



Central Rappahannock Regional  
**Library**

INSPIRING LIFELONG LEARNING  
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

## Libby for Phones, Tablets, and Kindle

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### Installing Libby

You can download and install the free Libby by OverDrive app from either the Apple App Store or the Google Play Store by searching for “Libby by OverDrive” and installing the app with this icon:



You can follow these links directly to Libby in your device’s app store:

- Apple App Store Link: <https://apps.apple.com/us/app/libby-by-overdrive/id1076402606>
- Google Play Store Link: <https://play.google.com/store/apps/details?id=com.overdrive.mobile.android.libby>

Libby is not available in the Amazon Appstore, but you may install it on your Fire Tablet by following the **Installing Libby on Fire Tablets** guide on [librarypoint.org/ebook-help](http://librarypoint.org/ebook-help).



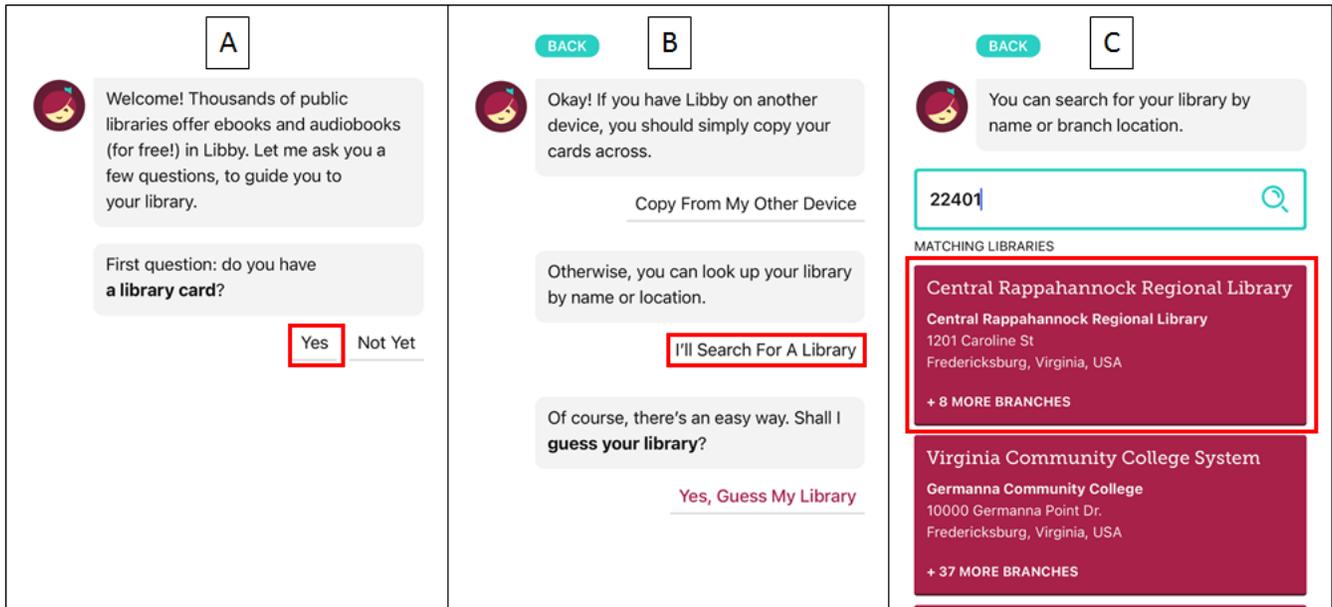
**librarypoint.org**

**540-372-1144**

## Signing In

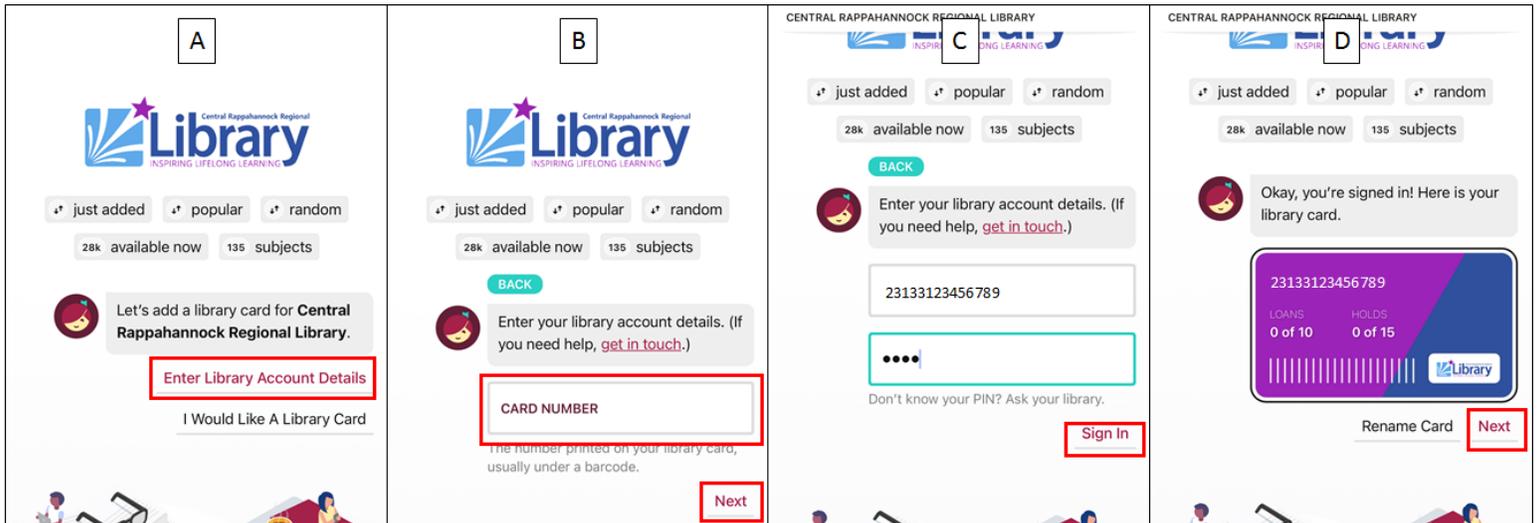
You will have to sign into Libby the first time you run it. To start, you'll need to add CRRL to the app:

- Tap **Yes**.
- Tap **I'll search for a library**.
- Enter the zip code 22401 and tap the search result for **Central Rappahannock Regional Library**.



After choosing CRRL as your library, you will have to register your library card:

- Tap **Enter Library Account Details**
- Enter your 14-digit library card number and tap **Next**.
- Enter your 4-digit PIN and tap **Sign in**.
- Your card will now be registered with Libby. Tap **Next** to continue.

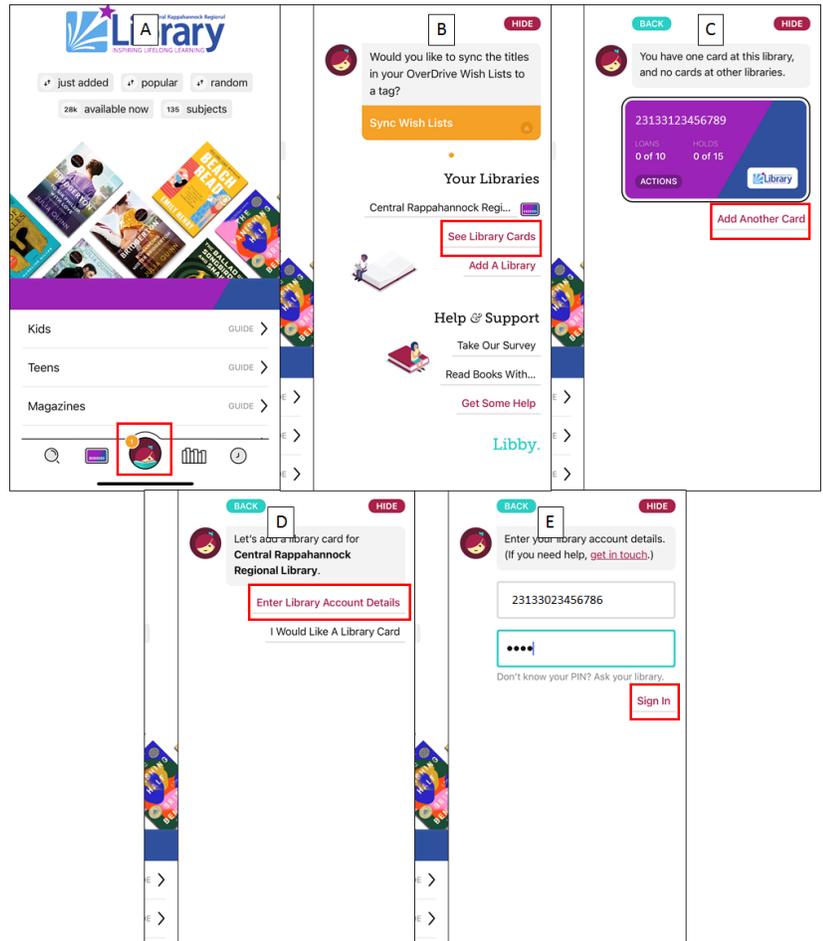


If you do not know your library card number or PIN, please call 540-372-1144, visit your nearest [branch](#), or [chat with us online](#). If you do not yet have a library card, please visit your nearest branch or visit [librarypoint.org/card](http://librarypoint.org/card).

