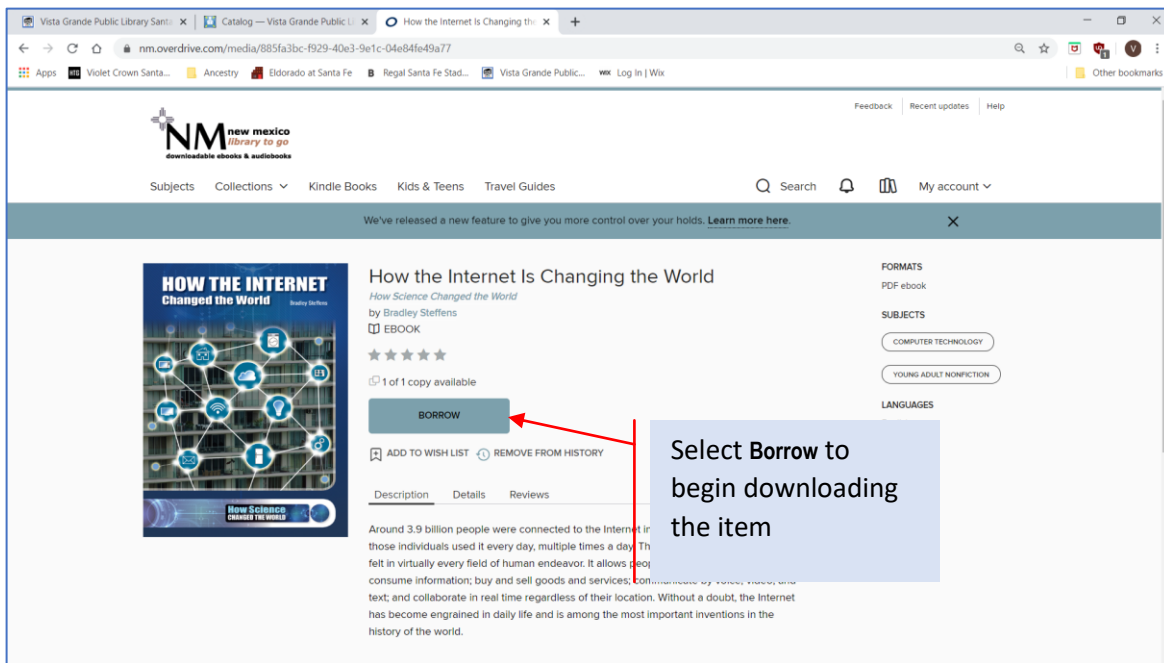
5. Select: “Download this item.” You will be directed to the **New Mexico Library To Go** sign on page.



New Mexico Library To Go Portal Page

6. Select: “Vista Grande Public Library” from the *Select Your Library* drop down menu.
7. Log into your library account by entering: Library card # + phone **or** password (if you have set a PW, you cannot use your phone number).

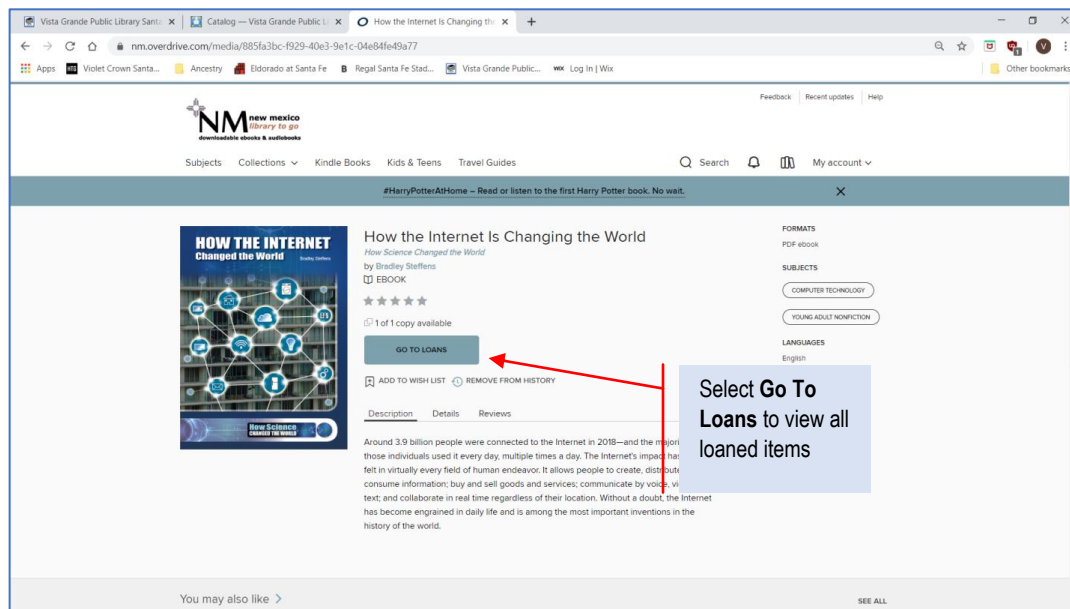
8. Select: “Sign In.” The item you selected from the Library Catalog should be displayed.



