

Reading eBooks *Offline*
—Using Overdrive READ on Most Devices
(see page 2 for IOS devices)



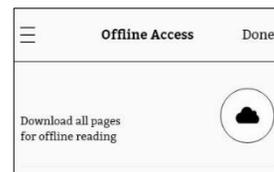
Tennessee R.E.A.D.S., powered by OverDrive, is a collection of downloadable eBooks and eAudiobooks that you can access from home or on the go with an active library card number and an internet connection!

Getting Started

- On a computer, tablet or smartphone, go to the Library's homepage (colliervillelibrary.org).
- Go to the Download It tab and choose **eBooks**. then click **Tennessee R.E.A.D.S.** icon.
- Click on Account and sign in by typing Collierville Burch Library and selecting it from the list. Enter your library card number to complete sign in.
- Search for a book to check out
- Click on a book title.
- **Borrow** or **Place a Hold** on the title.
- Go to Checkouts (in your account).
- Click on READ (in your browser).

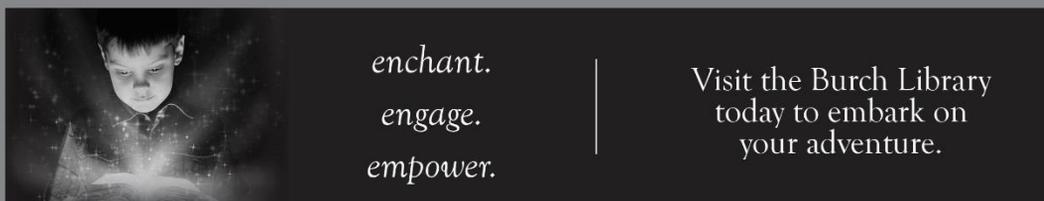
For Most Devices (Except iOS), Do This To Read Offline:

- Open the Read menu.  MENU
- To open the Read menu on a mobile device, tap the middle of the screen first, then tap the menu icon.
- Select **Offline Access**. Select the **cloud** icon to save the book for offline reading.
- Once you click the **cloud**, the book you're reading is saved to your browser's cache.
- Save the URL (address) for the OverDrive Read eBook you downloaded (recommend bookmarking it in your browser).
- Once you're offline, you'll need to open your web browser and go to the URL of the Overdrive Read eBook (or, just open your browser bookmark) to keep reading it. You can do this without an internet connection.
- *Please note that if you clear your browser's cache, you'll also clear any OverDrive Read eBooks you've downloaded.*
- *If you need to save some space on your device, you can remove saved eBooks from your browser's cache. Simply return to the OverDrive Read eBook, select the cloud icon, and then select the x twice to clear the book from your browser cache.*
- There is no limit to the number of times you can download an OverDrive Read eBook, so if you clear it from your cache, you can download it again whenever you want during the lending period.



Please Note:

- Each card is limited to 15 checkouts and 15 holds.
- To Return a title – can return from Loans Page if not downloaded.
- To Renew a title – “Renew” will appear in your Checkouts 3 days before due date. Can be renewed once. If it's on hold for someone else, you will receive a message reflecting that.
- *For further assistance click on the question mark on the top of the OverDrive page.*



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For iOS Devices, Do This To Read Offline:

- Tap the Share button. 
- Tap **Add to Home Screen**, then **Add**.
- Open the book from your home screen. You may be asked to sign in with your library card number.
- Open the Read menu  (tap the center of the screen, then the menu icon), then tap Offline Access.
- Simply opening the **Offline Access** section of the menu should start the download process.
- It may take a few minutes to finish preparing and downloading, depending on your internet connection and the size of the book.
- If the book doesn't download automatically, tap the cloud icon to start the download.
- Once the download is finished, you're ready to go offline.
- When you're finished reading the book, or when the lending period expires, you can remove the icon from your home screen like any other iOS app.