Libby Help Guide

May, 2018
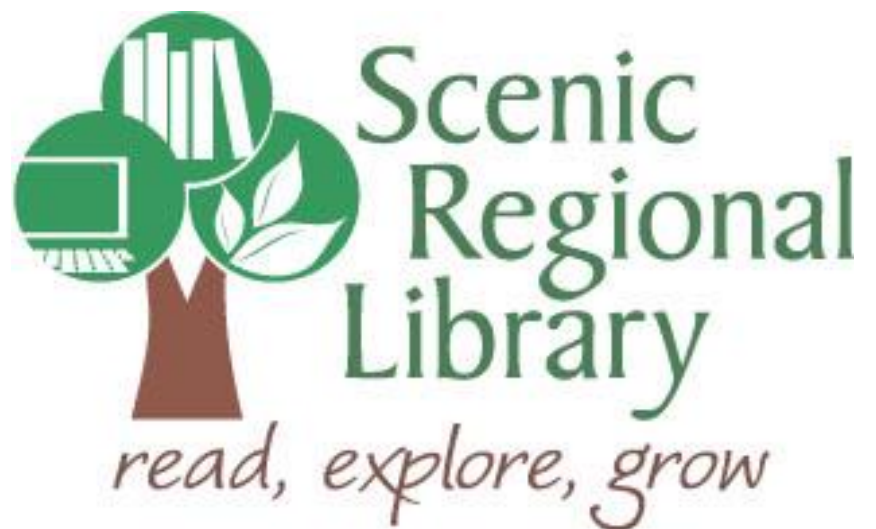
Scenic Regional Library
read, explore, grow

Table of Contents

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.
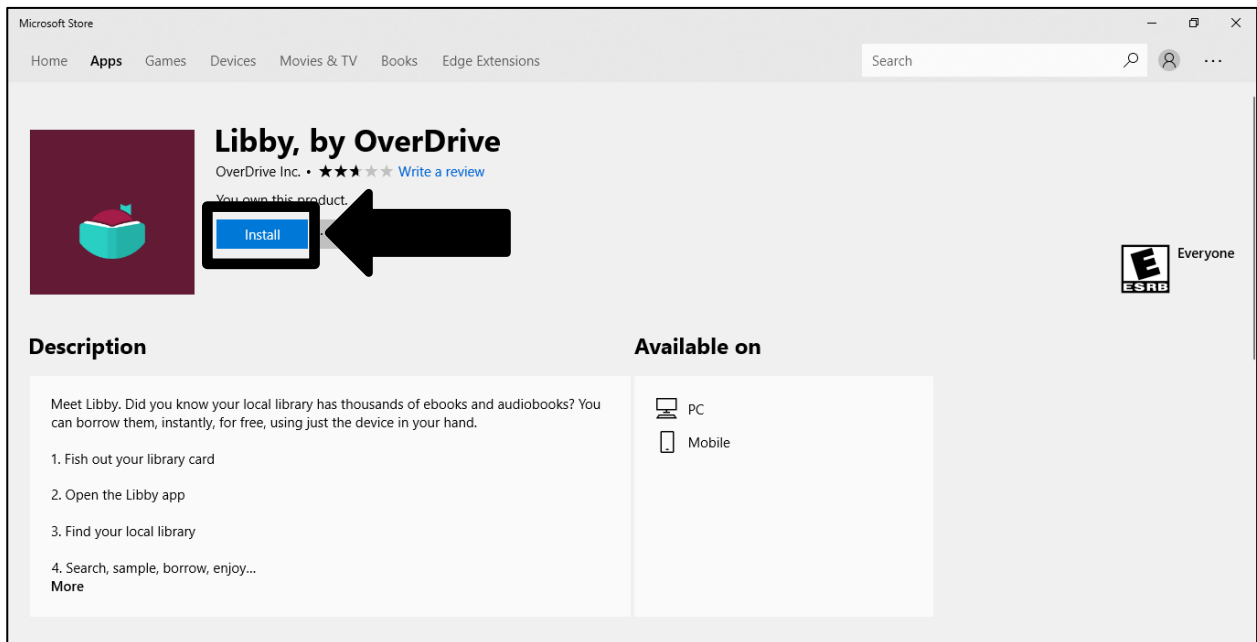
Downloading the Libby App onto a PC

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."
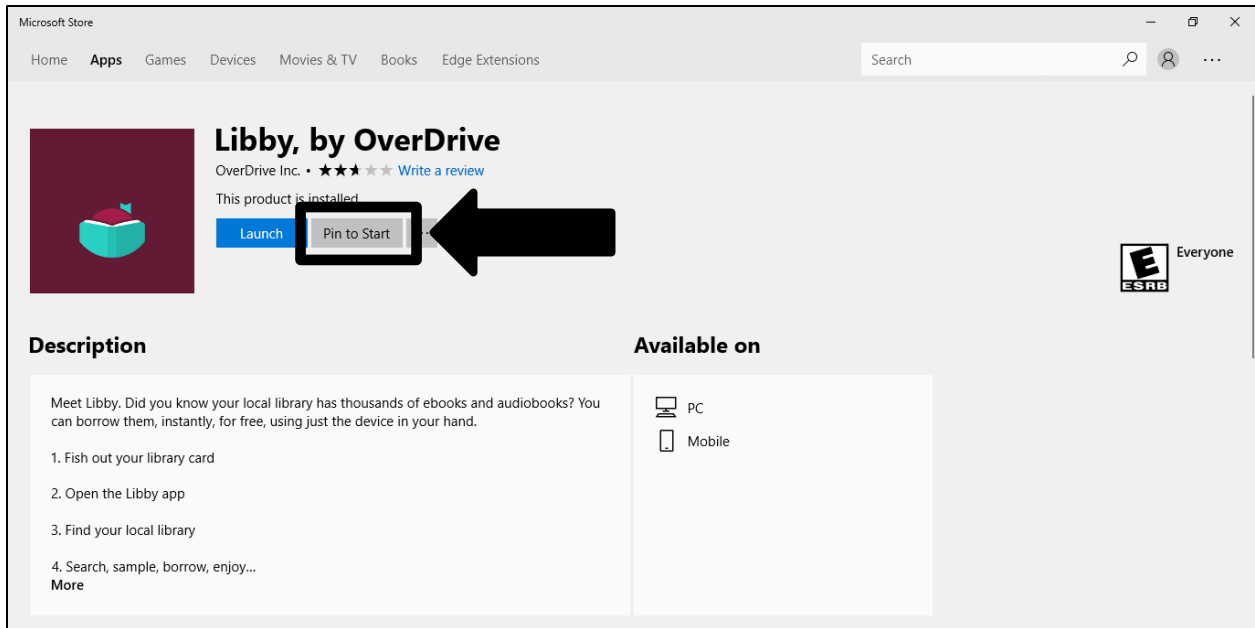3. Click on the "Get it from Microsoft" button.
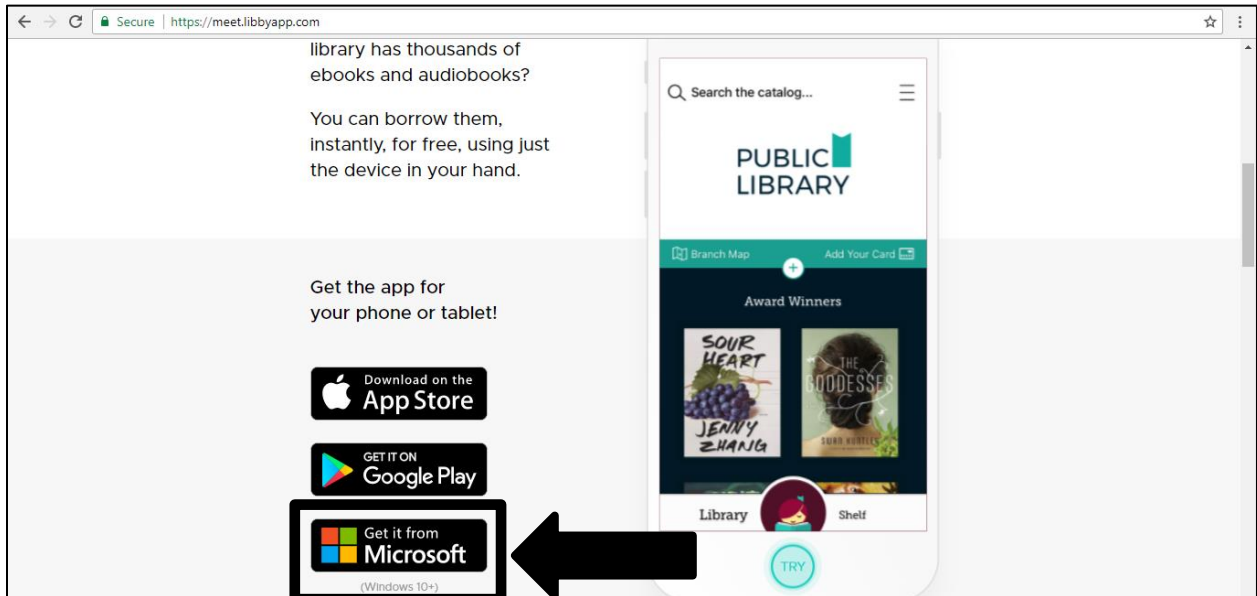
4. Click on "Install." The button may also say "Get."

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.
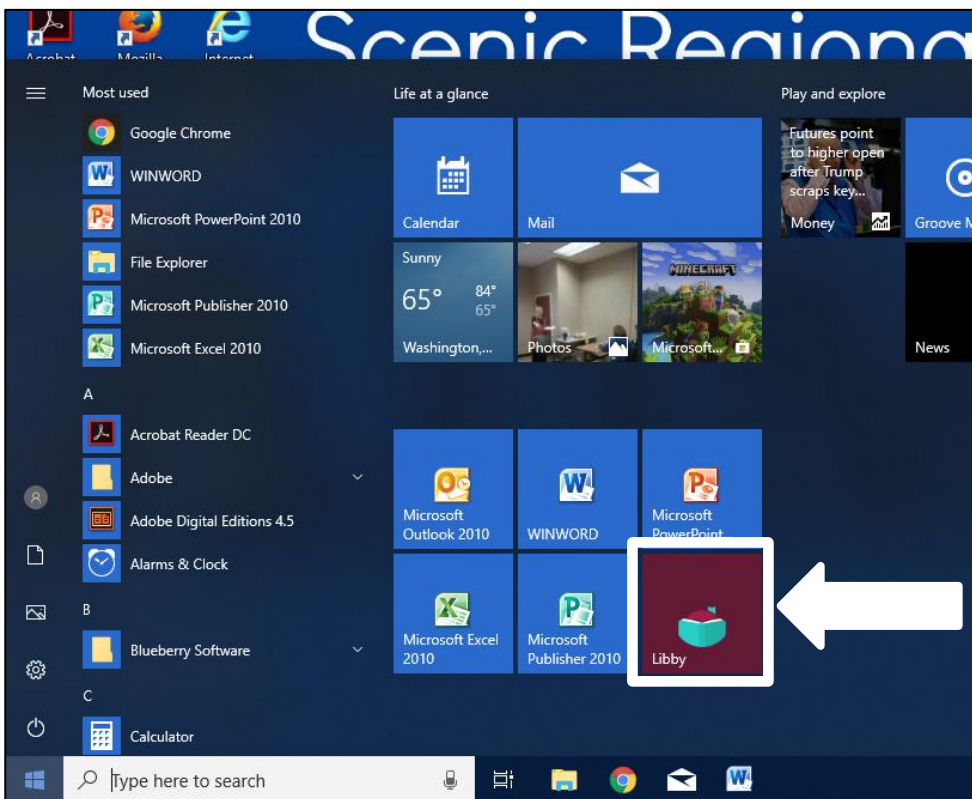
Opening the Libby App on a PC

Follow these steps to open the Libby App on a PC.
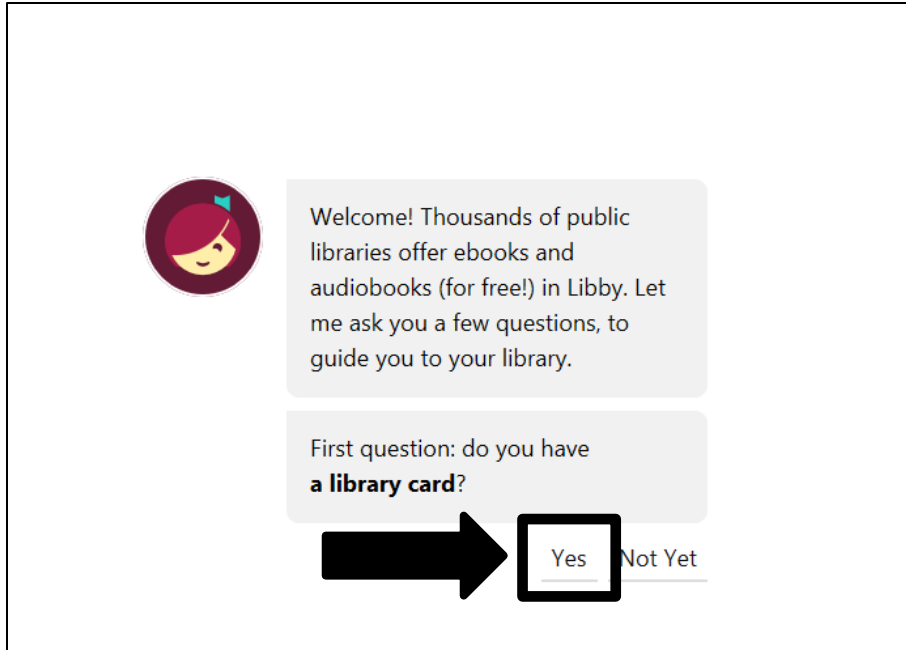
1. Click on the "Start" button.

