# OverDrive<sup>®</sup> User Guide

By logging into your **HKPL registered account**, you can enjoy reading e-books on your *computer* or through the *mobile app*.

# Part I Getting Started with OverDrive



You may find OverDrive's "Getting Started" tutorials on: https://help.overdrive.com/en-us/categories/getting-started.htm or https://help.libbyapp.com/en-us/index.htm

# Part II Reading e-Books

#### 1. Personal Computer

(Via <u>https://www.hkpl.gov.hk/en/e-resources/e-books/home</u> or <u>https://libbyapp.com/library/hkpl</u>)

(Compatible browsers: Chrome/Safari/Firefox/Edge)



https://www.hkpl.gov.hk/e-books

### 1.1 How to borrow e-books

- **1.2** How to search for e-books
- **1.3** How to manage your search results
- 1.4 How to manage the details page
- 1.5 How to manage your account



https://libbyapp.com/library/hkpl



## 1.1 How to borrow e-books

### Step 1

Sign in by entering your HKPL registered account number and password.

		Add a library card for <b>Hong Kong</b> <b>Public Libraries (HKPL)</b> so you can borrow titles and place holds.
		Sign In With My Card
My Acc Library Accour Passwo	count nt rd	Show
	[ERR-AUTH-0001]Please enter both account and password	n library

### Step 2

Select an e-book, and then click "Borrow".

Pema Chodron Comfortable with U	Incertainty	Pema Chödrön Welcoming the Unv	welcome	<b>*</b>	Thich Nhat Hanh How to Relax		<b>7</b>
C. C.	Borrow	PEMA CHÖDRÖN	Borrow		HOW TO	Place Hold	
COMFORTABLE	Read Sample		Read Sample		THICH NHAT HANH	Read Sample	
UNCERTAINTY Ministerior of magnetic Sectors of magnetic	Tag	WELCOMING de UNWELCOME	Tag			Tag	

If no copy is available at the time, you may **place a hold** on that e-book. You will receive a notification when it is available.

#### Step 3

Depending on the format(s) available, you may:

You have bo Welcoming the L for 7 day	rowed Inwelcome /s.
Open Book	3.1
Go To Shelf	3.2

3.1 click "Open Book" and start reading using your web browser; or



3.2.1 To open an EPUB or PDF e-book, you have to install and authorise the Adobe Digital Editions (ADE) (<u>https://www.adobe.com/products/digital-editions/download.html</u>) with an OverDrive or Adobe account (Adobe ID) first. (You may create one at the following websites: <u>https://www.overdrive.com/account/sign-up</u> or <u>https://accounts.adobe.com</u>)



**3.2.2** Open ADE, click "File", and then select "Add to Library". Find the EPUB or PDF file saved in your computer. By default, files are saved in your computer's "Downloads" folder. Double-click the e-book to start reading.

a a	dobe Digit	al Editio	ons	-	
File	Library	Help			
	Add to Li	brary		Ctrl+O	
-			3		



# 1.2 How to search for e-books

#### Search by Keyword

Click	Q	in the footer.	Enter	your search	terms	into	the s	search	bar	to d	conduct	a ke	eyword	lsearc	h.
				,					~ ~~~	•••					-

SEARCH	C.
Imme Hong Kong Public Libraries (HKPL)	
EXPLORE WITH FILTERS	
available now 17k books 17k + more	

You may also click "+more" to conduct an advanced search. You can search by subject, date added, format, audience, etc.

SEARCH	Q
Hong Kong Public Libraries (HKPL)	
EXPLORE WITH FILTERS	
available now 17k books 17( + more	
Subjects	All
Date Added	Any
Format	Any
Language	Any
Audience	All
Supports	Anything
Availability	Everything
SEAR	сн



#### Search by Subject

Click (and then "subjects" to browse e-books by subject and genre. If you have any list preferences, click "Preferences" to filter your library's catalogue.



	~
Format	Any
Language	Any
Audience	All
Supports	Anything
Availability	Everything
Sort By	Default
These preference applied t	es are saved and o all lists.
APPLY PR	FFERENCES

Preferences will be applied to all lists.



