

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:
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 the 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, which means wait lists are possible.

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.

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 appears on the Shelf in the phone app.

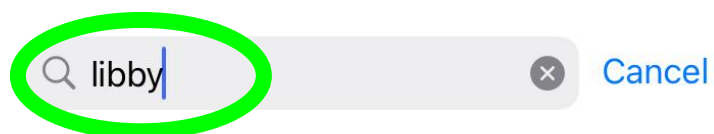
There are also certain features that will only be applicable to the device you are on. Some of these features include:

- Download settings.
- Format preferences.
- Downloaded items.

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

Install (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.



libby

libby library

libby, by overdrive

libbyapp.com

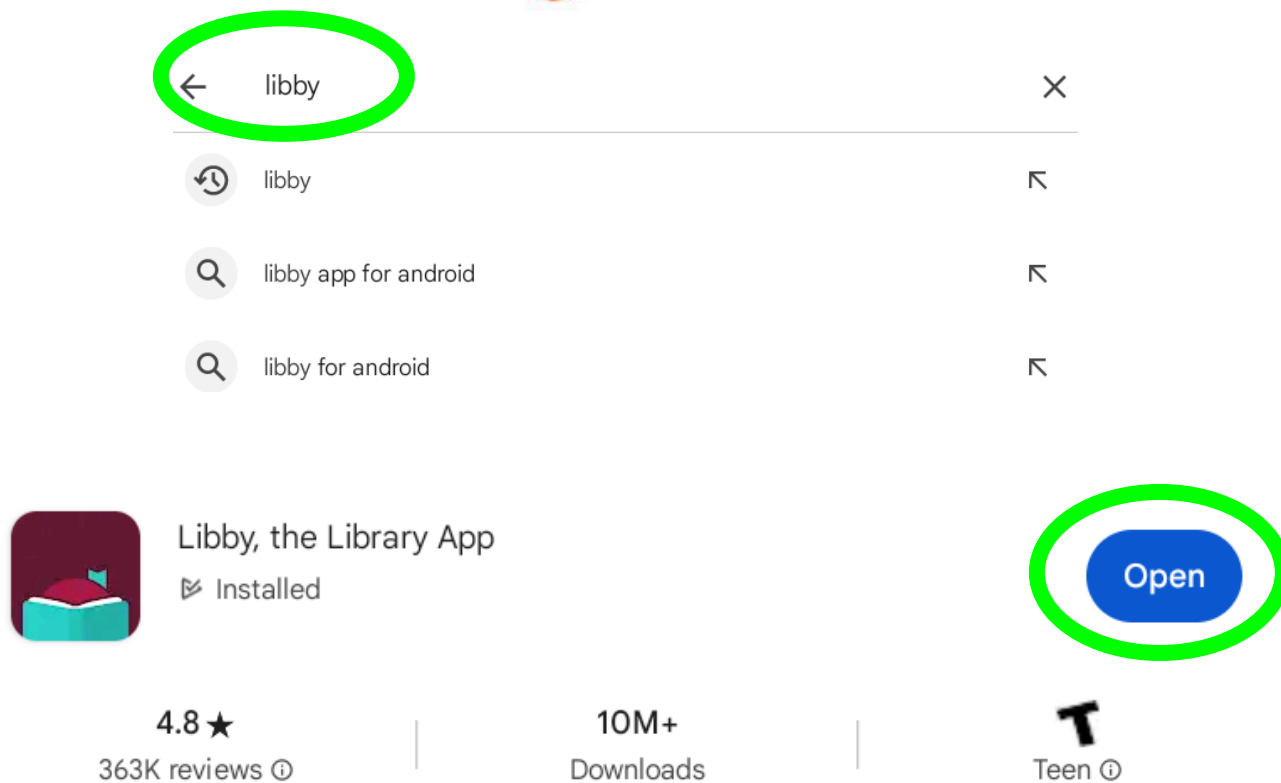


Libby, the Library App
Library audiobooks and ebo...



Install (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 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.