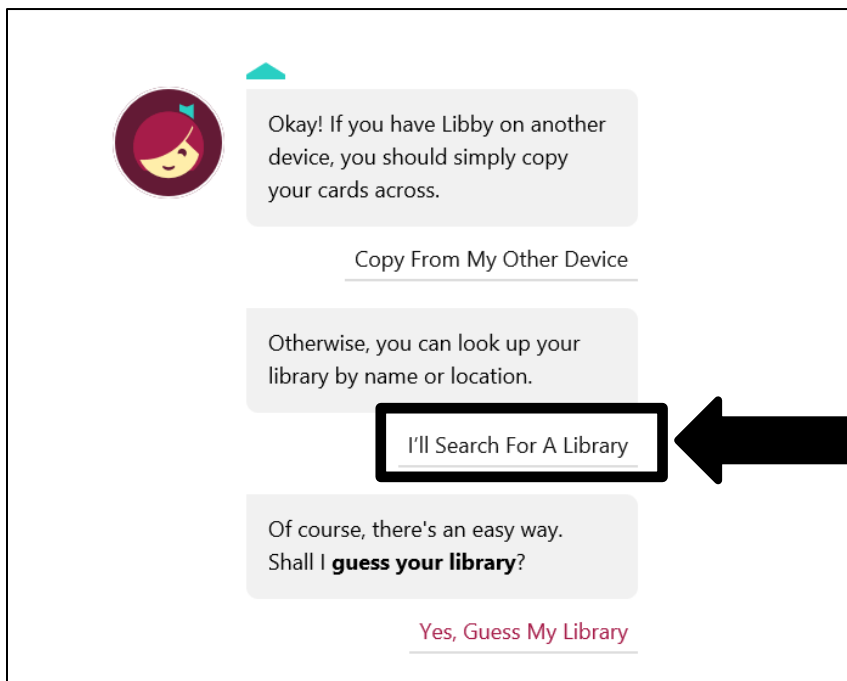2. Click on the Libby tile.

Getting Started with Libby on a PC

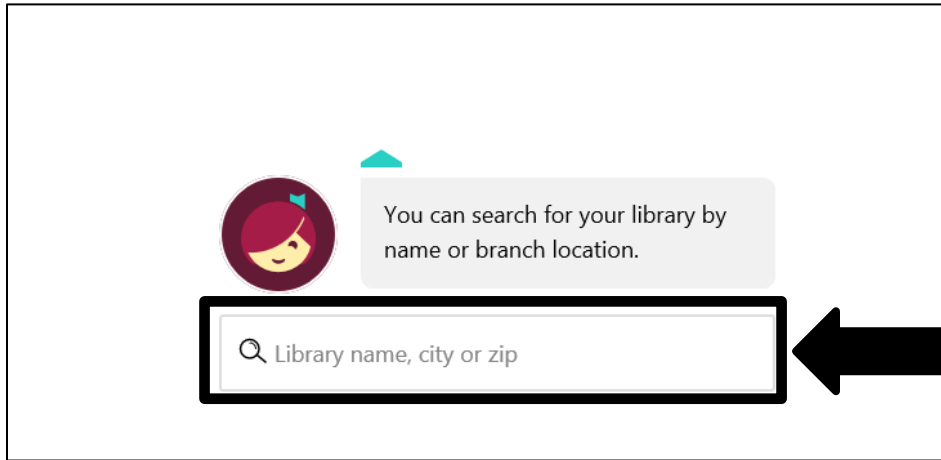Follow these steps to set up Libby on your PC or laptop.

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.
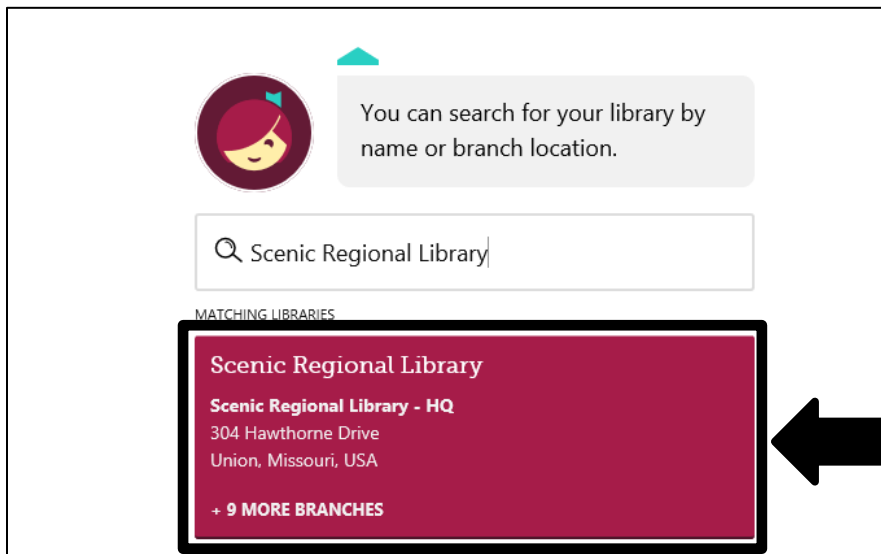
Getting Started with Libby on a PC, continued

3. Enter your Scenic Regional Library and press "Enter" on your keyboard.
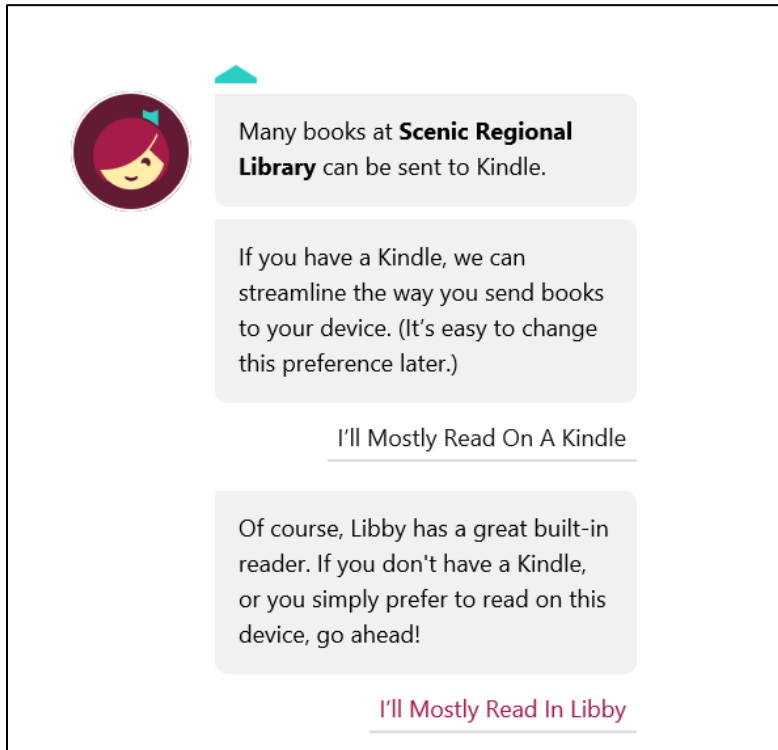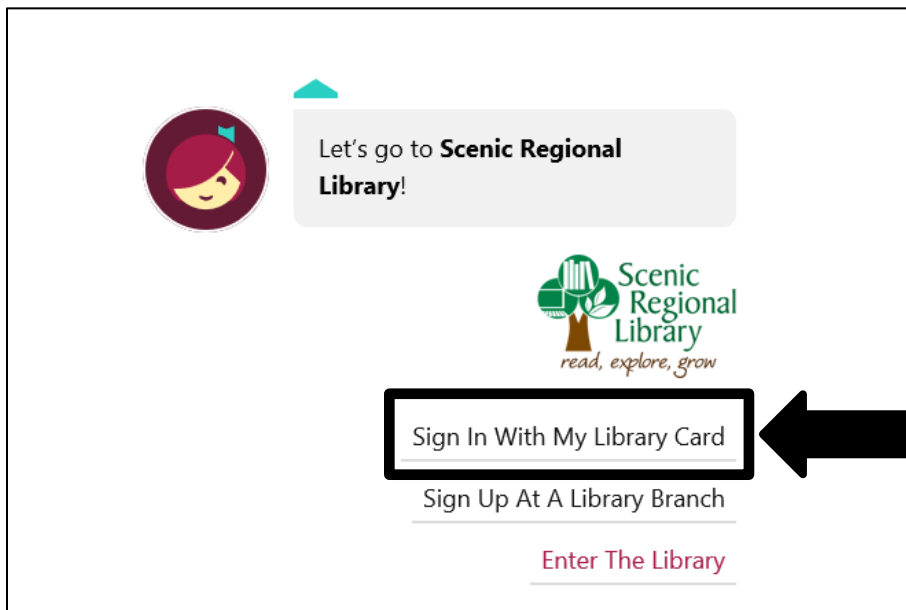
You can search for your library by name or branch location.

Q Library name, city or zip

4. Click "Scenic Regional Library."

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

Q Scenic Regional Library

MATCHING LIBRARIES

Scenic Regional Library
Scenic Regional Library - HQ
304 Hawthorne Drive
Union, Missouri, USA

+ 9 MORE BRANCHES

Getting Started with Libby on a PC, continued

5. Choose your reading preference.

Many books at **Scenic Regional 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
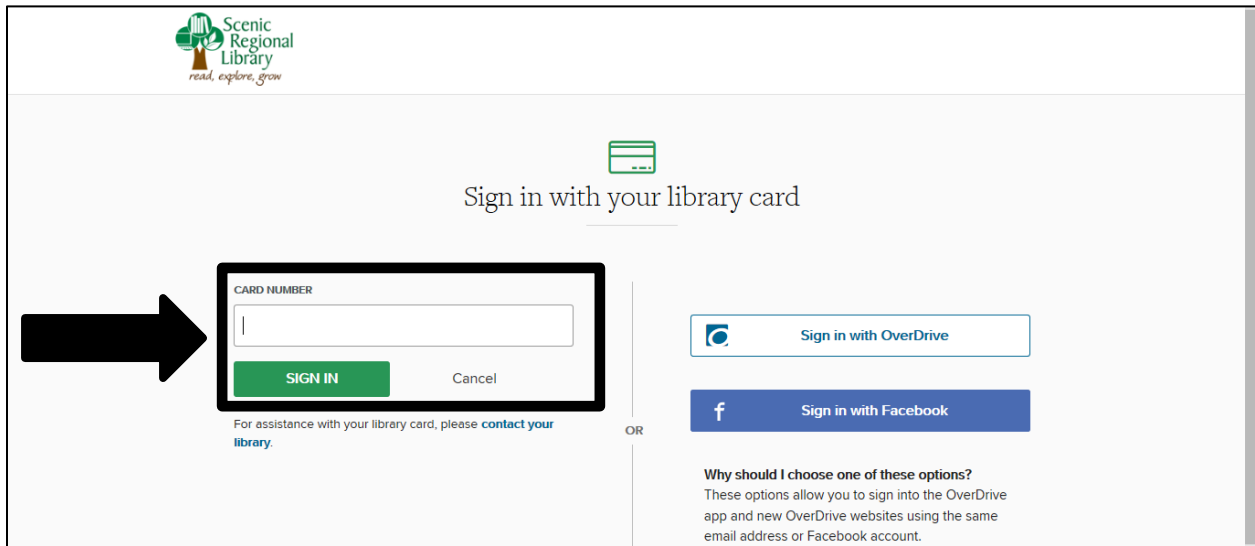
6. Click "Sign In With My Library Card."

Let's go to **Scenic Regional Library**!

Scenic Regional Library
read, explore, grow

Sign In With My Library Card

Sign Up At A Library Branch

Enter The Library

Getting Started with Libby on a PC, continued

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

The Libby Home Page

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

Search For A Book – 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.
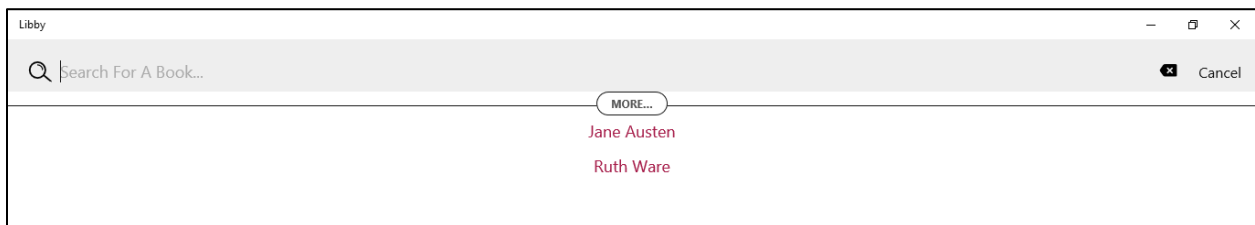
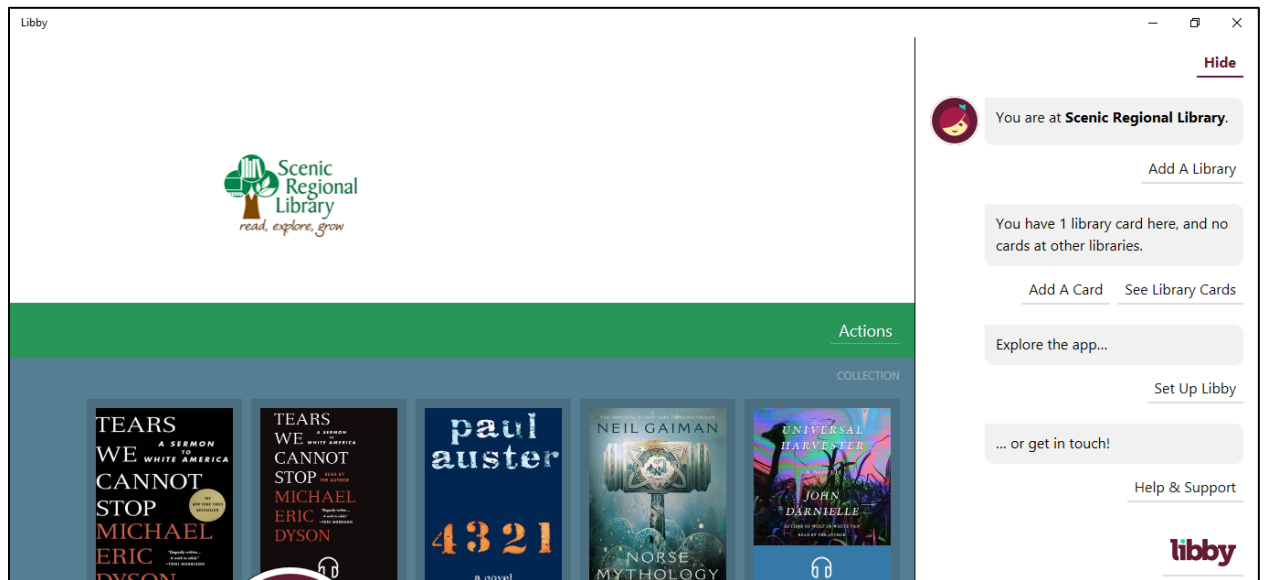The screenshot below is an example of the Advanced Search page.
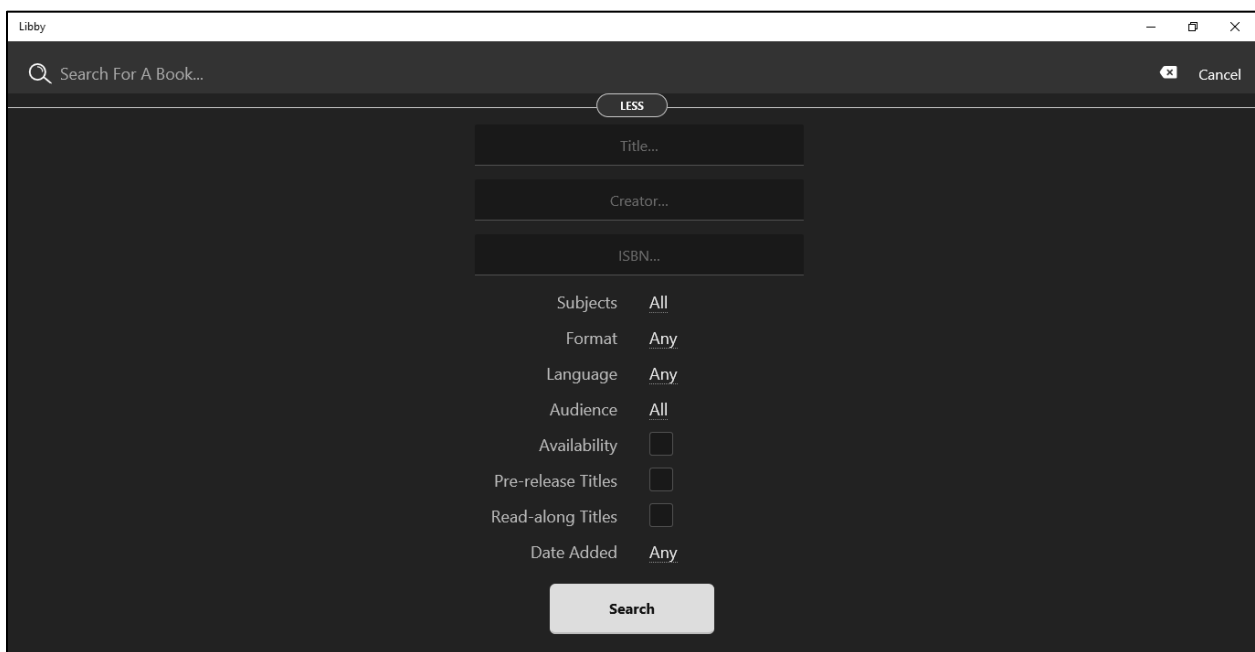
The Libby Home Page, continued

