

# 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.



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



(716) 858-8900 www.BuffaloLib.org



#### \* 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 the Library that allows access to a variety of content for free! This content includes:

- Ebooks.
- Audiobooks.
- Digital magazines.

# "Limits"

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, which means wait lists are possible.

"Access the Service"

There are two ways to access Libby:

- Websites.
- App.

The two options for the website include:

libbyapp.com buffalo.overdrive.com

Both do NOT allow for downloading.

For the app, go to the app store on your device to install Libby (see the app icon below).



"Cloud Features"

Certain features appear the same across all the ways you access Libby:

- The same checkouts will appear on the Shelf on all devices.
- Your checkout history will appear the same on all devices.
- Any tags you create appear on all devices.

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

"Device-Specific Features"

However, there are some features of Libby that only apply to a single device and are not shared through the Cloud:

- Download settings.
- Format preferences such as if you want Libby or Kindle format.
- Items downloaded for offline reading or listening.

For example, a book downloaded to your phone will not be instantly downloaded to your tablet - you must go to the app on the tablet and download it there.

# "Access Concerns"

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 (your browser screen will look like the app). The website buffalo.overdrive.com will still work as well. The only downside to both options is you cannot download items through these methods.

#### Install the App

"Apple"

- 1. Open the "Apple App Store."
- 2. Type in "Libby" and search.
- 3. Tap "GET" to Install, "OPEN" to open, or the re-install icon to re-download.



Contract (1)	Q libby		Cance	el
	Q libby			
	Q libby library			
	Q libby, by over	drive		
	Q libbyapp.com	l .		
	<b>Libby, th</b> Library aud	e Library A diobooks and	<b>App</b> ebo	Open
🖏 Editors' (	Choice 🐉	OverDrive	e, Inc.	#2 Books
		"Android"		

- 1. Open the "Google Play Store."
- 2. Type in "Libby" and search.
- 3. Tap "Install" to install, "Open" to open, or re-install the app and follow the onscreen instructions.



# "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. Open the Amazon Appstore.
- 2. Search for "Libby."
- 3. Tap "Install."



Setting Up the App



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.



If you have a library card, tap "Yes, I Have A Library Card." If not, tap "Not Yet" and follow the on-screen instructions. The rest of the packet is based on choosing yes.

Guess Your Library Find the nearest library using your (probable) approximate location. Search For A Library You can look up your nearest library by	There and find you continue	re several ways I can help you r library. How would you like to e?
Find the nearest library using your (probable) approximate location. Search For A Library You can look up your nearest library by	Guess	/our Library
Search For A Library You can look up your nearest library by	Find the (probabl	nearest library using your e) approximate location.
You can look up your nearest library by	Search	For A Library
name or city or postcode.	You can name or	look up your nearest library by city or postcode.
	If you alr keep all	eady use Libby, choose this. It will your data in sync.

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

- Search for a library by name, city, or zip code.
- Libby can search libraries nearby if your GPS is on.
- Recover your previously stored data.

For this lesson, we will choose "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 "Sign In With My Card."
- 4. Enter your entire library card number.



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!



# 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.
- Tag = YOUR TAGS.

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

# 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 library cards.
- Ask for help.
- Access the main account settings area (see images below).





This section is where you control how to get notified about items, such as being sent device alerts (menu badges) or email notifications. Users get 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 tell you the email address attached to the account and gives you the ability to change that address.



- "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.

read your books	?
Kindle	Libby
Apps & devices	On this device

#### "Read Books With..."

Where you can change your primary reading format. If a specific option is selected, then you will only 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 or app.
- Libby: On this device.
  - 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.

Which of your loan downloaded autor	ns should be matically?
Everything	
All borrowed titles will download queue auto	be added to the matically.
Titles Under 20 MB	Ċ
Most books are under novels are often over audiobooks can be in	20 MB, but graphic 100 MB, and excess of 300 MB.
Nothing	Ċ
Each title will stream, unavailable offline, un download it manually.	and will be less you choose to
Download Only On \	Wi-Fi
Reduces mobile data	usage.