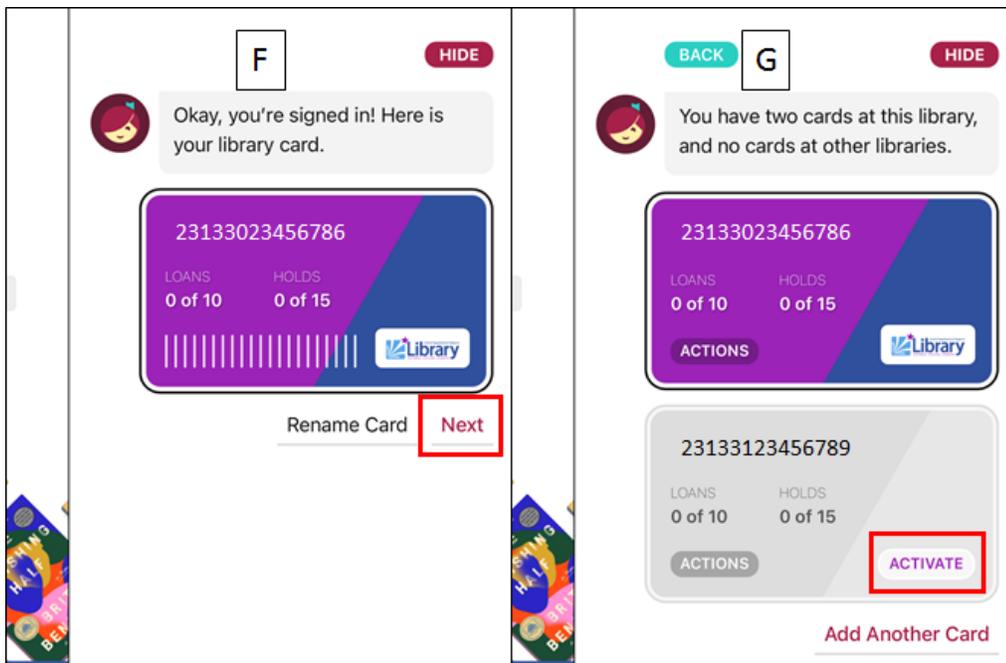
## Adding Additional Cards (optional)

You may add multiple library cards to Libby. Each CRRL card can borrow up to 10 items at a time.

- Tap the Libby oogo at the bottom of the screen.
- Tap **See Library Cards**.
- Tap **Add Another Card**.
- Tap **Enter Library Account Details**.
- Enter your new library card number. Your PIN should remain the same.



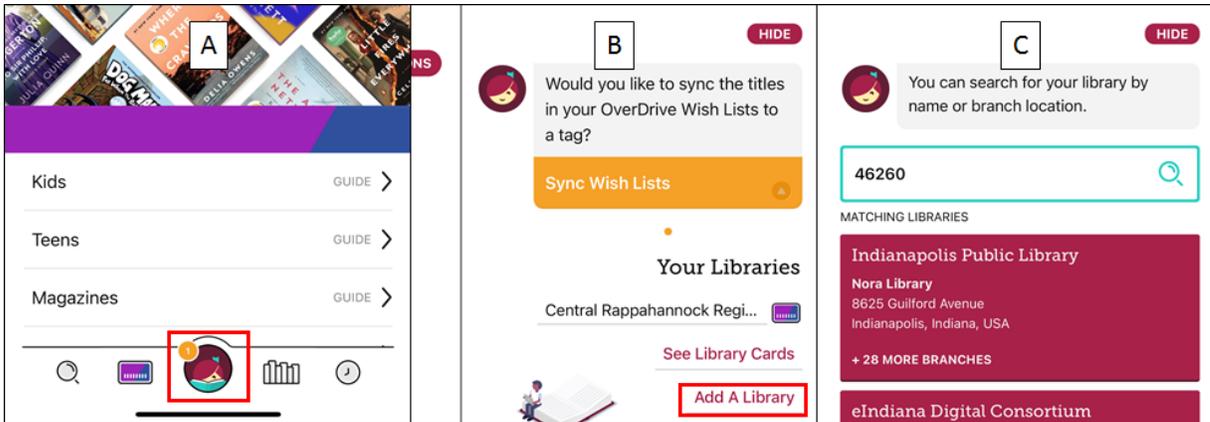
- Once your card has been added, tap **Next**.
- To switch between your cards, tap **Activate** on the one you want to use. When you are finished, tap **HIDE** in the upper-right corner:



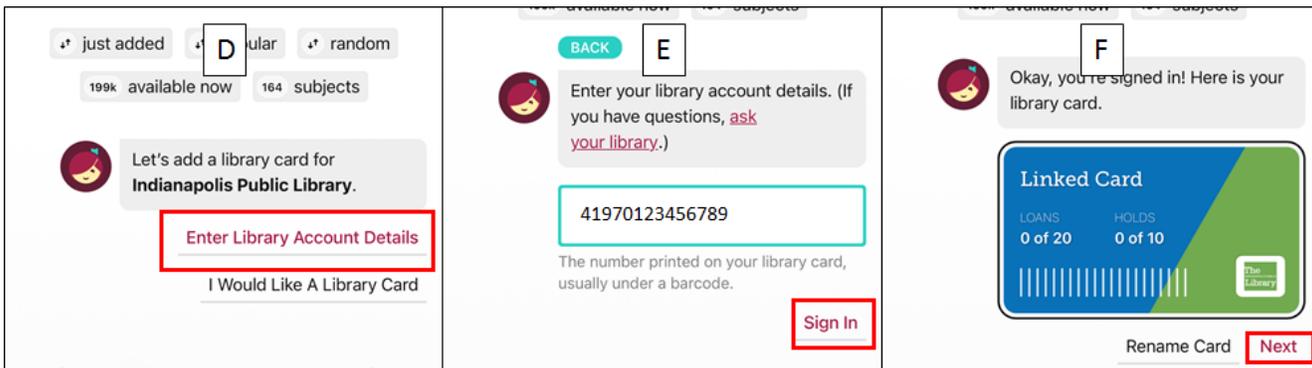
## Adding an Additional Library System (optional)

If you are a member of another library system(s), you may add their cards to Libby in addition to your CRRL card.

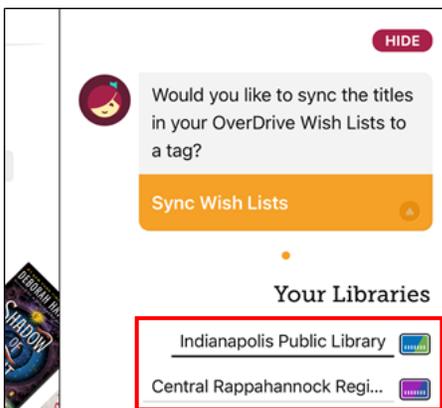
- A. Tap the Libby logo at the bottom of the screen.
- B. Tap **Add A Library**.
- C. Enter the name or zip code of the library you would like to add, then tap the appropriate search result:



- D. Tap **Enter Library Account Details**.
- E. Enter the library card number for the other system. If prompted, also add its PIN.
- F. Tap **Next**.



