Library eBooks & Audiobooks:
Libby App

Overview: Learn how to use the Libby app to download eBooks and Audiobooks from the Buffalo & Erie County Public Library.

Student Skill Level: Intermediate

Requirements:
- Valid B&ECPL Library card
- An Apple, Android or Windows device and any usernames and passwords associated with it

Objectives:
- Setting up the Libby App
- Browsing for eBooks and Audiobooks
- Searching for eBooks and Audiobooks
- Placing a Hold
- Borrowing an eBook or Audiobook
- Shelf: Your Loans and Holds
- Renewing an Item or Returning an Item Early
- Setting Preferences
- Menu Options
- Learning & Support

Revised 04-27-20

To see a list of upcoming technology classes go to:
www.buffalolib.org/whats-happening/makerspace-technology and click on
"Upcoming Classes + Events" or call (716) 858-8900

Buffalo & Erie County Public LIBRARY

(716) 858-8900
www.BuffaloLib.org

Libby App FAQ

What is Libby? Libby is a new app from OverDrive for eBooks and Audiobooks.

Does Libby replace the OverDrive app? Not at this time.

Can a user use both the OverDrive app and Libby at the same time? Yes, but it is recommended to use one or the other for the best experience because the apps are not fully synced.

What features are not available in Libby? Libby is still being developed in order to offer important features like accessibility and multilingual support. If you require and/or enjoy these features, the OverDrive app is recommended for now.

How do I access this app? Download this app on the Apple App Store, Google Play Store or the Microsoft Store. You can search for it in the store using the term "Libby".

What are the compatibility requirements for Libby?
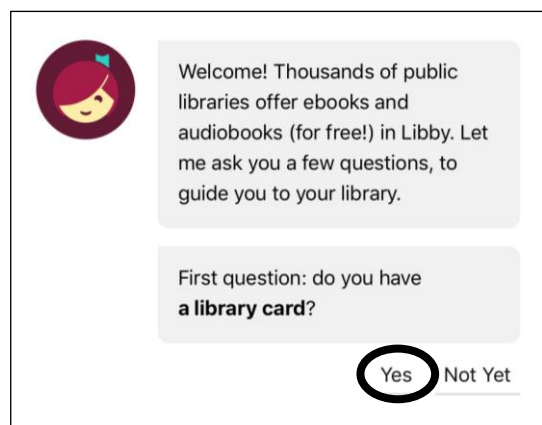Apple devices: iOS 9.0 or later
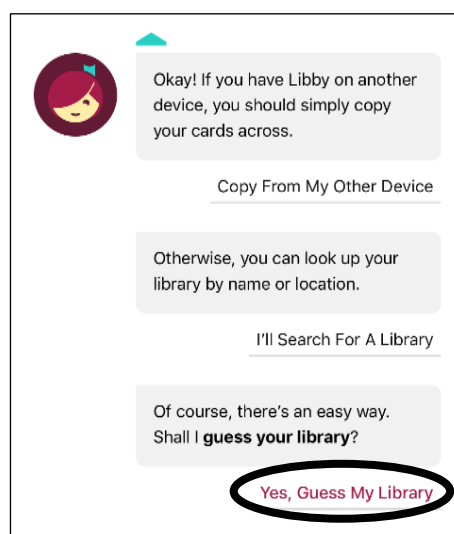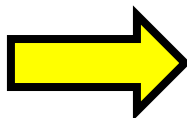Android devices: OS 4.4 and up
Windows devices: OS Windows 10

Setting up the Libby App

Make sure you have your library card out before starting the set up! Once you have downloaded the Libby app from the Apple App store, Google Play store, or Windows Store, **tap on the app to open it**.
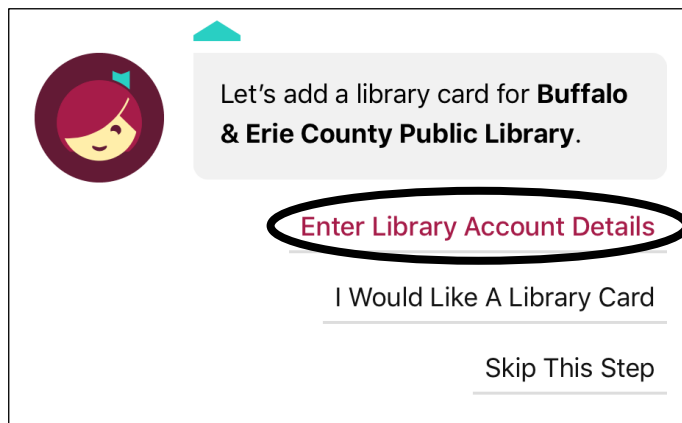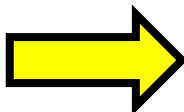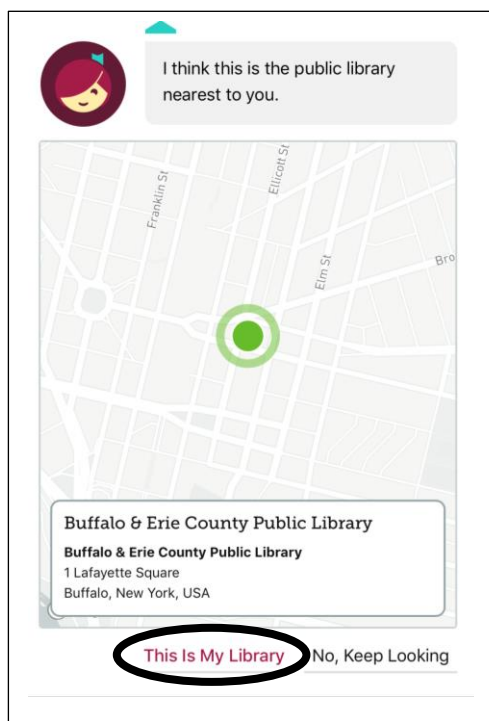

