# 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.
- Menu Options.

**Helpful to have:**
- Basic mobile device skills.

**Length:**
- 1 hour.

*Revised 3-11-22*

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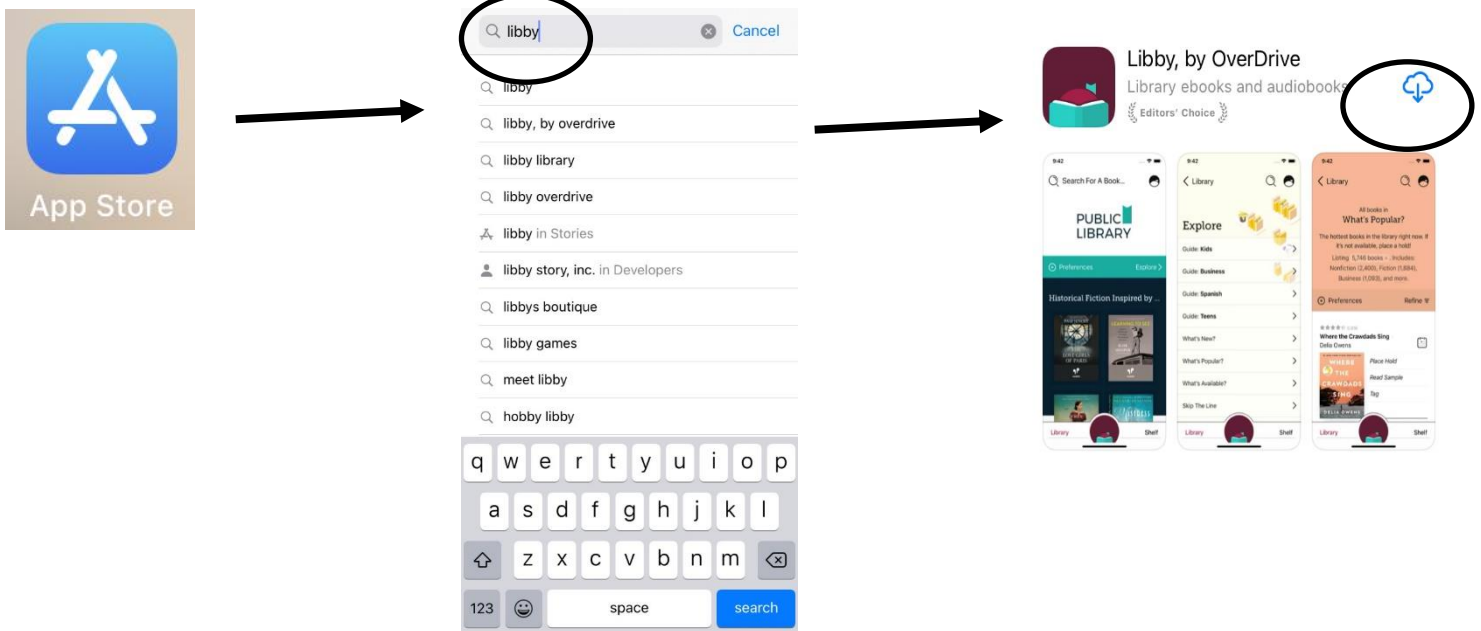
(716) 858-8900
www.BuffaloLib.org

*** Warning ***

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

*The lesson below is for an iPhone, but is applicable to most other devices.*

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### Install (iPhone)

1. Open the "Apple App Store."
2. Type in "Libby" into the search box and tap **Search.**
3. Once you ID the Libby profile, tap **GET** or the **Download symbol** (a cloud and down arrow) and follow the on-screen instructions.

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### Setting Up

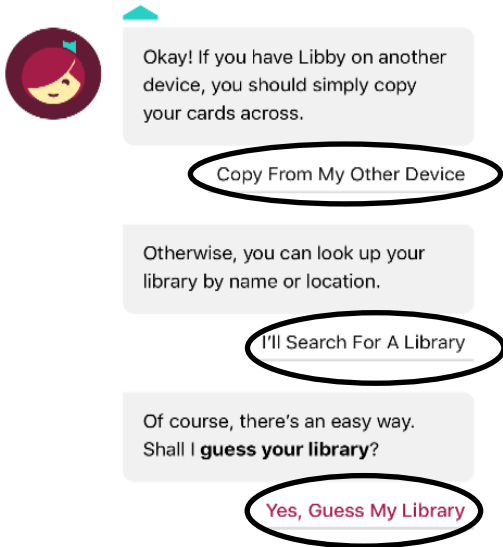Locate the **Libby** app on your device and tap it to open.

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

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

Copy info from another device with Libby on it.

