

# Downloading eAudiobooks from BRIDGES for iPads, Tablets, & Smartphones

01.02.19

iPads, Smartphones, and tablets can borrow digital audiobooks using the Libby app or Overdrive app from your App Store. This app can be downloaded for free.

Before you start borrowing audiobooks from the library you will need the following items:

- A library card from the James Kennedy Public Library
- The Libby app or Overdrive app installed on your iPad or tablet

## Borrowing audiobooks using the Libby app:

1. Make sure your Wifi is connected.
2. Touch the **Libby** app to open it
3. If this is the first time you've opened the app, you'll need to register your library card with Libby. Follow the prompts to sign in with your library card and choose **James Kennedy Public Library** as your home library.
  - a. Note: You will need to enter the number underneath the barcode on your library card to register. Once this is entered, the app will remember it.
4. Touch on **Library** to go out to the collection.
5. To locate a specific item or author, type the name of the author or the title of the book into the search box with the magnifying glass.
6. To browse for audiobooks, click on **Explore**.
  - a. Select where you'd like to go from there to narrow down your results.
7. As you're looking at titles, those with an icon of headphones listed under the picture of the cover of the book are audiobooks. Those without an icon are ebooks.
  - a. If next to the picture it says "Borrow" then the item is available to check out. If it says "Place a Hold" then the item is currently checked out but can be put on hold.
8. Click on the pictures of the book cover to get more information about that book and also to find out if it is available to check out.
9. Click on **Borrow** to check out the audiobook. When the new page comes up, click on **Borrow** again.
10. A page with options will come up so click on which option you want.

11. You will need to download the audiobook so that you can access it when you are not connected to Wifi. To do this,
  - a. Go to your **Shelf**
  - b. Next to the audiobook click on **Manage Loan** to open options.
  - c. In the dark header, click on **On-line Only** then on **Download**.
  - d. A little circle will show you the status of the download. The On-line Only line will change to Downloaded (with a checkmark next to it) once the download is complete.
  - e. Repeat for every item you want to access when not connected to Wifi.
12. To return to your bookshelf, click on **Shelf**. If it doesn't show, touch at the bottom of the screen to bring up the menu.
13. From your shelf, click on **Play Audiobook** to launch the book.
14. Use the options at the bottom of the screen to play, fast forward, rewind the audiobook.
15. If you want to change your settings so items you borrow automatically download:
  - a. Go to your Shelf
  - b. Click on the icon of Libby's head in the top, right
  - c. Set up Libby
  - d. Choose Download Behavior
  - e. Choose the option you want

**To return an audiobook early:**

16. Touch the **Libby** app to open it. You should be looking at your Shelf.
17. Next to the audiobook you want to return, touch **Manage Loan** to bring up options.
18. Touch **Return Loan to Library**.
19. Touch colored **Return** button.
20. Once returned, the audiobook will delete from your bookshelf and return to BRIDGES.

**Borrowing audiobooks using the Overdrive app:**

1. Make sure your Wifi is connected.
2. Touch the **Overdrive** app to open it
3. If this is the first time you've borrowed a book you'll need to create an account with Overdrive.
  - a. When prompted to Sign in or Sign Up click on the **Sign Up** button.
  - b. Follow the prompts to enter your personal information and create a password.
  - c. Click the **Sign Up** button to complete the process.
4. If this is the first time you've borrowed a book:
  - a. Click on **Add a Library**

- b. Type in the zip code, 52040, in the **Find a Library by name, city or postal code** search field.
  - c. Click **Search**.
  - d. Click on **James Kennedy Public Library**
  - e. Click on **BRIDGES** <http://bridges.lib.overdrive.com>
  - f. This should save BRIDGES to your list for future visits
5. If the app opens into your Bookshelf, then touch on the **Add a Title** box. If the app opens into a blue screen then touch **Menu** (the icon of the 3 parallel lines) in the top, left corner
6. Click on **BRIDGES** to take you to the website.
7. Once you are redirected to the BRIDGES webpage click on **Menu** (the icon of the 3 parallel lines) then on **Sign In**.
8. Select the name of the library, **James Kennedy Public Library**. Click **Sign in**.
9. Enter your library barcode number then touch **LOGIN** to finish logging on.
10. To locate a specific item or author, type the name of the author or the title of the book into the search box with the magnifying glass.
11. To browse for books, click on the **Menu** button (the icon is 3 parallel lines) to open the browsing menu then select **Collections** to see all the filters available.
  - a. Select where you'd like to go from there to narrow down your results.
12. To narrow the results to only those books available to check out click on **Available Now** under Ebooks or Audiobooks (depending on what type of item you're looking for). This will re-sort the results so only those you can borrow immediately show up.
13. The icons listed under the title of each book cover tell you the type of item it is and if it is checked in or not.
  - a. If the icon is a book then that item is an eBook. If the icon is a pair of headphones then that item is an audiobook.
  - b. If under the eBook/Audiobook icon it says "Borrow" then the item is available to check out. If under the icon it says "Place a Hold" then the item is currently checked out but can be put on hold.
14. Click on the circle with the three dots inside that is on every book cover to get more information about that book, to find out if it is available to check out, and to find out what formats are available.
15. Click on **Borrow** to check out the book. At the pop-up box, confirm you want to **Download**.
16. You should get a message that the title is downloading and it will say Success! at the top when it is done. Close this pop-up box.
17. If you want to find another book to read, repeat the steps above by touching on the **Menu** button.

18. To return to your bookshelf, click on the **Menu** icon (three parallel lines) in the top left corner of the page.
19. Click on **Bookshelf** to return to the listing of books you have downloaded. The book you just borrowed should show on the bookshelf.
20. Touch on the picture of the book cover to open the book and start listening.
21. While still in BRIDGES, to view your account (checkouts, holds, wish list items) click on the icon of the three books.

**To return an audiobook early:**

1. Touch the **Overdrive** app to open it. You should be looking at your Bookshelf.
  - a. If you're looking at the book you are reading then touch the **Menu** icon (three parallel lines) in the top left corner, then touch **Bookshelf** to go to your bookshelf.
2. Touch and hold the cover of the book to bring up a menu
3. Touch **Return to Library** to return the book
4. When it asks you to confirm click on **Return**.
5. Once returned, the book will delete from your bookshelf in Overdrive and return to BRIDGES.