# Libby Help Guide

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### Welcome!

Scenic Regional Library offers patrons eBooks and eAudiobooks through Overdrive, a digital collection company that partners with libraries. Overdrive has introduced an app, called Libby, and the purpose for this help guide is to provide you with the information you need to use it.

### What is Libby?

Libby is an app designed by Overdrive and is used to browse and borrow Overdrive titles from Scenic Regional Library. The app is available for computers with a Windows 10 operating system, Apple devices (iOS 9.0 or newer), and Android devices (4.4 or newer).

Please note that using the Libby app to browse and borrow Libby titles is optional. If you would rather continue using the Overdrive app, you most certainly can.

### Libby's Offerings to Scenic Regional Library Patrons

Since Libby is an Overdrive app, patrons get the same offerings through Libby as they would through Overdrive. Any SRL patrons who have library accounts in good standing can access Libby. Patrons are allowed to borrow seven titles at once. Patrons can also place seven titles on hold at one time. Once borrowed, patrons can keep titles for 14 days.

### Downloading the Libby App onto a PC

Follow these steps to download the Libby app onto your PC or laptop.

- 1. Go to https://meet.libbyapp.com.
- 2. Scroll down until you see "Get the app for your phone or tablet."
- 3. Click on the "Get it from Microsoft" button.



4. Click on "Install." The button may also say "Get."

Microsoft Store			- 0 ×
Home Apps Games Devices Movies & TV Books Edge Extensions		Search	P 8 ···
Vertors inc.       ***** Write a review         Vertors inc.       ****** Write a review         Vertors inc.       *******         Install       ************************************			Everyone ESTITE
Description	Available on		
Meet Libby. Did you know your local library has thousands of ebooks and audiobooks? You can borrow them, instantly, for free, using just the device in your hand. 1. Fish out your library card 2. Open the Libby app 3. Find your local library 4. Search, sample, borrow, enjoy More	PC		

### Downloading the Libby App onto a PC, continued

When the app is finished installing, you will see the screenshot below.

It is recommended that you click to the "Pin to Start" button so that Libby is easy to find on your PC.

Microsoft Store		- 0	×
Home Apps Games Devices Movies & TV Books Edge Extensions	Sea	arch $ ho$ $ ho$ $ ho$	
Libby, by OverDrive         OverDrive Inc. • *** * * Write a review         This product is installed         Launch       Pin to Start         Description	Available on	Everyo	ne
Meet Libby. Did you know your local library has thousands of ebooks and audiobooks? You can borrow them, instantly, for free, using just the device in your hand. 1. Fish out your library card 2. Open the Libby app 3. Find your local library 4. Search, sample, borrow, enjoy More	PC		

### Opening the Libby App on a PC

Follow these steps to open the Libby App on a PC.

1. Click on the "Start" button.



2. Click on the Libby tile.



### Getting Started with Libby on a PC

Follow these steps to set up Libby on your PC or laptop.

1. Click "Yes."



2. Click "I'll Search for a Library." You could also try "Yes, Guess My Library," but Libby may not guess correctly.



### Getting Started with Libby on a PC, continued

3. Enter your Scenic Regional Library and press "Enter" on your keyboard.



4. Click "Scenic Regional Library."

	You can search for your library by name or branch location.	
Q Scenic Re	egional Library	
	Drive	
+ 9 MORE BRAN		

### Getting Started with Libby on a PC, continued

5. Choose your reading preference.

Many books at <b>Scenic Regional</b> Library can be sent to Kindle.
If you have a Kindle, we can streamline the way you send books to your device. (It's easy to change this preference later.)
I'll Mostly Read On A Kindle
Of course, Libby has a great built-in reader. If you don't have a Kindle, or you simply prefer to read on this device, go ahead!
I'll Mostly Read In Libby

6. Click "Sign In With My Library Card."



# Getting Started with Libby on a PC, continued

7. Enter your library card number and click "Sign In."

Scenic Regional Library read. explore. grow	
Sign in with yo	our library card
CARD NUMBER	<b>f</b> Sign in with Facebook
ibrary.	Why should I choose one of these options? These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account.

### The Libby Home Page

Most of the functions you will use in Libby can be accessed from the home page.

<u>Search For A Book</u> – Clicking on this reveals a search page in which you can search for titles.



The screenshot below is an example of the Search page. Clicking on "More" takes you to an advanced search page. Previous searches you've done are listed below the "More" button.