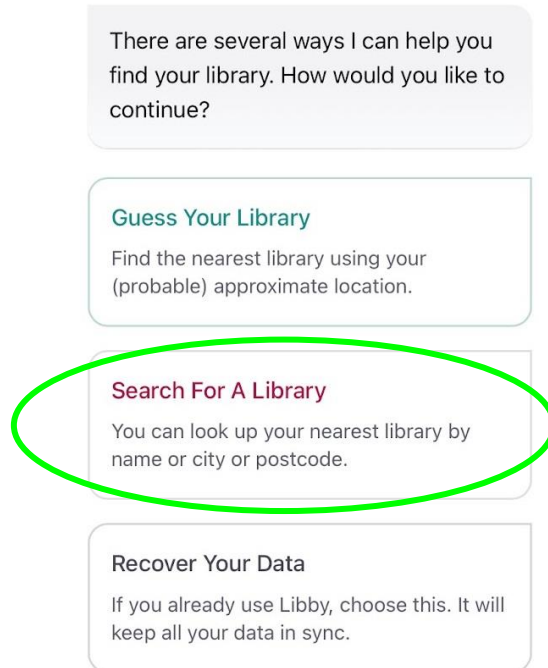
Welcome! Thousands of public libraries offer ebooks and audiobooks (for free!) in Libby. Let me ask you a few questions, to guide you to your library.

First question: do you have
a library card?

Yes, I Have A Library Card

Not Yet

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.



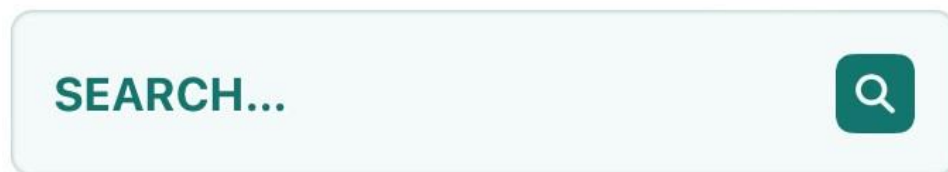
To find your library, choose one of the following 3 options:

- 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.

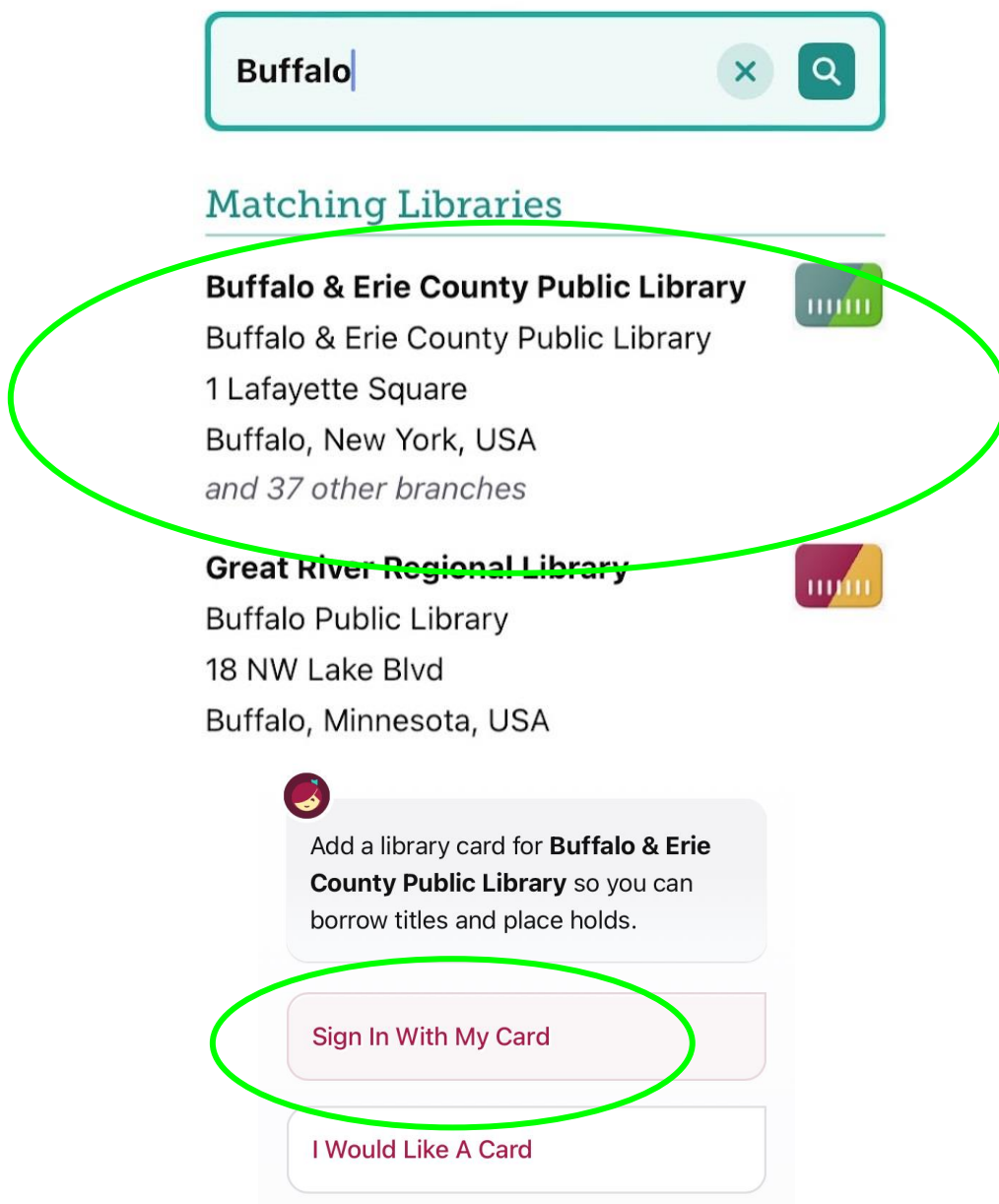
For this lesson, we will choose “Search For A Library.”