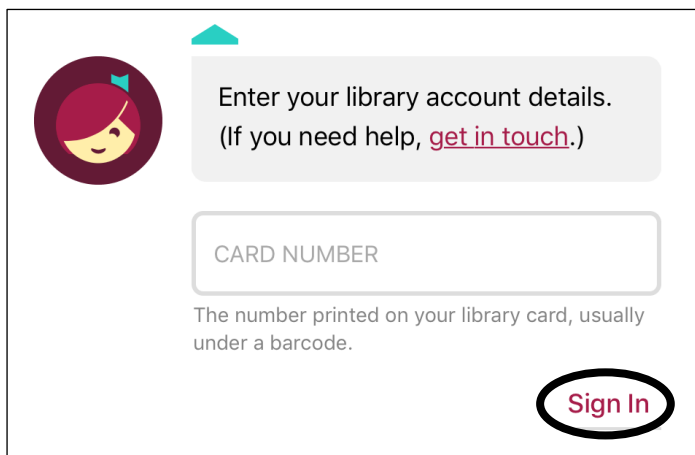Libby will welcome you and ask if you have a library card, tap **Yes**.

Choose **Yes, Guess My Library** and it will search, based on your location, which library is nearest you.

The **Buffalo & Erie County Public Library** (or your local branch) should appear.
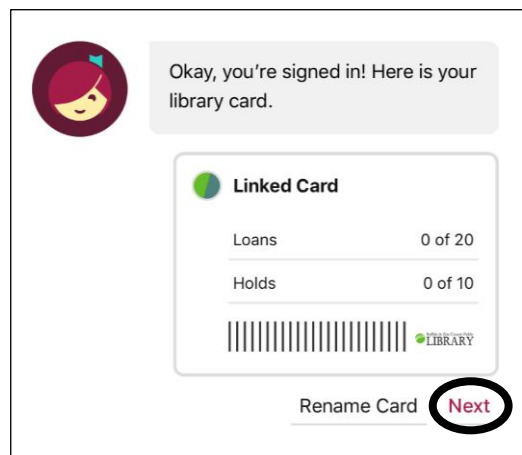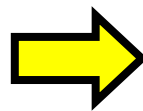
Tap **This Is My Library**.

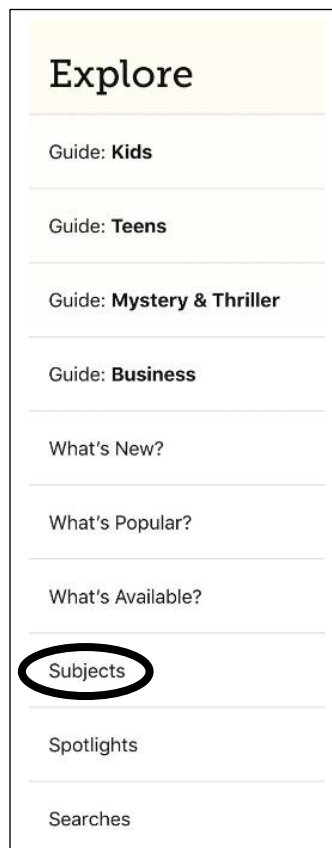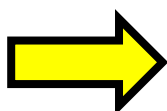

Tap on **Enter Library Account Details.**

Then enter your library card number and tap **Sign In**.

When you see this message, tap **Next** and you are ready to start using Libby!
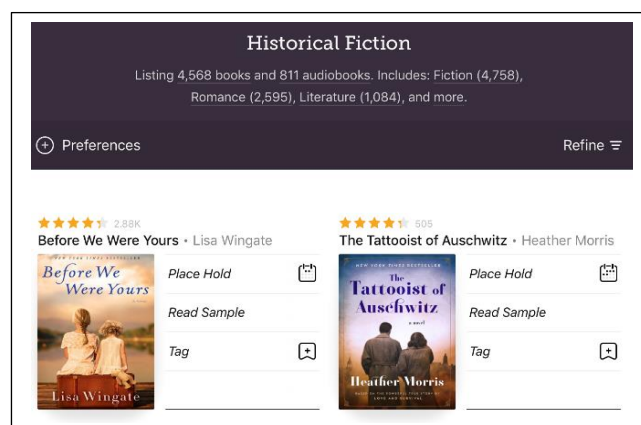
Browse for eBooks and Audiobooks

To browse for eBooks or Audiobooks, tap on **Explore** on the green bar in middle of the screen.

