

## Downloadables: Libby App

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### Learning Objectives:

- Installing and setting up the Libby App
- Searching for items.
- Borrowing or placing a hold.
- Managing a loan.
- Setting Preferences.
- Tags.

### Helpful to have:

- Basic mobile device skills.



*To see a list of upcoming computer classes go to:*

***\* Be advised \****

*To use Libby, you must have an active Buffalo & Erie County Public Library card.*

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### **What is Libby?**

Libby is a download service offered by your library that allows access to a variety of content for free. This content includes:

- Ebooks.
- Audiobooks.
- Digital magazines.

Users can have 20 items checked out at any one time as well as have 10 holds at a time, but are allowed an unlimited amount of checkouts and holds per month.

Libby works like a real world library. There are a limited number of copies of the items in the catalog. This means wait lists are possible where you might be waiting weeks for your item to be available.

Libby replaces the popular OverDrive app (they are owned by the same company). It is highly recommended that users switch to Libby as the OverDrive app is no longer available in any app store for mobile devices or computers.

However, not every device will be able to make the switch to Libby as older devices will not be able to install the newer app. A possible solution out there for devices with a web browser is to access the website [libbyapp.com](http://libbyapp.com) (your browser screen will look like the app). The website [buffalo.overdrive.com](http://buffalo.overdrive.com) will still work as well. The only downside to both options is you cannot download items through these methods.

Certain features of Libby work through the Cloud, which links all devices using the same Libby login to the same account. Some of the features include:

- Checkouts on Shelf.
- History.
- Tags.

For example, a book checked out on a computer will appear on the Shelf in the phone app.

There are also certain features that will only be applicable to the device you are on. Some of these features include:

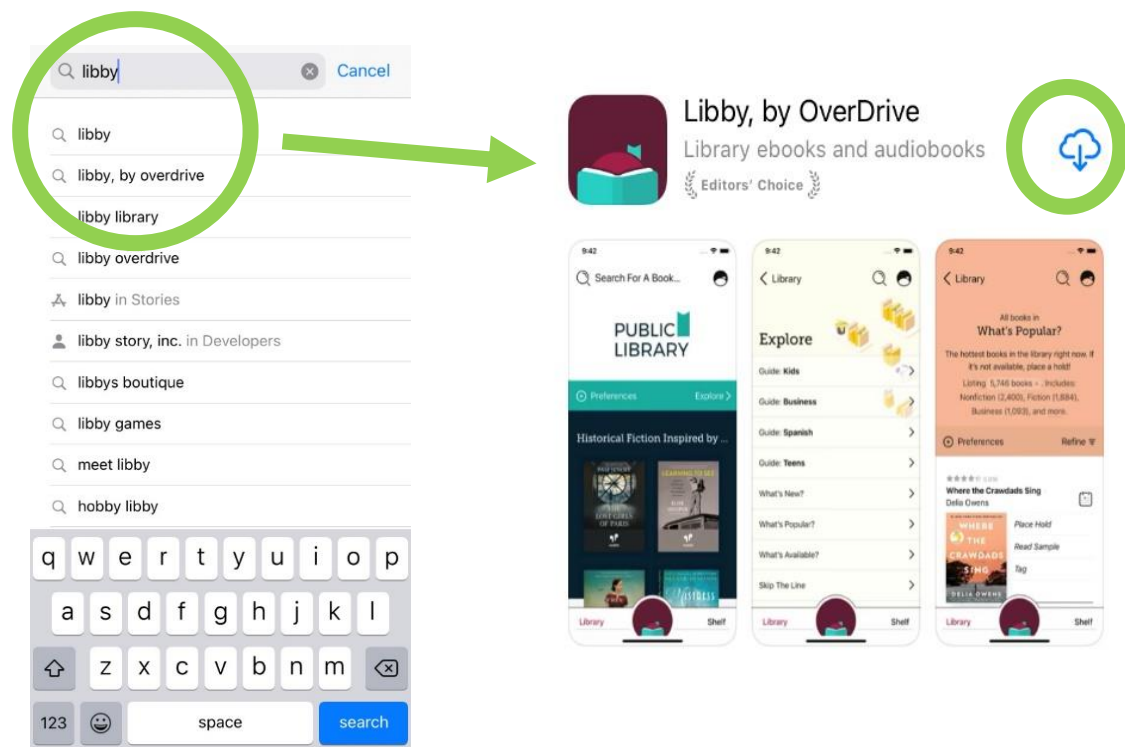
- Download settings.
- Format preferences.

- Downloaded items.

For example, a book downloaded to your phone will not instantly be downloaded to your tablet.

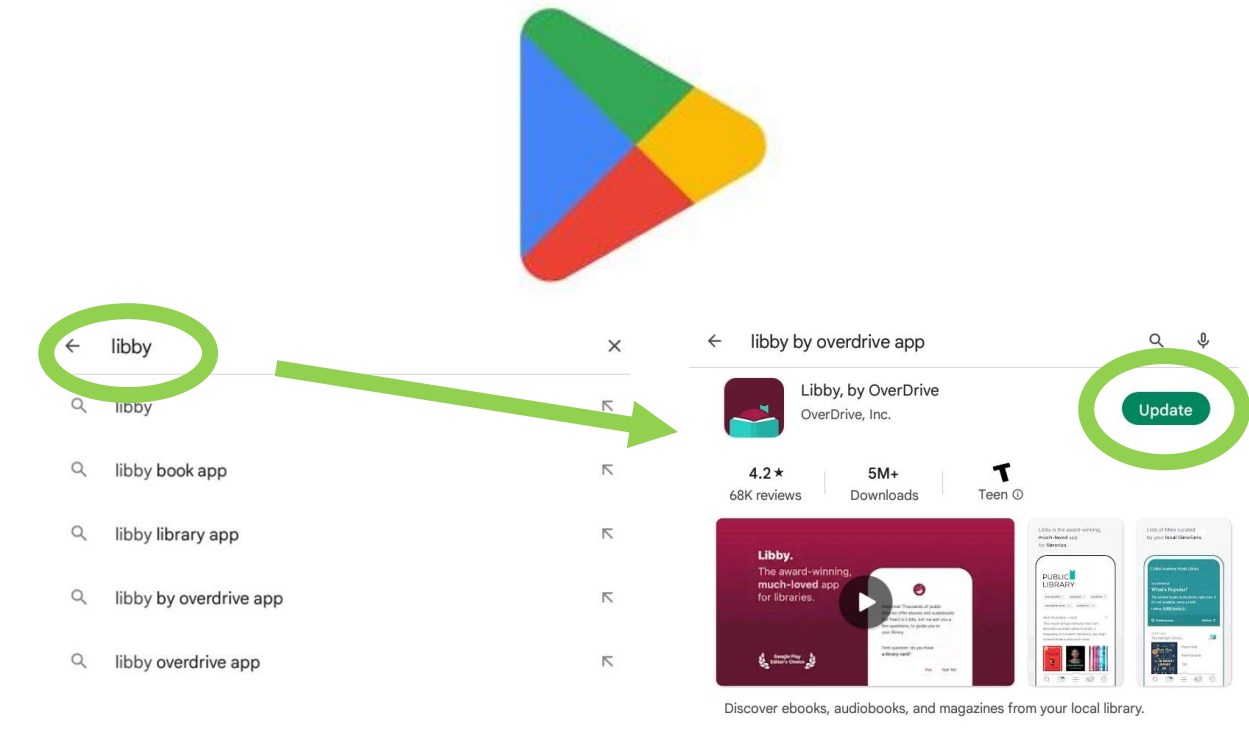
### Install (Apple)

