

FREQUENTLY ASKED QUESTIONS

What is a 'digital book?'

A 'digital book' is a book in a digital format optimized for downloading.

Digital books are also "rights-protected" which restricts the sharing of their files. Due to publisher licensing agreements, most titles in the OverDrive (DigitalLibraryNJ) collection are restricted to "one copy, one user" licensing agreements. The exceptions are eAudiobooks in the "Always Available" collection.

Can I return items before they are due?

Yes! Returning items early is easy plus returning items early makes other titles you want available faster. Here's how you do it:

- EPUB and PDF eBooks can be returned using Adobe Digital Editions from a computer.
- EPUB eBooks and MP3 audiobooks can be returned using OverDrive Media Console v2.4 (or newer) for Android, BlackBerry, and Windows Phone.
- Kindle eBooks can be returned early from the "Manage Your Kindle" link at Amazon.com.

Guided instructions are available on the OverDrive Help webpage.

<http://help.overdrive.com>

PALSPlus Reference Committee 12/12

Alfred Baumann Public Library



I just got an eReader...

**NOW
WHAT???**

A guide to free downloading to your reader or device using the library's database:

DIGITAL *NJ* LIBRARY

PALS *Plus*

The Consortium of 19 public and academic libraries
located in Passaic and Essex Counties, NJ

Be sure to have your library card available before logging into DigitalLibraryNJ.com.

On the home page click the **Help** tab. It will bring you to the Help page. Click on OverDrive Help or MyHelp.



Follow the instructions at “Get Started With” for your reader or device. A one-time setup is necessary in order to enjoy titles from the OverDrive powered website. Once setup is complete, all you need to do is browse, check out, download and enjoy!!

There are also guided tours available to assist you with your setup. Click on [Digital Books Tour](#), or click on [Videos](#).

SEARCHING FOR & CHECKING OUT BOOKS

If you know the title or author you are looking for, you can type it in the [Search Box](#) to see what is available.

If you are browsing, you can click on one of the collections listed on the right. These include:

- **View All EBooks**
- **View All Audiobooks**
- **View All MP3 Audiobooks**
- **View All WMA Audiobooks**
- **Browse by Subject**
- **Browse Fiction**
- **Browse Nonfiction**
- **Browse Children’s Titles**
- **Browse Teen Titles**
- **Always Available**

Once you have found the audio book you would like to listen to:

- Click on the **Book Jacket**.

You will then see information about the book:

- A description of the book.
- Is it checked in or on hold?
- What can be done with it once it is downloaded?
- If the book is available, click **Add to Cart**. It will remain there for 30 minutes.
- If you would like to add another book to your cart, click **Continue Browsing**. If you are finished, click **Proceed to Checkout**.
- Click the pull-down menu, and click on **PALS Plus Library Catalog**.
- Type in **your library card barcode number** (no spaces).
- Click **Login** and click **Confirm Check-Out**.

You have just checked out an audiobook or Ebook. Your title will be checked out for 14 days. There is a 4 title limit on checkouts.

HOLDS ON EBOOKS & AUDIOBOOKS

If a title is not available, you may place it on hold.

You can place up to 6 titles on hold at a time.

When the book becomes available, you will be notified by email.

Once notified, you will have 3 days to check-out the title and download it.

If you do not check-out the title within the 3 days, the title will go back into the collection.

RENEWING EBOOKS & AUDIOBOOKS

Digital books cannot be renewed. However, they can be checked out again, immediately, *if* no other patron has a hold on that title. If you are able to re-borrow the title, simply click the download button and the license will be renewed.

You will **never accrue late fees** with titles you download from the DigitalLibraryNJ website. Titles expire at the end of the loan period, and they are automatically returned to the library. Titles may also be returned early. We encourage you to return titles as quickly as possible.