TIP: Note the **Guides** and options to see **What's New?**, **What's Popular?** and **What's Available?**

Tap on **Subjects** towards the bottom of the **Explore** page and you will see a variety of categories listed.
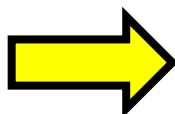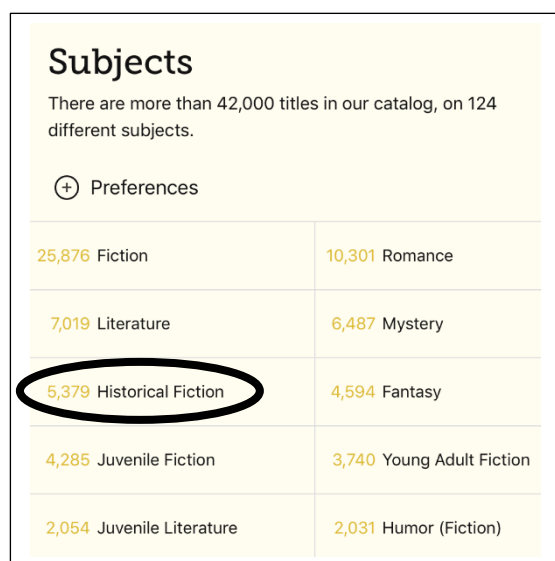
If you tap on **Historical Fiction**, you will come to a page displaying results within that subject.

Search for eBooks and Audiobooks

To search for a particular eBook or Audiobook, tap **Search For A Book…** in the upper left corner of the home screen, next to the magnifyi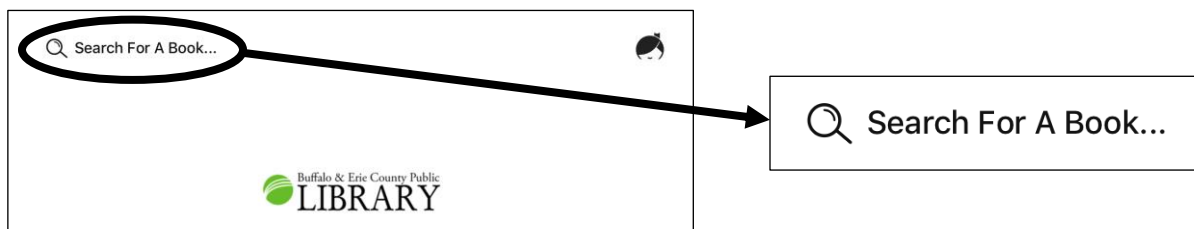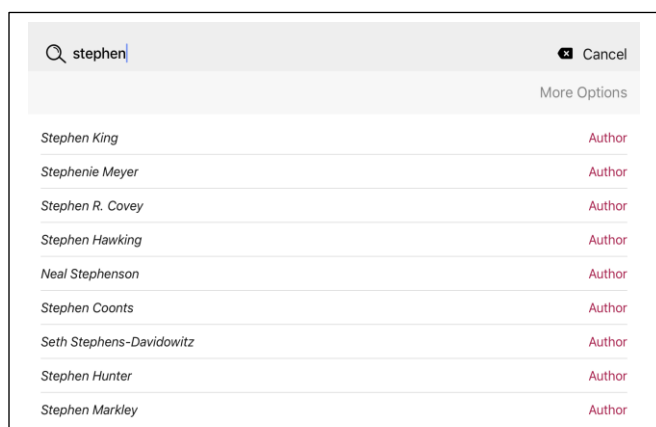ng glass icon. You can begin typing an author name or book title. For more options, tap on **More Options** (located under **Cancel**).

Example search: Type **Stephen King** in the search field.

Notice that as you typed "Stephen" it displayed other possible matches to what you are searching for.

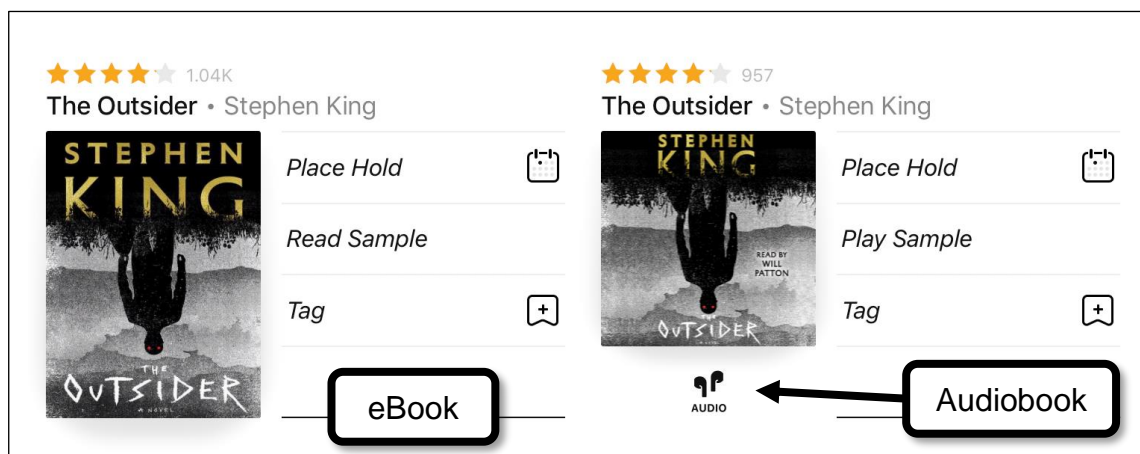You can go ahead and tap **Stephen King** in the results list.
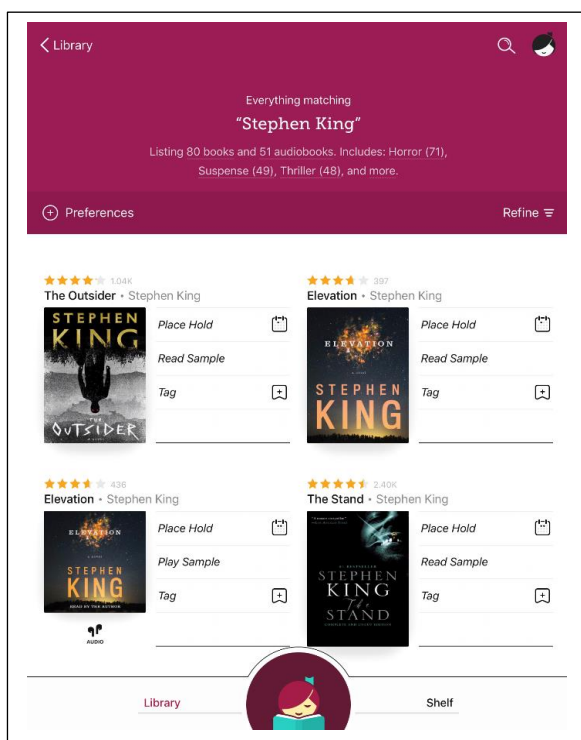
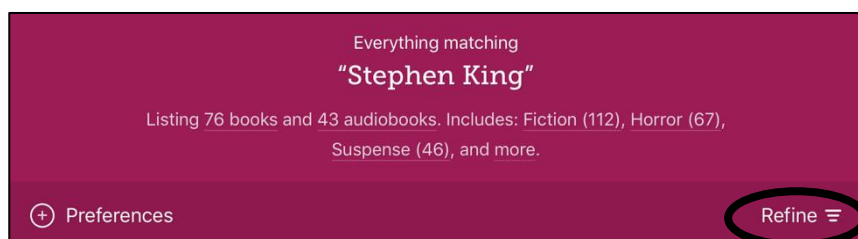A page displaying all of the matches for "Stephen King" appears.