# **Search by Collection**

Click for and scroll down to browse e-books by **collection list**. You can view the new additions for different age groups as well as the librarian lists.

You can hide an unwanted list by clicking  $\bigcirc$  at the right-hand corner.



#### 1.3 How to manage your search results

#### **Refining the Results**

Click "**Refine**" and select filters. Select **multiple filters** to view titles that exactly match your search. You can filter your results by subject, audience, availability, etc.



Click on the selected filter(s) if you want to remove them.

What's Popu The hottest titles i not available, plac Listing 1,713 book	ular? n the library right now. If it's e a hold! s. Includes <mark>(</mark> Biography & Auto	biography and No.	onfiction ×.				
Preferences		$\sim$					Refine Ξ
Lori Gottlieb Maybe You Should Lori Gottlieb You SHOULD TALK TO SOMEONE	I Talk to Someone	Trevor Noah Born a Crime	Place Hold Read Sample Tag	David C Can't H	Goggins urt Me	Place Hold Read Sample Tag	<b>.</b>



#### **Sorting Results**

Click "**Refine**" and scroll down to find the "**Sort By**" menu. Click on it to **change the display order** of your search results.



# 1.4 How to manage the details page

#### **Tagging Titles and Creating New Tags**

Click "Tag", and then select a tag. You can add more than one tag to a title.

Thich Nhat Hanh Happiness ①	SSENTIAL MORTALINS	
Thich Nhat Hanh's central teaching is that, through mindful- ness, we can learn to live in the present moment instead of in the past and in the future. It's only way to truly develop peace, both in one's self and in the world. Now, for the first time, all of Thich Nhat Hanh's key practices are collected in one ac- cessible and easy-to-use volume. Happiness is structured to introduce those new to Buddhist teachings as well as for	HAPPINESS 幸福 Thich Nhat Hanh Addred Brace	Choose Tags NEW TAG
more experienced practitioners, Happiness is the quintessen- tial resource of mindfulness practices. Integrating these prac- tices into daily life allows the reader to begin to cultivate	Borrow	SMART TAGS 22 titles
peace and joy within him/herself, leading to solidity and freedom from fear, misunderstanding, and suffering. With the practices offered in <i>Happiness</i> Thich Nhat Hanh en-	Read Sample	1 title

If you want to create a new tag, click "**NEW TAG**" and name it. You can add a description to the tag. Click "**DONE**" to save the tag.

Choose Tags 🔾	NEW TAG
SMART TAGS	
borrowed :	22 titles
<b>a</b> :	1 title

New	Tag	-	D	ONE
Hea	lling			
Tags o	an be	anything! A	few idea	as:
<b>V</b>	<b>#</b>	bookclub	study	
Dead	in read	15		
DES	CRIPTIC	DN		
Optior and <u>sc</u>	nally, yo o <mark>me sm</mark>	ou can add a l <mark>arts</mark> to your t	descriptic ag.	on



The tags will be shown on your **Shelf**. Go to the Shelf page by clicking  $\leq$ . Click "**tags**" to view your tags, and then select a tag. You can view and manage all the added items under the tag.

Shelf	
Your Tags	
REGULAR TAGS	
Healing 2 titles	
SMART TAGS	
borrowed : 22 titles	
$\bigcirc$ $$ $$ $$	

You can also attach "**smarts**" to tags by clicking on "**Change**". Then, you can add additional features to the tag.

< Shelf	ð
Healing •	Regular Tag You decide what titles are added to this tag.
You decide what titles are added to this tag. books 2 by title +* by author +*	Notify Me Receive notifications when a magazine with this tag is added at one of your libraries. <i>Coming soon</i> for books & audiobooks.
Welcoming the Unwelcome Pema Chödrön Due 3 Feb, 6:03pm	Borrowed Every title you borrow will be added to this tag. Sampled Whenever you open a sample, the
Happiness Thich Nhat Hanh	title will be added to this tag. <b>OverDrive Wish List</b> Syncs with the Wish List on your library's OverDrive site.



#### **More Information**

On the left of the Details page, you can check the description of the title.

