

Downloadables: Libby App

Learning Objectives:

- Installing and setting up the Libby App
- Searching for items.
- Borrowing an item.
- Managing a loan.
- Setting Preferences.
- Tags.

Helpful to have:

- Basic mobile device skills.



**** 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:

- Ebooks.
- Audiobooks.
- Digital magazines.

“Cost”

All content on Libby is available for free!

“Limits”

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.

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.

“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).



Popular app stores include the:

- Apple App Store.
- Google Play Store.
- Amazon Appstore.

“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 bookmarks you make transfers instantly to all devices.
- Any tags you create appear on all devices.

For example, a book checked out through 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 cloud shared:

- 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”

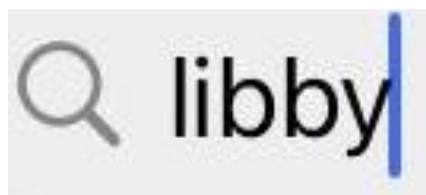
Libby replaces the popular OverDrive app (they are owned by the same company). It is highly recommended that users switch to Libby as the OverDrive app is no longer available in any app store for mobile devices or computers.

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.

Installing the App

“Apple”

1. Open the “Apple App Store.”
2. Type in “Libby” and search.
3. Tap “GET” to install.



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

Open

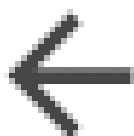


OverDrive, Inc.

#2 Books

“Android”

1. Open the “Google Play Store.”
2. Type in “Libby” and search.
3. Tap “Install” to install.



libby



Libby, the Library App
Installed

Open

4.8 ★
363K reviews ⓘ

10M+
Downloads

T
Teen ⓘ

“Amazon Fire”

Libby is available through the Amazon Appstore on Fire tablets, but only for certain models. If you search the Amazon Appstore and Libby is listed, then you can install it. If not, then it is not available for your particular device.

Setting Up the App



Locate Libby on your device and tap it to open.

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:

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

First question: do you have a library card?

Yes, I Have A Library Card

Not Yet

There are several ways I can help you find your library. How would you like to continue?

Guess Your Library
Find the nearest library using your (probable) approximate location.

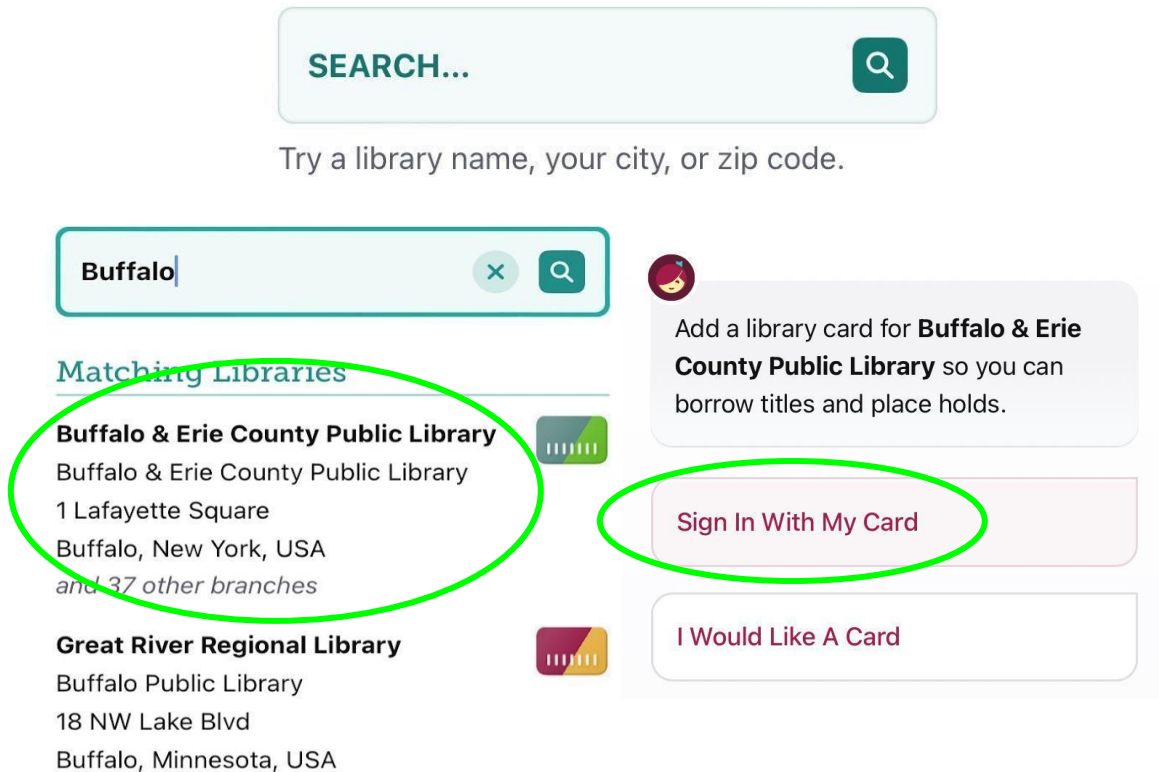
Search For A Library
You can look up your nearest library by name or city or postcode.