Scroll down the page to see a combination of eBooks and Audiobooks.

Note that some have the option to **Place Hold** and others have the option to **Borrow**.
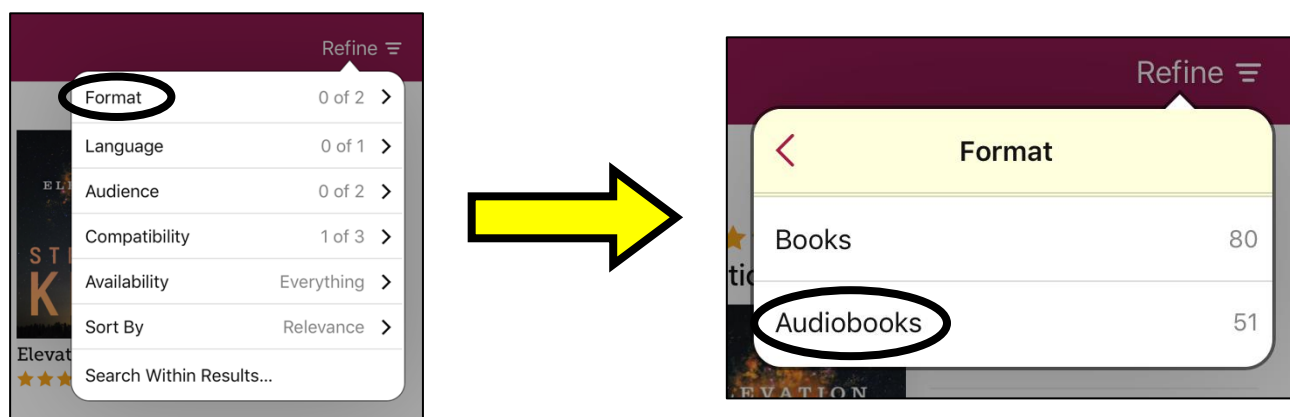
To identify which results are eBooks and Audiobooks, note the earbud icon on the cover of the book on the right.

eBook

Audiobook

If you wish to narrow down the results, Tap on **Refine**.

Everything matching
"Stephen King"

Listing 76 books and 43 audiobooks. Includes: Fiction (112), Horror (67), Suspense (46), and more.

⊕ Preferences   Refine ☰

An example of refining: tap on **Format,** then **Audiobooks** to show Audiobooks results only.

Refine ☰	
Format	0 of 2 >
Language	0 of 1 >
Audience	0 of 2 >
Compatibility	1 of 3 >
Availability	Everything >
Sort By	Relevance >
Search Within Results…	

Format

Books	80
Audiobooks	51

TIP: Tap on the book cover or book title to view more information about the book.

The Outsider
Stephen King

NEW YORK TIMES BESTSELLER—soon to be an HBO limited series starring Ben Mendelsohn

An unspeakable crime. A confounding investigation. At a time when the King brand has never been stronger, he has delivered one of his most unsettling and compulsively readable stories.

