



Central Rappahannock Regional
Library

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

INSPIRING LIFELONG LEARNING
FOR EVERYONE IN OUR COMMUNITY

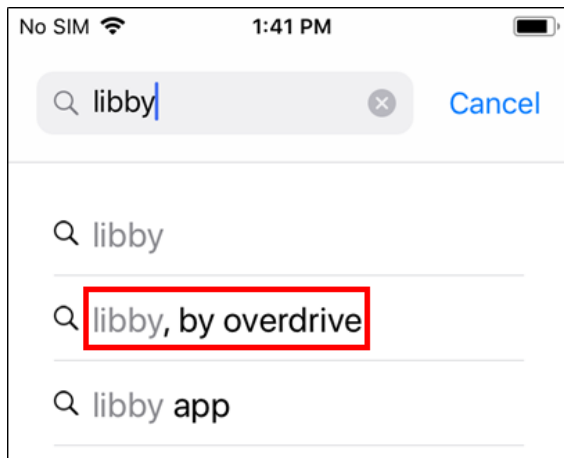
Libby by OverDrive for Amazon Kindle Paperwhite, Oasis, and the Kindle App

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Installing Libby on iPhone and iPad

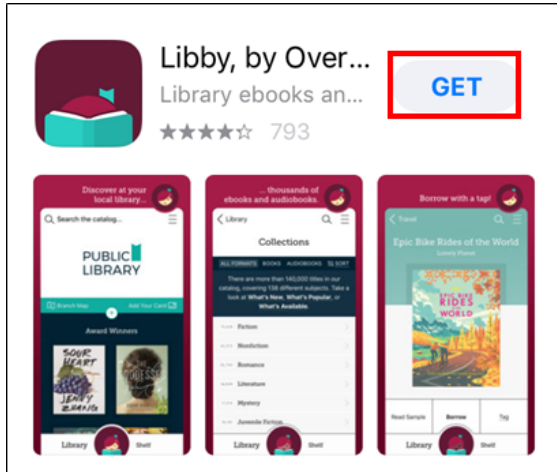
1. Open the App Store. Perform a search for **Libby**, and tap the result for **libby, by overdrive**:



librarypoint.org

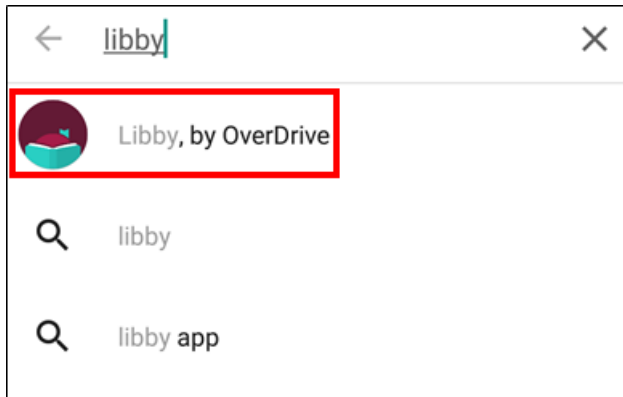
540-372-1144

2. Tap the **GET** button next to the search result for **Libby, by OverDrive**:

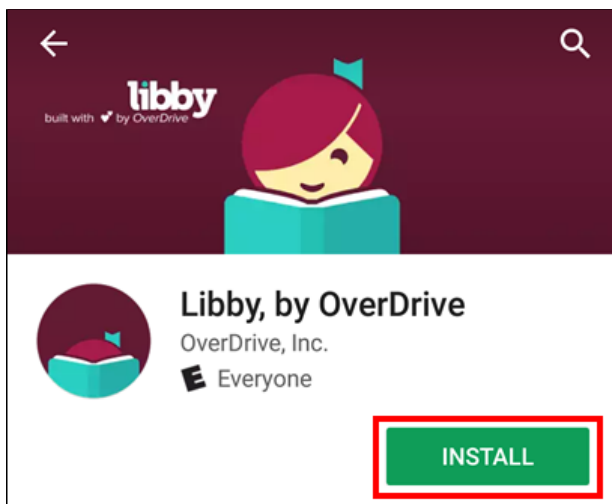


Installing Libby on Android

1. Open the Google Play or Play Store app. Search for **Libby, by OverDrive**:



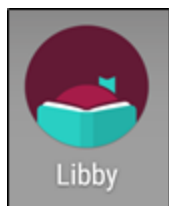
2. Tap the **INSTALL** button next to the search result for **Libby, by OverDrive**:



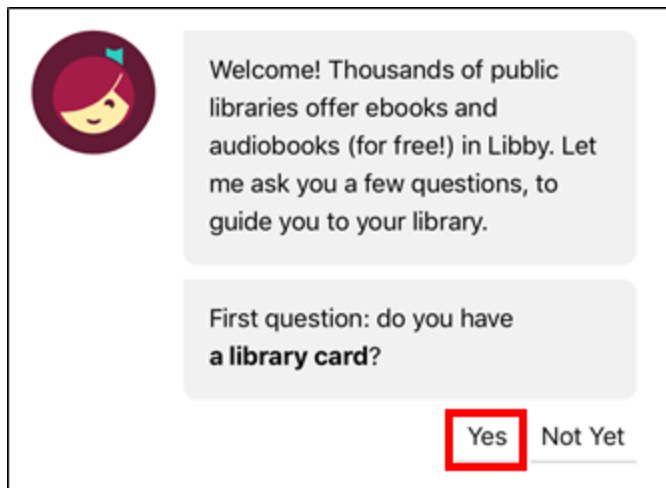
Setting up Libby with CRRL

Note: All the following directions apply to iPhone, iPad, and Android devices.

1. Open Libby by tapping its icon on your homescreen. Depending on how your device is set up, you may have to swipe through a few screens to find its icon:

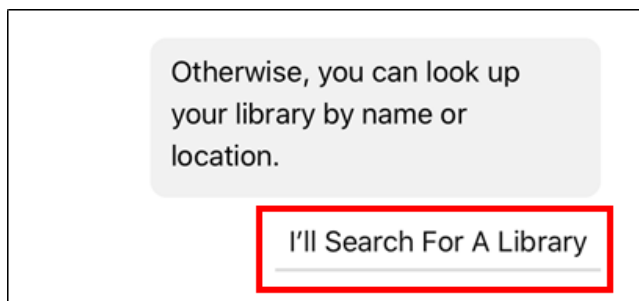


2. On the first screen, tap the **Yes** button.

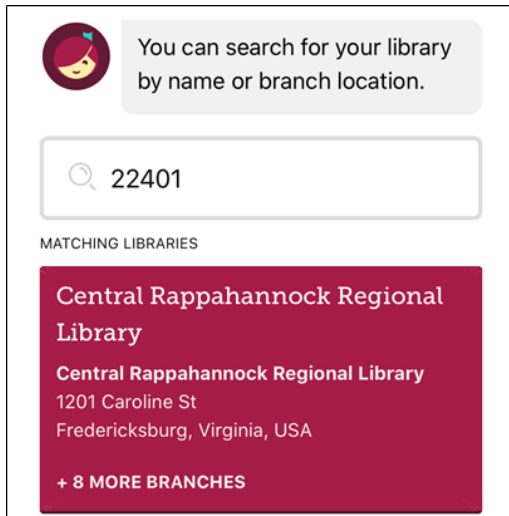


If you do not already have a library card, you can visit your local branch (<https://librarypoint.bibliocommons.com/locations>) or request a card be mailed to you by filling out the form at <http://www.librarypoint.org/card>.

3. On the next screen, tap **I'll Search For A Library**:



4. Tap inside the search field and type **22401**. When the search results appear, tap the the listing for **Central Rappahannock Regional Library**:



You can search for your library by name or branch location.