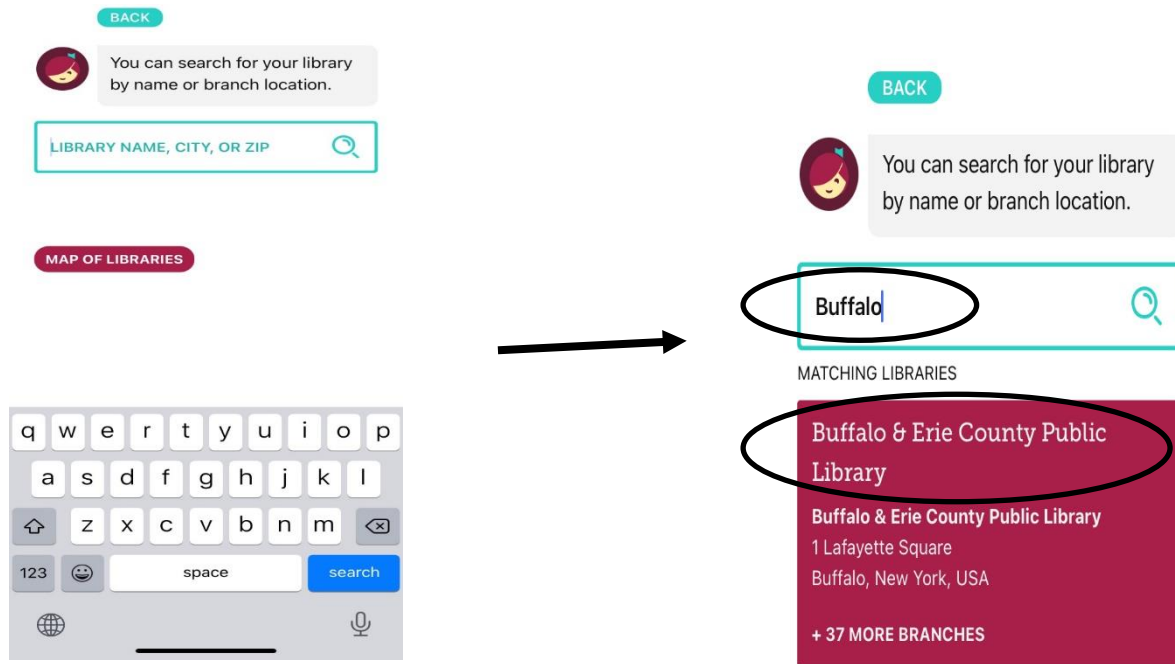Otherwise, you can look up your library by name or location.

I'll Search For A Library

Search for a library by name, city, or zip code.

Of course, there's an easy way. Shall I **guess your library**?
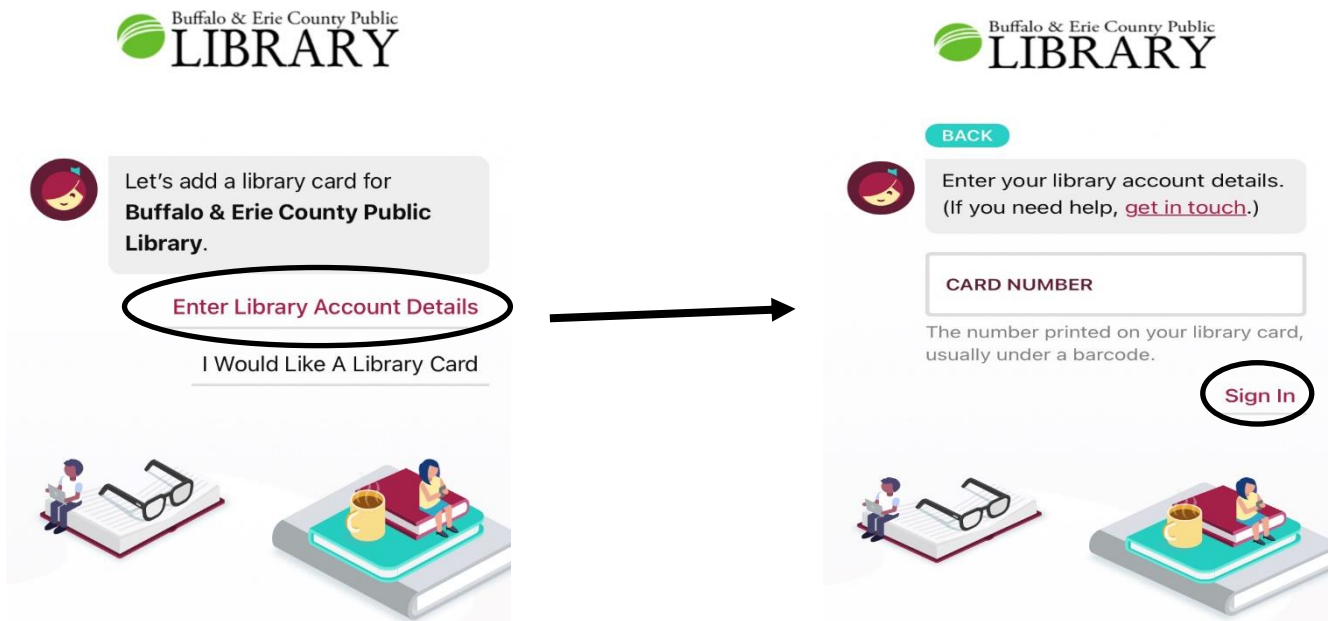
Yes, Guess My Library

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 (see images below and on the next page):

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.**

BACK

You can search for your library by name or branch location.

LIBRARY NAME, CITY, OR ZIP

MAP OF LIBRARIES

BACK

You can search for your library by name or branch location.

Buffalo

MATCHING LIBRARIES

Buffalo & Erie County Public Library

**Buffalo & Erie County Public Library**
1 Lafayette Square
Buffalo, New York, USA

**+ 37 MORE BRANCHES**

**Buffalo & Erie County Public LIBRARY**

Let's add a library card for **Buffalo & Erie County Public Library**.

Enter Library Account Details

I Would Like A Library Card

**Buffalo & Erie County Public LIBRARY**

BACK

Enter your library account details. (If you need help, get in touch.)

