

Tech Tips from Mr G

Introducing Libby - The New Face of OverDrive



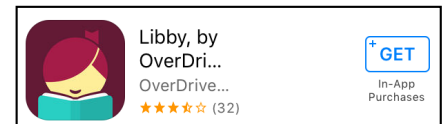
OverDrive has introduced a new app called **Libby**, that's designed to make your experience borrowing eBooks and audiobooks through them much easier. After playing around with it a little, I like it a lot better than the old OverDrive app, which still exists. This handout will show you how to make Libby work for you.

Getting Libby

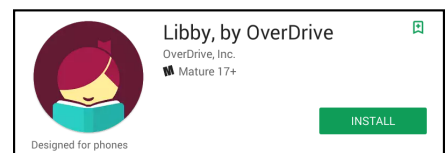
The first thing you need to do is download the Libby app from the **App Store** if you're on an **iOS** device like an **iPhone**, **iPad**, or **iPod Touch**; or the **Play Store** if you're on any of a variety of **Android** devices. It's not directly available for the **Kindle Fire** family of devices through the Amazon **AppStore**, but there are other ways of getting and installing it. We'll talk about that later.

And...it's a free download!

Next, open it up and let's get to work! One of the great things about this app is that the screens look the exact same, no matter if you're on an iOS or an Android device. That means one handout to rule them all!



From the App Store



From the Play Store

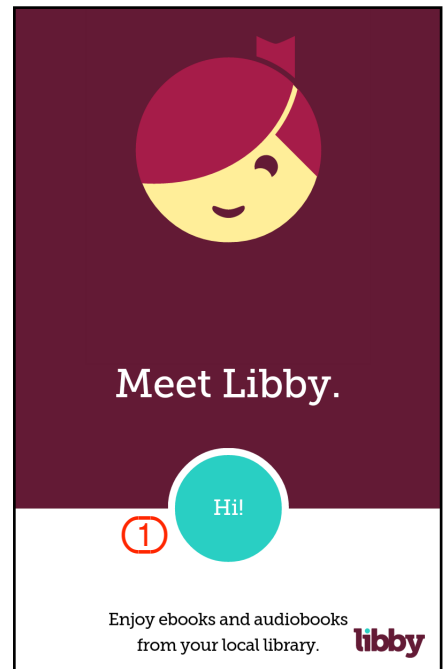
Setting Up Libby

Setting up Libby is so easy that I almost don't even have to tell you how to do it. Simply open the app and tap on the button that says "Hi" ①.

On the next screen, tap on **Find My Library**, and it'll try to do just that. If it guesses wrong, let it know, and it will give you the option to try to use your location or to search for a library yourself.

Using your location will give you a map of all the OverDrive libraries near you. You can zoom in or out of the map and scroll around in it to find the right library. When you've found the right one, tap on it, and then verify with Libby that it's really the one you want.

After that, you'll be taken to the main screen for our system. On the right side of the screen, about a third of the way down, you'll see that it says **Add Your Card**. This is where you can add your library card number and PIN. In fact, you can add more than one library card number from more than one library.



Library vs Shelf

Once you've done all that, take a look at the bottom of the screen. There you'll see the avatar of the character Libby, with the words **Library** and **Shelf** on her left and right sides. These words represent where you'll end up when you tap on them.

Tap on **Library**, and you'll be looking at the library collection, as well as lists of items you've checked out. Tap on **Shelf**, and you'll be looking at items that you've downloaded from the library to your device.

Let's start off with the **library** side of Libby!



Walking on the Library Side

When you're in the library side of Libby, you'll see the logo for the particular library that you're in at the top. This is to let you know which library you're in, of the many you could belong to. Any person who either lives and works in New York State can join the **New York Public Library**, which has a ton more books! My sister who lives in Jersey, but works in Manhattan, has done just that. But for this handout, we're going to stay close to home, and use the **Onondaga County Public Library**.

If you scroll down from there, you'll see what our current "displays" are. These can consist of new additions, popular audiobooks, staff favorites, seasonal picks, and so on. You'll also see a list of popular collections by subject.