22401

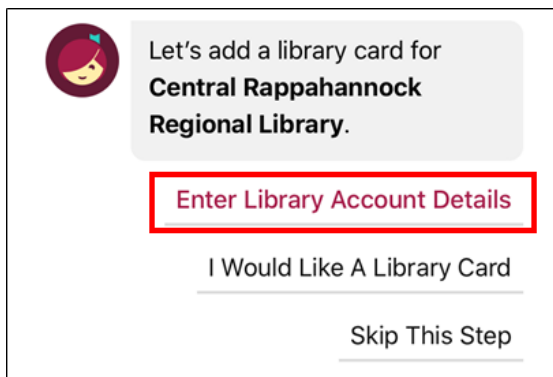
MATCHING LIBRARIES

Central Rappahannock Regional Library

Central Rappahannock Regional Library
1201 Caroline St
Fredericksburg, Virginia, USA

+ 8 MORE BRANCHES

5. Tap **Enter Library Account Details**:



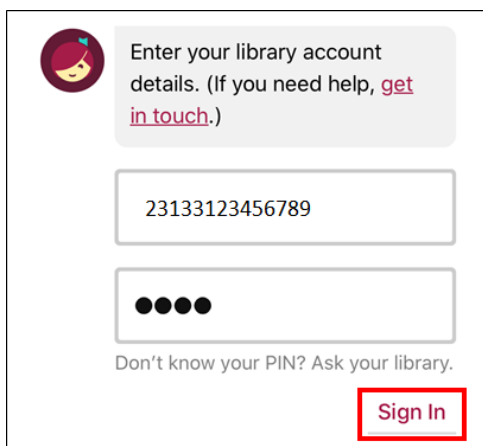
Let's add a library card for **Central Rappahannock Regional Library**.

Enter Library Account Details

I Would Like A Library Card

Skip This Step

6. Enter your library barcode number and your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:



Enter your library account details. (If you need help, [get in touch.](#))

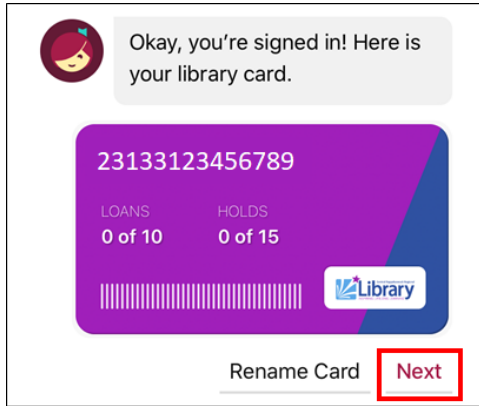
23133123456789

●●●●

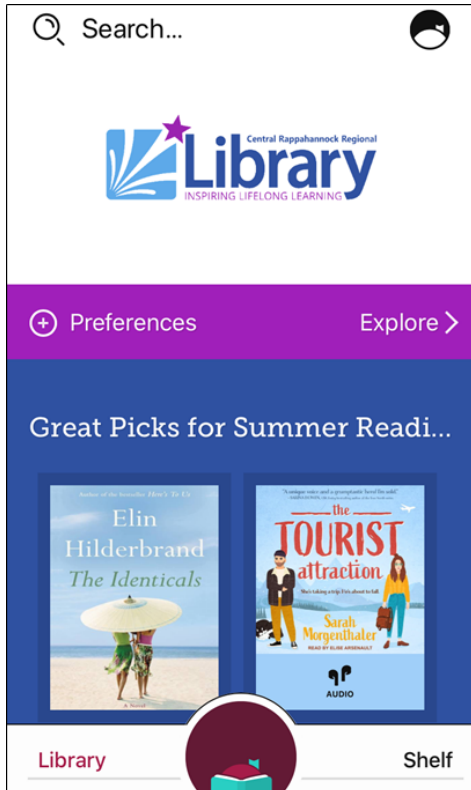
Don't know your PIN? Ask your library.

Sign In

7. Once you've added your library card, tap **Next**:

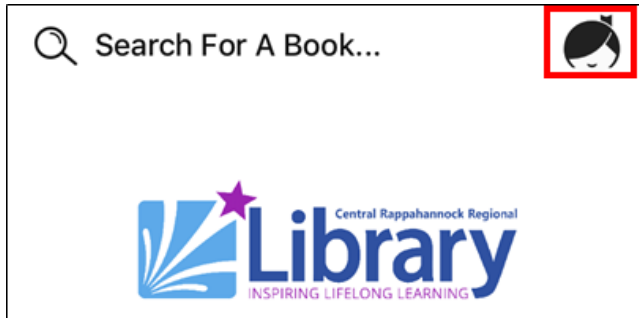


8. You will then be taken to CRRL's Libby homepage:

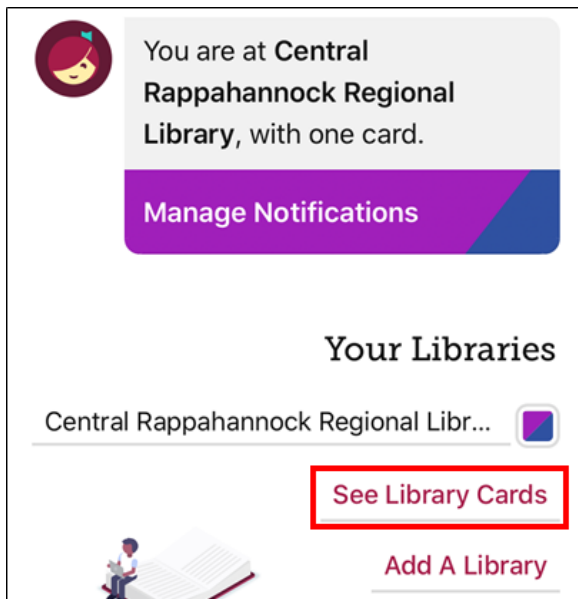


Adding Additional CRRL Library Cards (OPTIONAL)

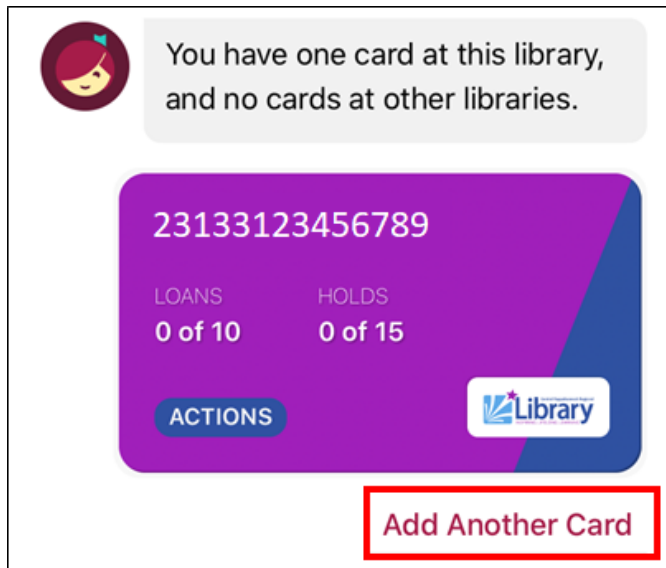
1. You may check out up to 10 items per library card number. Libby allows you to store multiple library cards. This is handy if you are sharing a device or if you simply would like to add an additional 10 items to your check-out limit. To add an additional library card to Libby, start by tapping the Libby logo in the upper-right corner:



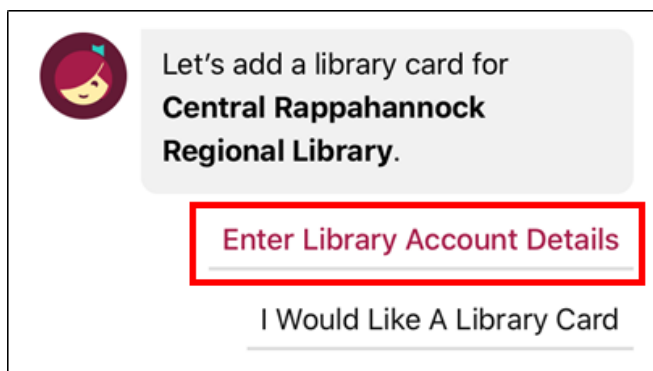
2. From the slide-out menu on the right, tap **See Library Cards**:



3. Tap **Add Another Card**:



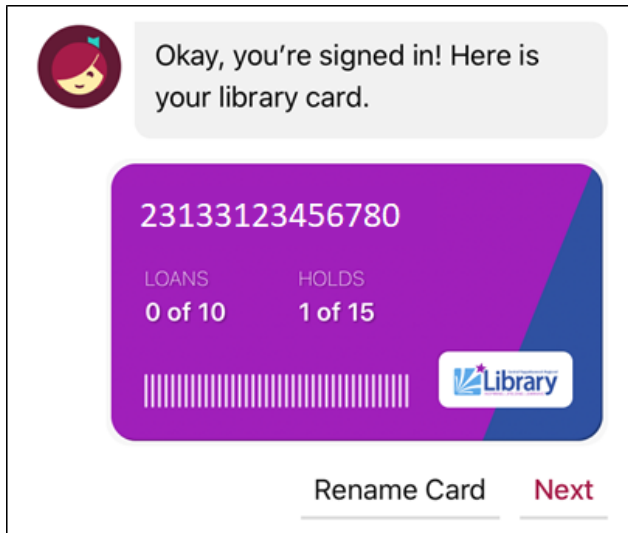
4. Tap **Enter Library Account Details**:



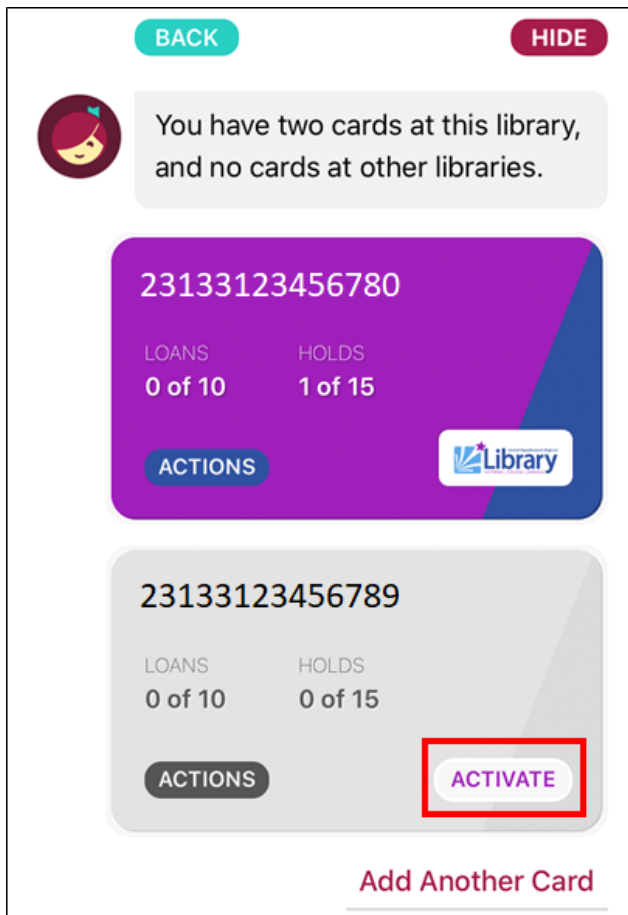
5. Enter your additional library barcode number and your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:

The screenshot shows a sign-in screen. At the top left is a circular profile icon. To its right is a grey message box that says "Enter your library account details. (If you need help, [get in touch](#).)". Below this are two input fields. The first field contains the number "23133123456780". The second field contains four black dots, representing a PIN. Below the input fields is a link that says "Don't know your PIN? Ask your library." At the bottom right, a red rectangular box highlights the text "Sign In".

6. Once you've added your library card, tap **Next**:



7. You will then see a screen showing you all the cards you have currently added to the Libby app. To switch the active card, tap the **ACTIVATE** button on the card you want to use. When you're finished adding cards, tap the **HIDE** button at the top.

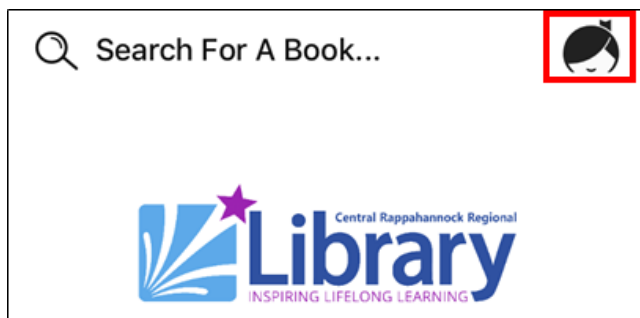


Note: You will also have the opportunity to choose which card you'd like to use when you check out.

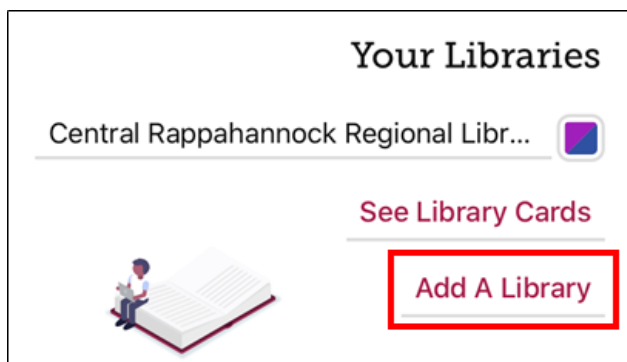
Adding Another Library System's Card

This is an optional step. [Click or tap here](#) to skip ahead to **Notifications**.

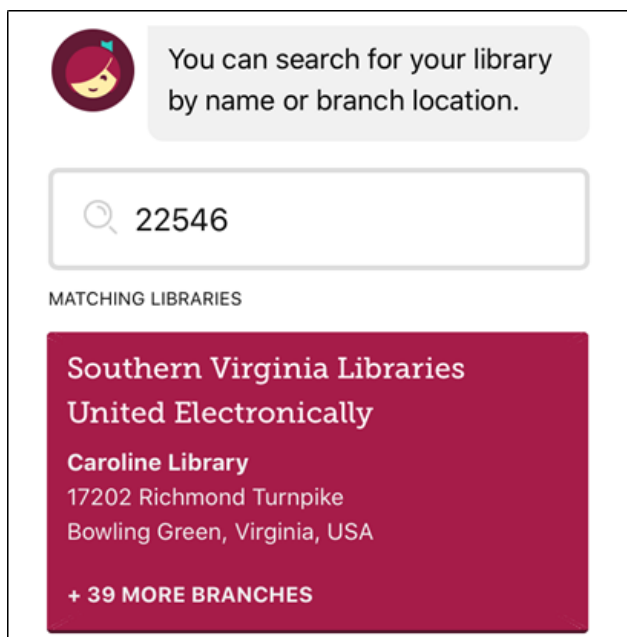
1. If you are a member of [another library system that subscribes to OverDrive](#), you may add your card with them to Libby as well. Their collection will likely differ from CRRL's, giving you access to a broader selection of titles. Start by tapping Libby logo in the upper-right corner:



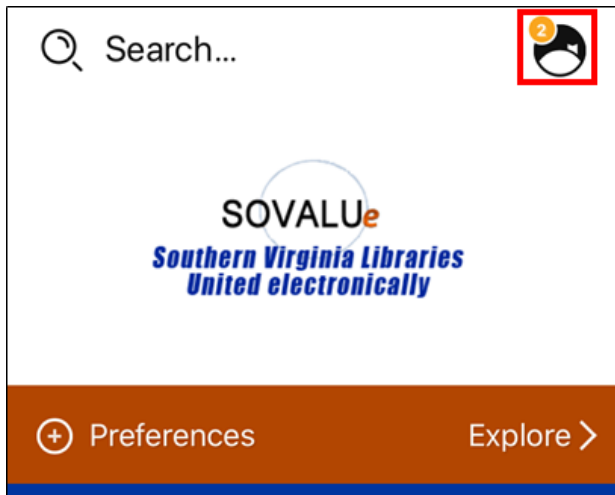
2. Tap **Add A Library**:



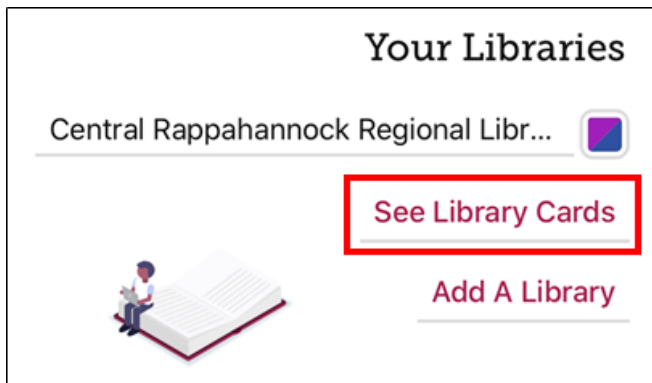
3. Enter the name or zip code for the library you want to add. Tap the correct result:



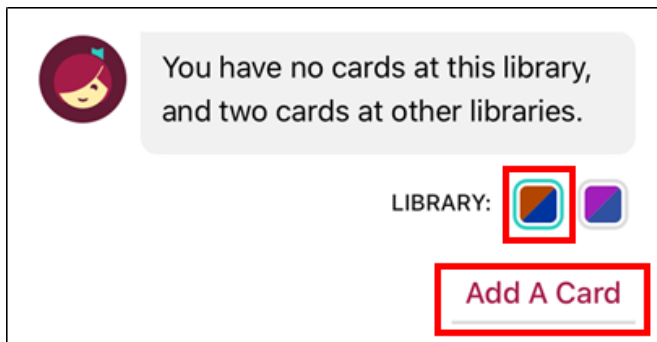
4. You will be taken to the main Libby page for that library. To connect their card with Libby, tap the Libby logo in the upper-right corner:



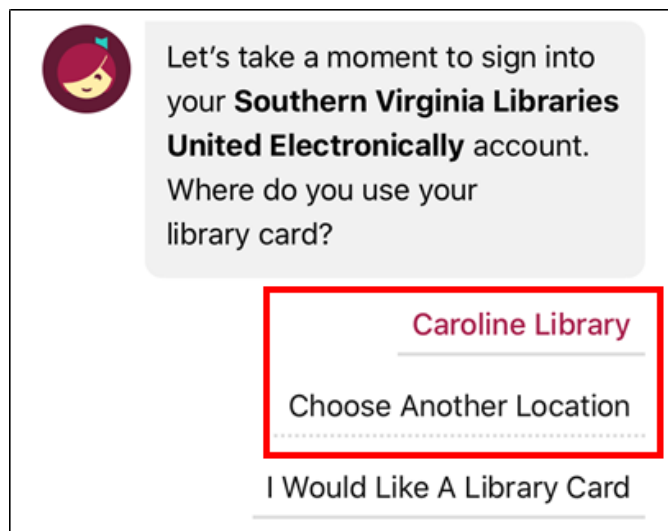
5. Tap **See Library Cards**:



6. Make sure the correct library system is selected by tapping its tile next to **LIBRARY**. Then, tap **Add A Card**:



7. If the library is a member of a cooperative such as the Southern Virginia Libraries, whose members include Caroline and King George counties, make sure that you've chosen the correct library system for your card:



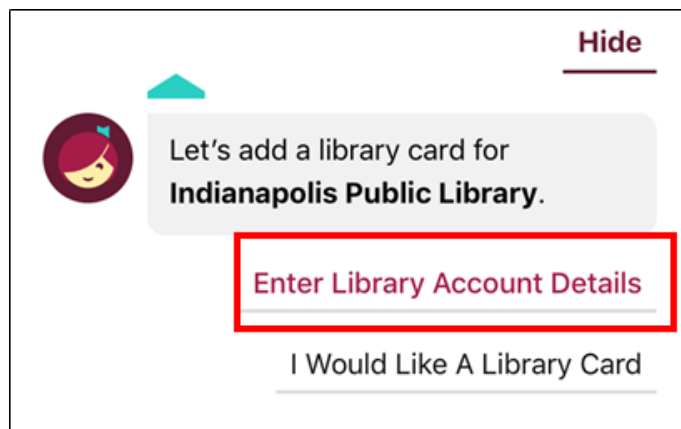
Let's take a moment to sign into your **Southern Virginia Libraries United Electronically** account.
Where do you use your library card?

Caroline Library

Choose Another Location

I Would Like A Library Card

If it is not, just tap the option to **Enter Library Account Details**:



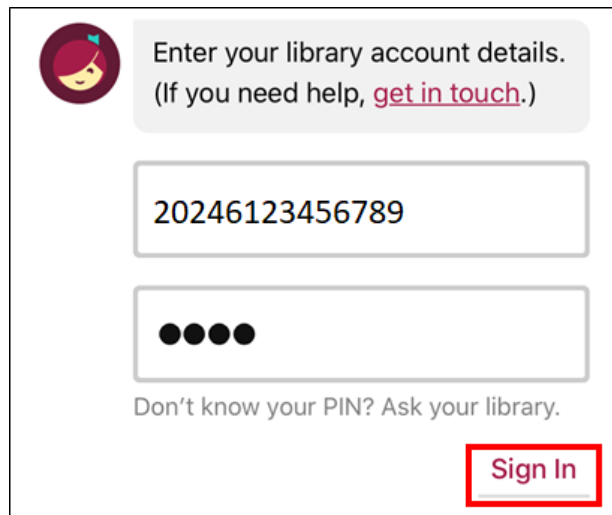
Hide

Let's add a library card for **Indianapolis Public Library**.

Enter Library Account Details

I Would Like A Library Card

8. Enter your library barcode number and your PIN and tap **Sign In**:



Enter your library account details.
(If you need help, [get in touch.](#))

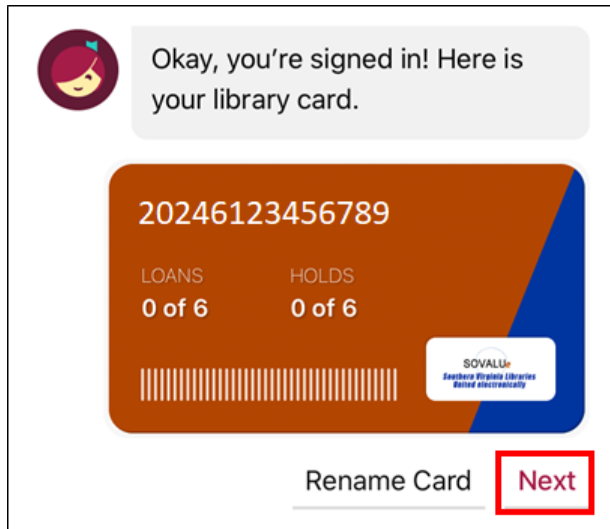
20246123456789

••••

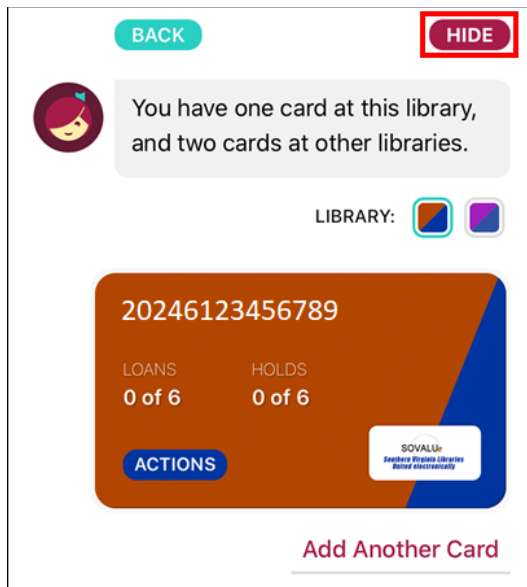
Don't know your PIN? Ask your library.

Sign In

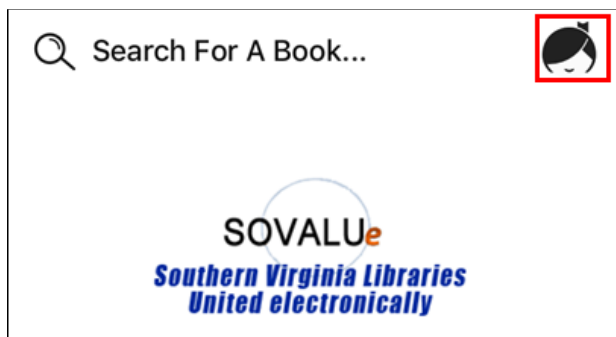
9. Tap **Next**:



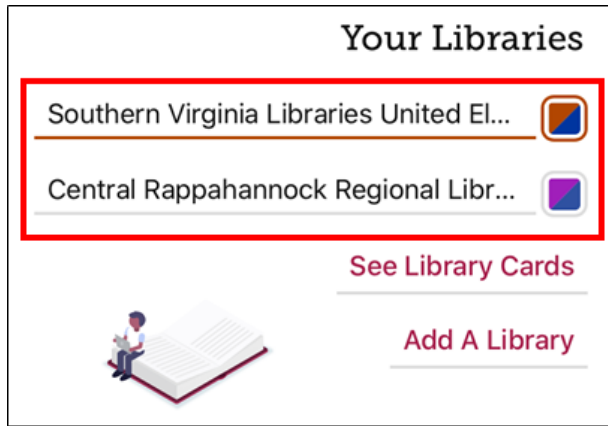
10. You can add more cards with this system by repeating the steps above. When you are finished, tap **Hide** in the upper-right corner:



11. To switch between libraries, tap the Libby logo in the upper-right corner:



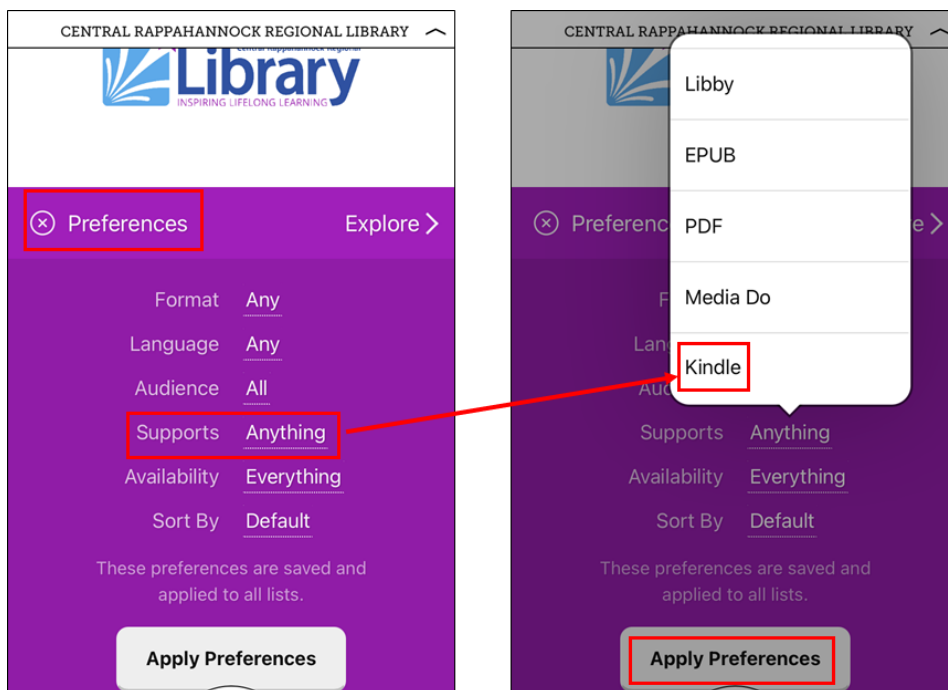
Then, tap the name of the library you want to use:



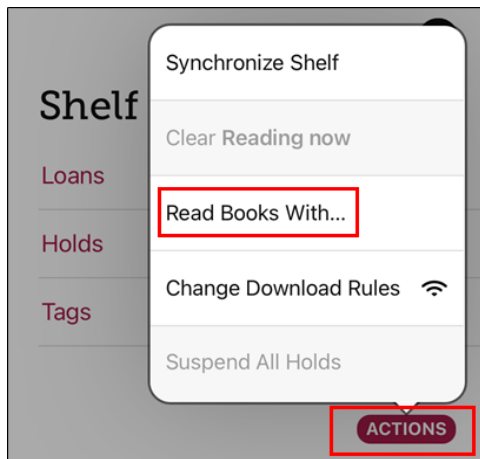
Setting Kindle Preference

Follow these steps to set Libby to search for only eBooks available in the Kindle format. They will check out via the Amazon.com site to be sent to your Kindle or Kindle app.

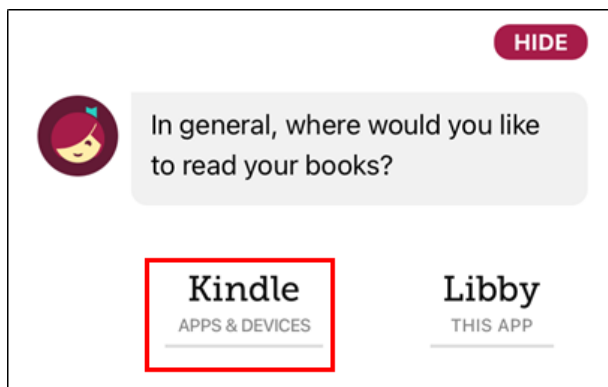
1. Start by tapping **Preferences** on the Libby homepage. From the menu that appears, tap **Supports** and choose **Kindle** from the menu that appears. Then tap the **Apply Preferences** button:



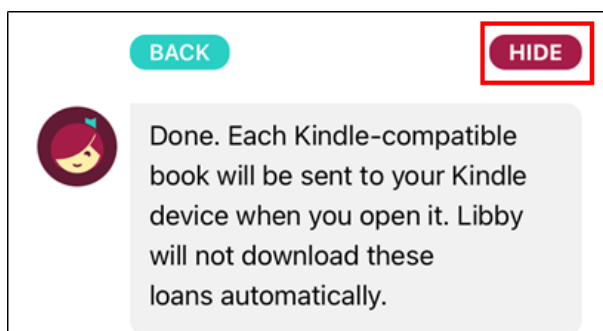
2. Tap **Shelf** at the bottom of the screen. On your Shelf, tap **Actions** and choose **Read Books With** from the menu that appears:




3. On the next screen, tap **Kindle Apps & Devices**:



4. You should now be presented with the message below. Tap **HIDE** to return to your Shelf. From this point forward, all eBooks you search for will be in the Kindle format, and, when you borrow them, you will be taken to the Amazon.com site to complete the check-out.

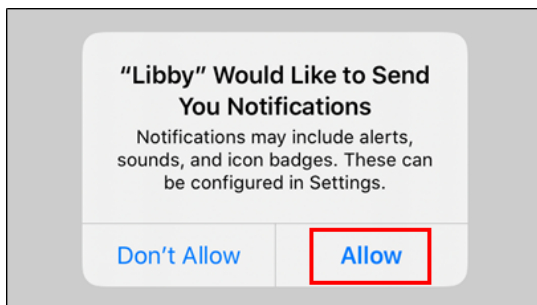



Notifications

1. Notifications are the best way to find out when an item you have requested is available for download. There are other helpful notifications available as well. Start receiving notifications by tapping the  icon in the upper-right corner:



2. If prompted, **Allow** notifications:



3. On the next screen, you can set notifications for loans that are about to expire, loans that have expired, holds that are ready to borrow, holds that have not been picked up and are about to lapse, and holds that have lapsed. You can set these to be full notifications in which you'll get an alert from your phone, menu badges (the  icon in the upper-right corner of the screen when you start the app) , or turn them off entirely:

Choose which types of events you'd like to be notified about.

Notification
Menu badge
Ignore

Loan expiring ☐ ☒ ☒

Appears a few days before your loan is due, so that you can renew it or place a hold.

Loan expired ☐ ☒ ☒

Appears when your loan has been returned automatically on the due date.

Hold ready ☐ ☒ ☒


Appears when a title you've placed on hold is ready to borrow.

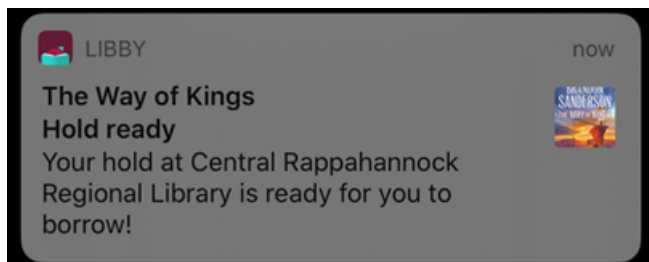
Hold lapsing ☐ ☒ ☒

Warns you when your hold has been ready for several days, and you have not yet borrowed it.

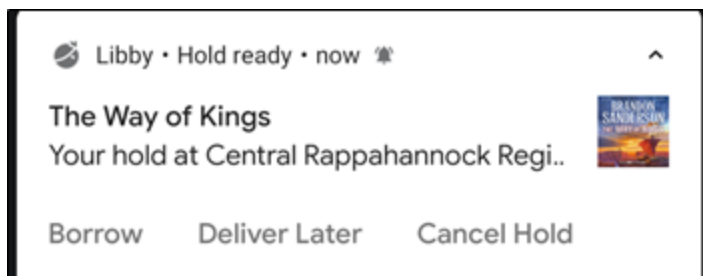
Hold lapsed ☐ ☒ ☒

Appears when your hold is rescheduled or removed because you didn't borrow it in time.