CARD NUMBER

The number printed on your library card, usually under a barcode.
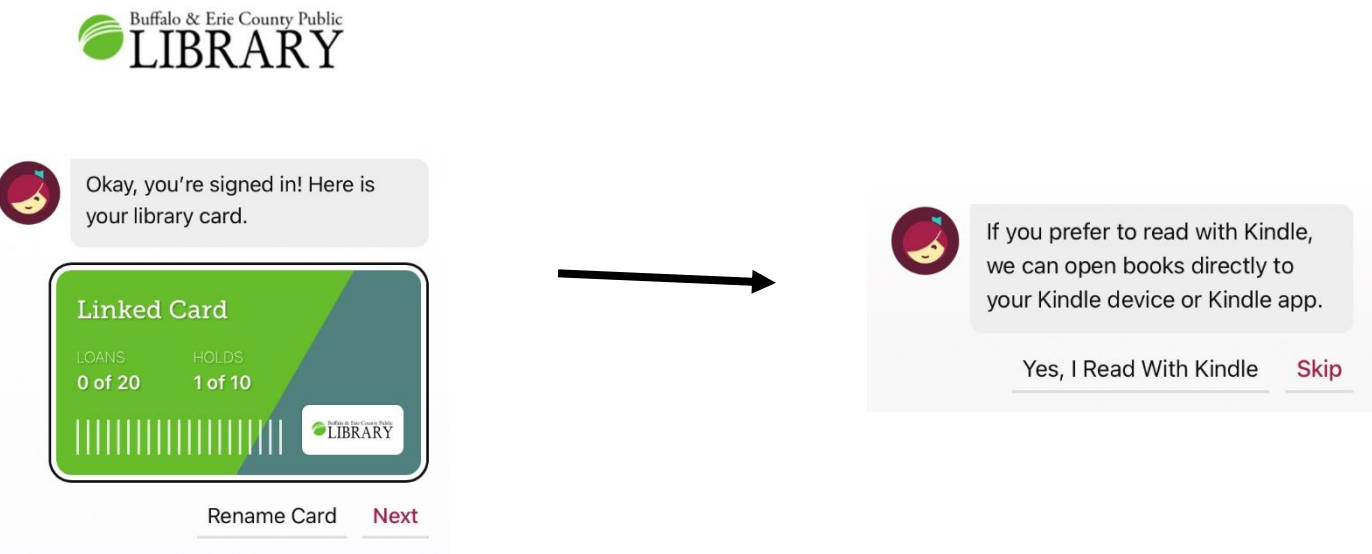
Sign In

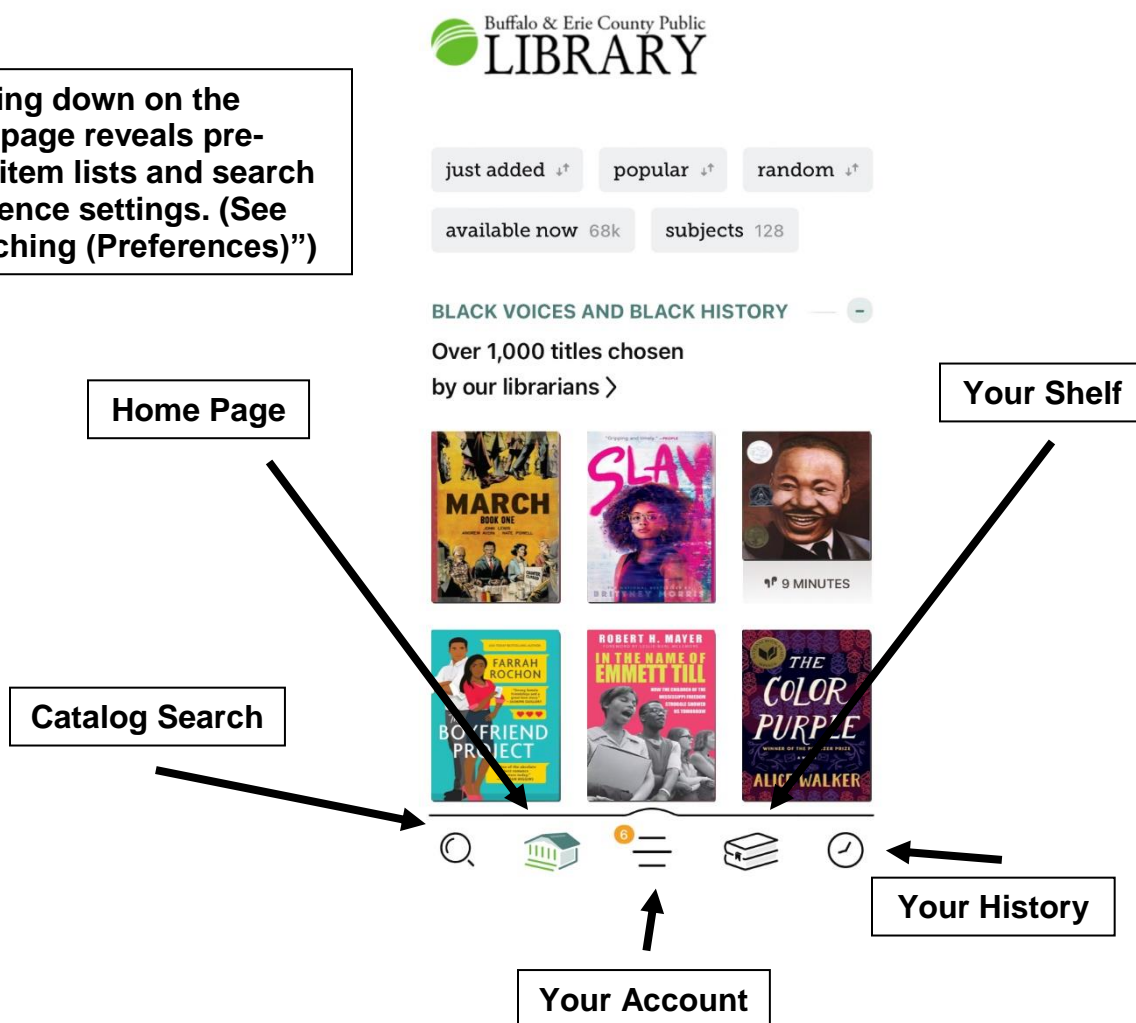After **Sign In**, the next screen shows your digital card.

