



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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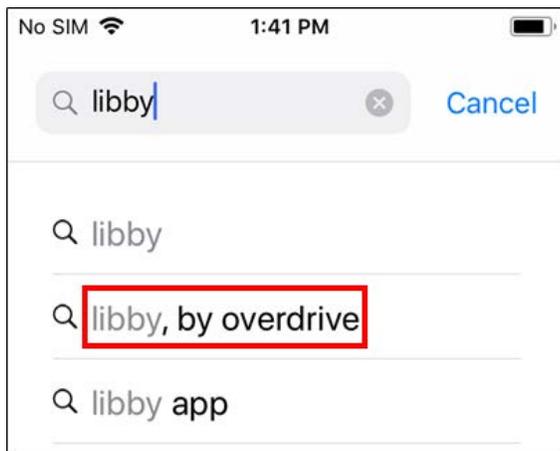
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### Installing Libby on iPhone and iPad

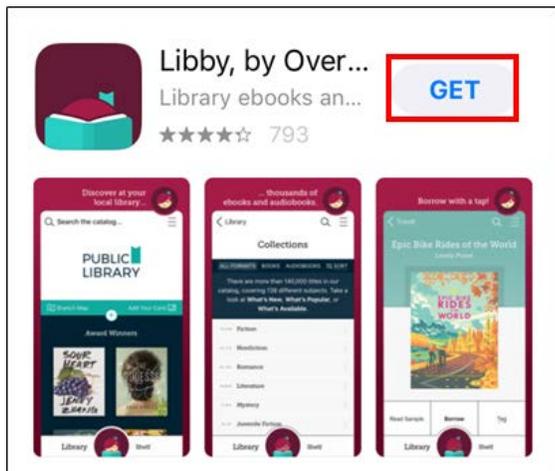
1. Open the App Store. Perform a search for **Libby**, and tap the result for **libby, by overdrive**:



[librarypoint.org](http://librarypoint.org)

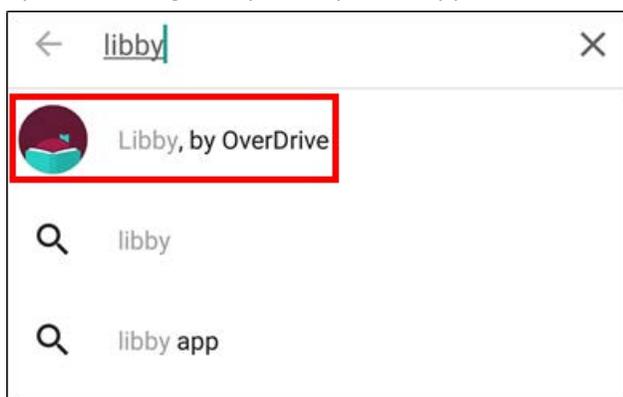
540-372-1144

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

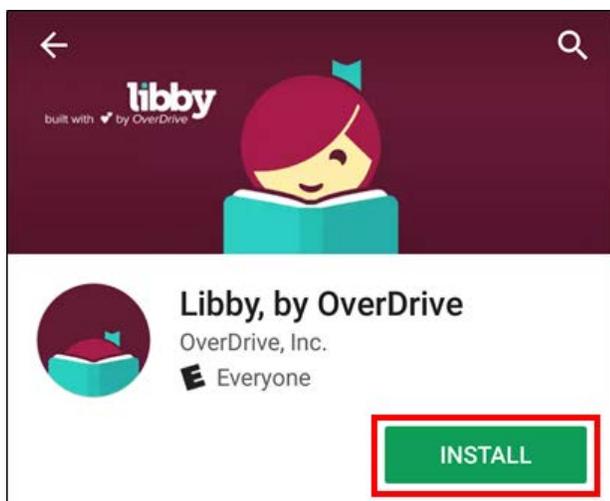


## Installing Libby on Android

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**:



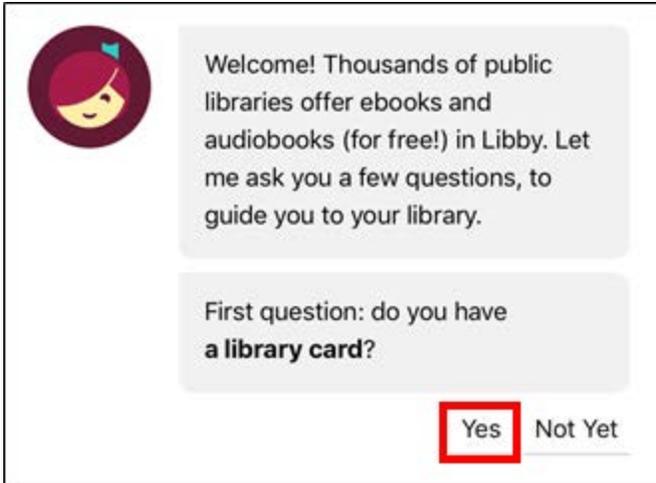
## Setting up Libby with CRRL

*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:

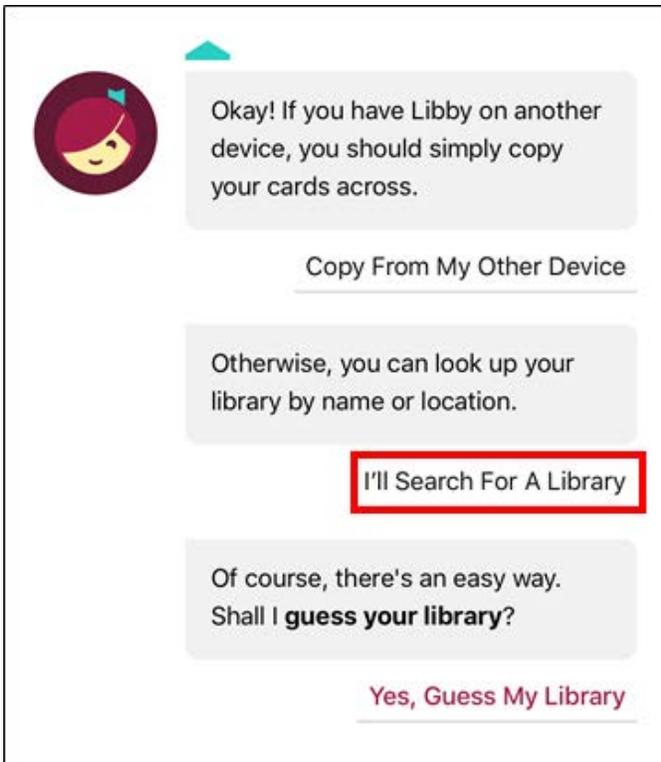


2. On the first screen, tap the **Yes** button.

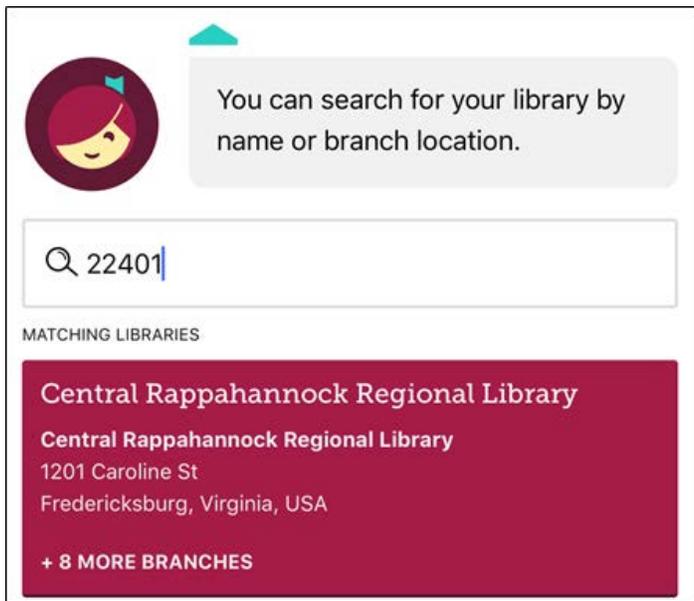


If you do not already have a library card, you can visit your local branch ([librarypoint.org/branches](http://librarypoint.org/branches)) or request a card be mailed to you by filling out the form at <http://www.librarypoint.org/card>.