1. Open the “Apple App Store.”
2. Type in “Libby” into the search box and tap **Search**.
3. Tap **GET** or the **Download symbol** and follow the on-screen instructions.



### Install (Android)

1. Open the “Google Play Store.”
2. Type in “Libby” into the search box and tap **Search**.
3. Tap **Install** or re-install the app and follow the on-screen instructions.



### Install (Amazon Fire)

Libby is available through the Amazon Appstore on Fire tablets, but only for certain models:

- Fire tablets from 2017-present.
- Specific models:
  - Fire 7 (2022).
  - Fire HD 8 and 8 Plus.
  - Fire HD 10 and 10 Plus.

If you do have the appropriate Fire tablet, then do the following:

1. Find the Appstore on your device.
2. Search for "Libby."
3. Tap **Install**.



## Setting Up



Locate Libby on your device and tap it to open.



Welcome! Thousands of public libraries offer ebooks and audiobooks (for free!) in Libby. Let me ask you a few questions, to guide you to your library.

First question: do you have a **library card**?

Yes Not Yet

If you have a library card, tap “Yes.” If not, tap “Not Yet” and follow the on-screen instructions. The rest of the packet is based of choosing “Yes.”



Okay! If you have Libby on another device, you should simply copy your cards across.

Copy From My Other Device

Otherwise, you can look up your library by name or location.

I'll Search For A Library

Of course, there's an easy way. Shall I **guess your library**?

Yes, Guess My Library

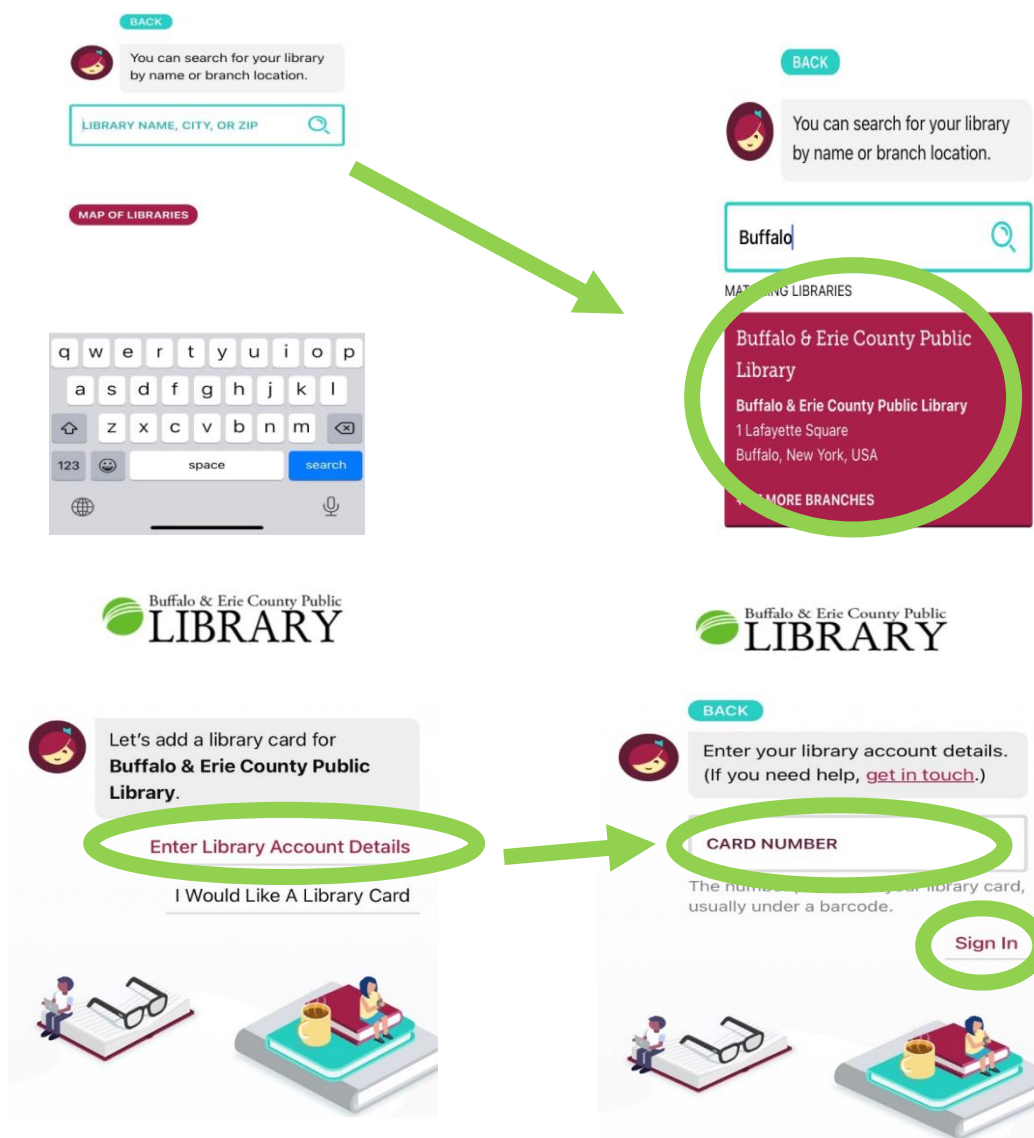
To find your library, choose one of the following 3 options:

- Copy info from another device with Libby on it.
- Search for a library by name, city, or zip code.
- Libby can search libraries nearby if your GPS is on.

For this lesson, we will choose “I’ll Search for a Library.”

