

## Downloadables: Libby App

---

### 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.

### Length:

- 2 hours.



To see a list of upcoming computer classes go to:  
[www.buffalolib.org/whats-happening/makerspace-technology](http://www.buffalolib.org/whats-happening/makerspace-technology) or call (716) 858-8900.

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

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

---

### **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.

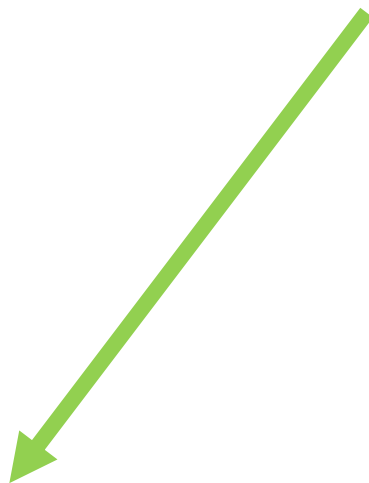
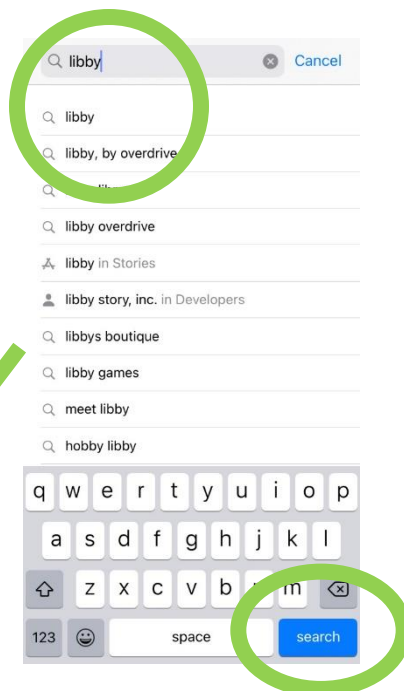
Libby works like a real world library. There are a limited number of copies of the items in the catalog. This means wait lists are possible where you might be waiting weeks for your item to be available.

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 and will stop working. 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 only downside is you cannot download items through this method.