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.

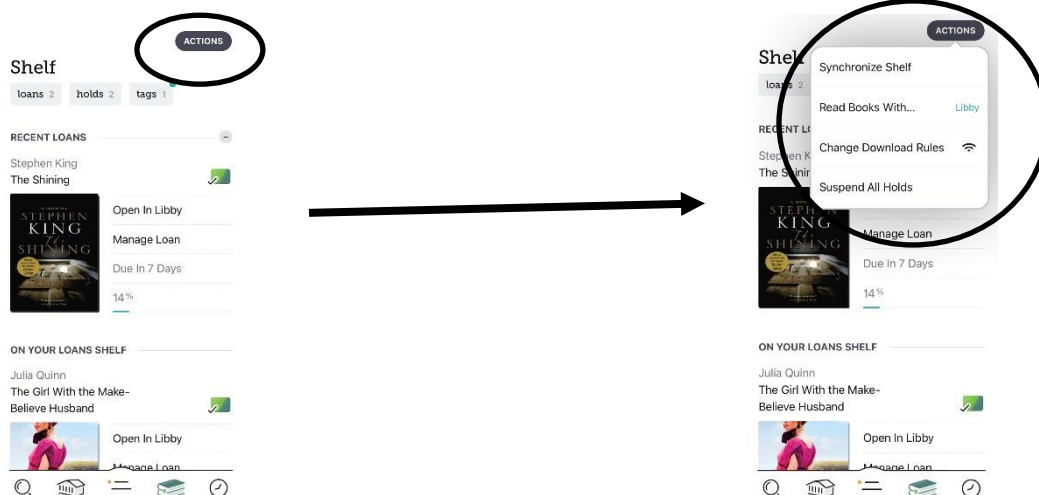You are now 100% setup with Libby and will be taken right to the Home Page!

**Buffalo & Erie County Public LIBRARY**

Okay, you're signed in! Here is your library card.

Linked Card

LOANS
0 of 20

HOLDS
1 of 10

**Buffalo & Erie County Public LIBRARY**

Rename Card    Next

If you prefer to read with Kindle, we can open books directly to your Kindle device or Kindle app.

Yes, I Read With Kindle    Skip

## Home Page Anatomy

Buffalo & Erie County Public
**LIBRARY**

Scrolling down on the
home page reveals pre-
made item lists and search
preference settings. (See
"Searching (Preferences)")

just added    popular    random

available now 68k    subjects 128

**BLACK VOICES AND BLACK HISTORY** — –

Over 1,000 titles chosen
by our librarians ›

**Home Page**

**Your Shelf**

**Catalog Search**

**Your Account**

**Your History**

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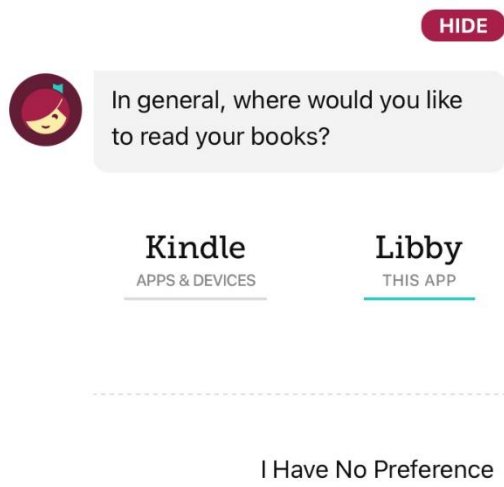## Settings

To change around Libby's settings, go to your shelf and tap the **Actions** button.  This brings up the
settings option screen.

Shelf
loans 2    holds 2    tags 1

RECENT LOANS

Stephen King
The Shining

Open In Libby
Manage Loan
Due In 7 Days
14%

ON YOUR LOANS SHELF

Julia Quinn
The Girl With the Make-
Believe Husband

Open In Libby

ACTIONS

Synchronize Shelf

Read Books With...    Libby

Change Download Rules

Suspend All Holds

Manage Loan
Due In 7 Days
14%

ON YOUR LOANS SHELF

Julia Quinn
The Girl With the Make-
Believe Husband

Open In Libby
Manage Loan

"Read Books With…"

HIDE

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

Kindle
APPS & DEVICES

Libby
THIS APP

I Have No Preference

This setting allows you to choose the primary format you would prefer your checkouts to be on.
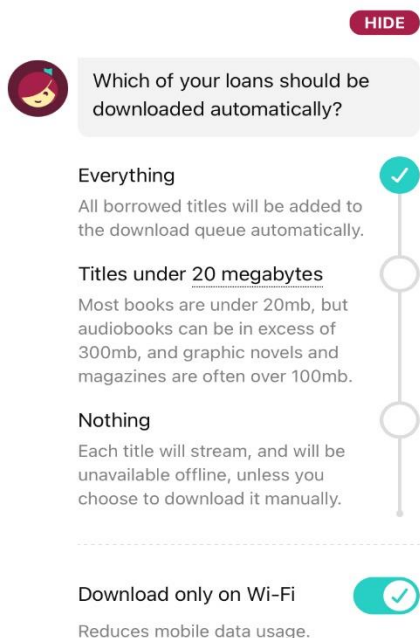
(3) options:

**Kindle: Apps & Devices** > Your checkouts will be put into the Kindle format.

**Libby: This App** > Your checkouts will be used through the Libby 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.

This setting allows you to control how your items get downloaded to your device and what connection to use when downloading.