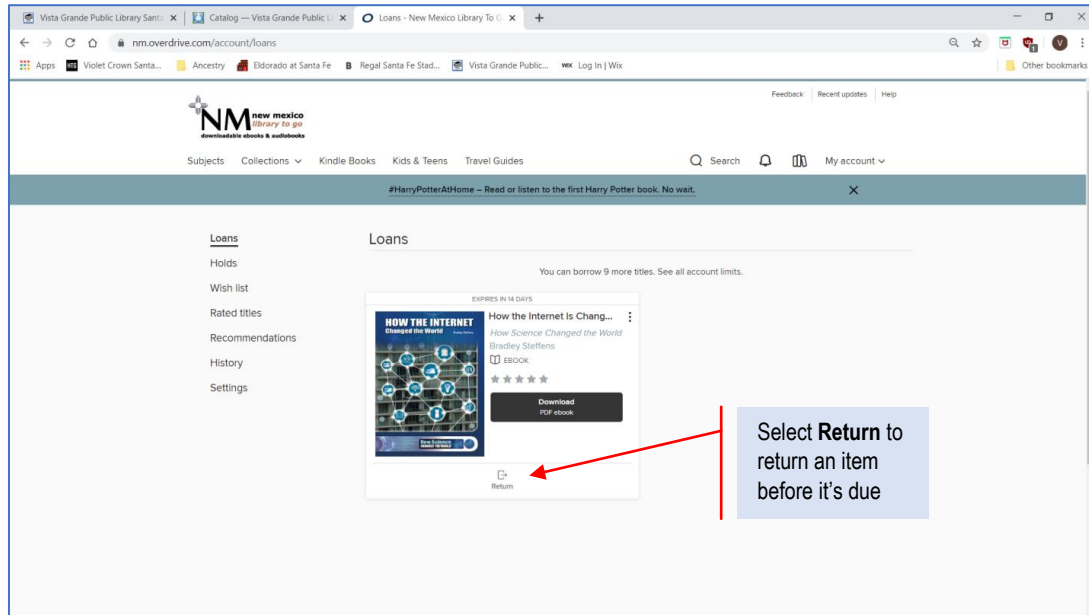
9. Select “Borrow” to begin downloading the item.

