



Central Rappahannock Regional
Library

INSPIRING LIFELONG LEARNING
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

Libby by OverDrive for iPhone, iPad and Android

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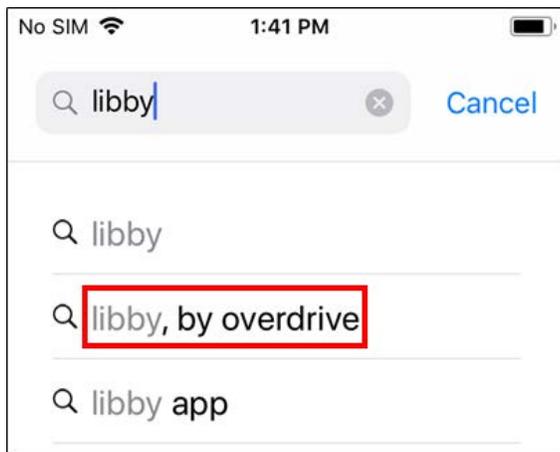
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Please note: Libby provides access to CRRL's OverDrive collection. For additional eBook resources, including Freeding and EBSCOhost and help downloading them, please visit

<https://www.librarypoint.org/browse/ebooks/>.

Installing Libby on iPhone and iPad

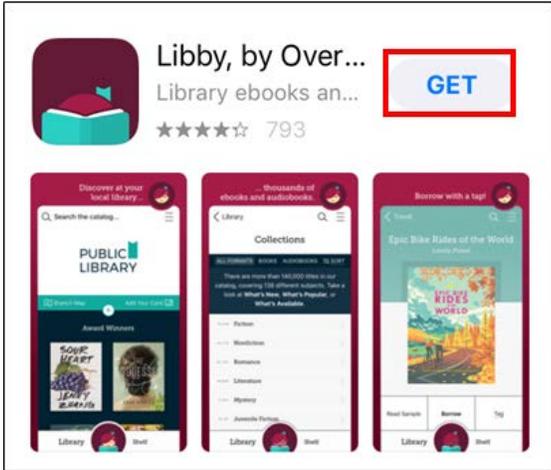
1. Open the App Store. Perform a search for **Libby**, and tap the result for **libby, by overdrive**:



[librarypoint.org](https://www.librarypoint.org)

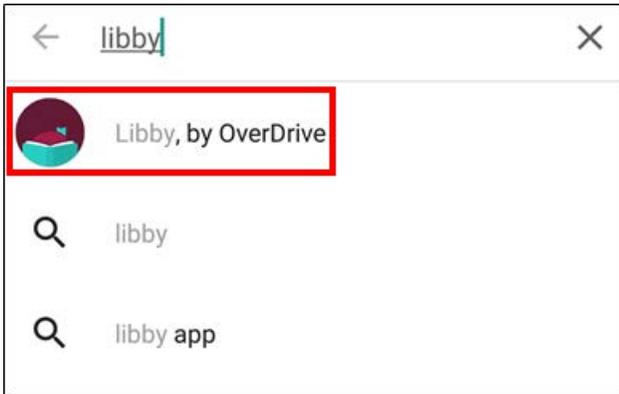
540-372-1144

2. Tap the **GET** button next to the search result for **Libby, by OverDrive**:

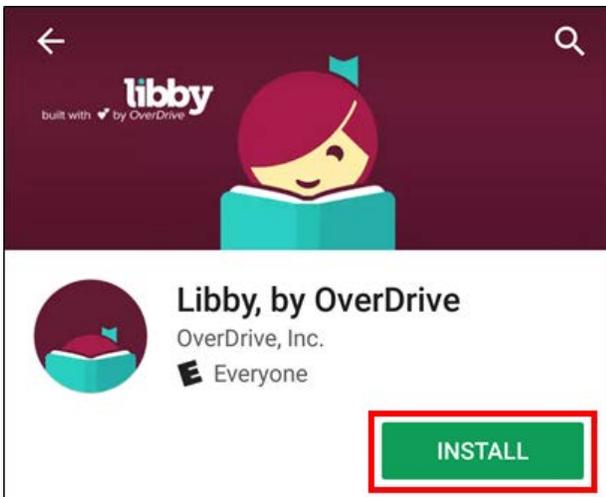


Installing Libby on Android

1. Open the Google Play or Play Store app. Search for **Libby, by OverDrive**:



2. Tap the **INSTALL** button next to the search result for **Libby, by OverDrive**:



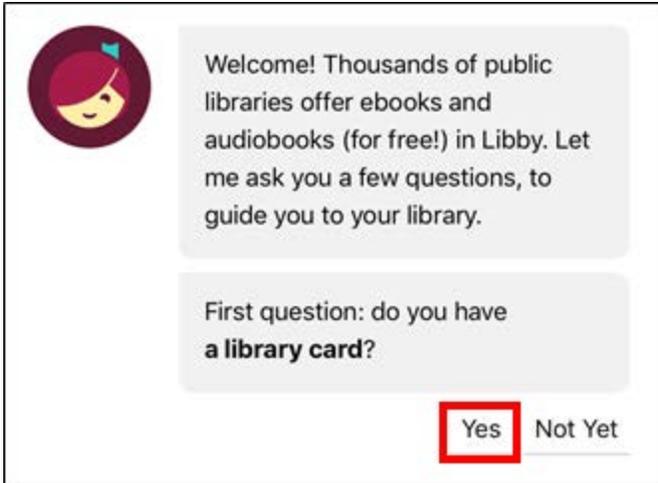
Setting up Libby with CRRL

Note: All the following directions apply to iPhone, iPad, and Android devices.

1. Open Libby by tapping its icon on your homescreen. Depending on how your device is set up, you may have to swipe through a few screens to find its icon:

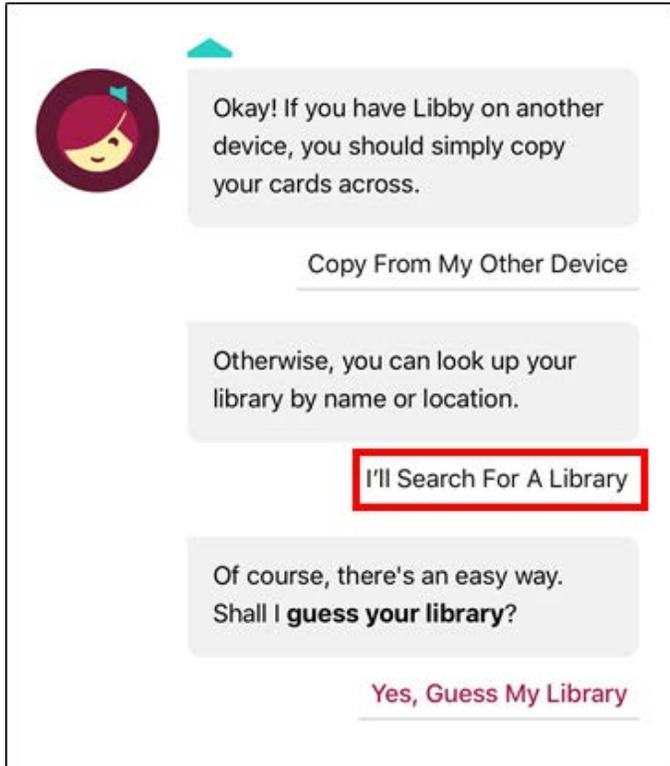


2. On the first screen, tap the **Yes** button.

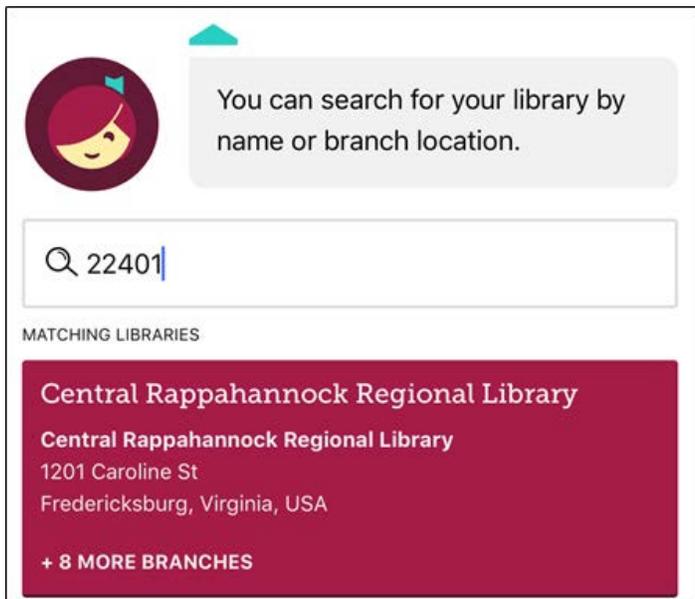


If you do not already have a library card, you can visit your local branch (<https://librarypoint.bibliocommons.com/locations>) or request a card be mailed to you by filling out the form at <http://www.librarypoint.org/card>.

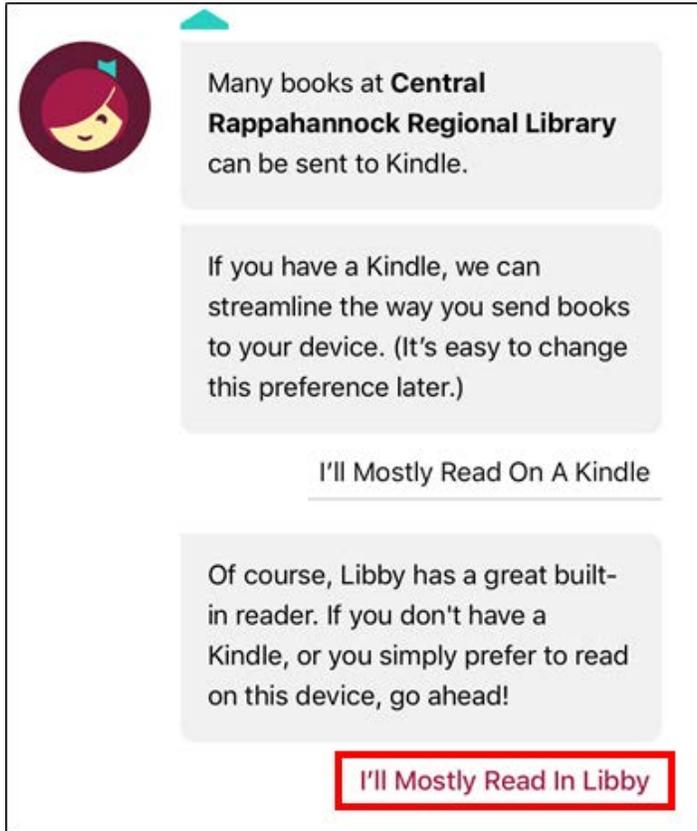
3. On the next screen, tap **I'll Search For A Library**:



4. Tap inside the search field and type **22401**. When the search results appear, tap the one for **Central Rappahannock Regional Library**:

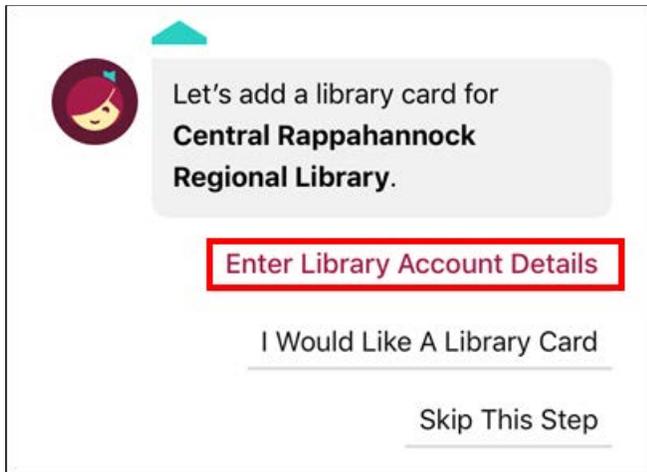


5. On the next screen, tap the option for **I'll Mostly Read in Libby**:



The screenshot shows a Libby app interface. On the left is a circular profile icon of a woman with red hair. To the right, a grey message bubble contains the text: "Many books at **Central Rappahannock Regional Library** can be sent to Kindle." Below this, another grey message bubble says: "If you have a Kindle, we can streamline the way you send books to your device. (It's easy to change this preference later.)" Underneath these messages are two radio button options: "I'll Mostly Read On A Kindle" (which is currently selected) and "I'll Mostly Read In Libby" (which is highlighted with a red rectangular box).