#### "Change Download Rules"

Control how the automatic downloading of items happens.

- Everything.
  - All checkouts get automatically downloaded as soon as your device is connected to the Internet (whether over Wi-Fi or Cellular). This includes holds that become available.
- Titles under 20 megabytes.
  - Sets the automatic download threshold as only items under 20 megabytes in size.
- Nothing.
  - No automatic downloads. Users must go to their Shelf and select the item to download.

It is highly recommended downloading to Libby 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.

Start a Search

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

	Q Search
)	Catalogue Filters
<u> </u>	books 69k audiobooks 21k
	magazines 5k available now 96k
	kindle 59k

"Catalogue Filters"

Tapping these applies the filters to the catalogue BEFORE you even add search terms. This is useful if you just want to see certain broad items such as ALL books or ALL audiobooks.

# What is available?

- Format filters:
  - Books, audiobooks, magazines.
- "available now."
- "kindle."

- Will see only Kindle items.
- The "three line" button shows the complete list of all filters.
  - You can even stack filters together from here.
  - What is available?
  - Subject.
  - Format.
  - Availability.
  - Date added.
  - Audience.
  - Language.
  - Read with...

SHOW 96,613 TITLES	Availability
ž	available now 😤
Subject	
romance 20k thriller 13k	FEATURED FILTER
mystery 12k historical fiction 11k	first in series 8k standalone 48k
fantasy 11k suspense 10k	
We have 153 subjects in total. <b>Explore all</b> genres, topics, and categories	Start at the beginning of the story.
2 × × ×	
Format	Sort By
books 69k audiobooks 21k	popularity ${\scriptstyle {\scriptscriptstyle 4}^{\dagger}}$ date added ${\scriptstyle {\scriptscriptstyle 4}^{\dagger}}$
magazines 5k read-alongs 725	release date $\mathbf{a}^{\dagger}$ random $\mathbf{a}^{\dagger}$ + more
Date Added	Language
last 7 days 100 last 14 days 135	english 95k spanish 500
last 30 days 304 last 3 months 2k	french 207 portuguese 205 + more
last 6 months 3k	Portuguede 200 - mole
Audience	Read With
general content 75k juvenile 14k	kindle 59k epub 61k pdf 1k
young adult 6k mature content 773	

#### Read with...

What are the file types of the results?

- kindle?
  - Works with Kindles.

261 TITLES IN

Search Results

books 180

- epub?
  - $\circ$  Works with Libby.
- pdf?

epub has more items in Libby than kindle, which can be a point of issue with users because it makes seeing what is available difficult if the wrong format is selected.



Libby provides you with potential results as you type (similar to what Google does) as well as label what the result represents - is it a "Title" or "Author?" For example, when searching "Stephen King," one of the results will show it labelled as "Author"



audiobooks 81

"Post-Search Filters"

You get format filter options right away as well as the "three line" filter button for all options. A cool feature here is the ability to "pin" filters.



"Pinned Filters"

Pinned filters stay in place for the current search AND all future searches until they are removed. This is useful if you are constantly selecting the same filters. To pin a filter, press and hold on it until a menu appears and select the "Pin Filter" option.



"Search Results Anatomy"

Search results are never 100% exactly related to your search term. For example, when searching "Stephen King," you will also get the book *King of Ragtime* by Stephen Costanza (the King from the title and the first name of the author).

The results below are examples from a search for "Stephen King" (the author):

#### Stephen King You Like It Darker





	C)
Place Hold	
Read Sample	
D	

From legendary storyteller and master of short fiction Stephen King comes an extraordinary new collection of twelve short stories, many...