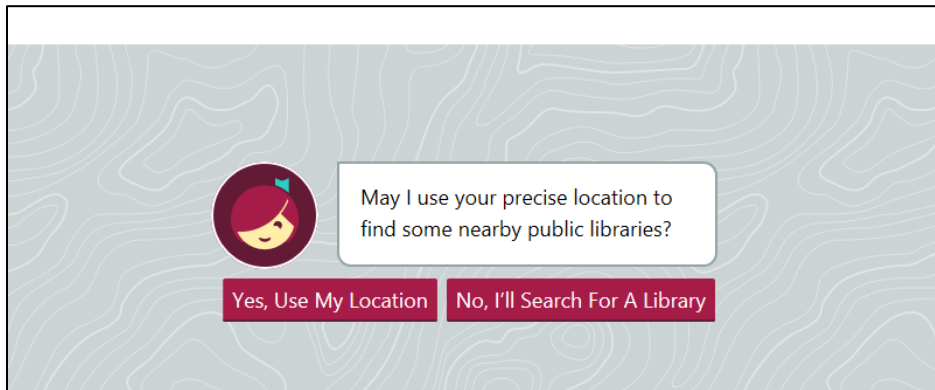Libby Menu – Clicking on this reveals a slide drawer menu.

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.
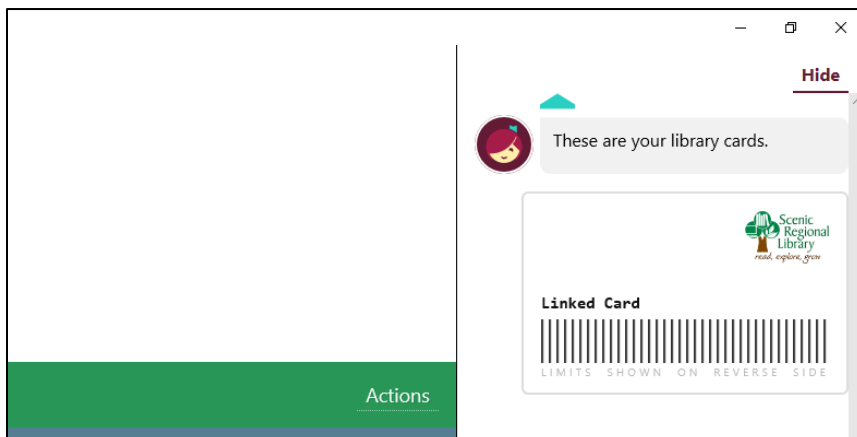
The Libby Home Page, continued

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

Add a Card / See Library Cards – 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.
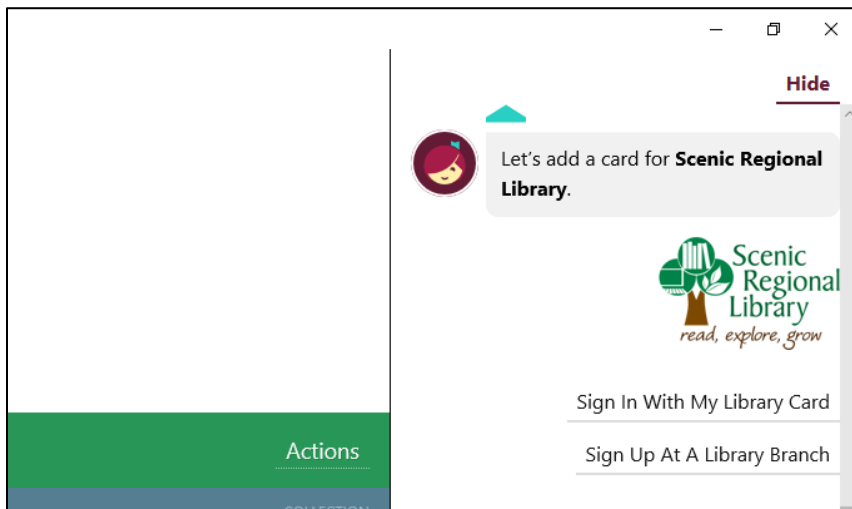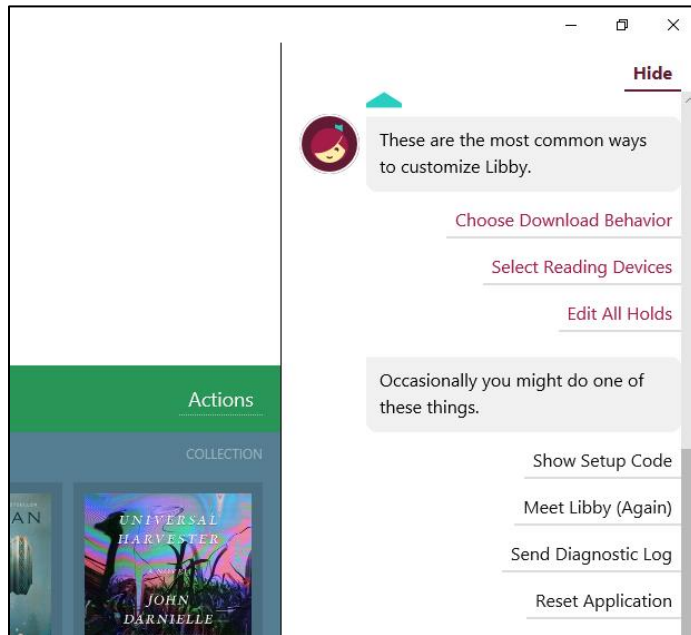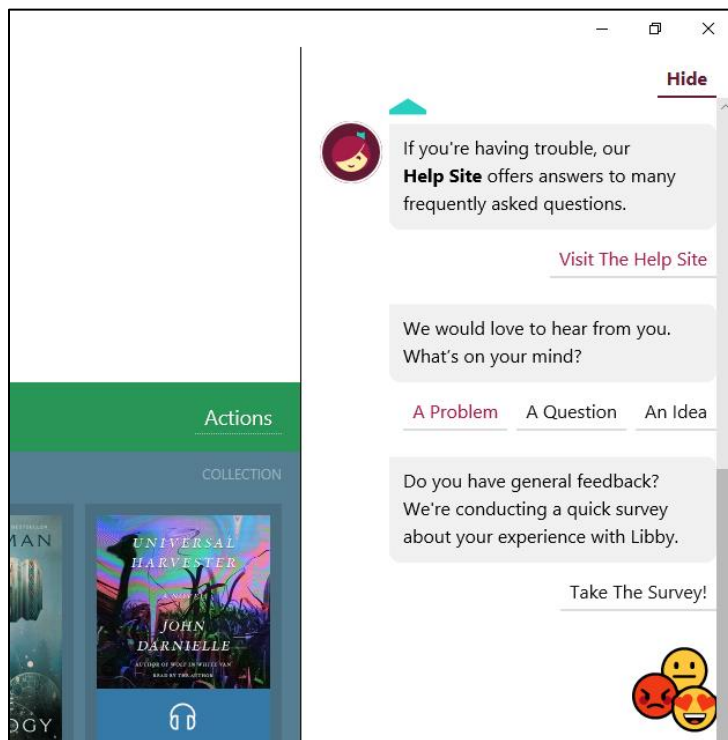

Add a Card

See Library Cards

The Libby Home Page, continued

Set Up Libby – Clicking on this allows you to customize Libby.
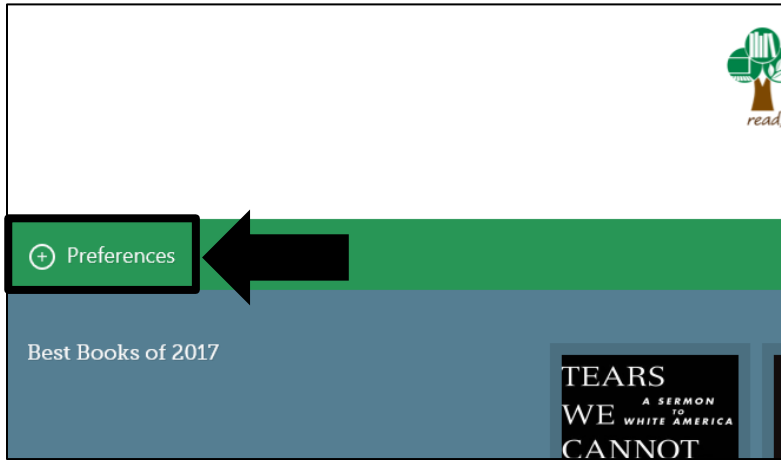

Help and Support – Clicking on this allows you to access Libby's help site, send Libby a message, and take a survey.
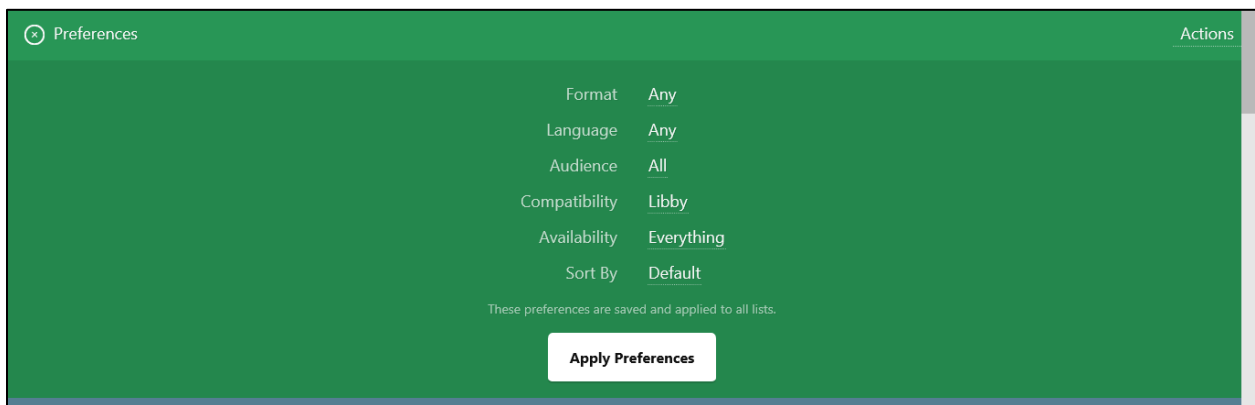
The Libby Home Page, continued

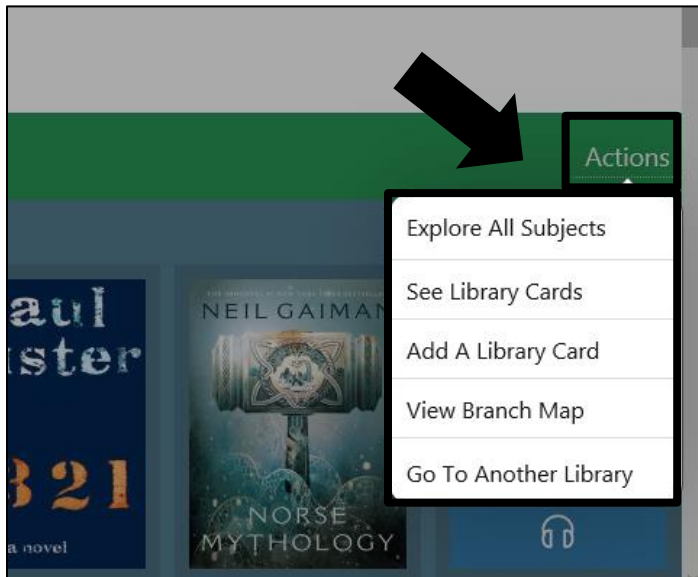<u>Preferences</u> – Clicking on this allows you to set your preferences for the collection.