Selecting "Everything" means all your checkouts get automatically downloaded as soon as your device is connected to the Internet. This includes holds that become available.
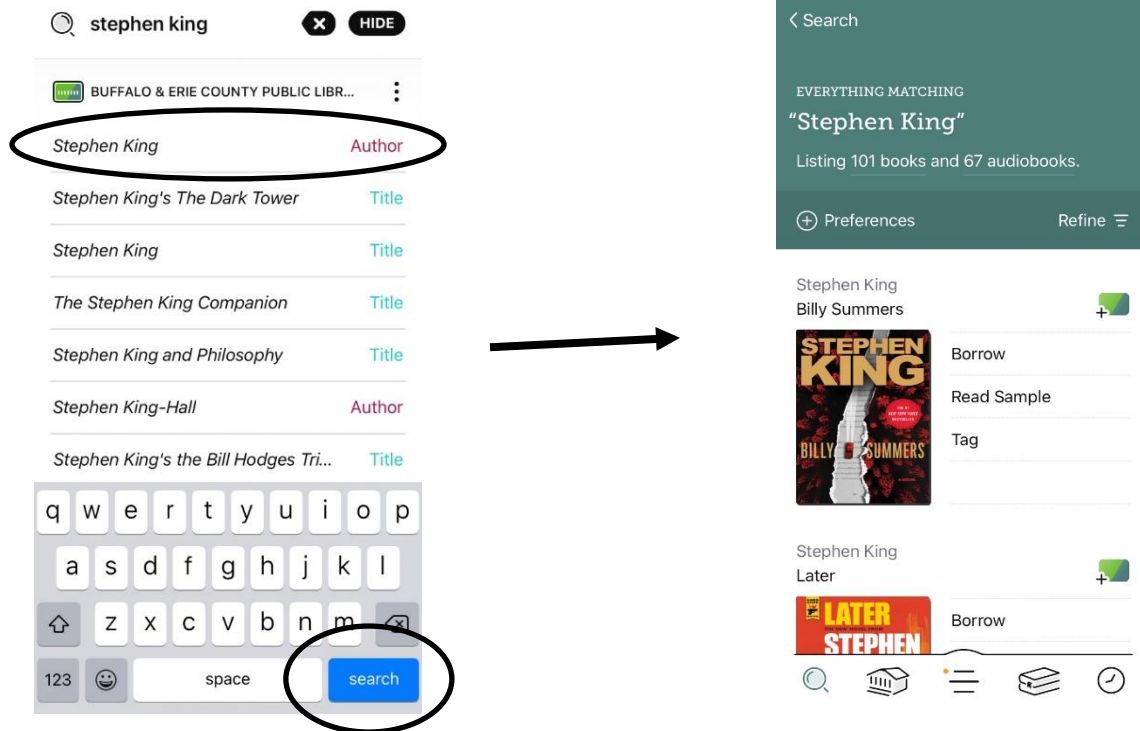
Selecting "Nothing" means you have to go to your shelf and download the individual items on your own.

We highly recommend using a Wi-Fi connection when downloading through Libby.

If you have a LIMITED cellular data plan, downloading using this connection can take large chunks out of your monthly data total.

## Searching ("Stephen King" example)

1. Press the catalog search icon on the bottom of your app screen to bring up the search page.
2. 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.**
3. 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).
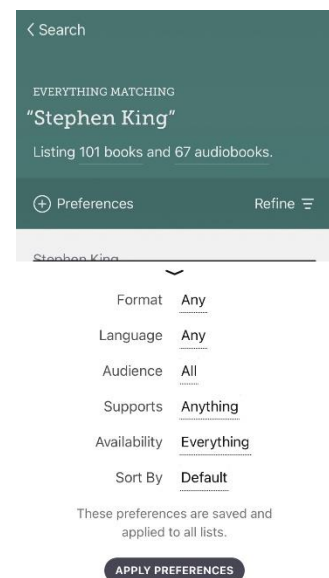




"Searching (Preference)"

Applies to EVERY search you will do from now on until you change.

Of note . . .