You can choose to look within any of these displays, or if you have something particular in mind, you can **search** for what you're looking for.

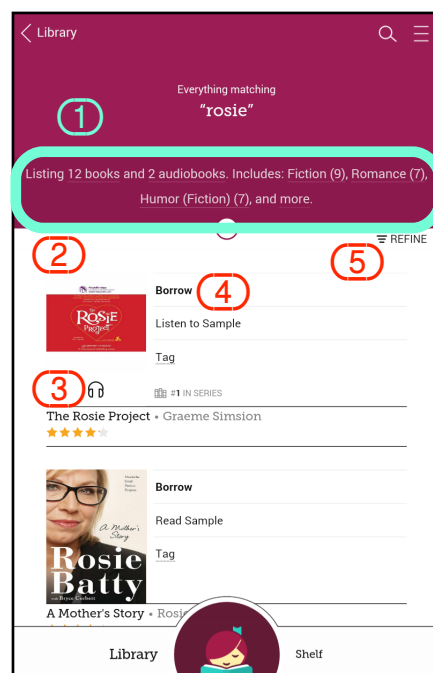
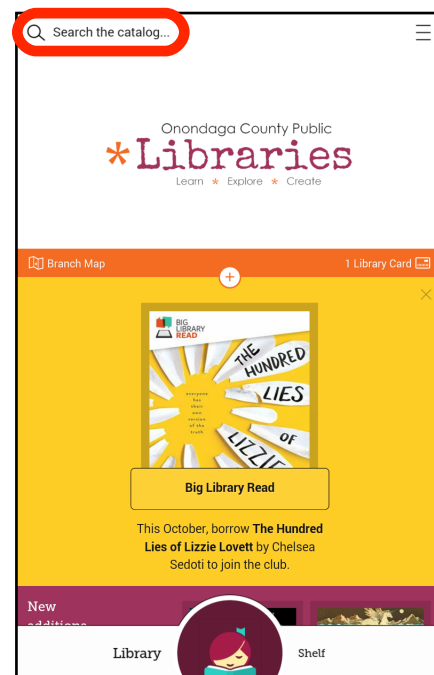
Seek and Ye Shall Find

If you know what you're looking for, you have two options. If you're looking for a certain genre or subject, take a look at the list of **Popular Collections** (remember that?). On the other hand, if you know exactly what author or title you're looking for, you can just **search the catalog** (circled in the example on the right).

You can search by any part of an **author's name, title**, or a combination of both. In the example on the right, I decided to look for **Rosie**, and got 12 matches.

First of all, in the purple section, it lists how many items of each type we have...eBook, audiobook, fiction, romance, humor, etc. ① Tapping on any of those links will limit you only to items in that category.

Second, in the white section, you can scroll through all the books that matched your search. ② The first item, **The Rosie Project**, has a little **headphone** icon on it. ③ That means it's an **audiobook**. You'll also see that it says **Borrow** next to it. ④ That means that it's available to check out. If all copies of the item were already checked out to people, it would say **Place Hold**...more on that later. And...if you only want to see items that you can have right now, tap on the **Refine** button ⑤, and you'll see an option for **Hide unavailable titles**. Tap on that and you'll only see what you can have right now!



Getting a Book and Setting the Loan Period

So after looking through all these items, I've decided to borrow **Love Rosie**. When I tap on the **Borrow** button, I get a screen that says that I'm borrowing it for 21 days (1). That's because I've done this before, and have already set up how long I want my loan period to be. But if this is the first time you've done it, it probably is only giving you 14 days.

You can change that by tapping when it says 14 days, and you'll get loan periods to choose from. Choose **21 days** for this item, and that'll be the default setting from now on.

Once you've made sure that you've got the proper loan period set, feel free to tap on the big **Borrow** button (2). The next screen tells you that the book has successfully been loaned to you; and now you can either open the book and start reading immediately, keep browsing, or go to your **Shelf**.