Libby	- 0 ×
Q Search For A Book	<ul> <li>Cancel</li> </ul>
Ruth Ware	

The screenshot below is an example of the Advanced Search page.

Libby				- 8	×
Q Search For A Book				🗵 Canc	el
	(	<u>ss</u>			
	Subjects	All			
	Format	Any			
	Language	Any			
	Audience	All			
	Availability				
	Pre-release Titles				
	Read-along Titles				
	Date Added	Any			
	Sea	irch			

Libby Menu – Clicking on this reveals a slide drawer menu.



The screenshot below is an example of the slide drawer menu.



Please continue on to the next page in this guide to see explanations and examples of the menu options.

<u>Add a Library</u> – Clicking on this allows you to change / add libraries. Follow the prompts to change / add a library.



<u>Add a Card / See Library Cards</u> – Clicking on this allows you to see the library cards you have added and add another library card. You can also click on the card image and then click "Actions" and then "Unlink Card" to log out of the software or remove a card.



<u>Set Up Libby</u> – Clicking on this allows you to customize Libby.



<u>Help and Support</u> – Clicking on this allows you to access Libby's help site, send Libby a message, and take a survey.



<u>Preferences</u> – Clicking on this allows you to set your preferences for the collection.



The screenshot below illustrates the Preferences page.

Preferences	Actions
	Any
Language	Any
Audience Compatibility	All Libby
Availability	Everything
Sort By	Default
	ed and applied to all lists.
Apply Pre	eferences

Actions – Clicking on this allows you to access a menu of various commands.



<u>Explore All Subjects</u> – Takes you to a list of subjects to narrow down the collection to your interests. Click on any subject to see the titles in that subject.

Subjects There are more than 4,000 titles in our catalog, covering 102 different				
↔ Preferences	sub	jects.	Sort Subjects	
2.845 Fiction	1,271 Romance	791 Fantasy	724 Nonfiction	
700 Young Adult Fiction	586 Thriller	634 Juvenile Fiction	632 Mystery	
572 Suspense	559 Literature	397 Historical Fiction	265 Classic Literature	
247 Young Adult Literature	241 Humor (Fiction)	221 Biography & Autobiography	210 Science Fiction	
180 Juvenile Literature	163 History	119 Western	117 Comic and Graphic Books	
109 Short Stories	95 Horror	89 Religion & Spirituality	81 Erotic Literature	
77 Politics	71 Self-Improvement	69 Business	51 Travel	
50 Juvenile Nonfiction	46 Sociology	45 Christian Fiction	44 Mythology	
Library Shelf				

See Library Cards – Opens a slide drawer menu listing all the library cards that have been added.



Add a Library Card – Opens a slide drawer that allows you add a library card.



<u>View Branch Map</u> – Takes you to a map depicting the locations of all of the library's branches.



<u>Go To Another Library</u> – Takes you to a page that allows you to search for and add another library.

	You can search for your library by name or branch location.	
Q Library r	name, city or zip	
YOUR LIBRARIES	ional Library	
	a <b>l Library - HQ</b> Drive	

<u>Viewing Window</u> – This area is vertically scrollable and provides access to various collections.



<u>Library</u> – Clicking here takes you back to the home page of the library collection.



<u>Currently Reading Shortcut</u> – Clicking on this takes you to the title you are currently reading and to the page you left off.



<u>Shelf</u> – Clicking on this takes you to your bookshelf.



The screenshot below is an example of your Shelf. It defaults to show the Loans page first, which displays all of the titles you currently have borrowed.



<u>Holds</u> – Clicking on this displays all the titles you have on hold. The screenshot below is an example of your Holds page. Clicking on "Wait List" will show you approximately how much longer you will have to wait.



<u>Tags</u> – Clicking on this displays all the titles you have tagged. The screenshot below is an example of your Tags page. You can tag titles as ones you want to read, ones you liked, and ones you did not like.

Libby	- 8 X
Loans Holds Tags Activity	, es
Your tags	
<b>•</b> •	-

<u>Activity</u> – Clicking on this displays a list of the activities on your account. The screenshot below is an example of your Activity page.

Libby	- 6	J X
Loans Holds Tags Activity		ø
Your timeline	А	Actions
You installed Libby on this device. Welcome!	INFO	25 MA'
In a Dark, Dark Wood borrowed.	LOAN	25 MA'
The Woman in Cabin 10 borrowed.	LOAN	25 MAY
Glass Sword placed on hold.	HOLD	25 MA1
Northanger Abbey borrowed.	LOAN	25 MA'

### **Browsing and Borrowing Titles**

You can browse and borrow a title from the collection in two ways.