On the right, you may check to which subject(s) the title belongs under the book cover. You can search all other titles under a particular subject by clicking on that subject.

Thich Nhat Hanh Happiness	Û	ESENTIN. MINIMUM ST
• Tagged with Healing READING JOURNEY	29 JAN	HAPPINESS
Thich Nhat Hanh's central teaching is that, through mi ness, we can learn to live in the present moment instea the past and in the future. It's only way to truly develop both in one's self and in the world. Now, for the first tir	indful- id of in peace, ne, all	Thich Nhat Hanh Auber of Berry Prace
of Thich Nhat Hanh's key practices are collected in one cessible and easy-to-use volume. Happiness is structur	e ac- red to	Borrow
introduce those new to Buddhist teachings as well as for more experienced practitioners, Happiness is the quint	or tessen-	Read Sample
tial resource of mindfulness practices. Integrating thes tices into daily life allows the reader to begin to cultivat	e prac- te	Healing •
peace and joy within him/herself, leading to solidity ar freedom from fear, misunderstanding, and suffering.	nd	nonfiction 10k
With the practices offered in <i>Happiness</i> Thich Nhat Han courages the reader to learn to do all the things they do	h en- ò in	religion & spirituality

Other information such as **Description**, **Author** and **Publisher** can also be found in the lower part of the Details page. Click on the author or publisher to find more of their works.

FORMAT	Book
AUTHOR	Thich Nhat Hanh
PUBLISHER	Parallax Press
RELEASE	1 Sept 2009
COPIES	0 of 1 available, 1 hold on each copy
AUDIENCE	General Content
SUPPORTS	Libby Book, EPUB (DRM)
RATING	<b>★★★</b> ★★ 58



### **Other Titles in List**

You can explore similar titles in the recommendation list "**OTHER TITLES IN LIST**" at the bottom of the page. Click to check the full list.

				HAPPINESS				
OTHER TITLES IN LIS	- Alter							
Frederic Lenoir Happiness		<b>-</b>	Gill Hasson Happiness		<b>-</b>	Niall Williams This Is Happiness		<b>-</b>
- Ale	Borrow			Borrow		THIS	Borrow	
	Read Sample		and the second	Read Sample		HAPPINESS	Read Sample	
A PRILOSOPHER'S	Tag		HAPPINESS	Тад		The Part	Тад	
						WILLIAMS		
Russ Harris			Sanae Ishida			Pope Francis		
The Happiness Trap	þ	+	Sewing Happiness		+	Happiness in This L	ife	+
Habpiness	Borrow		sewing	Borrow			Borrow	
Trap	Read Sample		Happiness and dependencess and the second	Read Sample			Read Sample	
				·= ®	$\oslash$			

#### 1.5 How to manage your account

#### **Managing Notifications**

By default, you will get in-app notifications for your loans and holds. If you would like to receive email notifications as well, click  $\equiv$  to change settings.



Click "Manage Notifications", and select "Email notice" for the notifications you want to receive.

K Back	< Back
Here you can configure Libby to work the way you want.	Choose which types of events you'd like to be notified about.
If your other device is requesting a setup code Copy To Another Device	Email notice Menu badge Ignore
Adjust the appearance or behavior of the app to your needs. Accessibility Features	Loan expiring Appears a few days before your loan is due, so that you can renew it or place a hold. Loan expired
Choose the events you'd like to be notified about. Manage Notifications	Appears when your loan has been returned automatically on the due date. Hold ready
Adjust the behavior of the navigation bars.	to borrow.

Scroll down and click "Change this?". Enter your email address and click "Next".



#### Personal Computer



## **Managing Your Shelf**

Click  $\leq$  in the footer to go to your Shelf. You can view your loans and holds that are ready to borrow on the Shelf page.

You may click "**loans**", "**holds**" or "**tags**" at the top of the screen to view the items in the corresponding lists.



#### **Managing Loans**

From the Shelf page, click "loans" to go to the Loans page.