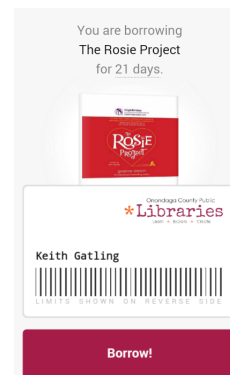
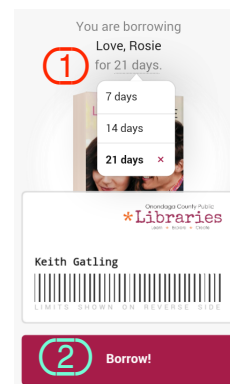
We'll talk about the Shelf later.

Getting an Audiobook and Setting the Loan Period

If I decide to borrow the audiobook version of **The Rosie Project**, it's just as simple. Just tap on the **Borrow** button, and when I get to the next screen, I check to make sure that the loan period is correct. Then once I've got the correct loan period, I tap on the big **Borrow** button.

As with the regular eBook, I get the option to open the audiobook and start listening immediately, keep borrowing, or going to the **Shelf**.

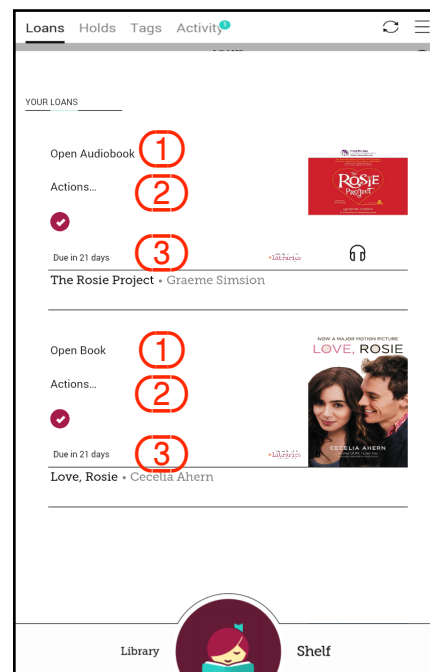
And now it's finally time to talk about the **Shelf**.



Walking on the Shelf Side

The **Loans** page on the shelf is where all your loans are stored, both eBooks and audiobooks, and it gives you information about each.

If you look at the example to the right, you'll see that it shows you that for each item, it gives you the option to **open** it (1), lets you perform other actions on it (2), and tells how many days until it's due back (3).



eBooks

Start off by tapping on **Open Book**. That opens up the book and gives you controls at the top and bottom of the screen. You'll want to hide these controls eventually, but right now we want to talk about them briefly.

The most important thing is the little **menu icon** (1). The one that looks like a stack of pancakes. And the thing most people care about here is being able to change the **font size** and **line spacing** under the **Reading Settings**.

The line spacing settings are something you'll have to look hard to find, but I think they're every bit as important as the font size. That's because too little space between the lines makes the text hard to read, no matter how big the font is. So after you've selected the font size you want, scroll down the right-hand side until you see the line spacing settings, and set that for **1.5**. You won't regret it.

Tips and Secrets gives you just that...little helpful hints about using Libby that I might not have had the space to include here.

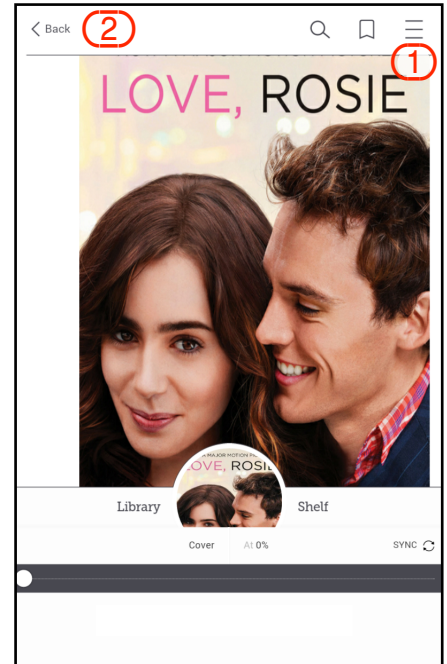
Chapters takes you to the beginning of each chapter of the book.

