

## **How to use our service using an Android device**

Click on the individual options below or scroll through the whole document for full instructions.

### **How to activate your account and set up your device**

### **How to borrow books**

### **How to stream/listen to books over a wifi connection**

### **How to download books to listen on the go**

### **How to return titles early**

# How to activate your account and set up your device

You need the Overdrive app to borrow and enjoy audiobooks from us on your Android device. It is a free app that will allow you to listen to titles at home and on-the-go. Follow the steps below to get started.

1. If you have not done so already, make sure to first login to the Listening Books homepage at [www.listening-books.org.uk](http://www.listening-books.org.uk) to validate and change your password to one of your choosing.
2. Next, download the OverDrive app  from the Google Play Store onto your Android device.
  - a. If you are using a Kindle Fire, you can download the app from the Amazon Appstore or [app.overdrive.com](http://app.overdrive.com)
3. Once downloaded, open the app and tap on **Already have an account? Sign In**, then tap **Sign In Using Your Library Card**.

Sign in using library card

4. You will be taken through to **Find Your Library**. Once here search for **Listening Books** by typing it into the search bar.
5. The Listening Books name will appear. Tap on it and you will be asked to sign in to register the library to your app. Use the username and password you changed at the Listening Books website in Step 1.
  - a. If you are using a Kindle Fire, the Listening Books name will appear with a star symbol next to it. **Tap the star** to save the library to your library list. Then tap **Listening Books** to start browsing.

## Find your library

Use the search box below to search for your library. Once you find your library, you'll be taken to your library's website to sign in using your library card information.

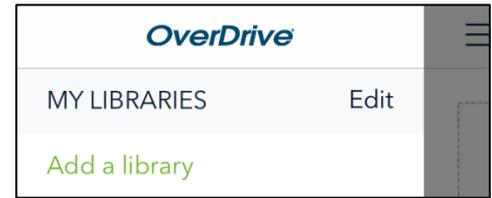
Listening books

Search By  Name  Location

**Listening Books**

6. The Overdrive website will ask if you are over 13 or not. If you are, tap **Yes** and if not tap **No**. You do not have to enter your name and email. Tap **Sign Up**.

7. A new screen will appear. Tap the three lines in the top left-hand corner and select '**Add a Library**'. **Search for Listening Books** and select us when we appear.

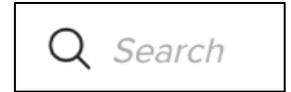


8. If the Library page does not appear, tap on **Add a Title** to begin browsing the catalogue.

# How to Borrow Titles

## Browsing the Catalogue

1. If you know the author or title you would like to find, tap on the word '**Search**' next to the image of the magnifying glass in the top left of your screen.



Here you can type the name and tap 'Search' on your keyboard.

2. If you are not sure what to borrow you can either **scroll down** the page to view our library collections or tap the three lines on the **right hand** side of the screen and select '**Subjects**' from the drop down menu.

This will show you a page of genres and themes you can use to find the types of books you like, e.g mystery, literature or juvenile fiction.

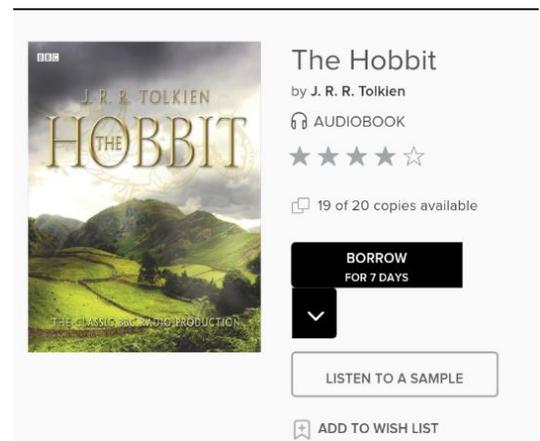
## Borrowing Titles

1. Once you have found a title you like, tap on the picture of the book to see the details and synopsis.

If you decide you would like this book, tap on **Borrow**.

2. **Sign In** to your Listening Books account. This will ask you for your '**Library Card**'. This is the username we gave you and the password you changed on our website.

If you would like the app to remember your username, tap the checkbox underneath marked **Remember My Username on this Device**.



### Sign into your library

USERNAME

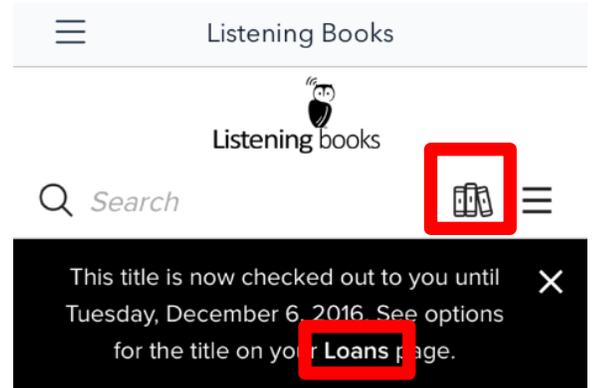
PASSWORD

Remember My Username on this Device

**SIGN IN**

3. Your title will then be added to your loans.

4. To find it, either tap on the black information bar at the top of the screen that says **See options for the title on your Loans page** or tap on the **three books** icon in the top right hand corner.