6. Tap **Enter Library Account Details**:



The screenshot shows the Libby app interface for adding a library card. On the left is the same circular profile icon. To the right, a grey message bubble says: "Let's add a library card for **Central Rappahannock Regional Library**." Below this message is a red rectangular button labeled "Enter Library Account Details". Underneath the button are two radio button options: "I Would Like A Library Card" (which is currently selected) and "Skip This Step".

7. Type in the full 14 digits of your library card number with no spaces and tap **Next**:

Enter your library account details. (If you need help, [get in touch.](#))

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The number printed on your library card, usually under a barcode.

Next

8. Type in your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:

Enter your library account details. (If you need help, [get in touch.](#))

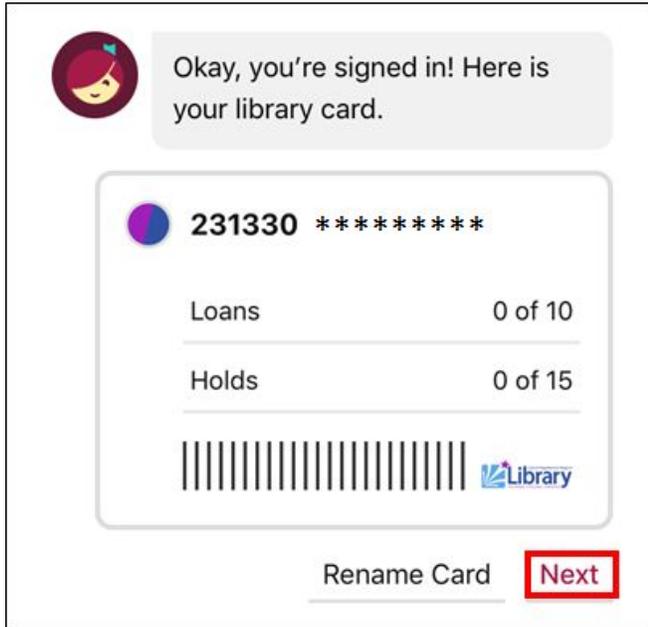
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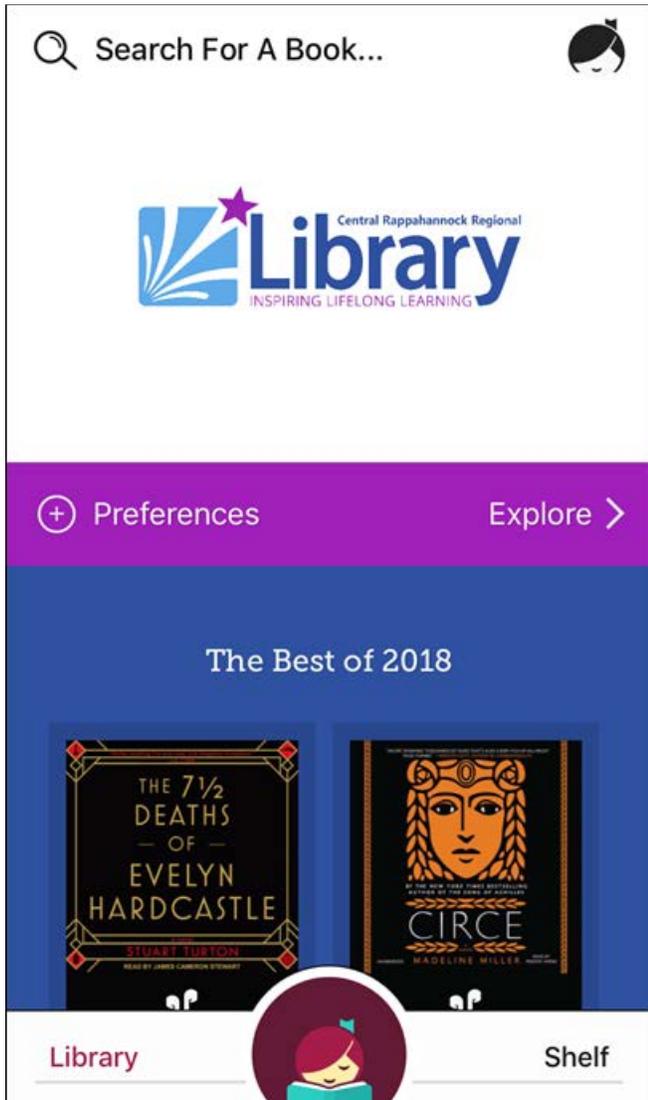
Don't know your PIN? Ask your library.

Sign In

9. Once you've added your library card, tap **Next**:

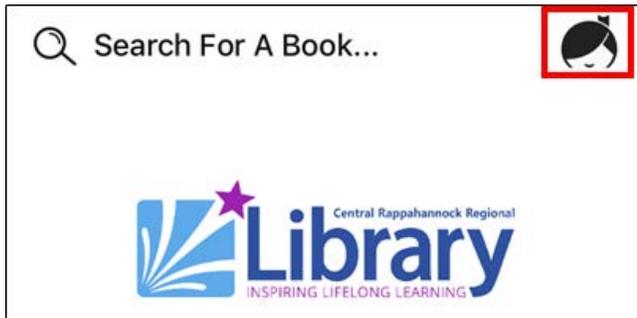


10. You will then be taken to CRRL's Libby homepage:

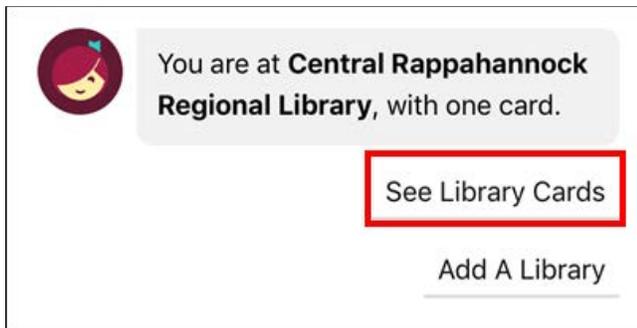


Adding Additional CRRL Library Cards (OPTIONAL)

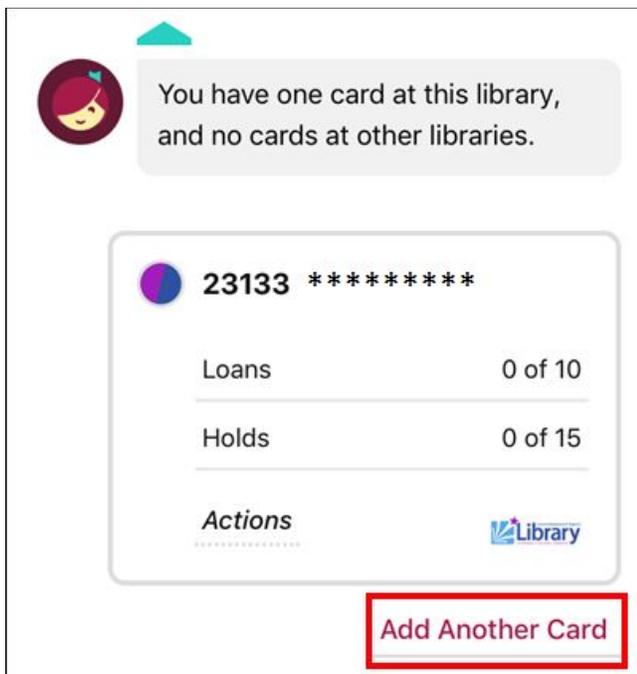
1. You may check out up to 10 items per library card number. Libby allows you to store multiple library cards. This is handy if you are sharing a device or if you simply would like to add an additional 10 items to your checkout limit. To add an additional library card to Libby, start by tapping the Libby logo in the upper-right corner:



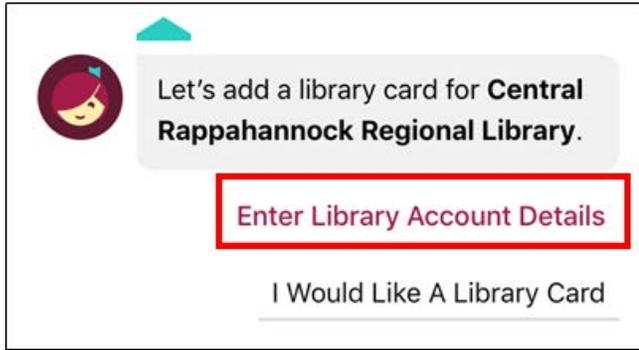
2. From the slide-out menu on the right, tap **See Library Cards**:



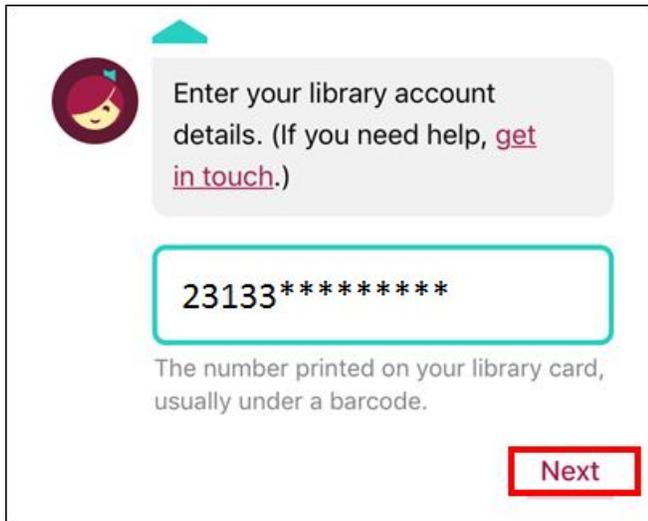
3. Tap **Add Another Card**:



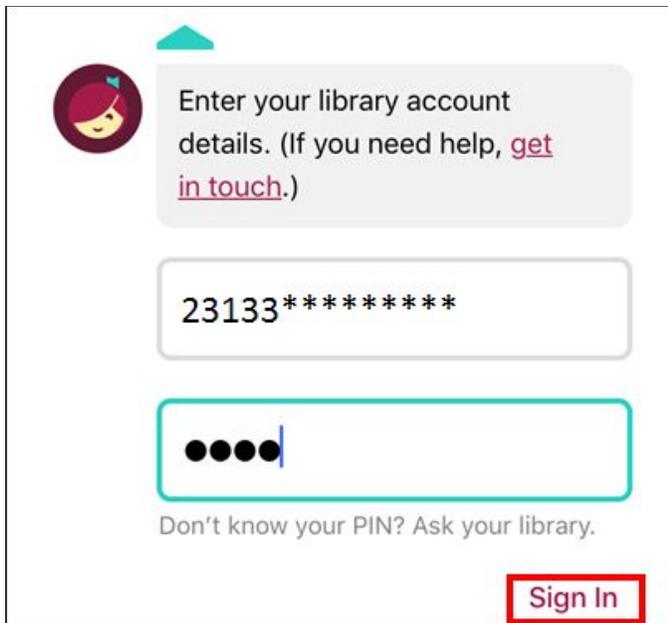
4. Tap **Enter Library Account Details**:



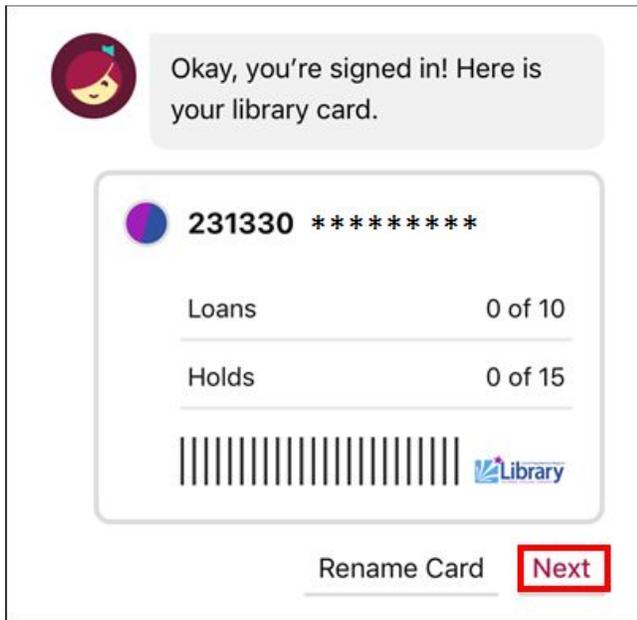
5. Type in the full 14 digits of your library card number with no spaces and tap **Next**:



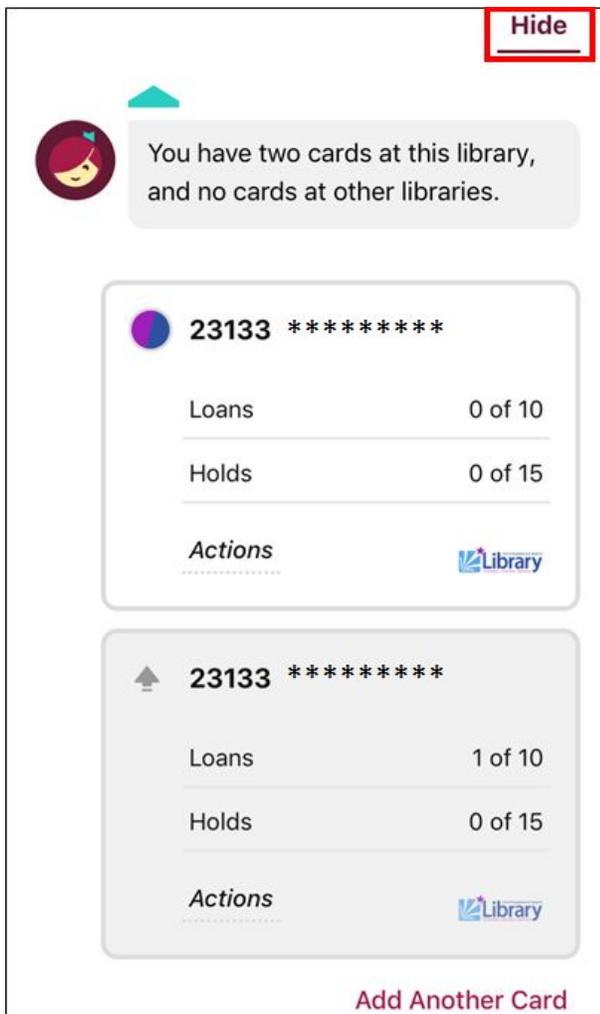
6. Type in your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:



7. Once you've added your library card, tap **Next**:



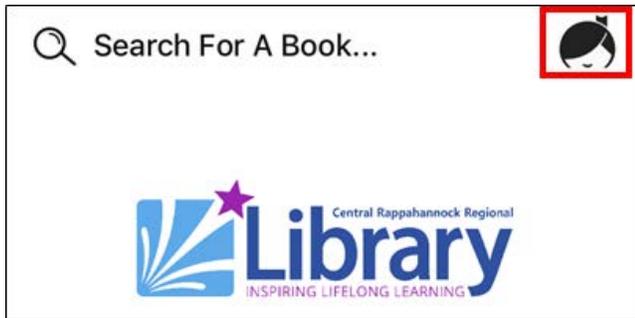
8. You will then see a screen showing you all the cards you have currently added to the Libby app. If you'd like to add another, just tap the **Add Another Card** link at the bottom and repeat the steps above. When you are finished, tap the **Hide** button in the upper-right corner:



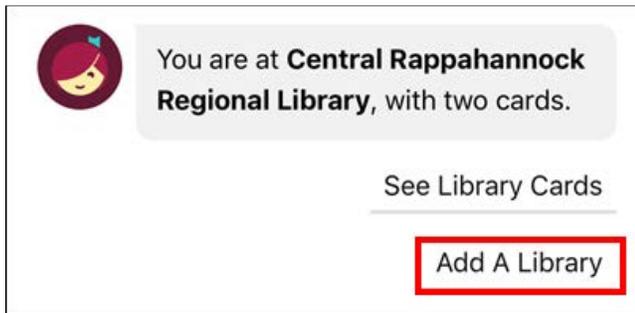
9. You will have the opportunity to choose which card you'd like to use when you check out.

Adding Another Library System's Card ([or, click here to skip ahead to Searching for eBooks and eAudiobooks](#))

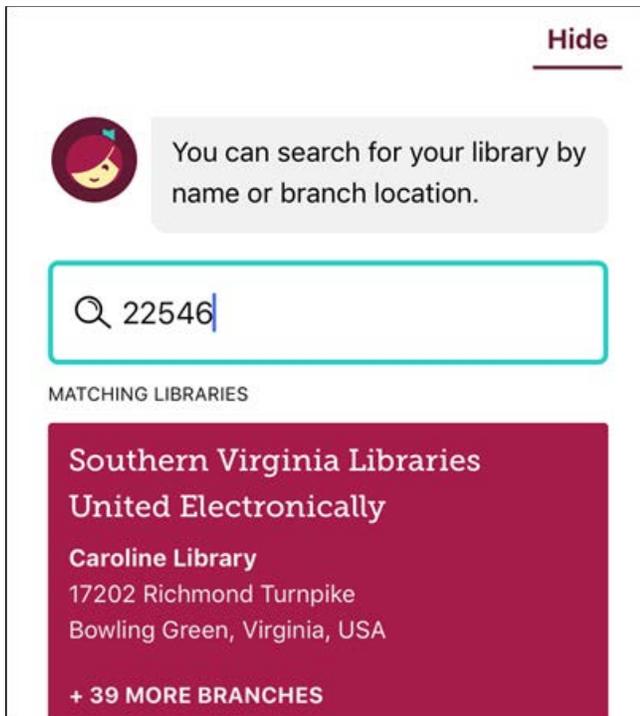
1. If you are a member of [another library system that subscribes to OverDrive](#), you may add your card with them to Libby as well. Start by tapping Libby logo in the upper-right corner:



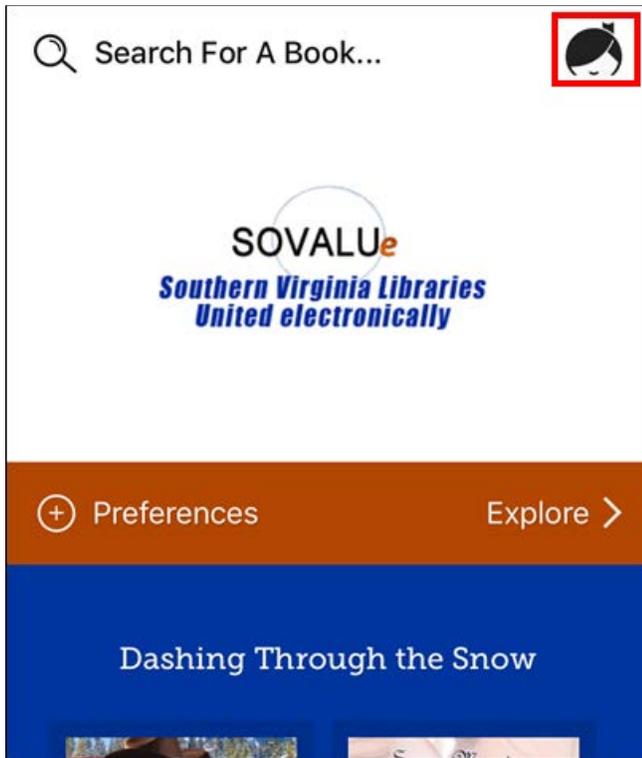
2. Tap **Add A Library**:



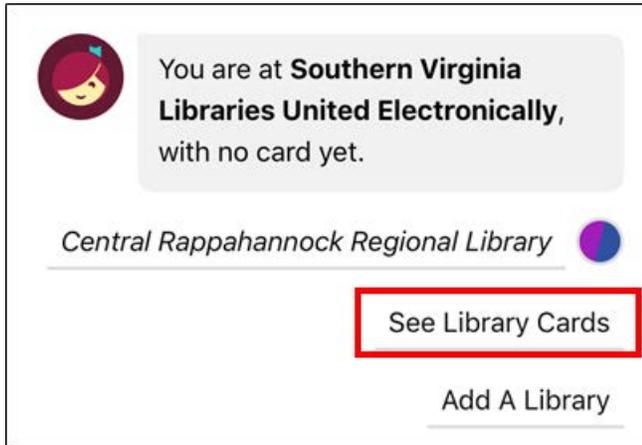
3. Enter the name or zipcode for the library you want to add. Tap the correct result:



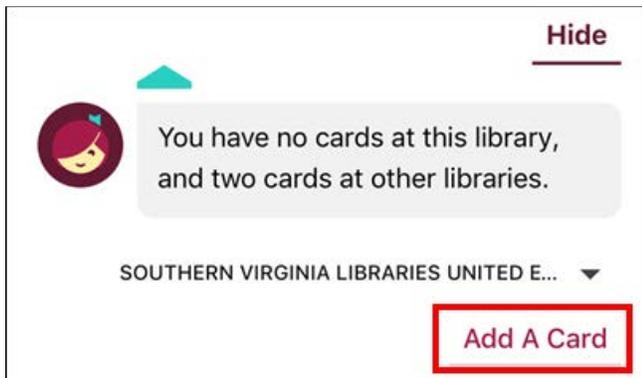
4. You will be taken to the main Libby page for that library. To add a card with them, tap the Libby logo in the upper-right corner:



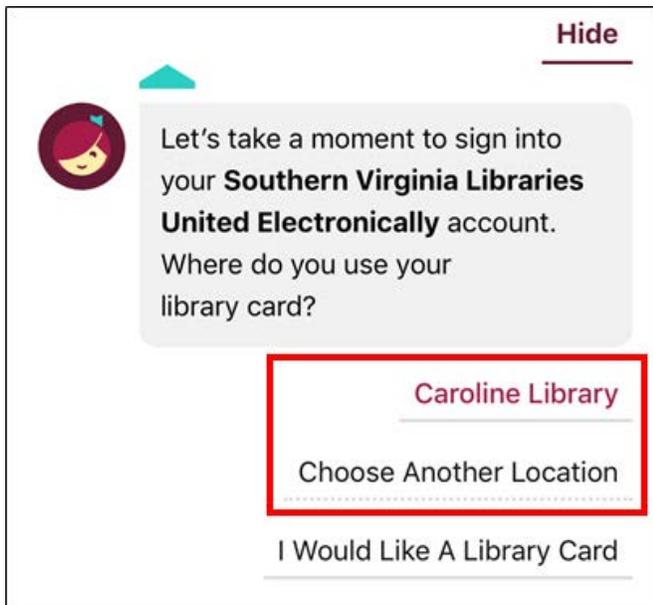
5. Tap **See Library Cards**:



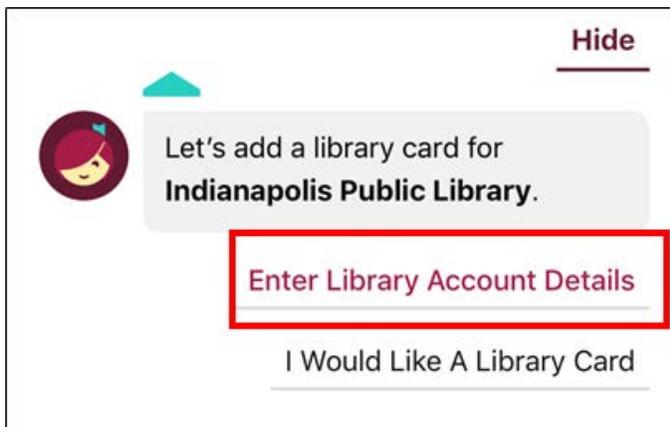
6. Tap **Add A Card**:



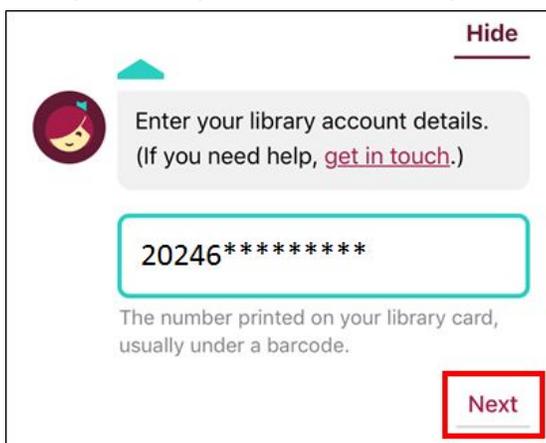
7. If the library is a member of a cooperative such as the Southern Virginia Libraries, whose members include Caroline and King George counties, make sure that you've chosen the correct library system for your card:



If it is not, just tap the option to **Enter Library Account Details**:



8. Enter your library card number and tap **Next**:



9. Enter your **PIN** and tap **Sign In**. Please contact the system you are trying to sign into if you are unsure of your PIN.