Search lets you look for a certain word or phrase in the book. This is really handy if there's a certain passage you're trying to recall because you want to quote it, but don't want to read through the entire book again to find it. The **magnifying glass** at the top of the screen does the same thing.

To hide the controls, and get started with just reading the book, tap in the middle of the screen once. That should make the controls go away, but if you want them back, just tap once in the middle of the screen again.

Now, to read, just slide to the left to turn pages forward. Slide to the right to turn them backward.

To get back to your shelf, tap on the **Back** button (2).



Audiobooks

Start off by tapping on **Open Audiobook**. That opens up the audiobook and gives you controls at the top and bottom.

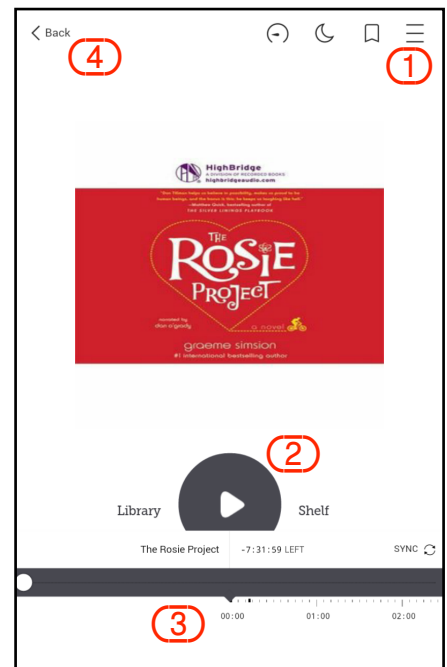
In the upper right-hand corner is a **Menu** button (1) that will have a number of options, including a **Chapter List** and a section of **Tips and Secrets** that covers many things that I'm not going to go over here.

Toward the bottom is the **Play/Pause** button (2) that you'll see again later on.

Below that is the **Progress Bar**. The little **notch** at the bottom of it shows you where you are in the audiobook, and the big white **dot** lets you drag back and forth quickly within it. But hold on...because dragging on that dot may not be the best way to move around.

If you know that you want to go to a particular chapter, go to the Menu button and choose the chapter from there. However, if you want to move around in smaller increments, I'll show you the better way on the next page.

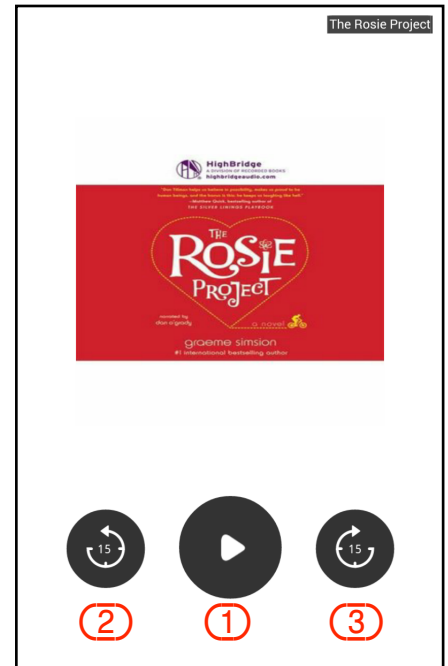
But first, let's hide all those controls by tapping once in the middle of the screen.



Now all those controls go away, and instead, you get three big buttons at the bottom the screen. The big one in the middle switches back and forth between **Play** and **Pause** ①. The ones on the left ② and right ③ let you go backward or forward in 15-second increments. These are really useful if you want to go backward or forward just a little bit, but not a lot.

I often use the backward button if I was distracted by something while I was listening, and need to go back a bit. I also use it to go back to a natural break for pausing the audiobook, so that I don't pick up things in the middle of a sentence.

To get back to your shelf, tap in the middle of the screen to get the controls back, and then tap on the **Back** button in the upper left-hand corner.



Libby Remembers!

That's right. And that's one of the great things about her...no matter how many eBooks or audiobooks you currently have out (and you can have up to 10), she remembers exactly where you left off in each one. You don't have to create bookmarks to get you back there; she knows.