- Format > Books, Audioboooks, or Magazines.
- Availability > Available now (filters out all items with wait times).
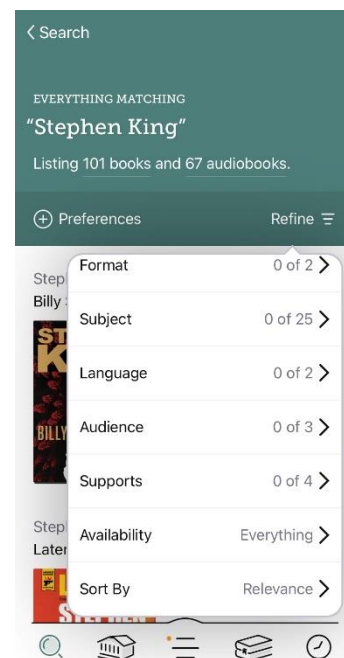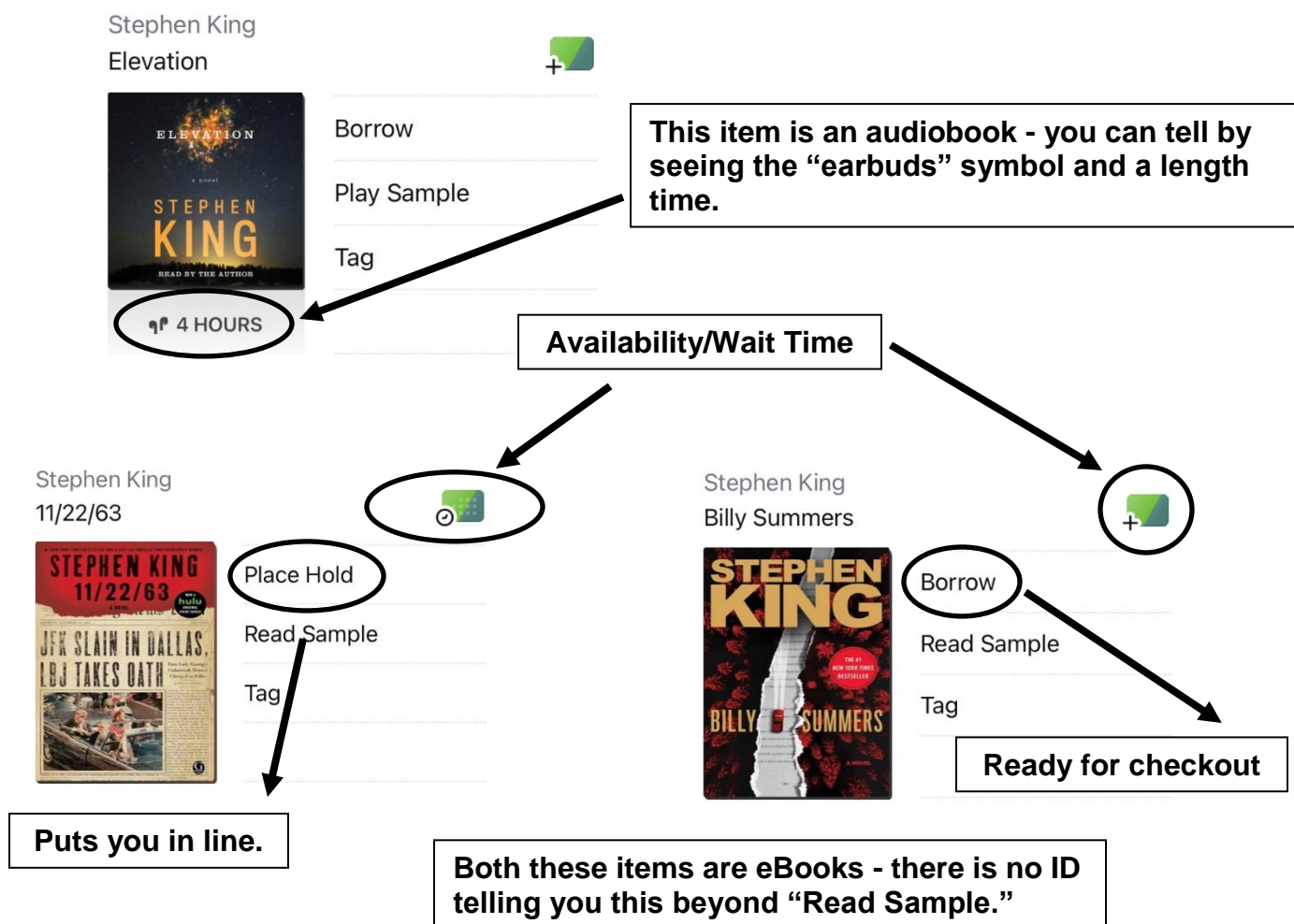
< Search

EVERYTHING MATCHING
"Stephen King"

Listing 101 books and 67 audiobooks.

"Searching (Refine)"

Applies only to THIS specific search.

Of note . . .

| ⊕ Preferences | Refine ≡ |

| Format | 0 of 2 > |
| Subject | 0 of 25 > |
| Language | 0 of 2 > |
| Audience | 0 of 3 > |
| Supports | 0 of 4 > |
| Availability | Everything > |
| Sort By | Relevance > |