Recover Your Data
If you already use Libby, choose this. It will keep all your data in sync.

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

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

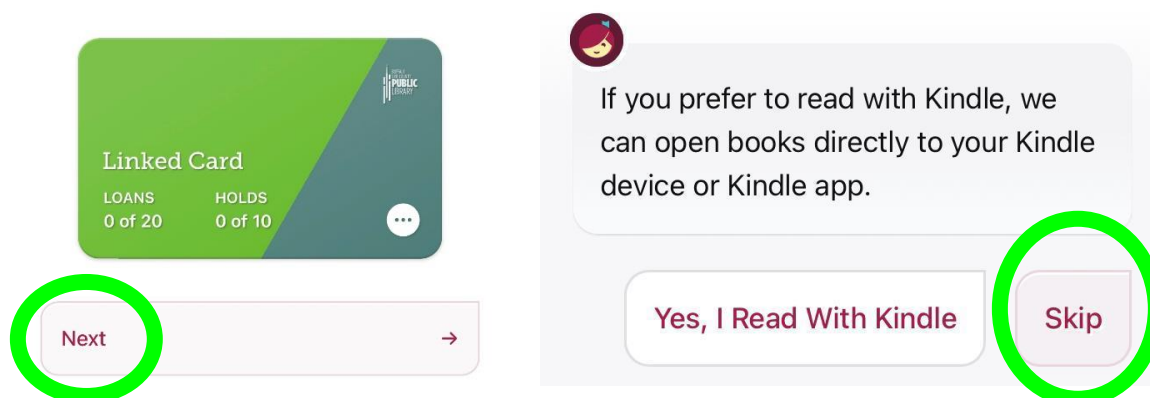
1. Type in “Buffalo” and tap Search.
2. Find “Buffalo & Erie County Public Library” and tap on the name.
 - a. This selects Buffalo & Erie County Public Library as your library.
3. Tap “Sign In With My Card.”
4. Enter your entire library card number.



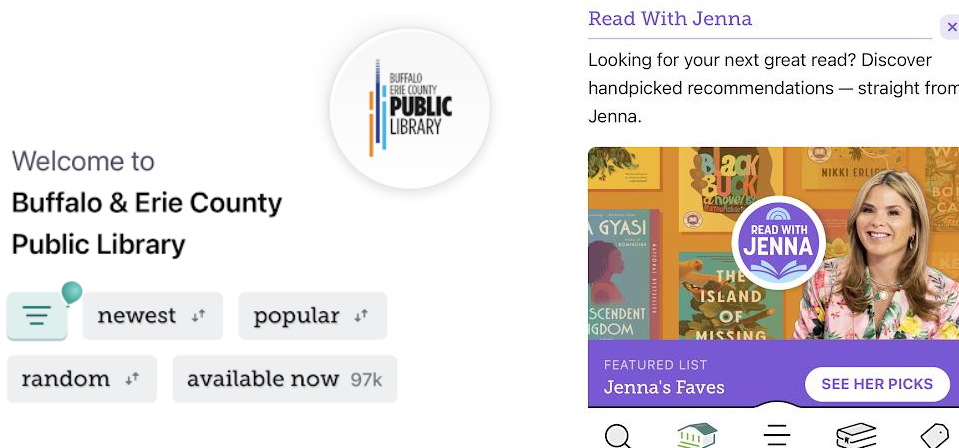
The next screen shows your digital card.

From this screen:

1. Tap “Next.”
2. If you want to read in Kindle format, tap “Yes, I Read With Kindle” OR If you want to just read using the Libby format or have no preference, tap “Skip.”
 - a. This preference can be changed later.



You are now 100% set up 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.

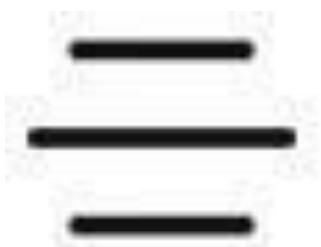
By scrolling down you will also see pre-made suggestion lists that might help you find items of interest faster.

Account Settings

What is here?

- Identify your library.
- Add another library to your account.
- Manage any library cards.
- Access the main account settings area (see images below).
- Ask for help.

Your Libraries



Buffalo & Erie County Public Library



1 card, 0 of 20 loans.

Manage Cards



Add Library



Settings

Notifications



Accessibility



Read Books With...



Content Controls



Downloads



Navigation



Language



Your Information

Back Up Your Data



Copy To Another Device



Diagnostics & Analytics



Privacy Statement



Reset Everything



Help & Support

Contact Your Library



Take Our Survey



How can we help?