---

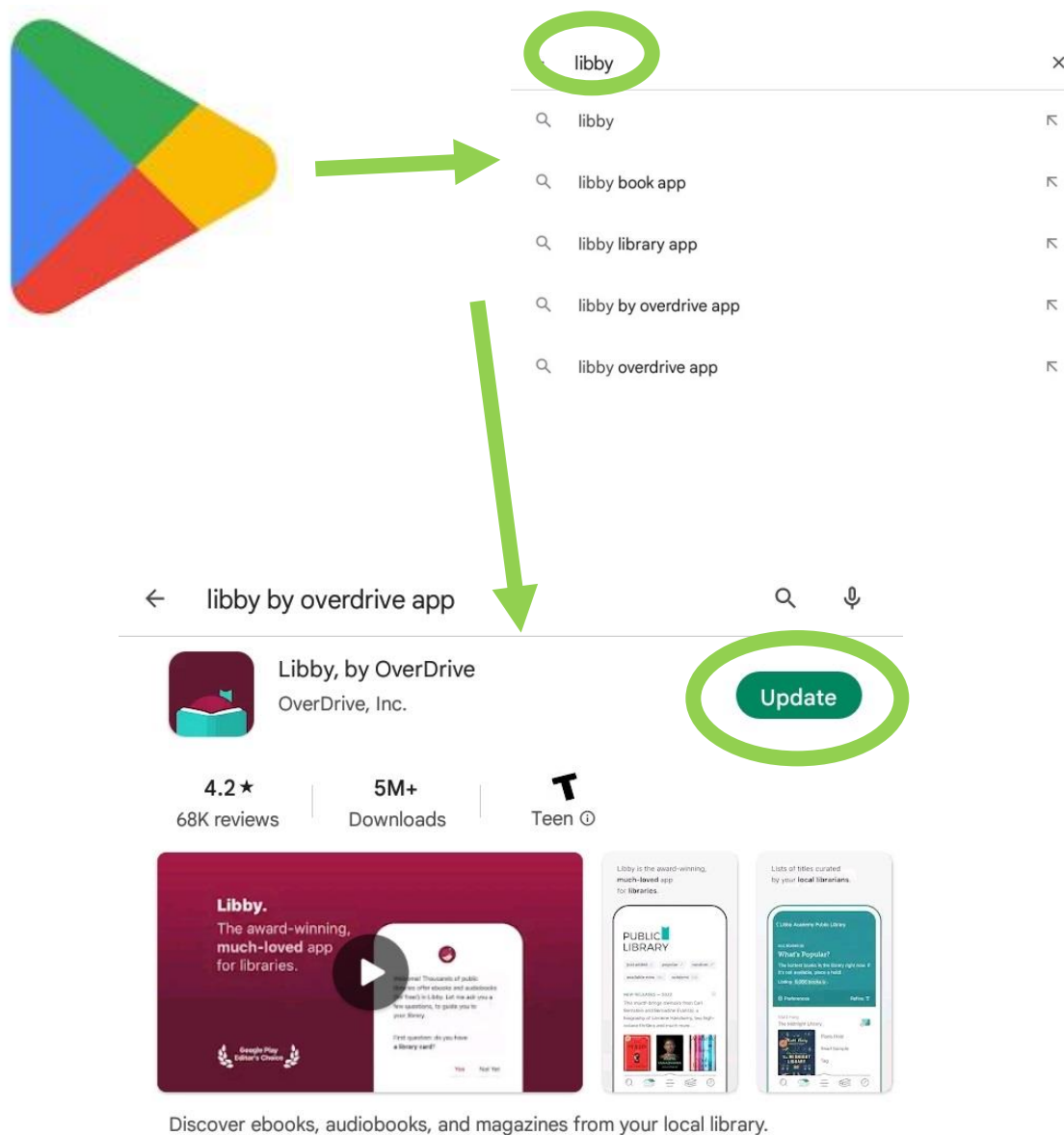
### **Install (Apple)**

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.



## Setting Up



Locate the **Libby** app 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

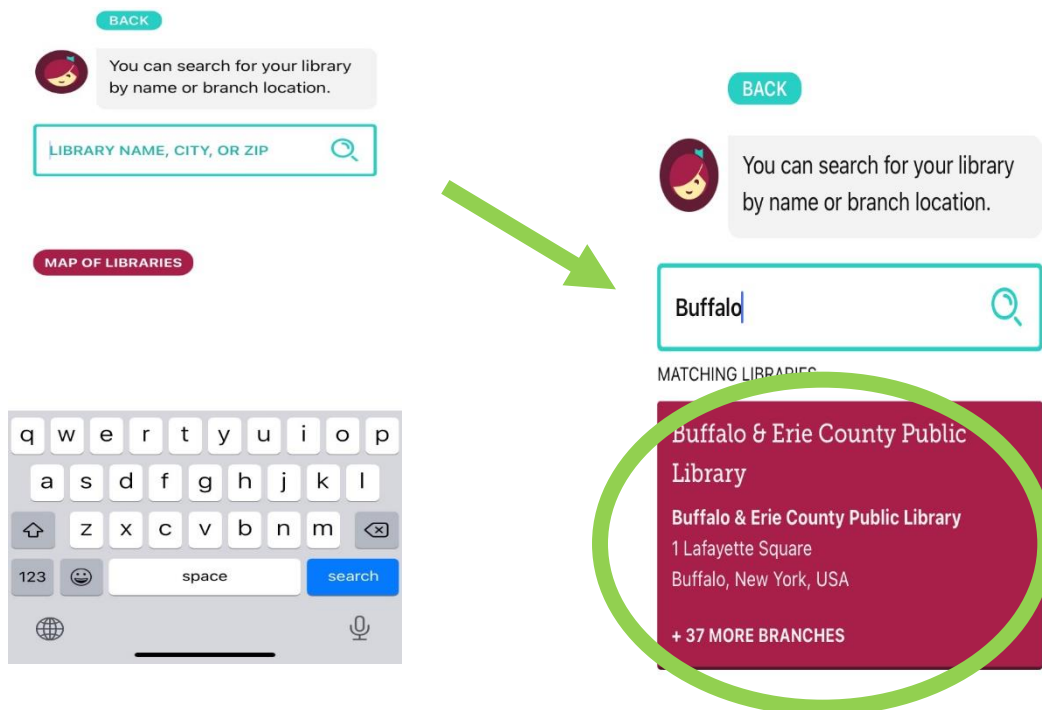
To find your library, choose one of the following 3 options:

- 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.”



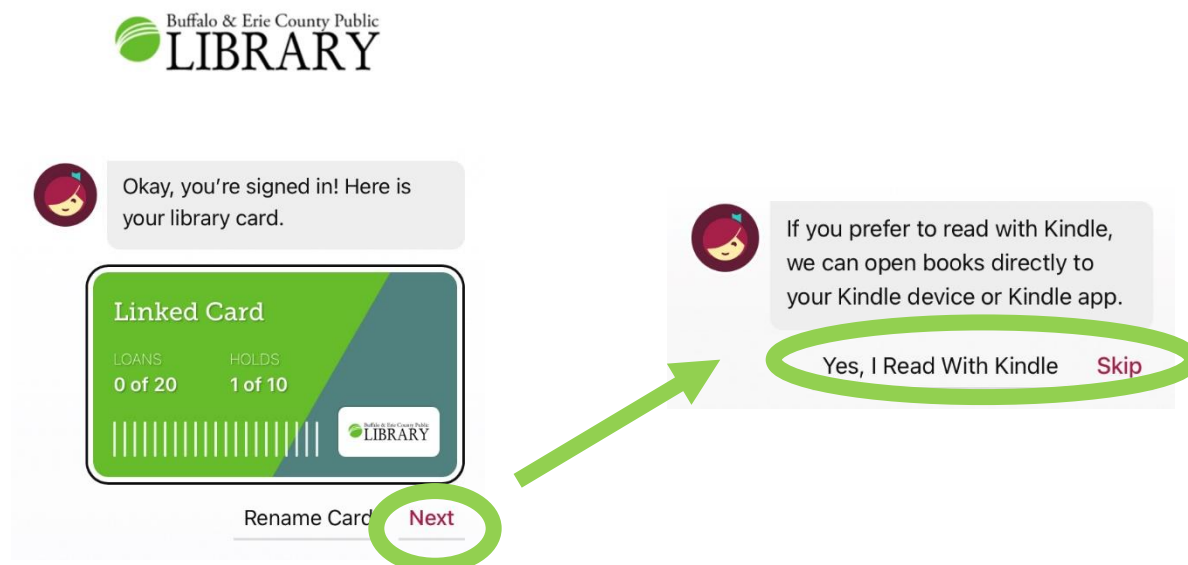
(see next page for more images)