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**:



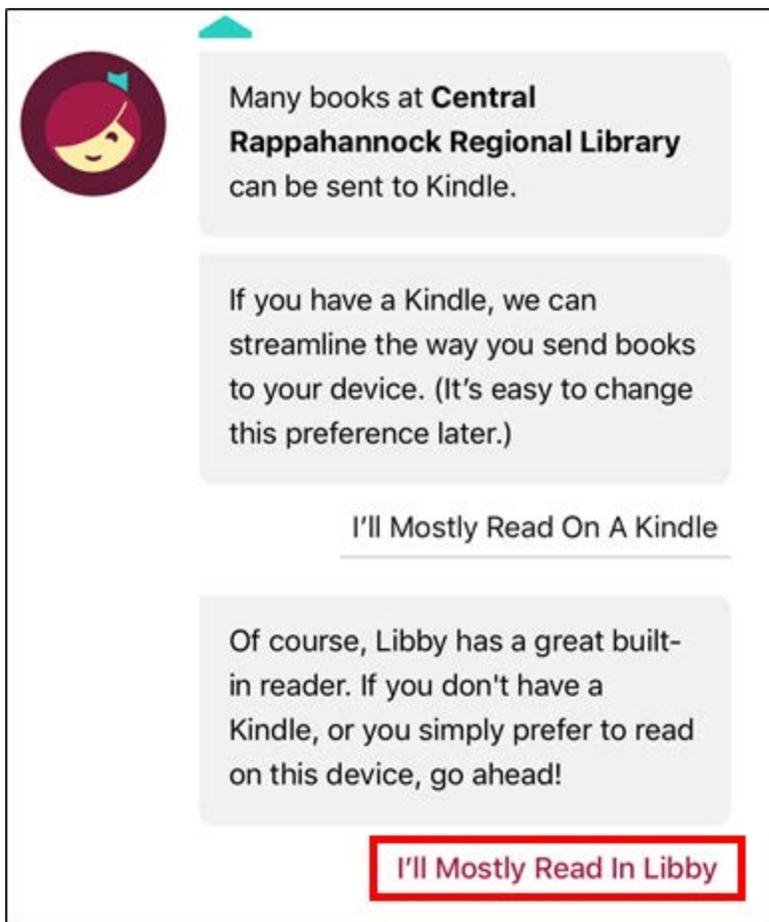
You can search for your library by name or branch location.

22401

MATCHING LIBRARIES

**Central Rappahannock Regional Library**  
Central Rappahannock Regional Library  
1201 Caroline St  
Fredericksburg, Virginia, USA  
[+ 8 MORE BRANCHES](#)

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



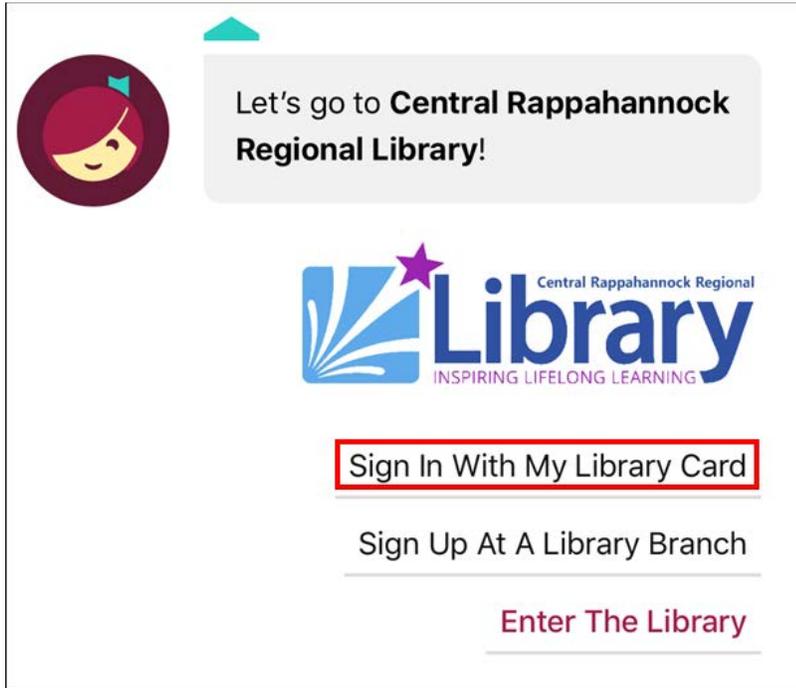
Many books at **Central Rappahannock Regional Library** can be sent to Kindle.

If you have a Kindle, we can streamline the way you send books to your device. (It's easy to change this preference later.)

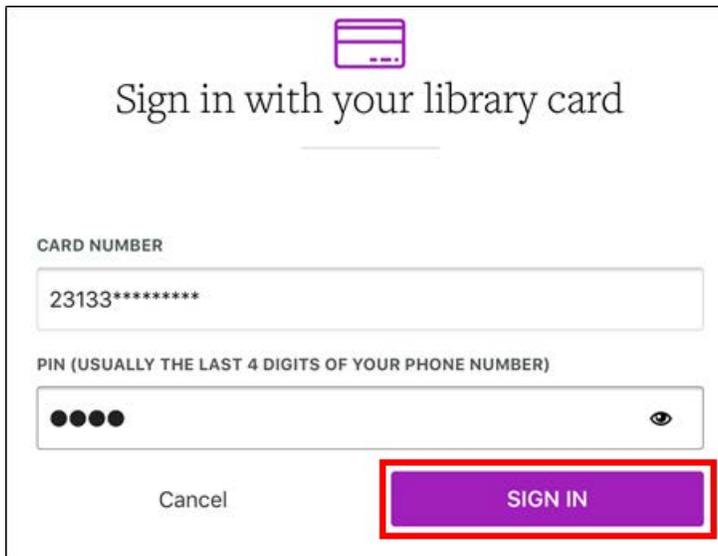
I'll Mostly Read On A Kindle

I'll Mostly Read In Libby

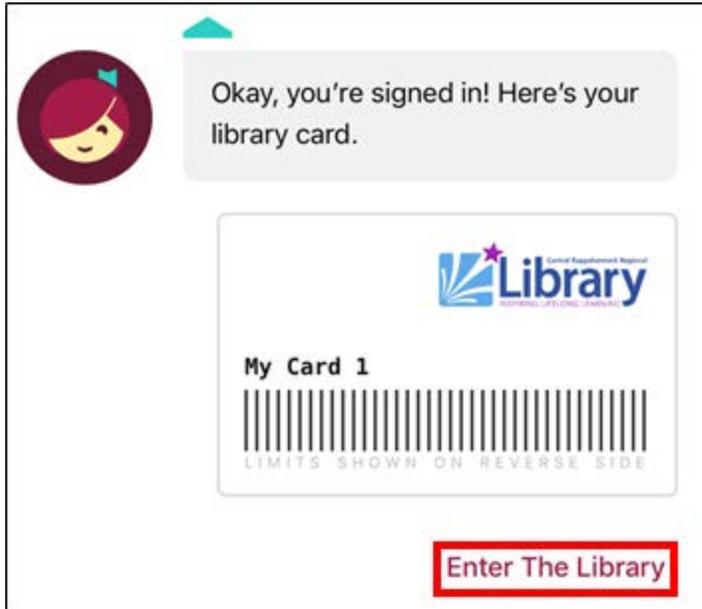
6. Tap **Sign In With My Library Card**:



7. Type in the full 14 digits of your library card number with no spaces, and your PIN (usually the last 4 digits of your phone number). Then tap the **SIGN IN** button:

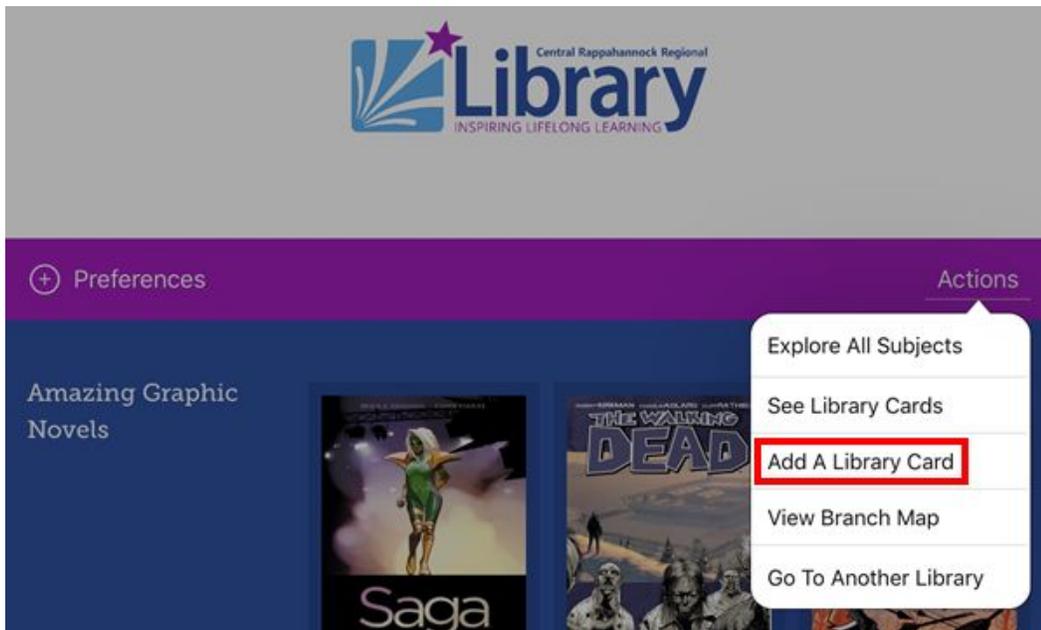


8. Once you've added your library card, tap **Enter The Library**:

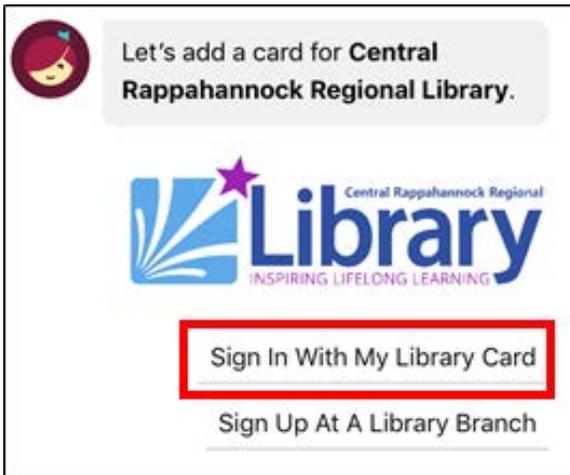


### Adding Additional CRRL Library Cards (OPTIONAL)

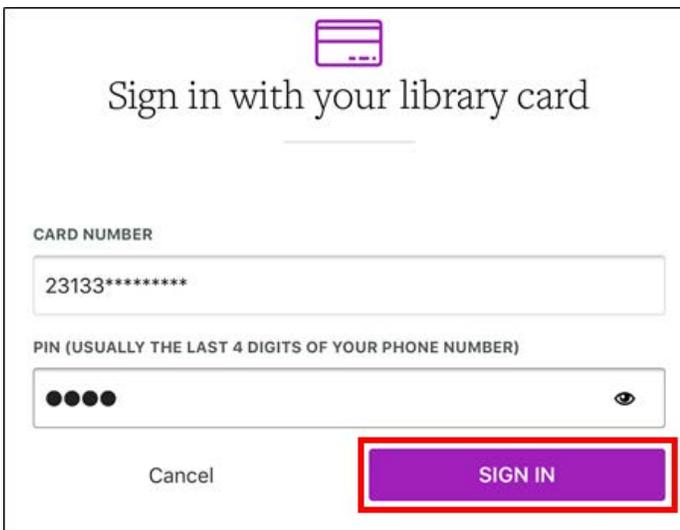
1. You may check out up to 10 items per library card number. Libby allows you to store multiple library cards. This is handy if you are sharing a device or if you simply would like to add an additional 10 items to your checkout limit. To add an additional library card to Libby, start by tapping **Actions** in the purple bar; then tap **Add A Library Card** from the menu that appears:



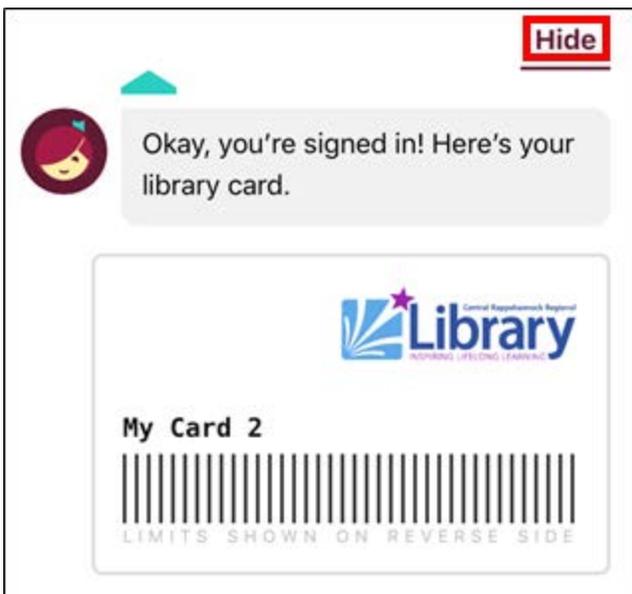
2. From the slide-out menu on the right, tap **Sign In With My Library Card**:



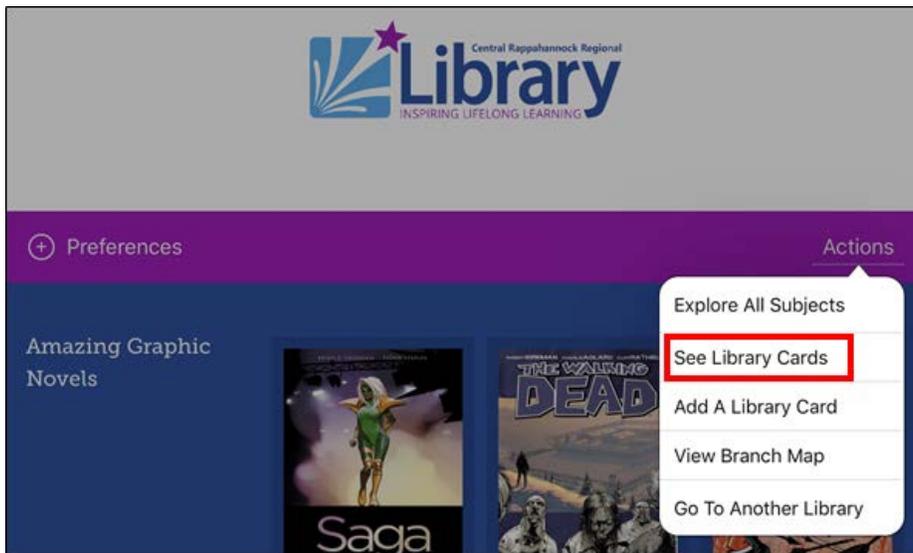
3. Type in the full 14 digits of the new library card number with no spaces and your PIN, then tap the **SIGN IN** button:



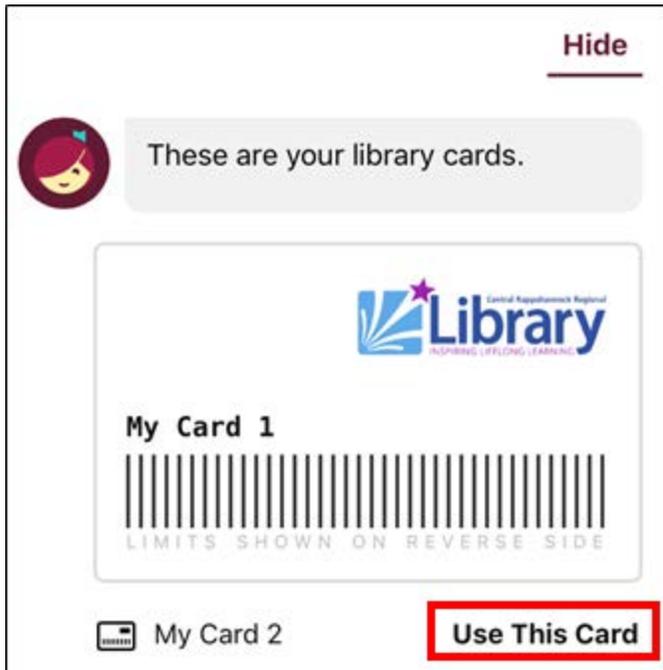
4. Once you've finished adding your additional card, tap the **Hide** button in the upper-right corner:



5. To switch between your cards, start by tapping **Actions** in the purple bar, then tap **See Library Cards** from the menu that appears:

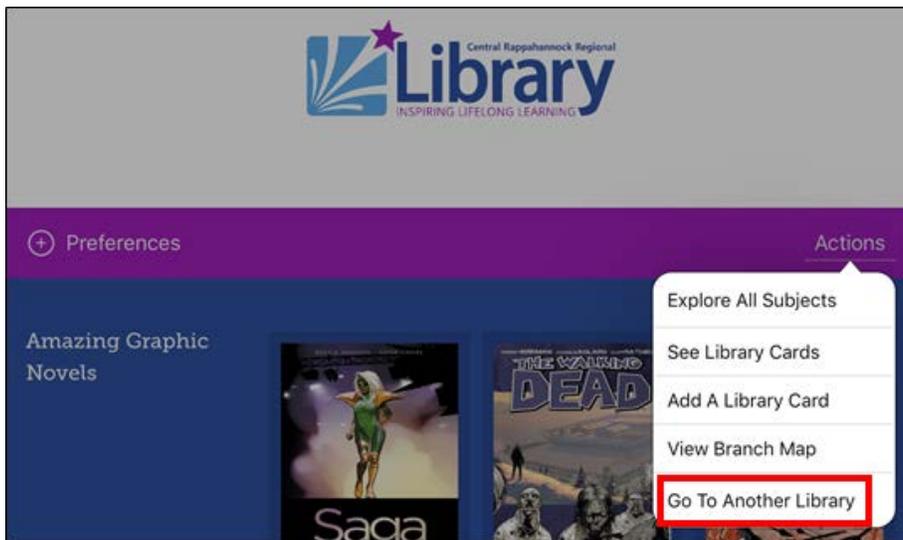


6. Tap **Use This Card** next to the card you'd like to switch to.

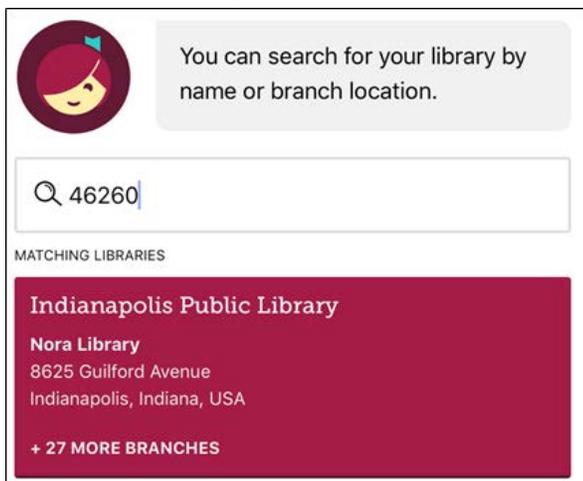


## Adding Another Library System

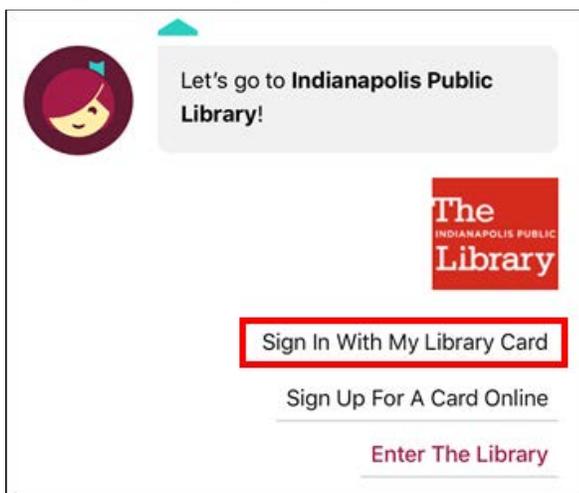
1. If you are a member of another library system that subscribes to OverDrive, you may add your card with them to Libby as well. Start by tapping **Actions** in the purple bar, then tap **Go To Another Library** in the pop-up that appears:



2. Type either the zip code associated with the library or the library's name, then tap the search result for the library you want to add to Libby:



3. Tap **Sign In With My Library Card**:



4. Enter your library card number and PIN. If you are unsure what your PIN is, you will need to contact that library system. Then tap the **SIGN IN** button:



Sign in with your library card

Need a card? [Learn more >](#)

CARD NUMBER

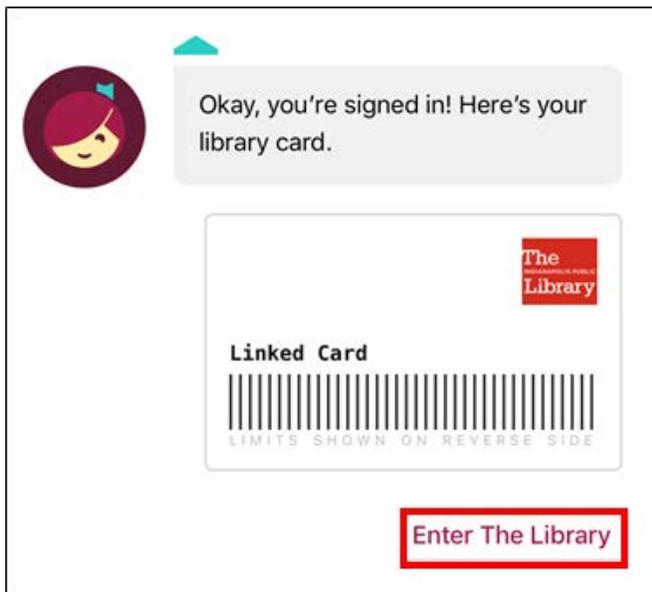
\*\*\*\*\*

PIN

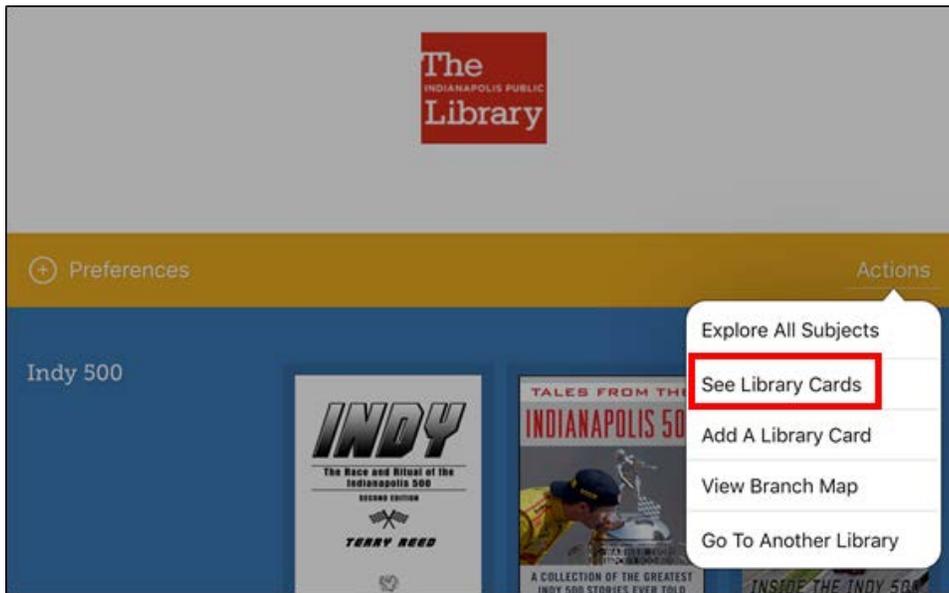
●●●●

Cancel SIGN IN

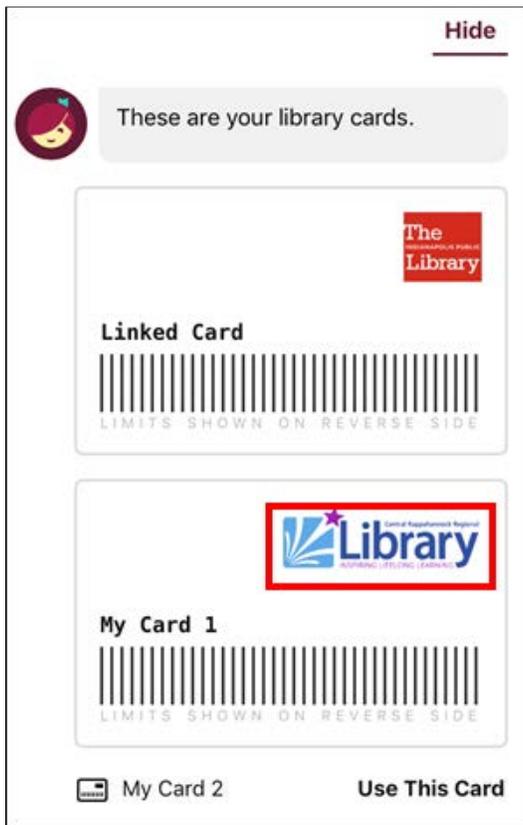
5. After you've signed in, tap **Enter The Library**:



6. To switch between libraries, tap the **Actions** button, then **See Library Cards** in the menu that appears:

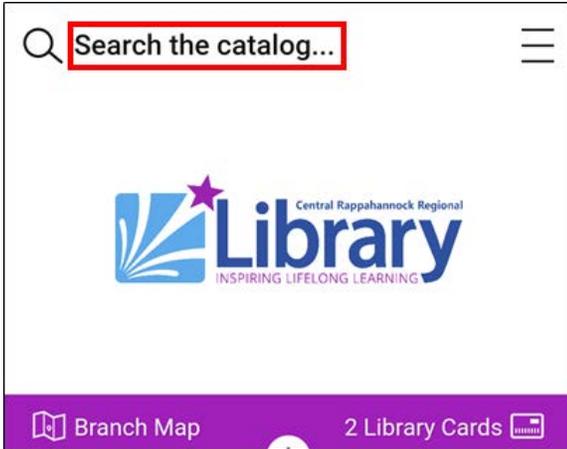


7. Tap the logo of the library you want to switch to:



## Searching for eBooks and eAudiobooks

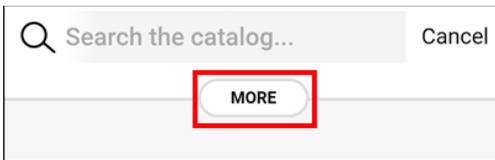
1. Tap the **Search the catalog. . .** text field at the top:



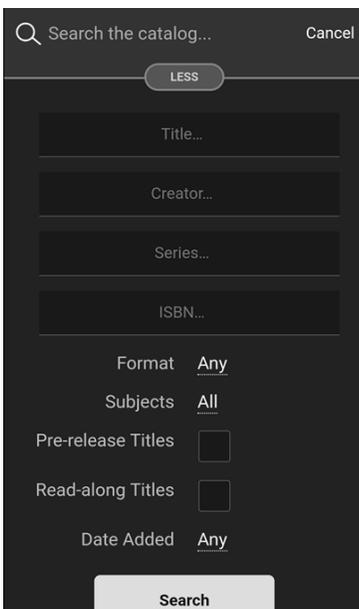
2. Type in an author, title, or keyword:



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



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:



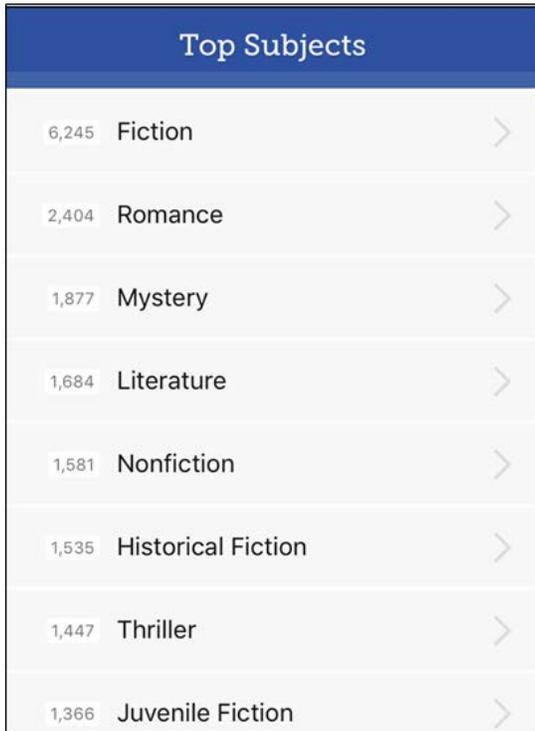
## Browsing for eBooks and eAudiobooks

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.

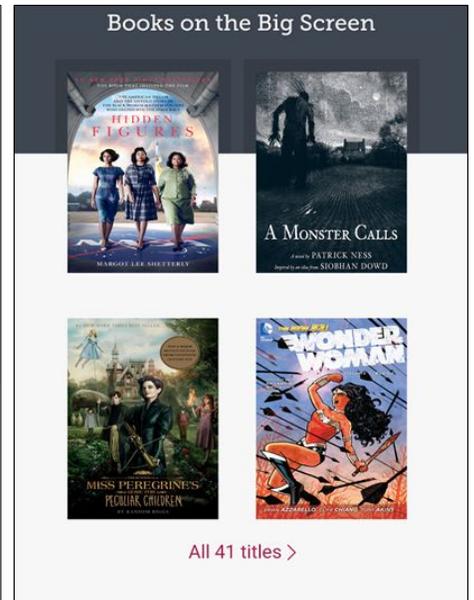
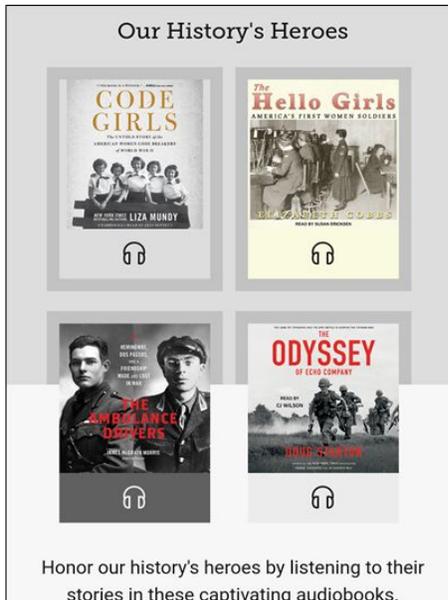
1. Make sure you are on the main libby page by tapping **Library** at the bottom of the screen:



2. Scroll down the screen to see **Top Subjects** (genres):

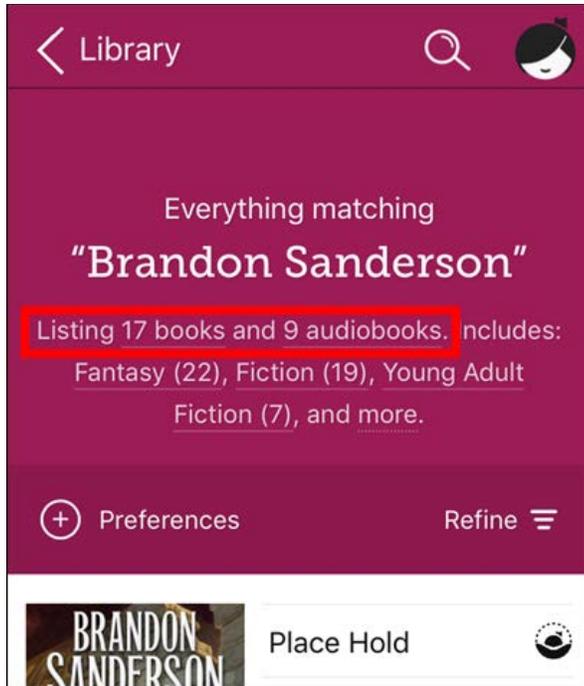


3. Scroll down further to view curated or themed collections, like these:



## Refining Your Results

1. 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**, **Young Adult**, etc. shown in the screenshot below:

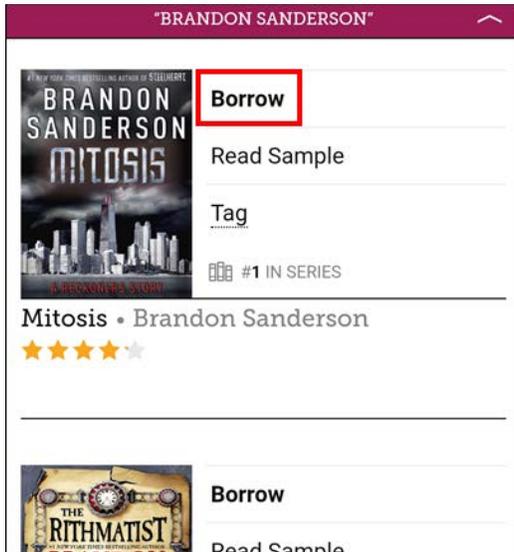


2. Tapping the  button will let you:
  - a. **Exclude** titles that are all checked out (unavailable).
  - b. **Sort By** relevance, popularity, release date, title, author, and date added.
  - c. Limit by the book's **Language**.
  - d. Focus on books written for a particular **Audience** (age).
  - e. Select **Device Compatibility**. For example, will it work on Kindle?

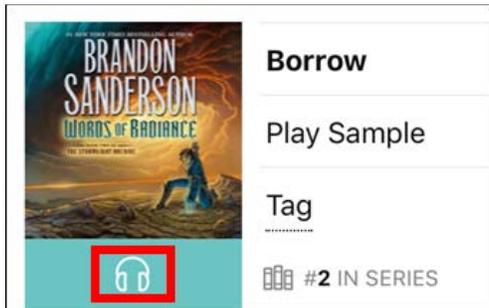


## Checking Out and Downloading

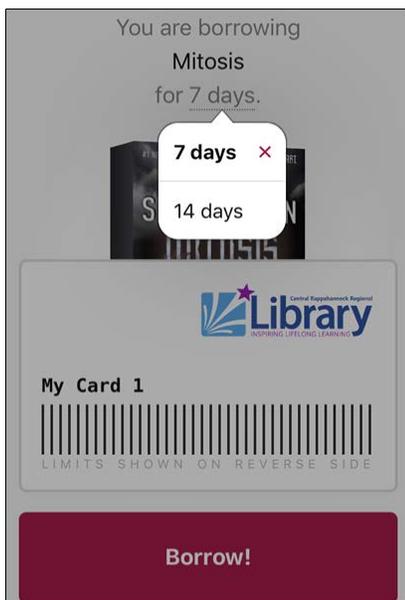
1. Once you find an eBook or eAudiobook you want to check out, tap the **Borrow** link to the right of the book cover.



