



Traverse des Sioux Library System

1400 Madison Ave., Suite 622
Mankato, MN 56001
<http://tdslib.org>

PHONE 507-625-6169
Toll-Free 800-450-6169
FAX 507-625-4049

Our Overdrive website is open for business: <http://tds.lib.overdrive.com>

Here are some essential facts you need to know:

1. Checkout period for e-books and audiobooks is 14 days, music for 7 days. No renewals, although if no one has a hold on the title, the person can check it out again. Patrons will need to know their library card number and password.
2. E-books can be returned early (see instructions on p.2 of this document: <http://tdslib.org/files/2011/05/TdS-instructions-for-nook.pdf>)
3. Audiobooks and music *can not* be returned early.
4. Max number of checkouts is 3, and these checkouts do not appear in their Sirsi record--only in their Overdrive account.
5. Patrons must have a home PC or a laptop (with internet) if they want to download e-books to an e-reader. They must first download the title to their PC or laptop (with Adobe Digital Editions software loaded), and then transfer the title to the e-reader. **THEY CANNOT USE A LIBRARY COMPUTER TO DO THIS!**
6. Patrons who want to listen to audiobooks have two pathways. If they have an internet-connected "smart" device (like an iPod Touch or an Android phone, etc.), with Overdrive Media Console on their device, they can download the title directly to their device. If they don't have a "smart" (internet connected device), they would first download to their PC or laptop (with Overdrive Media Console loaded), and then transfer the audiobook to their device. **THEY WILL SOON BE ABLE TO USE A LIBRARY COMPUTER TO DO THIS, BUT SEE #8 FOR DETAILS.**
7. Those with a "smart" device, like iPod Touch or an iPad can also use the Overdrive Media Console to download e-books directly to their devices.
8. Special Overdrive software, called **Overdrive Download Station** (not to be confused with Overdrive Media Console or Adobe Digital Editions), can be loaded on ONE computer in the library. It will allow patrons to download audiobooks and music to their devices (but not e-books) in the

library, from that one designated computer. John is currently installing the software here at TdS and we'll send instructions after we've tested it to make sure that the instructions are complete. (It's actually not just a simple matter for installing this special software, but also installing 4 other pieces of software.)

9. Patrons can have up to 3 holds on Overdrive items, and they will have EXACTLY 72 hours to "checkout" an item that becomes available to them on a hold. They will need to keep in mind that if they have 3 audiobooks checked out (the max limit is 3 checkouts), and one of their holds becomes available, they may not be able to download it because of the max limit of checkouts. Since audiobooks cannot be returned early, they'd just be out of luck until the checkout period elapses. Only e-books have an early return.

10. Also, the checkout period is EXACTLY 14 days from the exact minute that it is checked out. The system shows the patron the exact date/time that the checkout period will end. The same with the 72 hours for checking out an item available on hold. It is exact right down to the minute.