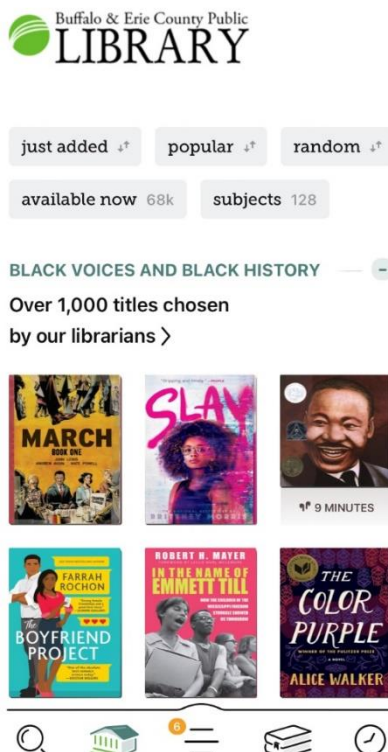
After tapping “Sign In,” the next screen shows your digital card.

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.



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



### Home Page Anatomy

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



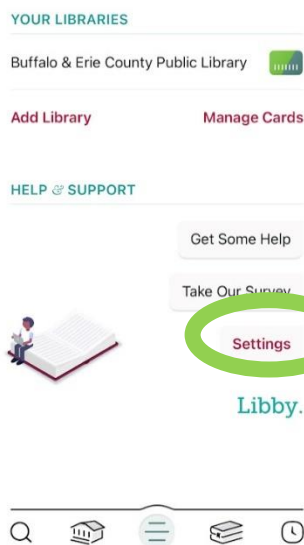
- Magnifying glass = CATALOG SEARCH.
- Building = HOME PAGE.
- Three Lines = YOUR ACCOUNT.
- Two Books = YOUR SHELF.
- Clock = YOUR HISTORY.

By scrolling down you will also see pre-made suggestion lists as well as the ability to set the search filters known as “Preferences.”



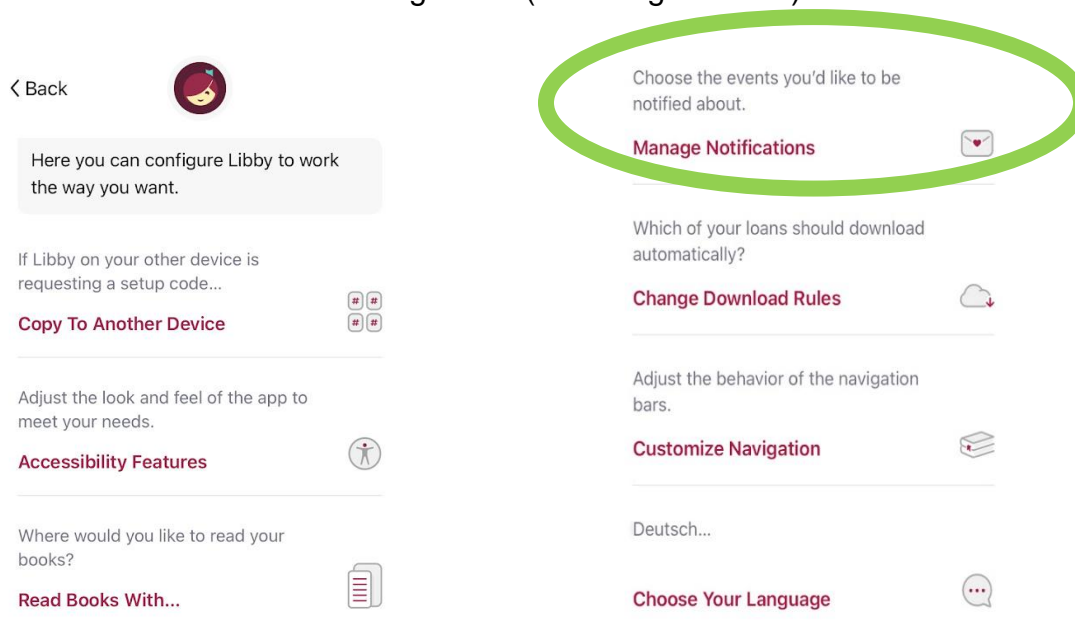
## Account Settings

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



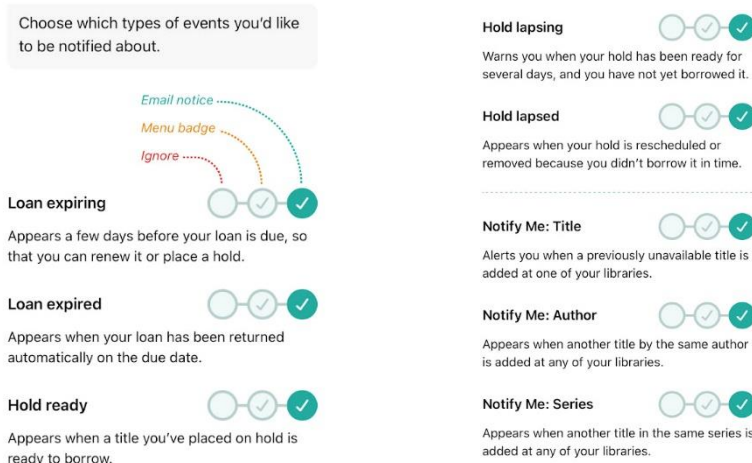
This area helps users:

- 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?](#)



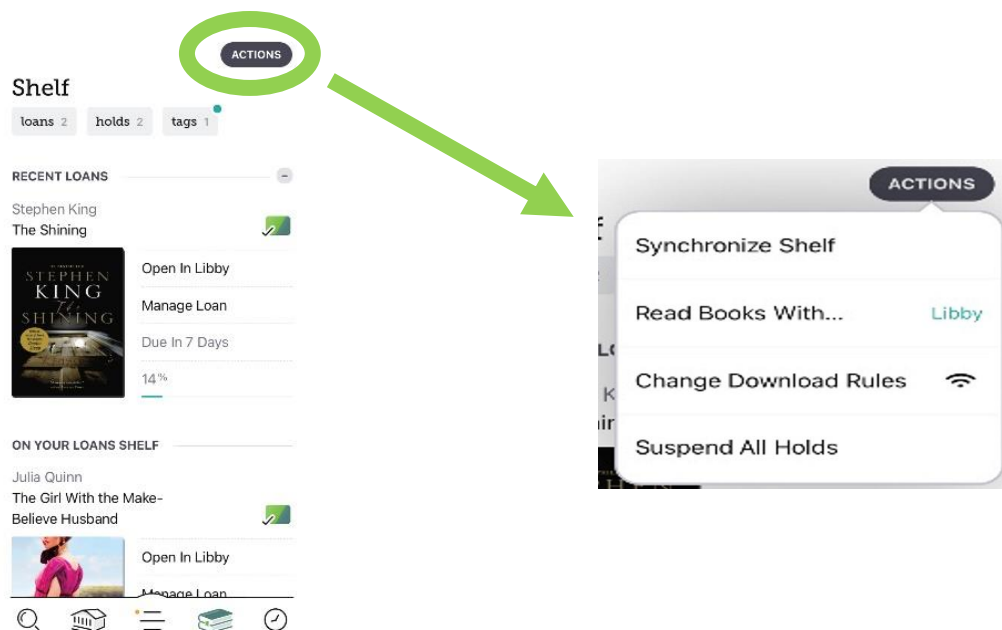
**Email notices** will be sent to [redacted]. [Change this?](#)




---

## Shelf Settings

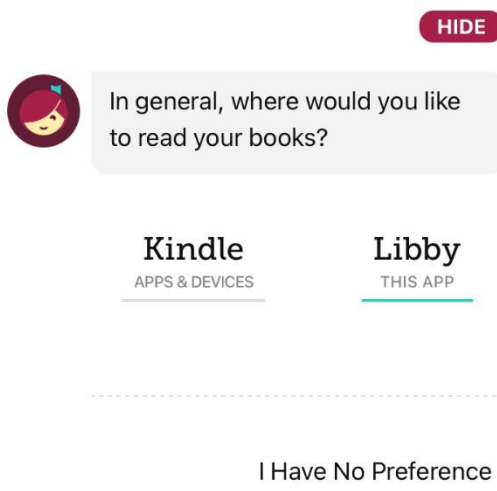
To change around Libby's shelf settings, go to your Shelf and tap "ACTIONS." This brings up the settings option screen.



### “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...”



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 the format. This mean 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”

HIDE

Which of your loans should be downloaded automatically?

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

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

**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.

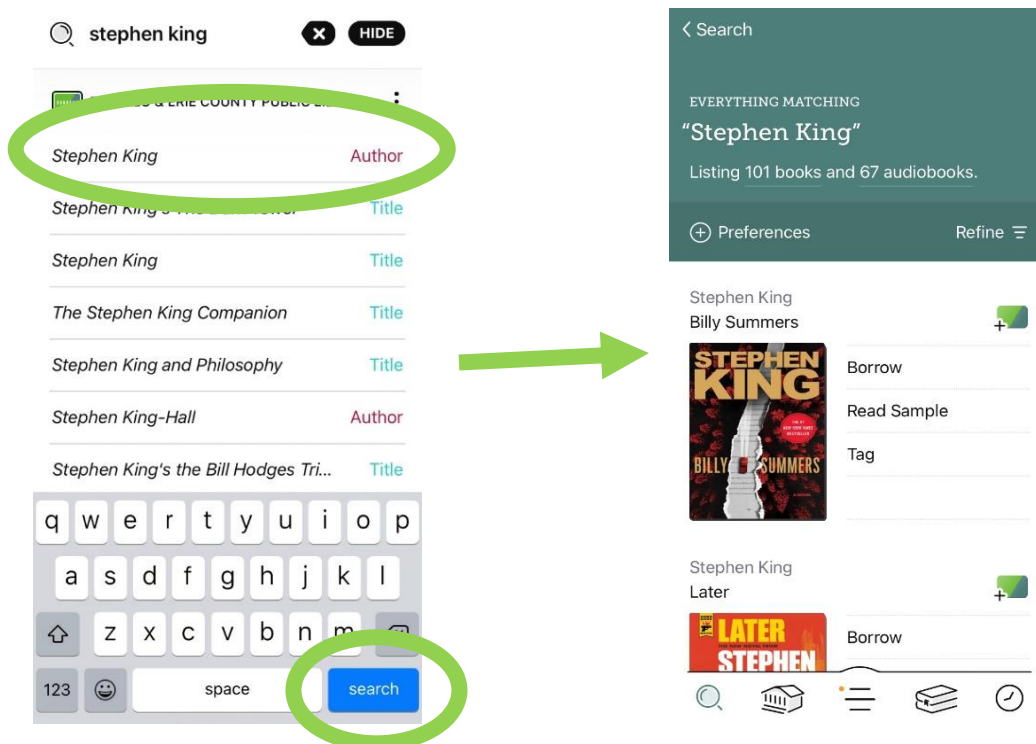
### “Suspend All Holds”

