A Quick How to Guide: Libby

Libby is the quickest and easiest way to get started with digital books, audiobooks and magazines on your phone or tablet. It is the new app provided by Overdrive and has been designed for Android, iOS, Windows 10 and in your web browser at libbyapp.com. You can access the same content with Libby as you can with Overdrive.

What you need
1. A valid RPL library card
2. The Libby by Overdrive app downloaded on your device

Open Libby one of two ways:
- **Phone or Tablet:** Download Libby by Overdrive app for iOS, Android or Windows from your device's app store.
- **Computer**: visit libbyapp.com in your web browser.

Logging into the Libby App
- **Mobile App and Web Browser:**

1. After opening the app for the first time, you will be prompted to enter your library information.
2. You will be asked "Do you have a library card?" – Tap "Yes."
3. Next, tap "I'll Search For A Library."
4. Tap the search field to get a keyboard, and enter "Rowan Public Library."
5. Tap "NC Digital Library" when the search options appear.
6. Tap "Enter Library Account Details" – Enter your library card number.
7. Tap "Sign in."
8. Your library card information will appear, tap "Next."

Library and Shelf
- Look at the bottom of your screen for the words "Library" and "Shelf"
- Tap "Library" to search for and check out books.
- Tap "Shelf" to find your borrowed titles and holds.
- The circle image between "Library" and "Shelf" will show the cover of the book you are currently reading; tapping it will open your book so you can keep reading.

Search for an Item
There are 2 ways you can search for an item in the Libby App:
- From the home screen:

1. Use the "Search for a book" bar at the top of the screen to search by title, author, or keyword.
2. Tap the "Explore" button to open a new screen that allows you search genres, lists or limit search to availability.

Borrowing an Item:
When you find an item you'd like to borrow, you will have 2 options: Borrow or Place a Hold.

1. Tap the cover of the book you'd like to read to see the details.
2. Tap "Borrow" under the book cover, or choose "Read Sample" to read a sample of the book before you borrow the item.
3. A new screen will open. You will see your library card details under the book cover. Tap the large "Borrow" button under your card details.
4. A new screen will open with a message that you have borrowed the item. You will have the option to start reading the book or to keep browsing.

Borrowed items appear under Shelf > Loans and are automatically downloaded to your device when connected to Wi-Fi so you can read them when you're offline.

Placing a Hold
If an item is unavailable for you to borrow, you will have the option to place a hold.
1. Tap the cover of the books you'd like to borrow to see the details.
2. Tap "Place Hold" under the book cover.
3. A new screen will open. You will see your library card details under the book cover. Tap the large "Place Hold!" button under your card details.
4. Notice that under the "Place Hold!" button is information about how many people are waiting and your expected wait time until the hold is available.
5. A new screen will open with a message that you have placed a hold on the item.

Suspend a Hold
1. Tap "Shelf," then tap "Holds" at the top of the screen.
2. Find the cover of the item you'd like to suspend. Tap "Manage Hold."
3. Tap "Suspend Hold"
4. Use the slide bar beneath the book cover to choose a length of time to suspend your hold (anywhere from 1 to 180 days).
5. Tap "Update Hold."
6. Tap "Go to Shelf" if you are done, or "Update Hold Suspension" if you'd like to make more change.

Change Your Notifications
1. Tap the Libby Icon in the top right corner of the screen.
2. Tap "Manage Notifications."
3. Choose which type of in-app notification you would like Overdrive to use to notify you for each type of event.

*If you choose to receive email push notifications check to see if your email address is correct.
1. Go to the Libby Icon in the top right corner of the screen.
2. Tap "Manage Notifications."
3. At the very bottom of the menu, under the setting for Email Notices tap "Change this?"
4. Enter your email address, tap "Next."

Return a Borrowed Title Early
Your downloads will be automatically returned at the end of the loan period. If you wish to return them early:
1. Tap "Shelf," then tap "Loans" to open your bookshelf of borrowed items.
2. Find the item you'd like to return and tap "Manage Loan."
3. Tap "Return Early."
4. A new screen will open, tap "Return!"

Fun Features!
- **Skip the Line**
  Skip the line is a collection of "Express" items, like copies of popular titles that have long wait lists.
  1. Tap "Library" at the bottom of the screen.
  2. Tap "Explore."
  3. Scroll until you find "Skip the Line". Tap.
  4. Browse available titles and download to your device.
- **Save your Search Preferences**
  The app will automatically search within your defined preferences each time you open the app.
  1. Tap "Preferences" at the top of the home screen.
  2. Adjust your filters (availability, format, language, audience, and compatibility) and default sorting option.
  3. Tap "Apply Preferences."
- **Add Multiple Cards to One Account**
  If you have more than one card at a library (i.e.; family member cards) or another card at a different library, all the cards can be added to one Libby account.
  Add A Card:
  1. Tap the Libby icon in the top right corner of the home page.
  2. Tap "See Library Cards."
  3. Tap "Add Another Card."
  4. Tap "Choose A Location" and follow the prompts to add your card.
  Add A Library:
  1. Tap the Libby icon in the top right corner of the home page.
  2. Tap "Add a Library."
  3. Enter Library Name in search field.
  4. Enter your Library Account details when prompted.