You can sort your loans by due date, loan date, title or author.

four loans	next 🕫 new 🕫 by tit	le 🕫 by author			
Guinevere de la Ma d Rather Be Readi	are	Jeffrey Brown Cat Getting Out o Other Observatio	of a Bag and	Ren Richards The Broken Ones	
Tra	Open In Libby	CAT GETTING	Open In Libby	When fair the set team	Open In Libby
RATHER	Manage Loan	OUT OF A BAG	Manage Loan	THE	Manage Loan
Reading	Due In 7 Days		Due In 7 Days	ONES	Due In 7 Days
Andreas and and an and a second	Borrowed Today	32, 8, A 400	Borrowed Today	REN RICHARDS	Borrowed Today
aa Gyasi lomegoing		Gina Biegel Be Mindful and St	tress Less	0	
HOMEGOING	Open In Libby	gina m. biegel,	Open In Libby		



You can read the e-book immediately by clicking "Open In Libby" or download it by clicking the icon <a></a>.

You can renew your loan or return it early\*.

You can check the number of days to expiry.

You can check your reading progress.

\*Click "Manage Loan" to return the e-book or renew your loan. You can only renew an e-book three days before it is due. Libby will tell you how long you have to wait before renewal is allowed.





#### **Managing Holds**

From the Shelf page, click "holds" to go to the **Holds page**. Click **S** to check your position on the waiting list for each hold.





You can suspend or cancel the hold by clicking "Manage Hold".





# 2. Libby App

(Via <a href="https://www.overdrive.com/apps/libby">https://www.overdrive.com/apps/libby</a>)



- 2.1 How to borrow e-books
- 2.2 How to search for e-books
- 2.3 How to manage your search results
- 2.4 How to manage the details page
- 2.5 How to manage your shelf

#### 2.1 How to borrow e-books

#### Step 1

**Download and install** the Libby app from Google Play or App Store. Select "**Yes**" and sign in by using the HKPL registered account.







### Step 2

2.1 Click "I'll Search For A Library"

 $\rightarrow$ 

2.2 Key in "HKPL" → and click on the result 2.3 Click "Enter -Library Account Details"

# 2.4

 → Click "Login" after entering your HKPL registered account number and password







Select an e-book for download, and then click "**Borrow**". By default, the e-book will be downloaded automatically.



#### Step 4

Click "**Open Book**" and start reading. You may also click 🕪 to view all the borrowed e-books.





#### 2.2 How to search for e-books

#### Search by Keyword

Tap  $\bigcirc$  in the footer. Enter your search terms into the search bar to conduct a keyword search. You may also tap "+more" to conduct an **advanced search**. You can search by subject, date added, format, audience, etc.



#### Search by Subject

Tap is, and then "**subjects**" to browse e-books by **subject and genre**. If you have any list preferences, tap "**Preferences**" to filter your library's catalogue.







#### **Search by Collection**

Tap and scroll down to browse e-books by **collection list**. You can view the new additions for different age groups as well as the librarian lists.

You can hide an unwanted list by clicking • at the right-hand corner.







#### 2.3 How to manage your search results

#### **Refining the Results**

Tap "**Refine**" and select filters. Select **multiple filters** to view titles that exactly match your search. You can filter your results by subject, audience, availability, etc.

Click on the selected filter(s) if you want to remove them.



#### **Sorting Results**

Tap "**Refine**" and scroll down to find the "**Sort By**" menu. Tap it to **change the display order** of your search results.





#### 2.4 How to manage the details page

#### **Tagging Titles and Creating New Tags**

Tap "Tag", and then select a tag. You can add more than one tag to a title.

If you want to create a new tag, tap "**NEW TAG**" and name it. You can add a description to the tag. Tap "**DONE**" to save the tag.



The tags will be shown on your Shelf. Go to the Shelf page by clicking  $\leq$ . Click "tags" to view your tags, and then select a tag. You can view and manage all the added items under the tag.



You can also attach "**smarts**" to tags by clicking on "**Change**". Then, you can add additional features to the tag.



#### **More Information**

Scroll down to check to which subject(s) the title belongs. You can search all other titles under a particular subject by clicking on that subject.

