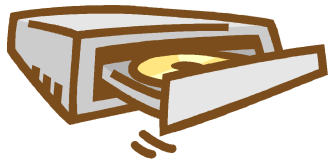


Burning to a CD

- Open the **OverDrive Media Console**.
- Click **Transfer/Burn**. **Windows Media Player** will open.
- You will click **Burn**
- Pull down the drop menu tab and choose the title of the book you wish to burn to a CD.
- Check off **1 Part** for each CD you wish to burn.
- Click **Start Burn**.

Remember —

1 Part burns to 1 CD



System Requirements for OverDrive

Media Console

- Windows operating system [W98 2nd edition, 2000, Millennium, XP or VISTA]
- 233 MHz processor or higher
- 64 MB RAM
- 100 MB free hard disk space
- 16 bit Sound Card
- Microsoft Internet Explorer 5.01 +
- Windows Media Player 9 or above

Recommended Players

For a complete listing of supported devices, please click on the “*Supported Devices*” link from the Overdrive homepage:

www.listennjnw.lib.overdrive.com



If you have any questions or need any additional help, please contact our Reference Desk at

201-670-5600 x130, or

Email us at:

askridgewood@ridgewoodlibrary.org

FAQ's

What is a 'digital audio book'?

A 'digital audio book' is a digital version of an audio book that is rights-protected and optimized for download.

How long will a title in my My Cart remain there?

Once you add a title to your My Cart, it will remain there for 30 minutes. After 30 minutes have elapsed, the title will be returned to the collection, making it available to other patrons at your library.

How many titles can I have checked out at the same time?

You can have up to 5 titles checked out at one time. These titles remain on your account for the full borrowing period; you may not return them early. If you place a book on hold, we recommend that you have no more than 2 other OverDrive titles on your current account so that when your hold comes in, you will be able to check it out.. You will have 3 days to download the book that is on hold for you before the hold expires.

Once the lending period is over, what happens to the title I checked out?

Once the lending period has elapsed, the title is automatically 'returned' to the library. Although the files will remain on your machine, the files) will no longer be accessible.

What happens to the title I downloaded once I've finished with it?

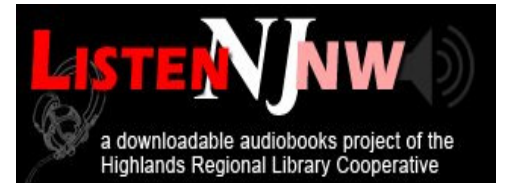
Downloaded files remain on your computer (even after they have expired) until you manually delete them.

To delete an expired audio book file:.

- Open **OverDrive Media Console**.
- Locate the audio book you wish to delete in the “Media Library”. Single-click on the title to select it, Then click on the DELETE button.

Can I renew my items?

Your items cannot be renewed, but you can check them out again if they are available when your checkout expires. When you check out the title a second time, the license is reactivated. Simply click the 'Download' button at this website to download a new license. You do not need to download the actual media files a second time.



eAudiobooks from OverDrive

- 24/7 availability
- 1100+ titles available
- Download to a PC with Overdrive Media Console
- Transfer it to your MP3 player
- Burn to a CD and bring it with you in your car or enjoy it on your portable CD player
- It's FREE
- A valid BCCLS Library card is required
- 14 day loan period
- NEVER an overdue fine

Ridgewood Public Library
125 North Maple Avenue
Ridgewood, NJ 07450
201-670-5600
www.ridgewoodlibrary.org

To begin, go to the library's website at:

www.ridgewoodlibrary.org

Click on the "LISTEN NJ" logo



Before you begin searching for audiobooks, please take a moment to download the software you will need to listen to audiobooks on your computer.

Download Instructions

1. Under "Getting Started with Digital Media" click on **Overdrive Media Console**
2. Click on the **Overdrive Media Console** icon *twice*
3. Click **Run two times**
4. The program will install on your computer.
5. Click **Next**
6. Click "**I Agree**" and **Next** three times
7. Click **Close**
8. You should now see the **OverDrive** icon on your computer desktop.
9. Open the **OverDrive Media Console**.
10. Click **TOOLS**
11. Click **Windows Media Player Security Upgrade**
12. Click **OK** and then **YES**

It takes 10 seconds to download this upgrade

You are now ready to begin checking out and downloading digital audiobooks

Searching for Audiobook:

If you know the title or the author, you can type it in the "Audiobook Search" box and click **GO**

If you are just browsing, you can click on one of the collections listed :

- **Browse by Subject**
- **Browse Fiction**
- **Browse Nonfiction**
- **Browse Children's Titles**
- **Browse Teen Titles**

Checking out Audiobook:

Once you have found the audiobook you would like to listen to:

1. Click on the Book Jacket.
2. You will then see information about the book, including a description, information about the author, and the digital rights information.
3. If the book is available, click **Add to Cart**
4. If you would like to add another book to your cart, click **Continue Browsing**. If you are finished, click **Proceed to Checkout**.
5. Click the pull-down menu, and click on **Bergen County Cooperative Library System**
6. Type in your library card barcode number (no spaces). It must be valid and free of fines.
7. Click **Confirm Check-Out**

You have just checked out an audio book.
Your book will be checked out for 14 days.

Downloading Audiobook:

1. Click **Download** under the Book Jacket.
2. A **ListenNJNW** Media box will pop up and ask you where you want the file saved. We suggest that you choose **Browse** and then continue by clicking on **Desktop**.
3. Click **OK**
4. Check off which parts you would like to download. You may download this book in parts or in its entirety.
5. Click **OK**. The book will now download to your **OverDrive Media Console**.

From here you will be able to listen to it on your PC using Windows Media Player, transfer it to a compatible MP3 player, or burn to a CD.

Listen on your PC

Click the **PLAY** button on the top left of the **OverDrive Media Console**.

Transfer to your MP3 Player

1. Plug your MP3 player into a USB port.
2. Click **Transfer** on the OverDrive Media Console.
3. This will bring up the Overdrive Media Console Transfer Wizard.
4. Click on **Next**.
5. Check off the parts you wish to transfer to your MP3 player and click **Next**.
6. Click on **Finish**.
7. Disconnect your MP3 player and enjoy!

Holds on Audiobooks

If a title is not available, you may place it on hold. When the audio book becomes available, you will be notified by email.

Once notified, you will have 3 days to check-out the title and download it to your PC. If you do not check-out the title within the 3 days, the title will go back into the collection.



CHECK-OUT TIP

If you check out an item and don't finish it within the 14 day loan period, you may check it out again if it is available, but do not have to re-download it.

It will still be on your computer!