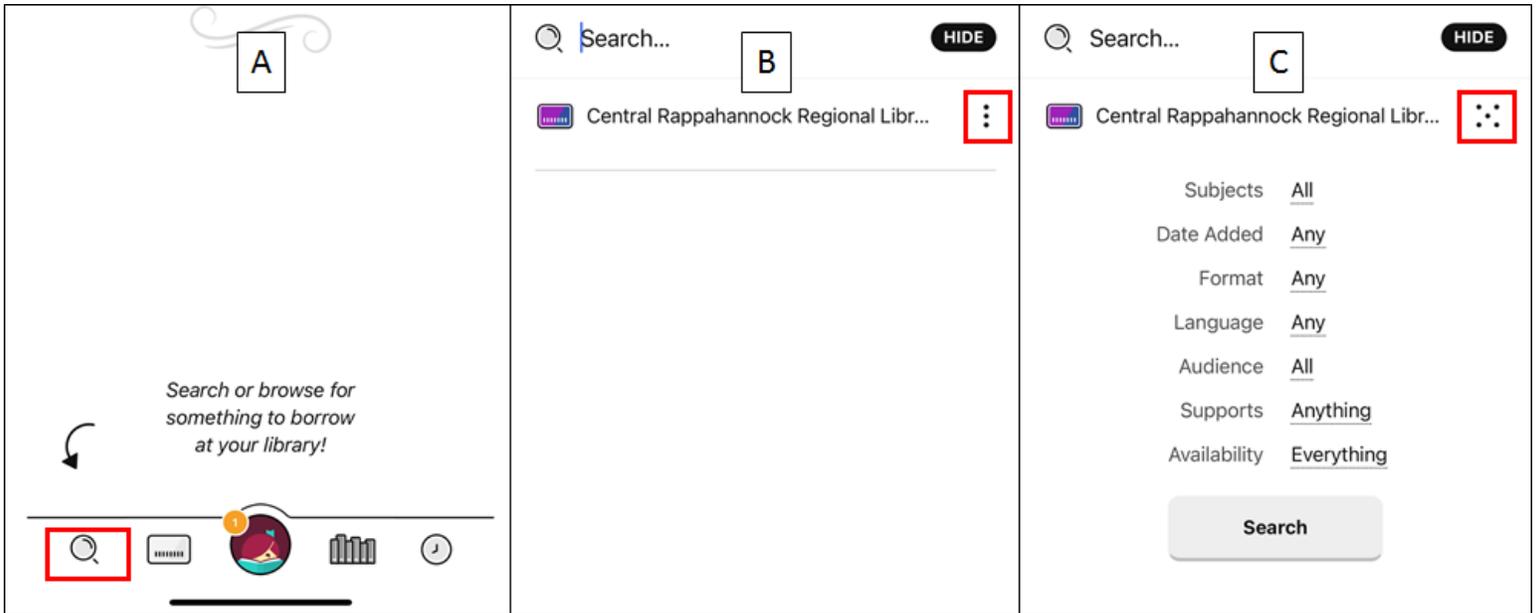
To switch between libraries, tap the Libby logo at the bottom of the screen, and then tap the name of the library you want to use:



## Setting Preferences

Libby allows you to set preferences, such as format, audience, date added to the collection and more.

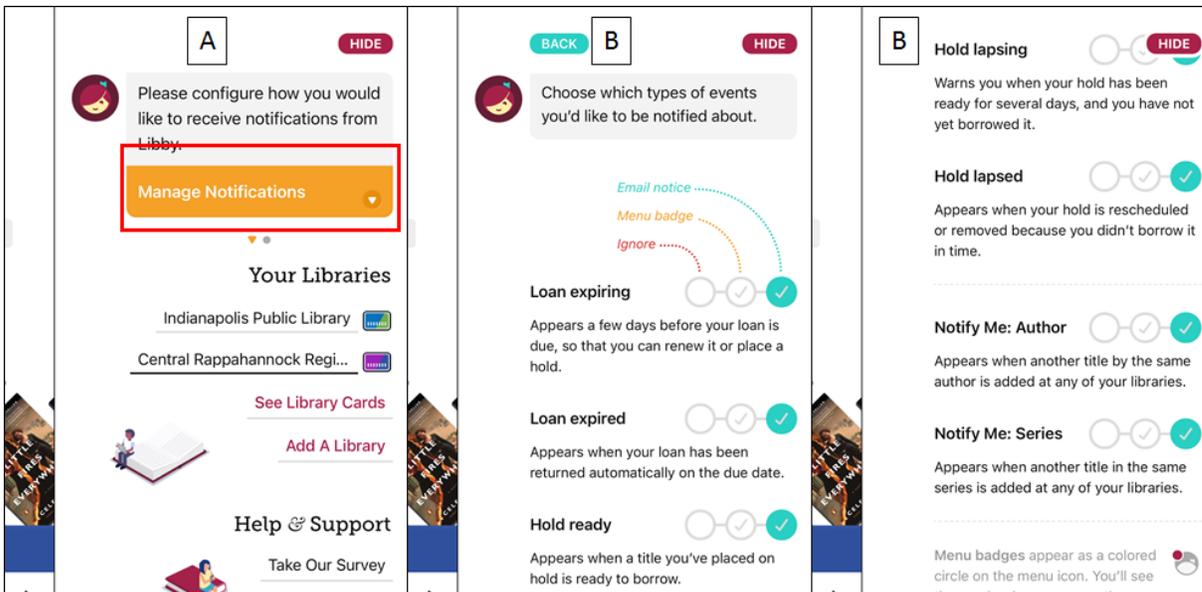
- A. Tap the magnifying lens icon in the bottom left.
- B. Tap the menu icon to the right of **Central Rappahannock Regional Library**.
- C. From here you can choose your preferred subject/genre, the date items were added to the library, your preferred format (print, audio, magazine, or read along), language, audience, what type of device you'd like your item to work with, and whether an item is available to be checked out immediately. When you are finished, tap the five-dot icon.



## Notifications

Notifications from your smartphone or tablet are the best way to find out when holds are ready, when check-outs are expiring, and more.

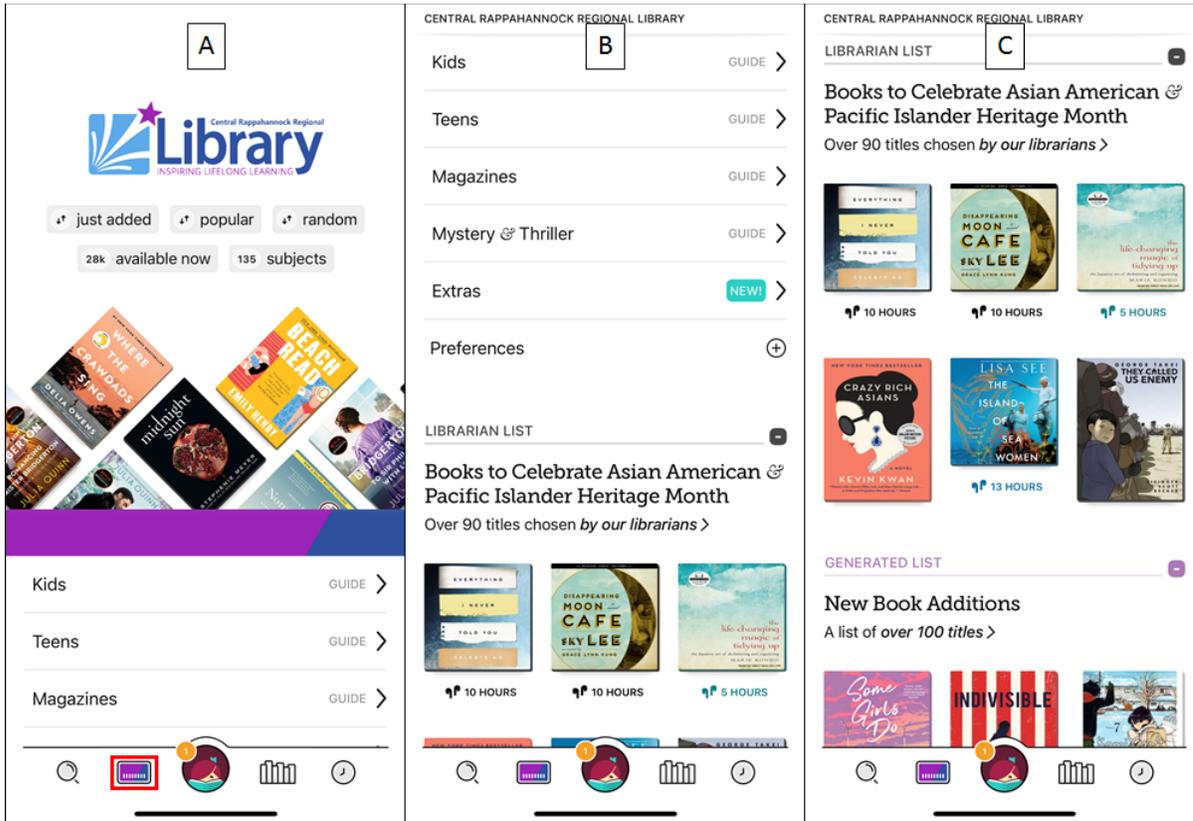
- A. Tap the Libby logo at the bottom of the screen. Then tap **Manage Notifications**.
- B. Scroll through the list of available notification options. You can set them to **Ignore**, **Menu Badge**, and **Email**.