Ask a question, or search for a topic. You can also browse our [Help site](#).

“Notifications”

This is where you control email alerts and either change or add an email address.

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 these options is the area that controls how emails are sent:

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

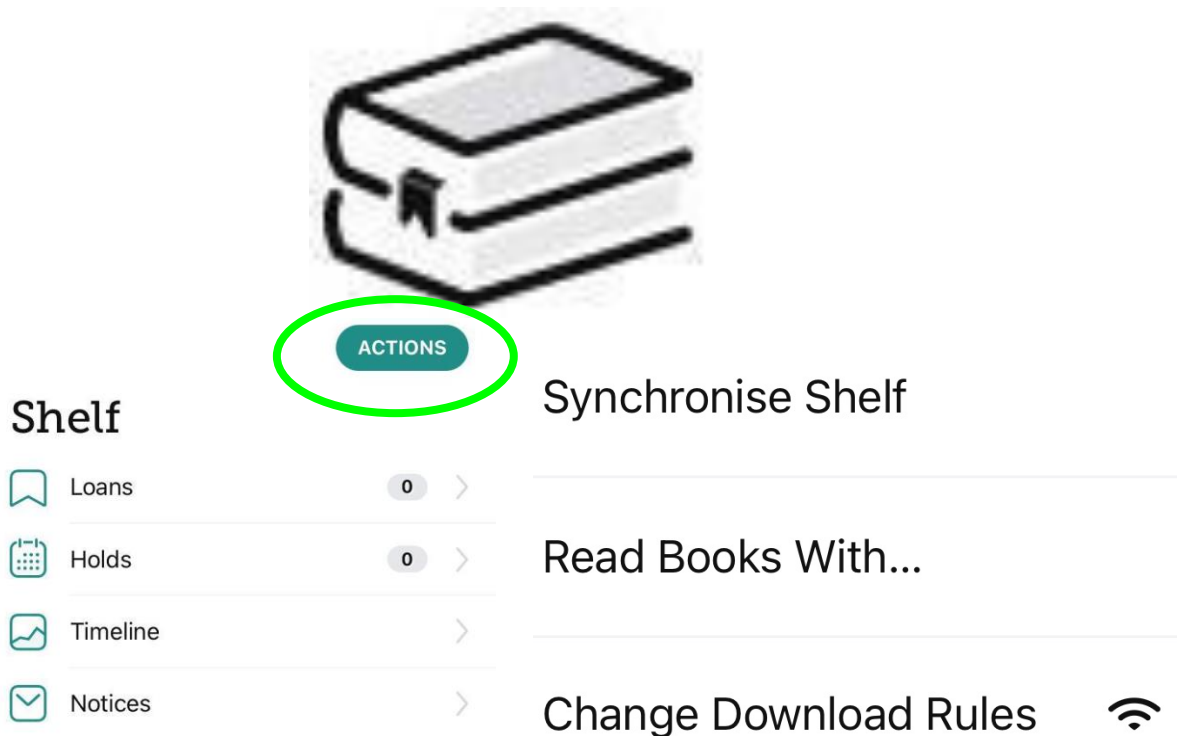


The two edit options you will see are either:

- “Change this?”
 - Change the current email address on file.
- “Fix this?”
 - Add an email address for Libby to send notices to.

Shelf Settings

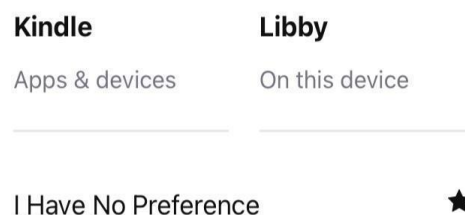
To change around Libby’s shelf settings, go to your Shelf and tap “ACTIONS.” This brings up the settings option screen.



“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...”



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.
 - Read checkout through the Libby app itself.
- I Have No Preference.
 - Pick your format option at checkout.

“Change Download Rules”

Control how the automatic downloading of items happens.

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.