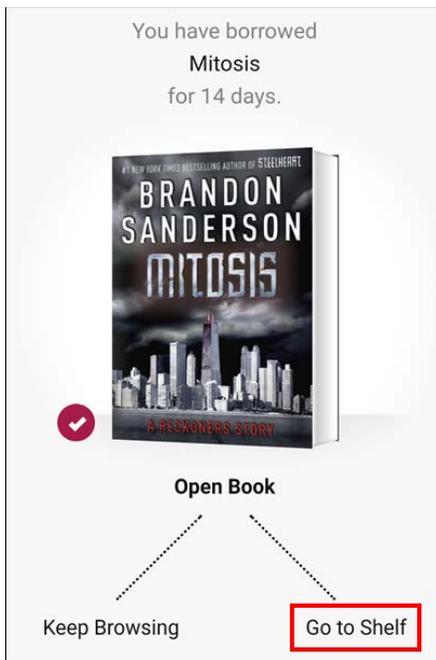
eAudiobooks are indicated by a  icon:



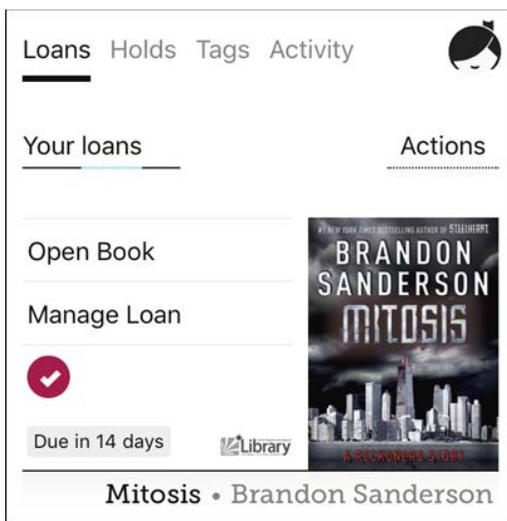
2. On the next screen, you can choose whether you'd like to borrow the title for 7 or 14 days, as well as which library card you wish to use (provided you've added more than one card). To finish the check-out, tap the **Borrow!** button at the bottom:



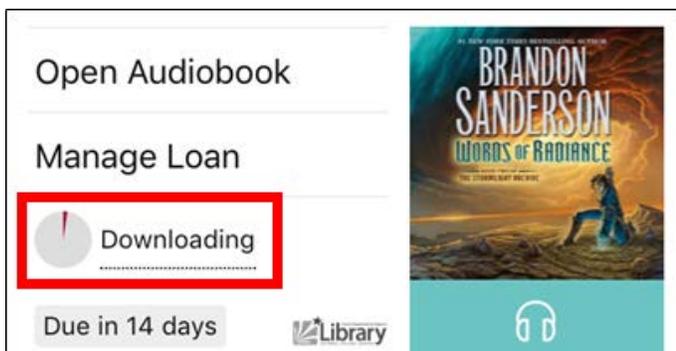
3. You can then choose between the options of **Keep Browsing** or **Go to Shelf**. For the purposes of this guide, let's tap **Go to Shelf**:



4. Your checked out items will be displayed on the Shelf. The  icon indicates the item has finished downloading and will not require an active Internet connection in order to be read. For books, this only takes a few seconds:

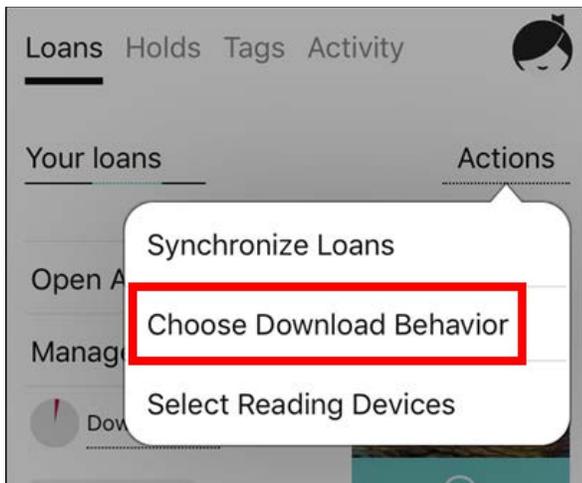


Audiobooks may take several minutes to fully download, depending on their size and the speed of your device's Internet connection:

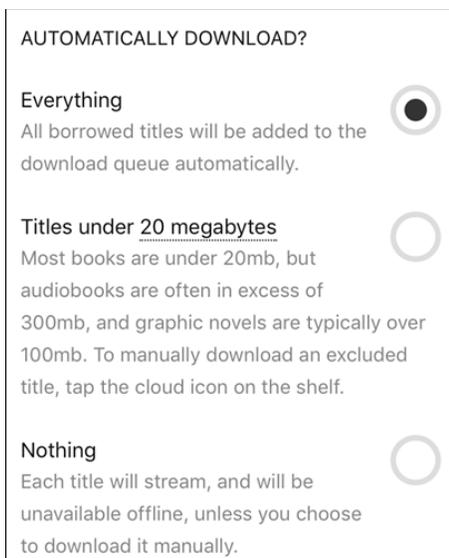


## Adjusting Download Settings

1. To change how and when Libby downloads your eBooks and eAudiobooks, tap the **Actions** button on the right, close to the top of the screen. Tap **Choose Download Behavior** from the menu that appears:
2. In the slide-out menu, tap **Download Settings**:

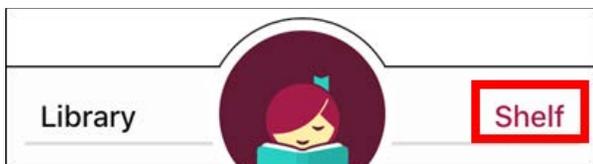


3. On the next screen, you will be able to choose which kinds of titles are allowed to automatically download and whether Libby can use your mobile data connection to download:

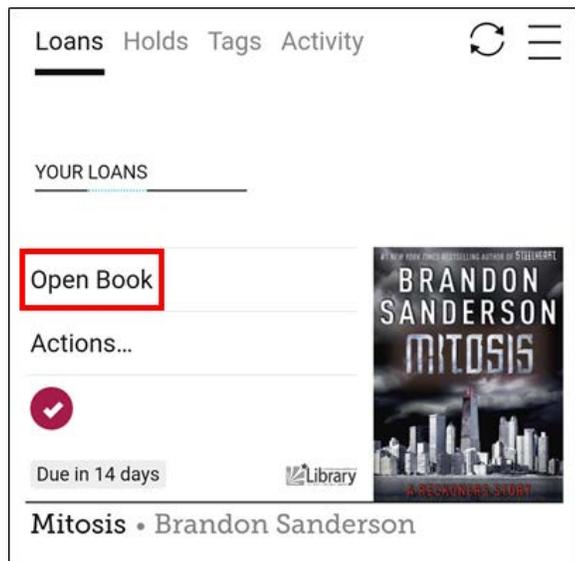


## Reading eBooks

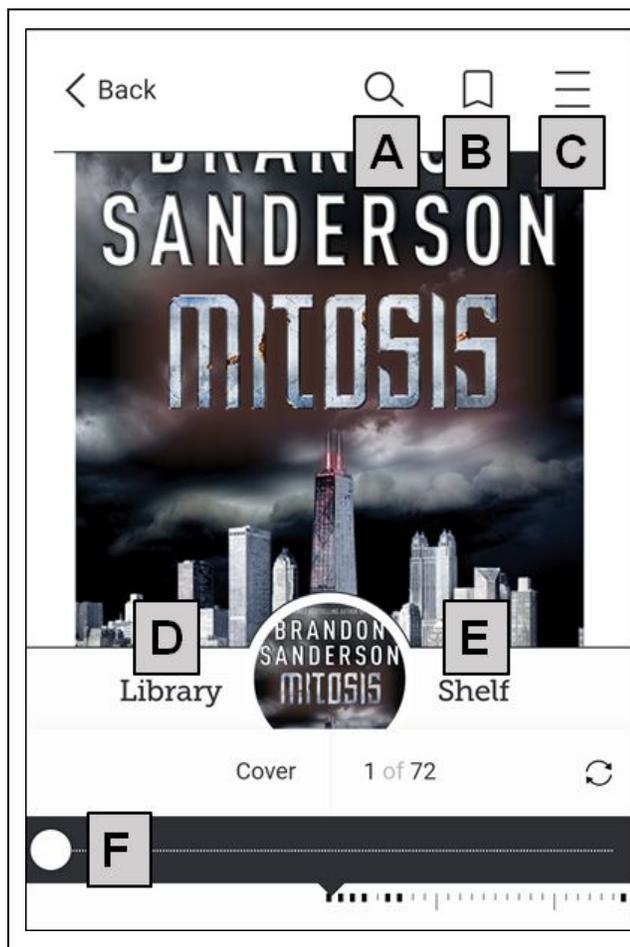
1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