To complete the library selection process for your area and sign in:

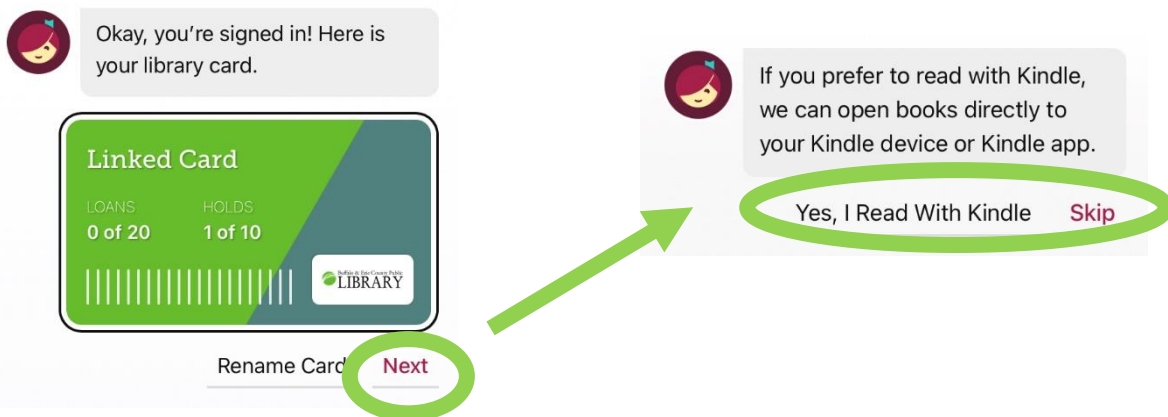
1. Type in “Buffalo” and tap Search.
2. Find “Buffalo & Erie County Public Library” and tap on the name.
  - a. This selects Buffalo & Erie County Public Library as your library.
3. Tap “Enter Library Account Details.”
4. Enter your entire library card number and tap “Sign In.”



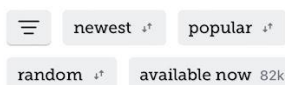
After tapping “Sign In,” the next screen shows your digital card.

From this screen:

1. Tap “Next.”
2. If you want to just read through the Libby app, tap “Skip” OR If you want to read on a Kindle device or through the Kindle app, tap “Yes, I Read With Kindle.”
  - a. This preference can be changed later.
  - b. “Skip” indicates “I have no preference.”

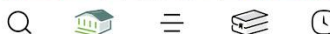


You are now 100% setup with Libby and will be taken right to the Home Page!



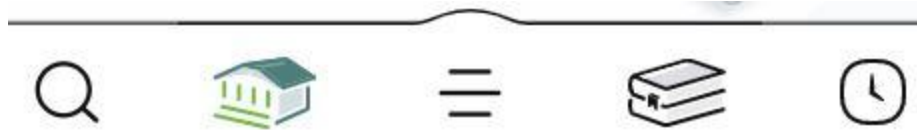
CELEBRATING WOMEN

March is Women's History Month.  
See over 510 titles >



## Home Page Anatomy

The symbols on the bottom of the Home Page represent the following (listed in order from left to right):



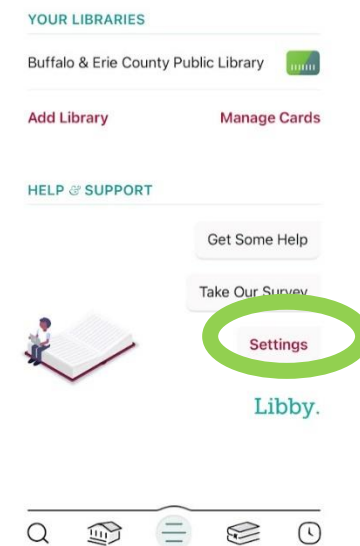
- Magnifying glass = CATALOG SEARCH.
- Building = HOME PAGE.
- Three Lines = YOUR ACCOUNT.
- Two Books = YOUR SHELF.
- Clock = YOUR HISTORY.

By scrolling down you will also see pre-made suggestion lists that might help you find items of interest faster.

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## Account Settings

To change around Libby's account settings, go to your Account.

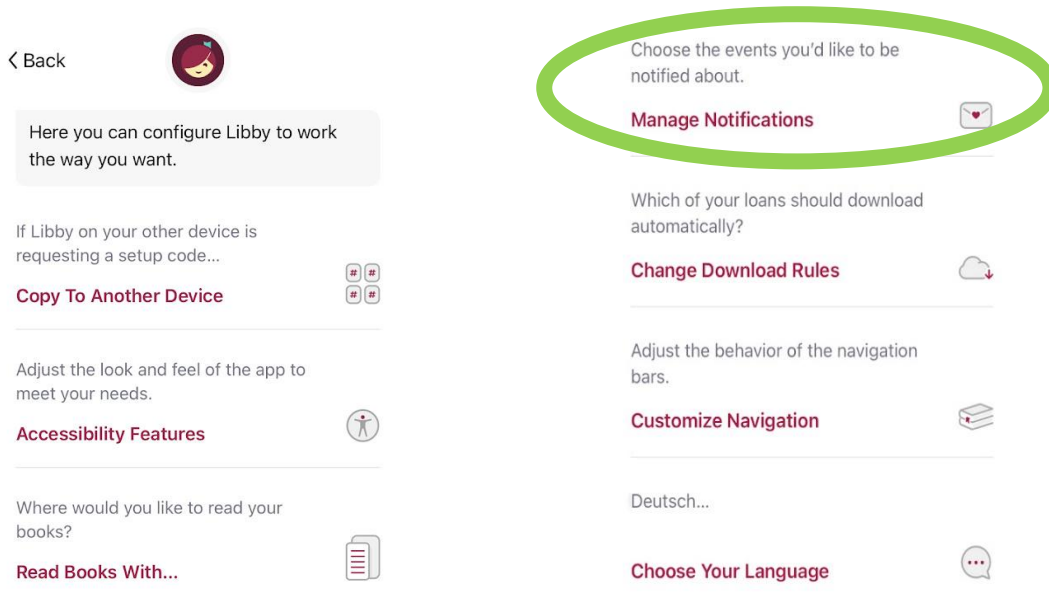


This area helps users:

- Identify their library.
- Add another library to their account.
- Manage any cards.
- Ask for help.

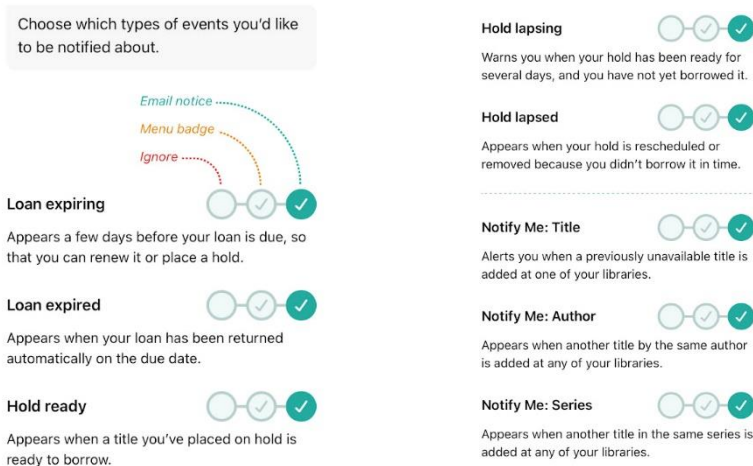


- Access the main account settings area (see images below).