Stephen King <b>Holly</b>	
STEPHEN	Borrow
	Read Sample
	$\Box$
HOLLY	

#1 New York Times Bestseller \* New York Times Notable Book \* NPR Best Book of the Year. Holly Gibney, one of Stephen King's most...

Stephen King Elevation	<b></b> _
ELEVATION	Borrow
S T E P H E N KING HEAD BY THE AUTHOR	Play Sample
۹ <sup>۴</sup> 4 HOURS	

Winner of the 2020 Audio Publishers Association Lifetime Achievement Award. From legendary master storyteller Stephen King, a...

- Place Hold = Puts you in line.
- Borrow = Ready to check out.
- Sample:
  - $\circ$  Read = It is an eBook.
  - Play = It is an audiobook.
- Green card = Shows availability and wait time.
- "# HOURS" = How long will

#### Borrowing

#### \* Be advised \*

It is recommended to be connected to Wi-Fi for downloading to reduce data usage.

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..." to switch between a checkout period of 7 or 14 days.
  - i. This must be done BEFORE tapping "Borrow" again.
- 3. Tap "Borrow" again to borrow the item.
- 4. Tap "Read with..." if applicable to your checkout.



"Read With..."

"Read With..." is only applicable to ebooks. You tap here if you did not previously select a preferred format (Libby or Kindle) in order to select a format to use. The format for the checkout will be locked in once selected - you cannot switch after the fact. If Libby format is selected, the item instantly downloads and is usable through the Libby app. If the Kindle format is selected, the Amazon website opens up to begin the transfer process over to your Kindle.

# 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.

October 17, 2012

1

It's an old city, and no longer in very good shape, nor is the lake beside which it has been built, but there are parts of it that are still pretty nice. Longtime residents would probably agree that the nicest section is Sugar Heights, and the nicest street running through it is Ridge Road, which makes a gentle downhill curve from Bell College of Arts and Sciences to Deerfield Park, two miles below. On its way, Ridge Road passes many fine houses, some of which belong to college faculty and some to the city's more successful businesspeople-doctors, lawyers, bankers, and top-of-the-pyramid business executives. Most of these homes are Victorians, with impeccable paintjobs, bow windows, and lots of gingerbread trim.

The park where Ridge Road terminates isn't as big as the one that sits splat in the middle of Manhattan, but close. Deerfield is the city's pride, and a platoon of gardeners keep it looking fabulous. Oh, there's the unkempt west side near Red Bank Avenue,

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

- Swipe left:
  - Moves forward a page.

- Swipe right:
  - $\circ$  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 you 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 BRIGHT SEPIA DARK

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.



Item Example (Audiobook)

To open the audiobook, 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 listening.



01:14

# "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 "timer" controls playback speed do you want the audio to be faster or slower than regular listening speed?
- The "moon" sets a sleep timer for auto turning-off
- The "bookmarks" allow you to make and see bookmarks.



"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.



# Bookmarks ි Highlights

**ELEVATION - CHAPTER 1** 

A bookmark. TODAY

# Manage Loan

- 1. Tap "Shelf."
- 2. Find the item in question.
- 3. Tap "Manage Loan."

Within "Manage Loan," tap one of the following options:

- "Return" or "Return Early" to remove your checkout from your shelf
- "Renew Loan" to extend your item time.
  - Only available if there is no one waiting in line for the item.
- "Remove Download" to delete the file downloaded for offline usage.



On your loans shelf.



#1 New York Times Bestseller \* New York Times Notable Book \* NPR Best Book of the Year. Holly Gibney, one of Stephen King's most...



Returns do automatically occur at the end of the checkout period so that another person can get access to the item.

# Timeline (History)

Timeline (which is where history is located) can be found within your "Shelf." The big benefits of having a history include being able to view past titles you have read or listened to and have direct links back to those titles so you could potentially check them out again. Tapping on the filter options towards the top of the screen allows you to organize your history by options such as author or title.