An eleven-year-old boy's violated corpse is found in a town park. Eyewitnesses and fingerprints point unmistakably to one of Flint City's most popular citizens. He is Terry Maitland. Lit-
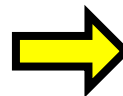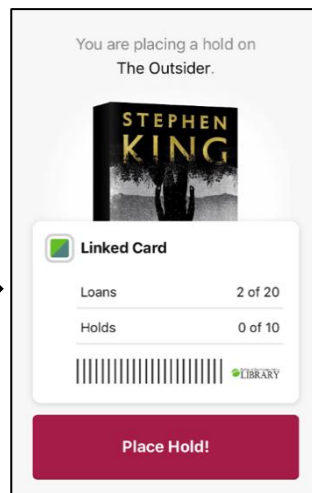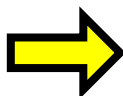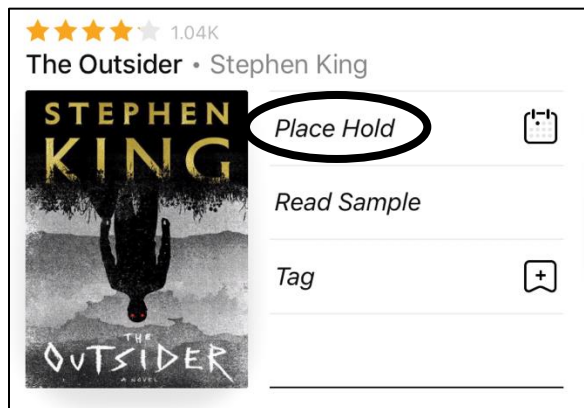
Place Hold

Place a Hold

Locate an eBook or Audiobook that gives the option to place a hold.

Tap **Place Hold** next to the book cover.

Tap **Place Hold!** It will then prompt the next screen confirming that you have placed a hold.

Tap **Keep Browsing** if you would like to look for more items to borrow/hold.

You will receive an email when your hold is available. Go to the "Menu Options" section of this handout (on page 10) to learn how to enter the email you want your notices sent to and other options.

Borrow an eBook or Audiobook

Locate an eBook or Audiobook that gives the option to borrow.

Tap **Borrow** next to the book cover.

Then tap **Borrow!** On the next screen, it will confirm that you have borrowed the book.
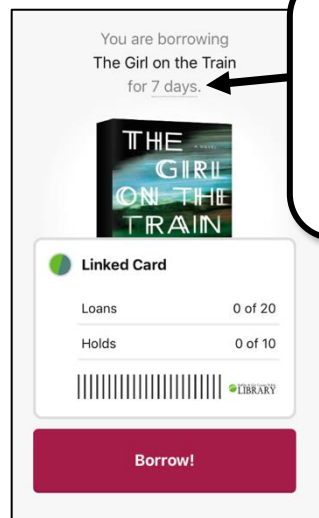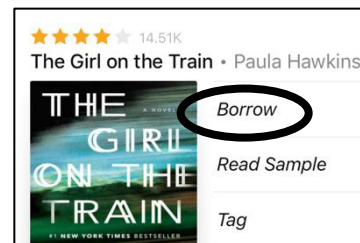
Tap here to change your loan period to 14 days and this will become the default.
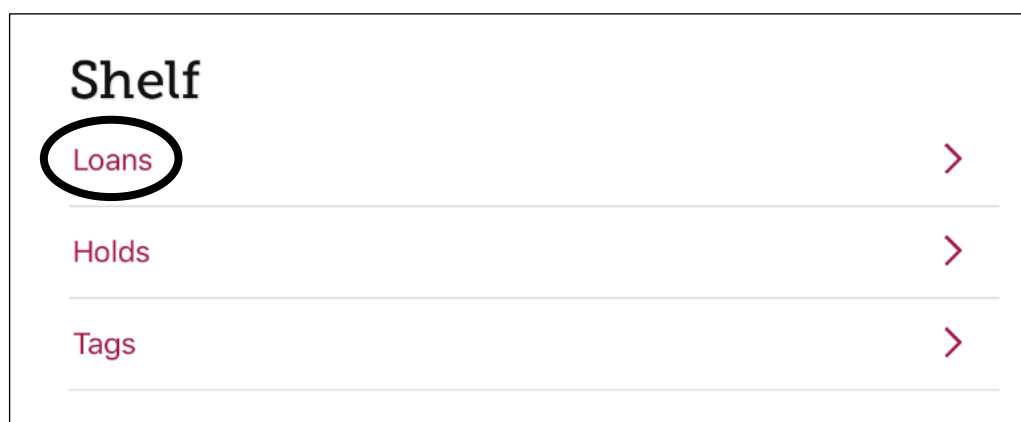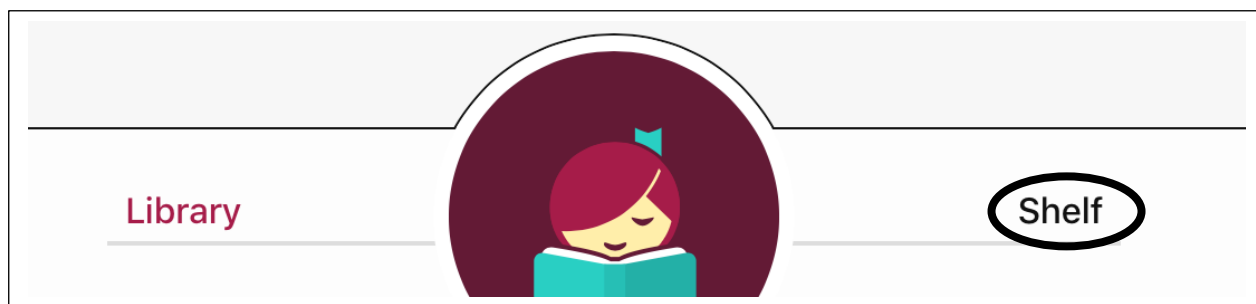
This icon is showing that the book is currently downloading.

Tap **Open Book** to begin reading your eBook. *If it is an Audiobook, tap **Open Audiobook**.*

Shelf: Your Loans and Holds

Tap the word **Shelf** to the right of the Libby image on the bottom of your screen to see what items you have borrowed or placed on hold.