Hide

Enter your library account details.
(If you need help, [get in touch.](#))

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Don't know your PIN? Ask your library.

Sign In

10. Tap **Next**:

Hide

Okay, you're signed in! Here is your library card.

20246*****

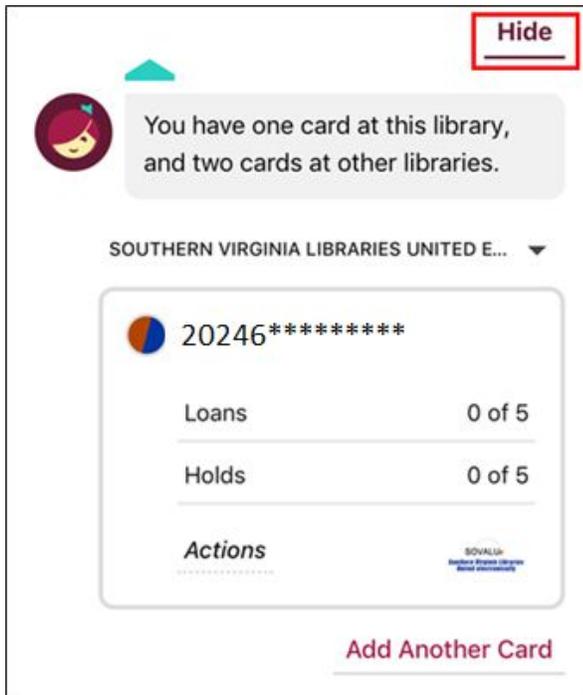
Loans 0 of 5

Holds 0 of 5

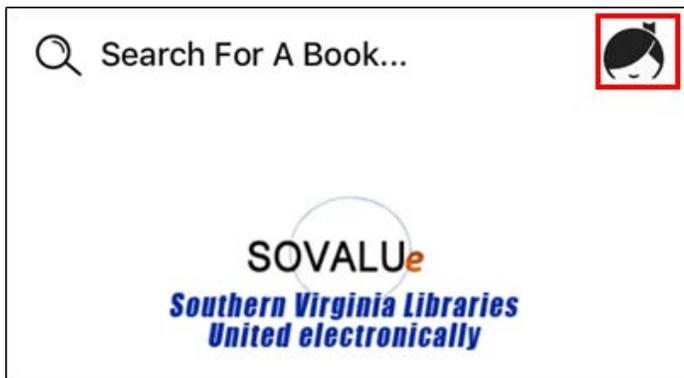
SOVALLI
Sovallin kirjasto- ja kulttuurikeskus

Rename Card Next

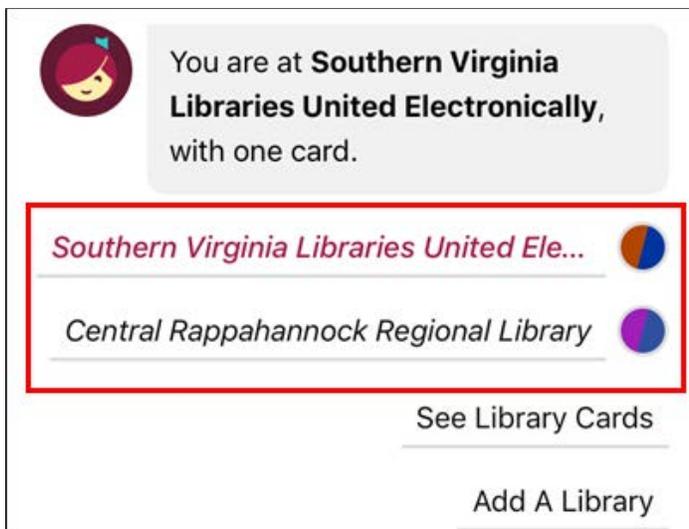
11. At this point, you can add more cards with this system by repeating the steps above. When you are finished, tap **Hide** in the upper-right corner:



12. To switch between libraries, tap the Libby logo in the upper-right corner:

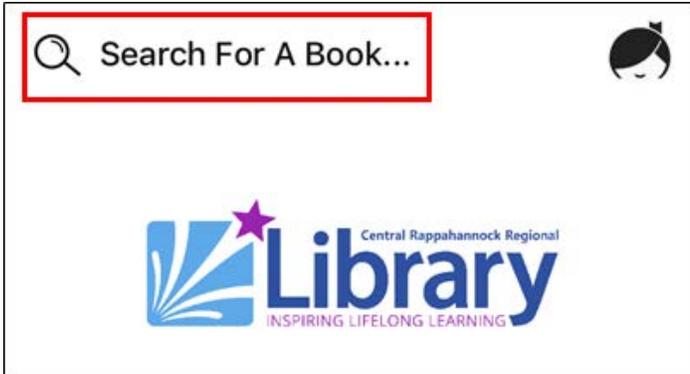


Then, tap the name of the library you want to switch to:



Searching for eBooks and eAudiobooks

1. Tap the **Search For A Book. . .** text field at the top:



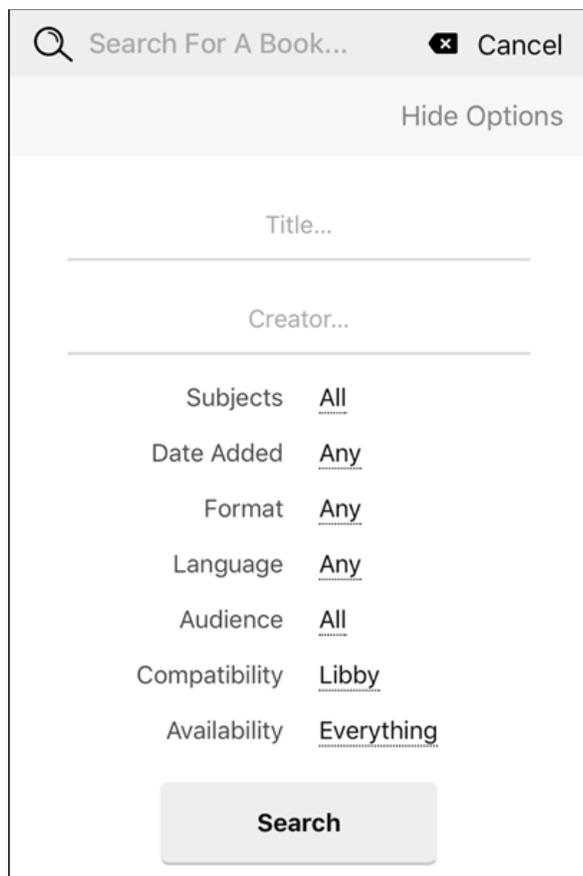
2. Type in an author, title, or keyword:



3. To perform an advanced search, tap **More Options**:



4. On this screen, you can search by multiple fields at once to narrow your search. Once you've entered all your information, tap the **Search** button at the bottom:



Browsing for eBooks and eAudiobooks

If you don't have a title or topic in mind and just want to browse, there are a few ways you can do this on the main screen.

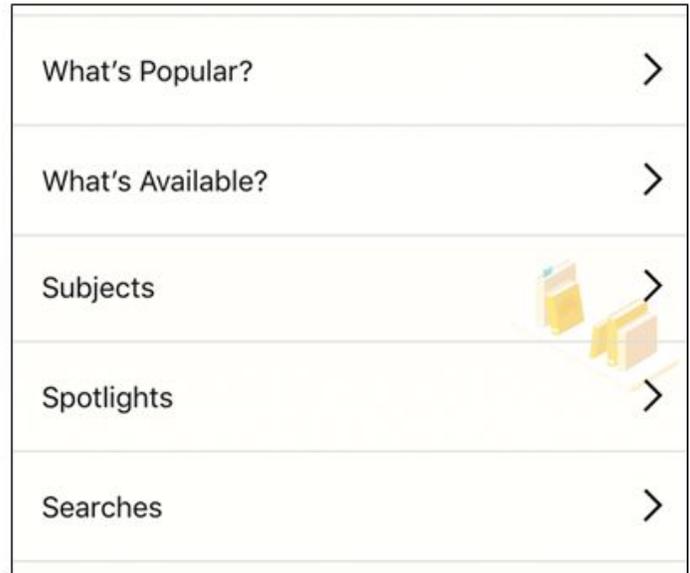
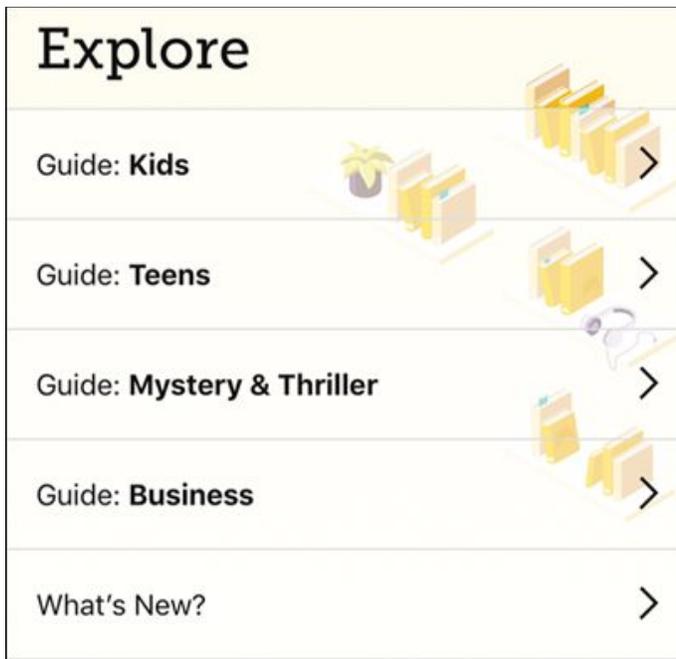
1. Make sure you are on the main Libby page by tapping **Library** at the bottom of the screen:



2. Tap **Explore >**:

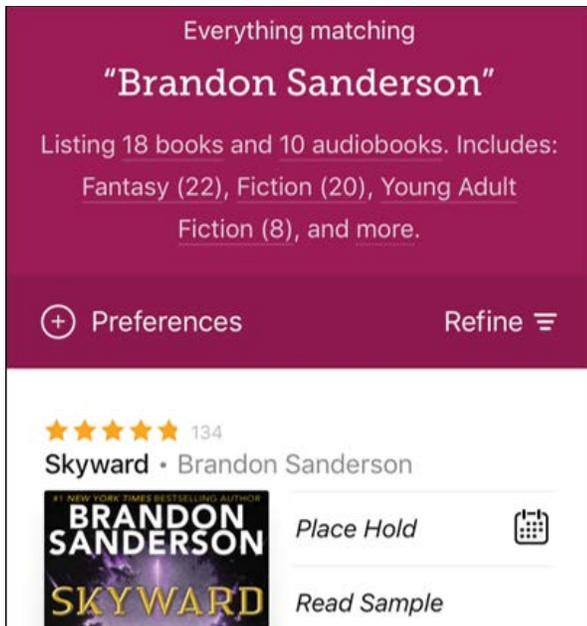


- On the Explore screen, you can browse through various guides, new additions to the collection, popular titles, what is currently available for checkout that you won't have to put on hold, subjects (genres), spotlights (featured curated collections grouped by theme), and your previous searches:

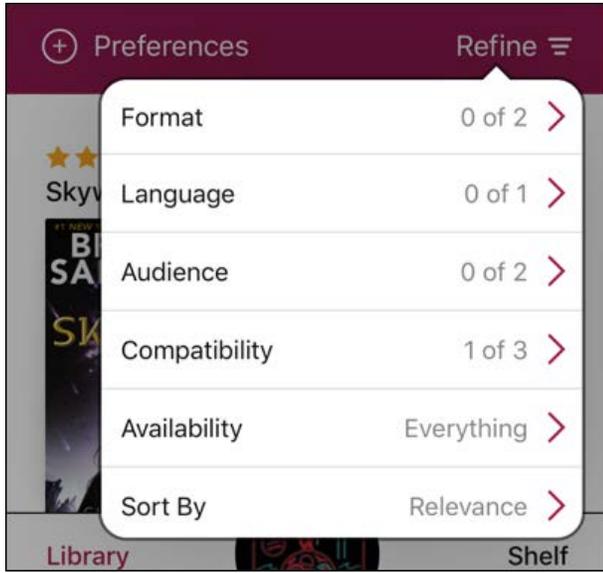


Refining Your Results

- Once you have a list of titles, you can further limit by format if you tap **books** or **audiobooks** at the top of the page. You may also tap the other tags, such as **Fantasy**, **Fiction**, and **Young Adult**, shown in the screenshot below:

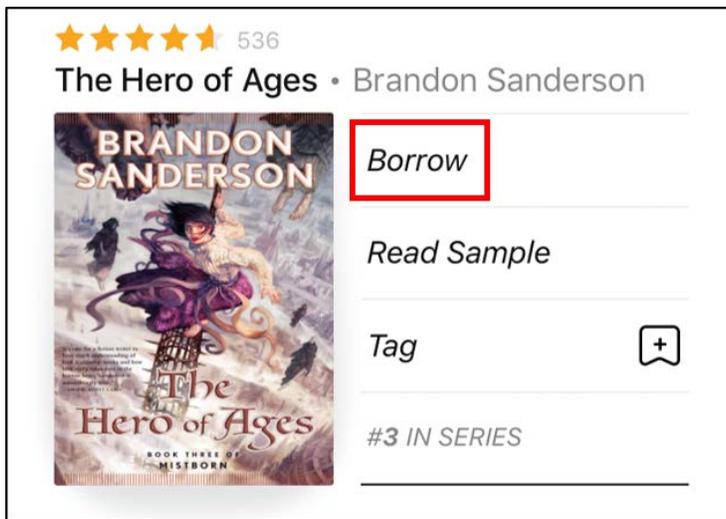


- Tapping the **Refine** button will let you choose the format (book or audiobook), language, audience, compatibility (Libby, Kindle, or Adobe-compatible - you only need to concern yourself with Libby compatibility), and availability (everything or only what is currently available to borrow now). You can also **Sort By** title, author, date added, etc.