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.

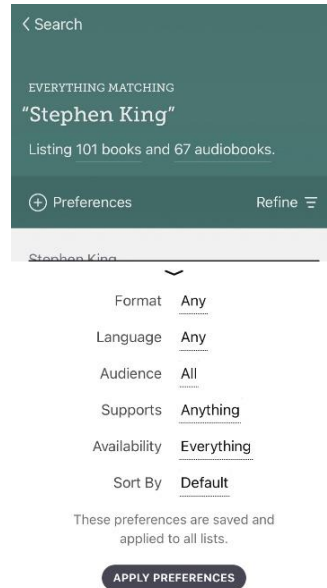
### Searching (“Stephen King” example)

Press the catalog search icon on the bottom of your app screen 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).



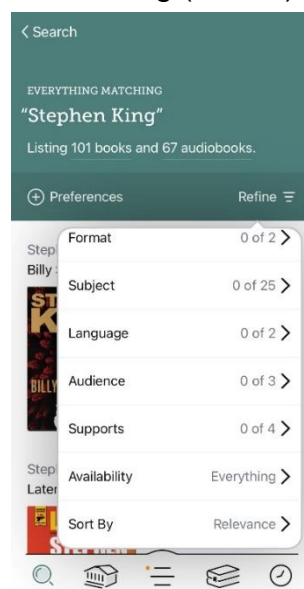
## “Searching (Preference)”



Filters apply to EVERY search you will do from now on until you change. Of note ...

- Format.
  - Books, Audiobooks, or Magazines.
- Availability.
  - Available now (filters out all items with wait times).

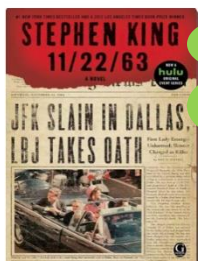
## “Searching (Refine)”



Filters apply only to THIS specific search. The filters here are the same as “Preferences.”

## Search Results Anatomy

Stephen King  
11/22/63



Place Hold

Read Sample

Tag



Availability/Wait Time

Puts you in line

eBook - ID'd by "Read Sample"

Stephen King  
Elevation



Borrow

Play Sample

Tag



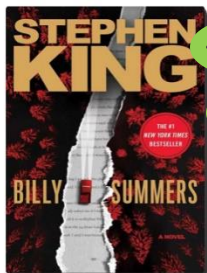
Availability/Wait Time

Ready for checkout

Audiobook - ID'd by "Play Sample,"  
earbud symbol, and length time

4 HOURS

Stephen King  
Billy Summers



Borrow

Read Sample

Tag



Availability/Wait Time

Ready for checkout

eBook - ID'd by "Read Sample"