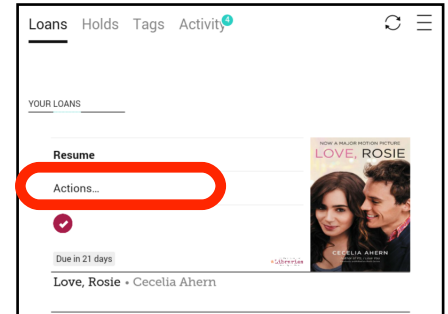
So then what are bookmarks for if you don't really need them? They're for marking specific spots in the item that you found worth going back to later on.

Libby Returns!

Now here's one of the other really great things about Libby...she returns your library materials for you when they're due.

That's right, no more overdue fines. Your eBooks and audiobooks evaporate from your device the moment they're due back.

But...if you finish your item in record time, and want to return it early so that others can read it sooner, it's really simple. Just tap on the item in your shelf, and then tap on **Actions**. The next screen will give you a list of actions you can perform, and one of them is **Return Item to Library**. Tap on this, and Libby will ask you if this is really what you want to do. Tell her that you're sure, and the item is gone!



Placing Holds

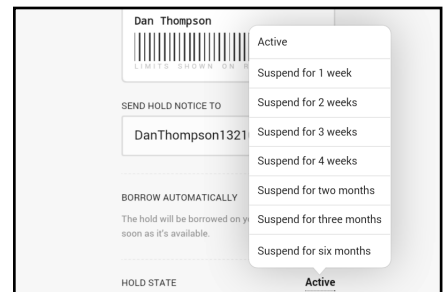
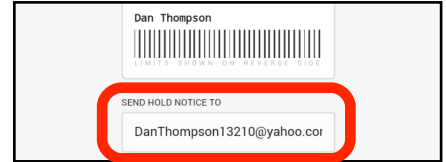
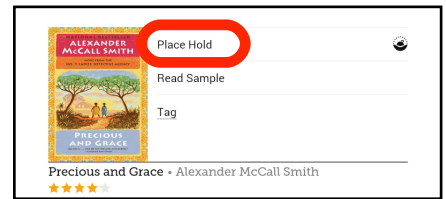
This brings us back to the Library side of the app. As you may remember from page 2, when an item you want isn't available because someone else has it, instead of saying **Borrow**, it says **Place Hold**.

When you place a hold on an item, you get added to the Wait List queue, and normally, the item gets checked out to you automatically, and downloaded to your device, when it becomes available. But to get a little more control over the process, let's take a look at the **Holds** screen on the shelf side of the app.

Once you're on the **Holds** screen, tap on **Actions** next to the item you've placed a hold on, and on the next screen tap on **Edit Hold**. On this new screen you'll see two very important things. The first is a place to enter your email address so that you can be alerted when your item comes in and is checked out to you. Then, once you open the app, it will automatically start being downloaded to your device.

The second is a place that lets you change your **hold state** from **active** to **suspended**. That's just a fancy way of saying that you get to delay when you want to take possession of your item. Why would you want to do that? Maybe you're already reading a ton of books right now, and don't need to have another one coming in right now, but want to make sure that you're on the list to get it. Or maybe you want to save that Christmas romance until after Thanksgiving.

Libby won't let you choose the exact date that you want your hold to become active on, but as you can see from the example on the right, it will let you suspend it for up to six months.



About those Kindles...

In the beginning I told you that Libby wasn't directly available for Kindle Fire devices through their AppStore, but that there were ways to get around that. If you go to tinyurl.com/lpl-amazon-libby, you'll see a video on how to install it through Amazon's **Silk** browser.

After you do this, then you can follow all the rest of the instructions in this handout.

Is There More?

Of course there is! This little handout is just supposed to be a brief introduction to Libby, to get you started. There's so much I haven't covered, but that you can find out about by going to the **Tips and Secrets** section, going online to meet.libbyapp.com, asking a librarian, or just playing around yourself.

But for now, I'd recommend just taking a little time to get used to the basics of Libby, before you try to do anything fancy.

LPL Tech Tips is a publication of the Liverpool Public Library.

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