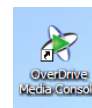


# North Carolina Digital Library- eAudiobooks



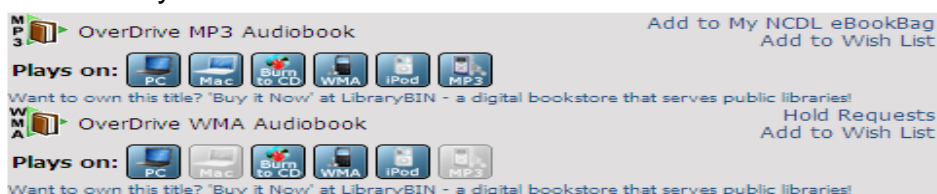
**Part One: Download Overdrive Media Console to your computer** (*instructions that follow are based on Windows*) **You only have to do this once!**

1. Go to NHCPL homepage: [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library** or go directly to NCDL website: <http://ncdigital.lib.overdrive.com>
2. Under Digital Media Software Select **Overdrive Media Console**
3. Choose your version: **Windows** or Mac & select **Download Now**
4. *Do you want to run or save this file?* Select **Save**
5. Use drop down arrow to select location to save; I suggest **Desktop**, then **Save**
6. If folder does not exist, select **Yes** to create it
7. Wait for download: *Download Complete:* Select **Run**
8. *Do you want to run this software?:* Select **Run**
9. *Welcome to Overdrive Media Console Setup;* select **NEXT**
10. *License Agreement,* select: **I agree** and **Next**
11. *Select Installation folder.* select **Next**
12. *Confirm Installation:* select **Next**
13. Wait while it installs: *Installation Complete:* select **Close**
14. **You now have the software installed and are ready to checkout a book!**  
**There should be an OverDrive Media Console shortcut on your desktop:**



## Part Two: Finding a Book & Checking it Out

1. Go to NHCPL homepage: [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library** or go directly to NCDL website: <http://ncdigital.lib.overdrive.com>
2. Select **Login** (On the left)
3. Select **New Hanover County Public Library** and **enter library card number**
4. There are many ways to search for a book: Basic, Advanced, Browse by Collection
5. **Advanced search:** (you can leave fields blank)  
select *Format MP3 or WMA*  
select *Only show titles with copies available*
6. Each book will display 2 out of 3 options:
  1. **Add to My NCDL eBookBag** (This means there is a copy available and you can check it out!)
  2. **Hold Requests** (All copies are checked out and you want to place a hold. You will be asked for an email address and will be emailed when the book is available for you to check out.)
  3. **Add to Wish List** (Doesn't matter if the book is available or not, you can still add it to a wish list. – A list of books you want to check out or place on hold at a later time.)
7. Check the symbols to see which format and what devices the book plays on:



8. Select **Add to My NCDL eBookBag**
9. Select **Proceed to Checkout**
10. Select **Confirm Checkout**
11. **Book is now checked out and ready for download!**




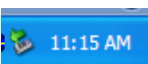
October 1, 2011

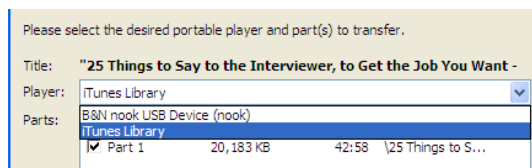


### Part Three: Download a Book

1. If not already there, login to NC Digital Library Account and select *My Items on Digital Loan*: Find the book you want and select **Download**
2. *OverDrive Media* will open along with *Get Media box*: Select **OK** or Browse to select a different folder
3. A Download box will appear. Make sure all the parts you want to download are selected (usually all) Select **OK**
4. Wait while the eAudiobook is downloaded to OverDrive Media Console
5. Once the download is complete you will see the book (along with any others you have downloaded) listed in OverDrive Media Console.
6. You can now listen to the book on your computer!