The screenshot below illustrates the Preferences page.

The Libby Home Page, continued

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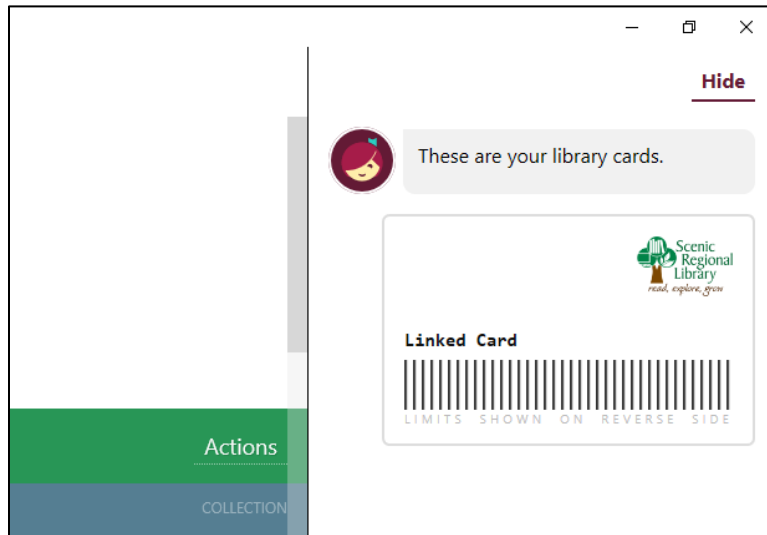

Explore All Subjects – Takes you to a list of subjects to narrow down the collection to your interests. Click on any subject to see the titles in that subject.

The Libby Home Page, continued

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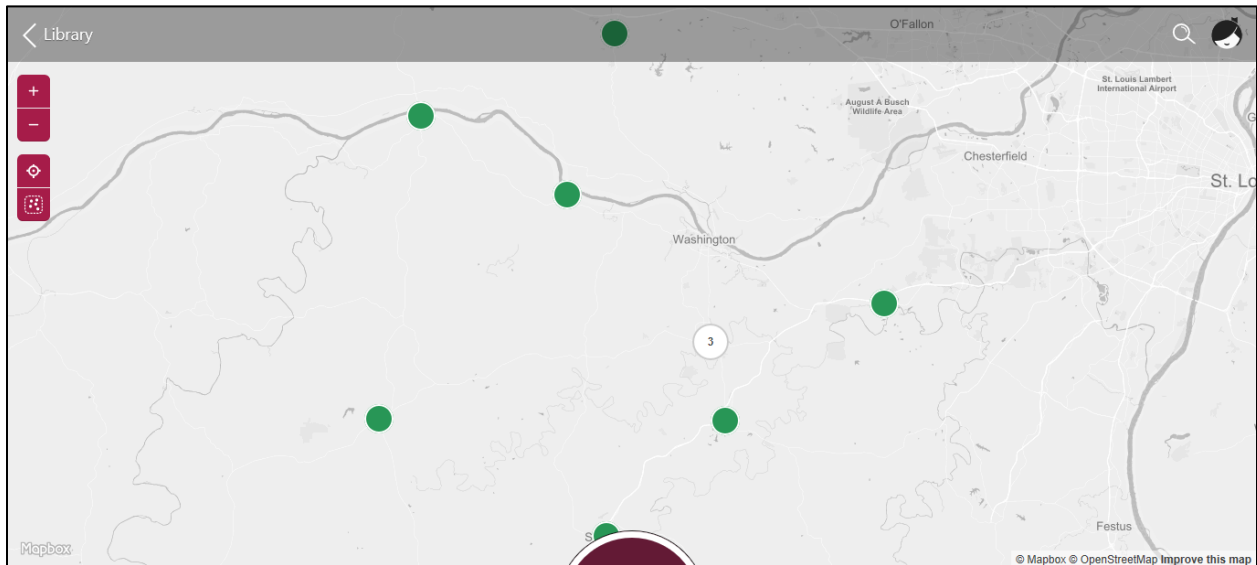

Add a Library Card – Opens a slide drawer that allows you add a library card.
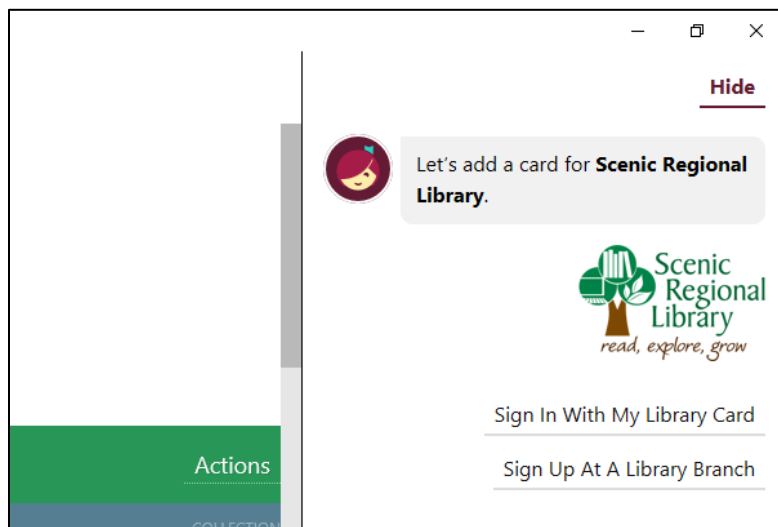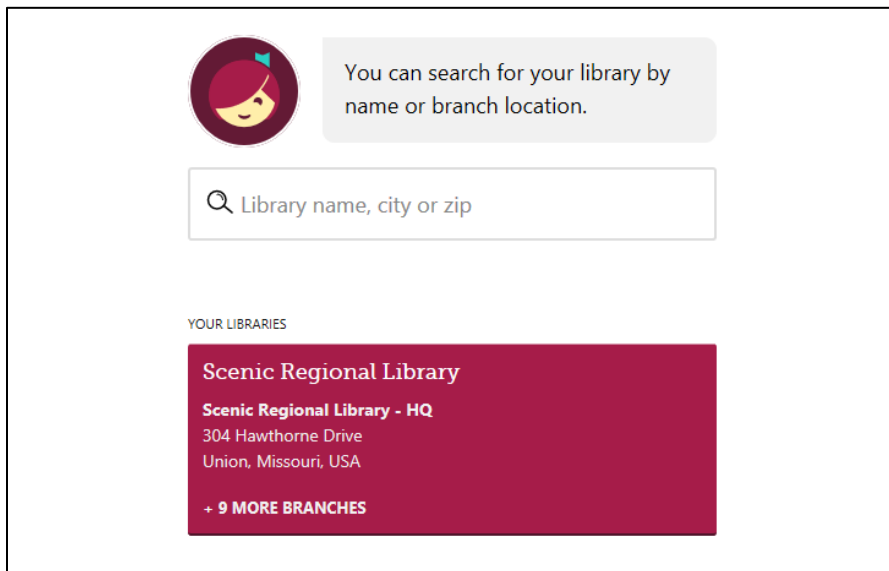
The Libby Home Page, continued

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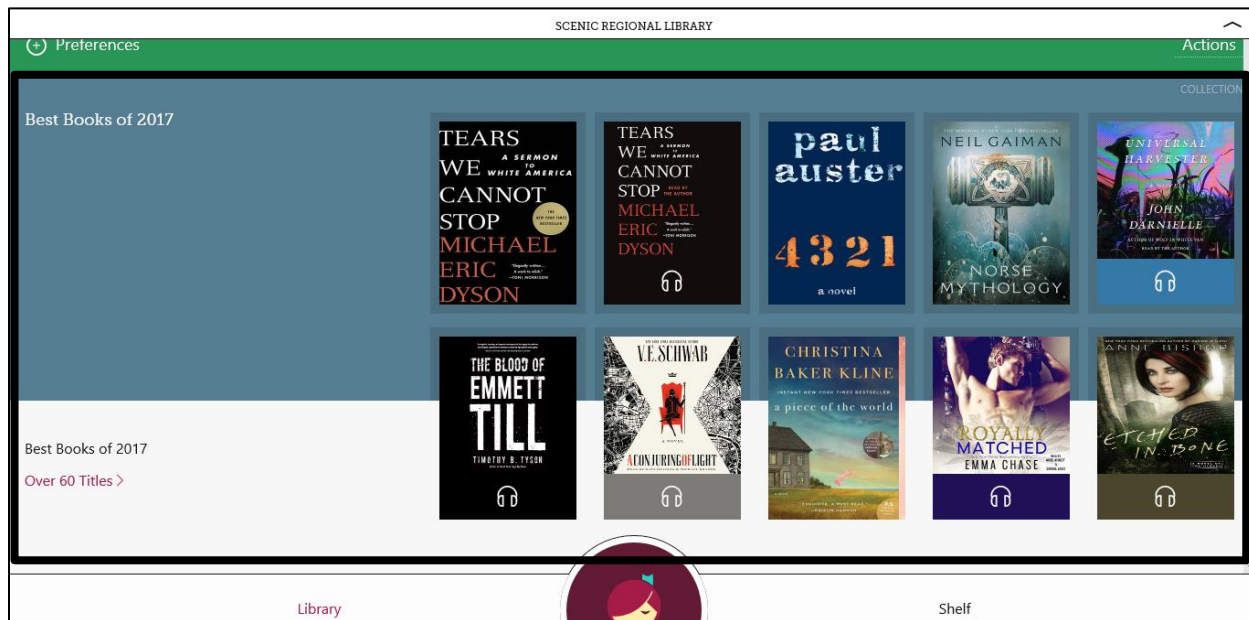

<u>Go To Another Library</u> – Takes you to a page that allows you to search for and add another library.
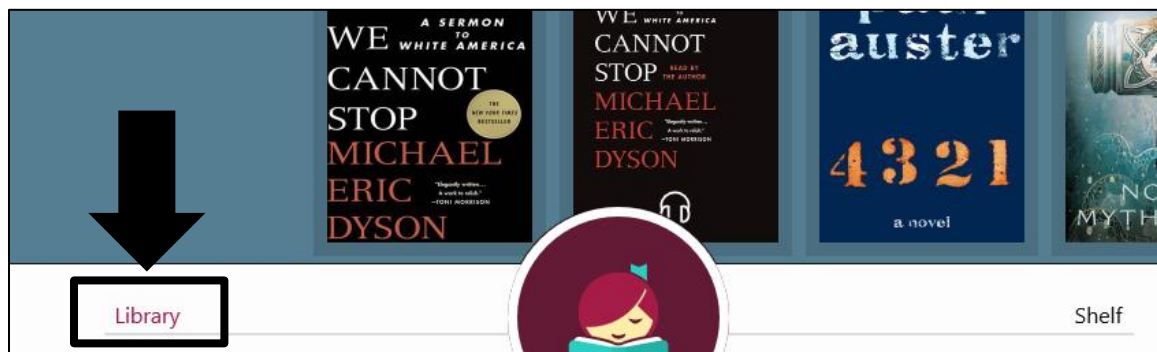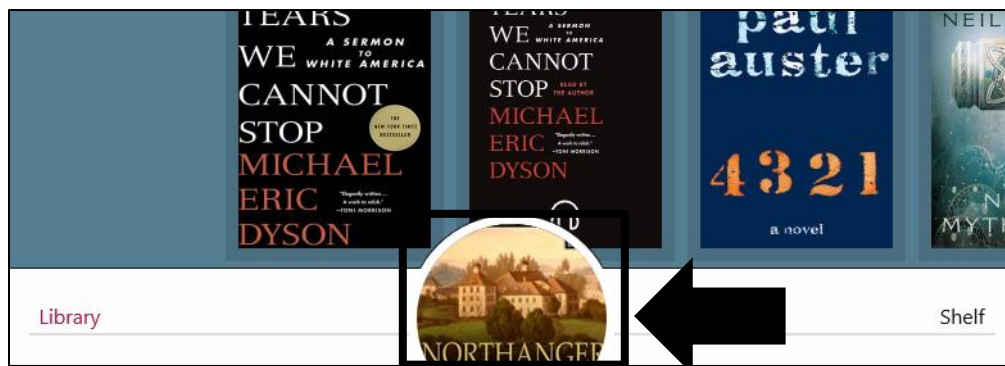
The Libby Home Page, continued

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

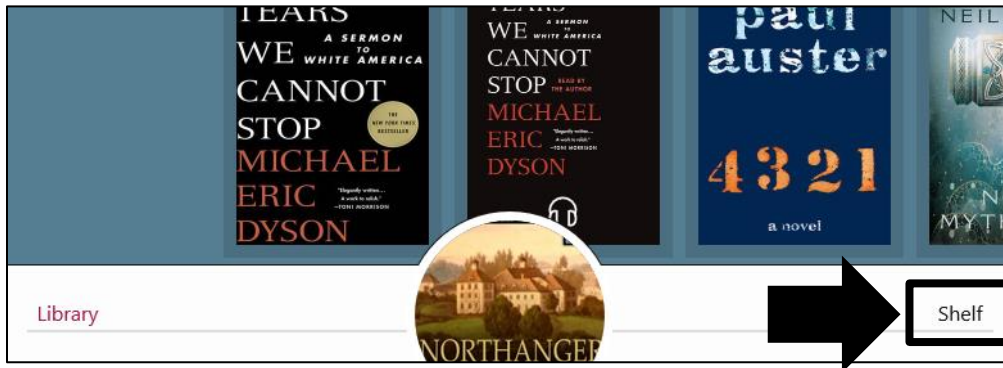<u>Library</u> – Clicking here takes you back to the home page of the library collection.

