eBooks & eAudiobooks

eBooks & eAudiobooks from Wisconsin's Digital Library (OverDrive) can be searched for and checked out directly in the catalog. Log in to your InfoSoup account using the instructions from the *My Account* section in this handout.
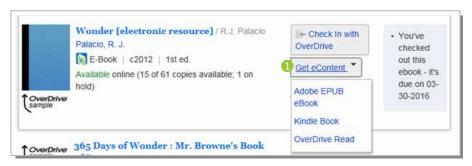
Complete a search using the instructions from the *Using the Catalog* section on the previous page. Refine search results to digital copies by selecting E-Book or E-Audiobook under *Format* in the gray box located to the left of your search results.

❶ Click *Check out with OverDrive* button.
A gray box will appear displaying the download formats that are available for this title. Click *Check Out*. A message will tell you that your item has been checked out. Click *OK*.

Some eBooks/eAudiobooks may have a waiting list. A *Place Hold with OverDrive* button will appear in place of the *Check out with OverDrive* button. To place a hold, click *Place Hold with OverDrive*. Fill in the email address box and click *Place Hold*. You'll be notified by email when the eBook/eAudiobook is available for check out.

❶ Click *Get eContent* and choose preferred format from the dropdown list.
Your eBook/eAudiobook will automatically return itself on its due date.

infosoup
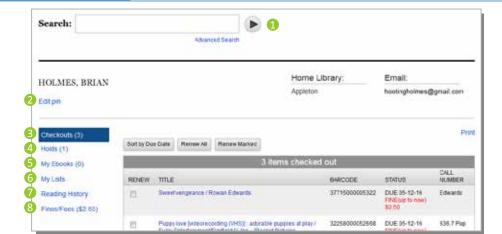## Online Catalog Quick Guide

Logging In

To access your account from the InfoSoup home page click **View My Account** above the search box and to the right. On Catalog Stations inside the library you may need to click **Login** at the top right corner of the screen.

❶ Type in your library card number.

❷ Type in your PIN. If you're a first-time user, leave the PIN field blank.

❸ Click **Submit**. First-time users will be prompted to create a PIN.

❹ If you have forgotten your PIN and you have an email address set in InfoSoup, you can click **Forget Your PIN?** An email will be sent to you with instructions on resetting your PIN.

If you're using the **View My Account** link, clicking submit will take you directly to your account. If using the **Login** link, your name will appear in the top right corner. Click on your name to view your account.

Security Tip! If using a library or shared computer, don't forget to log out when you're done!

Managing Your Account

On your **Account Page** you can:

❶ Search the catalog.

❷ Change your PIN.

❸ See checked out items, due dates and renew items.

❹ See status of items on hold.

❺ See status of checked out and/or on hold eBooks.

❻ Access saved lists.

❼ Track reading history (if option is turned on).

❽ Check fines. Fines over $4.00 can be paid online.

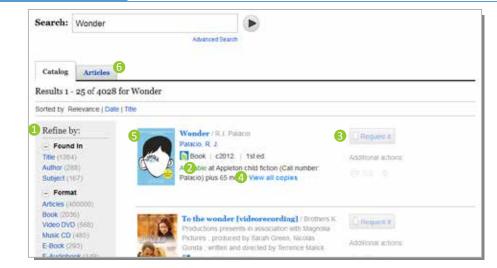*Additional information about my account is available at http://www.infosoup.info/help*

Searching

❶ Type keyword(s) into the search box, click arrow.

Search Tip! Try combining titles with authors or movies with actors. Examples: Wonder Palacio or Pirates Depp

Viewing Search Results

❶ Refine search if needed. You can limit your search results by using the **Refine by** options for title, subject, format, location, etc. Limit items from the top selection moving down the list.

❷ Availability, library shelving location, and call number.

❸ Place item on hold.
1. To place item on hold, click the **Request It** button.
2. If you're not logged in, you will be prompted to enter your library card number and PIN.
3. Select pick up location.
4. Click **Submit** button.

❹ View availability of other copies of the item.

❺ Click on the title or cover image to view additional information about the title.

❻ Article searches
Any search result will now include a separate **Articles** tab with a full listing of magazine articles related to your search term(s). The top 3 results for articles will also display on the first page of results.