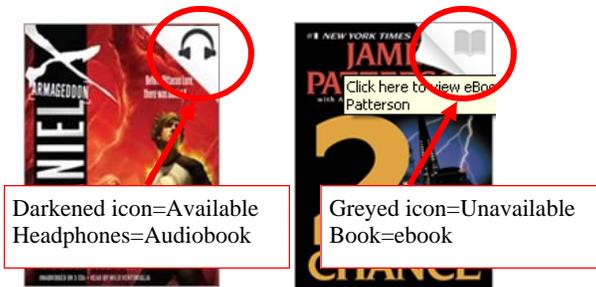


Searching

- 1) Tap on the search box or the  icon and type in your search. You may search by author, title, or series name.
- 2) Results will contain both ebooks and audiobooks. It will also contain items that are available for check out or that are not, but may have a hold placed on them.



- 3) To filter the search results for available copies, tap on “Show Me” menu and select “Only Titles With Copies Available”



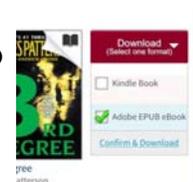
- 4) Filter the results by either ebook or audiobook by tapping on the format either to the left of the results or, on smartphones, beneath the results.

Placing a Hold

- 1) If a desired title is unavailable, tap on the title and select “Place a Hold”
- 2) Enter your email address twice and tap “Place a Hold”
- 3) When the hold is ready, an email will be sent. You have 48 hours to checkout your hold. Go to your “Account” and tap on the “Holds” section. Tap on “Borrow” to checkout the hold.

Borrowing and Downloading

- 1) Tap on the item you wish to borrow. Tap on the “Borrow” button.
- 2) You will be taken to your bookshelf where it will show the item and other items that you have checked out.
- 3) Tap on the “Download” button. You are given a choice of “Kindle Book” or “Adobe ePub Book”. Choose “ePub Book”, EVEN FOR KINDLE FIRE.
- 4) Tap “Confirm and Download”. The title will load onto your device.
- 5) To begin reading the title, tap on the navigation icon and select “Bookshelf”. Tap on the title and enjoy.



Reading and Returning

- 1) While reading your ebook, tap on the sides to turn the pages back or forth.
- 2) Tap and hold on the middle of the book to bring up the reading option icons. The navigation icon is in the top right corner.
- 3) While in your Bookshelf, you may return a title by tapping and holding on top of the title, then select “Return”.

Electronic Borrowing Privileges

Lending Period: 2 weeks
Maximum items out: 10
Maximum holds: 10
Number of renewals per item: 1
(Renewal can only be done if no one is waiting for the item)
No late fees. Item is returned automatically after 2 weeks
City of Casa Grande Public Library

Main Library

449 N. Dry Lake St.
Casa Grande, AZ 85122
520-421-8710
cglibrary@casagrandeaz.gov

Vista Grande Library

1556 N. Arizola Rd.
Casa Grande, AZ 85122
520-421-8652
cglibrary@casagrandeaz.gov

Color Screen Devices including iPad, Kindle Fire, Nook Color, Android tablets, and smartphones

Greater Phoenix Digital Library



Available only to Casa Grande Library cardholders

Setting Up Digital Library

You only need to do the set up once.

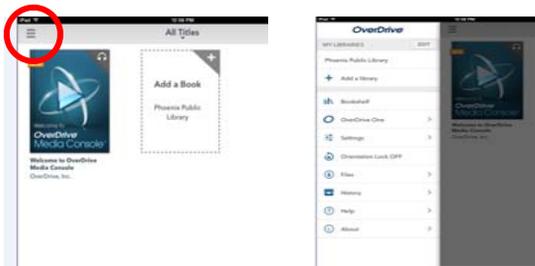
1) Look for the app “Overdrive” in your App Store or Marketplace.



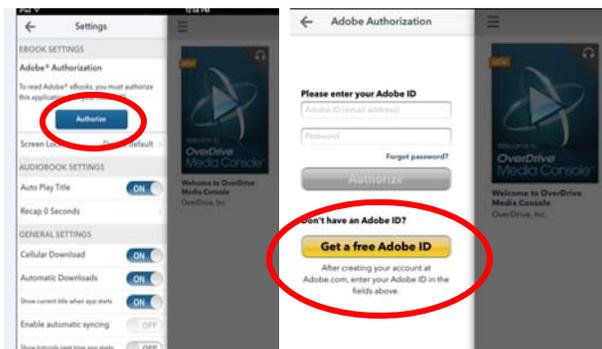
2) Download the App and open it.

3) At opening, you may be asked for an Adobe ID and Password. Click on “Get Adobe ID” and skip to step 6.

4) Overdrive will open in you “Bookshelf”. Tap on the four line icon. This icon accesses the navigation window.



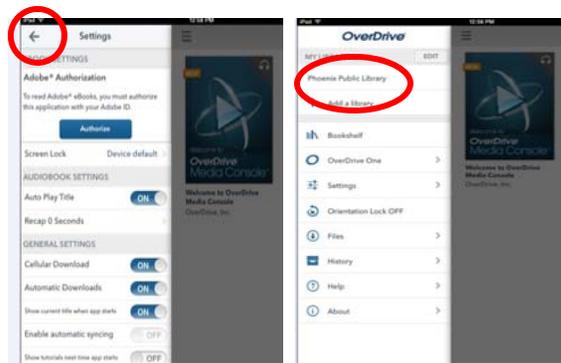
5) Tap on the Settings section, tap on “Authorize” then “Get Free Adobe ID”



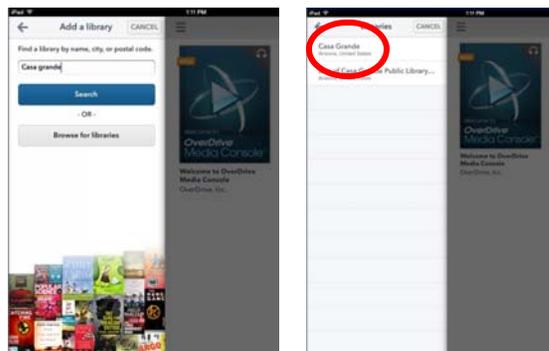
6) Fill in all the fields. Uncheck the box so you won't receive emails from Adobe. Click Submit. Fill in the email and password to authorize the device. You have now authorized your device!



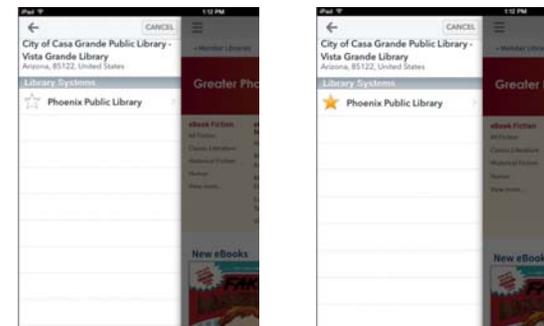
7) Tap on the arrow in the top left corner. Then tap on “Add a library”



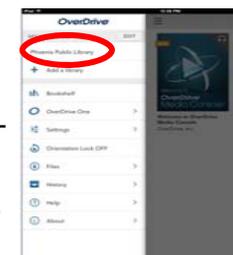
8) Type in the search box “Casa Grande”. Tap on “Casa Grande”



9) Tap on the star next to “Phoenix Public Library” This will save it as a favorite.



10) You can now tap on “Phoenix Public Library” to go to the digital library. When you wish to go to it again, go to the navigation bar and tap on it.



Using the Digital Library Logging in

1) Click on “Account” or the  icon



2) Select “Casa Grande Public Library”
3) Type in your library card number and your password.