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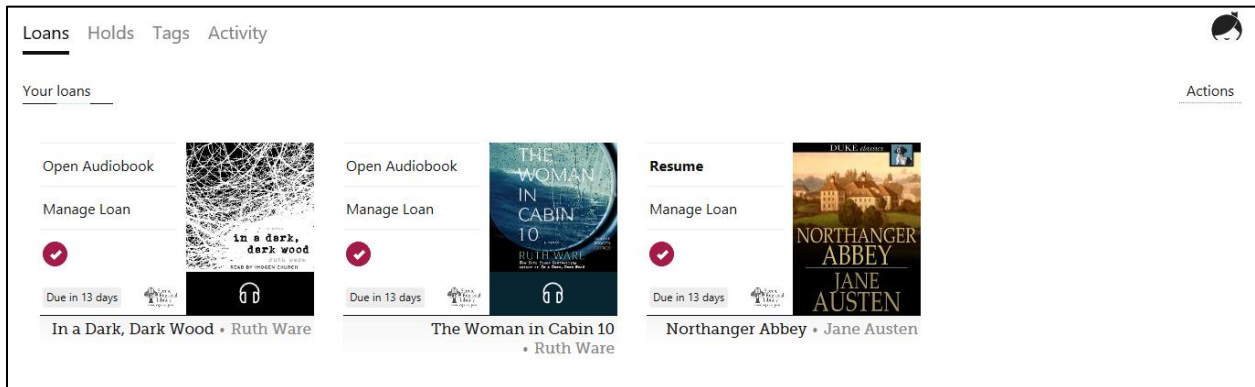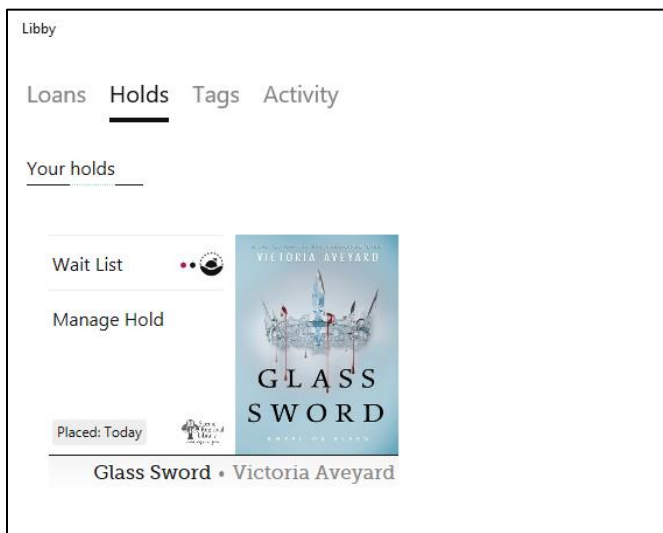
The Libby Home Page, continued

<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.

The Libby Home Page, continued

Tags – 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.

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

Browsing and Borrowing Titles

You can browse and borrow a title from the collection in two ways.
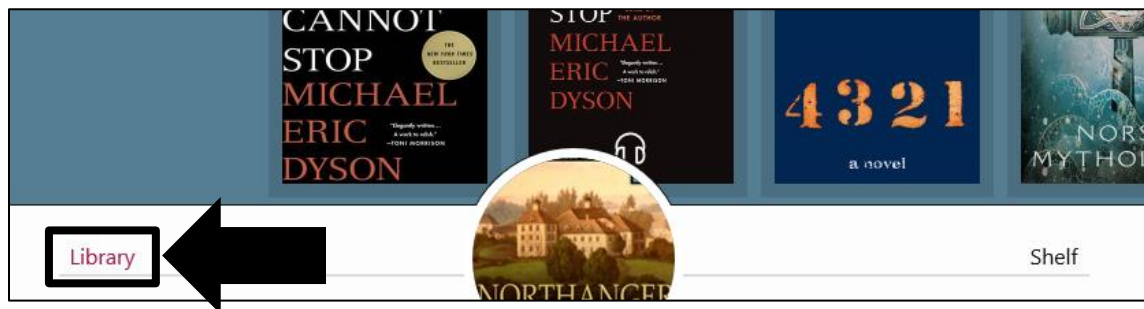
1. Main page collections
2. Search feature

Please note that when you borrow a title, it will download to your PC or laptop.
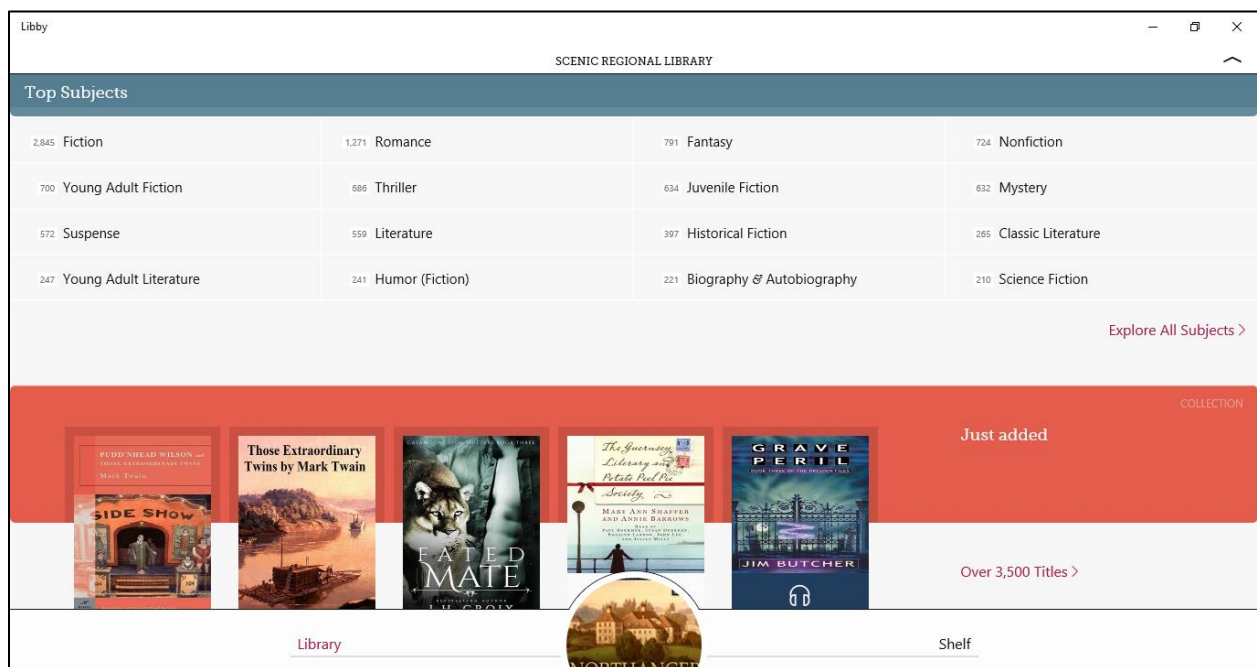
<u>Main Page Collections</u>

Follow these steps to browse and borrow titles using the main page collections.
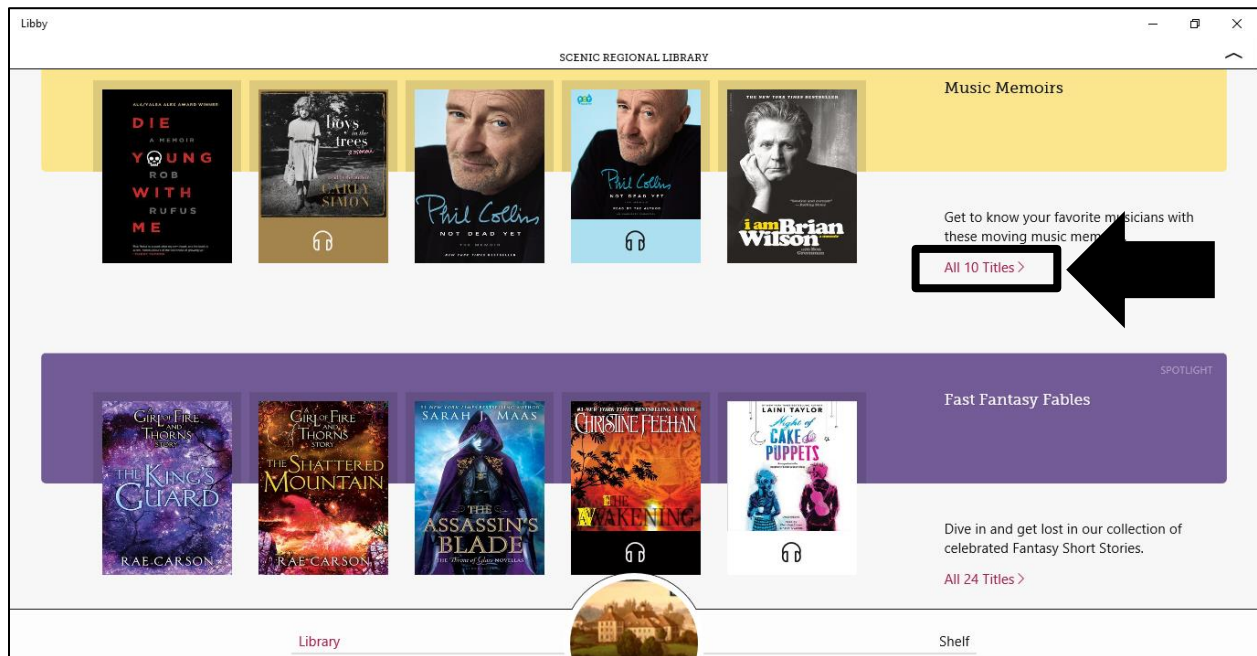
1. Click "Library."

2. Scroll down the main page to see the various collections. There are many, many collections from which to choose.
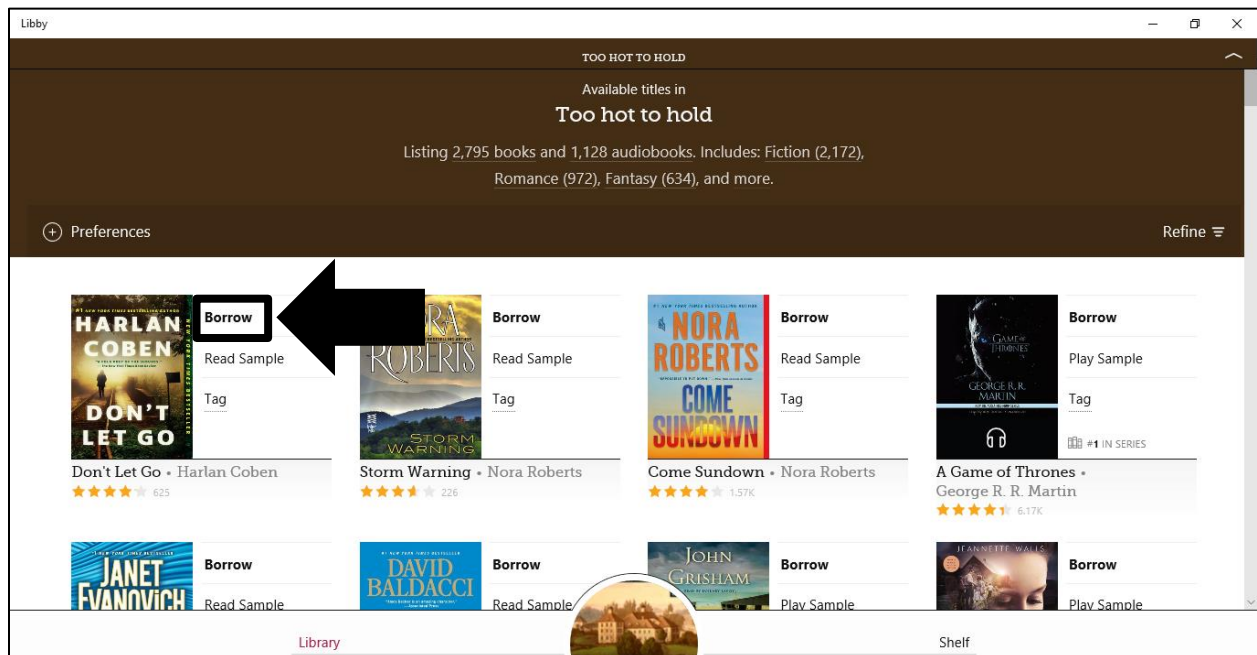
Browsing and Borrowing Titles, continued

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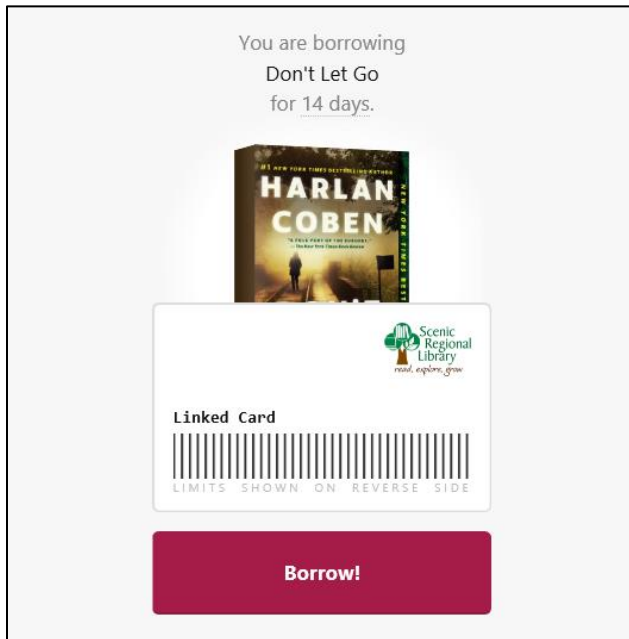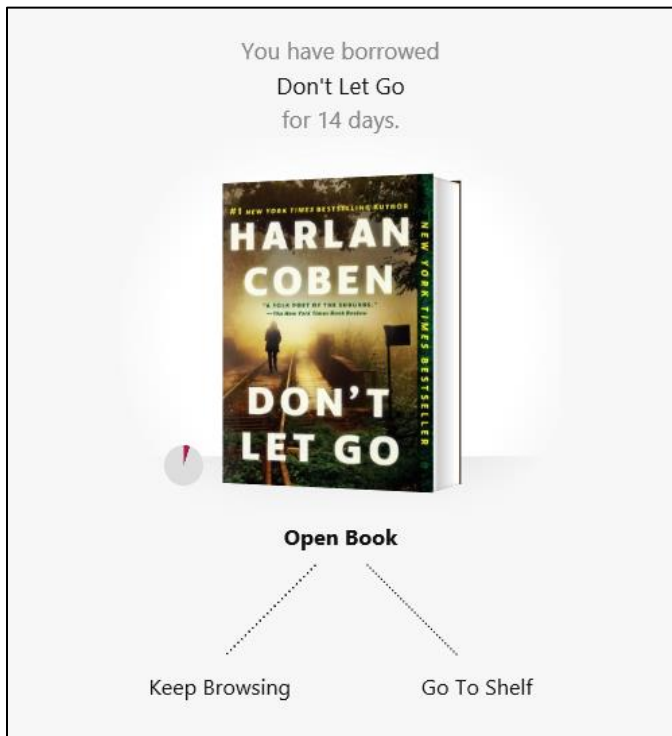

4. Click "Borrow."

Browsing and Borrowing Titles, continued
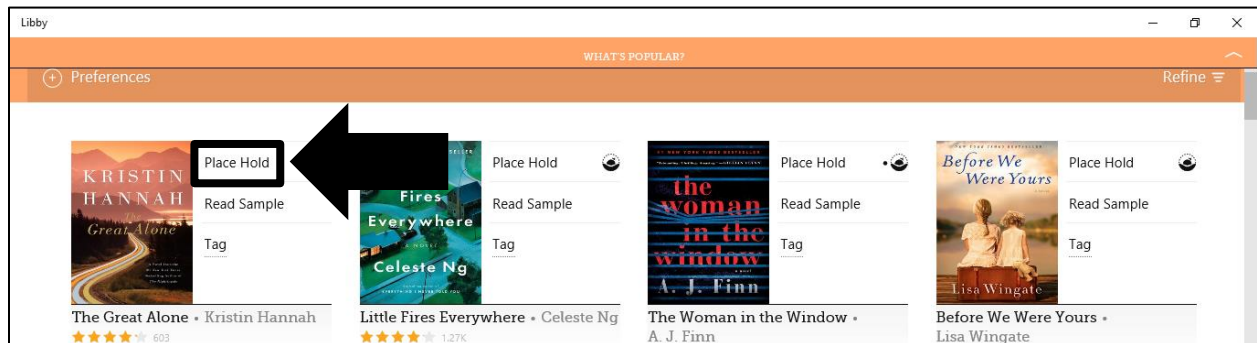
5. Click "Borrow."