Tap **Loans** to see what items you have borrowed along with their due dates.
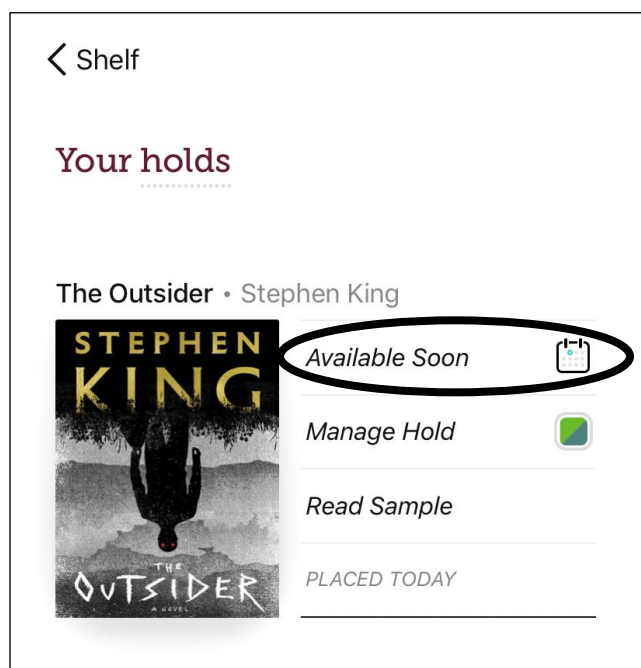
Tap **Holds** to see if you have any items placed on hold. Tap **Available Soon** (or it will state an estimated time period of when the book will be available such as, 8 weeks, etc.) for more information including how many copies there are of the book and how many holds are on each copy.
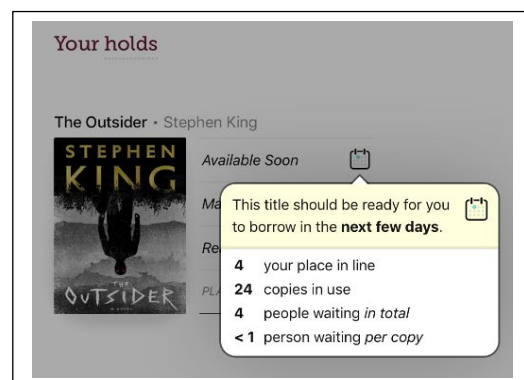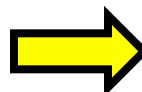
Tap **Library** at the bottom of your screen to search for more items.

Renew a Book or Return a Book Early

If there are no holds from other patrons for the book you are currently reading, you have the option to renew it three days before it is due.
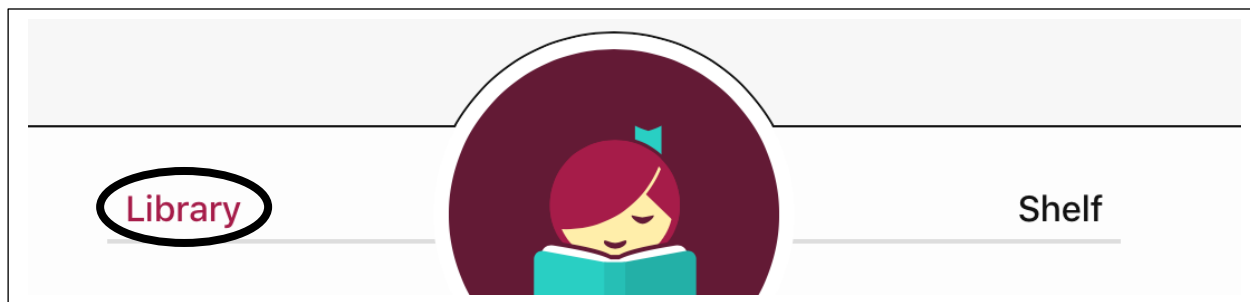
Tap on **Shelf** at the bottom of the screen to see your loans.

Tap on **Loans** and then tap the green square icon next to the due date. Then tap on **Due**… and then tap **Renew Loan**, you will have the option to renew for **7** or **14 Days** from the date of the renewal
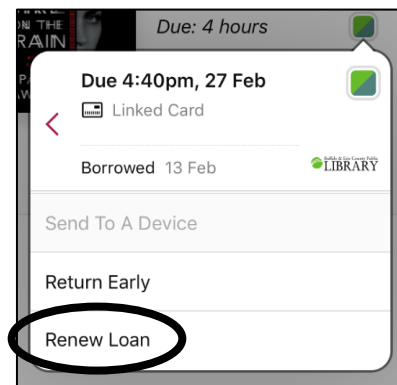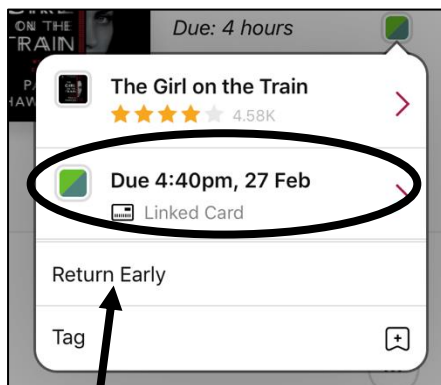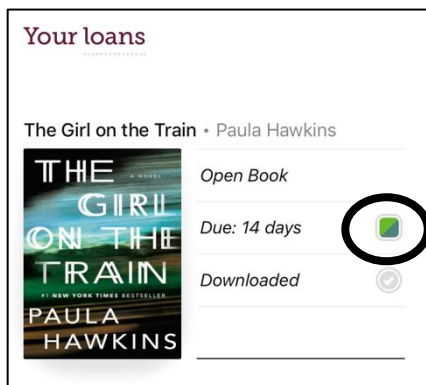
To return a book early, simply tap **Return Early**.