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

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## Search Result Anatomy

Stephen King
Elevation

Borrow

Play Sample

Tag

🎧 4 HOURS

**This item is an audiobook - you can tell by seeing the "earbuds" symbol and a length time.**

**Availability/Wait Time**

Stephen King
11/22/63

Place Hold

Read Sample

Tag

**Puts you in line.**

Stephen King
Billy Summers

Borrow

Read Sample

Tag

**Ready for checkout**

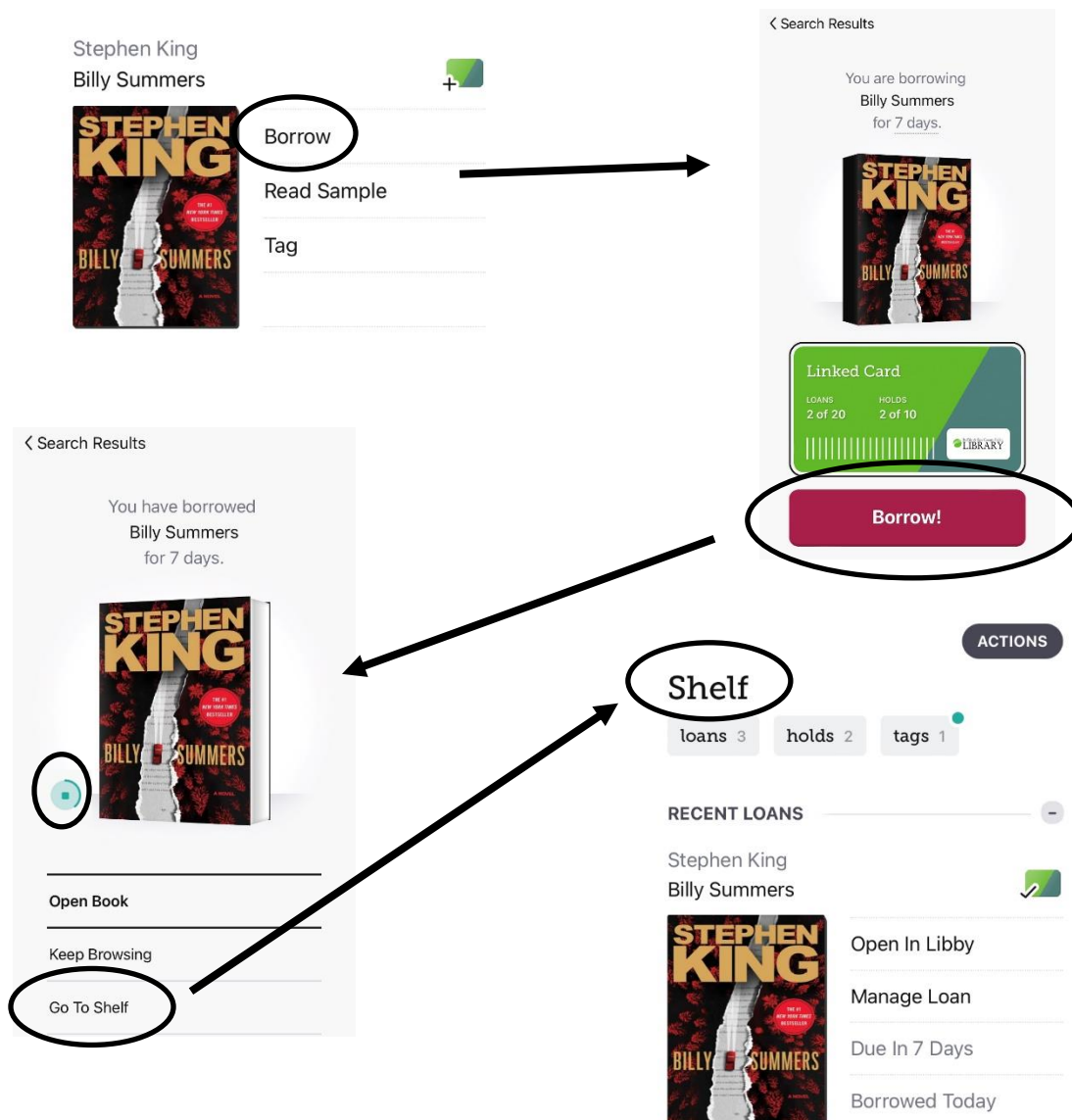**Both these items are eBooks - there is no ID telling you this beyond "Read Sample."**

# Downloading

Make sure you are connected to Wi-Fi!
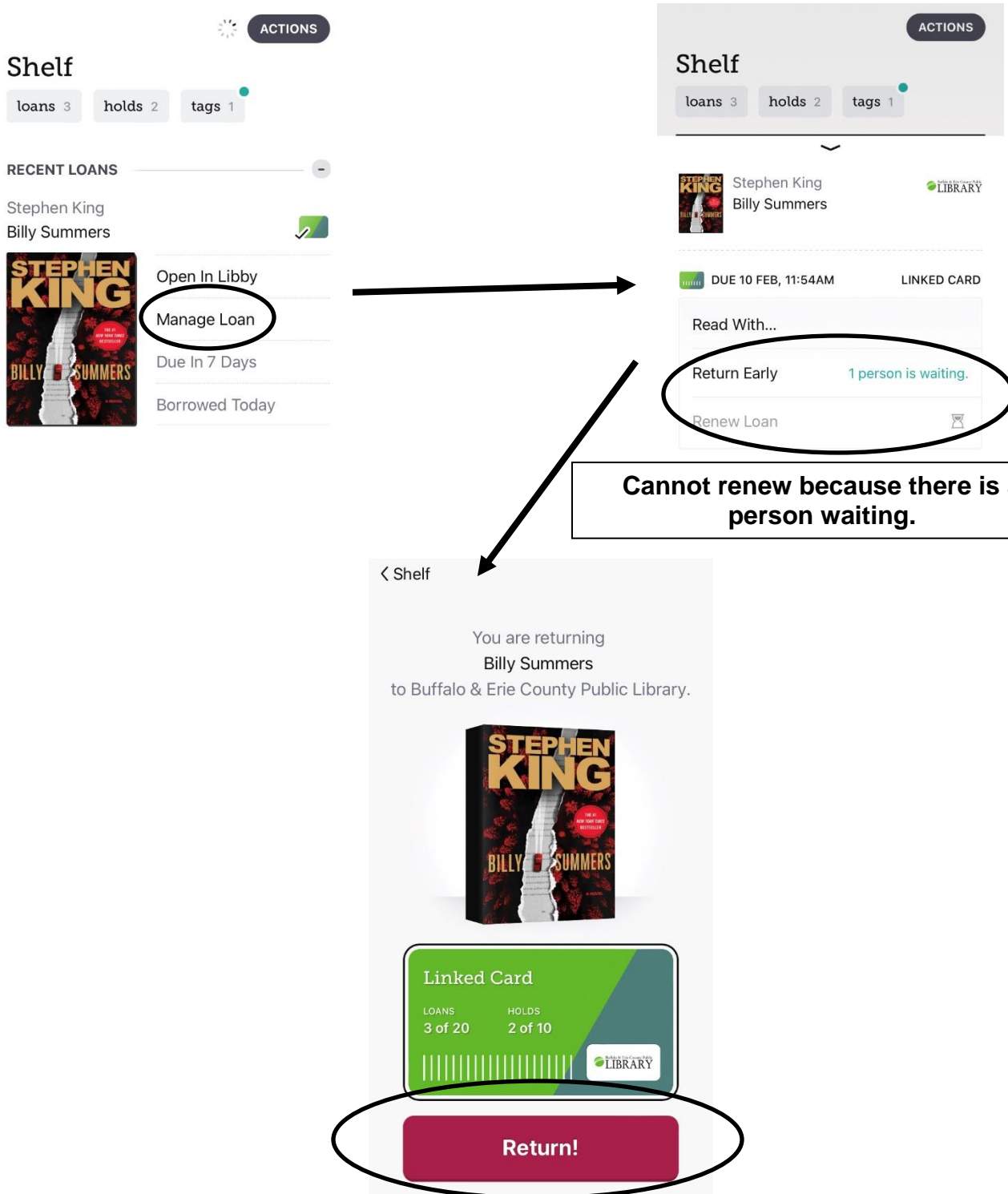
Look at the item you want to borrow:

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 all your items (Kindle or Libby), it will automatically begin downloading (in this example, that pre-selected format was Libby).
   a. If you had previously selected "I have no preference," then you will be given the choice of Libby or Kindle.
4. Your item will begin downloading depending on your download preferences. Once it completes, you can open the item right away or go to your shelf.