- 1. Main page collections
- 2. Search feature

Please note that when you borrow a title, it will download to your PC or laptop.

#### Main Page Collections

Follow these steps to browse and borrow titles using the main page collections.

1. Click "Library."



2. Scroll down the main page to see the various collections. There are many, many collections from which to choose.

Libby			- 0 ×
	SCENIC	REGIONAL LIBRARY	^
Top Subjects			
2.845 Fiction	1.271 Romance	791 Fantasy	724 Nonfiction
700 Young Adult Fiction	585 Thriller	634 Juvenile Fiction	632 Mystery
572 Suspense	559 Literature	397 Historical Fiction	265 Classic Literature
247 Young Adult Literature	241 Humor (Fiction)	221 Biography & Autobiography	210 Science Fiction
			Explore All Subjects >
		The functures     CRAVE       Choses at     PERIL       Participant     PERIL       Articipant     PERIL       Mass Ann Savarras     PERIL	COLLECTION
	EATED MATE		Over 3,500 Titles >
	Library		Shelf

3. Click on any collection link to see more titles. Examples of two collection links are illustrated in the screenshot below.



4. Click "Borrow."



5. Click "Borrow."



6. Click "Open Book," "Keep Browsing," or "Go To Shelf."



#### Notes

• If the title you want is not available, you can click on "Place Hold."



• If you want additional information about any title, you can click on the cover of the title.

Libby				87
		THE GREAT ALONE		
The Gi Kristin Ha	reat Alone		KRISTIN	
FORMAT	Book	An instant #1 New York Times bestseller (February 2018)!	HANNAH	
AUTHOR	Kristin Hannah	"A TOUR DE FORCE." —Kirkus (starred review)	Great Alone	
PUBLISHER	St. Martin's Press	Alaska, 1974.	-	
RELEASE	5 Feb 2018	Unpredictable. Unforgiving. Untamed. For a family in crisis, the ultimate test of survival.	A Nord from the #1 New York Times Bestalling Author of	
AUDIENCE	General Content	Ernt Allbright, a former POW, comes home from	The Nightingste	
SUPPORTS	Libby, Kindle, Adobe-compatible ereader	the Vietnam war a changed and volatile man. When he loses yet another job, he makes an impulsive decision: he will move his family	Place Hold	
RATING	**** 603	north, to Alaska, where they will live off the grid in America's last true frontier.	Read Sample	

• After clicking on a collection link, you can click on any of the filters to narrow down the titles.

Library		۹ 🏈
	All books in What's Popular?	
	The hottest titles in libraries right now.	
	Listing 3,605 books × . Includes: Fiction (2,181), Romance (1,099), Fantasy (588), and more.	
+ Preferences		Refine \Xi

• You can click on "Refine" to filter the list of titles.



• You can click on the tag button to add the title to one of your tagged lists.



• You can click on "Read Sample" or "Play Sample" to see/hear one chapter of the title.



#### <u>Search</u>

Follow these steps to browse and borrow a title using the search feature.

1. Click "Library."



2. Click "Search For a Book."

Libby	
Q Search For A Book	
	Scenic Regional Library read, explore, grow
A Prafarancas	

3. Enter your search words and then press "Enter" on your keyboard.



4. Click "Borrow."



5. Click "Borrow" and then "Open Book," "Continue Browsing," or "Go To Shelf."



All of the notes on pages 24 and 25 apply to browsing and borrowing titles by using search feature.

### **Reading an eBook**

Follow these steps to read your eBook on a pc or laptop.

1. Click "Shelf."



2. Click "Open Book." If you have already opened the eBook, a "Resume" button will replace the "Open Book" button.



### Reading an eBook, continued

Once your eBook has opened, you can click in the center of the page to reveal the menus at the top and bottom of the screen. Click in the center of the page again to hide the menus.