## Browsing

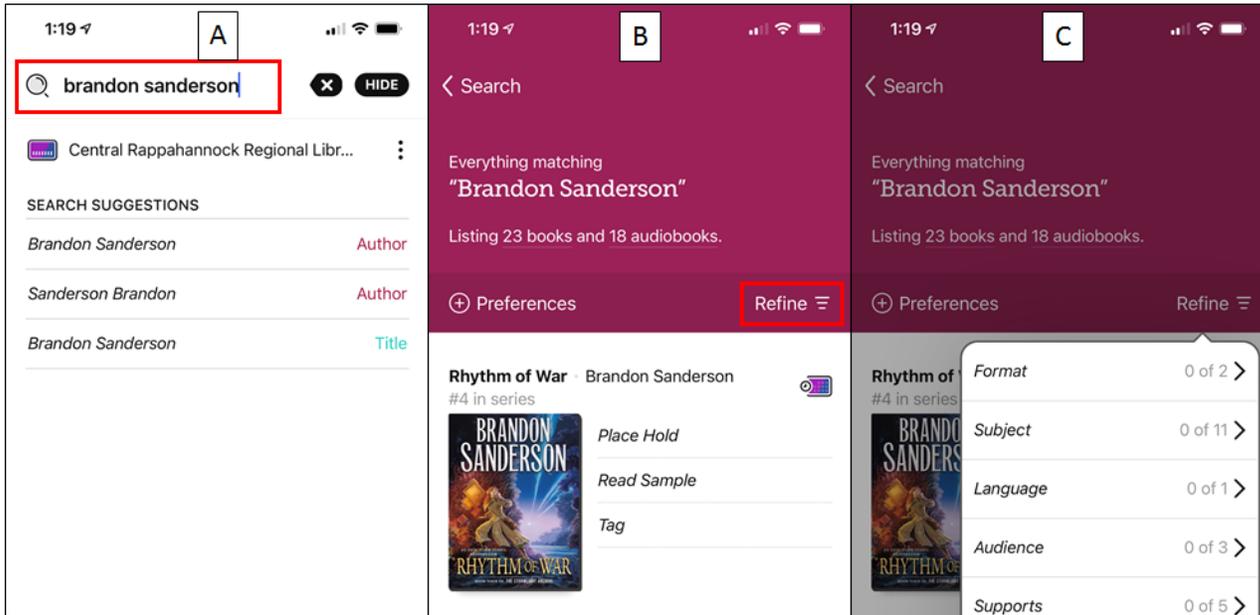
Libby offers several options if you don't know the exact title of an eBook or eMagazine, and you just want to browse for something to read or listen to.

- A. Tap the library card icon at the bottom. From the top of this screen you can view lists of items that were just added to the catalog, the most popular items, a random selection of items, the list of items that are available to borrow without placing a hold, and a list of subjects and genres, such as mysteries, romance, and historical fiction.
- B. Scroll down further to view guides targeted at particular audiences and formats.
- C. Scroll down further for curated lists of titles organized around a variety of topical categories.

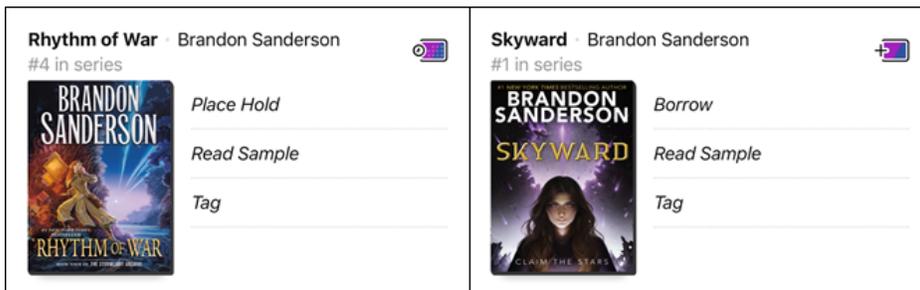


If you know the exact title or author you are looking for, follow the steps below.

- A. Tap the magnifying glass icon in the bottom-left of the screen, then enter the title or author you want to search for at the top of the screen. Tap the search result matching your search term.
- B. You will be presented with a list of eBooks and eAudiobooks that match your search. At the top of the screen, you will be shown how many items are eBooks and how many are eAudiobooks. To narrow your search results, tap the **Refine** button.
- C. From the **Refine** menu, you can limit your results by format, subject, language, audience, availability, and more.



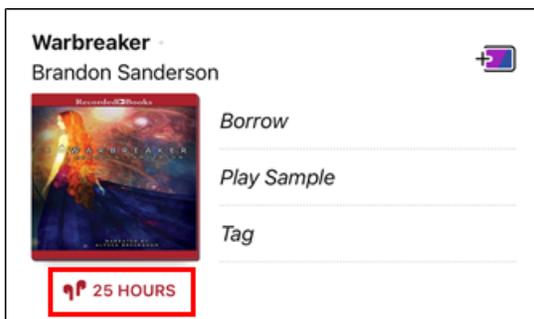
- D. Items that are marked **Place Hold** are not immediately available for check-out and must be placed on hold. Items marked **Borrow** are available to borrow immediately.



Not Available

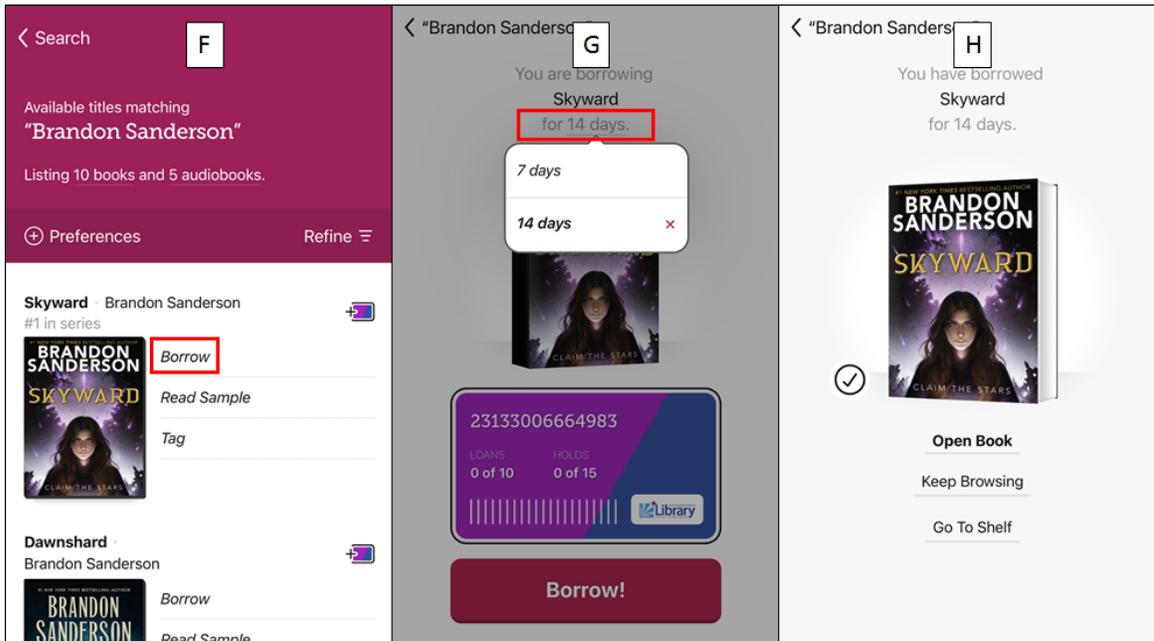
Available

- E. eAudiobooks are marked with a pair of earbuds in addition to the approximate playtime.



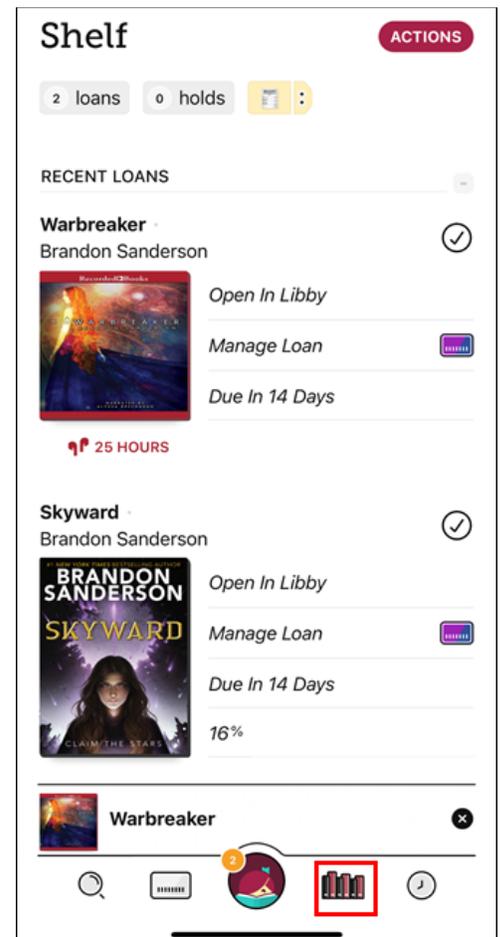
- F. Once you've found a title you want, tap the **Borrow** button next to it.