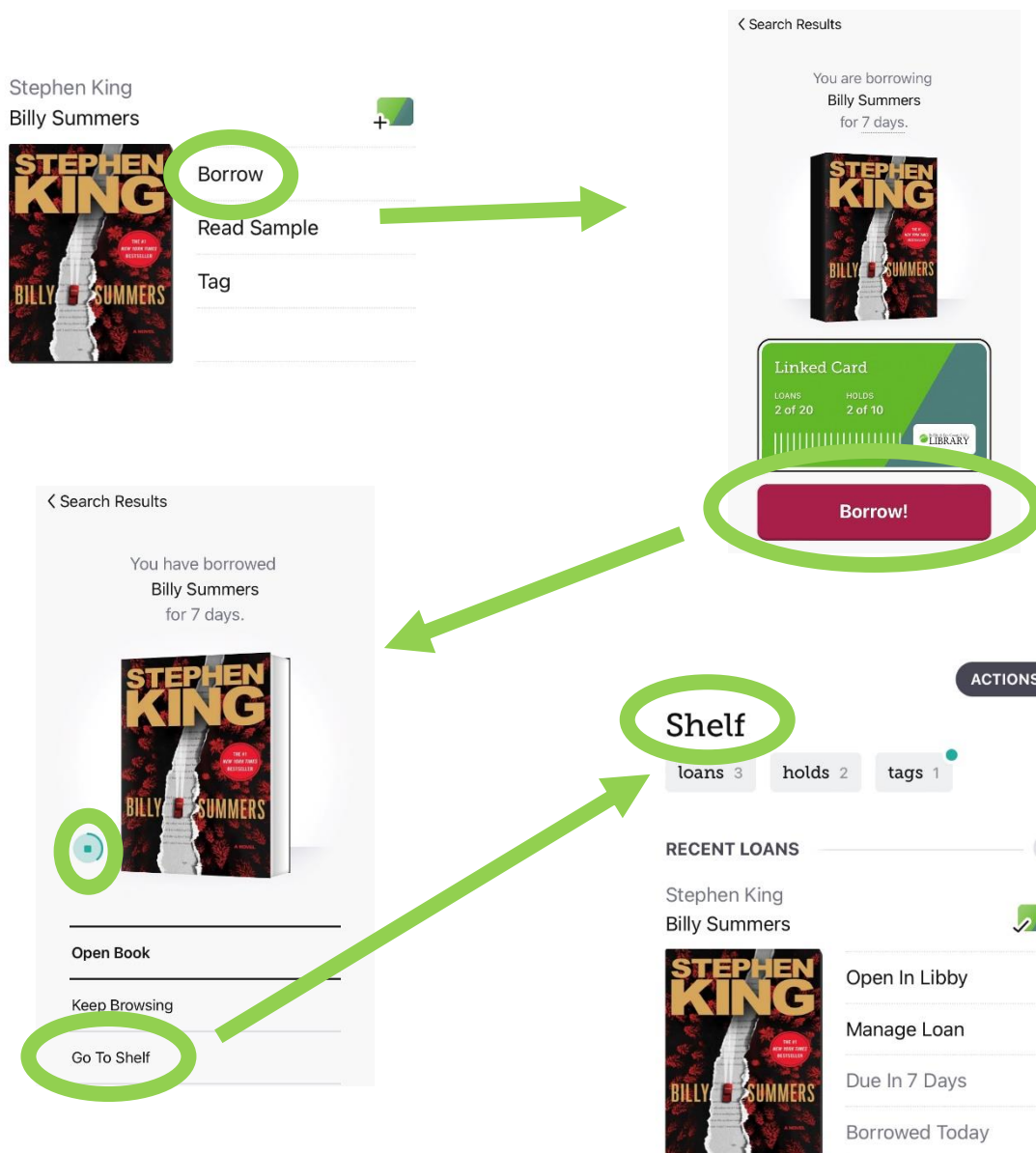
## Borrowing

*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. On the next screen, tap "Borrow" again.

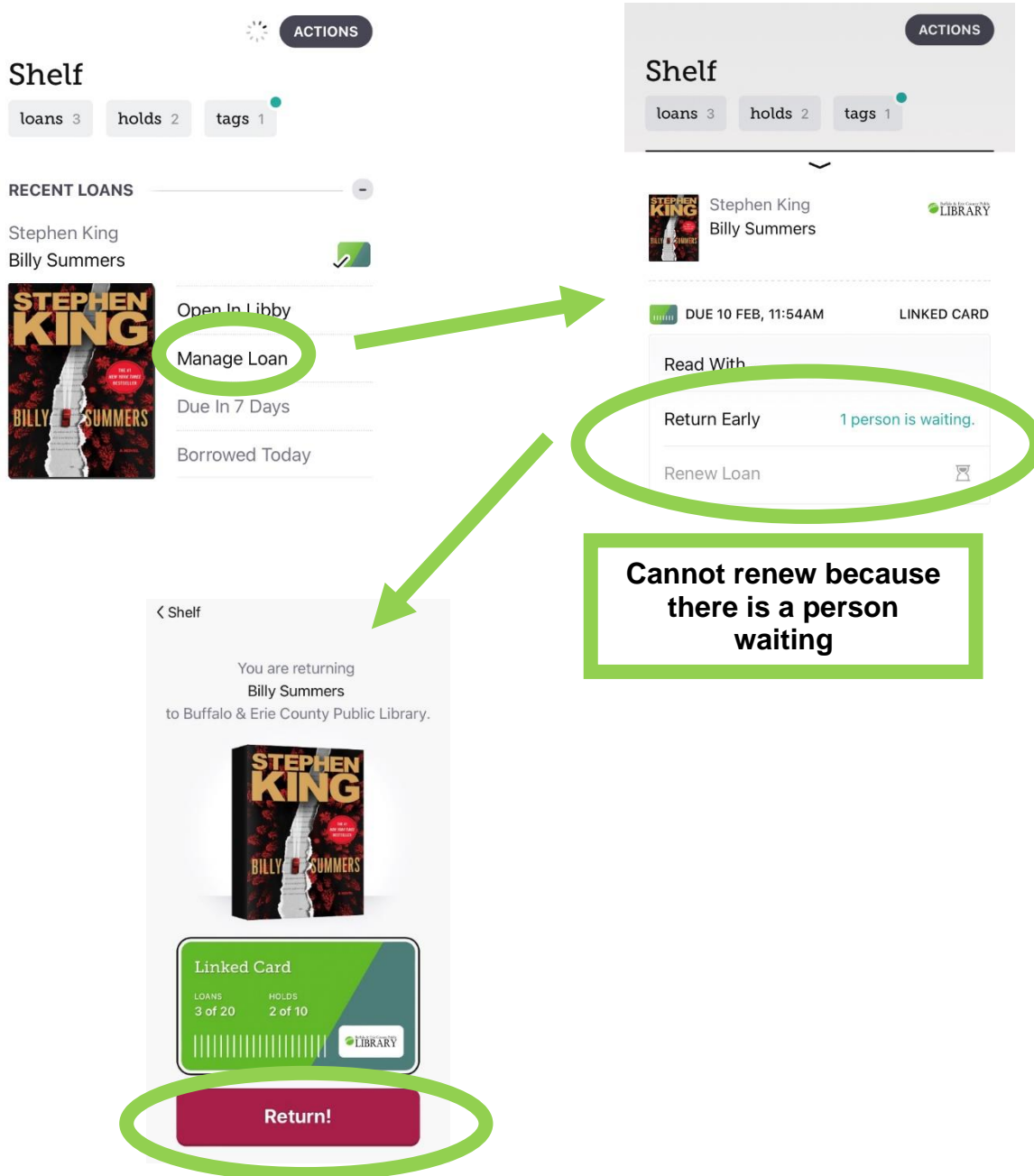
3. If you had previously selected a specific format for your items (Kindle or Libby), it will automatically begin the downloading/transferring process (in this example, that pre-selected format is Libby).
  - a. If you had previously selected "I have no preference," then you will be given the choice of both Libby or Kindle.
4. 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.





