

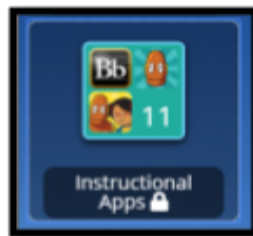
OverDrive

1. Go to **LaunchPad**.



LaunchPad

2. Click on the **Instructional Apps** folder.



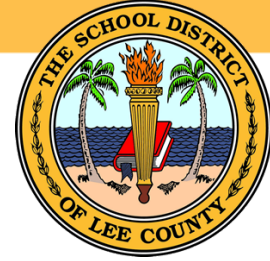
Instructional Apps Folder

3. Click on the **OverDrive** app.

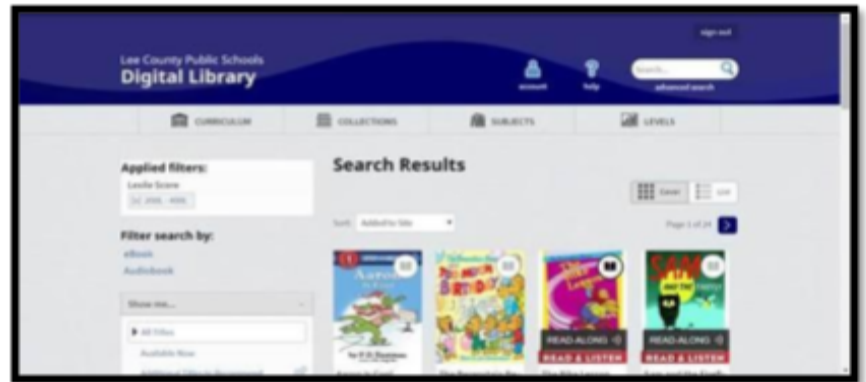


Click OverDrive App





4. The **OverDrive** window will appear.



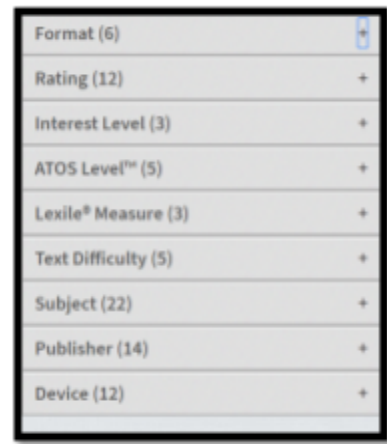
OverDrive App

5. Search by **topic, title, etc.**



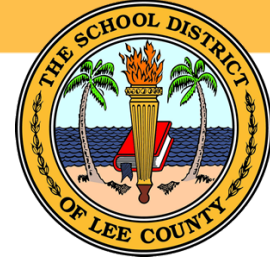
Search

6. The results can be filtered using the **filters** on the left

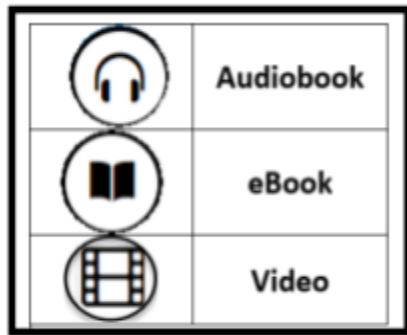


Filters





7. The icon in the corner of each title tells you whether it's an **eBook, audiobook, or video**. **Black** means the item is available and **grey** means the title is checked out (not available)

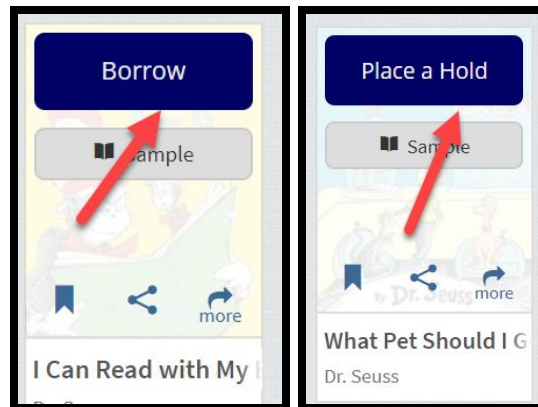


Item Types

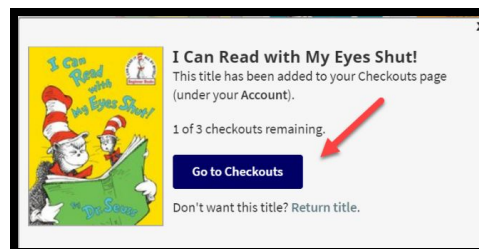


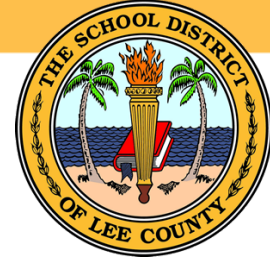
Black = Available; Gray = Not Available

8. When you find an item that you want to check out, hover over the item, you will either see Borrow or Place a Hold. Click on **Borrow** to checkout the item or **Place a Hold** to put you on a list to be notified when the book becomes available. **Books are checked out for 2 weeks.**



9. **Borrow** – When you click on Borrow a new window will appear, select **Go to Checkouts**.





10. The following window will appear, select **Read (in your browser)**.



11. Be sure to **Turn In** the item after completion. **Go back to Checkouts and Turn In.**