- When you are finished, tap the  button at the top of the screen.
- If you enabled any notifications, they will look like this on iPhone and iPad:

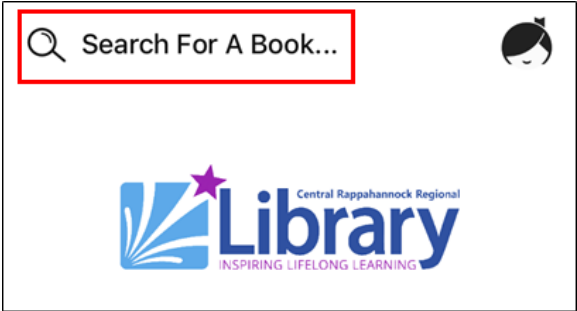


And like this on Android:

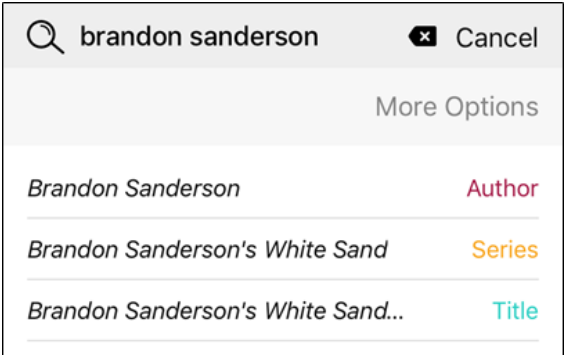


Searching for eBooks

- 1. Tap the **Search For A Book. . .** text field at the top:



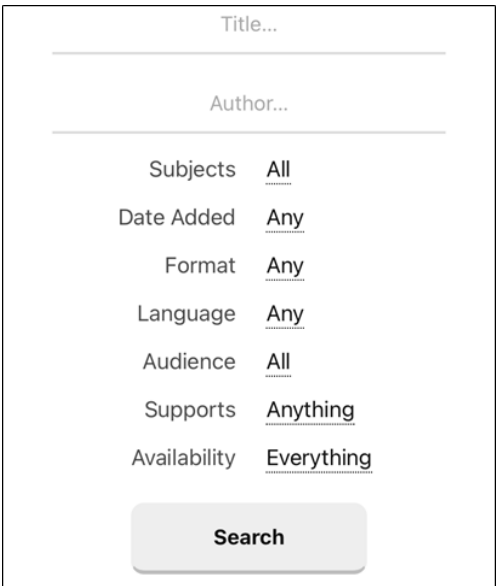
- 2. Type in an author, title, or keyword:



- 3. To perform an advanced search, tap **More Options**:



- 4. On this screen, you can search by multiple fields at once to narrow your search. Once you've entered all the information you'd like, tap the **Search** button at the bottom:



Browsing for eBooks

If you don't have a title or topic in mind and just want to browse, there are a few ways you can do this on the main screen.

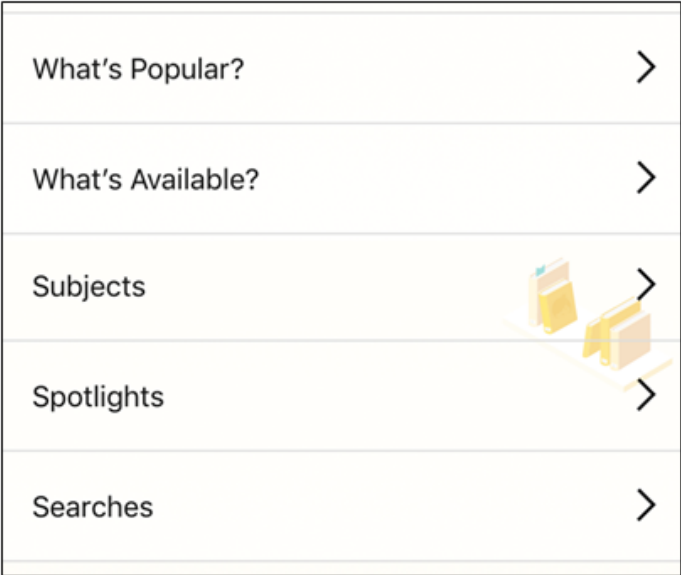
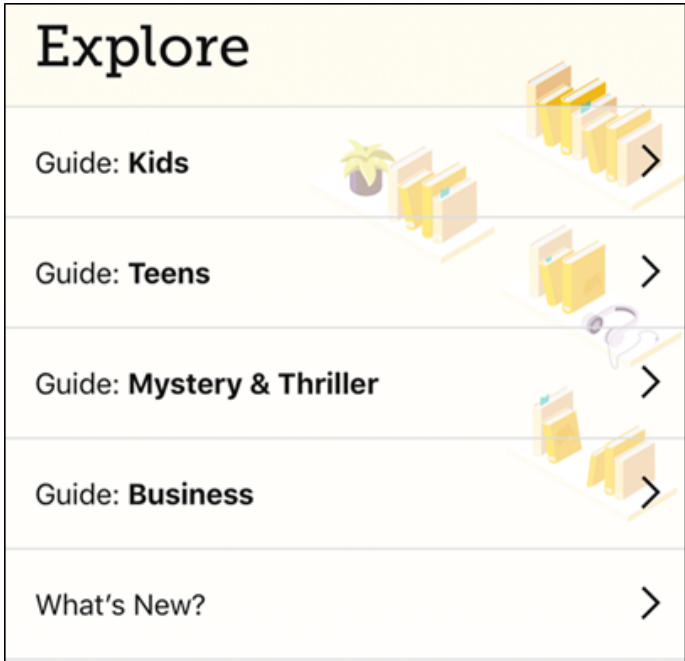
- 1. Make sure you are on the main Libby page by tapping **Library** at the bottom of the screen:



- 2. Tap **Explore**:

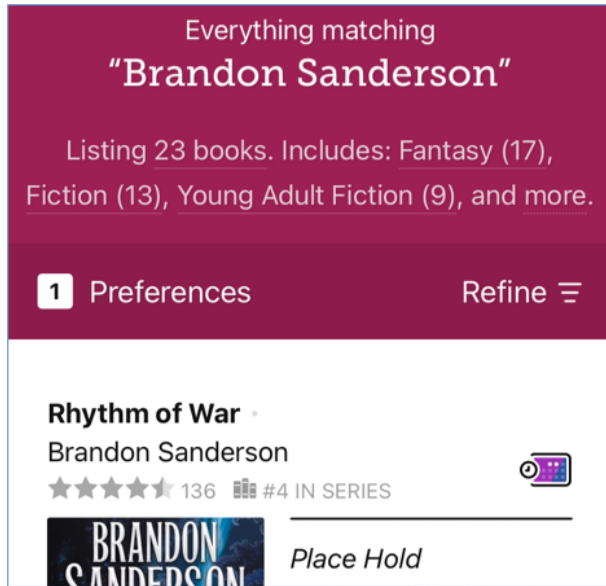


- 3. On the Explore screen, you can browse through various guides, new additions to the collection, popular titles, what is currently available for checkout that you won't have to put on hold, subjects (genres), spotlights (featured curated collections grouped by theme), and your previous searches:

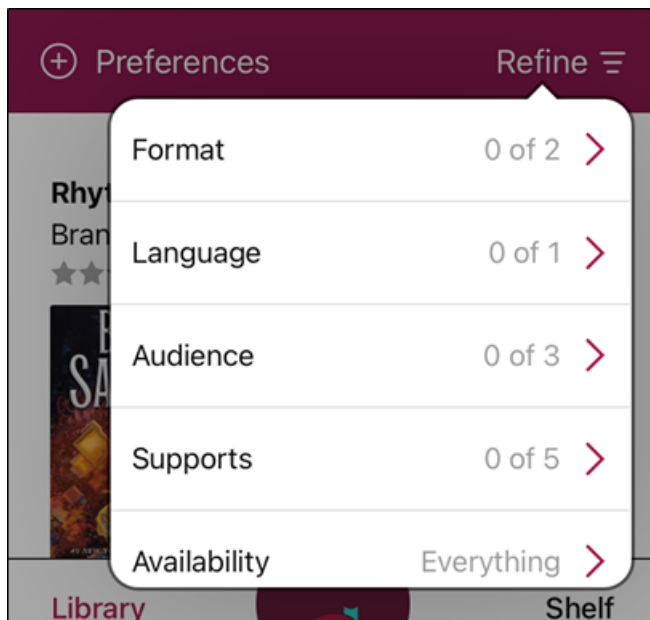


Refining Your Results

1. Once you have a list of titles, you may also limit by the tags listed toward the top of the page, such as **Fantasy**, **Fiction**, and **Young Adult**, shown in the screenshot below:

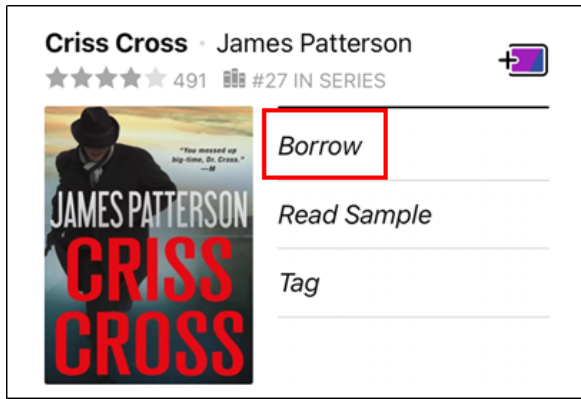


2. Tapping the **Refine** ≡ button will let you choose the format, language, audience, compatibility/supports (Libby, Kindle, or Adobe-compatible - you only need to concern yourself with Kindle compatibility), and availability (everything or only what is currently available to borrow now). You can also **Sort By** title, author, date added, etc.

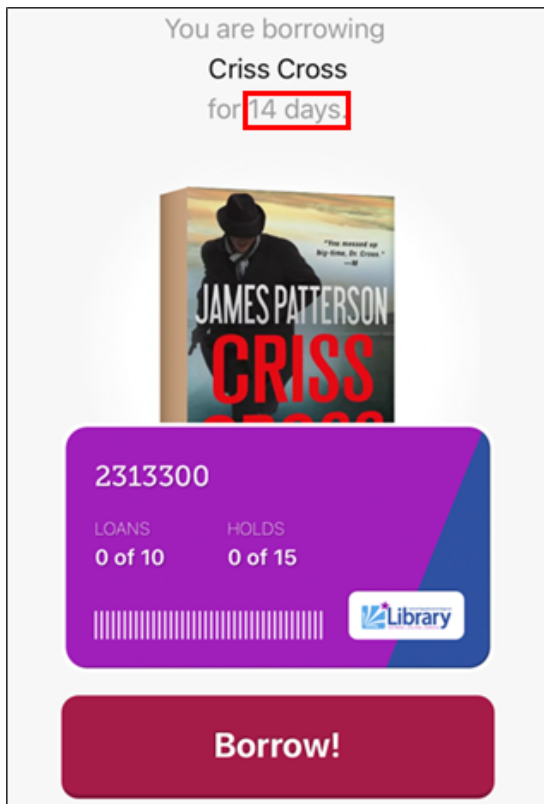


Checking Out and Downloading

1. Once you find an eBook you want to download, tap the **Borrow** button to the right of the book cover:



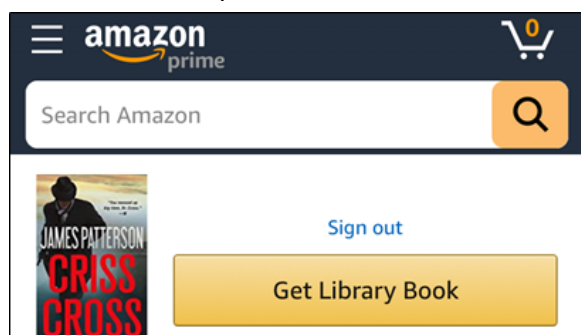
2. Choose your borrowing period at the top of the screen, then tap **Borrow!** at the bottom.



3. Tap **Read with Kindle**:



4. Sign into Amazon if you are prompted to do so. You must use the same Amazon account that your Kindle device or app is registered with.
5. Tap the **Get Library Book** button. The eBook will now be available on your Kindle eReader, Kindle app, or Fire Tablet the next time you use it. If you are using a Kindle eReader, please make sure that you are connected to Wifi and that Airplane Mode is turned off so that you can receive the download.



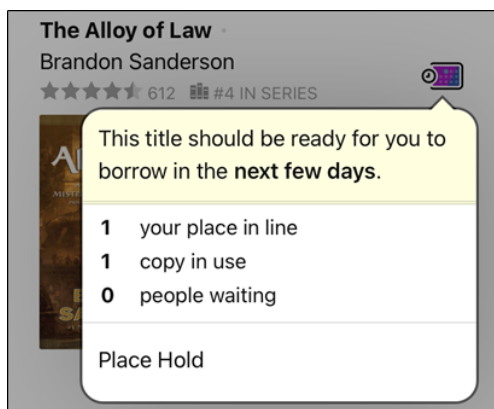
Placing Holds

1. If all copies of a particular eBook are checked out, you may place a hold, just as you can with the library's

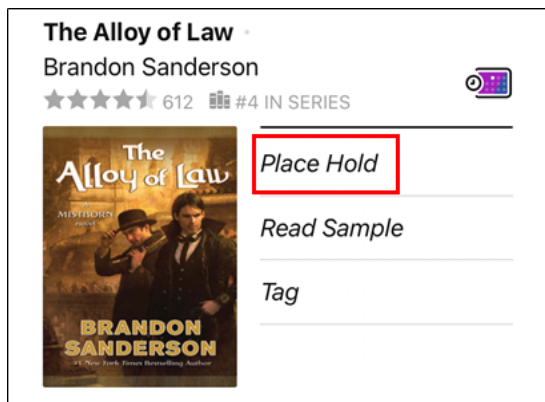
physical items. When you find such a title, tap the



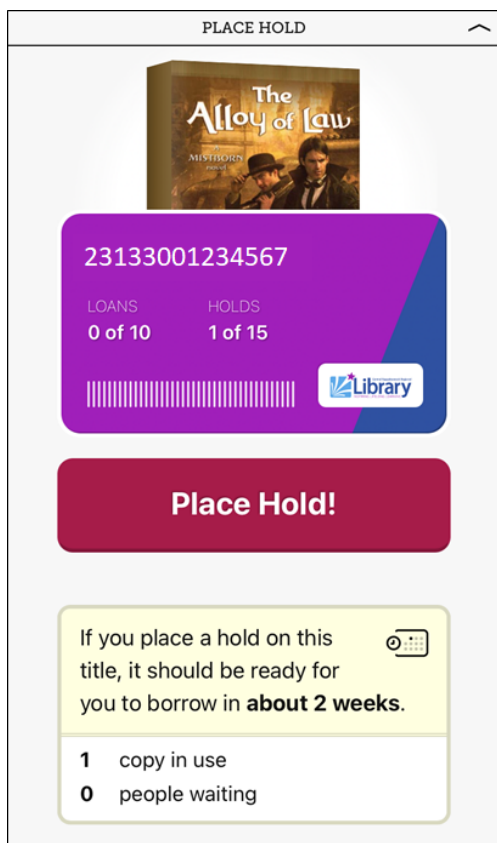
button across from the **Place Hold** link to see the estimated wait time:



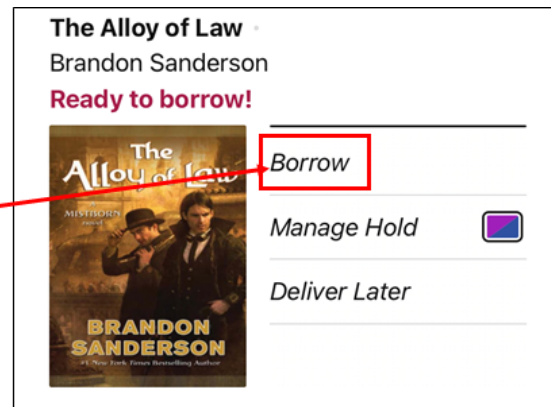
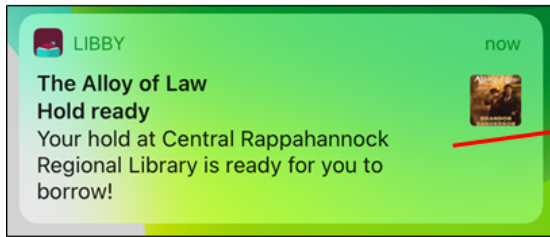
2. To place a hold on the eBook, tap the **Place Hold** link:



3. On the next screen, tap **Place Hold**. You can also see approximately how long the wait for the eBook will be:

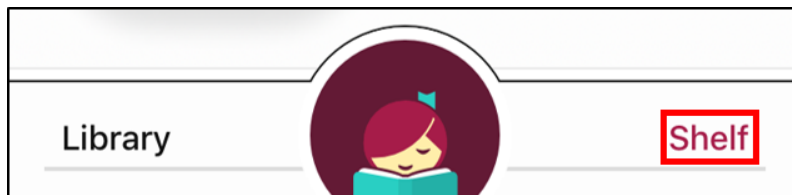


4. If you allowed notifications from the app, you will be alerted when the eBook is ready to be borrowed. Tap the notification and you will be taken to your shelf where you can borrow the eBook:

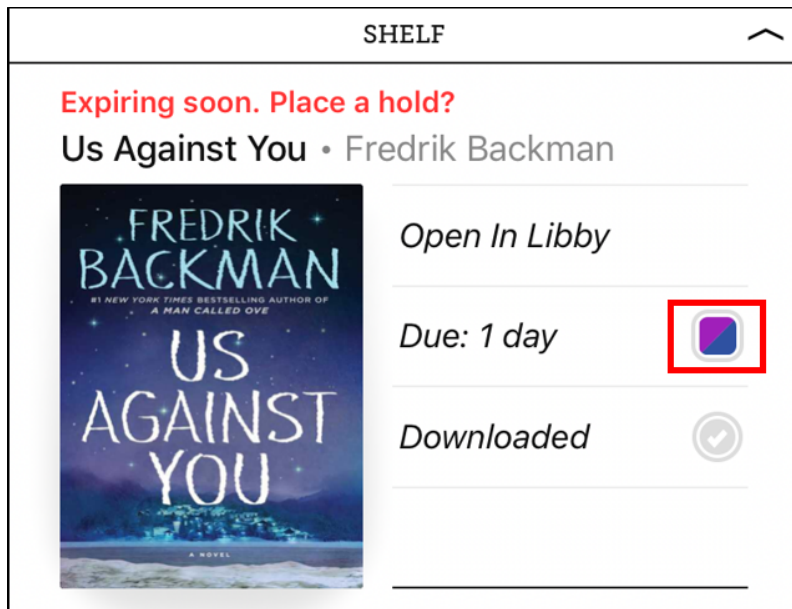


Renewing and Returning

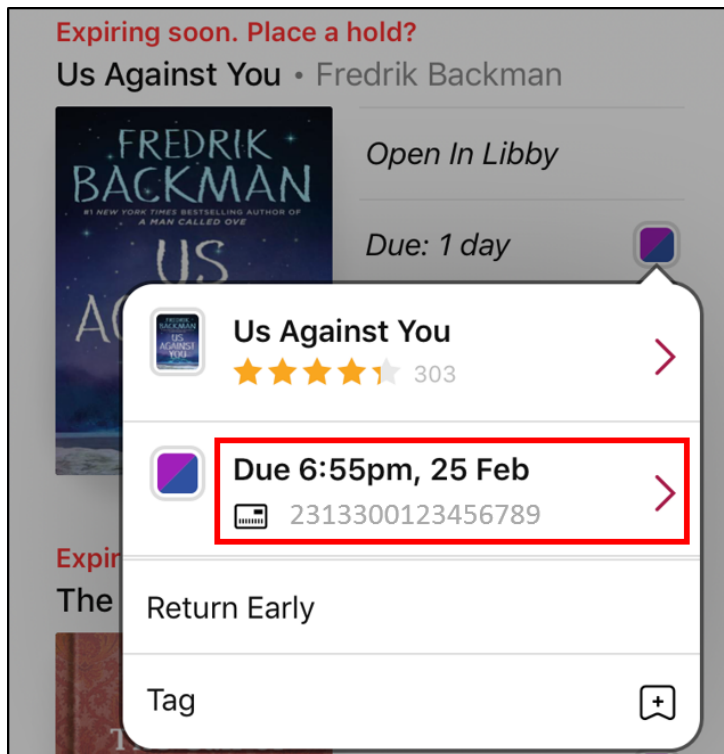
1. Unless you choose to renew your book, it will automatically return itself after the loan duration you chose (typically 14 days). If you would like to request a renewal before the date it's due, start by tapping **Shelf** at the bottom of the screen to show your borrowed items:



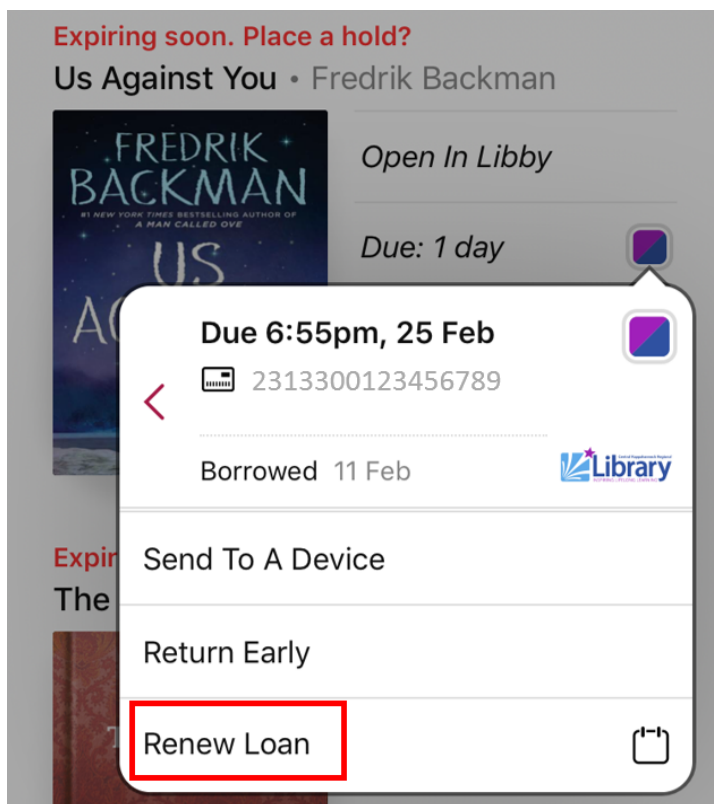
2. Tap the box next to the due date:



3. In the bubble that appears, tap the due date:

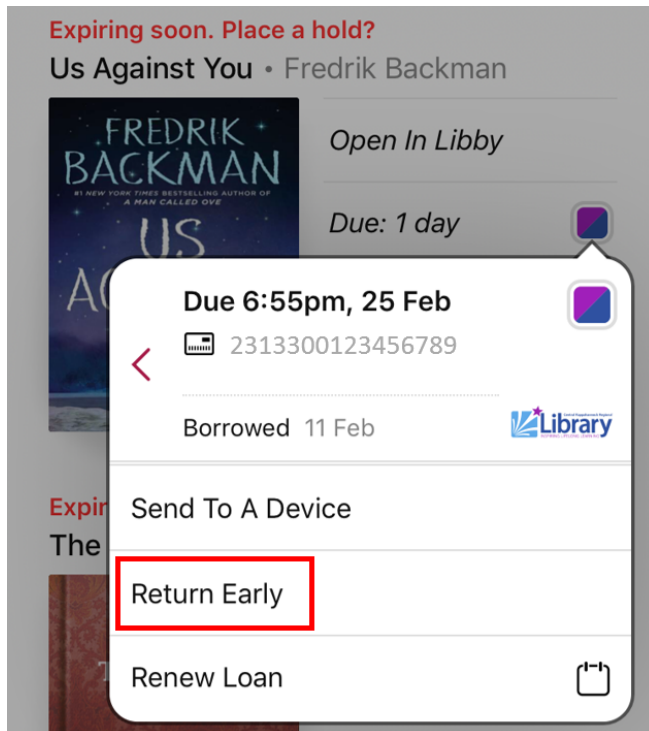


4. On the next screen, tap the option to **Renew Loan**:



Please note that you will not be able to renew any sooner than three days prior to the loan end date. If someone is already in line for that copy of your eBook, you will be given the option to put yourself back in the hold queue.

5. If you want to return the eBook before its due date, tap the option to **Return Early**. Please note that eBooks are automatically returned with no action on your part required. This is simply an option to let the next person in line read it a little earlier:



Please call or contact us online at <https://www.librarypoint.org/contact/> if you need any assistance!

INSTRUCTIONS END