10. Follow the instructions for checking the item out.

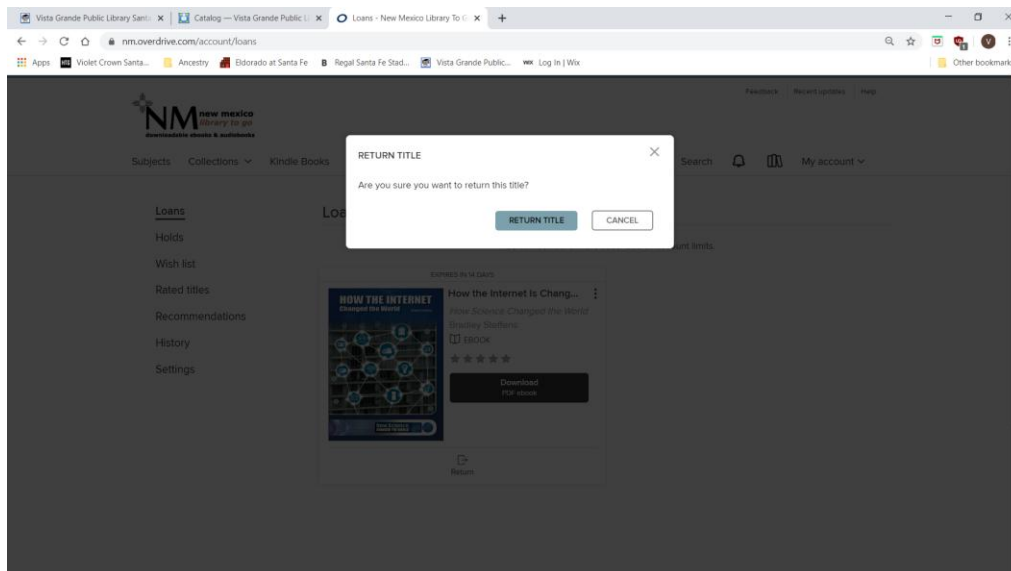
If the download was successful, the following screen should appear.



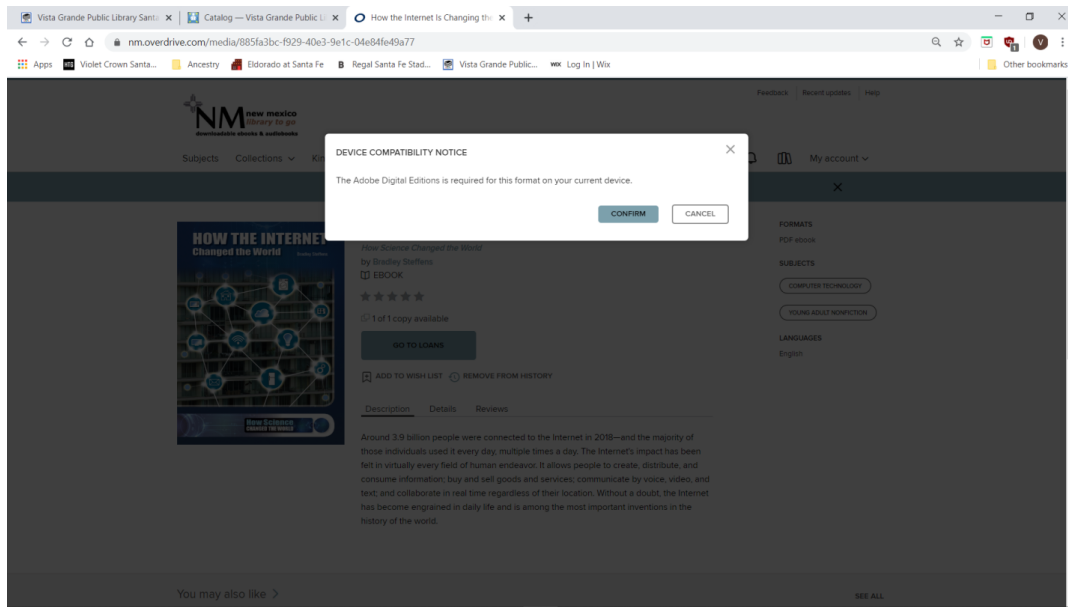
11. Select the “Go to Loans” menu pick to see everything on loan as well as other menu items available. At this point, the patron can continue to take out e-Content or logout of their account.



12. To return an item before it's due, select the “Return” button located on the loaned item. You will be prompted to confirm by selecting the “Return Title” button. The item will be removed from your Loan library.



If you receive a warning message regarding your device, you may still download the item to your “loans.” However, should you have device questions, follow this link to access [Overdrive Help](#).



Sample Device Compatibility Warning Message

Items are owned in a consortium by several New Mexico libraries. This may impact hold times and availability of items.