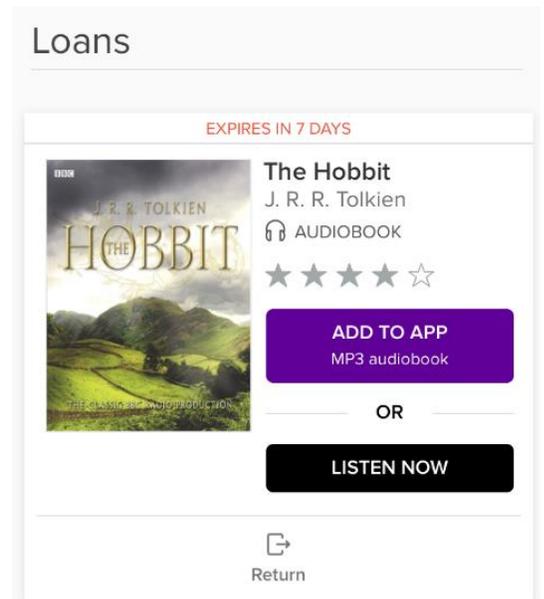


5. **All of the books you have checked out will appear here.** The default lending period for all titles is 14 days.

You can **change the lending period** to 7 or 21 days if you prefer. Simply tap the picture of the three books within the app and go to **Settings** where you can change the audiobook lending period.

# How to Stream/ Listen to Books over a Wifi Connection

1. Once you have borrowed a book, you will have the option to download the title to your device or to listen to the book immediately.



2. To listen to the title straight away, tap on **Listen Now** and the title will load and play through your device's internet browser.

OverDrive Listen is a streaming audiobook player, so you'll need an active internet connection to use it.

If you'd like to listen to audiobooks without an internet connection, you must download it to your device.

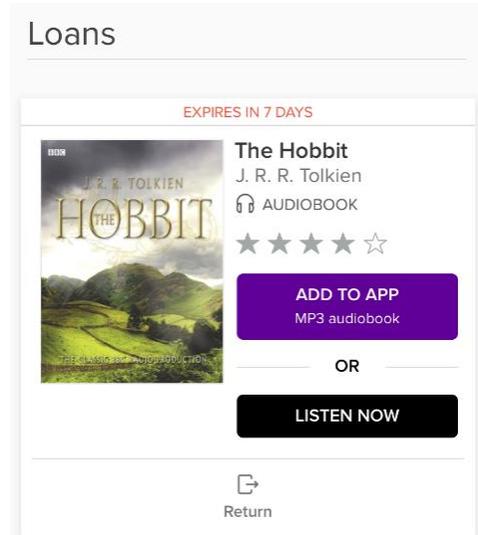
3. To play the title, tap the triangle **play** button in the middle of the screen.
4. When you have finished listening to the book, tap the **pause** button to save your place.



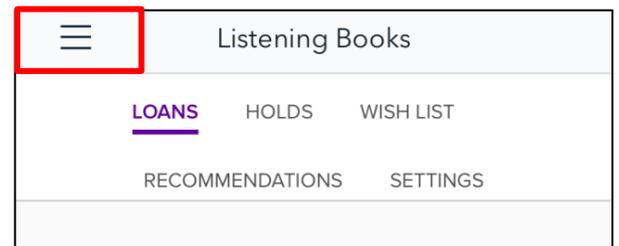
5. To exit the browser and return to the Overdrive app, just tap the back button on your device.

## Downloading a Title To Listen on the Move

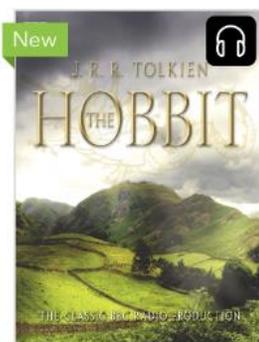
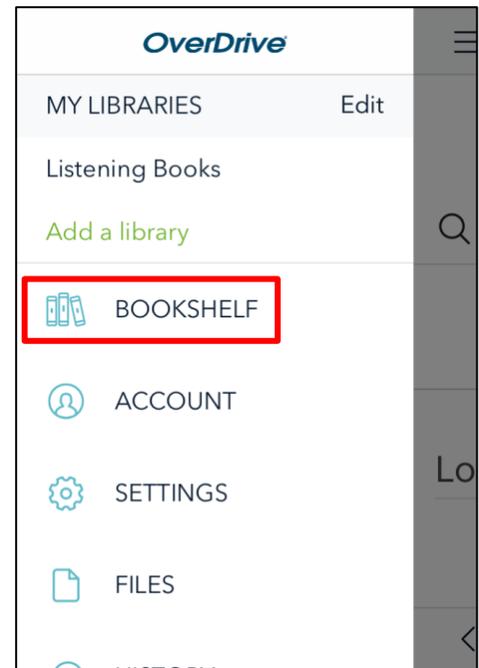
1. If you'd like to listen to audiobooks without an internet connection, you must download it to your device. To download the title tap on **Add to app** and the title will be downloaded to your device. You only need to do this if you will not have access to a wifi connection when listening to your books.