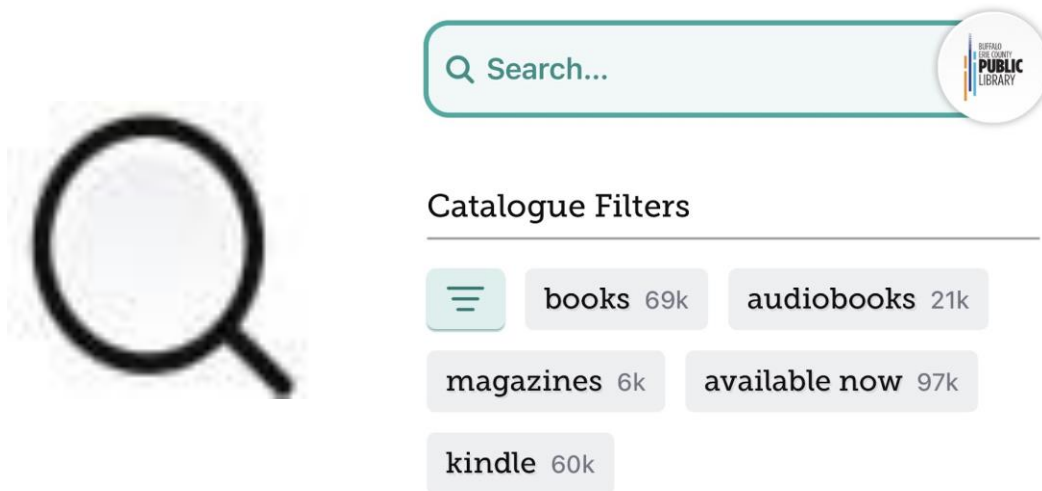
Download Only On Wi-Fi
Reduces mobile data usage.

- 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.
 - Only items under 20 megabytes in size are automatically downloaded.
- Nothing.
 - No automatic downloads. Users must go to their Shelf and select the item in order to download it.

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.

Start a Search

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



“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 only see 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 97,557 TITLES

Subject

romance 20k
thriller 13k

mystery 12k
historical fiction 11k

fantasy 11k
suspense 10k

We have 152 subjects in total. [Explore all genres, topics, and categories...](#)

Format

books 69k
audiobooks 21k

magazines 6k
read-alongs 632

Date Added

last 7 days 84
last 14 days 160

last 30 days 456
last 3 months 2k

last 6 months 3k

Audience

general content 75k
juvenile 14k

young adult 6k
mature content 1k

Availability

available now

Sequence

first in series 9k
standalone 49k

Start at the beginning of the story.

Sort By

popularity
date added

release date
random
+ more

Language

english 95k
spanish 495

portuguese 232
french 222
+ more

Read With...

kindle 60k
epub 62k
pdf 1k

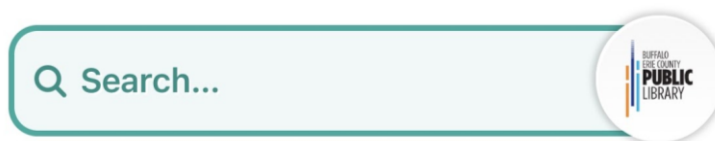
Read with...

What are the file types of the results?

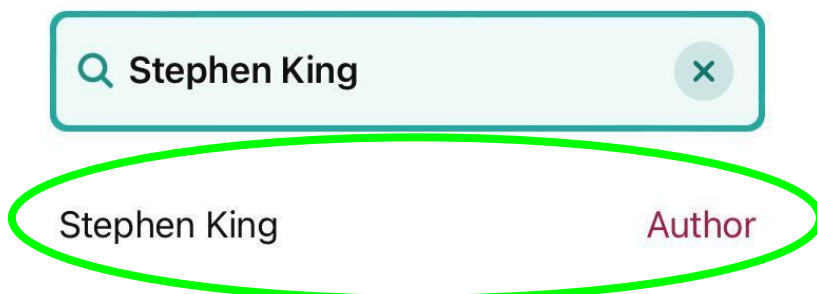
- kindle?
 - Works with Kindles.
- epub?
 - Works with Libby.
- pdf?

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.

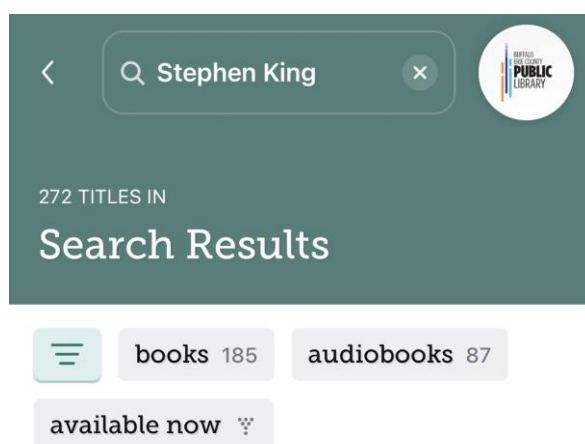
“Search Bar”



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”



Search Results Page



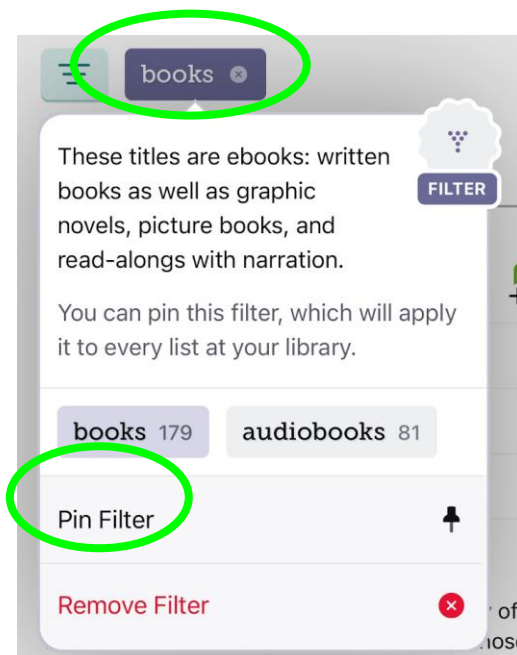
“Post-Search Filters”