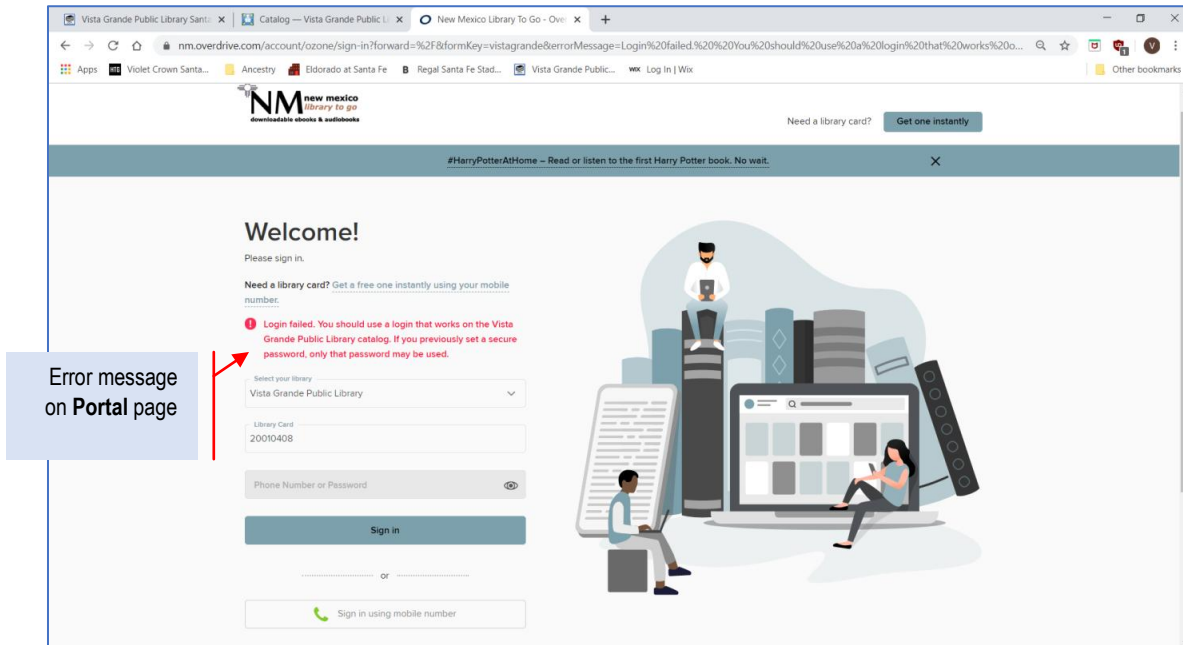
Check out limits and times are set by Overdrive and are as follows:

- Checkout limit: 10
- Hold limit: 4
- Lending times available to patrons: 7, 14, 21 days
- Default lending period: 14 days
- Video lending times available to patrons: 3, 5, 7 days
- Default video lending period: 5 days

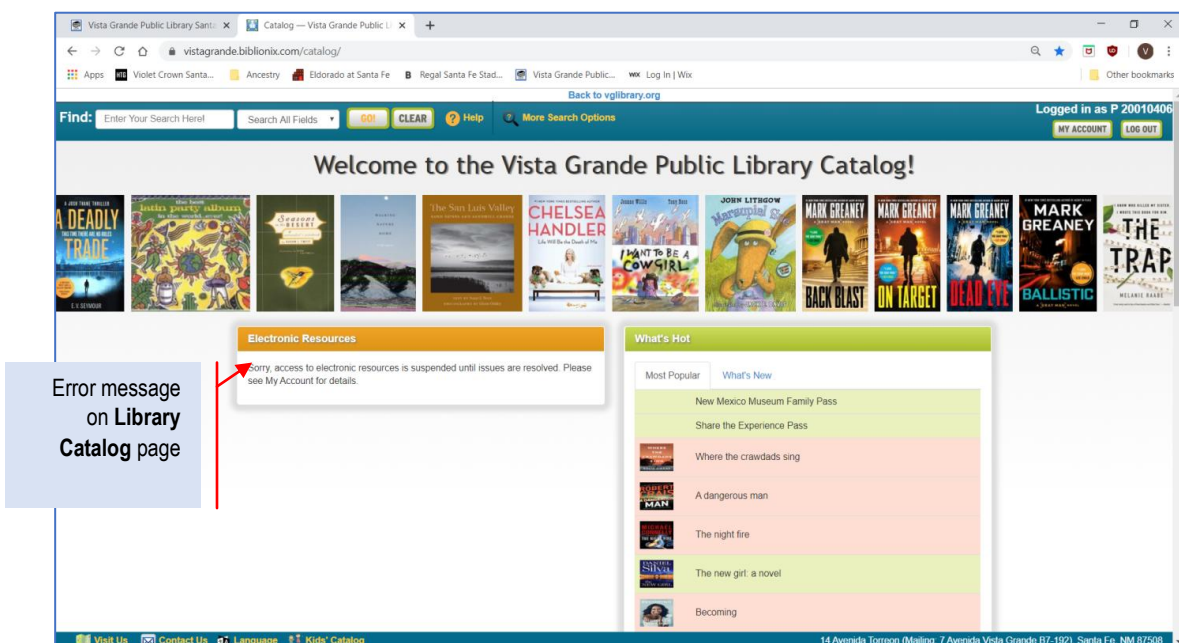
Users have the options of setting their preferences under the “My Account / Settings” tab.

