




William K. Sanford Town Library 629 Albany Shaker Rd. Loudonville, NY 12211 (518) 458-9274





How to Download Digital Library Content to your Windows 8/10 Device

Download and Set Up the App:



1. Search the Windows Store  for “Overdrive” and download the App onto your device.
2. Open the app and follow the prompts to create an account with your library card
3. Once you are logged in, click “Add a Library”
4. A search bar will open on the right – enter “Colonie”
5. Click on “William K. Sanford Town Library (Colonie)”
6. Click on “Upper Hudson Library System”

Searching for and downloading content:

1. From the Start Screen/Menu, open the Overdrive App and click “Upper Hudson Library System” to enter the digital catalog.
2. Tap blue “Sign In” button (top right) and enter your library card number.
3. Search for titles using the Search box at the top center, or browse the Subjects or Collections areas
4. Use the filters on the left to narrow results to the item type you want (ebook, audio, or video), or look below the cover to see the item type ( AUDIOBOOK or  EBOOK or  VIDEO)
5. To borrow a title marked “Available”, tap “Borrow” below the cover image.
6. If the title is currently checked out, it will be marked “Wait List” on top. Tap “Place a hold” to request the item. You will be notified by email when the title has been checked out to you.
7. Once an item has been checked out to you, click the Loans button  to view your checkouts
8. To download and read an ebook, tap “Choose a format” and then tap “Epub ebook”. The book will appear in the “Bookshelf” section of the app, accessible from the main screen of the app (tap <- arrow at top left and then “go to bookshelf” to go there). For Audiobooks, tap “Download MP3 Audiobook”. For videos, tap “Watch Now”. *(Note that you can also use the “Read” or “Listen in Browser” options, but you will need an internet connection each time you wish to access the item.)*
9. You have the option of returning a downloaded item early. Tap the <- arrow at the top left of the screen or press “go to bookshelf” on the popup to view the item. Your item will appear on the left side of the screen – click/tap on the cover to open it.

TIP: To read, listen, or watch on multiple devices, including your smartphone, Windows PC, iPad, or tablet, download and install the Overdrive app on each device. Follow the steps above to set up the app. Then, visit the loans page in the digital catalog and download the item you wish to use. Progress will sync between devices for a seamless experience!

Questions? Call the library at 810-0314, or email bekah@colonielibrary.org

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