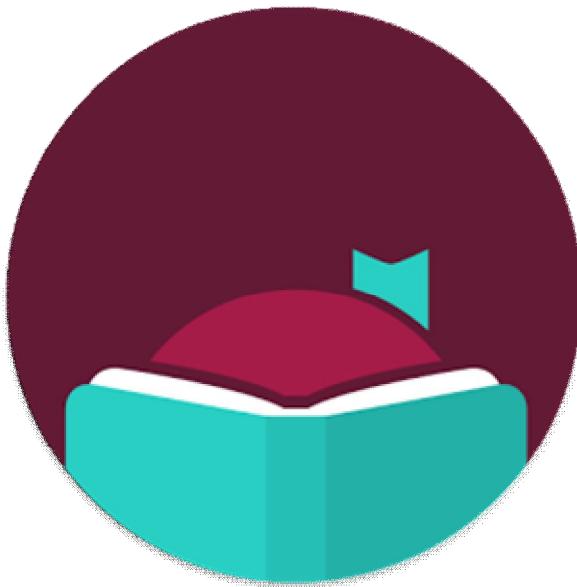


Getting Started With Libby



What is Libby?

Libby is an app that allows you to access audiobooks and eBooks with your Sault Ste. Marie Public Library card.

System Requirements

Devices that are compatible with Libby are:

- **Android** tablets and phones
- **Apple** tablets and phones
- **Windows** tablets, phones, and computers running Windows 10

Setting up Libby

Begin by installing the Libby app on your device. You will find the free app in your device's app store.

Pick Your Library

Libby will guide you through the setup process when you open the app. First, confirm that you have a library card when prompted.

First question: do you have
a **library card**?

Yes Not Yet

You will then have the choice of:

- Copying your information over, if you have already installed Libby on another device
- Searching for your library manually
- Having Libby guess the location of your nearest library

Make sure that you add either the **Sault Ste. Marie Public Library** or the **Ontario Library Service Consortium**.

Hint: If you want to go to a previous screen, look for a green triangle at the top of the page and tap it.



Add Your Card(s)

Once you've picked your library, you'll be prompted to **sign in with your library card**.

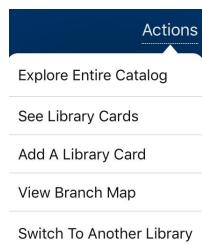
Select the **Sault Ste. Marie Public Library** from the drop-down menu, then enter your library card number and your PIN. Libby will now remember your login information.

You will see an image of a library card on your screen. Tap on it to view your **limits** — how many items you can borrow and place on hold at once.



Next, tap to **enter the library**. This will load the catalogue of eBooks and eAudiobooks.

You can add multiple cards, either from the Sault Ste. Marie Public Library or from other libraries with OverDrive access. Simply go to the **actions** menu on the top right side, then add **another card** or **switch to another library** if necessary.

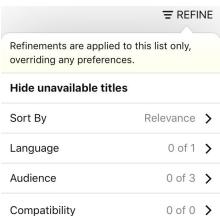


Find Books

Scroll through the front page of the Ontario Library Service Download Centre to view newly-added books or look through various categories.

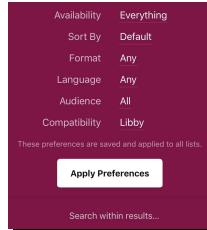
If you are looking for a specific book or author, use the search bar at the top of your screen. Use the **more** button to access an advanced search.

Use the **format**, **genre**, or **refine** buttons to filter **this specific search** — for example, if you want to read a thriller or only want to look for currently-available



books.

Use the **+** button to change **all of your searches going forward**. For example, if you know you only want to borrow books in a specific language, you can apply these preferences to all of your searches.



To find out more about a book, tap on the cover. This will bring you to a page where you can read a **summary**, read a **sample**, and view other **formats** and other books in the series if applicable.

All **audiobooks** have a headphones symbol visible on the book cover. Any book that does not have the headphones symbol is an eBook.



Borrow Books

When you're ready to borrow a book, simply tap on the **borrow** button, and then confirm that you would like to

Borrow!

borrow the book.

The title will be checked out to you for **two weeks** and may automatically download depending on your device's settings.

From there, you can **open** the book, keep **browsing** for more titles, or go to your **shelf** to view all checked-out books.

Navigate Libby

At the bottom of many pages on Libby are **library** and **shelf** links.



The **library** link takes you to the collection, where you

can search and browse for materials.

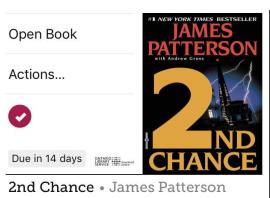
The **shelf** link takes you to all of the books you've checked out; this is where you read your materials.

On the top right of your shelf and library, you'll find a **Libby menu**. This is where you can add extra libraries or cards, change your download settings, take a tour, reset the app, or even contact support.

Read eBooks

When you're on your **shelf**, you can read a book by tapping on its cover.

Tap on the right and left sides of the page — or swipe to the right or the left — to turn pages.



If you tap on the middle of the screen, you'll see a bar at the bottom that shows your progress in the book. Drag the bar to go forwards or backwards in the book.



At the top of the page, there are four buttons that help you navigate and customize your eBook further.



The left button is the **column** button, which allows you to switch between a one- or two-column text layout.

Next is a **search** option that lets you search for a specific word or phrase within the content of the book.

There is a **bookmark** option, allowing you to save certain sections of the book to come back to later.