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 “Pin Filter”

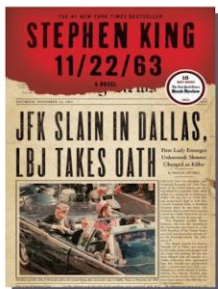


“Search Results Anatomy”

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
11/22/63



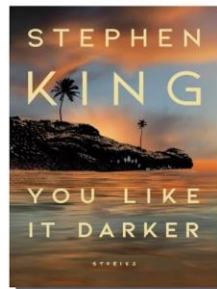
Place Hold

Read Sample

Save

On November 22, 1963, three shots rang out in Dallas, President Kennedy died, and the world changed. What if you could change it back? In thi...

Stephen King
You Like It Darker



Borrow

Read Sample

Save

Stephen King knows *You Like It Darker* and obliges with sensational new tales (USA TODAY): From legendary storyteller and master of short fiction...

Stephen King
Elevation



4 HOURS

Returned 20 May

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

Borrow

Play Sample

Save 

What the results might show you:

- 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 at current library as well as other libraries linked to your account.
- Save = tag the item to a list.
- “# HOURS” = How long will it take to listen to the audiobook.

Holds

If you see the words “Place Hold” in an item listing, then it is not immediately available to borrow. In order to place an item on hold, tap “Place Hold” and then “PLACE HOLD” again to put yourself in the queue. You will also see the wait time and your exact position in the queue.

Buffalo & Erie County Public Library

 **Linked Card** 0 / 20 loans
0 / 10 holds

About 19 weeks wait

5 copies in use. 46 people waiting in total.
9 people waiting per copy.

PLACE HOLD

When the item becomes available, you have 72 hours to check it out. If this is missed, then you get one auto renewal as long as no one else is waiting behind you. You will lose the hold after the 2nd 72 hour waiting period is missed.

“Suspensions”

This feature allows you to pause a hold, BUT you will still be able to move up on the waitlist until you become the first in line AND the suspension is removed. The two possible suspension options include:

- If the hold is not ready...
 - Go to Shelf > Holds > Manage Hold > “Suspend Hold.”
- If the hold is ready...
 - Go to Shelf > Holds > “Suspend.”

