

Using the Libby App on Android and iOS Devices



What is Libby?

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

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

Getting Started

1. Download the free Libby app from your app store.
2. Select "Yes" when asked if you have a library card.
3. Tap "I'll Search for a Library" or "Yes, Guess my Library." Search for and select the option for Prescott Public Library within the Yavapai Library Network.
4. When it asks where you use your library card, tap "Prescott Public Library."
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. On the bottom of your screen, you will see a horizontal menu with "Library" and "Shelf." Tap on the "Library" or "Shelf" menu options to toggle between these tabs.
 - a. **Library** is where you will browse or search through the library's collection and select items to check out or hold.
 - b. **Shelf** is where you will be able to access and manage your loans and holds.

Search

1. In the Library tab, tap the magnifying glass icon at the top of the screen to begin a search for an author, title, or keyword.
 - a. If you do not see this icon, either manually scroll back to the top of the page or tap the top of the screen to automatically return to the top of the page.
2. Type your search terms in the box and select the desired author, title, or series from the automatic list of results or simply hit "search."
3. Tap on a book or magazine cover to view more details.

Browse

1. From the home page in the “Library” tab, tap on “Explore.” This is located on the right side of the dark blue bar just underneath the Yavapai Library Network logo.
 - a. A menu will slide open from the right that displays collections you can browse through by topics like targeted age, material type, availability, and subject. Tap on the title of the desired collection to open.
2. From the home page in the “Library” tab, you may also scroll down to see different ways to browse the collection
 - a. Tap on “what’s new,” “what’s popular,” and “what’s available,” or continue scrolling to choose from curated, themed collections. These curated collections will periodically change. Tap on the title of the desired collection to open.
 - b. You can also scroll down to a list of subjects. Tap on your desired subject heading (such as Fiction, Romance, Mystery, etc.) to open.

Checking Out a Book

1. Tap on a book cover to view more details
2. To check out a book tap, “Borrow.”
3. Tap “14 days” just above the cover image and select the loan period that you prefer, and then tap “Borrow.”
 - a. You can choose 7, 14, or 21 days.
4. You may now open the book and begin reading, continue browsing, or go to your book shelf.

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

Placing a Hold on a Book

1. Tap on a book cover to view more details
2. An item that is checked out will have the option to “Place Hold.”
 - a. To see how long your wait may be, tap the square calendar icon on the right. A bubble will appear detailing how many people are waiting and the estimated time you would have to wait. Tap outside of this bubble to close it.
3. To place a hold, tap “Place Hold.”
4. The first time you place a hold, you will be prompted to add your email. This is how you will be notified when it becomes available.
5. A new screen will appear asking you to confirm. Tap the “Place Hold” button.
6. You will now be able to go into “Shelf” tab to monitor and manage your hold.

*Note: You can have up to 15 held titles at one time.

Checking Out a Magazine

1. Search for a specific magazine title the same way as you would search for a book.
2. If you'd like to browse through magazines, go to the home page on the "Library" tab and tap on "Explore." Select "Guide: Magazines" from the menu that slides out from the side.
 - a. Once in the Magazine Catalog Guide, you can scroll down to browse through the "Just Added" list or other curated collections.
 - b. You may also tap on "All Titles," which is located near the top of the catalog guide on the right.
 - i. Once you are in the list of all the magazine titles, you can choose to filter your results by subject. Above the list 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 and tapped a second time to deselect the heading. Tap "more" to see a drop down menu of all available options.
3. Tap on the cover image to see more information about the magazine.
 - a. Tapping "Borrow" will check out the most recent copy of the magazine. To select an older issue of a title, scroll down to see a list of all available issues. Tap on the cover of the issue you want to open a new window about that copy, and then tap "Borrow."

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 black and white circular icon in the top right corner. Tap "See Library Cards" then "Add Another Card" and repeat the steps for signing in. To toggle between cards, tap the circular icon, then "See Library Cards" and select which card you would like to use.

Can I return a title early?

Yes! Go to your shelf and tap "loans". Tap "manage loan" to the right of the desired title. Select "Return Early" then confirm by selecting the large maroon button labeled "Return!" on the next screen.

Why do I need to place a title on hold?

Just like print books, eBooks can only be checked out to one person at a time.

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 “Read With...” to the right of the title you want. 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 library 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. See instructions above on how to search or browse.

- **Narrowing the results:** At the top of every results list, 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 next to the term “Preferences” located at the top of the results list as well as on the home page 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.

Can I have new editions of my favorite magazines automatically checked out to me?

Unfortunately, this feature is not available at this time.

Checking out a Book from a Reciprocal Lending Library

Yavapai Library Network patrons now can now browse participating Arizona library systems and check out available books from their Libby collections. *Note: users cannot place holds on unavailable items from these libraries.

1. From either Shelf or Library view, tap the black and white circular icon at the top right of the screen.
2. Tap “Add a Library”
3. Search for and select a library. Current Reciprocal lending libraries are:
 - a. Apache County Library District
 - b. Cochise County Library District
 - c. Flagstaff City – Coconino County Public Library
 - d. Gila County Library District
 - e. Little Libraries That Could
 - f. Navajo County Library District
 - g. Pima County Library
 - h. Southwest Valley Library Consortium
 - i. Tempe Public Library
 - j. Yuma County Library District
4. When you have tapped on the library name to select it, you will be taken to that Library’s home view. Scroll down and select “I’m Visiting From Another Library”
5. A menu will open, tap “Yavapai Library Network” then “Prescott Public Library”
6. Enter your Prescott Public Library barcode number and tap “next”
7. Enter your PIN and tap “sign in”
8. You will now be able to search for titles in that library’s collection.
9. Repeat steps 1-7 to add each library.
10. **To toggle between libraries:** tap the circle icon on the top right of the page to open the menu and view the list of Your Libraries. Tap the name of the library you want to browse.

*Note: Any items you check out from other libraries will appear in your “Shelf” tab alongside items checked out from the Yavapai Library Network.

Questions or problems?

Call the Ask a Librarian desk at 928.777.1526 or email ask.librarian@prescott-az.gov.