### “Manage Notifications”

This section is where you control how to get notified about items, such as being sent device alerts (menu badges) or email notifications. The section gives you a variety of alert options to turn on or off.



Below those options are two important items - Notifications and Email notices. Notifications lets you know whether notifications are allowed on your device. Email notices tells you the email address attached to the account and gives you the ability to change that address.

Menu **badges** appear as a colored circle on the menu icon. You'll see them only when you open the app.



**Notifications** are currently disabled in your device settings. [Fix this?](#)



Email notices will be sent to [REDACTED]. [Change this?](#)

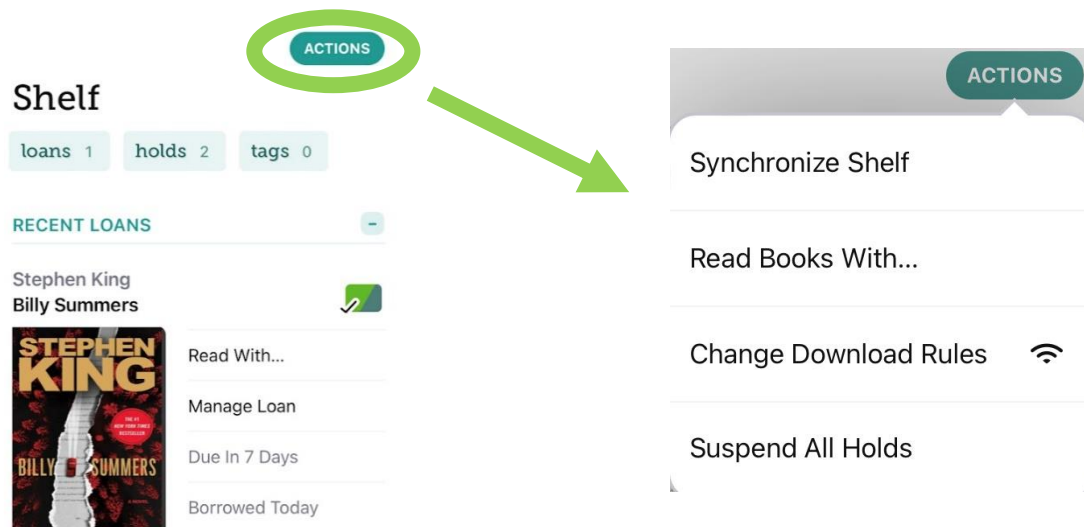


The two edit options you will see are either:

- “Change this?”
  - Change your current option.
- “Fix this?”
  - Add an email or setup notifications.

## Shelf Settings

To change around Libby's shelf settings, go to your Shelf and tap "ACTIONS." This brings up the settings option screen.



“Synchronize Shelf”

Updates the shelf with your most current checkout and holds information via the Internet. No additional popup menus appear after tapping (unlike the others).

## “Read Books With...”



In general, where would you like to read your books?

**Kindle**

APPS & DEVICES

**Libby**

THIS APP

I Have No Preference

Choose the primary reading format you would prefer your checkouts to be on. If you select a specific option, that will only allow you to see items in the catalog that are available in that format. This means you can possibly miss out on some titles that are only available in Libby format or only available in Kindle format.

The three available choices here are:

- **Kindle: Apps & Devices.**
  - Your checkouts will be put into the Kindle format so you can add them to a Kindle eReader.
- **Libby: This App.**
  - Your checkouts will be used through the Libby app itself.
- **I Have No Preference.**
  - You will see both the above options available when checking out.

## “Change Download Rules”



Which of your loans should be downloaded automatically?

### Everything

All borrowed titles will be added to the download queue automatically.

### Titles Under 20 MB

Most books are under 20 MB, but audiobooks can be in excess of 300 MB, and graphic novels and magazines are often over 100 MB.

### Nothing

Each title will stream, and will be unavailable offline, unless you choose to download it manually.

Download Only On Wi-Fi

Reduces mobile data usage.



Control how the automatic downloading of items happens.

- Everything.
  - All get automatically downloaded as soon as your device is connected to the Internet. This includes holds that become available.
- Titles under 20 megabytes.
  - Sets the automatic download threshold as only items under 20 megabytes.
- Nothing.
  - No automatic downloads. Users must go to their shelf and select the item to download.

We highly recommend setting Libby to download only over Wi-Fi. If you have a LIMITED cellular data plan, downloading using this connection can take large chunks out of your monthly data total.

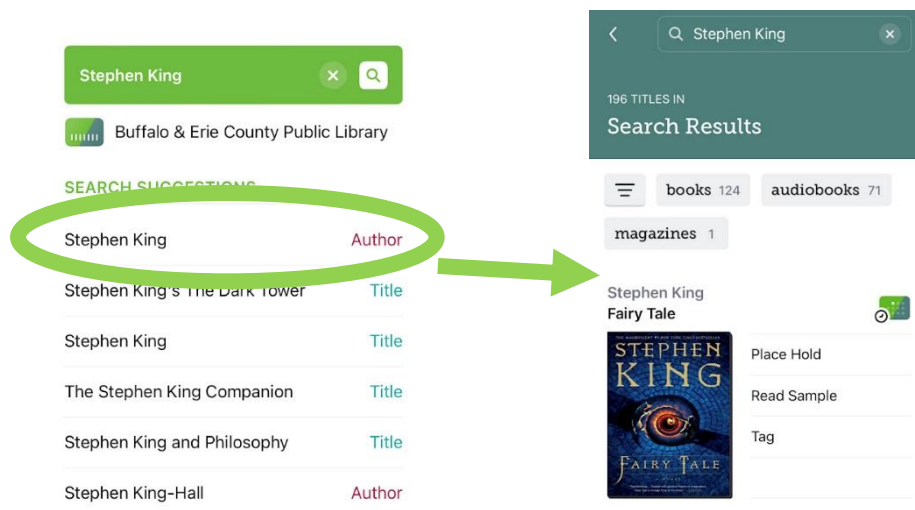
### “Suspend All Holds”

For any current holds you have, your position will get skipped over, but you still get to maintain a spot. For example, if this option is activated and you were second of five people in line, you get bumped down to third and the person who was third moves up to second. This is useful if you have a lot of items out already and do not want to make others wait.