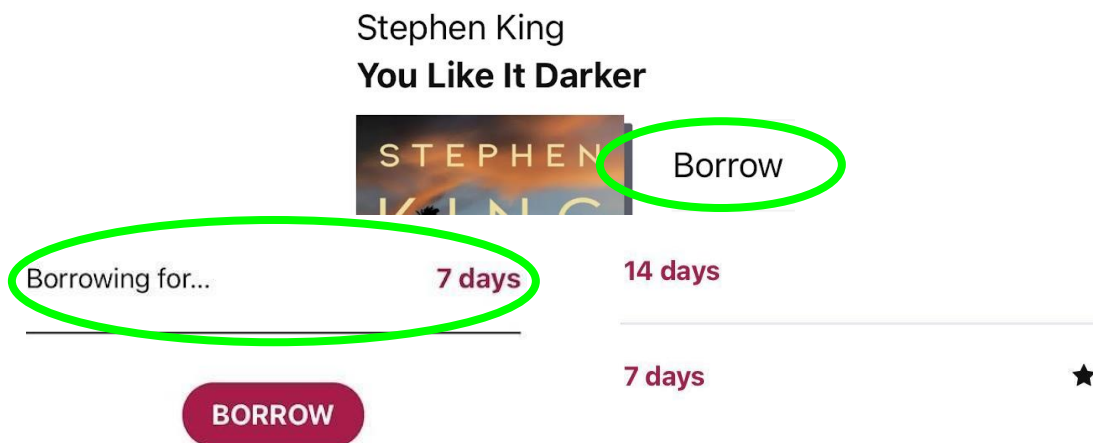
Borrowing

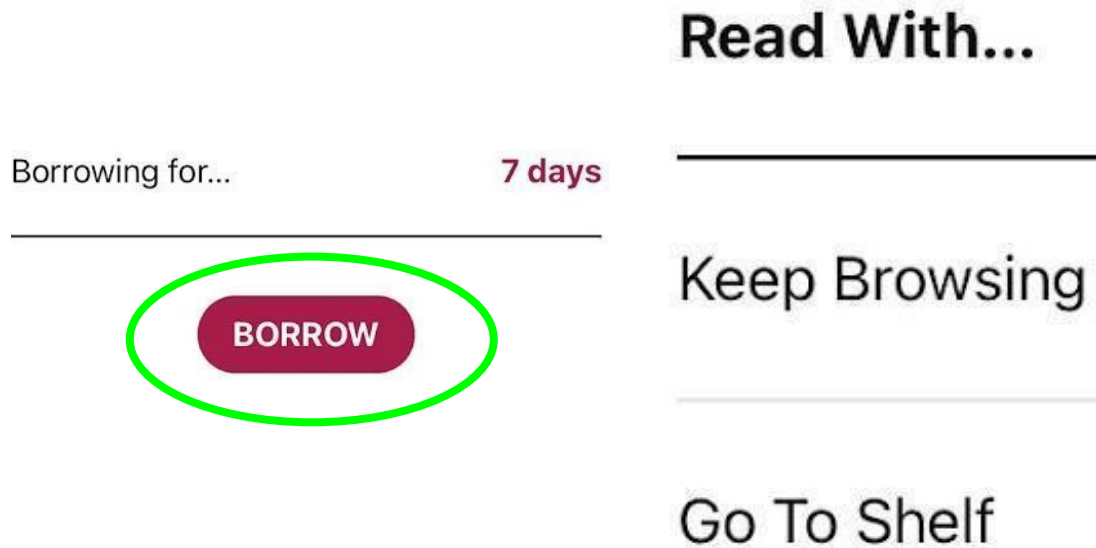
*** Be advised ***

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.

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

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

TWO TALENTED BASTIDS

1

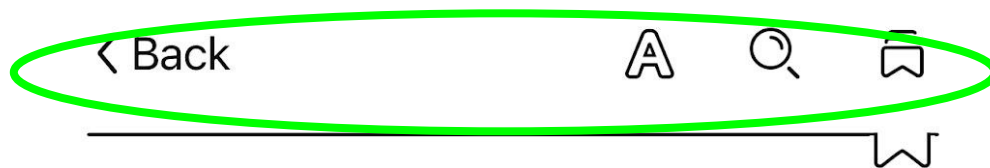
My father—my *famous* father—died in 2023, at the age of ninety. Two years before he passed, he got an email from a freelance writer named Ruth Crawford asking him for an interview. I read it to him, as I did all his personal and business correspondence, because by then he'd given up his electronic devices—first his desktop computer, then his laptop, and finally his beloved phone. His eyesight stayed good right up to the end, but he said that looking at the iPhone's screen gave him a headache. At the reception following the funeral, Doc Goodwin told me that Pop might have suffered a series of mini-strokes leading up to the big one.

Around the time he gave up his phone—this would have been five or six years before he died—I took early retirement from my position as Castle County School Superintendent, and went to work for my dad full-time. There was plenty to do. He had a housekeeper, but those duties fell to me at night and on the weekends. I helped him dress in the morning and undress at night. I did most of the cooking, and cleaned up the occasional mess when Pop couldn't make it to the bathroom in the middle of the night.

He had a handyman as well, but by then Jimmy Griggs was pushing eighty himself, and

“Item Options”

Tap the center of the screen to bring up 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

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.

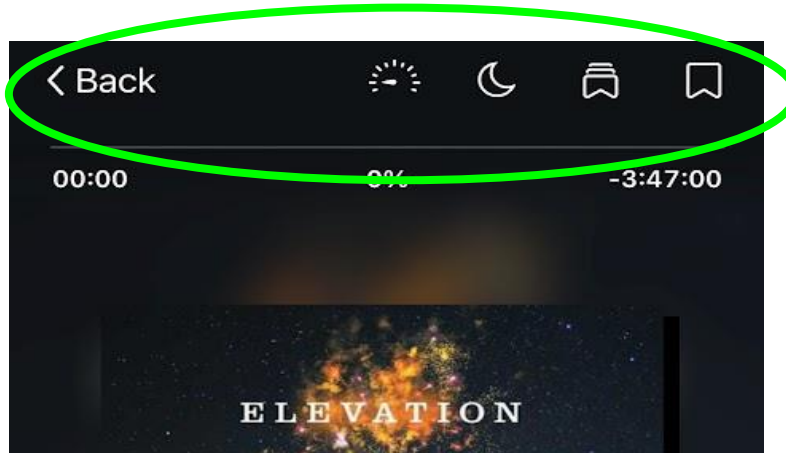


To listen to the audiobook, press the play button or move along the timeline to the point you want to listen from.

“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.