Finally, there is a **menu**, which lets you view your bookmarks and table of contents. This is also where you can customize your book's font, text size, background, etc. for ultimate readability.

Listen to Audiobooks

When you tap on an audiobook, you will be brought to a screen with playback controls. You can tap on the middle of the screen to alternate between simple and detailed controls.



You will have a **scroll bar** at the bottom of the screen that shows your progress in the book.



You can drag the bar to skip forwards and backwards, or swipe right or left through the middle of the screen. You can also go to the **menu** on the side to navigate by chapter.

Two small, rounded arrow buttons allow you to **jump** forwards and backwards by fifteen seconds.



At the top of the screen, you can tap on the **stopwatch** icon to change your playback speed. You can press on that icon and drag down to get even more precise options.

The **crescent moon** icon lets you set the audiobook to automatically turn off after a set period of time. Again, you can tap on the icon to see your options, or press and drag down to get even more precise ones.

Next to the crescent moon icon is your **bookmark** icon, which lets you save a section of your audiobook to come back to later.

Placing Holds

If all copies of a book are currently in use, you will not be able to check out a copy. In this case, a **place hold** button will replace **borrow**.

You will receive an email notifying you when the book is available, and it may automatically be checked out to you.

To check on the progress of your holds, navigate to your shelf and tap to view your **holds** at the top of the page. If you tap on **manage hold**, you can see your place in line and an estimate for how much longer you will need to wait.



You can also **edit** your hold. This lets you change which email address your notification will be sent to, set whether or not you want the title to be borrowed automatically, or suspend your hold.

Returning Books

Your books will be automatically returned to the library on their due date, and you will lose access to them. How-

ever, you can choose to return them early. Navigate to your shelf, tap on **manage loan** for the book you would like to return, and then tap to **return** the title to library.

Renewing Books

You can renew a book within three days of its expiry date. Navigate to your shelf, tap on **manage loan** for the book you would like to renew, and tap to **renew** loan. If no one is on hold for the title, it will renew for 14 days.

Other Features

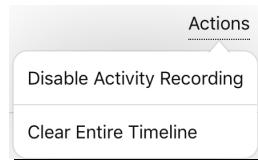
Loans Holds Tags Activity

You can **tag** books on Libby, grouping them into lists. Libby automatically has tags for books you've read, liked, and disliked, but you can also add custom tags.



Libby automatically tracks your **activity**, so you can see which books you've checked out, which books have been returned, and when.

If you would prefer that Libby not maintain a list of your checkouts, you can disable or clear this feature. This option is available by tapping on the **actions** menu.



If you need **help**, open the side Libby menu and tap on **Help & Support**. From there, you can read through the official Libby help guides, contact customer support, or fill out the company's comment form.





Frequently Asked Questions

What is my login information?

To log in, you will need a **current** Sault Ste. Marie Public Library card number and your PIN.

Your PIN is most likely **1234**. If that doesn't work, please contact the library and we can reset your PIN for you.

How long can I check out books for?

The maximum lending period is two weeks. You may be able to **renew** a book for additional time, dependent on its availability.

How many books can I check out at once?

You can check out ten at once and have an additional ten on hold.

My shelf on Libby doesn't have all of the books I've checked out!

Go to your shelf, then click the sync button in the top right corner. This will **synchronize** your device with your library account. Your books should now appear.



What about Kindle?

Kindle eBooks are not currently compatible with our digital collection. You may see some references to Kindle eBooks and devices in Libby; however, this is only available to American users of the app.

I know you have an ebook but it's not showing up on Libby. Where did it go?

Libby is only compatible with two specific file types: **Read** and **Listen** files.

While most of our online collection is available in one or both of those formats, there are some exceptions. In that case — for example, if a book is only available as a PDF — you will need to use a different app or device to read the book.

You should also ensure that you're not accidentally **filtering** out some of the library's collection; see the section in this pamphlet on **finding books** for instructions on filtering and refining books.

I want to transfer my eBooks or audiobooks onto another device. How do I do that?

Libby is only for borrowing and reading books.

If you would like to transfer them onto another device (such as an eReader, CD, or MP3 player), you will need to use a computer with OverDrive and/or Adobe Digital Editions installed.



For OverDrive Users

What is the difference between OverDrive and Libby?

While both apps are from the same company, Libby is a streamlined app that makes it quick and easy to start reading on your tablet or smartphone.

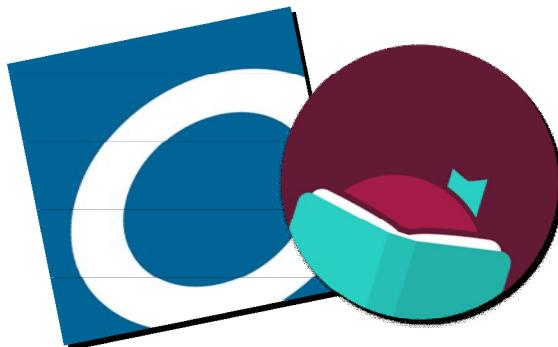
OverDrive offers you more control in terms of things like downloading files, allowing you to pick and choose which books you download or only download part of an audiobook.

OverDrive is currently more accessible, offering more extensive use of dyslexia fonts and better compatibility with screen readers.

However, both OverDrive and Libby **serve the same function:** they provide a way for you to access the library's eBook and audiobook collection.

Will Libby replace the OverDrive app?

No. At this point, the company that created OverDrive intends to maintain them as two similar but independent apps.



Centennial Library
50 East Street
705-759-5236

Korah Branch Library
556 Goulais Avenue
705-759-5249



SM 03/18