## Searching (“Stephen King” example)

Press the catalog search icon on the bottom of your app to bring up the search page.

For this example, we want to see what Stephen King books Libby has. Type in “Stephen King” in the search box and tap Stephen King Author. The image below to the right is the result of this search (it can change depending on new material coming in or material being removed).



## “Filters”

The screenshot displays a search results page with several filter sections:

- Sort By:** relevance ↑, popularity ↑, date added ↑, release date ↓, + more
- Format:** books 124, audiobooks 71, magazines 1
- Availability:** available now ▾
- Audience:** general content 187, young adult 7, juvenile 2
- Subject:** thriller 108, horror 97, suspense 86, fantasy 50, mystery 18, + more
- Search Within Results...:** Stephen King
- Language:** english 195, spanish 1
- Read With...:** kindle 88, epub 122

Filters limit broad search results into more specific results based on a variety of different criteria. Some noteworthy filters include:

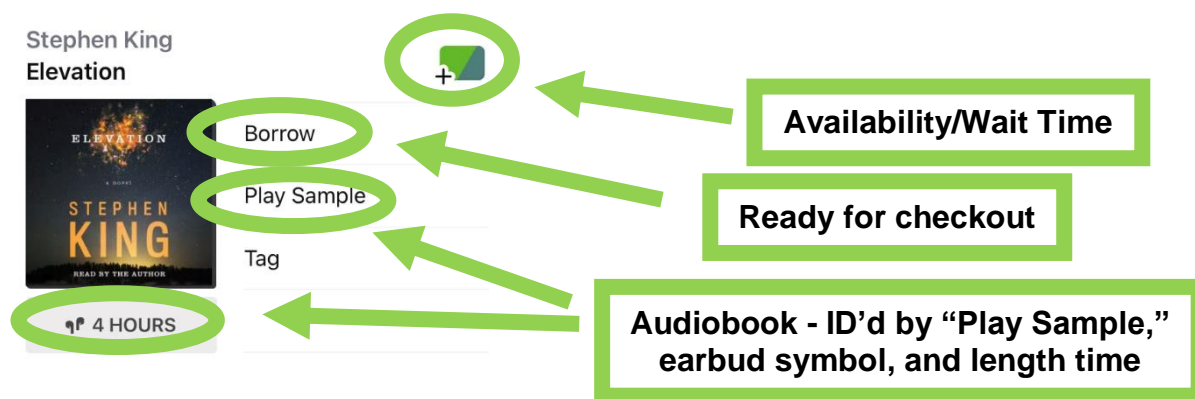
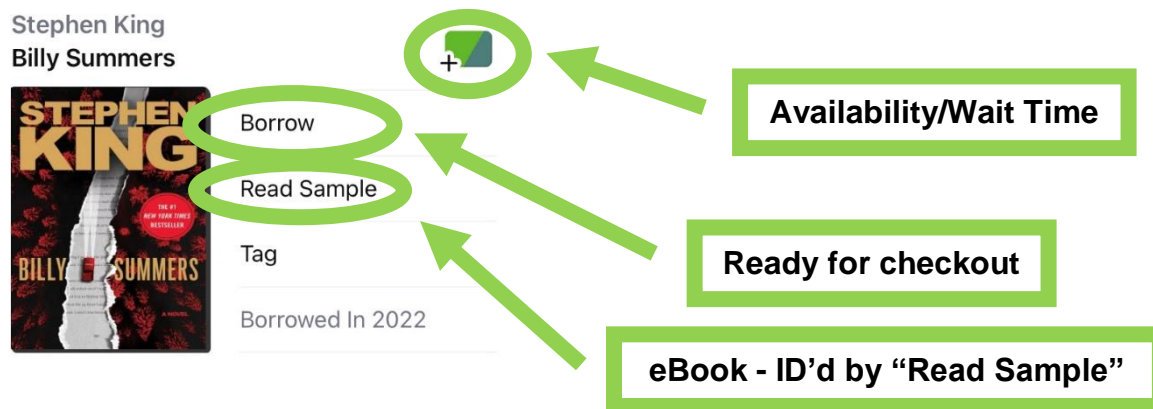
- Format.
  - books, audiobooks, or magazines.
- Availability.
  - Available now (filters out all items with wait times).
- Read With...
  - Kindle or epub (only shows items in the specific format).

You can pin the filters you select so that stay for all your subsequent searches until you unpin them.

### Search Results Anatomy

The diagram shows a search result for "Stephen King Fairy Tale" with the following callouts:

- Availability/Wait Time:** Points to a green icon with a clock and a checkmark.
- Place Hold:** Points to a green oval containing the text "Place Hold".
- Puts you in line:** Points to a green oval containing the text "Read Sample".
- eBook - ID'd by "Read Sample":** Points to the "Tag" field below the book cover.



## Borrowing

*\* Be advised \**

*Make sure you are connected to Wi-Fi for downloading purposes.*

Look at the item you want to borrow:

1. If you see the word “Borrow,” tap it.
2. The next screen has two options to choose from:
  - a. Tap the “Borrowing for…” day to switch between a checkout period of 7 or 14 days.
    - i. This must be done BEFORE tapping “Borrow.”
  - b. Tap “Borrow” to borrow the item.
3. If you had previously selected a specific format for your items (Kindle or Libby), it will automatically begin the downloading/transferring process (in this example, that pre-selected format is Libby).
  - a. If you had previously selected “I have no preference,” then you will be given the choice of both Libby or Kindle.

- With Libby, you can open the item right away (as long as you are connected to the Internet), wait for the download to complete (for offline use), or go to your Shelf.

The image illustrates the borrowing process in the Libby app through four sequential screenshots:

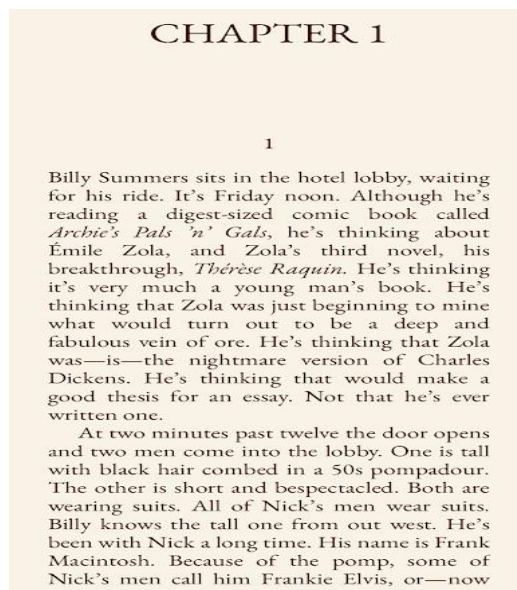
- Top Left Screenshot:** Shows the book details for "Stephen King Billy Summers". The "Borrow" button is circled in green. Other options include "Read Sample", "Tag", and "Borrowed In 2022".
- Top Right Screenshot:** Shows the "Borrowing" screen for "Billy Summers" by Stephen King from Buffalo & Erie County Public Library. A "Linked Card" section shows "LOANS 0 / 20" and "HOLDS 2 / 10". The "Borrowing for..." field is set to "7 days" and circled in green. A "BORROW" button is also circled in green.
- Middle Left Screenshot:** A confirmation message states "Your chosen lending period is saved for all books at this library." Below the message, two options are shown: "14 days" and "7 days", both circled in green.
- Bottom Screenshot:** Shows the "Open Book" screen for "Billy Summers" by Stephen King, with the text "Borrowed until 9 Mar 2023." Below the book cover, there are three buttons: "Open Book", "Keep Browsing", and "Go To Shelf".