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.



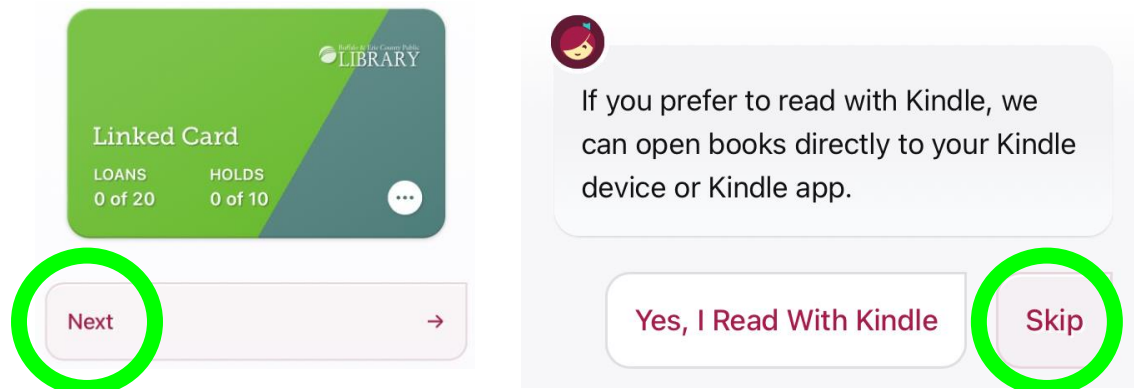
Try a library name, your city, or zip code.



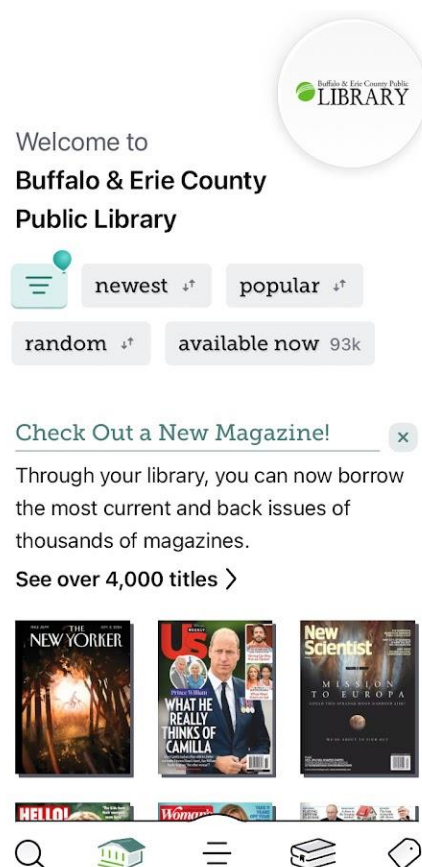
The next screen shows your digital card.

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):

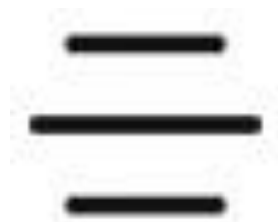


- Magnifying glass = CATALOG SEARCH.
- Building = HOME PAGE.
- Three Lines = YOUR ACCOUNT.
- Two Books = YOUR SHELF.
- Tag = YOUR TAGS.

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

Your Libraries

Buffalo & Erie County Public Lib...