Your item is now available to enjoy!

**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.
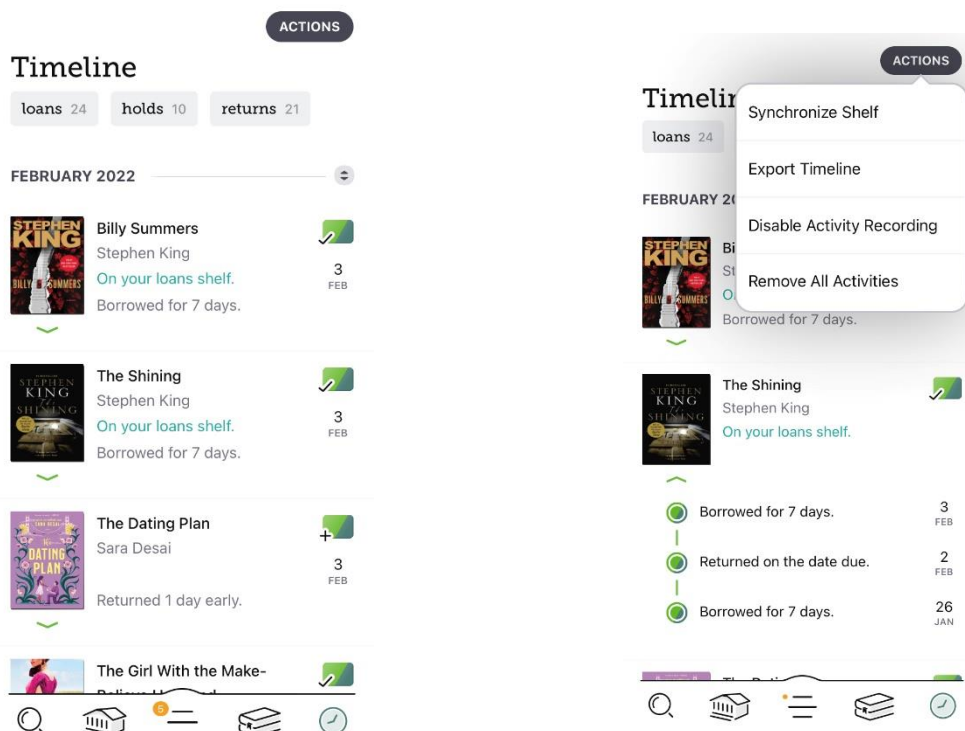    a. The **Renew Loan** button will only be clickable if there is no one waiting in line for the item.



**Cannot renew because there is a person waiting.**

**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.

Within **Timeline** you can also:

- Update the shelf.
- Export your history into a different format such as HTML, CSV (spreadsheet), or JSON (data).
- Disable tracking to keep your history up to THIS moment.
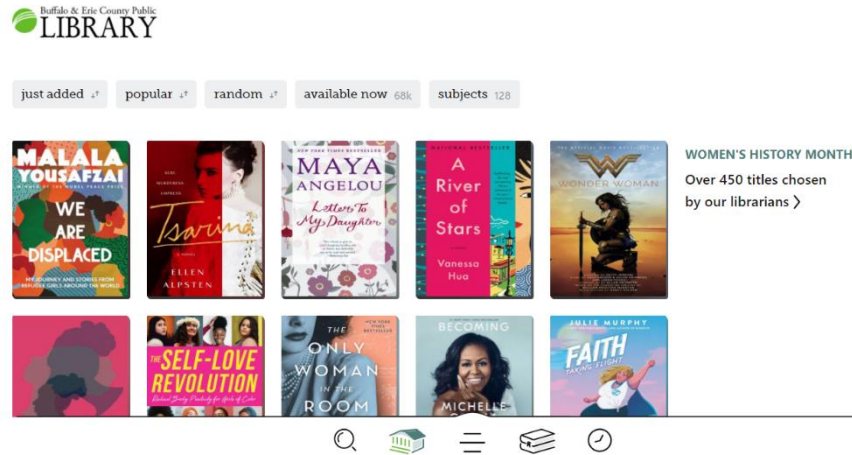- Clear the entire timeline.



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**Issues to Be Aware of**

1. As of February 2022, the OverDrive app (the older app offered by Libby's parent company) will no longer be available on app stores.  This means you have to switch to Libby and you will unfortunately lose any history, holds, or downloads that were tied to the OverDrive app.
2. Older Apple devices with an operating system of iOS 10 or less will no longer be able to use the Libby app.  This is due to software upgrades with Libby that are not compatible with these older devices.

"Solutions for #2"

1. libbyapp.com
   a. This is a web browser version of the Libby app that can work on any device with a functional web browser such as Chrome, Safari, or Silk. It works exactly the same way (and looks the same too), although an Internet connection is needed to read items.



2. Kindle App.
   a. The Kindle app can turn any device into a Amazon Kindle reader. This requires a patron to:
      i. Sign into Libby through a web browser.
      ii. Select their items and checkout them out in the Kindle format.
      iii. Sign into Amazon.
      iv. Transfer their checkouts listed on their Amazon account over to the device with the app on it.
   b. However, just like Libby with older Apple products, the Kindle app might not work on all devices due to software upgrades.