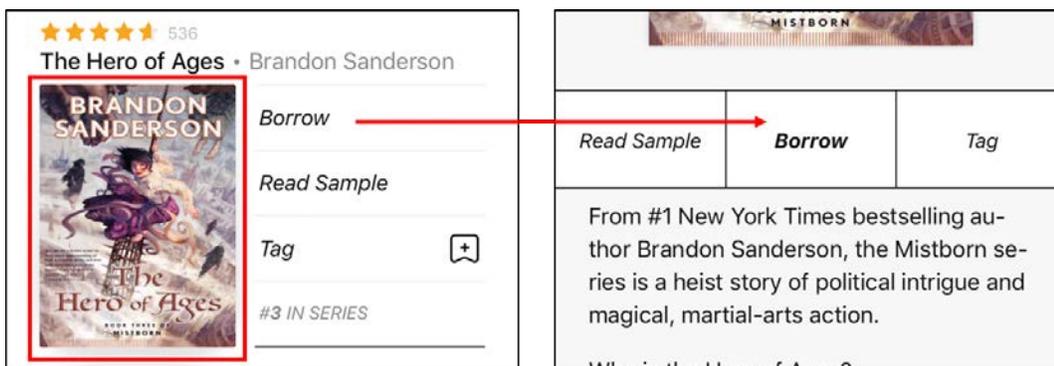


Checking Out and Downloading

- Once you find an eBook or eAudiobook you want to download, tap the **Borrow** button to the right of the book cover:



You can also tap the cover of the book to find out more about it before you decide to borrow:

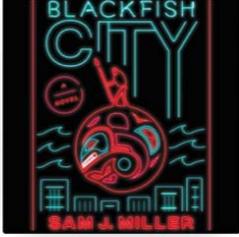




eAudiobooks are indicated by an icon:

★★★★☆ 50

Blackfish City • Sam J. Miller



Borrow

Play Sample

Tag 



2. On the next screen, you can choose how long you'd like to borrow the book by tapping the number of days at the top:

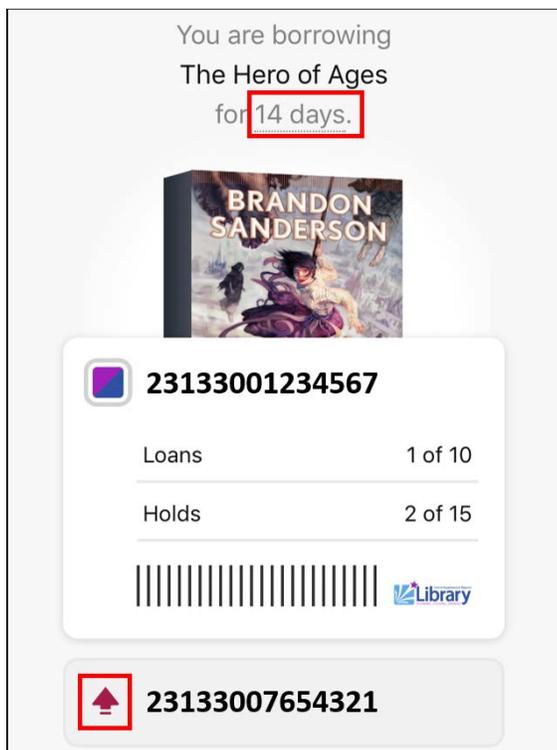
You are borrowing
The Hero of Ages
for 14 days.



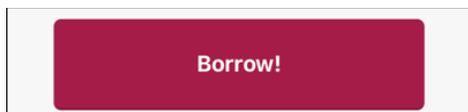
 23133001234567

If you've added multiple CRRL library cards to the app, you can also choose which one you'd like to use to borrow the

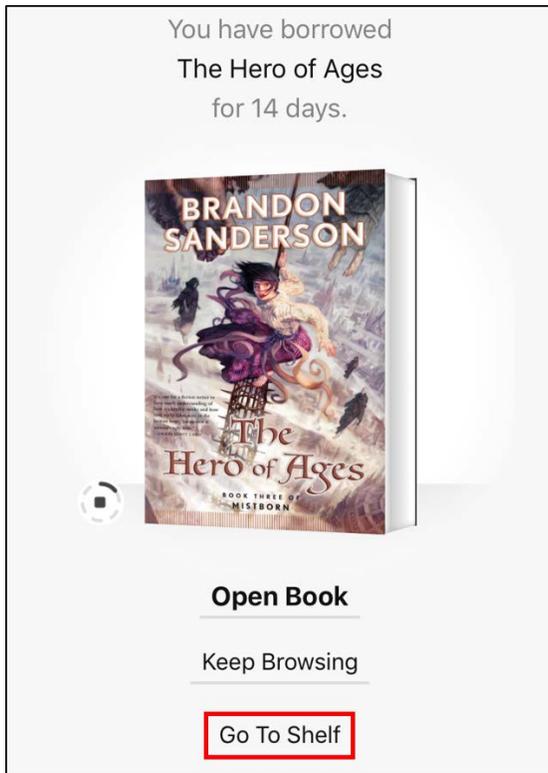
book by tapping the  button next to the card number (remember you can only check out up to 10 titles at a time on each card):



Tap the **Borrow!** Button at the bottom to start downloading your book:



3. You can then choose between the options of **Open Book**, **Keep Browsing**, and **Go To Shelf**. For the purposes of this guide, tap **Go To Shelf**:

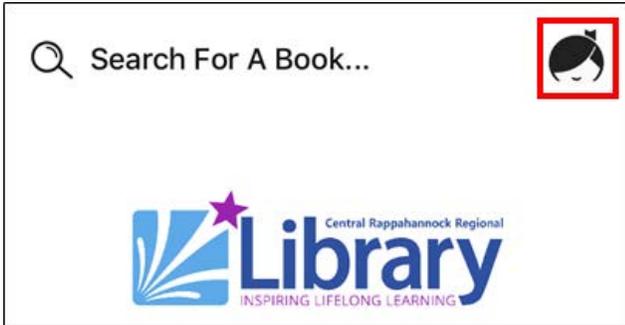


4. Your checked-out items will be displayed on the Shelf. **Downloaded** indicates the book has been saved to your device and will not require an active internet connection to read - or listen to it, in the case of eAudiobooks. For ordinary "print" books, this only takes a few seconds, but graphic novels, picture books, and eAudiobooks especially can take several minutes.

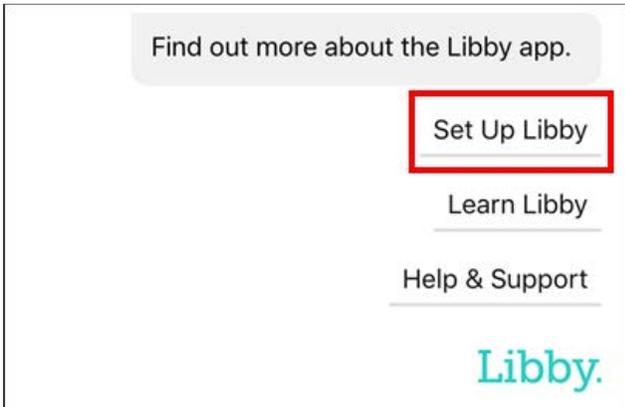


Adjusting Download Settings

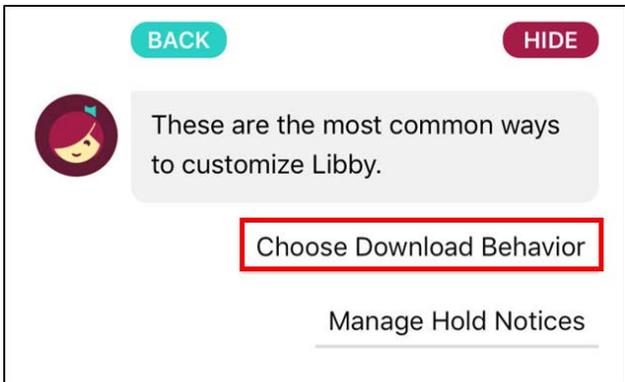
1. To change how and when Libby downloads your eBooks and eAudiobooks, tap the Libby logo in the upper-right corner:



2. In the slide-out menu, tap **Set Up Libby** close to the bottom:

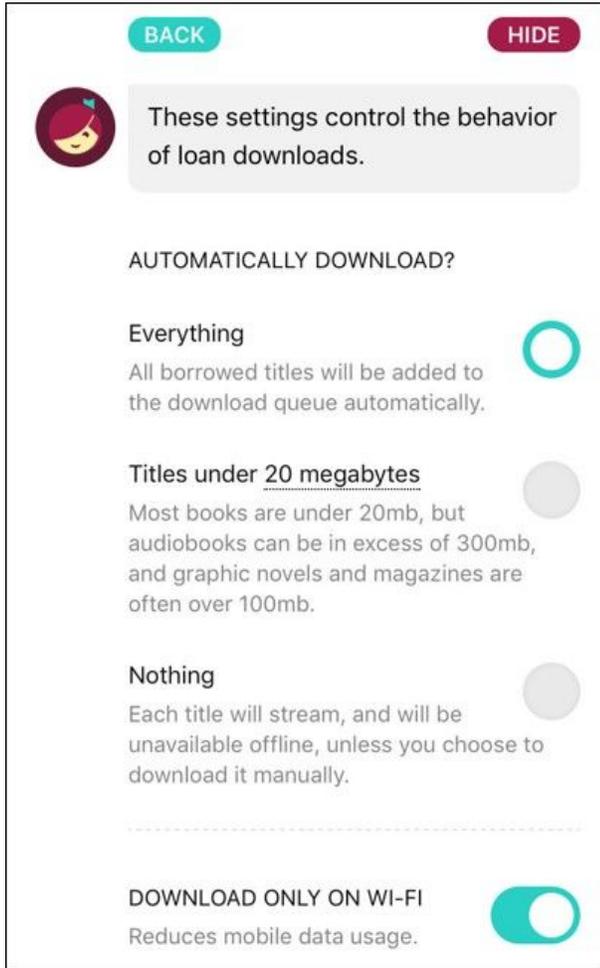


3. Tap the option to **Choose Download Behavior**:



4. On the next screen, you will be able to choose which kinds of titles are allowed to automatically download and whether Libby can use your mobile data connection to download. When you are finished, tap the **Hide** button in the upper-right

corner:



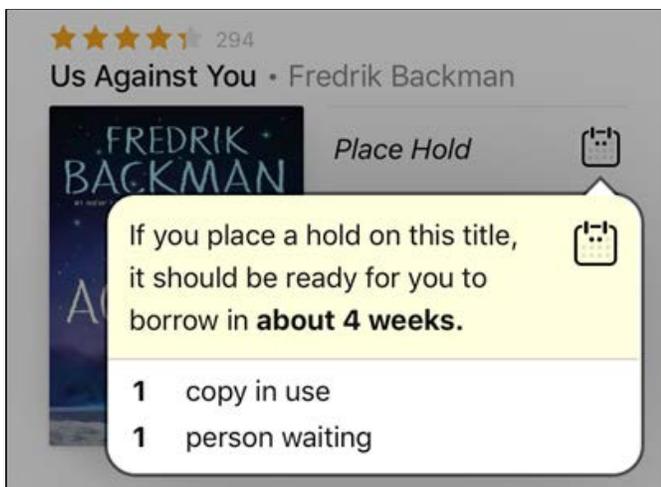
Placing Holds

1. If all copies of a particular eBook or eAudiobook are checked out, you may place a hold, just as you can with the library's

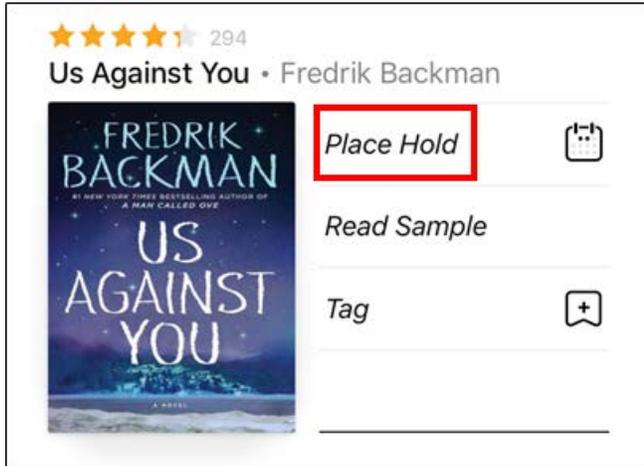
physical items. When you find such a title, tap the



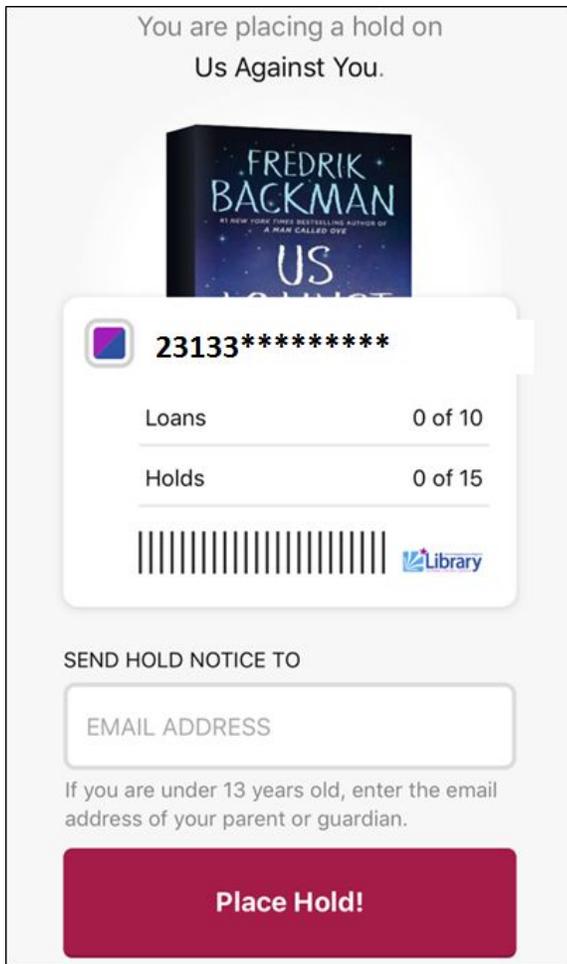
button across from the **Place Hold** link to see the estimated wait time:



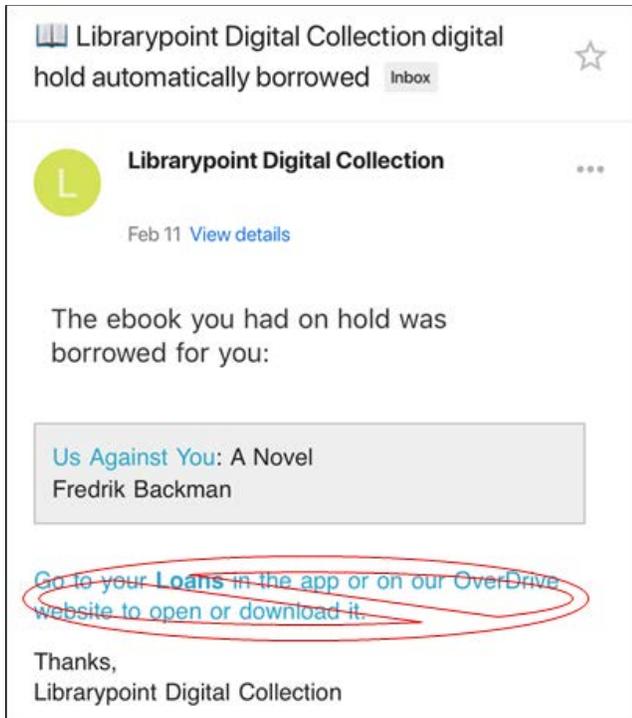
2. To place a hold on the eBook or eAudiobook, tap the **Place Hold** link:



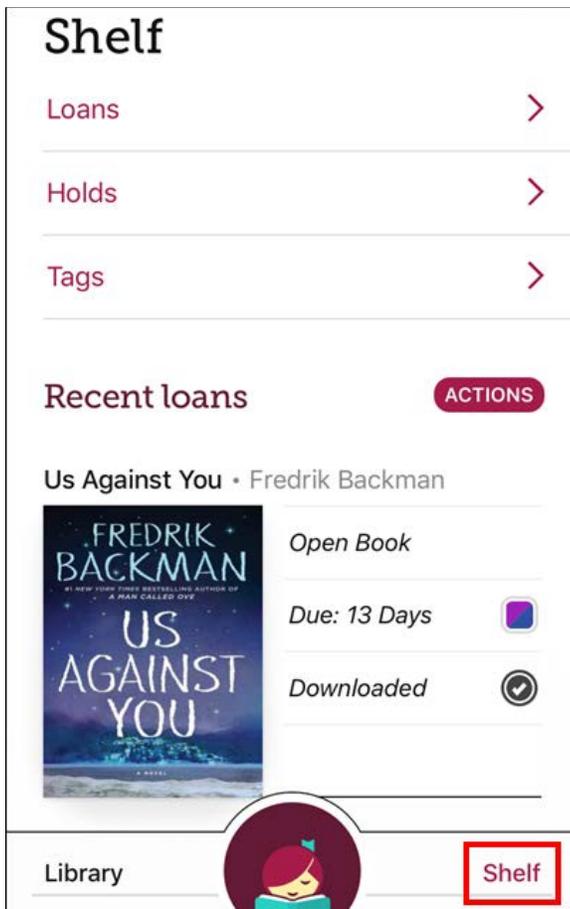
3. On the next screen, you will be prompted to enter your email address if this is the first time you're using Libby to place items on hold. Then, tap the **Place Hold!** button at the bottom:



4. You will receive an email when the item is automatically checked out to you. When you get the email, you **do not** have to click the link at the bottom to get your book:



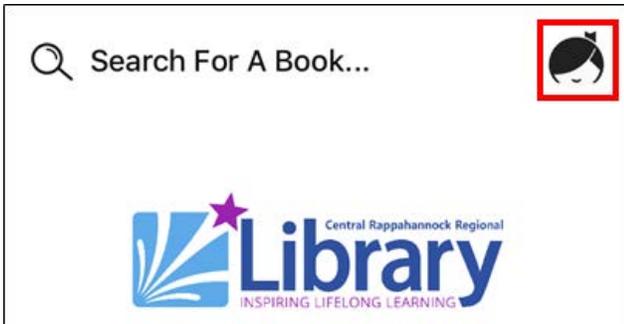
All you have to do to pick it up is open the Libby app, tap the **Shelf** button at the bottom of the screen, and it should be waiting for you:



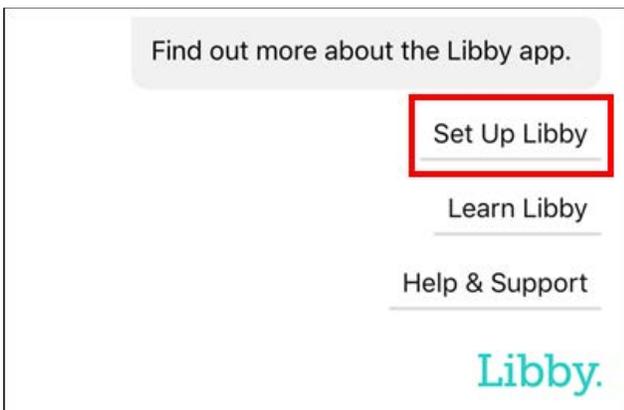
Managing Hold Notices

By default, Libby will automatically check titles out to you when they become available. You may adjust this so this so that you have to manually borrow them when notified. While slightly less convenient, doing this has the benefit of starting the check-out period when you want. Holds must be borrowed within 72 hours of the time the notification email was sent to you and not from when you first read the notification. Here are the steps to adjusting this:

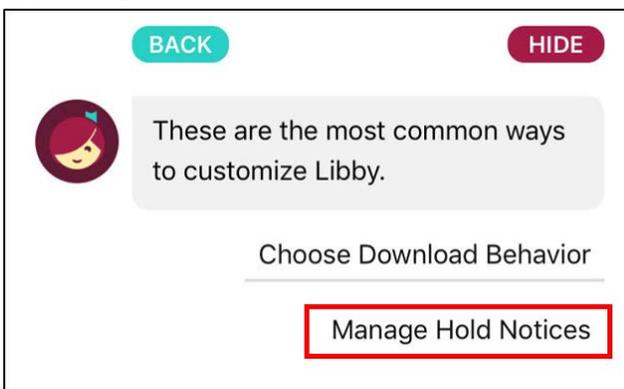
1. Tap the Libby logo in the upper-right corner:



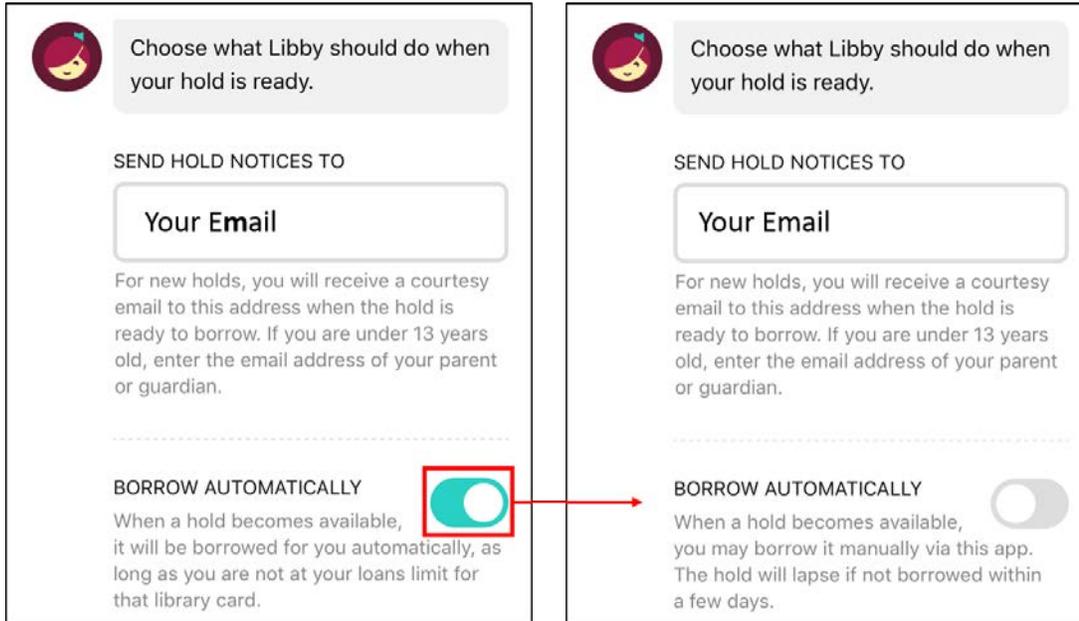
2. In the slide-out menu, tap **Set Up Libby** close to the bottom:



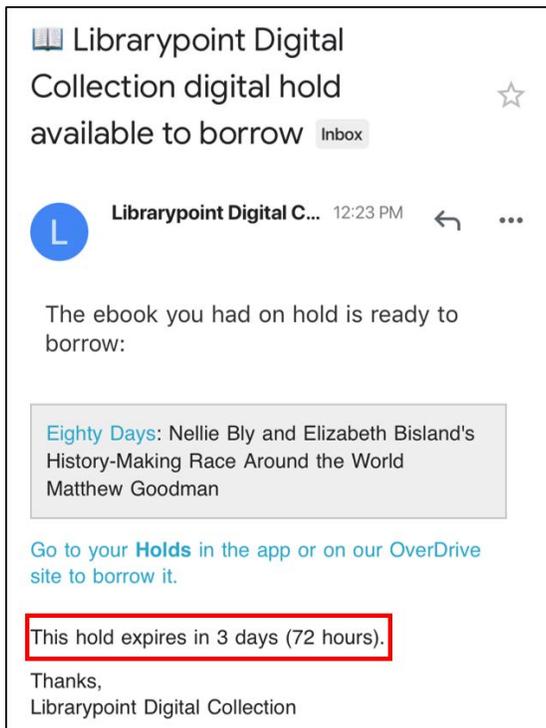
3. Tap **Manage Hold Notices**:



4. Tap the **BORROW AUTOMATICALLY** switch to turn this feature off:



5. Future email notifications that a hold is available to download will note that the hold expires in 3 days (72 hours):

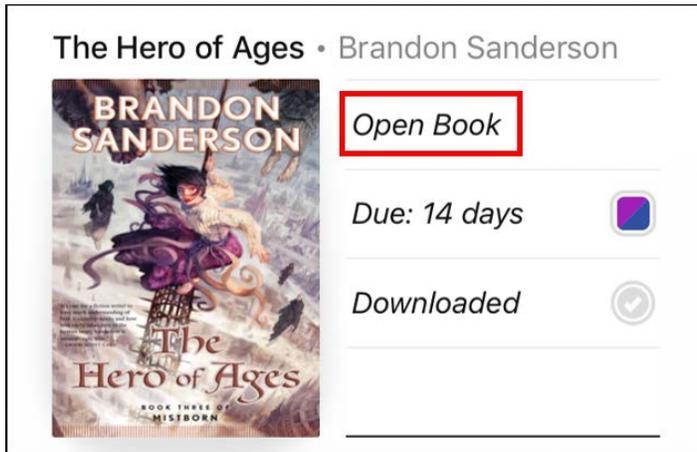


Reading eBooks

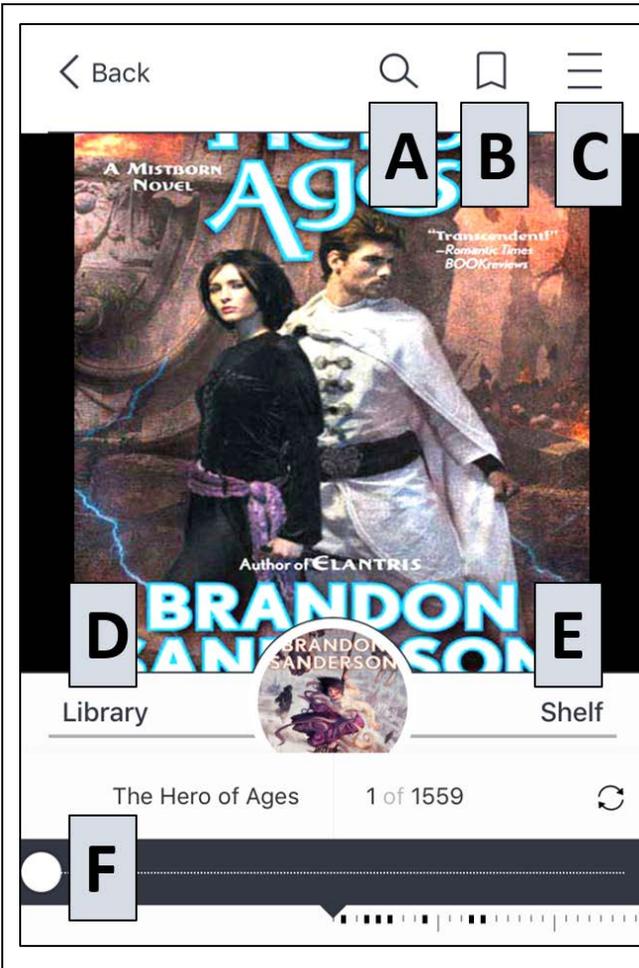
1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



2. Tap **Open Book** next to the book you want to read:



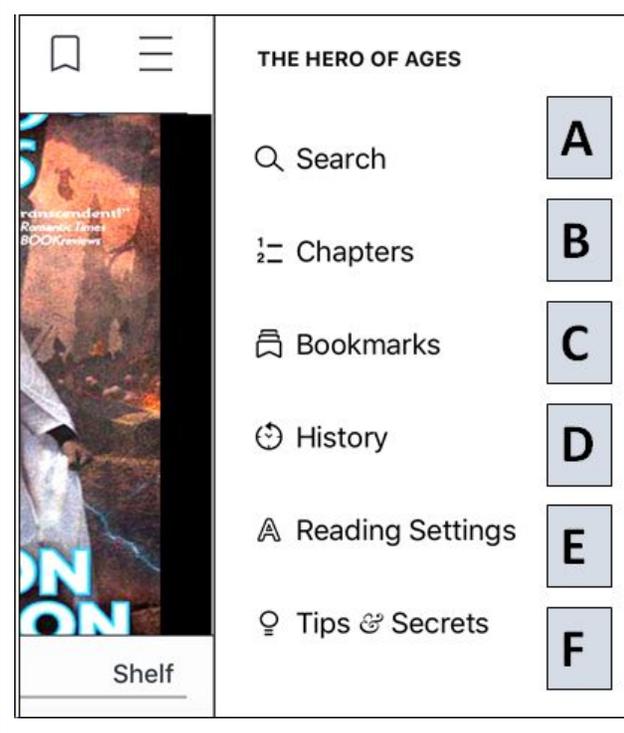
3. Book controls:



- A. Search the book for any words it contains.
- B. Place a bookmark. This is only required if you want to keep track of multiple bookmarks. Libby will remember where you leave off when you stop reading.
- C. Book options. More on that below.
- D. Return to CRRL's OverDrive collection.
- E. Return to your Shelf of checked-out items.
- F. Seek bar. Press and hold the  button, then move your finger forward or backward to quickly move through pages.

Tap the middle of the screen to dismiss these controls.

4. Book options. Tap the  icon in the upper-right corner while reading the eBook to reveal the options menu:

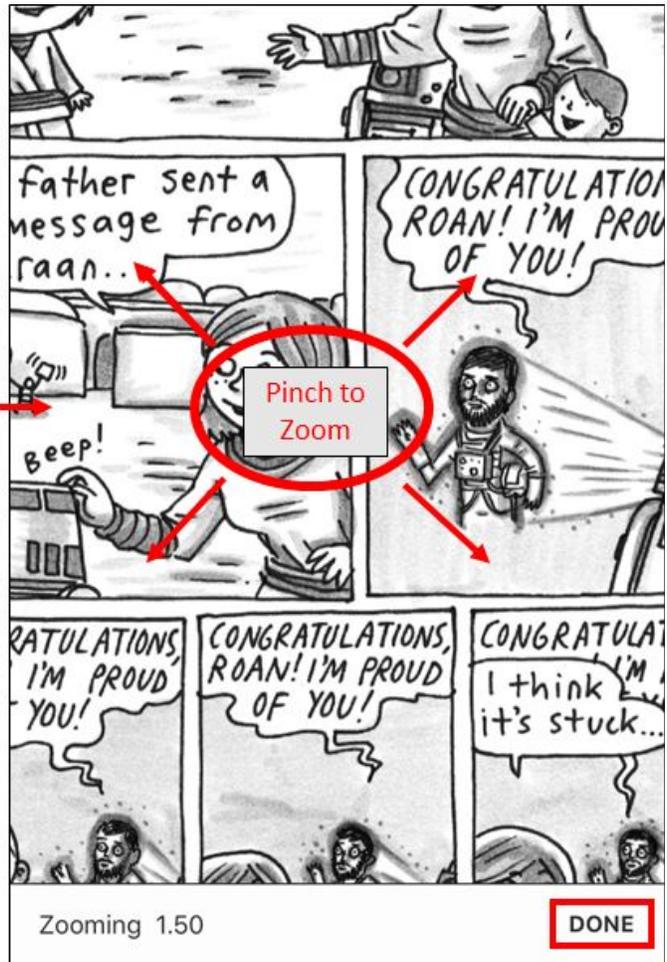
| | |
|--|--|
|  <p>THE HERO OF AGES</p> <p>Search A</p> <p>Chapters B</p> <p>Bookmarks C</p> <p>History D</p> <p>Reading Settings E</p> <p>Tips & Secrets F</p> <p>Shelf</p> | <ul style="list-style-type: none">A. Search the book for any words it contains. This is the same function as shown in the previous screenshot, just duplicated in a different place.B. View the book's chapters.C. View any bookmarks you have created.D. Whenever you jump within the book—by searching, choosing a chapter, using the seek bar, or tapping a link—an entry is added here so you can easily return.E. Adjust book format settings such as font (print) size, font type, and lighting.F. See what Libby thinks you might find useful that isn't immediately apparent. |
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Tap the  icon to dismiss this menu.

If you are reading a graphic novel or comic and would like to zoom in, tap the screen to reveal the toolbar at the top. From the



toolbar, tap the **Zoom** button. You can then pinch your fingers together on the screen to zoom up to 3.5 times normal size. When you are finished, tap the **Done** button in the bottom-right corner:

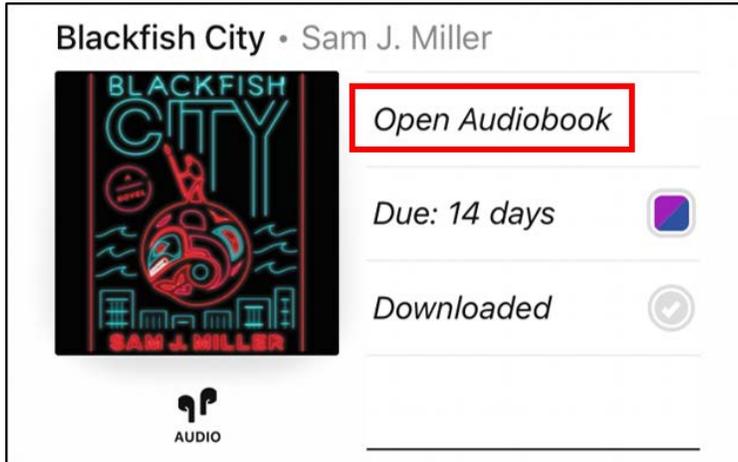


Listening to eAudiobooks

1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



2. Tap **Play Audiobook**:



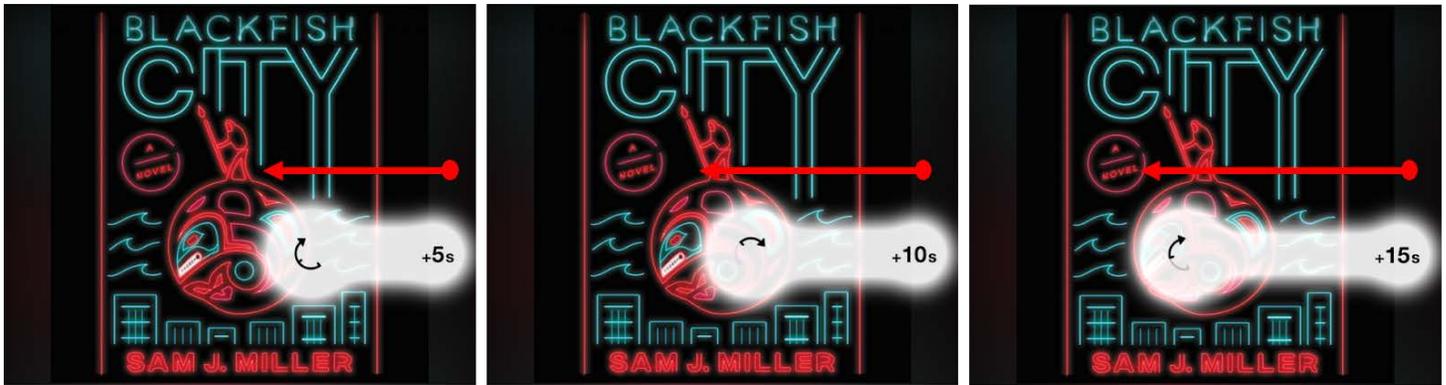
3. Audiobook Controls:

A screenshot of the audiobook player controls for 'Blackfish City'. The interface is dark with various icons and buttons. Letters A through H are overlaid on the screen to mark specific controls: A (Narration speed), B (Sleep timer), C (Sleep timer), D (Sleep timer), E (Library button), F (Play/Pause button), G (Shelf button), and H (Seek bar).

