IverDrive Migration

Welcome OverDrive patrons! Your records have been moved to our system, and OverDrive new authenticators through this site, NOT through the old Kipsup EOS account host. If this is your first time using the Biblionet ILS, please sign in with your OverDrive email address. Your automatically generated password is either your last name, all lower case, or “update”, without the quotes. For security reasons, please change this password as soon as you sign in. 1. In the menu in the upper right corner, select “Patron Dashboard”. 2. Choose “My Personal Details”. 3. Click “Change password”. 4. Your old password is the password you signed in with 5. New password should be a minimum of eight characters. If you have both an OverDrive account and a base library account, both of which use the same primary email, please try signing in using your base library password. If you have not signed in before, the instructions above still apply to you. Please note that our materials have also migrated within OverDrive; you are not accessing your ebooks through the Department of Defense Library. MWR Location, please Add the Department of Defense Library. Please note also that the recommended app for accessing OverDrive is no longer OverDrive Media Console, it is Libby by OverDrive, available for mobile devices and tablets in your app store. This allows you to receive hold notices through your notifications and is the only way to access the Great Courses, Universal Class and ArtcleWorks. Desktop and laptop computer users can use libbyapp.com, instructions for signing in to both are below. Using the Libby app, or libbyapp.com, go to the main menu and select “Add a Library”. If you are a new user, you will instead be asked if you have a library card; say yes, select “Search for Library by name”, and search for “Department of Defense”, all spelled out. You will be given a choice between signing in with your location and signing up with your email address. Choose the Location option; the email address option is for public libraries and will not sign you in. You will see a drop-down list of Locations. Select “Naval Mine Warfare”. Once you have proceeded to the next step, you will be prompted for your email and password. Use the same email you used in the old system, and the password you set up in Biblionet. If successful, you will be prompted to name your library card. This step is optional. You may also be asked to choose whether to view items in Libby or to read them in Kindle; note that reading items in the Kindle app will require you to sign in with Amazon as well. If you have questions or require assistance, please email nlg@navy.mil. Your Navy Libraries.
Navigation

- Sign-in to your library account on the top right corner
  - Once you sign in this is where you can access your account information

- You do not need to sign in to search the catalog, but you need to if you wish to place holds, check your account, and make lists

- The grey bar along the top is your main catalog navigation
  - Home is what is pictured
  - Advanced search = more detailed search tool for items
  - New titles = list of new items entered in the catalog in the last 30 days
  - Browse = simple search
  - Tag cloud = subjects added as tags to books
  - List = your private book lists and our public lists
To access your account after you sign-in, go to the top right of the webpage where you see your name. Click on the drop-down and select “My Dashboard”.

In your dashboard this is where you can see your current checkouts, holds, fines, etc.

In the borrowing summary for each of the categories you can click on one and you can see the specific details i.e., what books are checked out.

Messages from your library will be displayed in My Borrowing Summary.
My Borrowing Summary

Checked Out

- From here you can see the number of check outs and overdues

- If you click on the “checked out” link it will take you to the main page where you can renew your books and see when they are due back to the library

- This is also where you can renew your checkouts
My Borrowing Summary

On Hold

- From here you can see the holds you have placed on your account
- If you click on the “On Hold” link it will take you to the main page where you can view your hold and where they are currently located or available for pickup
- Holds for Japan are limited to DOD Libraries located in Guam, Hawaii and Japan
Personal Details

From my dashboard you can access your account information.
This is where you can change your password and make sure all the information for your contacts is correct.
Dashboard → My Personal Details → Account information: change password, name, library card number
Any messages or updates from the library will be here. You will also receive checkout receipts and such to the email that is on your account. Dashboard→ My Messages
My Account

A. My Tags

I. This is where all the tags you place on books will be listed (go to slide # for more information on tags and how to place them)

II. In the example you can see this person placed two tags on books

III. Tags are related subjects to the items you add them too

IV. Dashboard→ My Tags

B. My Lists

I. You can make private lists within your account

II. These lists could be books, movies, cds, game, or all of the above

III. This is a useful tool to help you organize your TBR or school material.

IV. Go to slide 16 to learn how to add to your lists

V. Dashboard→ My Lists
How to Search

*You do not need to be logged into to do searches in our new catalog

• There are 3 ways to start your search:
  • The search bar on the top right
  • Advanced search
  • Browse
How to Search

• From the search bar, the drop-down menu allows you specify what you want to search by i.e., title, ISBN, or just keywords “library catalog”

• In “Browse” search you can do the same thing as above, but you have more selections to restrict your search results. This search would be good to find book on a certain subject matter and not a specific book title.
How to Search

• Advanced Search is an even more specific search tool

• You can search by keyword, title, ISBN, author, etc.

• You can limit the location so you can just look for books within your local library and you can limit by the item type (book, dvd, audiobook, etc.)

• You can also limit the search by collection, shelving location, and language
How to place an Item on Hold

- To place an item on hold you must be logged into your account.

- Search for the item you would like to place on hold either using the advance search, browse, or the search bar in the top right.

- After you find the item, there are multiple ways to place it on hold.
How to place an Item on Hold

When you place an item on hold you have the option to choose next available copy within the region or can choose which location you want the copy from. Highlighted are areas where you cannot get holds from.

Option 1: from the search results you can select the item by checking on the small square right next to the title. Once that is selected the “actions” drop-down will have a “1” next to it. Click on the drop-down and you will see the place on hold option.
How to place an Item on Hold

**Option 2:** on the search results below the item on the bottom left there is a “place hold” selection. Click that and then follow the prompts to successfully place a hold.

**Option 3:** from the search results select your title and that will take you to the item profile and from there on the right side under “Actions” you will see the “place on hold” selection. Then follow the prompts to properly place the hold.
How to create and use Lists

• Log into your library account
• Use the drop-down and click on “My Dashboard”
• From your dashboard you can go into your lists
• This is where you can see your private lists and create new lists
• To create a new list, you simply click on “create new list”- this where you name your list.

• To add items to your list you must search for them using the search tool listed earlier.

• Once you find the desired title, select the square next to the title then go to “actions” then select add to list or you can select the item title and on the right side under actions select “save to your lists”

“View Other’s Lists” is another way to see the public lists that the library creates
Tags

- Tags are words or phrases that can be used to describe a library item - a way to add specific subjects to items to aid in searches.

- You can add tags to an item by clicking “add tag” and then your tag will come back to the library for approval.

- You can click on the tag cloud and see all the approved tags. The bigger the word or phrase the more that was used as a tag. You can click on the word or phrase and that will take you to a list of all the items where that tag has been used.

- You can access all your tags from “My dashboard”
If you have a questions, please come by the library or call us at 264-3776

Link to Catalog: https://pacific-milrec.bibliovation.com/

Monday- Friday 1000-1830
Saturday 1000-1730
Closed on Federal Holidays
NAF Atsugi Library Bldg 949 2F