Other information such as Description, Author and Publisher can also be found in the lower part of the Click on the author or publisher to find more of their works. Details page.

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#### 2.5 How to manage your shelf

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#### **Managing Loans**

Click sin the footer to go to your Shelf. This page is divided into several parts, including "RECENT LOANS", "TIME'S RUNNING OUT...", "WHERE YOU LEFT OFF" and "ON YOUR LOANS SHELF" which shows the rest of your loans.



Click "Manage Loan" to return the e-book or renew your loan. You can only renew an e-book three days before it is due. Libby will tell you how long you have to wait before renewal is allowed.

Shelf	Shelf
loans 5 holds 3 tags 3	~
RECENT LOANS	The Hunger Games Jack Goldstein
The Hunger Games	
Open In Libby	DUE 30 AUG, 10:49AM Linked Card mpin
Due In 7 Days	Return Early
	Renew Loan 🛛
TIME'S RUNNING OUT	Reading Journey
Expiring soon. Renew?	Share Title
0, 🗊 😔 🤝 🖉	Tag
nal Computer	Libby App 🕇

You are renewing your loan of <b>The Hunger Games</b> for 7 days.
INDEX OF CHE, AND ADDRESS ADDRESS
Linked Card
LOANS HOLDS 5 of 8 3 of 8
It's too early to renew this loan! You will be able to renew it in
4 days.



holds (

Click 🛸, and then "holds" to go to the Holds page. Click 🏂 to check your position on the waiting

Shelf

Circe

Your holds

by author  $\downarrow^{\uparrow}$ 

Madeline Miller

IRO

Lisa Wingate

Q

**Before We Were Yours** 

books <sup>3</sup> ne... <sup>1†</sup> by title <sup>1†</sup>

~4 Weeks

Manage Hold

Read Sample

Placed Today

-

ACTIONS

**1** 

**.** 

 $\oslash$ 

Shelf

loans 🛚

RECENT LOANS

Jack Goldstein

The Hunger Games

The Mislaid Magician

Patricia C. Wrede

Q

list for each hold.

-

 $\oslash$ 

ACTIONS

tags 3

Open In Libby

Manage Loan

Due In 7 Days

en In Libby

77%



You can suspend or cancel the hold by clicking "Manage Hold".

	CTIONS	
Your holds		Your holds
books 3 ne +* by title +*		Circe
by author $\mathbf{a}^{\dagger}$		
<b>Circe</b> Madeline Miller	<b>5</b>	WAIT: ~4 WEEKS
~4 Weeks		Suspend Hold
Manage Hold Read Same		Cancel Hold
MADELINE MILLER Placed Today		Reading Journ
Before We Were Yours		Share Title
Lisa Wingate		Tag
Q 🛞 🚺 🥪	$\oslash$	



Libby App

# **OverDrive**

# Part III Circulation Policy

- Each user can borrow up to **ten e-books** at a time.
- The loan period is **fourteen days**.
- The borrowed e-books will be returned automatically upon expiry of the loan period.
- You may return e-books before the loan period expires.
- You can extend the loan period of an e-book by renewing it. The "**Renew**" option will appear on the **Loans page three days before the due date** if the title is **not on hold**. If the title is downloaded to your device, you will have to download it again to refresh the due date. If the title is **on hold**, **renewal will not be allowed**, but a hold can be placed by clicking the "**Place a Hold**" button.
- You may place a hold on a borrowed e-book by clicking "**Place a Hold**". There is a three-day pickup window for available holds. When a hold becomes available, you will receive an in-app notification. If you place the hold through a **web browser** and **provide an email address**, you will receive an **email notice**. If you place the hold through the **mobile app**, you will receive a **push notification** in your mobile device. You will be given the option to borrow the e-book, have it delivered later or cancel the hold.

# **Part IV** Enquiries

For enquiries, please contact our duty librarians:



**Tel:** 2921 0222

Email: hkcl ref@lcsd.gov.hk

Website: https://www.hkpl.gov.hk/ask



e-Book Webpage of the Hong Kong Public Libraries: https://www.hkpl.gov.hk/e-books