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:

  t termed ng me—to nnel with . " Mitosis ng it from ow how ess. ted. "Like oudly as I lier, and I been too ettin help	<p>MITOSIS</p> <p> Search <b>A</b></p> <p> Chapters <b>B</b></p> <p> Bookmarks <b>C</b></p> <p> History <b>D</b></p> <p> Reading Settings <b>E</b></p> <p> Tips &amp; Secrets <b>F</b></p>	<p>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.</p> <p>B. View the book's chapters.</p> <p>C. View any bookmarks you have created.</p> <p>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.</p> <p>E. Adjust book format settings such as font (print) size, font type, and lighting.</p> <p>F. See what Libby thinks you might find useful that isn't immediately apparent.</p>
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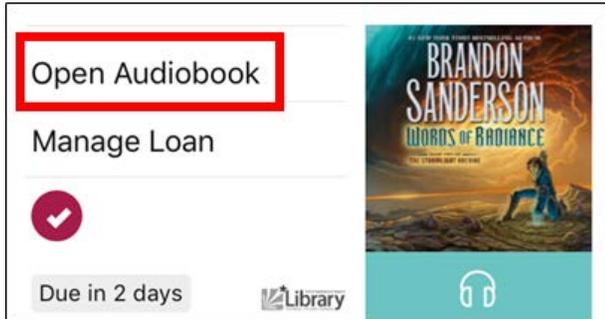
Tap the text of the book to the left to dismiss this menu.

## Listening to eAudiobooks

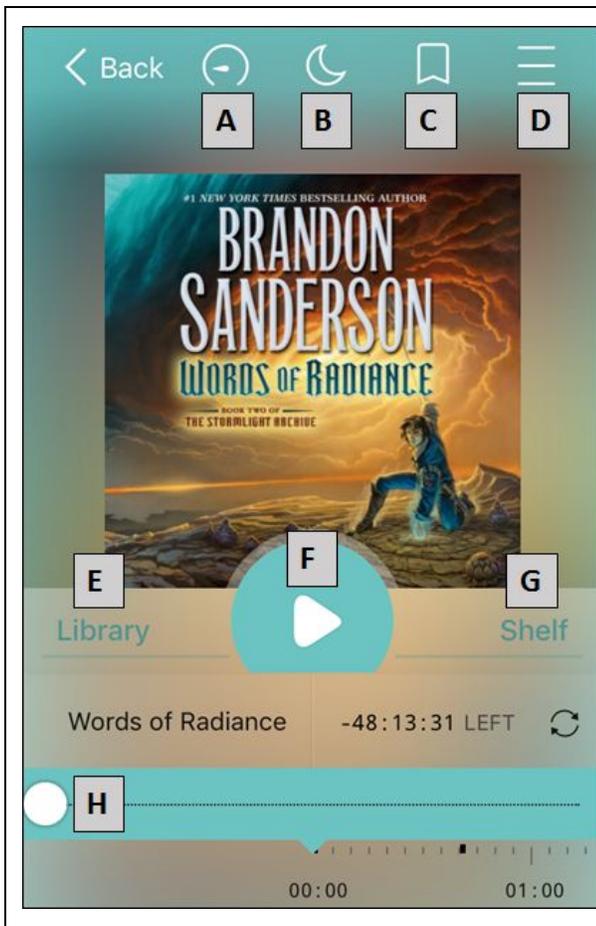
1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



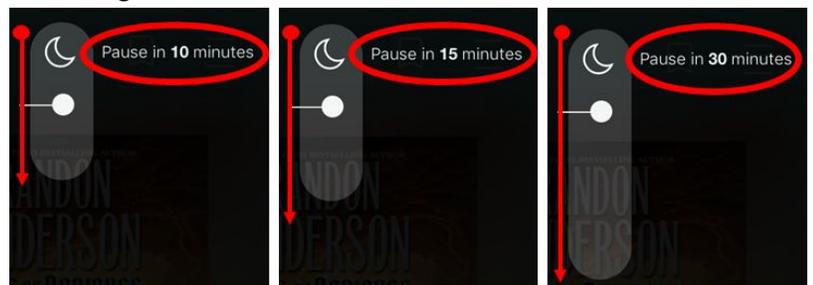
2. Tap **Open Audiobook**:



3. eAudiobook Controls:



- 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:



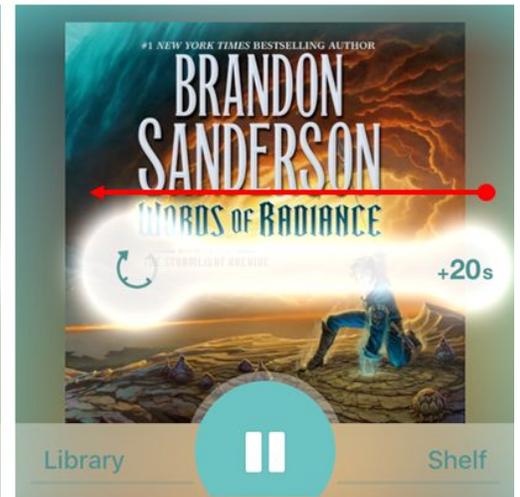
- C. Place a bookmark. This is only required if you want to keep track of multiple bookmarks. Libby will remember where you leave off when you stop listening.
- D. Book options. More on that below.
- E. Return to CRRL's eBook library.
- F. Play/Pause.
- G. Return to your shelf of borrowed items
- H. 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 audiobook 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 left to the right will move backward through the audiobook, and dragging from the right to the left will move you forward:

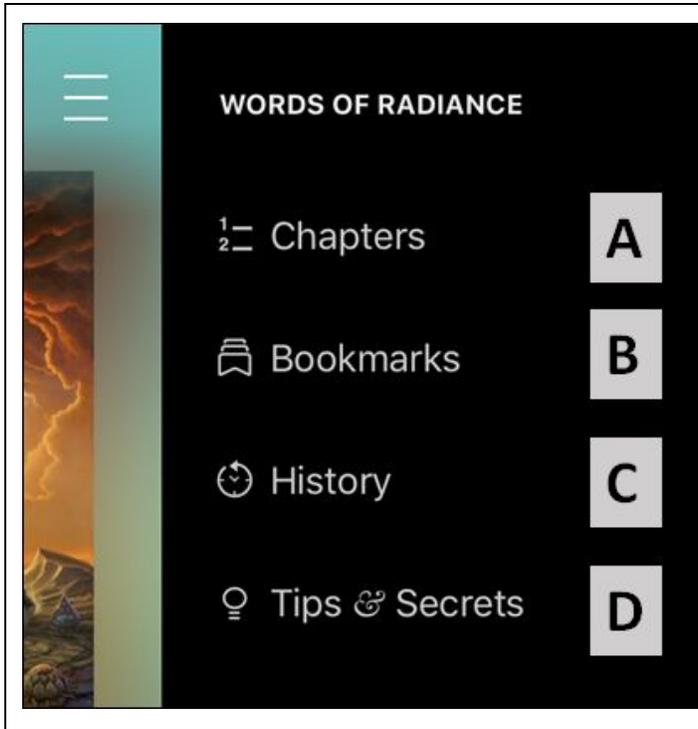
## Skip Backward



## Skip Forward



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



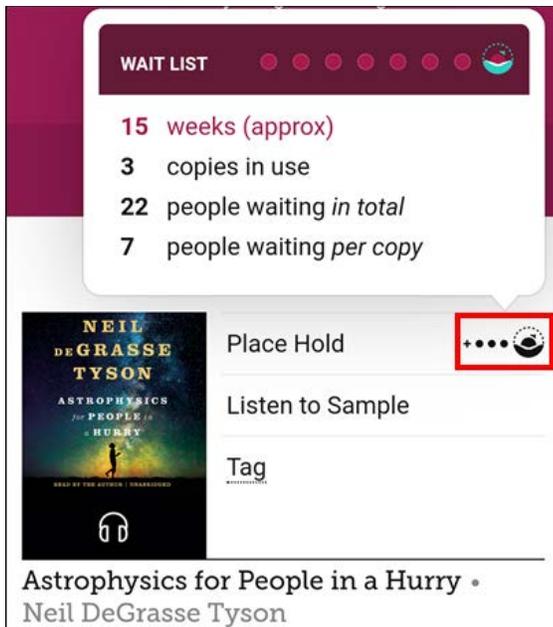
- A. View the audiobook's chapters.
- B. View any bookmarks you have created.
- C. Whenever you jump within the audiobook - by searching, choosing a chapter, using the seek bar, or tapping a link - an entry is added here so you can easily return.
- D. See what Libby thinks you might find useful that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

Tap the text of the book cover to the left to dismiss this menu.