Set Preferences

You can apply certain preferences to your Libby app to find relevant content. Tap **Preferences** inside the green bar on the center of the screen.

Format	Any
Language	Any
Audience	All
Compatibility	Libby
Availability	Everything
Sort By	Default

These preferences are saved and applied to all lists.

Apply Preferences

Choose from the options such as format, availability, sorting by, language and audience. Tap **Apply Preferences** if you made any changes.
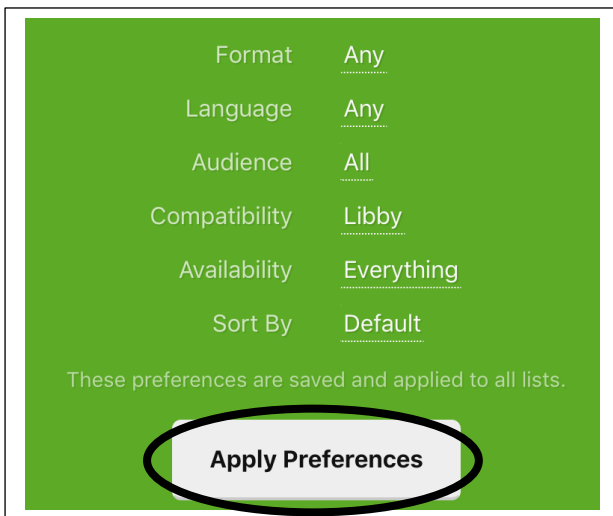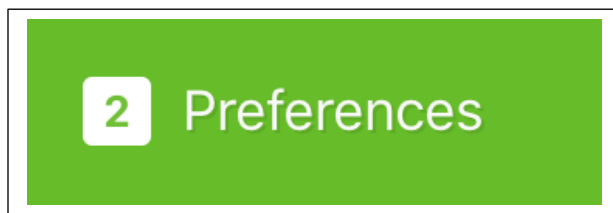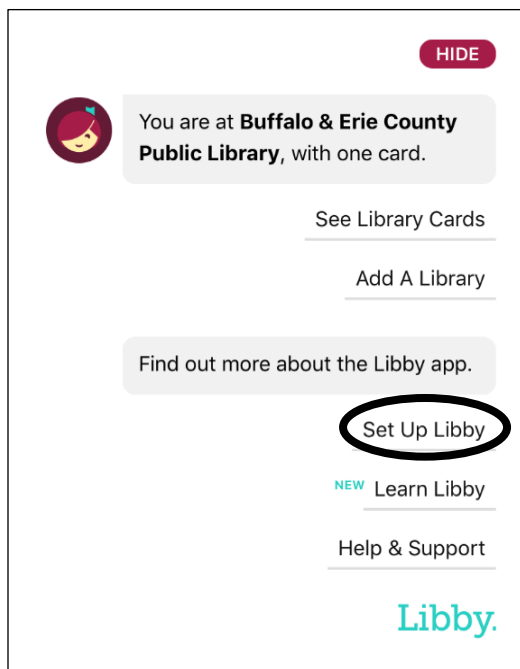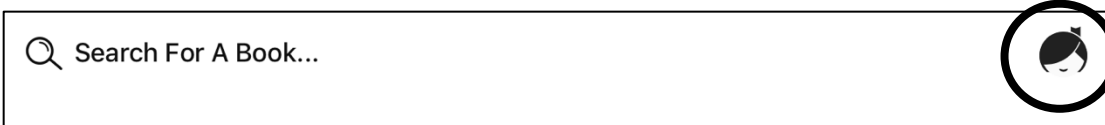
2 Preferences

If you make a change, the white plus sign next to the word **Preferences**, will change to a number representing how many preferences you have applied.

Menu Options

Tap the Libby logo on the upper right corner of your screen for a pull out menu.

Search For A Book...

HIDE

You are at **Buffalo & Erie County Public Library**, with one card.

See Library Cards

Add A Library

Find out more about the Libby app.

Set Up Libby

NEW Learn Libby

Help & Support

Libby.

BACK   HIDE

These are the most common ways to customize Libby.

Choose Download Behavior

Manage Hold Notices

Occasionally you might do one of these things.

Show Setup Code

Meet Libby (Again)

Troubleshooting

To customize Libby, tap **Set Up Libby**.
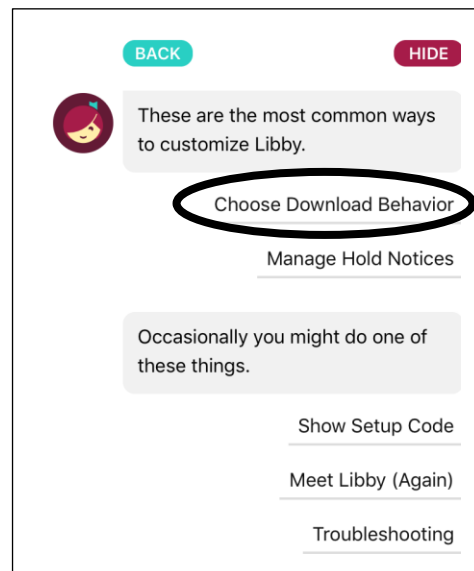
Tap **Choose Download Behavior** to choose if you would like your items to download automatically and whether you want them downloaded only using a Wi-Fi connection.