- G. You will be taken to the borrowing screen. You can select your check-out duration at the top. CRRL eBooks and eAudiobooks check out up to two weeks at a time. Tap the **Borrow!** button at the bottom to check out.
- H. Print eBooks will download very quickly, while eAudiobooks might take up to a full minute or more. Tap **Open Book** to begin reading, or **Keep Browsing** to look for more to read or listen to.



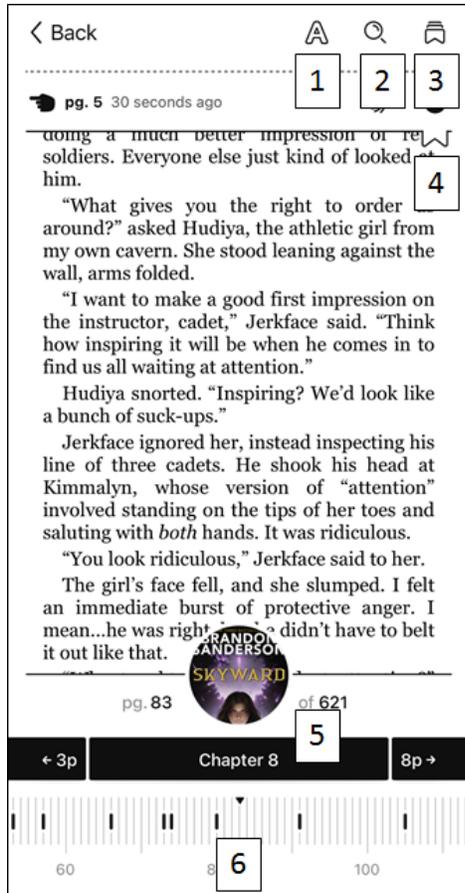
## Bookshelf

To view the items you have borrowed, tap the bookshelf icon to the right of the libby logo. From this screen, you can open your borrowed items, manage your holds, and return titles early (more on holds and returns later).



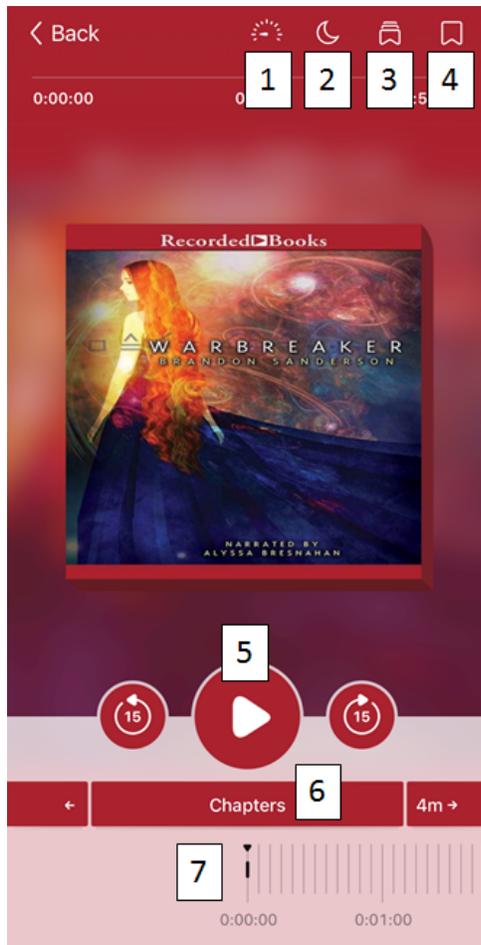
## Reading an eBook

Libby features several tools to enhance your reading experience. These can be accessed by tapping the middle of the screen while reading.



1. Adjust font size, type style, page formatting, lighting effects, and more.
2. Search within the text of the eBook.
3. Access bookmarks
4. Add a bookmark. This can also be done by tapping the upper-right corner while reading.
5. Table of contents.
6. Page scrubber - tap and hold to quickly flip through pages without having to swipe the screen.

eAudiobooks also have a number of tools. Unlike eBooks, these are always present while the app is open.

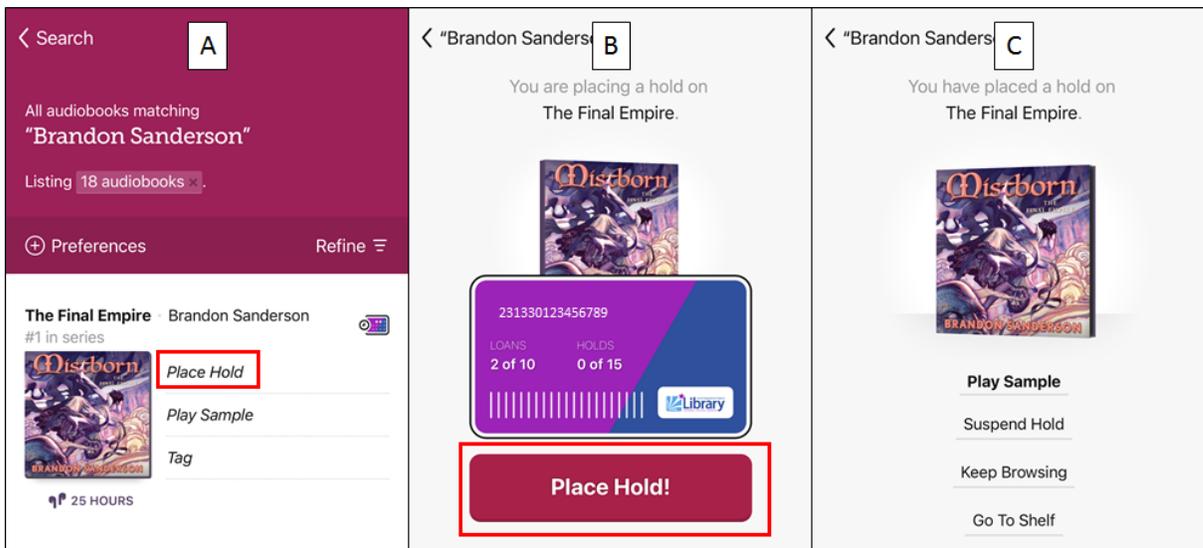


1. Adjust narration speed up to 2x normal speed or down to 0.6x.
2. Set a sleep timer anywhere from the end of the chapter up to 2 hours.
3. View bookmarks
4. Set bookmarks
5. Play and Pause. The buttons to either side can reverse or advance 15 seconds in the eAudiobook.
6. Progress scrubber - tap and hold to move quickly through the eAudiobook.

## Placing Holds

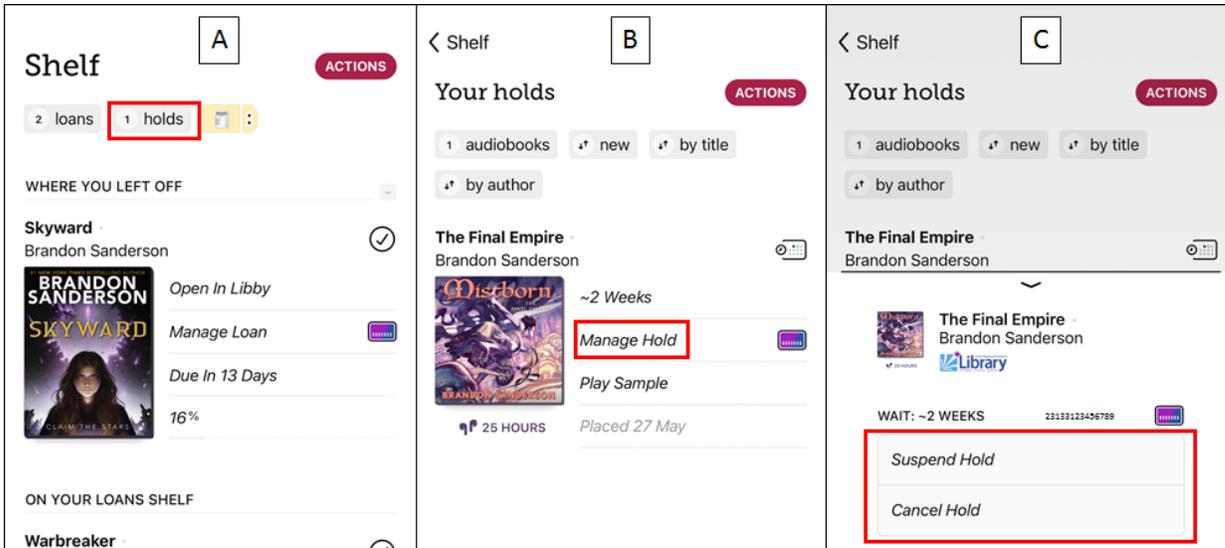
If all copies of an eBook or eAudiobook are checked out, you can place it on hold just like you would with a physical item.