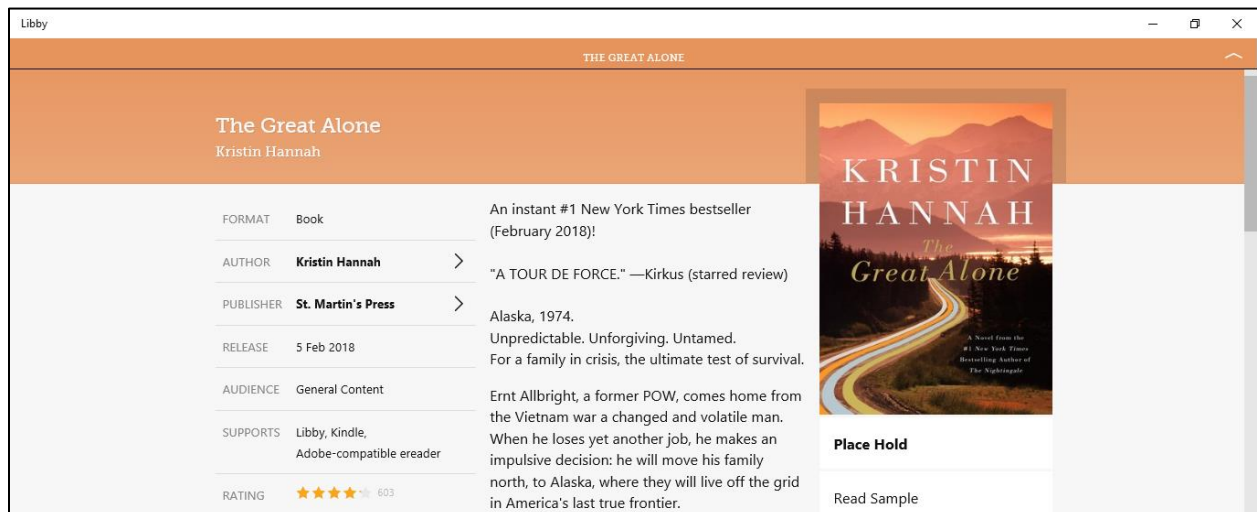6. Click "Open Book," "Keep Browsing," or "Go To Shelf."

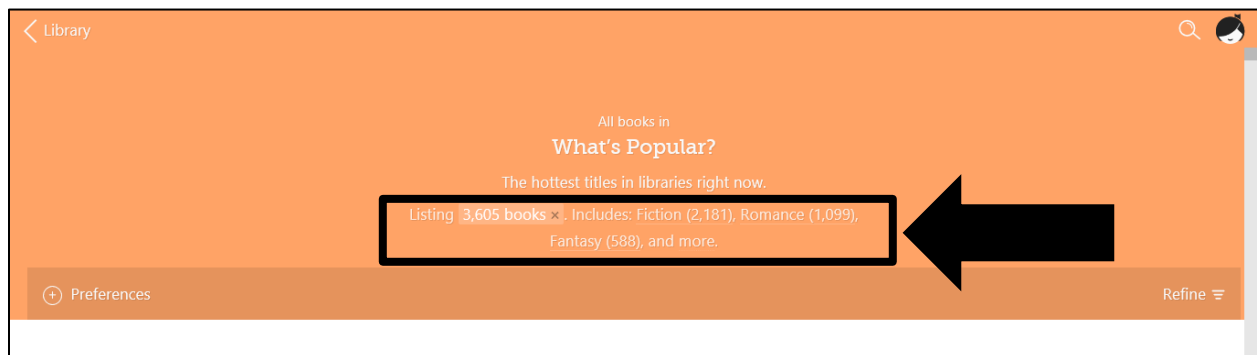# Browsing and Borrowing Titles, continued

Notes

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

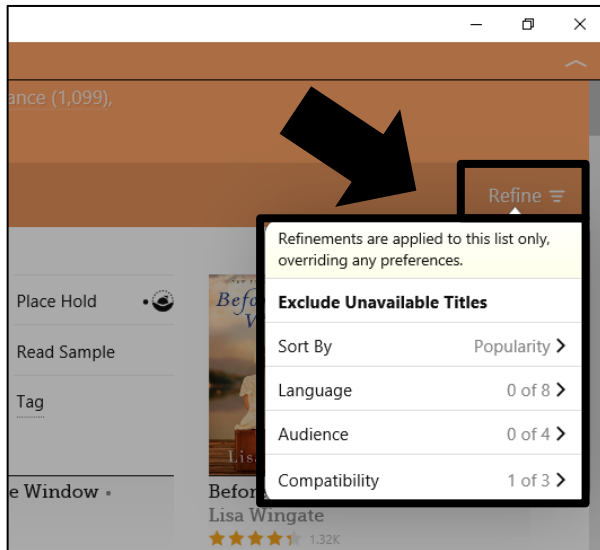- If you want additional information about any title, you can click on the cover of the title.

- After clicking on a collection link, you can click on any of the filters to narrow down the titles.
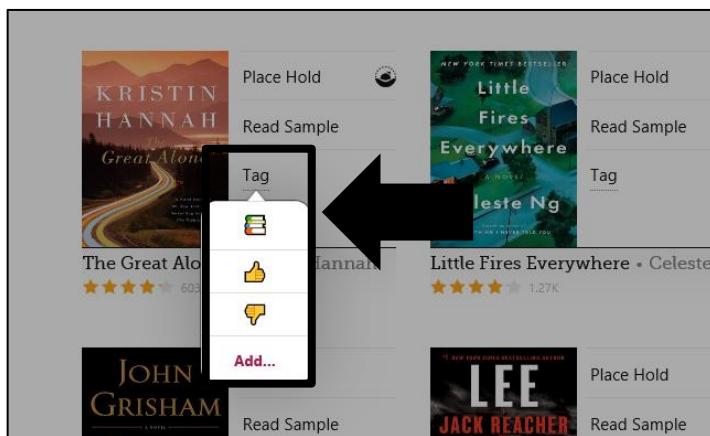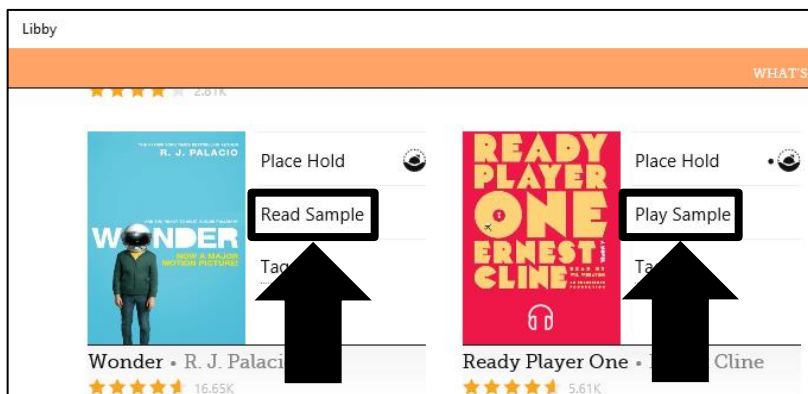
Browsing and Borrowing Titles, continued

- 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.
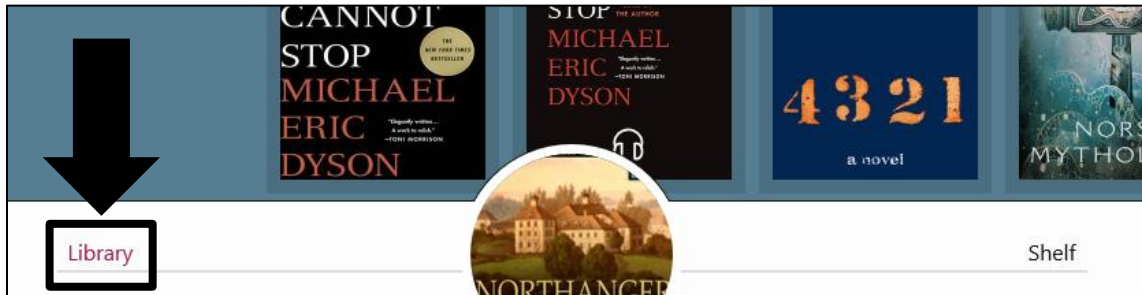
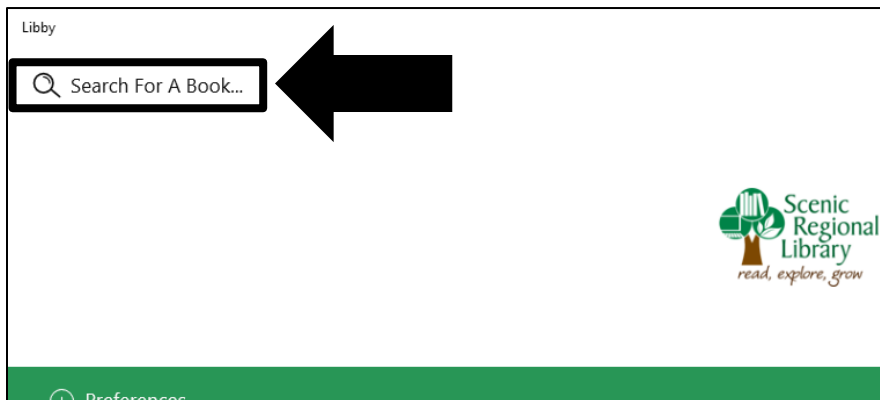# Browsing and Borrowing Titles, continued

<u>Search</u>

Follow these steps to browse and borrow a title using the search feature.
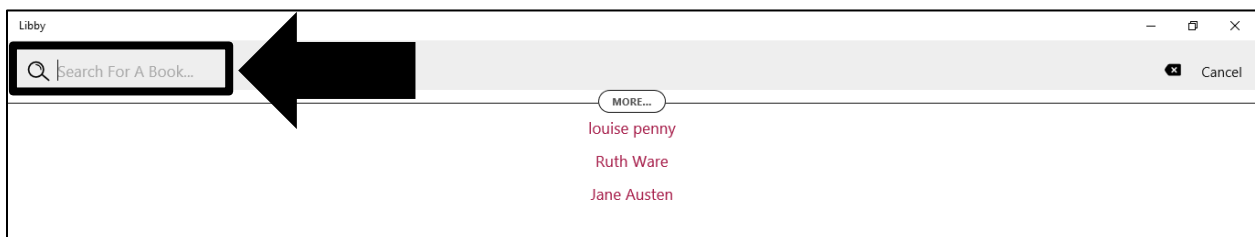
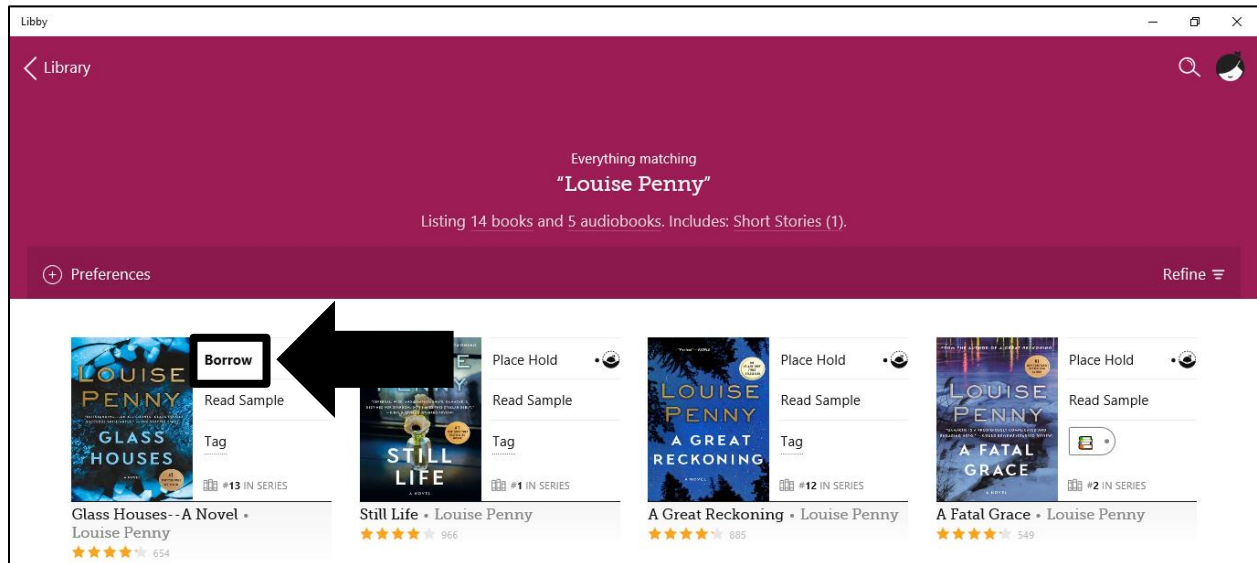1. Click "Library."