Within the Timeline's ACTIONS button you can:

- Synchronize Shelf.
  - Update history with the latest info.

- Export Timeline.
  - Export your history into a different format such as HTML (web), CSV (spreadsheet), or JSON (data).
- Recover Card History.
  - Recover old information.
- Disable Activity Recording.
  - Disable tracking to keep your history up to THIS moment.
- Remove All Activities
  - Clear the entire timeline.

#### Tags

Tags is a system that helps add items into lists. A tag itself is a word or emoji that a user might associate with the content of a list.

$\bigcirc$	Tags mart tag 1
Synchronise Shelf	Wish List
What Are Tags?	Enter a name for the tag, or choose one of the ideas above.
New Tag	What I want to read or listen to Optionally, add a description for your tag.

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 themselves. 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.

<b>Regular Tag</b> You decide what titles are added to this tag.	$\bigcirc$
Notify Me Receive notifications when tagged titles are added at your libraries — including new issues of magazines, and works by the same author.	
Borrowed Every title you borrow is added to this tag. These smarts are attached to your tag.	
Sampled Whenever you open a sample, the title will be added to this tag.	$\bigcirc$
OverDrive Wish List Syncs with the Wish List on your library's OverDrive site.	

- "Regular Tag" = dumb tag.
- All other listed tags = smart tags.

When you have a tag created the image on the next page shows how it will appear within the "Tags" area:



The images below show how to tag an item. By tapping the tag icon and selecting which of the tags to use (the "Wish List" tag was selected), that item is added to that list.

Stephen King The Stand	C		+	Create New Tag
STEPHEN KING STAND	Place Hold			Wish List :
	Read Sample		0	Smart Tag: OverDrive Wish List What I want to read or listen to
	D		STEPHEN KING	
			1	Smart Tag: Borrowed Titles I've borrowed in Libby.
	+	Create New Tag		
	TSTAND	Wish List : Smart Tag: OverDrive W	sh List	
	1	What I want to read or lis	itente	-
	STEPHEN	Smart Tag: Borrowed		
	1	Titles I've borrowed in Lil	bby.	

# Amazon and Libby

"Kindles"

Pure Kindles such as the Paperwhite cannot install apps such as Libby, unlike other smart devices such as Android phones and iPad tablets.

#### Checkout Process

To checkout out an item for Kindle:

- 1. Connect the Kindle to the Internet.
  - a. Look at your device's settings section to connect (gear symbol).
- 2. Use another non-Kindle device to check out the item through Libby.
  - 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.
  - b. The item will appear on your Kindle shelf shortly after as long as the Kindle was connected to the Internet from the start otherwise it might take a little longer.

#### Return Process

Kindle items cannot be returned directly through the Libby app or OverDrive website -They must be returned through the Kindle itself or through Amazon.

#### Amazon Site Process:

- 1. Open Libby.
- 2. Go to "Shelf."
- 3. Tap "Manage Loan" next to the item.
- 4. Tap "Return Early."
- 5. Tap "Return with Kindle."
- 6. From Amazon, find the item and tap "return this book" or "return it now."

#### Kindle eReader Process:

- 1. Find the item on your Kindle.
- 2. Tap the Menu button (three dots).
- 3. Tap "Return to Public Library."
- 4. Tap "Return."

# Kindle App Process:

- 1. Find the item in your Kindle App.
- 2. Tap and hold the book cover for the Menu to appear.
- 3. Tap "Remove from Library."
- 4. Tap "Remove."

#### Kindle App

The Kindle App can be installed on any smart device (not just those belonging to Amazon) and allow users to view and access their Kindle items (whether purchased or checked out through Libby).

#### "Amazon Fires"

Amazon's main smart tablet line of devices has two options for using Libby:

- 1. Follow the Kindle process mentioned above OR...
- 2. Install the Libby App directly.
  - a. Go to the Amazon App Store.
  - b. The process is the same as other smart devices.

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