- A. When you find an item you want to reserve, tap the **Place Hold** link next to the book cover.
- B. Tap the **Place Hold!** Button.
- C. On the confirmation screen, you can suspend the hold, continue browsing, or go to your shelf of borrowed items.



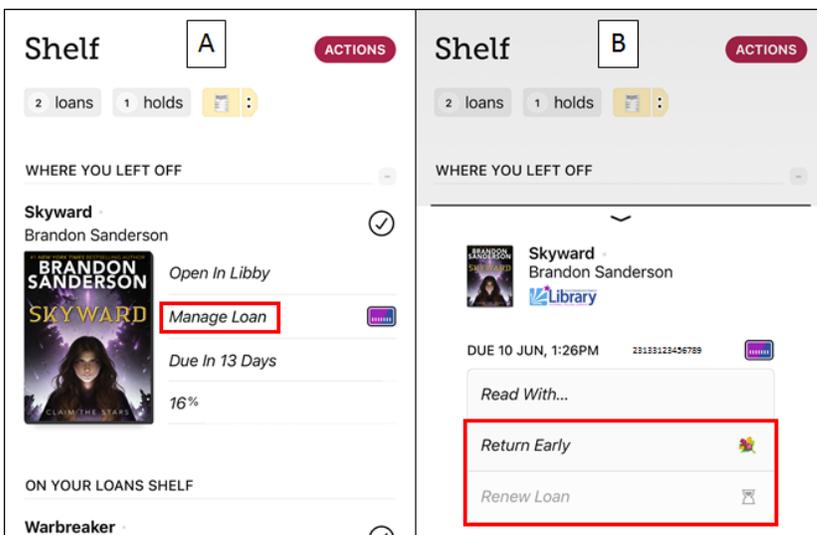
## Suspending and Cancelling Holds

- To manage your holds, tap the bookshelf icon at the bottom of the screen to the right of the Libby logo, then tap **holds** at the top of the screen.
- Tap **Manage Hold** next to the eBook or eAudiobook you want to cancel or suspend.
- Choose **Suspend Hold** or **Cancel Hold**. Suspending holds allows you to set your holds to become active on a specific date, up to 180 days out. This is handy if you want to place several eBooks on hold, but don't want them all to become available at once.



## Renewing and Returning

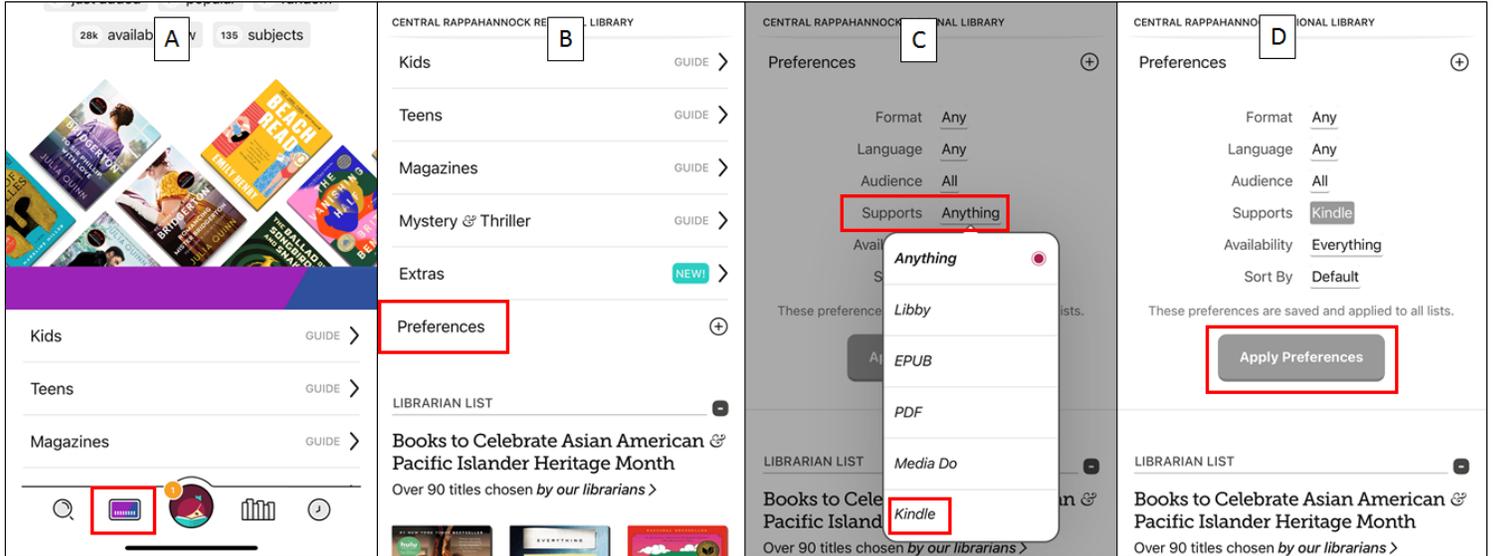
- To return items early or renew them, tap the bookshelf icon at the bottom of the screen to the right of the Libby logo, then tap **Manage Loan**.
- Tap **Return Early** if you are finished with the item and want to make it available to another customer before your loan period is up. This is not required. Libby titles will return themselves automatically and do not accrue fines. Tap **Renew** loan to extend your check-out. Tiles can only be renewed within three of the loan's expiration date. If the title is on hold for someone else you cannot renew it. You will be given the option to get back in the hold queue.



## Use Libby with Kindle (optional)

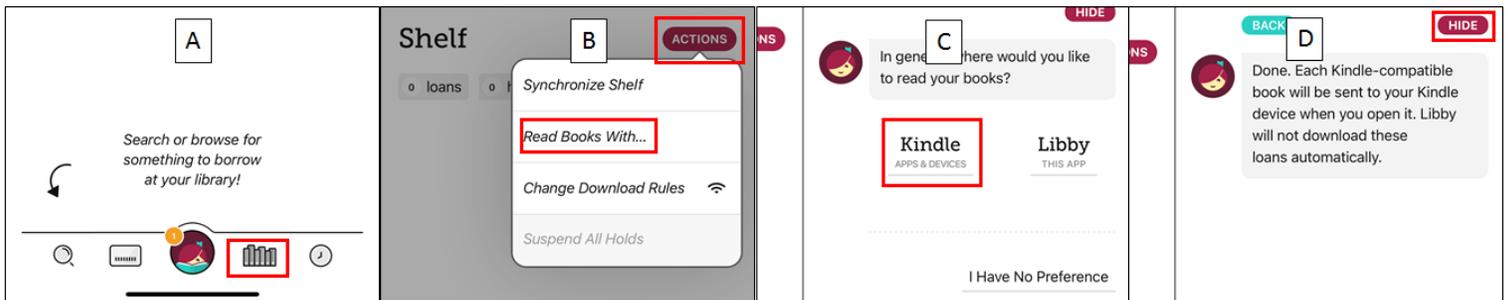
You can read your eBooks with your Kindle ereader or in the Kindle app, if you prefer. This is purely optional, as all OverDrive content can be read or listened to with the Libby app. *eAudiobooks and eMagazines are not supported by Kindles or the Kindle app.* Start by setting Kindle as your default eBook format when searching and browsing. Please note that this will exclude any titles from your searches that are not compatible with Kindle.

- Tap the library card icon to the left of the libby logo.
- Scroll down and tap **Preferences**.
- Tap **Supports** and choose **Kindle**.
- Tap **Apply Preferences**.