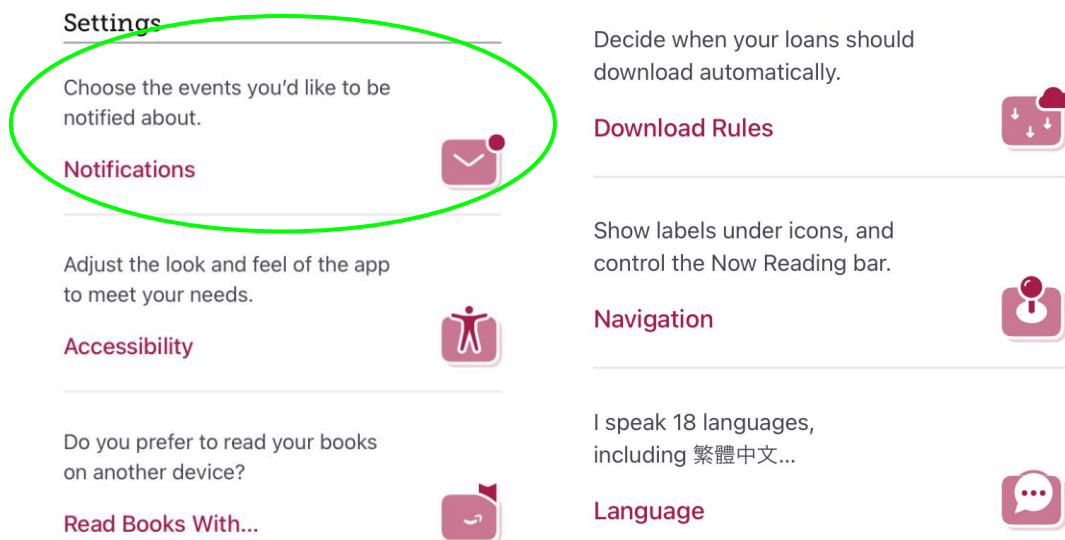
1 card.

Manage Cards



Add Library





“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.

Email
Shelf notice
Ignore

Loan expiring

Appears a few days before your loan is due, so that you can renew it or place a hold.

Loan expired

Appears when your loan has been returned automatically on the due date.

Hold ready

Appears when a title you've placed on hold is ready to borrow.

Hold lapsing

Warns you when your hold has been ready for several days, and you have not yet borrowed it.

Hold lapsed

Appears when your hold is rescheduled or removed because you didn't borrow it in time.

Notify Me: Title

Alerts you when a previously unavailable title is added at one of your libraries.

Notify Me: Author

Appears when another title by the same author is added at any of your libraries.

Notify Me: Series

Appears when another title in the same series is added at any of your libraries.

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.

Shelf notices appear as a red indicator near the top of your shelf, within the app.



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



You need to provide an address before **emails** can be sent to you. [Fix this?](#)

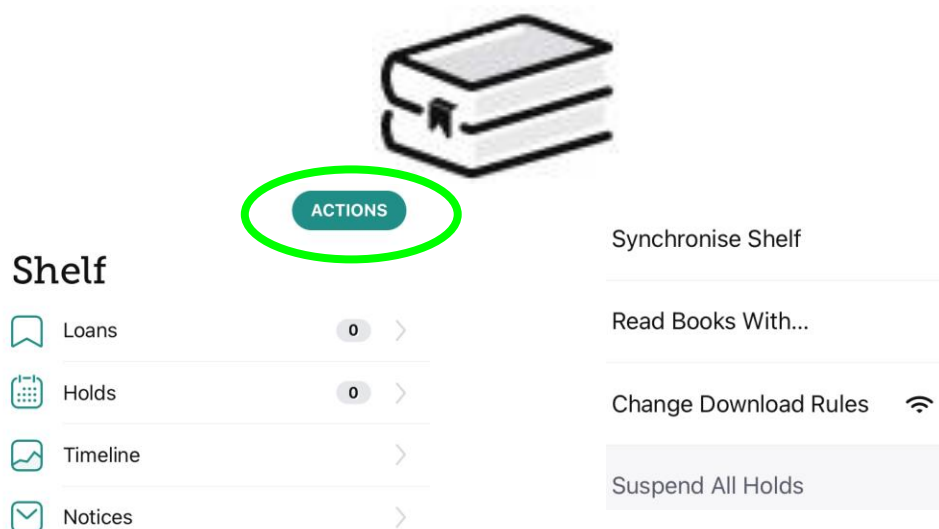


The two edit options you will see are either:

- “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.