## Item Example (Book)

To open the book, you get two options:

- Open the book from the checkout screen.
- Open the book from the Shelf

After opening an item, it is ready for reading.



To move between pages, swipe with your finger either left or right.

- Swipe left:
  - Moves forward a page.
- Swipe right:
  - Moves backward a page.

### “Item Options”

Tap the center of the screen to bring up the several options to adjust your experience:

- The “Back” button takes you back to the main Shelf area.
- The “A” allows you to adjust the style and look.
- The “magnifying glass” allows you to search the item for specific text.
- The “bookmarks” allow to make and see bookmarks.





### “Style and Look”

These options allow you to change the size of the text, screen shading, and what “book style” your screen looks like.

#### Appearance

##### TEXT SCALE



Include accessibility sizes.



##### LIGHTING



#### BOOK DESIGN

##### Publisher's Default

Apply a consistent text scale.



Legible

Scholar

Paperback

OpenDyslexic



Custom



### “Bookmarking”

This allows you to save your spot in your item so you can quickly get back to where you left off. To bookmark a spot, simply tap the little white bookmark symbol in the upper right corner so that the mark turns black.

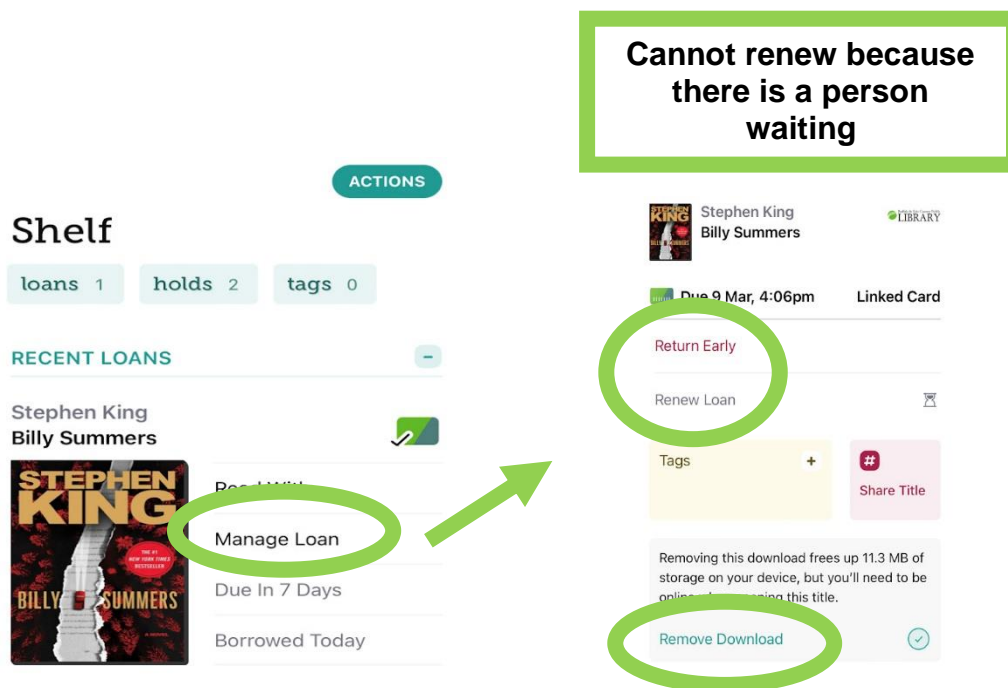


If you want to go back to that spot, tap the bookmark stack above the mark and you get a full listing of all your bookmarks that you can tap on.



### Manage Loan

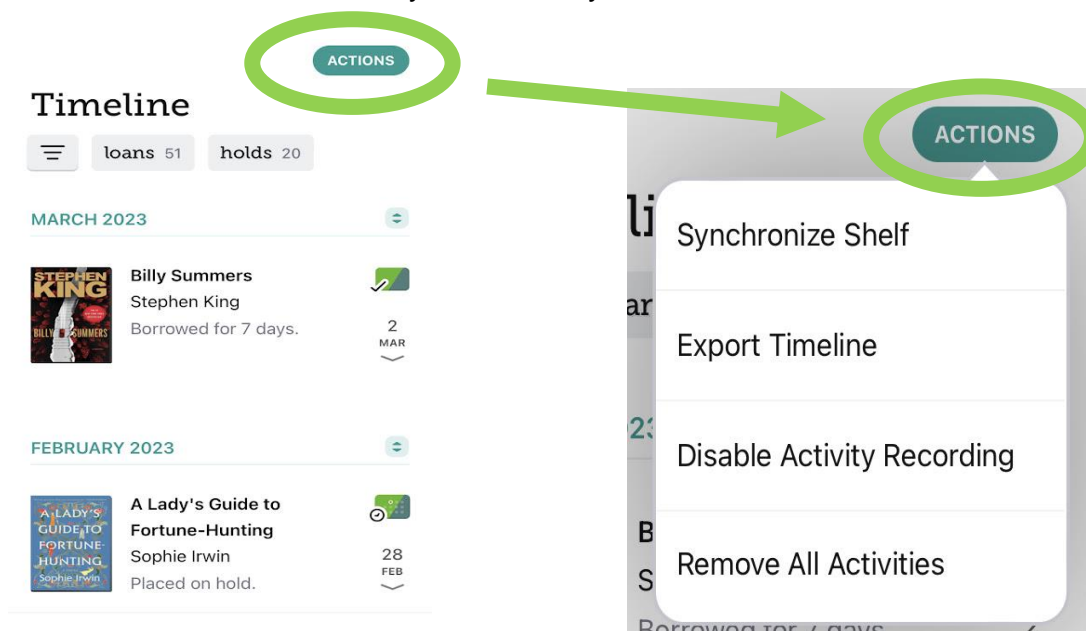
1. Tap “Manage Loan.”
2. Tap “Return” or “Return Early” to remove your checkout from your shelf, tap “Renew Loan” to extend your item time, or “Remove Download.”
  - a. The “Renew Loan” button will only be clickable if there is no one waiting in line for the item.