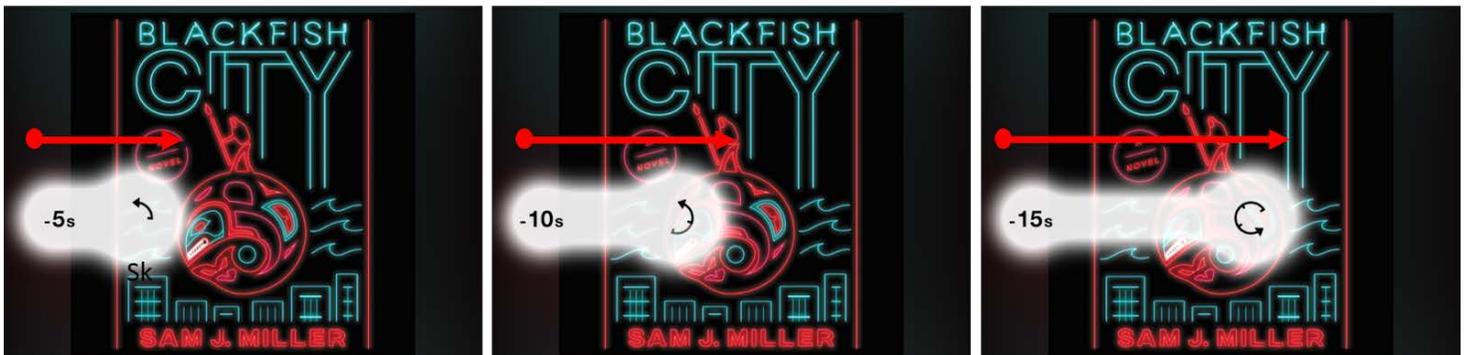
- A. Adjust the narration speed.
- B. Set a sleep timer so that you can fall asleep listening to an eAudiobook without having it play the entire night. Long press and drag down on the moon icon to adjust the length of the timer. The further down you drag, the longer the timer's setting:
 - Pause in 5 minutes
 - Pause in 15 minutes
 - Pause in 30 minutes
- C. Place a bookmark. This is only required if you want to keep track of multiple bookmarks. Libby will remember where you leave off when you stop listening.
- D. Book options. More on that below.
- E. Return to CRRL's eBook library.
- F. Play/Pause.
- G. Return to your shelf of borrowed items
- H. Seek bar. Long press the button, then move your finger forward or backward to quickly move through the eAudiobook.

You may also skip through the eAudiobook in more controlled five-second increments. To do this, long press on either the left or right side of the screen, then drag your finger in the opposite direction. Dragging from the right to the left will move you forward, while dragging from the left to the right will move you backward:

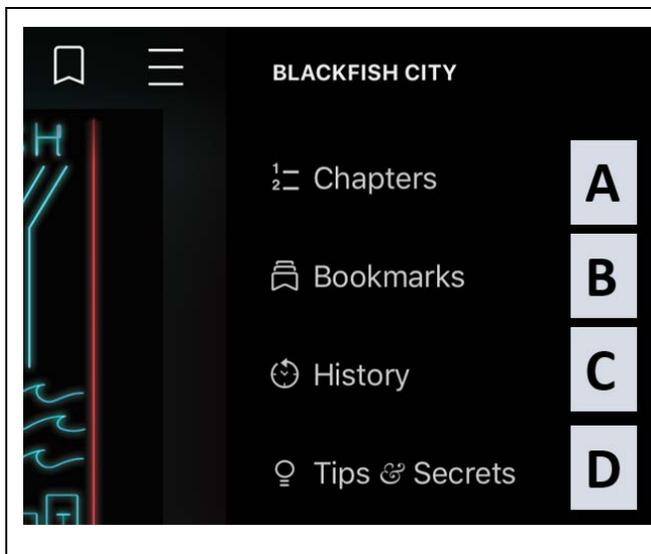
Skip Forward



Skip Backward



4. Audiobook options. Tap the  icon in the upper right while listening to reveal the options menu:



- A. View the eAudiobook's chapters.
- B. View any bookmarks you have created.
- C. Whenever you jump within the eAudiobook - by searching, choosing a chapter, using the seek bar, or tapping a link - an entry is added here so you can easily return.
- D. See what Libby thinks you might find useful that isn't immediately apparent.

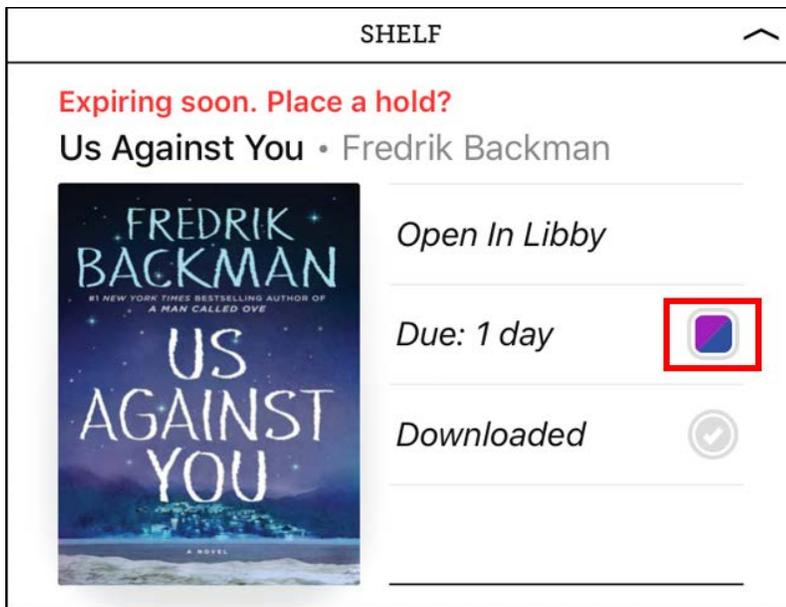
Tap the  icon to dismiss this menu.

Renewing and Returning

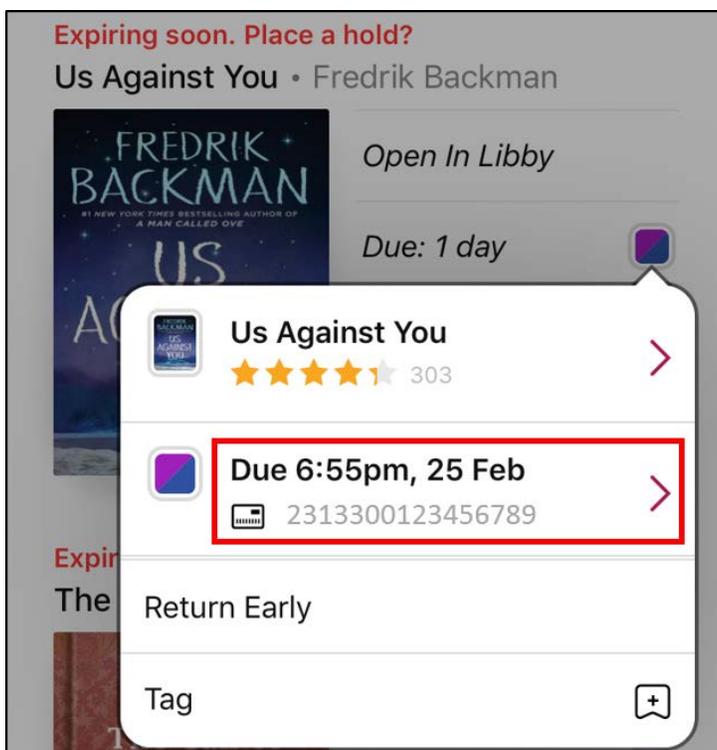
1. Unless you choose to renew your book, it will automatically return itself after the loan duration you chose (typically 14 days). If you would like to request a renewal before the date it's due, start by tapping **Shelf** at the bottom of the screen to show your borrowed items:



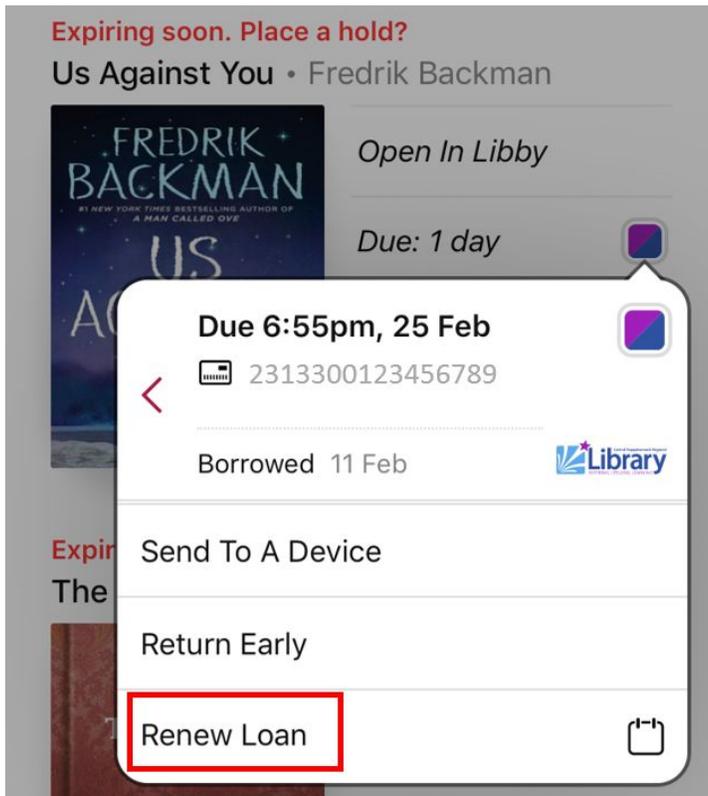
2. Tap the box next to the due date:



3. In the bubble that appears, tap the due date:

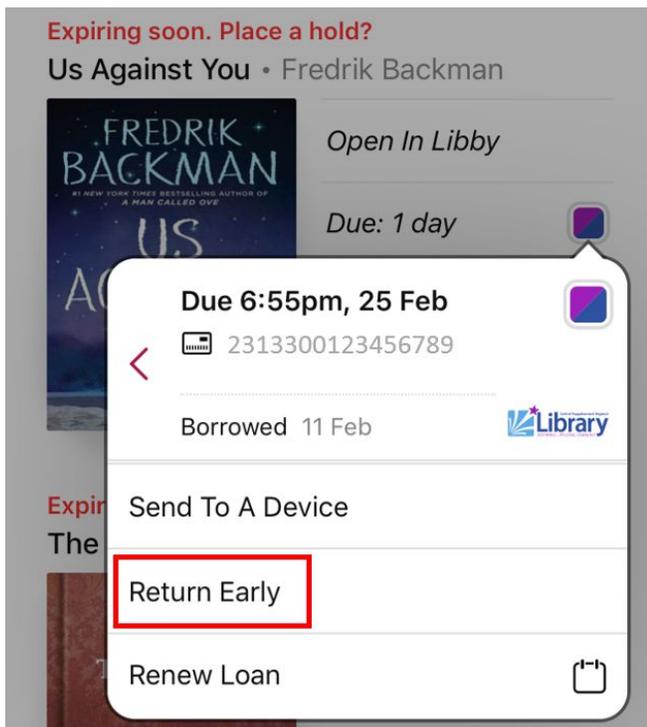


4. On the next screen, tap the option to **Renew Loan**:



Please note that you will not be able to renew any sooner than three days prior to the loan end date. If someone is already in line for that copy of your eBook, you will be given the option to put yourself back in the hold queue.

5. If you want to return the eBook before its due date, tap the option to **Return Early**. Please note that eBooks are automatically returned with no action on your part required. This is simply an option to let the next person in line read it a little earlier:



Please call or contact us online at <https://www.librarypoint.org/contact/> if you need any assistance!

INSTRUCTIONS END