2. Click "Search For a Book."

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

Browsing and Borrowing Titles, continued

4. Click "Borrow."

5. Click "Borrow" and then "Open Book," "Continue Browsing," or "Go To Shelf."
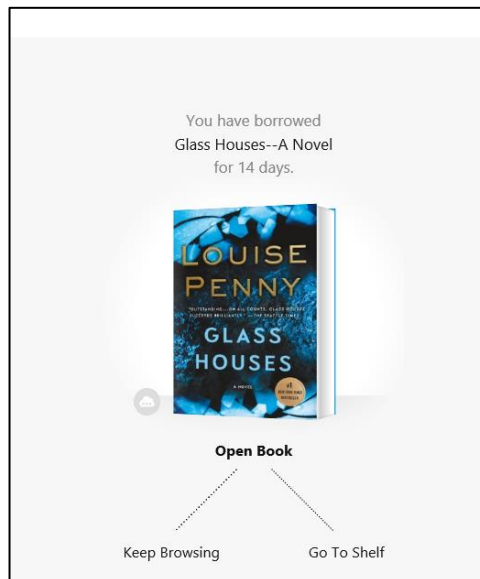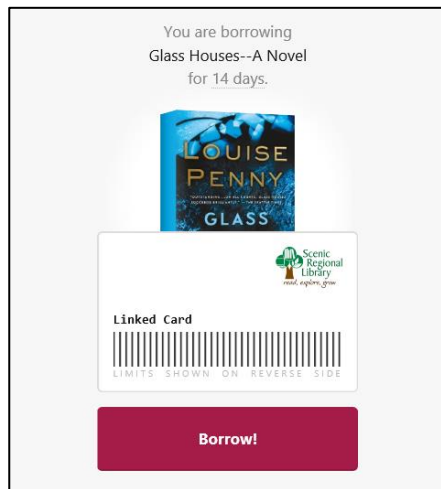
All of the notes on pages 24 and 25 apply to browsing and borrowing titles by using search feature.

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

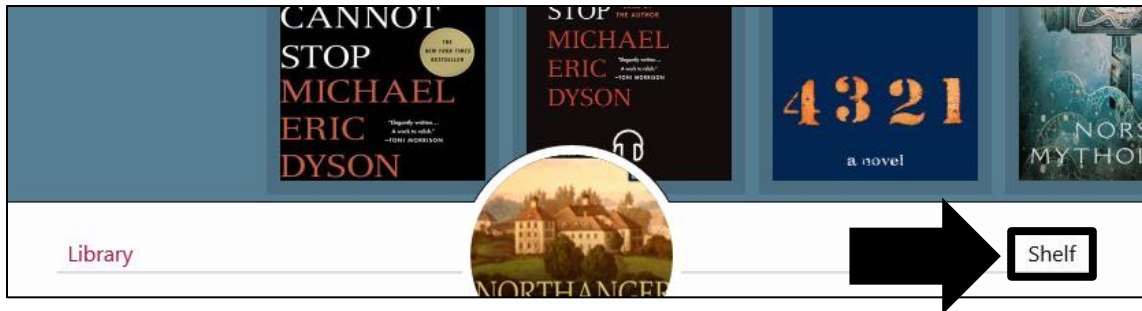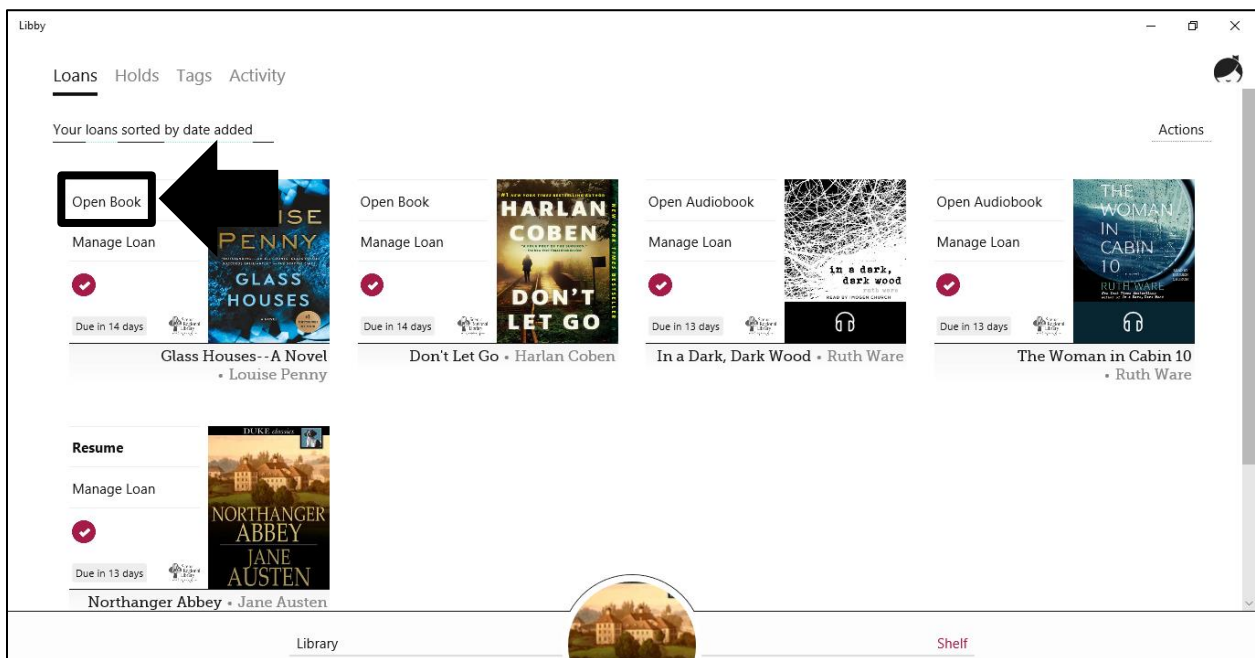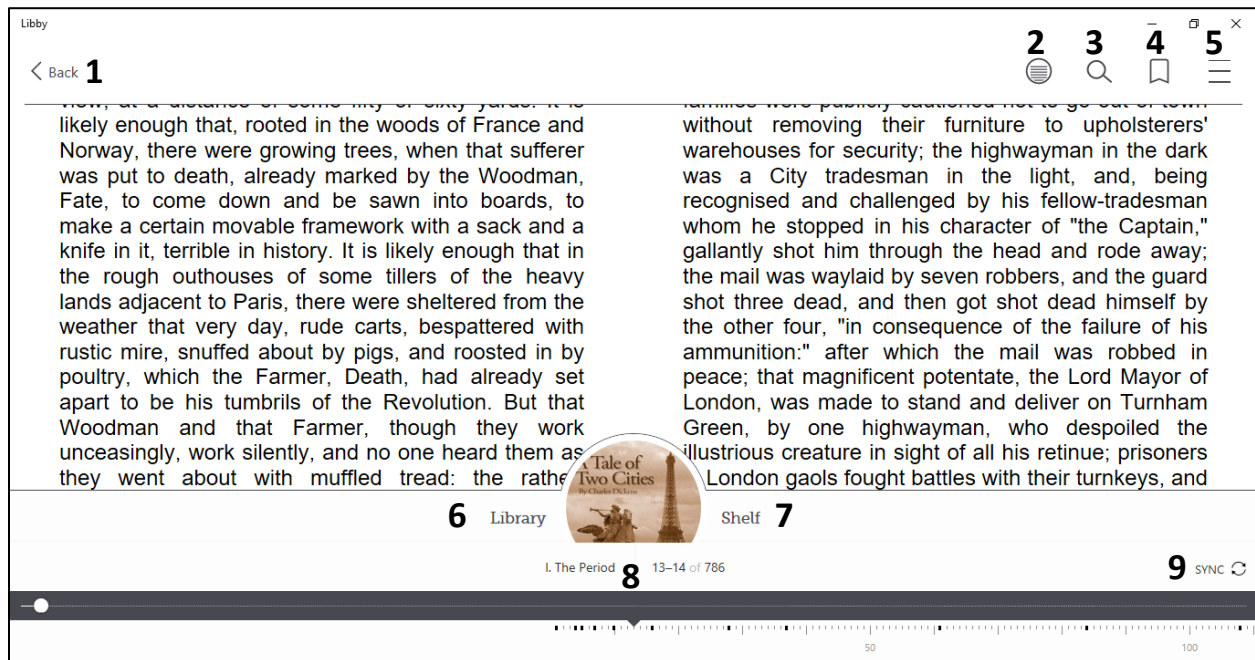Once your eBook has opened, you can click in the center of the page to reveal the menus at the top and bottom of the screen. Click in the center of the page again to hide the menus.

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.
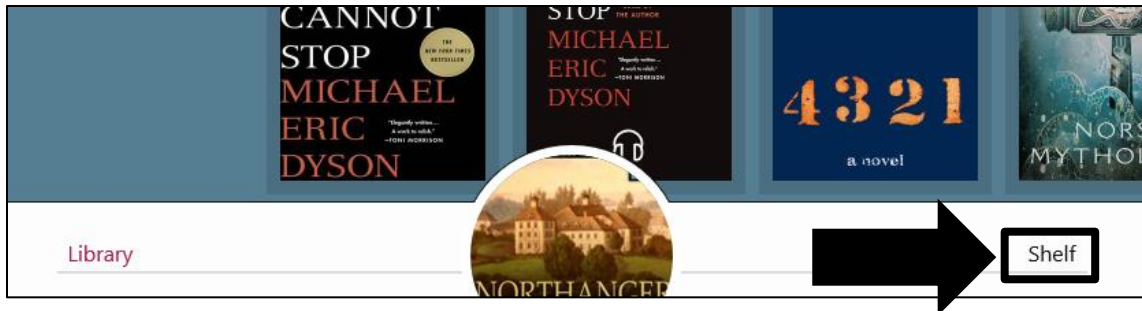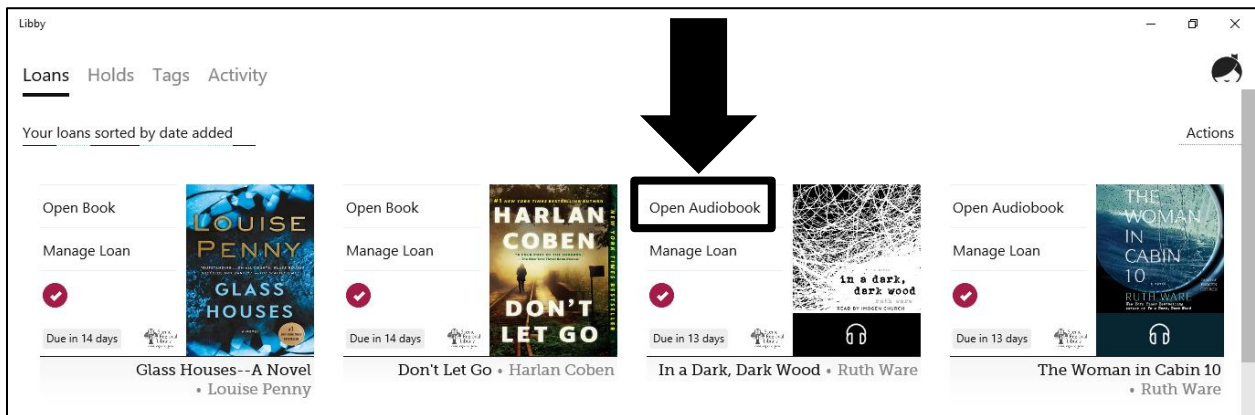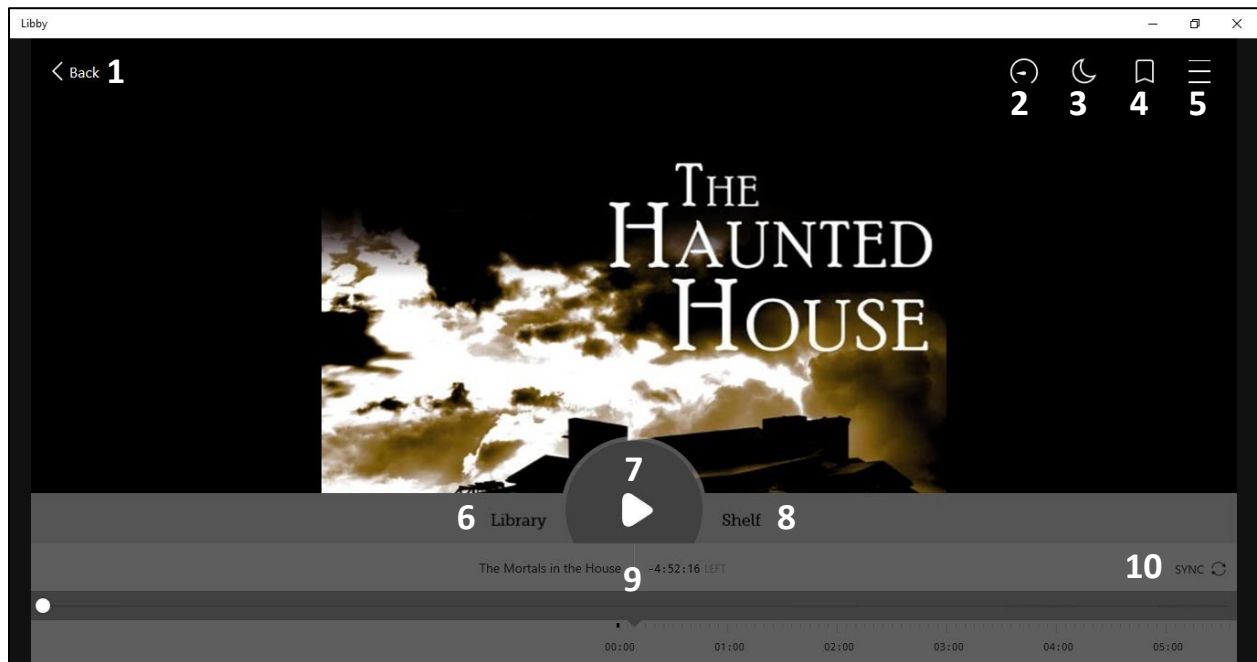

1 – Back: Returns you to your bookshelf
2 – Playback Speed: Increases and decreases the playback speed
3 – Sleep Timer: Sets a timer for when your audiobook will stop playing
4 – Bookmark: Sets a time-stamped bookmark
5 – Menu: Reveals a slide drawer menu with the following options.
- Chapters
- Bookmarks
- 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.

