



My Media Mall for the iPad

5-title limit | 7-title hold limit | 21-day loan period | Limit 1 renewal

Create an OverDrive Account (Required):

OPEN THE APP:

- Tap *Sign up* to create an account.
- If you are younger than 13, click “Continue” and an account will be created for you.
- If you are older than 13, enter your name, email address, and create a password. Tap *Sign Up*.

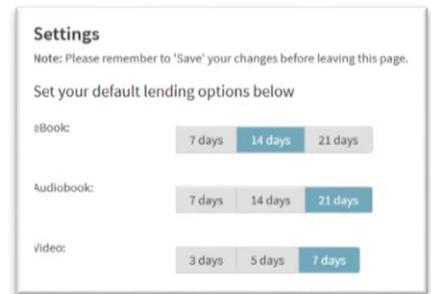
Use the OverDrive App:

GO TO MY MEDIA MALL AND SIGN IN:

1. Tap *Add a Library*. On the *Search* line, tap and enter in the name of the city you live in, either Glenview or Northbrook, then tap the *Search* button.
2. In the list of libraries, tap on *Northbrook Public Library* if you live in Northbrook, or *Glenview Library* if you live in Glenview. On the next page, tap *My Media Mall* to save the link as a bookmark and to go the *My Media Mall* site, where you will choose and checkout titles
3. At *MyMediaMall*, sign in by tapping *Sign In* in the upper right corner
4. Choose your library from the drop-down list of libraries. Enter your entire library card number, without spaces, and tap

SET YOUR DUE DATES: (1-time process)

1. Tap on your account at the top of the screen () and then tap “Settings”
2. Tap to select how long you wish to check out titles. The longest is 21 days for ebooks and audiobooks
3. Tap “Save” after you’ve made your selections. You can always go back into your account and change these, but now these are your default loan periods.



FIND A TITLE:



Category Search:

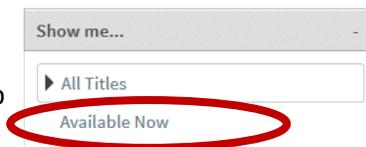
Tap on a link in the menu bar to see books in a category:



If the menu bar disappears, tap on to bring it back.

Menu

To see only those books you can check out right now, tap



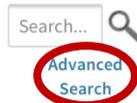
Quick Search:

Search for a book by entering an author, title, or keyword in the search box to perform your search



Advanced Search:

1. Tap "Advanced Search" under the search box
2. If you want, type in Title or Author/Creator
3. You can also choose a subject from the menu under "All Subjects"
4. Choose a format under "All Formats". For an ebook, select "EPUB ebook" or "Open EPUB". For an audiobook, select "Overdrive MP3 Audiobook"
5. If you want, choose a reading level under "Levels"
6. If you want to see only titles you can check out right now, tap Show only titles with copies available
7. Tap "Search" to see titles that match your choices



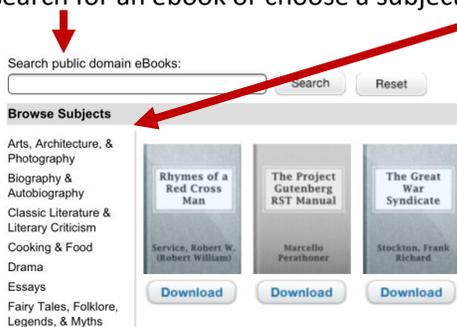
The ONLY formats that will work with the OverDrive App are EPUB and Open EPUB for ebooks and MP3s for audiobooks

"Always Available" eBooks:

"Always Available" ebooks are older books in the public domain whose copyright has expired. They never have to be returned and do not count against your check out limit of 5 items. Tap on  MyMediaMall in the upper right corner of the page to return to the homepage. Scroll down and tap the "Always Available" image:



On the "Always Available" page, you can search for an ebook or choose a subject from the list:

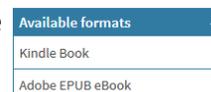


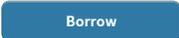
Except for "Always Available" ebooks, titles you check out stop working after 21 days. They cannot be renewed. You can have up to 5 titles checked out. They may be returned early

CHECK OUT A TITLE:

If you've found a title you wish to check out, tap on the "more" link on the cover to read more about it and check it out:

1. After tapping on the "more" link, check in the upper right corner or directly below the cover image to see if the book is in EPUB, Open EPUB or MP3 format. Look under "Available formats" on the page



2. If the book is available in the correct format, tap on 
3. The book is immediately checked out to you and you are taken to the “Bookshelf” view in your account online.
Now you need to download it to your device

DOWNLOAD THE TITLE:

1. In your bookshelf, click on the  button next to the title
2. Tap to choose the format (**EPUB, Open EPUB or Overdrive MP3**) if given a choice, and click “Confirm and Download”



3. The title will be downloaded to the app’s bookshelf. Tap the home icon  and then tap  Bookshelf to read the book

PLACE A TITLE ON HOLD:

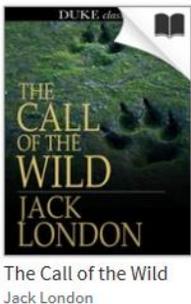
If a copy is NOT available, you can tap  . Type in your school email address. You will receive an email from *My Media Mall* when the title is available to check out. You will have exactly 72 hours to go into the app, log into *My Media Mall*, and check it out from your account ( , and look under “Holds”). You can have up to 7 titles on hold at any time.

RETURN A TITLE:



1. Titles checked out expire after two weeks. Titles can be returned early. In the app, tap the home icon and then tap  Bookshelf
2. Press and hold your finger on cover of the title you wish to return. Tap *Return*. Confirm it by tapping *Return* again when asked

RENEW A TITLE:



Titles may be renewed once and only if there are no holds on it. Three days before a book is due, you will have the chance to renew it.

1. In the app, go to the *My Media Mall* site and sign in
2. Tap on your account () and then tap *Bookshelf*
3. If a title can be renewed, tap the *Renew* link

Renewals in My Media Mall are like holds: after tapping *Renew*, you will be placed on the holds list for the title. When your original checkout expires, you will receive an email that your hold is available for you. Go into your account in *My Media Mall*, tap on *Holds*, borrow it, and download the title again.