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 titles 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 "**Search for a Library**" or "**Guess My Library**." Search for Prescott Public Library.
4. Tap the Yavapai Library Network button.
5. Select "**Sign In With My Card**."
6. Tap on "**22 More**" and scroll down to select Prescott Public Library.
7. Enter your library card number and tap "**next**."
8. Enter your PIN and tap "**sign in**."
9. On the following screen tap "**next**."
10. You will be asked if you prefer to read on a Kindle. If you would prefer to send all eBooks to your Kindle device and not read in Libby, select "**Yes, I read with Kindle**." Otherwise, tap "**skip**."

Navigating Libby
11. On the bottom of your screen, you will see a horizontal menu with five icons. Tap on the icons to toggle between these tabs.

    a. **Magnifying Glass – "Search"**
       i. Tap to open a new search.

    b. **Library Building – "Library"**
       i. Tap to visit and browse the library's collection of eBooks, downloadable audiobooks, and magazines.

    c. **"Hamburger" Menu**
       i. Tap to open the Libby settings menu and toggle between partner library collections.

d. **Stacked books – "Shelf"**
   i. Tap to access and manage your loans, holds, and tags.
e. **Clock – "Timeline"**
   i. Tap to show your timeline of activity on Libby.

Search

1. Tap the magnifying glass icon to begin a search for an author, title, or keyword.
2. Type your search terms in the box next to the magnifying glass at the top of the screen and select the desired author, title, or series from the automatic list of results that will appear, or simply hit the "**search**" button on your keyboard.
3. To open advanced search settings, tap the magnifying glass in the lower left-hand corner, and under "**explore with filters**" tap "**+more.**"
   a. Tap the underlined words to change the settings in the desired category.
   b. Tap the down arrow near the middle of the screen to close the advanced settings.
4. To change which library's collection you are searching, tap on the name of the library under the search box to toggle between libraries you are signed in to.
5. Tap on a book or magazine cover to view more details about that item.
6. If needed, you can close the search window by either clicking on a different icon from the horizontal menu at the bottom of the screen or by clicking the back arrow button (**<**) on the top left of the page.

Browse

Tap on the library building icon on the bottom menu to open the library's collections. To browse you can:

1. **OPTION 1:** Tap on the light grey buttons near the top center of the screen labeled, "**just added**," "**popular**," "**random**," "**available now**," or "**subjects**" to open lists of items in that category.
   a. *Note: the "random" list will show you every eBook, downloadable audiobook, and eMagazine that is owned by the library. The "available" list displays all items that are currently available and do not require placing a hold.*
2. **OPTION 2:** Scroll down on the library collection home page and tap on one of the guides labeled: "**Kids**," "**Young Adult**," "**Magazines**," or "**Mystery & Thriller**."
   a. These guides will give you all items in the library collection that fall into those categories.

3. **OPTION 3:** Scroll down on the library collection home page to view curated, themed collections. These curated collections will periodically change. Tap on the title of the desired collection to open and view all its titles.

Narrow Search Results

You can choose to narrow (filter) your search results to show only items that you wish to see. These settings only affect the current list that you are viewing.

1. **OPTION 1**: Tap "**Refine**," which is located above the results list on the right. This will open a menu bubble with filtering options.
   a. Tap the category you would like to filter your results by, then tap your desired filter in that category.
   b. Tap "**Sort By**" to change the order the results appear.
   c. Tap "**Search within Results**" to search for a keyword within the current list.
2. **OPTION 2**: Quickly filter by format (eBook, audiobook, magazine) only
   a. Above every results list, under the original search term or list name, you can tap on one of the underlined words indicating format types—books, audiobooks, or magazines—to show only those type of items in the list. Tap format type again to de-select.

Set Preferences for Search and Lists

You can choose to have Libby only show you items that you wish to see when you browse and search. These settings will apply to all lists in Libby and will always apply until you choose to change them.

1. From any library list or search results page, tap on the "**Preferences**" located on the left above the list results.
2. Tap on the underlined word next to the desired category you wish to filter. A menu bubble will appear. Tap the filter in that category you wish to only see in all future lists. For instance, selecting "Format: audiobook", will mean that you will only see audiobooks while browsing and searching.
3. Tap the black "**Apply Preferences**" button.

Check 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 bookshelf.

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

Place 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**." Tap this to place the hold.
   a. or To see how long your wait may be or if our partner libraries have a copy of that item available, tap the dual colored box icon located to the right of the title.
   b. A menu will pop up from the bottom of the screen that will indicate the availability and wait time of all libraries your card is currently signed in to.
      i. If a copy of that title is available at another library, you may tap on the library's name to check it out. *Note: you can only place holds on Yavapai Library Network items.*
3. The first time you place a hold, you may be prompted set your notification preferences. This is how you will be notified when your hold becomes available.
4. A new screen will appear asking you to confirm. Tap the "**Place Hold**" button.
5. You will now be able to go into your shelf to monitor and manage your hold.

Note: You can have up to 15 titles on hold at one time.