III. Error Message Processing

When attempting to log onto the OverDrive portal page, you may receive an error message. This may indicate you have an expired account or an overdue item. You can renew your account yourself, otherwise please contact read@vglibrary.org for help.



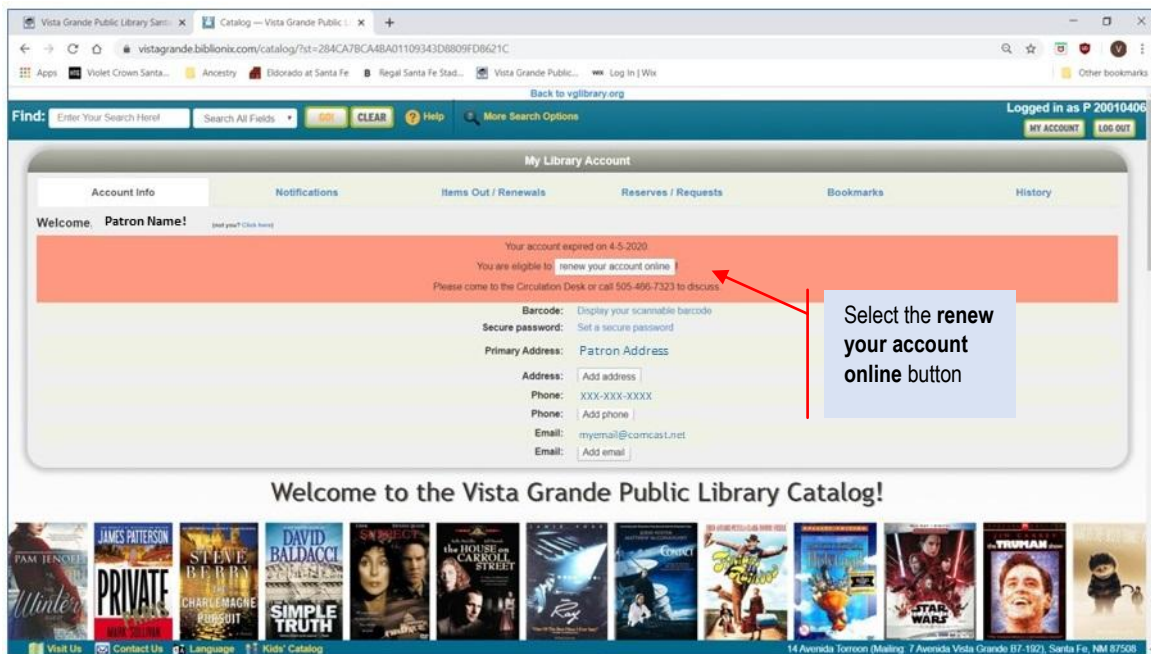
Sample Error Message from the New Mexico Library To Go Portal Page



Sample Error Message from the Library Catalog Page

To renew an expired account:

1. Logon to the VGPL Library Catalog home page.
2. Log into your library account by entering your Library card # + phone **or** password (if you have set a password, you cannot use your phone number).
3. Select “My Account” and “Account Info.”
4. Select “Renew your account online.”



Renewing your Library Account Online

5. Confirm you account information; change any applicable address, phone or email items.
6. Log off, then logon the Library Catalog home page to link to OverDrive.

For all other issues, please contact the Library at read@vglibrary.org.