Returns do happen automatically at the end of the checkout period.

## Timeline (History)

Libby tracks your checkout history. The big benefits include being able to view past titles you've read or listened too and have direct links back to those titles so you could potentially check them out again. Tapping on the "Loans, Holds, Returns" buttons towards the top of the screen allows organize your history by a variety of filters such as by author or by title.

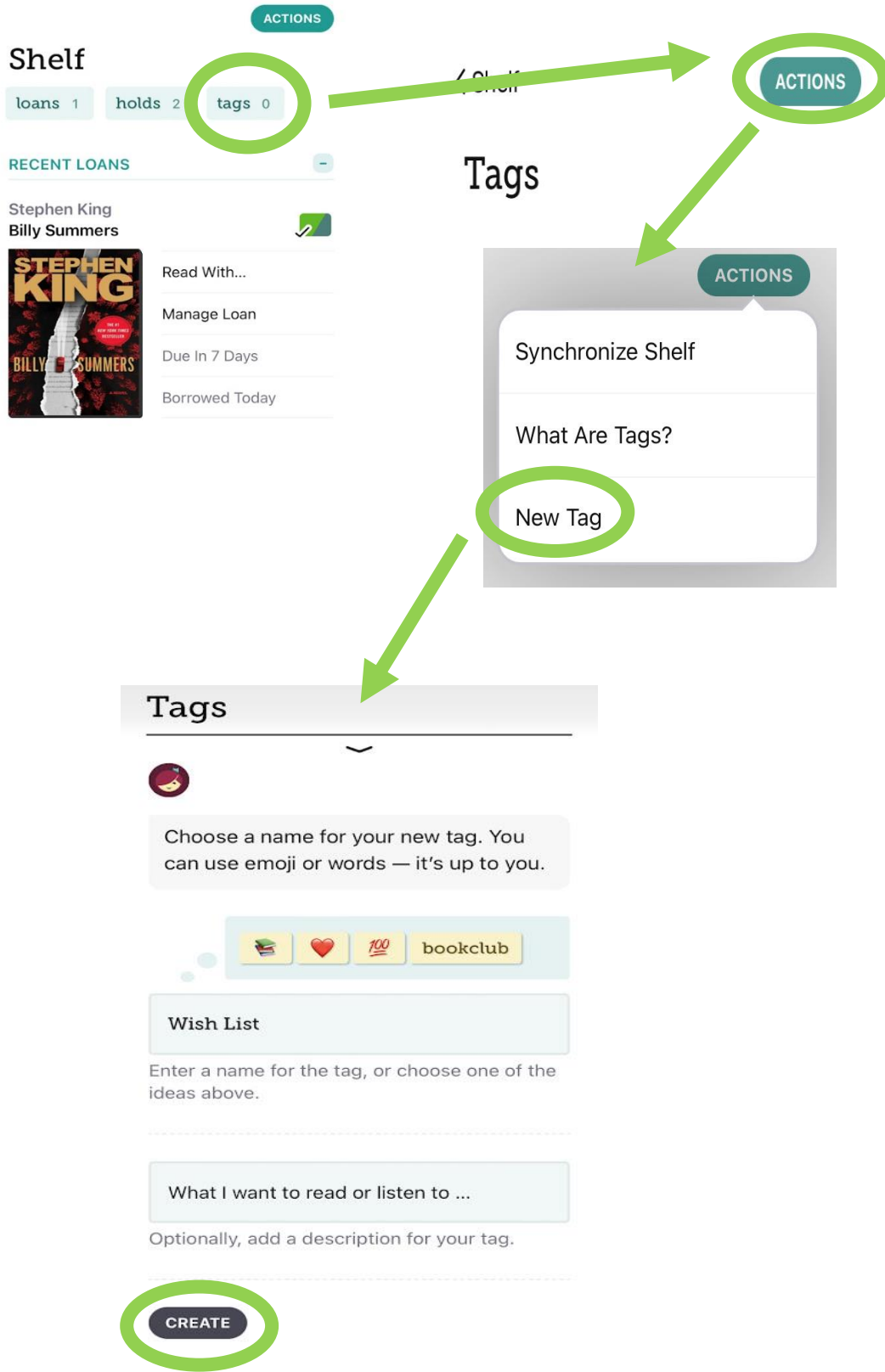


Within the "Timeline's" ACTIONS button you can also:

- Synchronize Shelf.
  - Update the shelf with the latest info.
- Export Timeline.
  - Export your history into a different format such as HTML (web), CSV (spreadsheet), or JSON (data).
- Disable Activity Recording.
  - Disable tracking to keep your history up to THIS moment.
- Remove All Activities
  - Clear the entire timeline.