Check Out a Magazine

1. Search for a specific magazine title the same way that you would search for a book.
2. If you'd like to browse through magazines, go to the library collection home page and tap on the guide labeled, "**Magazines**."
   a. **Option 1**: Once in the Magazine Catalog Guide, you can scroll down to browse through the "Just Added" list or other curated collections.

b. **Option 2**: You may also tap on "**All Titles**," which is located near the top of the catalog guide.

      i. Once you are in the list of all the magazine titles, you can choose to filter your results. Tap "**Refine**," which is located above the results list on the right. This will open a menu bubble with filtering options.

            1. Tap the category you would like to filter your results by, then tap your desired filter in that category.

            2. Tap "**Sort By**" to change the order of the results appear.

            3. Tap "**Search Within Results**" to search for a keyword within the current list.

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.

    b. **To select an older issue of a title**, scroll down past the information about the magazine to see a list of all available older issues. Tap the "v" symbol under the last issue in the list to view more. Tap on the cover of the issue you want, then tap "**Borrow.**"

View Your Loans, Holds, and Tags

1. Tap on the stacked books icon from the bottom menu bar

    a. **Loans**: Tap the grey button labeled "**loans**" near the top of the screen

    b. **Holds**: Tap the grey button labeled "**holds**" near the top of the screen

    c. **Tags**: Tap the grey "tags" button near the top of the screen. This will open a window from the bottom of the screen listing all of your tag lists. Tap on the tag list you want to view.

2. Tap the < arrow at the top left of the screen to go back to the previous screen you were viewing

Tag Titles

Libby lets you keep track of what you've loved, disliked, want to read and more by allowing you to use tags. Create your own unique tags to mean whatever you want!

1. When you're ready to tag a book or magazine, tap on the word "**Tag**" located next to or underneath the cover image of the item.

2. A menu will pop up from the bottom of the screen. If you've already created custom tag lists, you can tap on the tag you wish to put the item into.

3. If you want to create a new tag list, tap the grey "**New Tag**" button.

     a. Create a name for your tag. You can add a description if you wish, though it is not required.

     b. **If you're creating a tag list for magazines:** tap the underlined maroon word "**some smarts**" and tap "**Notify me**" if you'd like to be notified when new editions of your tagged magazines are added to the collection.

4. Click the grey "**hide**" button when you're done.

5. To **remove a tag** from the book while in library collection view:

     a. Tap on the word "**Tag**" like in step 1.

     b. Tag lists that the book belongs to will have a black circle with a check mark next to them. Tap on the name of the tag you'd like to remove.

     c. Swipe down to close the tag menu.

     d. *You can also remove a title's tag from your shelf. See step 6.*

6. **Edit a tag list from your shelf**

     a. Near the top of the screen on your shelf, tap on the yellow button of the tag list you wish to edit. Tap the white "**more**" button to see all your tags if needed.

     b. Remove an item from the list by swiping your finger from right to left over the information about the item. A red bar with a trash can icon will appear as you swipe left.

     c. Rename or delete the tag list by clicking the grey "**Actions**" button and selecting your desired task from the pop up menu.

     d. **Setting the tag list to "Notify Me"**

         i. *This smart tag setting currently only works on magazine titles.*

         ii. Create a new tag list for magazines, then go to your shelf and click on the yellow button for that tag. Click the orange word, "**Change**" located next to the word "regular tag." On the menu that pops up, tap the circle next to "**Notify Me**."

        iii. You will be alerted when new editions of your tagged magazines in the list have been added to the library's collection.

     e. *Note: new tag lists cannot be created from your Shelf.*

<u>Reciprocal Lending Partner Libraries</u>

Yavapai Library Network patrons 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. Tap the three horizontal lines (hamburger menu) at the center of the menu at the bottom of the screen
2. Tap "Add 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 prompted to "**Sign in with my card**".
5. Under "Partner Libraries" select **Prescott Public Library.**
6. Enter your Prescott Public Library barcode number and tap "**Next.**"
7. Enter your PIN and tap "**sign in.**"
8. Click on "**Next**".
9. You will now be able to search for titles in that library's collection.
10. Repeat steps 1-7 to add each library.
11. **<u>To toggle between libraries:</u>** tap the three horizontal lines (hamburger menu) to 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.

<u>FAQs</u>
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 three horizontal lines (hamburger menu) at the center of the bottom menu bar. Tap "See Library Cards," select the colored icon of the library you'd like to sign the new card into, then tap "Add Another Card" and repeat the steps for signing in. To toggle between cards, tap the three horizontal lines (hamburger menu), then "See Library Cards" and select which card you would like to use.

Why do I need to place a title on hold?
Just like print books, single copies of eBooks and downloadable audiobooks can only be checked out to one person at a time.

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.

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 "Manage Loan" to the right of the title you want. Next, tap "Read With..." then "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.

Can I have new editions of my favorite magazines automatically checked out to me?
Unfortunately, this feature is not available at this time. However, you can create a tag list of your favorite magazines that can be set to notify you when those tagged items have new editions added. See step 6d in the section above titled, "Tag Titles."

Can I use Libby on my computer?
Yes. Go to https://libbyapp.com/ to get started. You can read eBooks in the browser, download to a compatible eReader, or send them to your Kindle. Audiobooks can only be streamed through your browser and cannot be downloaded.

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

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