These are the most common ways to customize Libby.

Choose Download Behavior

Select Reading Devices

Edit All Holds

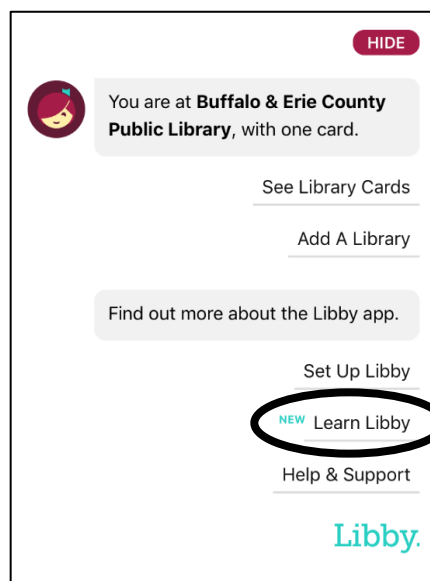To send hold notices, tap **Edit All Holds** to enter your email address and choose if you would like to borrow holds automatically.

BACK   HIDE

Choose what Libby should do when your hold is ready.

SEND HOLD NOTICES TO

EMAIL ADDRESS

For new holds, you will receive a courtesy email to this address when the hold is ready to borrow. If you are under 13 years old, enter the email address of your parent or guardian.

BORROW AUTOMATICALLY

When a hold becomes available, you may borrow it manually via this app. The hold will lapse if not borrowed within a few days.

0 of your 1 holds currently have these settings.

Update Existing Holds

Then tap **Update Existing Holds**.
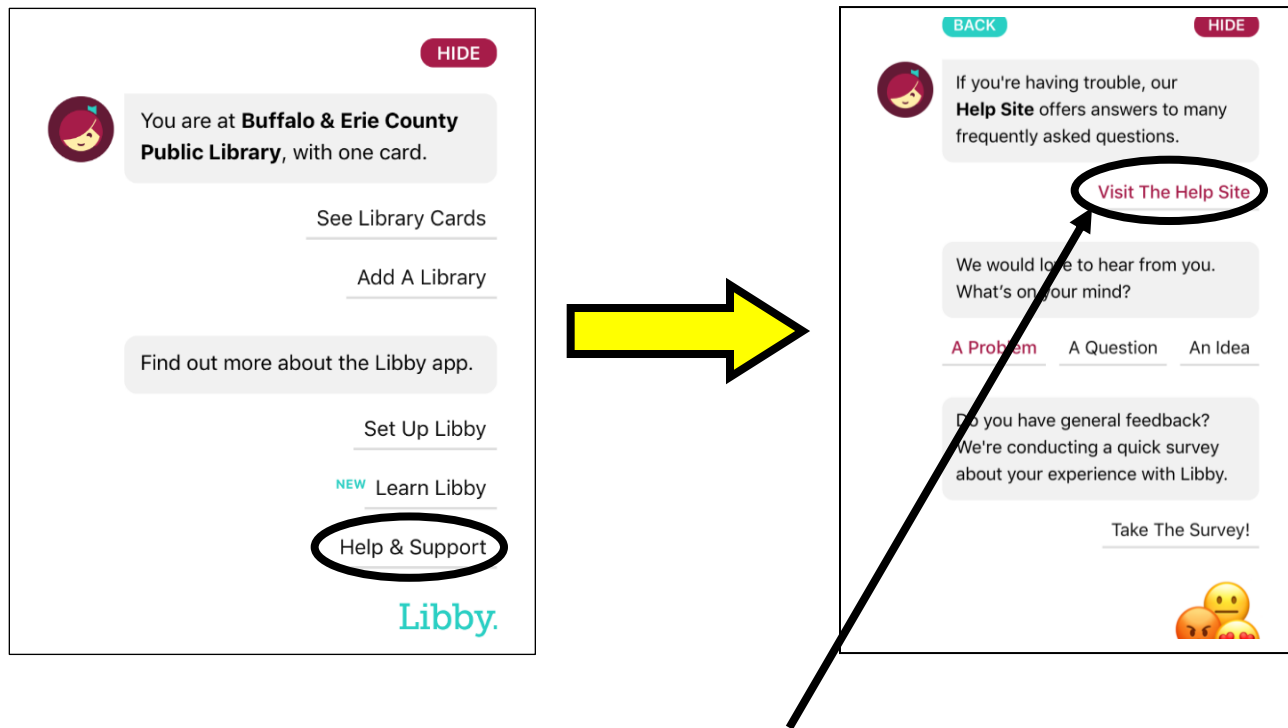

Learning & Support

There are some great resources to get help with Libby right in the app.

Tap on the Libby logo on the upper-right corner to access the Menu Options.

If you tap on **Learn Libby**, it will display a menu of features to demonstrate for you.

HIDE

You are at **Buffalo & Erie County Public Library**, with one card.

See Library Cards

Add A Library

Find out more about the Libby app.

Set Up Libby

NEW   Learn Libby

Help & Support

Libby.

Tap on **Help & Support** to give feedback or ask a question.

For the link to go directly to Libby's help site, tap on **Visit The Help Site**, which will open your internet browser to their website with a listing of many different categories of help to offer you.