Ontario Library Service (OLS) Download Centre
eHelp Guide

This Brockville Public Library eHelp Guide will help you to …

…learn about eBooks, audiobooks, music and video available from the **OLS Download Centre**, a collection shared by many libraries in Ontario.

You'll learn how to…

- ✓ **Login**, **Browse** and **Search** for media
- ✓ **Borrow** items to read, play or download
- ✓ Manage Your **Account** and **Place a Hold**
- ✓ Use **OverDrive Read**
- ✓ Choose among different **Media Formats**

NOTE:

The illustrations in this guide show the **OLS Download Centre**'s web-based interface; the site's mobile version offers all of the same features in a simpler format.

BROCKVILLE PUBLIC LIBRARY

www.brockvillelibrary.ca
Created 26 February 2013

What You Need to Know about Digital Rights and eBooks and More

Copy-Protection and eBooks:

Most eBooks from online booksellers and libraries are protected by Digital Rights Management (DRM). DRM prevents the unauthorized copying or redistribution of eBooks, to protect the rights of authors and publishers. DRM or copy-protected eBooks are assigned to you through an **ID** as you download them, and can be viewed on any compatible device you own that you activate with that **ID**. You can register for a free **Adobe ID**, then use it to authorize up to six different computers or other devices, so that you can share your digital content from one device to another.

Applications:

You will need a browser or special, free software to read Brockville Public Library eBooks on your computer, and/or transfer them to your eReading device. The software application you use will depends on your computer, your device and/or the specific downloadable collection from which you would like to borrow.

Please refer to our other eHelp Guides to:

- Learn how to download specific applications or apps for your own device

- Learn how to sign up for a free Adobe ID and authorize your computer and/or device.

Ontario Library Service (OLS) Download Centre

The **OLS Download Centre** includes a variety of media, including eBooks, audiobooks, music and video. You can access this collection:

- through links on our website
- from linked titles in our online catalogue
- using a special application designed for your specific WiFi capable eReader device
- directly from: www.downloadcentre.library.on.ca

How to Login

For the most accurate information on titles available to our library members, we recommend that you sign in right away as a PPL member:

1. Click **Sign In**.

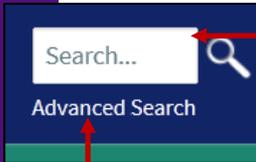2. Start typing *Brockville Public Library* and select it when it appears below the box.

> To sign in, please type your library's name and select it from the list.
>
> Peter
>
> Peterborough Public Library
>
> Having trouble logging in? Click here for a complete list of libraries.

3. Type your library card number and PIN (usually the last 4 digits of your Phone number)**,** and click on the **Sign In** button.

4. From here, you can search **(1)** or browse **(2)** the collection, or access your Account **(3)**.

How to <u>Search</u> and <u>Browse</u>

Quick Search allows you to enter a keyword or phrase that appears any-where in the item record.

Search... 🔍
Advanced Search

Title	
Author/Creator	
Added to site:	All Dates
All Subjects	
All Formats	
All Languages	
All Publishers	
All Awards	

Advanced Search provides more search options, including allowing you to search a number of different fields at the same time. You must choose between searching the entire collection or limiting your search to just the titles currently available to check out right now.

Library Collection   Available Now

The **Search Results** screen allows you to widen or narrow your search with the same options, as well as to search within the results of your original search or filter your search by media type, format, subject, language, etc..

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You can also **browse** the collection from the **Menu** bar by clicking on the sub-headings below the main sections of the collection:

eBook Fiction	eBook Nonfiction	Audiobook Fiction	Audiobook Nonfiction	Music
Comic Books	Biography & Autobiography	Drama	Biography & Autobiography	Blues
Drama	Business & Careers	Historical Fiction	Business & Careers	Classic
Historical Fiction	Cooking & Food	Horror	Cooking & Food	Instrur
Horror		Humour		Jazz

If you don't see the green **Menu** bar, simply click on the **Menu** icon to the left of the **Account** icon at the top of the screen.

☰   👤   ❓   S
Menu   Account   Help   Ac

Your **search results** screen will give you a lot of information at a glance:

Availability:
grey icon = not available
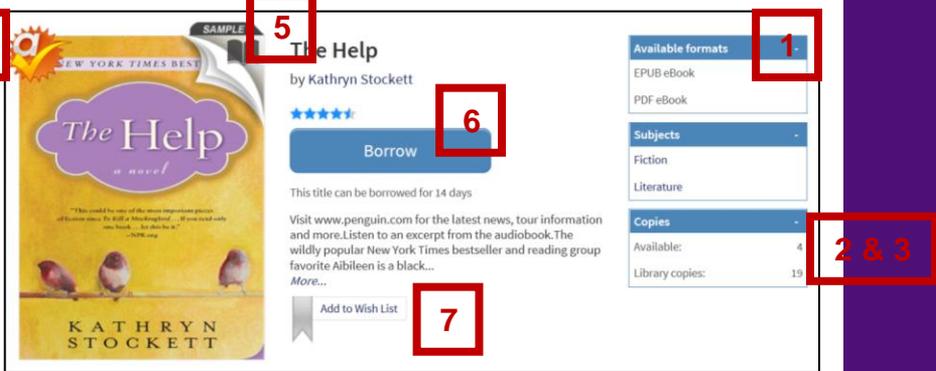black icon = available to borrow

Media Type:
eBook, audiobook, music, video

A Game of Thr...
George R.R. Martin

A Game of Thr...
George R.R. Martin

A Game of Thr...
George R.R. Martin

A Game of Thr...
George R.R. Martin

To read more about an item, click on the item's icon.