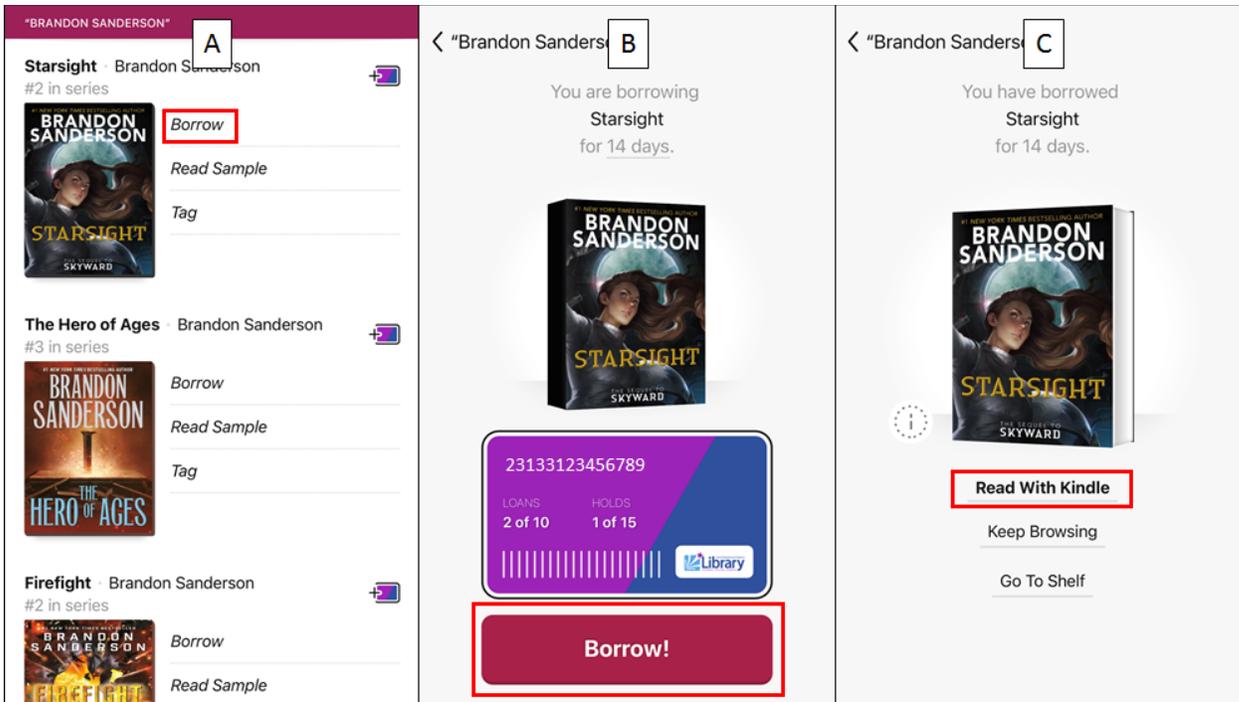
Now, let's instruct Libby to always send the check-outs to Amazon.

- Tap the bookshelf icon on the bottom of the screen.
- Tap the **Actions** button in the upper-right. From the menu, choose **Read Books With...**
- Tap **Kindle**.
- Now all of the eBooks you search for and borrow will be Kindle compatible. You will be taken to the Amazon site when borrowing. More on this later.

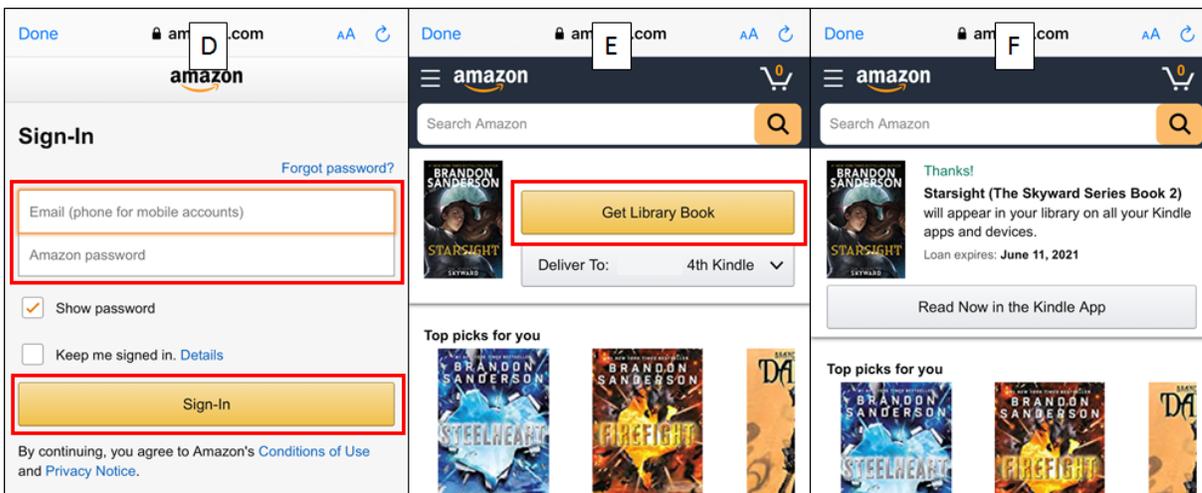


## Checking out to Kindle

- A. Once you've found an eBook you want, tap the adjacent **Borrow** link.
- B. Tap the **Borrow!** button to confirm.
- C. Tap **Read With Kindle**.

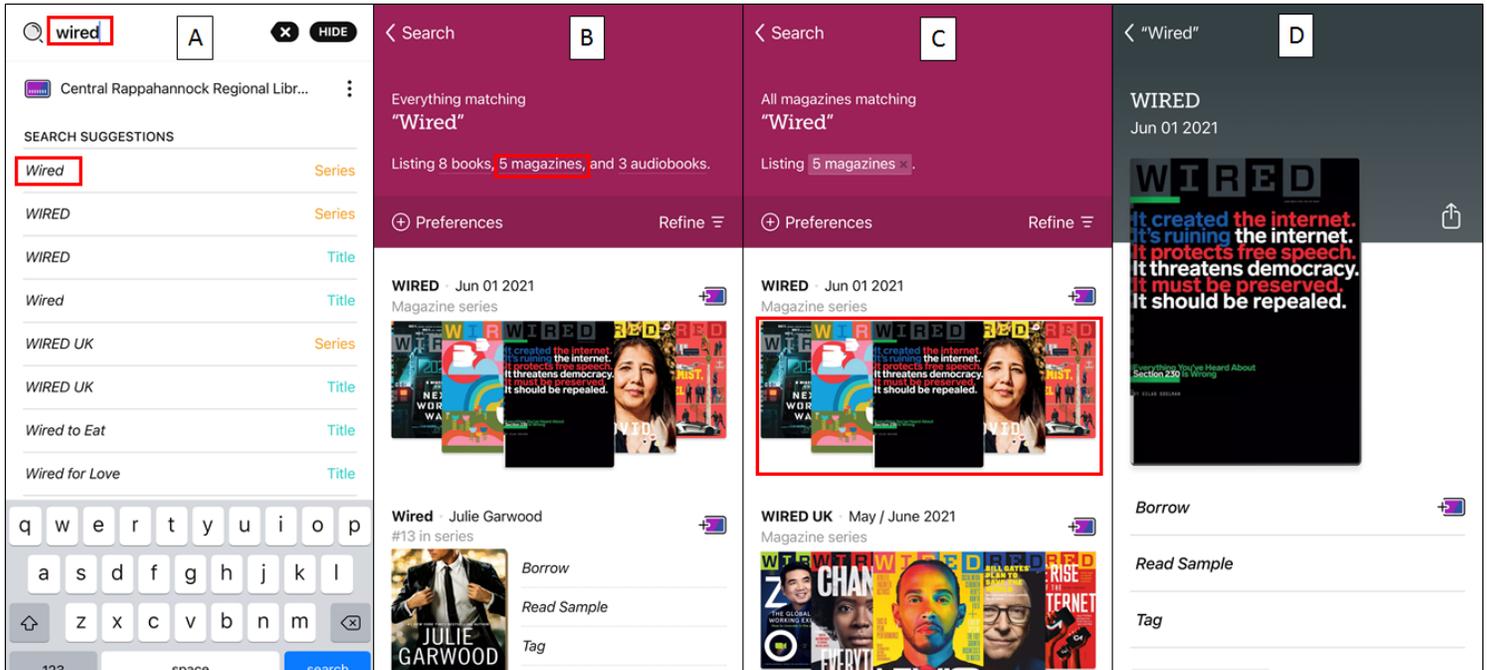


- D. Enter the email address and password for the Amazon account you use with your Kindle or Kindle app, then tap **Sign-in**.
- E. Tap **Get Library Book**.
- F. The Kindle eBook is now checked out to you and can be read either on your Kindle or in the Kindle app.