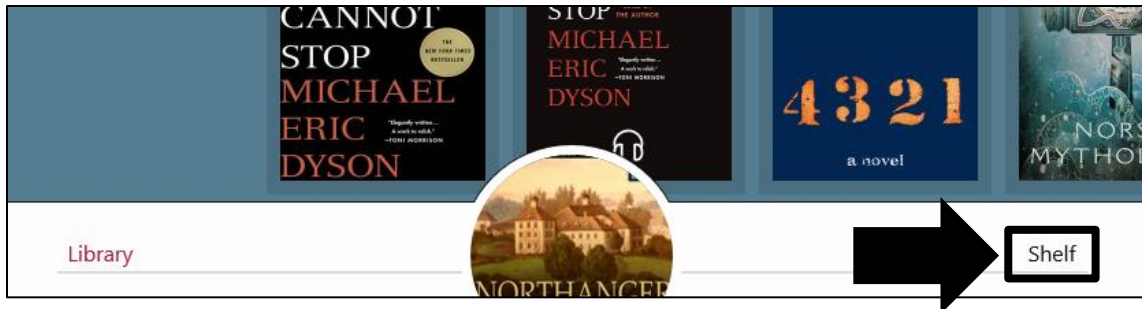1 – 15 Second Rewind: Rewinds the audiobook 15 seconds
2 – Play/Pause Button: Plays and pauses the audiobook
3 – 15 Second Fast Forward: Fast forwards the audiobook 15 seconds
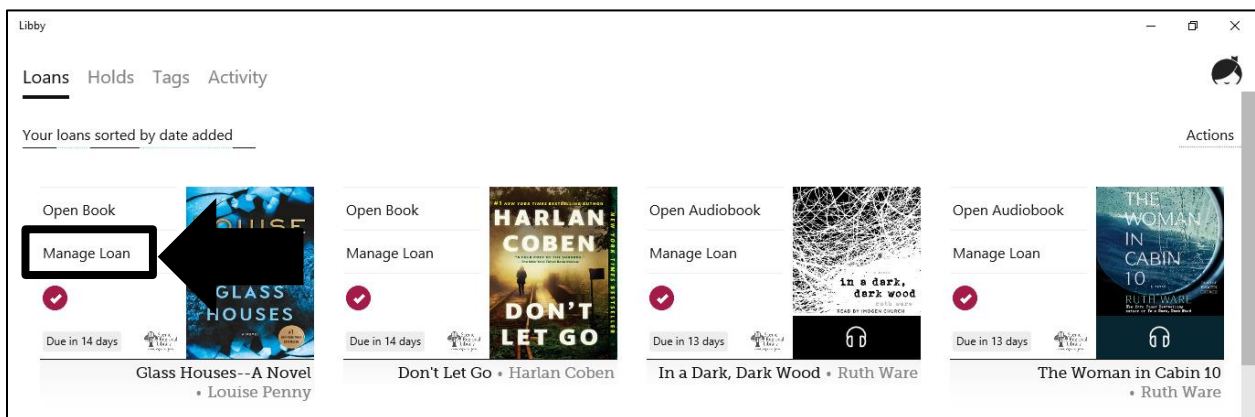
Returning a Title Early

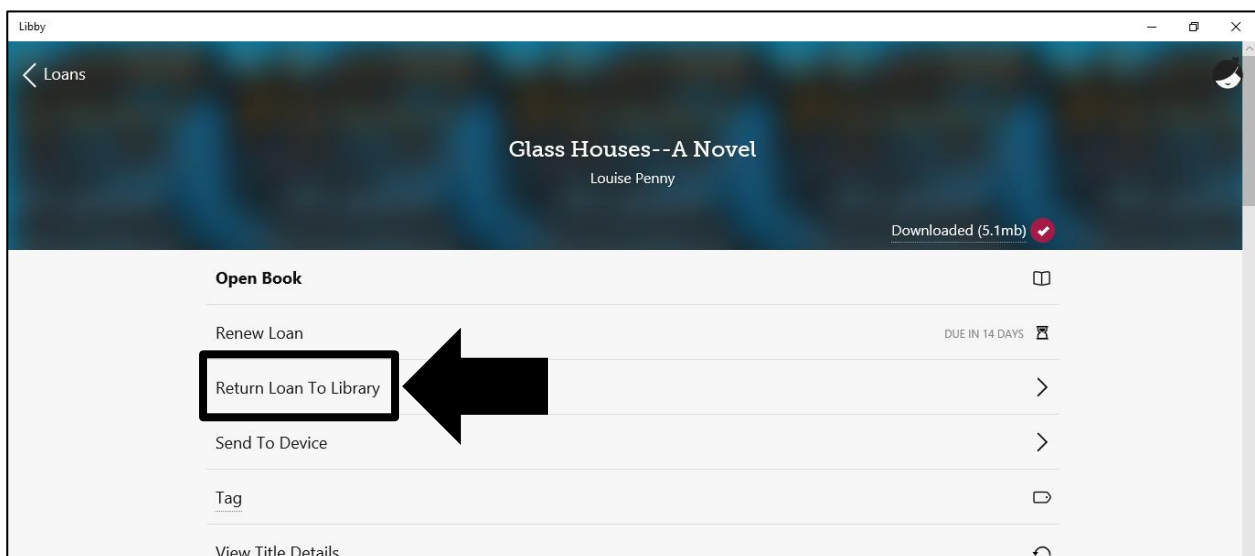Follow these steps to return a title early.

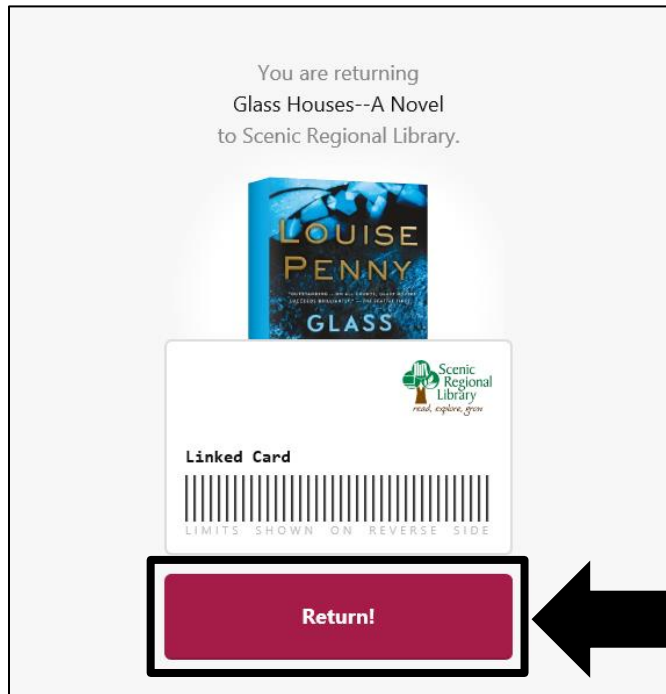1. Click "Shelf."

2. Click on "Manage Loan."

3. Click "Return Loan to the Library."

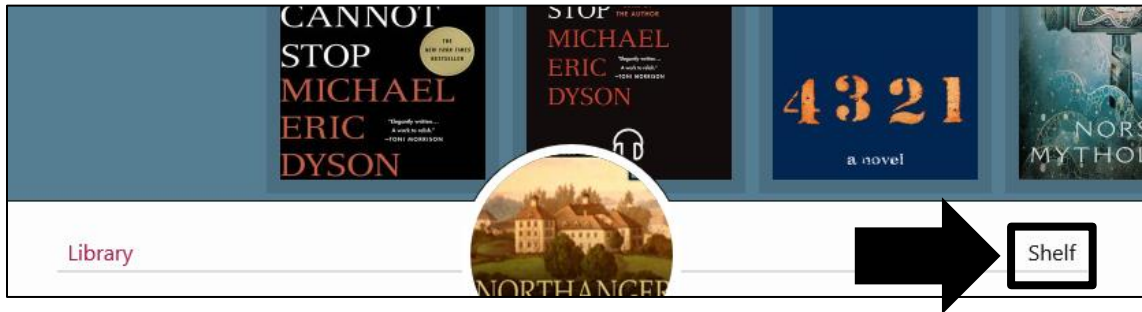## Returning a Title Early, continued

4. Click "Return."
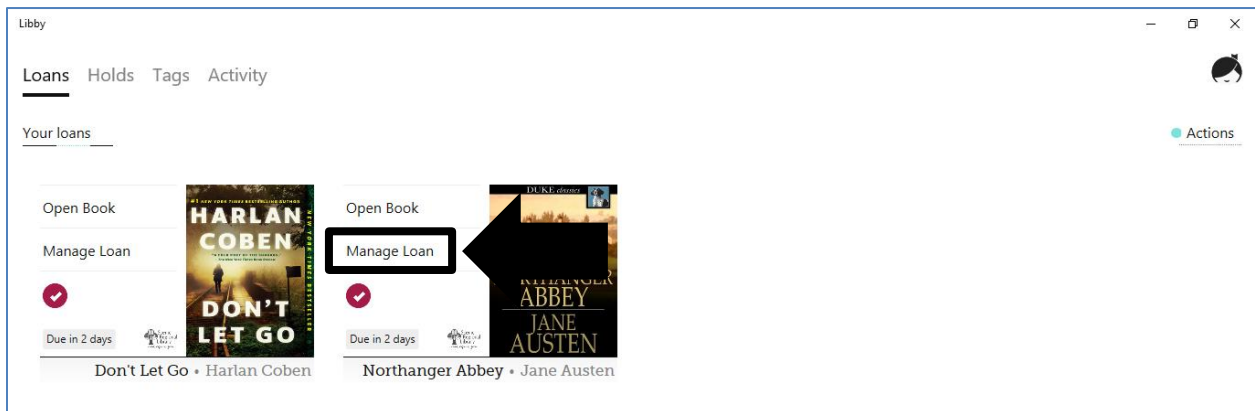
Renewing a Title

If you would like to renew a title, you can do so two days before it is due.
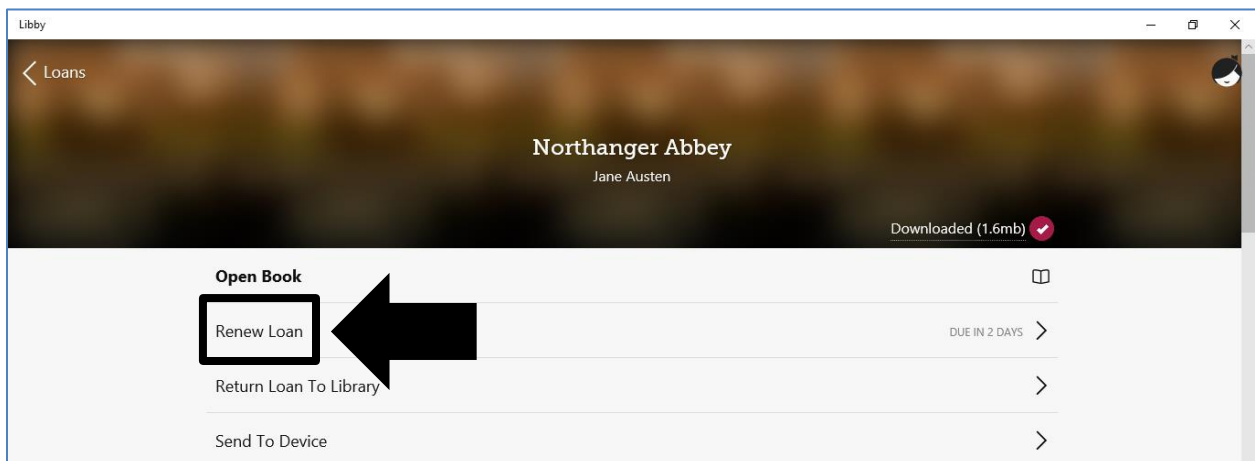
Follow the steps below to renew a title.
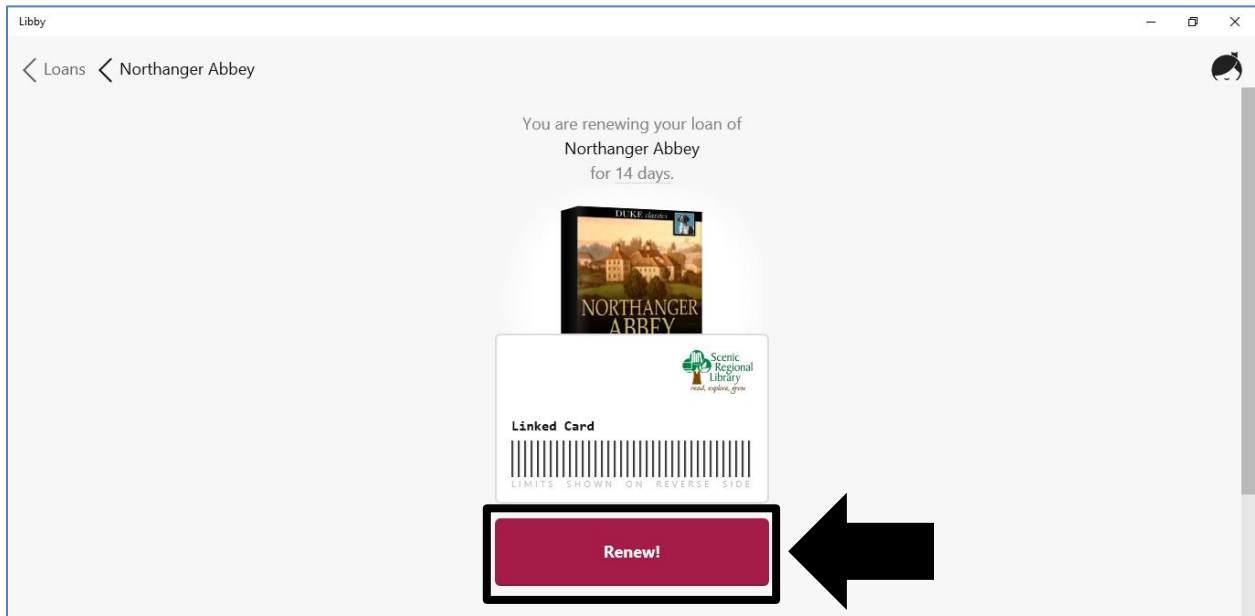
1. Click "Shelf."

2. Click on "Manage Loan."

3. Click "Renew Loan."

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.