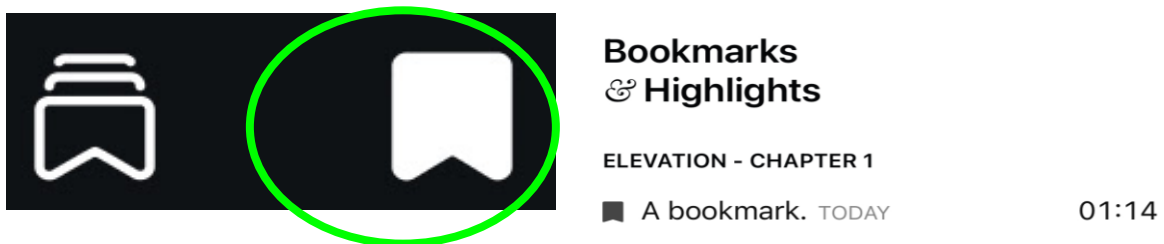


“Bookmarking”

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.



Manage Loan

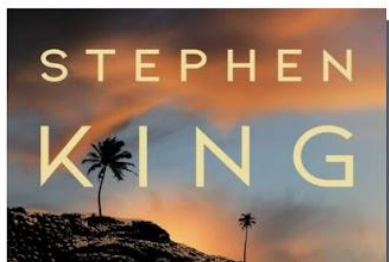
1. Tap "Shelf."
2. Find the item in question.
3. Tap "Manage Loan."

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

- "Renew Loan:"
 - Keep the item for more time as long as there are no holds.
- "Remove Download:"
 - Free up the space on your device taken up by the item.
 - The item is still checked out.
- Return:
 - End of checkout period:
 - Automatically becomes available for the next person or a new checkout.
 - Early:
 - Libby format items:
 - Tap "Return Early."
 - Kindle format items:
 - Returns need to be made through Amazon.
 - You cannot go directly through Libby.



Stephen King You Like It Darker



Open In Libby

Manage Loan

Due 23 Jul, 08:44
 Linked Card

[Read With...](#)

[Return Early](#)
1 person is waiting.

[Renew Loan](#)

[Reading Journey](#)

No progress yet.

[Tags](#)

[Share Title](#)

Removing this download frees up 10.6 MB of storage on your device, but you'll need to be online when opening this title.

[Remove Download](#)

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.

Shelf

Loans

Holds

Timeline

Notices

[< Shelf](#)
ACTIONS

Timeline

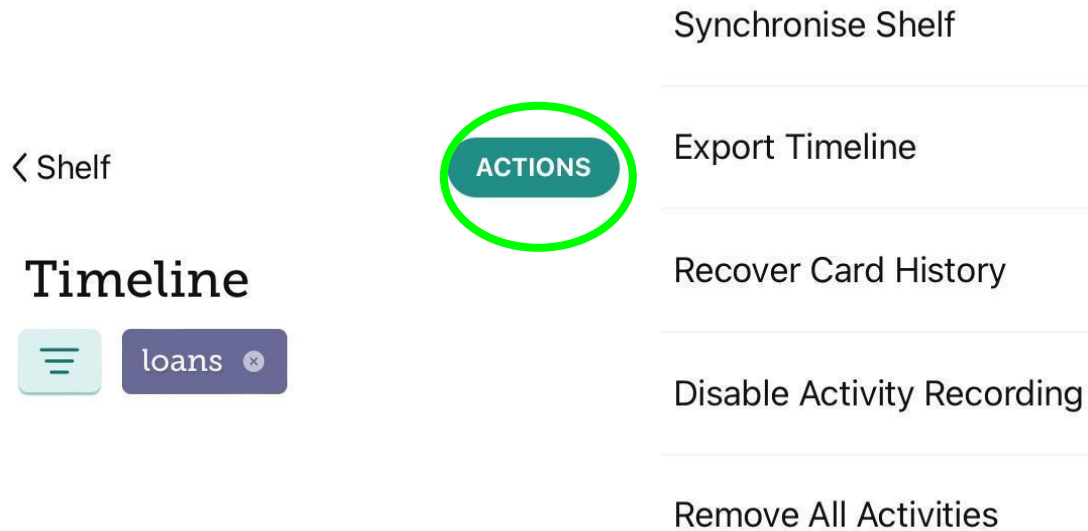
loans

Activity by year

August 2024

Holly
 Stephen King
 Borrowed for 7 days.

30
 AUG

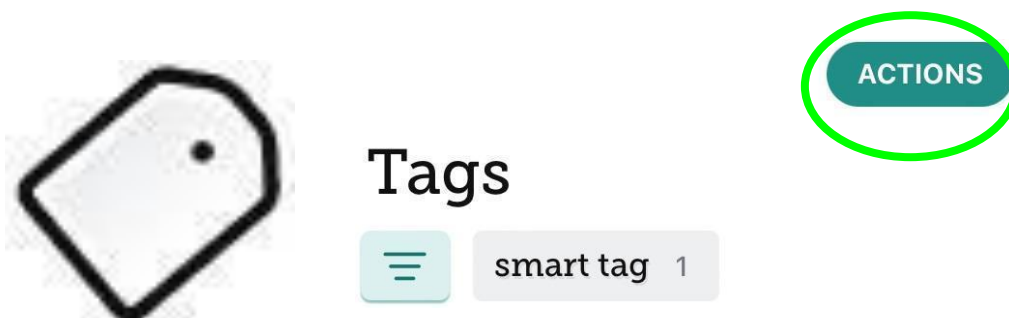


Within the Timeline's ACTIONS button you can:

- 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) to download
- Recover Card History:
 - Recover old information.
- Disable Activity Recording:
 - Disable tracking to keep your history up to THIS moment.
- Remove All Activities:
 - Clear your entire history.