### Part Four: Transfer from OverDrive to portable iTunes or portable device

1. If not already there, open OverDrive Media Console (double click desktop icon) to see books downloaded to your computer.
2. Click on the book you want to transfer and select **Transfer** (at top of screen) 
3. *Welcome to OverDrive Media Console Transfer Wizard*: **Plug portable device (iPod/MP3 player)** into USB drive on your computer and select **Next**
4. Select what parts (usually All) that you want to transfer
5. Click on the dropdown arrow next to the "Player" box to see your options for transferring: select **iTunes Library (for MP3 eAudiobooks only)** or your portable device (in this case, the **Nook**)
6. Select **Next**: Wait while transfer takes place
7. Select **Finish**
8. Exit out of OverDrive Media Console  **11:15 AM** Select
9. You may now listen to the eAudiobook on your portable player! (**Nook** users: the book will be listed under **Audio.**)



Notes: **You may transfer eAudiobooks from iTunes to Kindle! Plug Kindle into computer, click and drag eAudiobook from iTunes into Kindle Audible folder!** If you transfer to iTunes you may then sync your iPod as you normally would.

NOTES: If you plan to transfer a title to the iTunes Library (for MP3 Audiobooks only) and/or to an Apple® device, you must have iTunes v9.0.2 (or newer) installed. iTunes is a free download; you can download iTunes from <http://www.overdrive.com/partners/redirects.asp?product=itunes>.

- o If you want to use the OverDrive Media Console Transfer Wizard to transfer content to an Apple device, the iTunes setting 'Manually manage music...' must be enabled for the device before you can complete the transfer. Adjust this setting in iTunes as follows...
  1. Connect your device to your computer.
  2. If it does not launch automatically, open iTunes (v9.0.2 or newer).
  3. In iTunes, locate your device in the left vertical navigation panel (under heading 'DEVICES'), and click your device. The 'Summary' screen is displayed.
  4. If it is not already checked, place a checkmark next to 'Manually manage music...'
  5. Click the 'Apply' button. The iTunes 'Summary' screen refreshes, and your changes are saved.



Email Susan Wood for additional help:  
[sdwood@nhcgov.com](mailto:sdwood@nhcgov.com)

October 1, 2011

## North Carolina Digital Library: eAudiobook FAQs

*Listen to electronic books on your computer or MP3 Player or mobile device.*



**1. How do I checkout eAudiobooks?** – Go to library homepage [www.nhclibrary.org](http://www.nhclibrary.org) and select **North Carolina Digital Library**. Log in with NHC public library card number. **Download free OverDrive Media software to your computer (Mac or PC)**. *For mobile devices (iPad, iPhone, Blackberry, Android, etc), download OverDrive Media Console App directly to the device.*

**2. What devices can I use for eAudiobooks?** There are two formats MP3 and WMA and compatibility varies. Generally, the MP3 format will work on most MP3 players, Apple devices, Android, and Blackberry.

For the complete list go to <http://www.overdrive.com/resources/drc/>

**3. Do I have to download the books to my computer first or can I download them directly to my device?** For MP3 players including iPods, you must download to your computer first and then transfer to the device. For mobile devices (iPad, iPod Touch, iPhone, Android, and Blackberry) download OverDrive Media App to download directly to the device. *For iPad tutorial video from Carmel Clay Public Library go to: <http://www.youtube.com/watch?v=obtKxrbb160> .*

**4. How many can I check out?** – 4 total checkouts at a time (includes eBooks)

**5. How long can I check them out?** – 1 week. After one week, the eAudiobook will no longer be checked out to you. It will expire on the computer or mobile device you directly downloaded to, but should remain active on any device you transferred to until you connect the device to your computer.

**6. Late fees?**- No late fees

**7. How do I return them?** – No need to return, the eBook file will “expire” on your computer. Simply delete the eAudiobook icon from your computer and your device.

**8. Can I return the book early?**- No

**9. Can I renew?**- No

**10. How many eAudiobooks are in NC Digital Library?** – Over 4,000

**October 1, 2011**