Libby	$2 3 \overline{4} 5^{\times}$
Kerk 1 likely enough that, rooted in the woods of France and	without removing their furniture to upholsterers'
Norway, there were growing trees, when that sufferer was put to death, already marked by the Woodman,	warehouses for security; the highwayman in the dark was a City tradesman in the light, and, being
Fate, to come down and be sawn into boards, to make a certain movable framework with a sack and a keife in it tarrible in bioten. It is likely around that in	recognised and challenged by his fellow-tradesman whom he stopped in his character of "the Captain,"
knife in it, terrible in history. It is likely enough that in the rough outhouses of some tillers of the heavy lands adjacent to Paris, there were sheltered from the	gallantly shot him through the head and rode away; the mail was waylaid by seven robbers, and the guard shot three dead, and then got shot dead himself by
weather that very day, rude carts, bespattered with rustic mire, snuffed about by pigs, and roosted in by	the other four, "in consequence of the failure of his ammunition:" after which the mail was robbed in
poultry, which the Farmer, Death, had already set apart to be his tumbrils of the Revolution. But that Woodman and that Farmer, though they work	peace; that magnificent potentate, the Lord Mayor of London, was made to stand and deliver on Turnham Green, by one highwayman, who despoiled the
unceasingly, work silently, and no one heard them as Tale of they went about with muffled tread: the rathe Two Cities	Ulustrious creature in sight of all his retinue; prisoners
6 Library	Shelf 7
I. The Period <b>8</b> 13-	14 of 786 <b>9</b> Sync C
• •	۔ ۱۳۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ 50 - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲

- 1 Back: Returns you to your bookshelf
- 2 One Page/Two Page: Toggles between a one-page view and a two-page view
- 3 Search: Searches the title for keywords you enter
- 4 Bookmark: Bookmarks the page you are currently viewing
- 5 Menu: Reveals a slide drawer menu with the following options.
  - Search
  - Chapters
  - Bookmarks
  - History
  - Reading Settings
  - Tips and Secrets
- 6 Library: Takes you back to the SRL's collection
- 7 Shelf: Takes you back to your bookshelf
- 8 Status: Displays where you are in your book
- 9 Sync: Syncs where you left off if you read some of your book on another device

Click on the left and/or right sides to turn the pages.

### Listening to an eAudiobook

Follow these steps to listen to your eAudiobook.

1. Click "Shelf."



2. Click "Open Audiobook." If you have already opened the eAudiobook, a "Resume" button will replace the "Open Audiobook" button.



### Listening to an eAudiobook, continued

Once your eAudiobook has opened, you can click in the center of the page to reveal the menus at the top and bottom of the screen. Click in the center of the page again to hide the menus.



- 1 Back: Returns you to your bookshelf
- 2 Playback Speed: Increases and decreases the playback speed
- 3 Sleep Timer: Sets a timer for when your audiobook will stop playing
- 4 Bookmark: Sets a time-stamped bookmark
- 5 Menu: Reveals a slide drawer menu with the following options.
  - Chapters
    - Bookmarks
    - History
    - Tips and Secrets
- 6 Library: Takes you back to the SRL's collection
- 7 Play/Pause Button: Plays and pauses your audiobook
- 8 Shelf: Takes you back to your bookshelf
- 9 Status: Displays where you are in your audiobook
- 10 Sync: Syncs where you left off if you listened to some of your book on another device

### Listening to an eAudiobook, continued

When the top and bottom menus of the eAudiobook player are hidden, your player screen will look like the example below.



- 1 15 Second Rewind: Rewinds the audiobook 15 seconds
- 2 Play/Pause Button: Plays and pauses the audiobook
- 3 15 Second Fast Forward: Fast forwards the audiobook 15 seconds

### **Returning a Title Early**

Follow these steps to return a title early.

1. Click "Shelf."



2. Click on "Manage Loan."



#### 3. Click "Return Loan to the Library."

Libby		-	σx
Coans			
	Glass HousesA Novel Louise Penny		
Mineral Contraction	Downloaded (5.1mb) 🐶		
Open Book	Ξ.		
Renew Loan	DUE IN 14 DAYS		
Return Loan To Library	>		
Send To Device	>		
Tag	D		
View Title Details	<u>^</u>		

# Returning a Title Early, continued

4. Click "Return."



### **Renewing a Title**

If you would like to renew a title, you can do so two days before it is due.

Follow the steps below to renew a title.

1. Click "Shelf."



#### 2. Click on "Manage Loan."

<ul> <li>Actions</li> </ul>
Actions

3. Click "Renew Loan."

Libby		-	٥	×
Loans				
	Northanger Abbey			
	Jane Austen			
	Downloaded (1.6mb) 😪			
c	Open Book			
R	Renew Loan DUE IN 2 DAYS >			
R	Return Loan To Library			
S	Send To Device			

# Renewing a Title, continued

4. Click "Renew."



### Libby Mobile App

The Libby App is available for the following mobile devices.

- Apple Devices (iOS 9.0 or newer)
- Android Devices (4.4 or newer)

Please see our device brochures for additional help with Libby on your device.