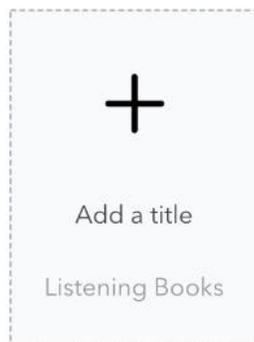
2. To access your download, tap on the three lines in the top left-hand corner of the screen.



3. Once the pop-up menu appears, tap on **Bookshelf**. Your download titles will appear here and you will be able to start listening once they have finished downloading.



The Hobbit  
J. R. R. Tolkien  
EXPIRES IN 7 DAYS

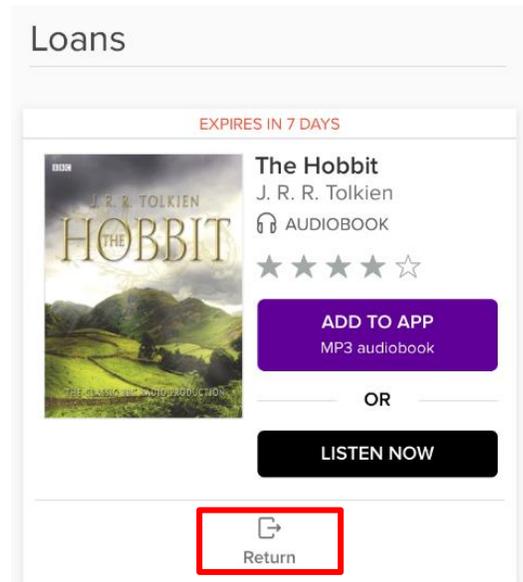


4. To listen to your book, just tap on the picture.

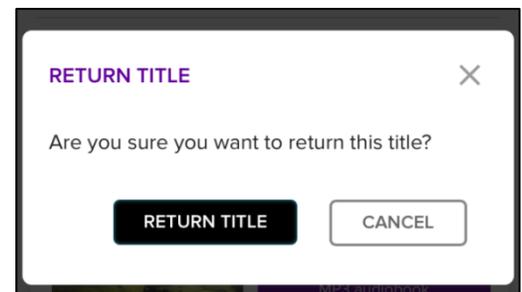
## Returning Your Books

Titles are automatically returned at the end of your lending period, but you can also return titles early to borrow more books.

1. If you have streamed the title by tapping **Listen Now**, go back to your **Loans page** and tap **Return** underneath the book.



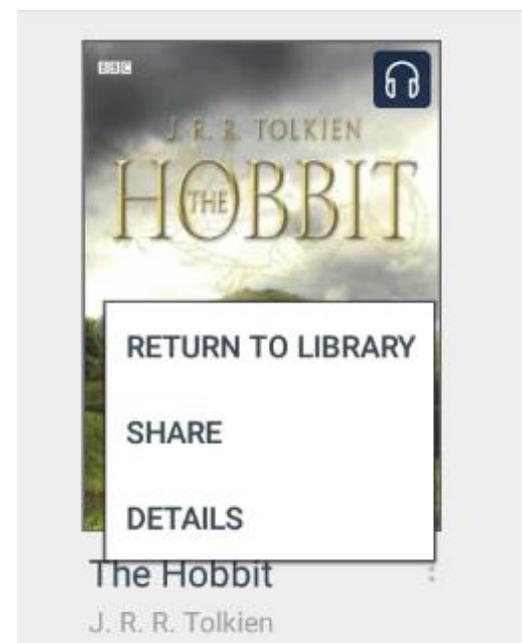
2. You will be asked if you are sure you want to return the title. Tap **Return Title**.



3. To return a title that you have downloaded before the end of the lending period go to your **Bookshelf**.

Once there, hold your finger on the picture of the book until an option to **Return to Library** button appears over your book.

Tap **Return to Library**.



## Further Information

If you need help using the Listening Books service, please contact the library on 020 7407 9417 or email [library@listening-books.org.uk](mailto:library@listening-books.org.uk).