“Read Books With...”

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

Kindle

Apps & devices

Libby

On this device

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 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.

“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 graphic novels are often over 100 MB, and audiobooks can be in excess of 300 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 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.

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.

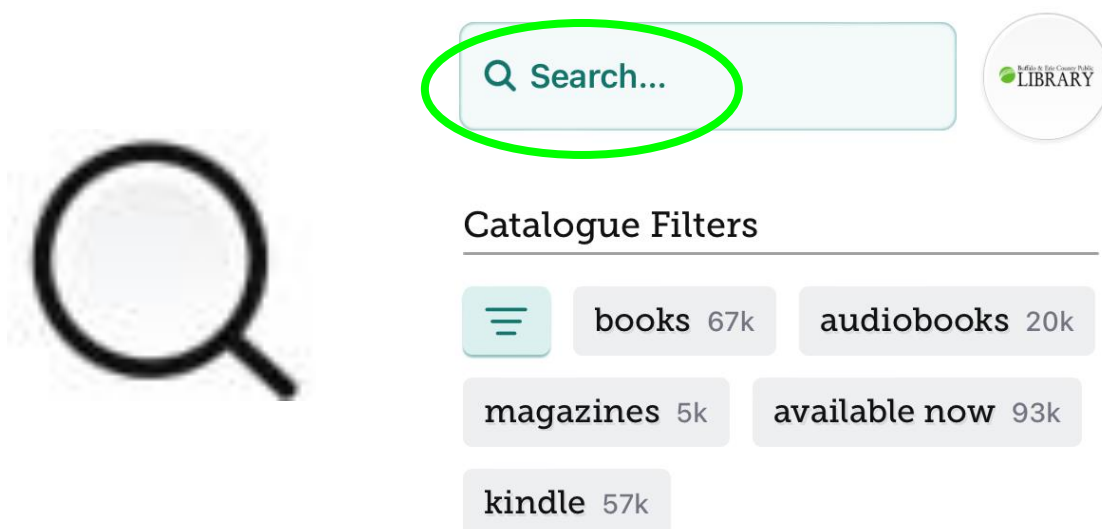
“Suspend All Holds”

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.



 Stephen King

Stephen King

Author

252 TITLES IN

Search Results



books 176

audiobooks 75

magazines 1

“Filters”

Sort By

relevance ↑↓

popularity ↑↓

date added ↑↓

release date ↑↓

[+ more](#)

Format

books 176

audiobooks 75

magazines 1

Availability

available now ▼

Audience

general content 244

young adult 6

juvenile 2

Subject

thriller 148

horror 122

suspense 114

fantasy 56

mystery 24

[+ more](#)

Search Within Results...

Stephen King



Language

english 251

spanish 1

Read With...

kindle 139

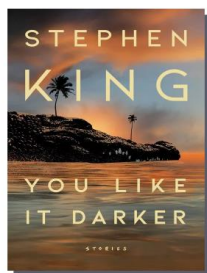
epub 174

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).

Search Results Anatomy

Stephen King
You Like It Darker



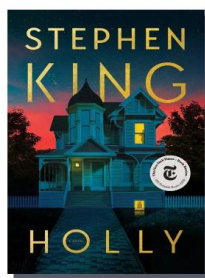
Place Hold

Read Sample



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

Stephen King
Holly

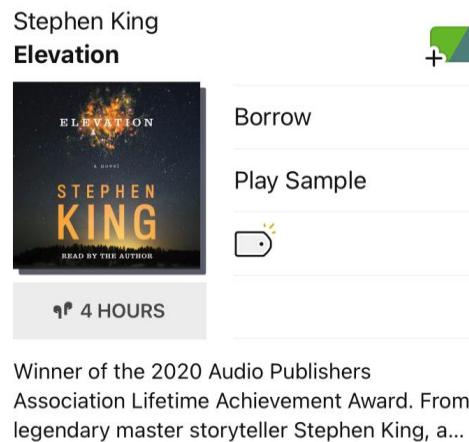


Borrow

Read Sample



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



- Place Hold = Puts you in line.
- Borrow = Ready to check out.
- Sample:
 - Read = It is an eBook.
 - Play = It is an audiobook.
- Green card = Shows availability and wait time.

Borrowing

**** Be advised ****

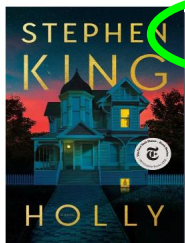
Make sure you are connected to Wi-Fi for downloading purposes.