## Manage Loan

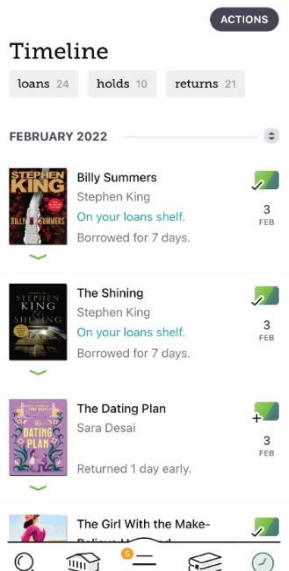
1. Tap “Manage Loan.”
2. Tap “Return” or “Return Early” to remove your checkout from your shelf OR tap “Renew Loan” to extend your item time.
  - a. The “Renew Loan” button will only be clickable if there is no one waiting in line for the item.



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

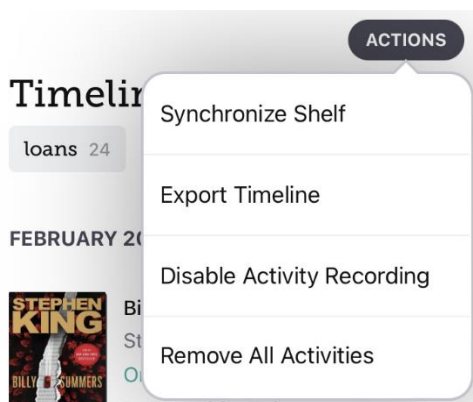
## Timeline (History)

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.



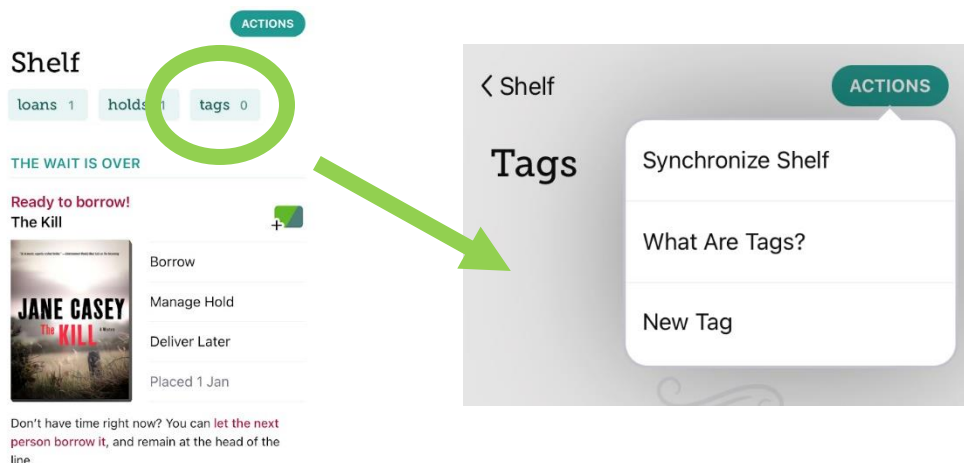
Within the "Timeline's" ACTIONS button you can also:

- 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.