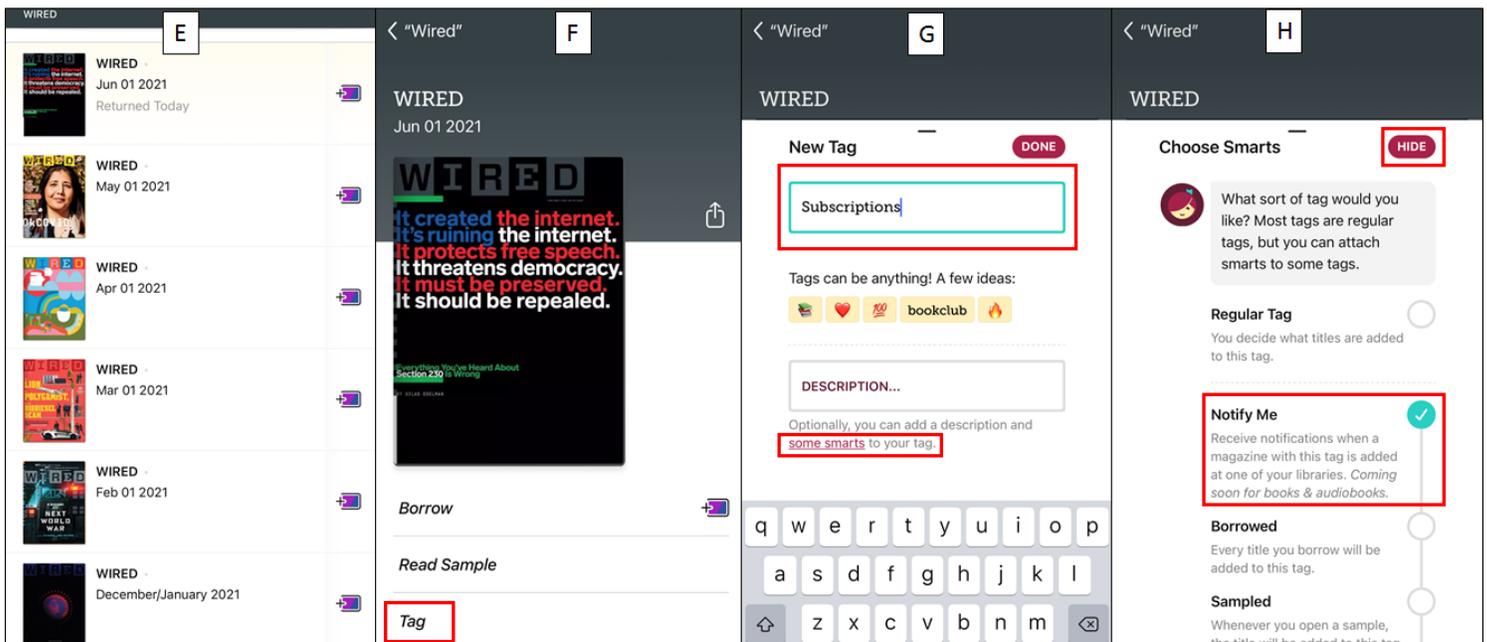


Libby provides access to a huge selection of digital magazines. These do not count towards your 10 item limit and check out for two weeks at a time. All eMagazines are always available to all customers at all times.

- Tap the magnifying glass in the bottom left to bring up the search screen. Enter the name of the magazine in the search field at the top. Select the title from the list of search suggestions. Magazines are marked as **Series**.
- Optionally, you can limit your search results to just magazines by tapping **magazines** at the top of the screen.
- Tap the search result for the magazine you want to borrow. The five most recent issues are fanned out for each search result, and tapping on a cover will open that specific issue.
- You will be taken to the page where you can borrow the magazine.



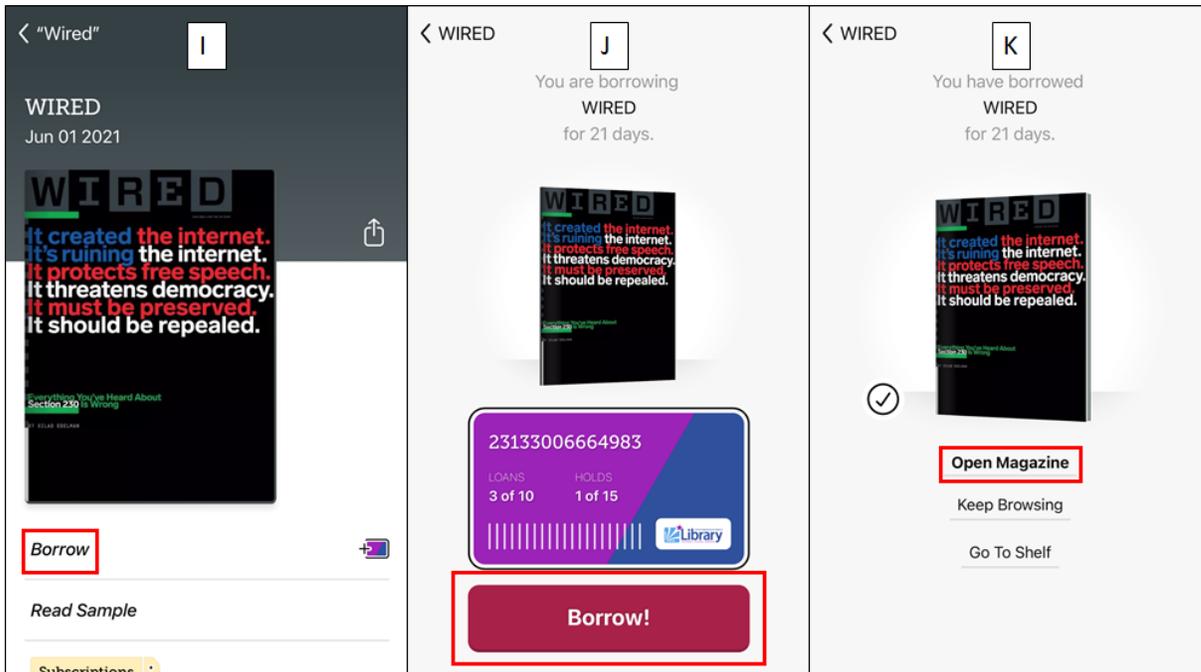
- Scroll down the screen to view additional back issues.
- If you would like to be notified when new issues are available, scroll back up and tap the **Tag** button.
- Enter the name for your tag and a description, if you want. Then tap **some smarts**.
- Tap **Notify Me**, then tap **HIDE**.



- To get a magazine, tap **Borrow** under its cover image.

J. On the next screen, tap the **Borrow!** button.

K. When the magazine has finished downloading, tap **Open Magazine**.



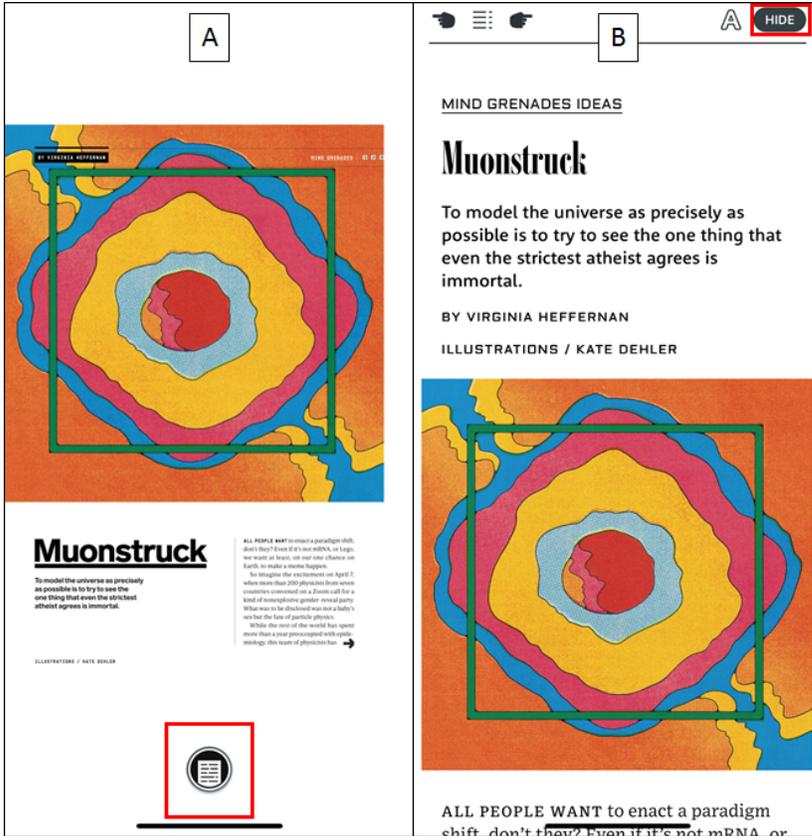
## Reading eMagazines



1. Zoom in on the page.
2. Change text formatting options. This will not change anything while looking at the PDF (current) view of the page.
3. Search within the eMagazine.
4. Place a bookmark. Use the icon immediately above to view the bookmarks you've placed.
5. View a listing of all sections of the eMagazine.

## Switching from PDF to Text View

- A. To switch from the PDF view of an eMagazine page to a text view that is easier to read, tap the page icon at the bottom of the screen. This will only work for articles - you won't see the button appear on advertisement pages.
- B. Use the **A** button at the top of the screen to adjust text formatting options, such as font style, size, lighting, and more. To quickly move through articles, use the left and right pointing hands in the upper left. To bring up the listing of all magazine articles, tap the icon between them. To return to the PDF view of the eMagazine, tap **Hide** in the upper-right corner.



Tapping the clock icon in the bottom-right corner will bring up the Timeline. This allows users to view a complete listing of the items they have borrowed, for how long, and when they were returned. It's a great way to keep track of everything you've read.

**END OF INSTRUCTIONS**