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...” 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.
 - a. If you had previously selected “I have no preference,” then you will be given the choice of both Libby or Kindle (“Read With...”).
4. You can either use the item right away, keep searching for additional items, or go to your Shelf.

Stephen King

Holly



Borrow

Read Sample



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

BACK

Your chosen lending period is saved
for all books at this library.

14 days

7 days



Borrowing for...

7 days

BORROW

Read With...

Keep Browsing

Go To Shelf

Item Example (Book)

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 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.

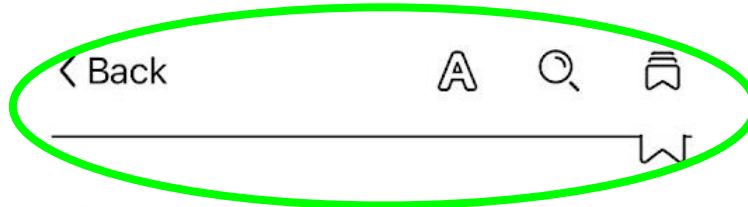
To move between pages, swipe with your finger either left or right.

- 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 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



BOOK DESIGN

Publisher's Default

Apply a consistent text scale.



Legible

Scholar

Paperback

OpenDyslexic

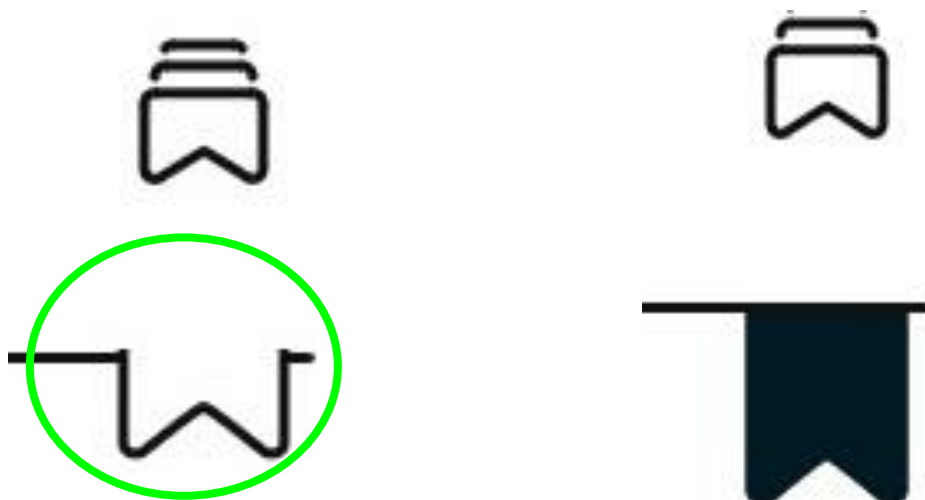
...

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.



Bookmarks & Highlights



COVER

■ A bookmark. TODAY

1

Manage Loan

1. Go to your Shelf.
2. Tap "Manage Loan."
3. 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.



On your loans shelf.