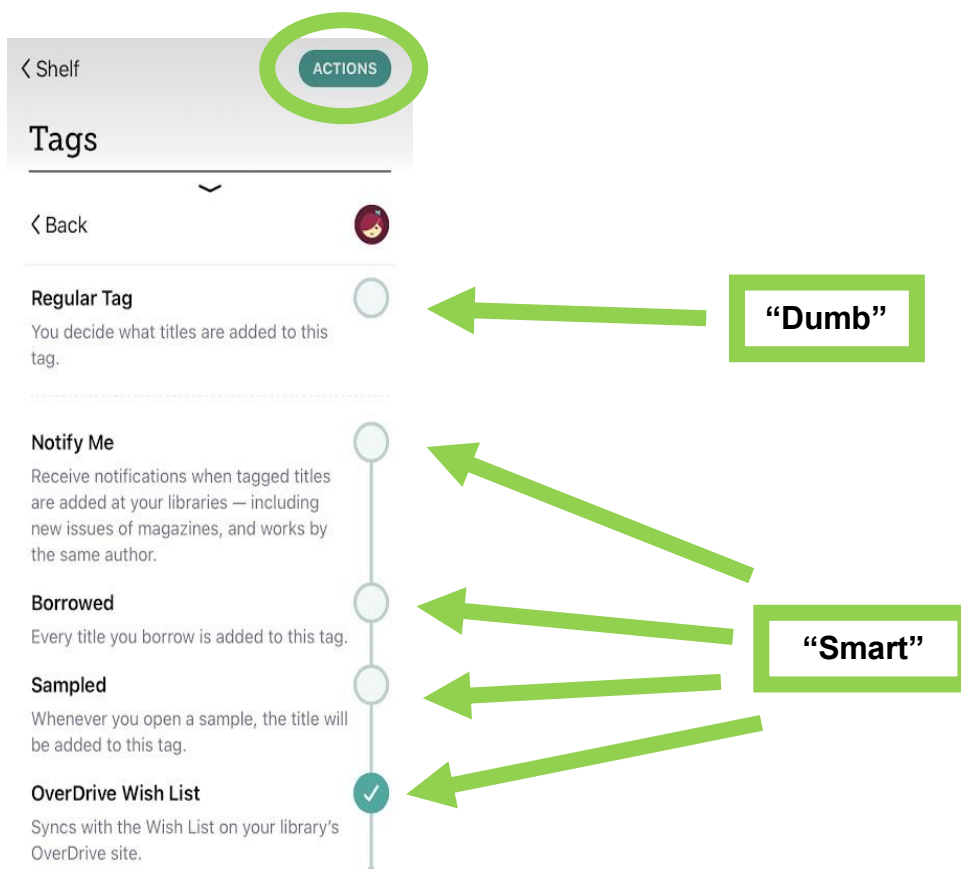
## Tags

Located within the Shelf, "Tags" is a system that helps add items into lists. The tag itself is a word or emoji that a user might associate with the content of a list.



For example, if you wanted to create a list of romance books, you might name the tag “Romance” or use the heart emoji. Once created, the tag can be added to any item in Libby to make it appear in a user’s list. This type of tag is “dumb,” meaning the user has to set it up and do the item adding.

The other type of tag is “smart,” meaning once the list is created items will automatically be added based on the list criteria. An example of this would be the “Borrowed” list - as soon as an item is checked out, it will appear in “Borrowed.” Another popular example is the one tied to the old OverDrive app. This one allows users who created a wish list in OverDrive to bring that same list over to Libby item for item. It is especially useful for those who created massive wish lists that would be difficult to recreate again.



When you have a tag created this is how it will appear within the “Tags” area of the app. The example below shows my “Wish List” tag that is setup as a smart tag for my OverDrive Wish List.

< Shelf ACTIONS

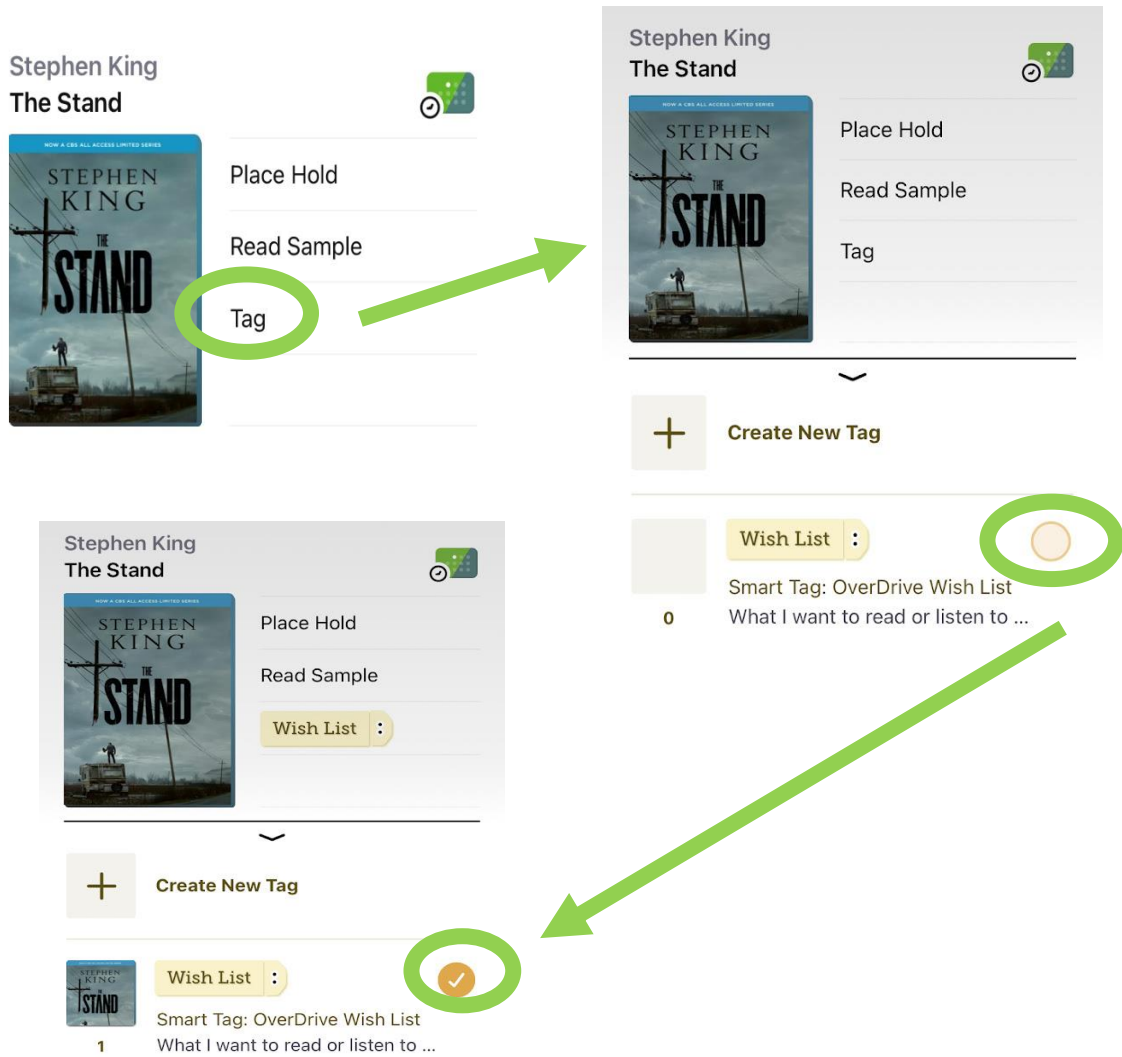
## Tags

☰ smart tag 1

Wish List : 0

**Smart Tag: OverDrive Wish List**  
What I want to read or listen to ...

The images below show an item I would like to tag. By tapping “Tag” and selecting which of my tags to use (I chose “Wish List”), that item gets added to that list.



## Using with Amazon Kindles

Unlike Fires, Amazon Kindles such as the Paperwhite cannot install the app.

To checkout out an item for these devices:

1. Make sure your Kindle is connected to the Internet.
2. Use another non-Kindle device to check out the item.
  - a. You can either go through the app or go through a web browser.
3. Sign into Amazon when prompted on the device you checked out on
4. Transfer your item to your Kindle.
  - a. This happens wirelessly.
5. The item will appear on your Kindle shelf shortly after.

*Revised/Updated June 27, 2023*