



## Downloadable audio books with Georgia Download Destination

Three Rivers libraries now offer access to downloadable audio books through Georgia Download Destination (<http://gadd.lib.overdrive.com>), a consortium of more than 20 public libraries in Georgia. You need a library card from one of the member libraries and your PINES PIN or password. You may browse and checkout downloadable audio books while using a library computer, but you can only download to your personal computer.

### To download audio books, you need:

- a personal computer with Internet access
- a valid PINES library card and PIN or password
- OverDrive Media Console

Mac users will also need:

- Intel® or PowerPC® processor
- Mac OS 10.4.9 (or newer)
- iTunes® v7.6.2.9 (or newer)

PC users will also need:

- 233 MHz (or faster) processor
- Windows 98 SE (or newer)
- Microsoft® Internet Explorer® 5.01 (or newer)
- Windows Media® Player 9 Series (or newer)

Some players may require other specialized software for downloading and transferring. Be sure to check your player's manual or visit <http://www.overdrive.com/software/omc/> for more information.

Once you have downloaded an audio book to your computer you may transfer it to a portable device or burn it to a CD (this option may not be available for all audio book downloads). To see if your portable device is compatible with OverDrive's downloadable audio books, visit <http://www.overdrive.com/resources/drc/>.

### Downloading the OverDrive Media Console

The first time you want to download an audio book, you will need to download the OverDrive Media Console and update your security feature in Windows Media Player (PC users). You can download the OverDrive Media Console at <http://www.overdrive.com/software/omc/>. Instructions for updating the security feature in Windows Media Player can be found at <http://tinyurl.com/winmedia>.

### Browsing the Collection

The Georgia Download Destination web site offers multiple tools to help you find audio books. The first section is a list of instructions, guides and FAQs to help you find the answers to your questions about the web site, software, and download process. You will also find browsing lists of popular genres, collections and age groups. There's even a search box at the top of the screen so you can locate what you're looking for right away. When checking out downloaded audios, you have the option of a 7 or 14 day check out period. Some may be renewed, provided no one has placed a hold on the title. To renew downloaded audio books, you will have to check it out again before you can continue listening.

### Checking Out, Downloading, Transferring and Burning CDs

Once you've found the title you want to check out, you should verify that it is available in the best format for you. With each title, you will see a series of icons that indicate which formats are available:



Unavailable formats will be grayed out:



A title with these indicators would be available for use on a PC, in WMA and iPod formats, but would not be available for use on a Mac, could not be burned to a CD and would not be available as an mp3 file.

To check out an item, click "Add to cart" link on the right hand side of the screen (you might need to scroll down a little). Once the item has been added, you can "Continue Browsing" for more titles or you can "Proceed to Checkout". You might need to sign in before you can add an item to your cart or checkout. Make sure you select "Three Rivers Regional Library System" as your library, enter your library card number (no spaces or hyphens) and your PINES PIN to sign in. Keep in mind that carts expire after 30 minutes and any items still in your cart and not checked out will become available for other patrons to check out.

Once you have completed the checkout process, you are ready to download. Keep in mind that you must download audio books onto your own computer—you cannot download to library computers. Click the "Download" button. In the popup window, be sure that "Open with" is selected and the program to open the file is "OverDrive Media Console".

Once the OverDrive Media Console opens, you will be able to select which parts of the audio book you want to download. To speed up the download process, you can choose to download as little as one part at a time (each part is about one hour of listening time).

Once the download process has been completed, you can listen to the audio book on your computer, transfer to your portable device, or, if allowed, burn the book to a CD.

To transfer to a portable device, click the "Transfer" button and follow the instructions. The OverDrive Media Console will automatically detect any devices plugged in to your computer and ask you which parts of the audio book you wish to transfer. Just like the download process, you can select as little as one part at a time to speed up the transfer process.

When burning to CDs, keep in mind that one part is roughly equal to one CD. Click the "Burn" button and follow the instructions. You can select the parts you want burned to CDs as in the download and transfer processes.

Remember, once you have finished listening to the audio books and your checkout period has expired, you have agreed to destroy all copies of the book—this includes the copies on your player or on CDs. The downloaded copy on your computer will no longer play but it will need to be manually deleted (the OverDrive Media Console will walk you through this process).

### Placing holds on audio books

If a downloadable audio book is unavailable for check out, you will see "Place a hold" instead of "Add to cart". You can have up to 5 holds on downloadable audio books at any one time. Placing a hold will require that you sign in and verify your email address. Once you receive notification that the title is available for download, you have three days to check it out before the hold expires and the title is routed to the next patron waiting for the book. Just like browsing and checking out titles, you may place holds on downloadable audio books on library computers but you will need to download to your own computer.



### Getting help

The GADD web site includes links to help you get started—be sure to view the Guided Tour and the Quick Start Guide. These tools are available even when library is closed.

You can also click on the "Help" or "Support" buttons at the bottom of the screen. If you can't find the answers to your questions, you can email them to support and receive a direct answer to your question.