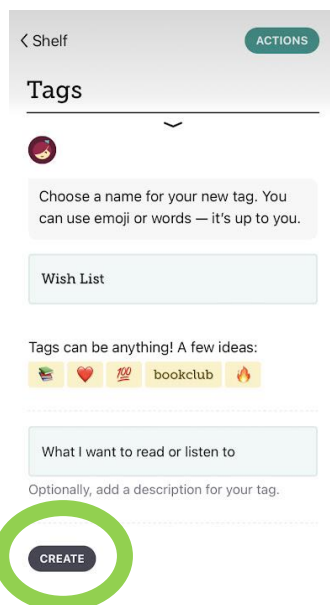
## Tags

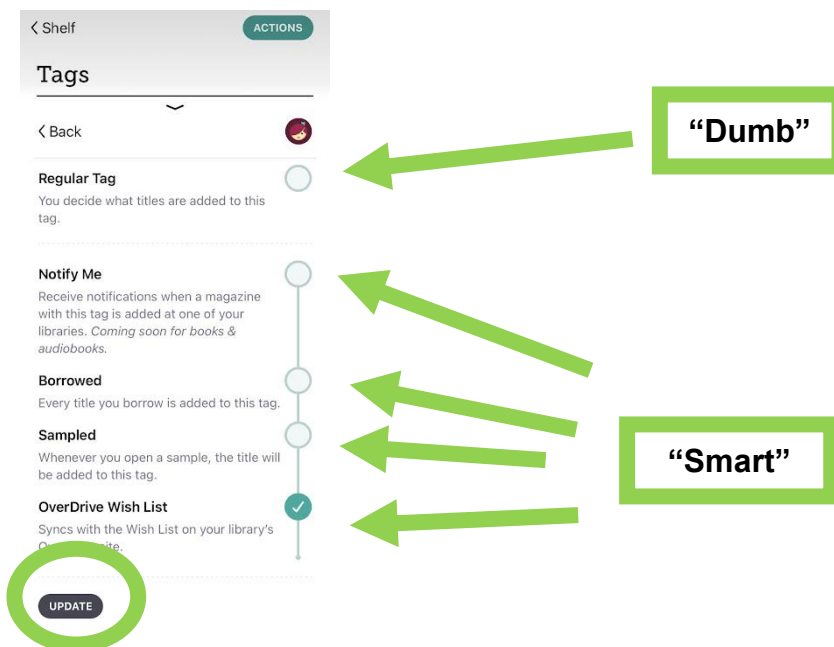
Located within the Shelf, “Tags” is a system that helps add items into lists. The tag itself is a word or emoji that a user might associate with the content of a list.



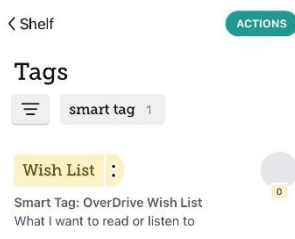
For example, if you wanted to create a list of romance books, you might name the tag “Romance” or use the heart emoji. Once created, the tag can be added to any item in Libby to make it appear in a user’s list. This type of tag is “dumb,” meaning the user has to set it up and do the item adding.

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.

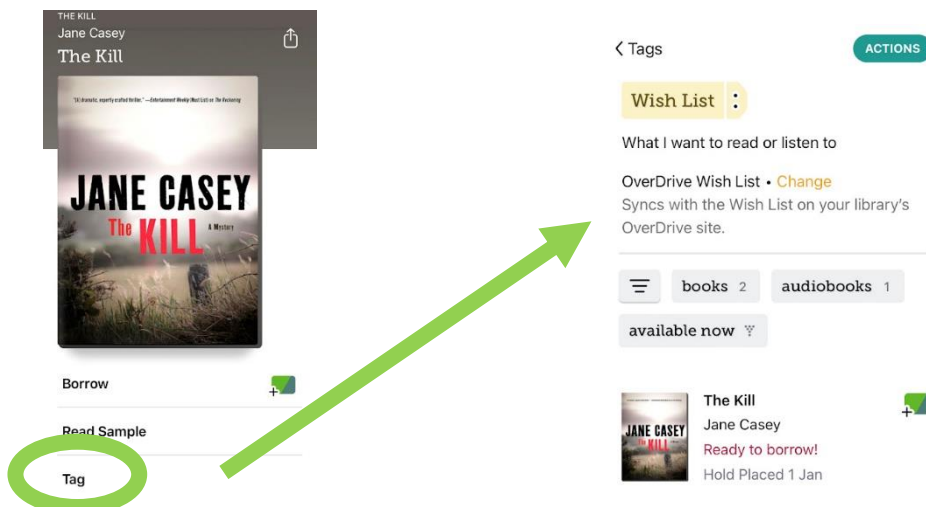




When you have a tag created this is how it will appear within the “Tags” area of the app. The example below shows my “Wish List” tag that is setup as a smart tag for my OverDrive Wish List.



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 my list.



## Using with Amazon Kindle

### “Kindle Fires”

For Kindle Fires, the Libby app is not available through the official Amazon App Store, so you cannot just go and install Libby easily. However, Libby has made available an unofficial app available through their website, which will work on the Fire. Here is the process to obtain it:

1. Within “Settings” > “Security & Privacy,” make sure “Apps from Unknown Sources” is on. This allows users to install unofficial apps not listed in the app store.
2. Using Silk, Chrome, or another web browser on the Fire, visit the following website: <https://www.overdrive.com/apps/libby/kindlefire>
3. Under “Step 1,” tap the “download link for the Libby APK.” This is the actual file used to install the Libby app.
4. Follow the other steps listed on the website and the Libby will be install.

### “Other Kindles”

Non-Fire Kindles such as the Paperwhite cannot install the app. To checkout out an item for these devices:

1. Use another device, whether for accessing the app or going through a web browser, to checkout the item.
2. Make sure your Kindle is connected to the Internet.
3. When prompted, sign into your Amazon account.
4. Transfer your item to your Kindle wirelessly.
5. Item will appear in your Kindle shelf shortly after.

*Revised/Updated February 1, 2023*