Holly



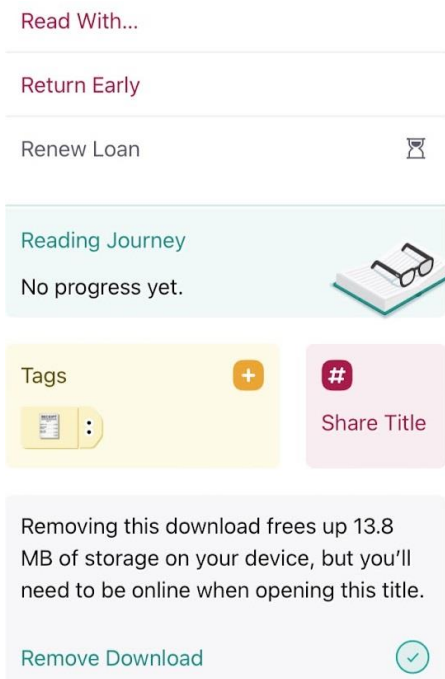
Open In Libby

Manage Loan

Due In 7 Days

Borrowed Today

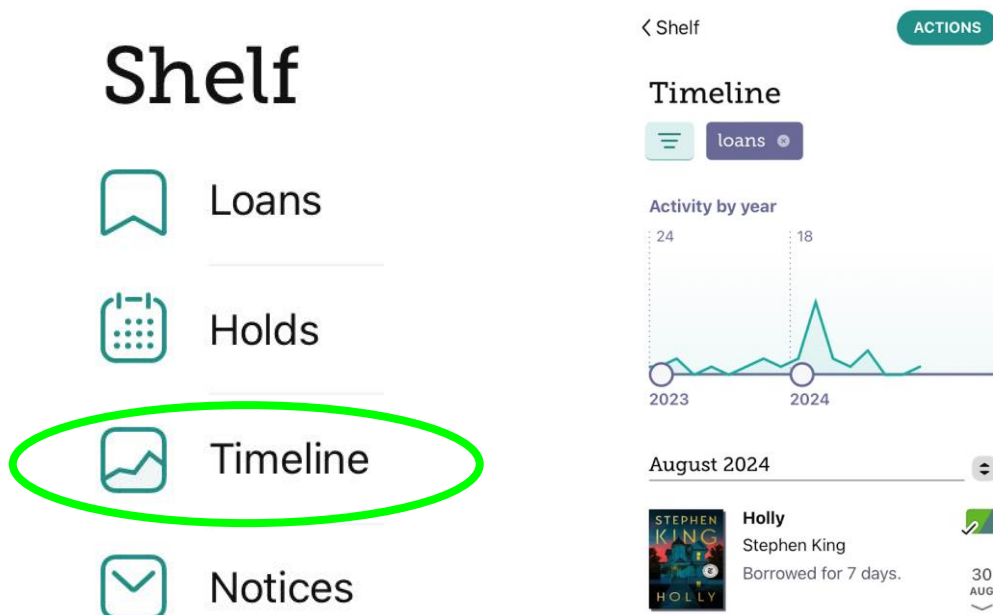
#1 New York Times Bestseller * New York Times
Notable Book * NPR Best Book of the Year.
Holly Gibney, one of Stephen King's most...

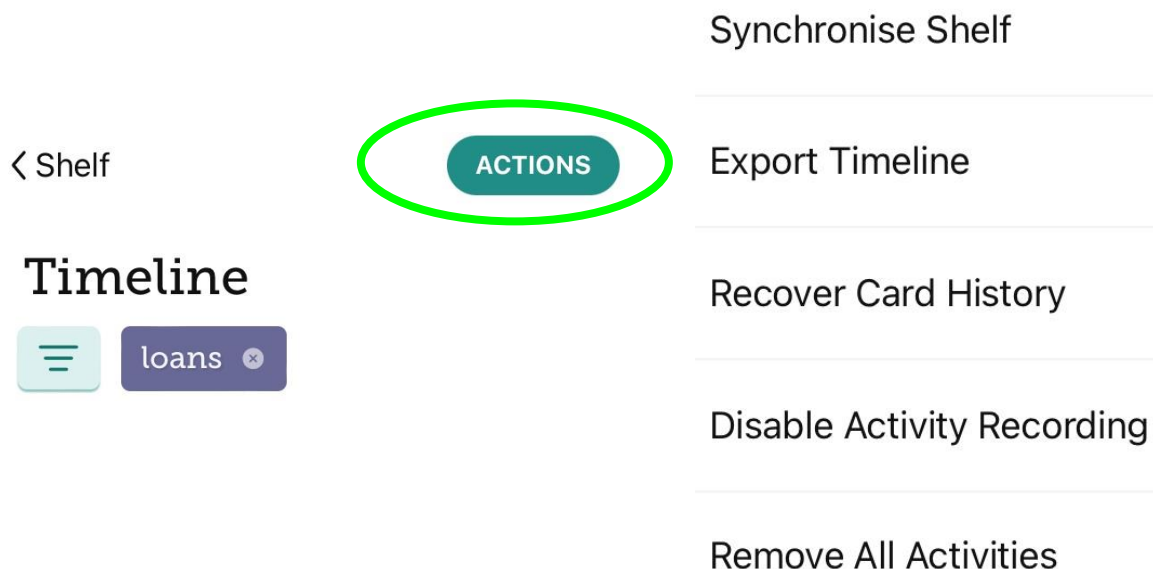


Returns do automatically occur at the end of the checkout period.

Timeline (History)

Timeline (which is where history is located) can be found within your “Shelf.” Libby tracks your checkout history. The big benefits 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.