Wish List Status:
red ribbon = item is on your wish list

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SAMPLE

The Help
by Kathryn Stockett

★★★★☆

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Borrow

This title can be borrowed for 14 days

Visit www.penguin.com for the latest news, tour information and more.Listen to an excerpt from the audiobook.The wildly popular New York Times bestseller and reading group favorite Aibileen is a black...
More...

Add to Wish List   **7**

Available formats   **1**
EPUB eBook
PDF eBook

Subjects
Fiction
Literature

Copies   **2 & 3**
Available: 4
Library copies: 19

From the **detailed screen**, you can find out more information about the item, including what formats are available **(1)**, how many copies of the item exist in the OLS consortium's collections **(2)**, if the item is available to borrow right now **(3)**, and if our Library has more than one copy of the item **(4)**. You may choose to view or hear a **sample** from the item **(5)**, **borrow** the item or place it on **hold (6)**, or add it to your **Wish List (7)** to save the title for another time.

How to <u>Borrow</u> an Item

1. From the item's detailed page, click on the **Borrow** button. Your item is now checked out to you, and will stay listed in your account until the Expiry Date, unless you return it sooner.

   | Borrow |

2. Click on the **Go to Bookshelf** button. If you don't see this button, click on the **Account** icon, then click on the **Bookshelf** button.
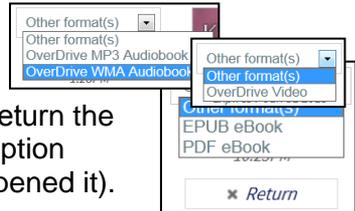
   | Go to Bookshelf |

   Bookshelf

4. Select the item's format, or return the item before opening it (this option disappears after you have opened it).

   Other format(s)
   Other format(s)
   OverDrive MP3 Audiobook
   OverDrive WMA Audiobook

   Other format(s)
   Other format(s)
   OverDrive Video

   EPUB eBook
   PDF eBook

   × Return

5. Click the **Download** button to save the item onto your computer and/or device.

   | Download |

What happens next depends on the media type you have downloaded and the device you are using. Generally, the following applies when downloading to a Windows computer:

- .wma and .mp3 audio files, and .wmv films will open in **OverDrive Media Console**
- epub ebook files (with .acsm extensions) will open in **Adobe Digital Editions** or **Sony Reader**
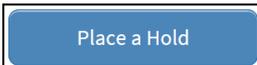
Your <u>Account</u>

Click on the Account icon to see:

Bookshelf - titles you are currently borrowing

Holds - titles for which you are on the waiting list

Lists - your **Wish List** of titles you might like in the future

Settings - where you can set your borrowing period

How to <u>Place a Hold</u>

If an item you want is currently unavailable, you can
Place a hold on the item. From the item's detailed
screen, click on the **Place a Hold**
button. Enter your email address.

> Place a Hold

You will receive an email notice
when the title becomes available. You will have 72
hours to check out the title before your hold is
automatically cancelled.

To view all of the titles you have
on hold, click **Account**, then
select **Holds**.

> Account
>
> Holds

How to Use OverDrive Read

The **OLS Download Centre** now offers an in-browser
reader program called **OverDrive Read**. **OverDrive
Read** makes it possible for you to read borrowed
eBooks on your computer without having to download
and install any new programs, or get an **Adobe ID** and
authorize any devices.

> Go to Bookshelf

1. Click on the **Go to Bookshelf**
    button. If you don't see this button, click on the
    Account icon, then click on the **Bookshelf**
    button.

    > Account
    >
    > Bookshelf

2. Click the **Read** *(in your browser)*
    button to open the eBook in your
    browser using **OverDrive Read**. If

    > Read
    > *(In your browser)*

    your browser doesn't have it already, you will be
    prompted to install the Chrome Frame plug-in
    (follow the instructions on your screen).

For more information about **OverDrive Read**, please
go to http://read.overdrive.com/about

Media Formats on OLS Download Centre

eBook formats:
- EPUB - perfect for mobile devices and eBook readers because of their 'reflowable' text, or text that fits any screen
- PDF - have fixed text, but the page can be zoomed to create a large print eBook.

Audiobook formats:
- MP3 – compatible for download to Windows and Mac computers, transfer to most devices
- WMA - can be downloaded to a Windows computer, as well as transferred to Windows formatted devices including the Apple iPod

Video formats
- Overdrive Video is a larger file size for viewing on a computer
- Overdrive Video (Mobile) is a smaller size intended for mobile device users

Some audiobooks and music can be burned to CD using **OverDrive Media Console (OMC)** and enjoyed on any CD player. Consult the Digital Rights Information below the item description for details (on the detail page at the OLS Download Centre).

More Questions?

- **OLS Download Centre**'s **My Help** has details about appropriate software for the media and devices you wish to use
- **Library Information Staff** will answer about the Library's collections of downloadable materials
- Questions about the general operation of your specific device would be best directed to the **device manufacturer**.