

## Using the Libby App on Android and iOS Devices



### Meet Libby

#### **What is Libby?**

Libby is Overdrive's new and improved app for borrowing and downloading eBooks and downloadable audiobooks.

#### **Why should I use Libby?**

Overdrive has listened to the comments and suggestions of their users and built Libby from the ground up! This means Libby is more user-friendly and has some really great features that you didn't have before!

#### **You'll need these 3 things to check out title from Libby:**

1. Wireless internet connection
2. Your library card number
3. Your library PIN number

#### **Checking out a title**

1. Download the free Libby app from your app store.
2. Select "Yes" when asked if you have a library card.
3. Tap "Yes, Guess my Library" or "I'll Search for a Library." Search for and choose Prescott Public Library.
4. Choose Prescott Public Library from the list of menu options.
5. Enter your library card number and tap "next."
6. Enter your PIN and tap "sign in."
7. It will then show you your linked library card. Tap "next."
8. Search or Browse. Tap on a book cover to find more details.
9. To check out the book tap, "Borrow."
10. Tap "14 days" and select the loan period that you prefer, and then tap "Borrow."
11. You may now open the book and begin reading, continue browsing, or go to your book shelf.

\*Note: You can have 6 titles checked out at one time.

### FAQs

#### **I share a device with family members; can we each use our own card?**

Yes! Libby lets you add multiple library cards and easily switch between them! Just tap the icon of the girl's head in the top right corner. Tap "See Library Cards." Tap "Add Another Card" and repeat step 3 to 7 above.

#### **Can I return a title early?**

Yes! Go to your shelf and tap "loans". Tap the blue/black square to the right of the due date. Select "Return Early" then confirm by selecting the large maroon button labeled "Return!" on the next screen.

#### **Why and how do I place a title on hold?**

Just like print books, eBooks can only be checked out to one person at a time. To be put on the waitlist for a title, tap "Place Hold" where you would normally see the "Borrow" option. The first time you place

a hold, you will be prompted to add your email. This is how they will notify you when the title becomes available.

### **Sometimes I like to read on my Kindle. Can I send my books there occasionally?**

Yes! Once you check out a title, go to your shelf and select “Loans”. Tap the cover photo of the book. On the next screen, tap “Kindle.” It will then take you to Amazon. If you’re signed into your Amazon account, verify the “Deliver to” device and tap “Get Library Book.” If you’re not signed into your Amazon account, sign in to your account, choose a device to deliver the title to, and then tap “Get Library Book.” Click “Done” on the top left of the screen. Your book will be delivered to your Kindle automatically the next time the Kindle connects to Wi-Fi and syncs.

### **What’s the best way to search for the books I want?**

Click on the “Library” tab at the bottom of the screen.

- **Search bar:** Tap the magnifying glass at the top of the screen. Type in the title or author you’re looking for.
- **Narrowing the results:** At the top of every results lists, under the original search term, are options to narrow the search down to a more specific format or genre. All underlined headings can be tapped on/selected to narrow results. Tap “more” to see a drop down menu of all available options.
- **Setting preferences:** The + sign at the top of the results lists next to the term “Preferences” lets you change your search preferences. These will be saved and applied to all your future searches. For example, if you like to view only titles that are available right now or only audiobooks, you can set your preferences to show you only those titles. Tap the underlined word next to each category to open a menu and select your desired choice. Tap “Apply Preferences” when your selections are complete.
- **Refining the results without saving it as a preference:** Use the “Refine” option on the right to narrow your results for only your current search.

### **How can I keep track of what I’ve read and want to read?**

Libby lets you keep track of what you’ve loved, disliked, want to read and more by allowing you to use tags. Tap on a book cover (whether you’ve read it, have it checked out, or none of the above) tap “Tag” and use the icons available or tap the + sign to create your own unique tags to mean whatever you want! You can find a list of your check-out and hold history at the bottom of your “Shelf” page under “See your timeline.” A list of your most recent check-outs will appear under “Recent returns” on your Shelf.

### **Questions or problems?**

Call the Ask a Librarian desk at 928.777.1526 or email [ask.librarian@prescott-az.gov](mailto:ask.librarian@prescott-az.gov).