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

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.”

Regular Tag ✓
You decide what titles are saved 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.

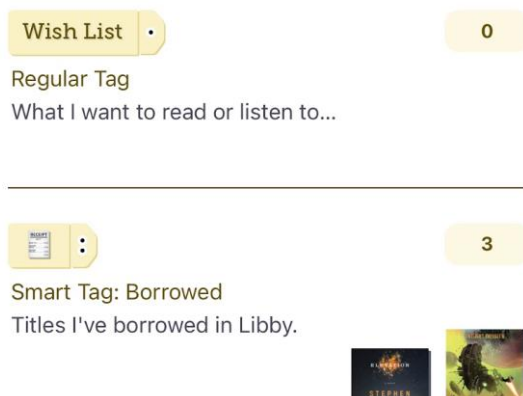
Borrowed
Every title you borrow is saved to this tag. These smarts are attached to your tag.

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

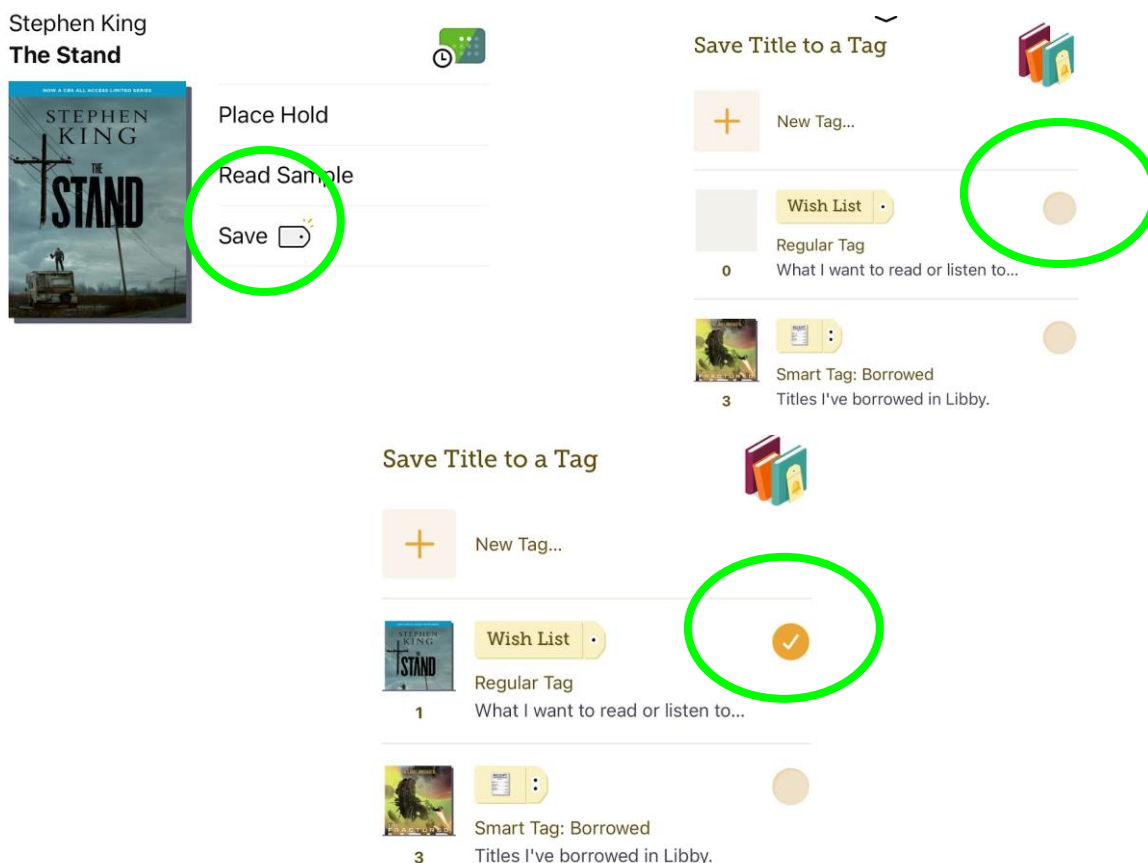
OverDrive Wish List
Syncs with the Wish List on your library's OverDrive site.

- “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 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.



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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