

Libby for Phones, Tablets, and Kindle

Installing Libby | Signing In | Adding Additional Cards | Adding an Additional Library System Setting Preferences | Notifications | Browsing | Searching | Bookshelf | Reading an eBook Listening to an eAudiobook | Placing Holds | Suspending and Canceling Holds | Renewing and Returning Use Libby with Kindle | Checking out to Kindle | Borrowing eMagazines | Reading eMagazines | Timeline

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

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 <u>librarypoint.org/ebook-help</u>.



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:

- A. Tap Yes.
- B. Tap I'll search for a library.
- C. 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:

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

A	В		CENTRAL RAPPAHANNOCK RECIONAL LIBRARY
		e* just added e* popular e* random 28k available now 135 subjects BACK	* just added * popular * random 28k available now 135 subjects
* just added * popular * random 28k available now 135 subjects		Enter your library account details. (If you need help, <u>get in touch</u> .)	Okay, you're signed in! Here is your library card.
Let's add a library card for Central Rappahannock Regional Library. Enter Library Account Details I Would Like A Library Card	EACK Enter your library account details. (If you need help, get in touch.) CARD NUMBER The number printed on your library card, usually under a barcode.	23133123456789 •••• Don't know your PIN? Ask your library. Sign In	23133123456789 LOAMS HOLDS 0 of 10 0 of 15 UIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Next		

If you do not know your library card number or PIN, please call 540-372-1144, visit your nearest <u>branch</u>, or <u>chat with us online</u>. If you do not yet have a library card, please visit your nearest branch or visit <u>librarypoint.org/card</u>.

Adding Additional Cards (optional)

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

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



- F. Once your card has been added, tap Next.
- G. 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:



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.

A	Search B	O Search C
	Central Rappahannock Regional Libr	Central Rappahannock Regional Libr
		Subjects All
		Date Added Any
		Format Any
		Language Any
Search or browse for		Audience All
something to borrow		Supports Anything
at your library!		Availability Everything
		Search

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.



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).



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

く Back
1.2.3
1 2 3 b b c c c c c c c c c c
soldiers. Everyone else just kind of looked thim.
"What gives you the right to order around?" asked Hudiya, the athletic girl from my own cavern. She stood leaning against the wall, arms folded.
"I want to make a good first impression on the instructor, cadet," Jerkface said. "Think how inspiring it will be when he comes in to find us all waiting at attention."
Hudiya snorted. "Inspiring? We'd look like a bunch of suck-ups."
Jerkface ignored her, instead inspecting his line of three cadets. He shook his head at Kimmalyn, whose version of "attention" involved standing on the tips of her toes and saluting with <i>both</i> hands. It was ridiculous.
"You look ridiculous," Jerkface said to her.
The girl's face fell, and she slumped. I felt
meanhe was right ANDOO didn't have to belt it out like that.
pg. 83
← 3p Chapter 8 8p →
1 1 1 1 1 1 1 1 1 1

- 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.



- A. 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.
- B. Tap Manage Hold next to the eBook or eAudiobook you want to cancel or suspend.
- C. 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.

A Shelf 2 loans 1 holds 3	ACTIONS	B ACTIONS	Shelf Your holds ACTIONS
WHERE YOU LEFT OFF	- +* by author		* by author
Skyward Brandon Sanderson Skynderson Skynderson Den In Libby Manage Loan Due In 13 Days 16%	The Final Empire Brandon Sanderson Sanderson Single State Single State	~2 Weeks Manage Hold Play Sample Placed 27 May	The Final Empire Image: Suspend Hold
ON YOUR LOANS SHELF			Cancel Hold

Renewing and Returning

- A. 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**.
- B. 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.



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.

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

28k availab \Lambda y 135 subject	ts	CENTRAL RAPPAHANNOCK	RE LIBRARY	CENTRAL RAPPAHANNOCK	NAL LIBRARY		ONAL LIBRARY
		Kids	GUIDE >	Preferences	÷	Preferences	\oplus
	0	Teens	GUIDE >	Format	Any	Format	Any
		Magazines		Language	Any	Language	Any
		Magazines	00102	Audience	All	Audience	All
		Mystery & Thriller	GUIDE >	Supports	Anything	Supports	Kindle
			-	Avail	hing	Availability	Everything
		Extras	NEW! >	s		Sort By	Default
		Proforences	æ	These preference Libby	ists.	These preferences are sa	ved and applied to all lists.
Kids	guide >	Freierences	U			Amply Dr	oferences
Trans						Арру РГ	elerences
Teens	GUIDE 7	LIBRARIAN LIST	0	PDF			
Magazines	GUIDE 🔪	Books to Celebr	ate Asian American &				
	,	Pacific Islander	Heritage Month	LIBRARIAN LIST Media	a Do	LIBRARIAN LIST	0
		Over 90 titles choser	by our librarians >	Books to Cele	in &	Books to Celebrate	Asian American &
	\odot		ALTONAL BUTTALLAS	Pacific Island Kindle	e	Pacific Islander He	eritage Month
			LVERTING	Over 90 titles chosen by a	our librarians >	Over 90 titles chosen by	our librarians >

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

- A. Tap the bookshelf icon on the bottom of the screen.
- B. Tap the Actions button in the upper-right. From the menu, choose Read Books With...
- C. Tap Kindle.
- D. 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.



- 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.

- A. 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**.
- B. Optionally, you can limit your search results to just magazines by tapping magazines at the top of the screen.
- C. 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.
- D. You will be taken to the page where you can borrow the magazine.



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

WIRED E		✓ "Wired"	<	< "V	Vired	4		G					〈 "Wired	" H
Jun 01 2021 Returned Today	1	WIRED Jun 01 2021		WI	REI)		_					WIREI	
May 01 2021	+3	WIRED t created the internet.			New Sul	Tag oscrip	tions	1			DON		Cho	What sort of tag would you like? Most tags are regular tags, but you can attach
WIRED Apr 01 2021	+2	It threatens democracy. It must be preserved. It should be repealed.			Tags	can be	anyt	hing!	A few	ideas 🔥				smarts to some tags. Regular Tag You decide what titles are added to this tag
WIRED Mar 01 2021	+2	Benerfolding Taylor Mener About Section 20 Taylor Mener Cr. more more		[DES Optio	SCRIPT nally, yo smarts	ION ou car to yo	1 add a ur tag.	descri	ption a	and			Notify Me
Feb 01 2021	+3	Borrow +2		9	w	e	r	t	у	u	i	0	p	at one of your libraries. Coming soon for books & audiobooks. Borrowed
WIRD WIRED		Read Sample		а	s	d	f	g	h	j	k	Ι		Every title you borrow will be added to this tag.
December/January 2021	->_	Tag		¢	z	x	с	v	b	n	m		×	Sampled Whenever you open a sample, the title will be added to this tag.

I. 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

K Back	:@^ 1		
			4
It created	the	inte	net.
It's ruining It protect It threate	the s free ns de	inter spe moc	net. <mark>ech.</mark> racy.
It must be It should	pre be re	<mark>serv</mark> epea	<mark>ed.</mark> led.
Everything You've Hear Section 230 Is Wrong	Create the internet		
• 5	Chapters	of 92	7p →
			Registering Martine Antonio and
		Thursday.	-

- 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.

- 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 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