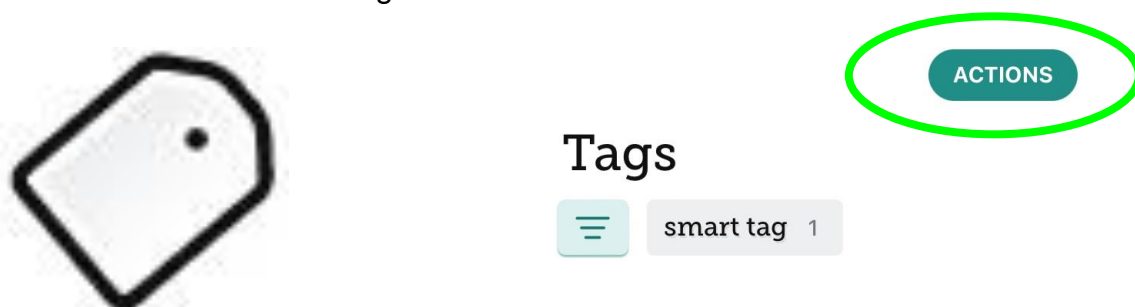


Within the “Timeline’s” ACTIONS button you can:

- 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

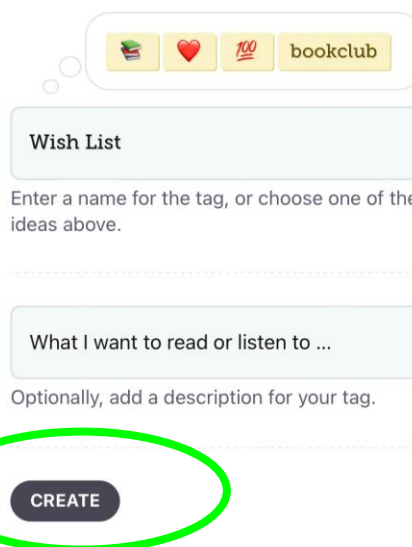
“Tags” is a system that helps add items into lists. A tag itself is a word or emoji that a user might associate with the content of a list.



Synchronise Shelf

What Are Tags?

New Tag



Wish List

Enter a name for the tag, or choose one of the ideas above.

What I want to read or listen to ...

Optionally, add a description for your tag.

CREATE

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.

Regular Tag

You decide what titles are added to this tag.

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

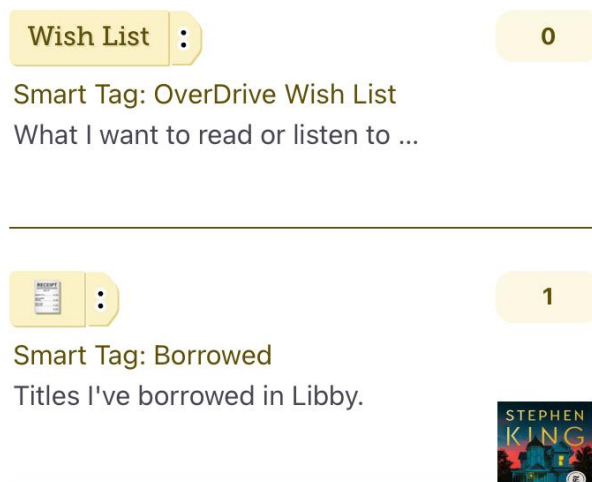
Whenever you open a sample, the title will be added to this tag.

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

Stephen King
The Stand



Place Hold

Read Sample



Create New Tag



Wish List

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

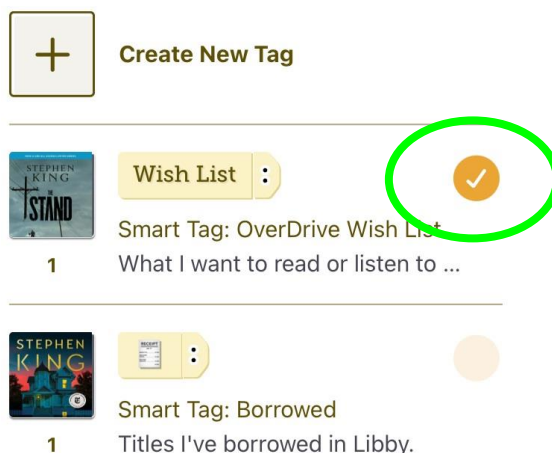
0



Smart Tag: Borrowed

Titles I've borrowed in Libby.

1



Amazon and Libby

"Pure 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 these devices:

1. Make sure your Kindle is connected 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.
5. 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.

Revised/Updated September 3, 2024