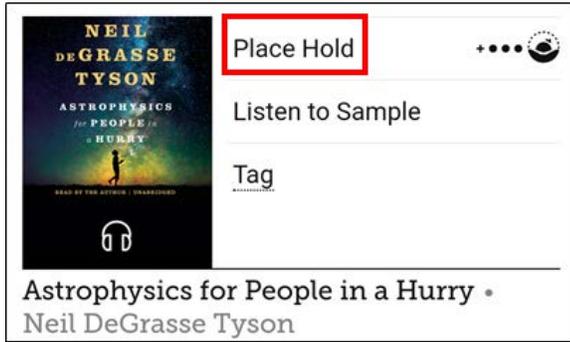
## Placing Holds

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

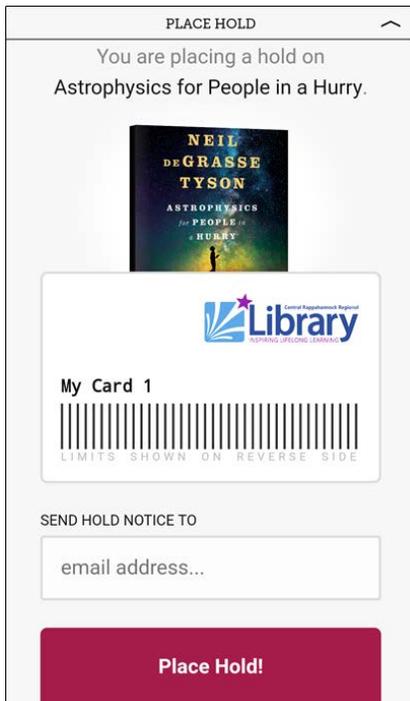
physical items. When you find such a title, tap the  button across from the **Place Hold** link to see the estimated wait time:



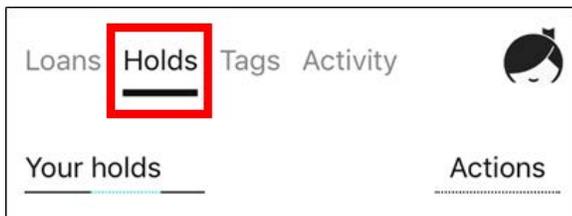
2. To place a hold on the eBook, tap the **Place Hold** link:



3. On the next screen, you will be prompted to enter your email address if this is the very 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. To pick it up, open the Libby app, tap the **Shelf** button at the bottom of the screen, and it should be waiting for you. If you do not see it, tap the **Holds** link at the top of the screen:



## Renewing

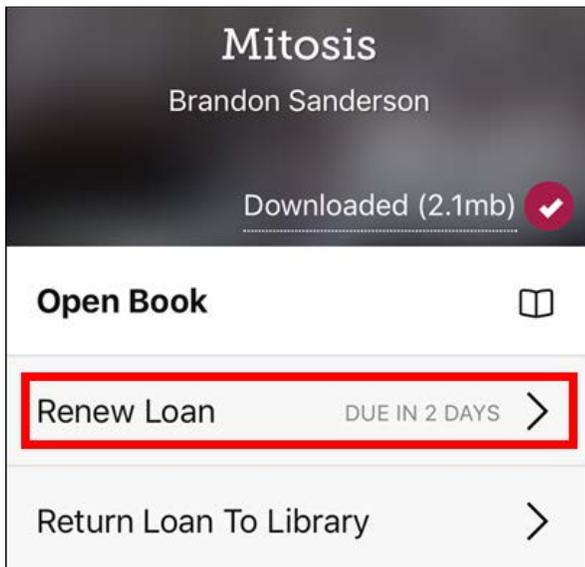
1. Unless you choose to renew your book, it will automatically return itself after the loan duration you chose (typically 14 days). If you would like to request a renewal, start by tapping **Shelf** at the bottom of the screen to show your borrowed items:



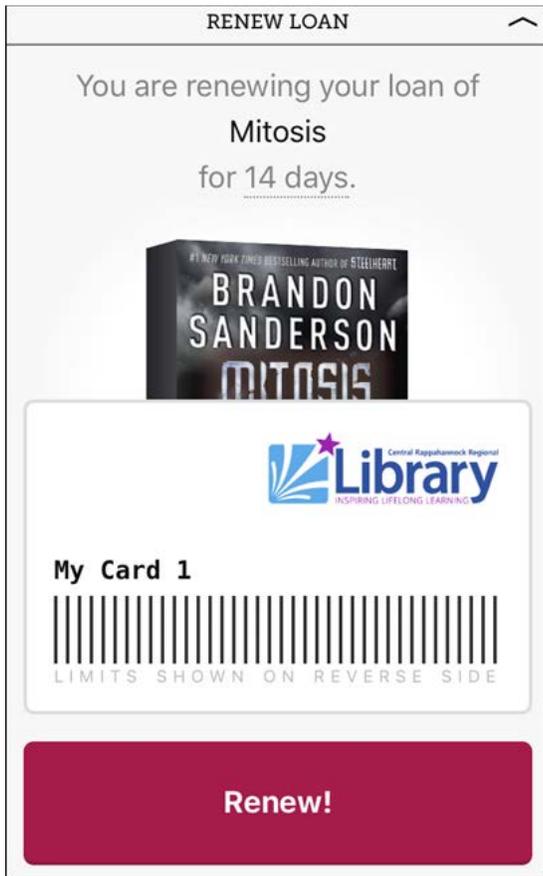
2. Tap **Manage Loan** next to the title you want to renew:



3. Tap the option to **Renew Loan**.



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



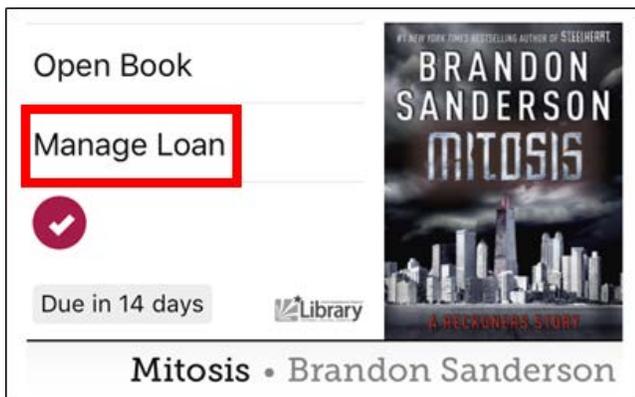
Please note that you will not be able to renew any sooner than three days prior to the loan end date. If someone is already in line for that copy of your book, you will be given the option to put yourself back in the hold queue.

## Returning Items Early

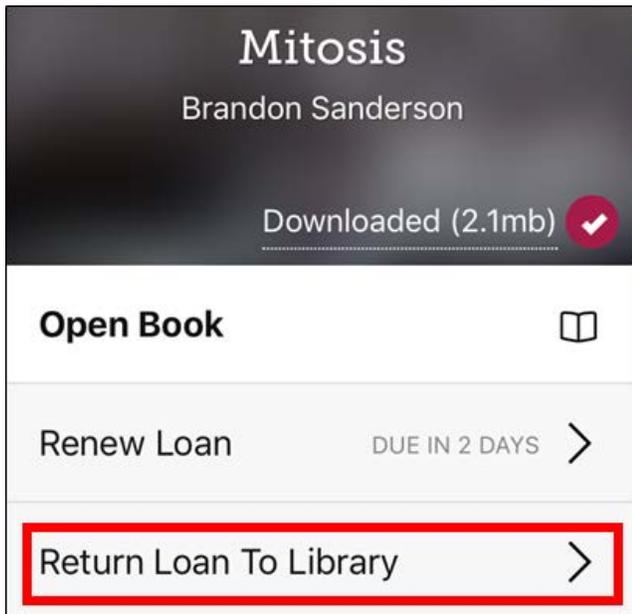
1. If you would like to return your items before the end of the two week loan, start by tapping **Shelf** at the bottom of the screen:



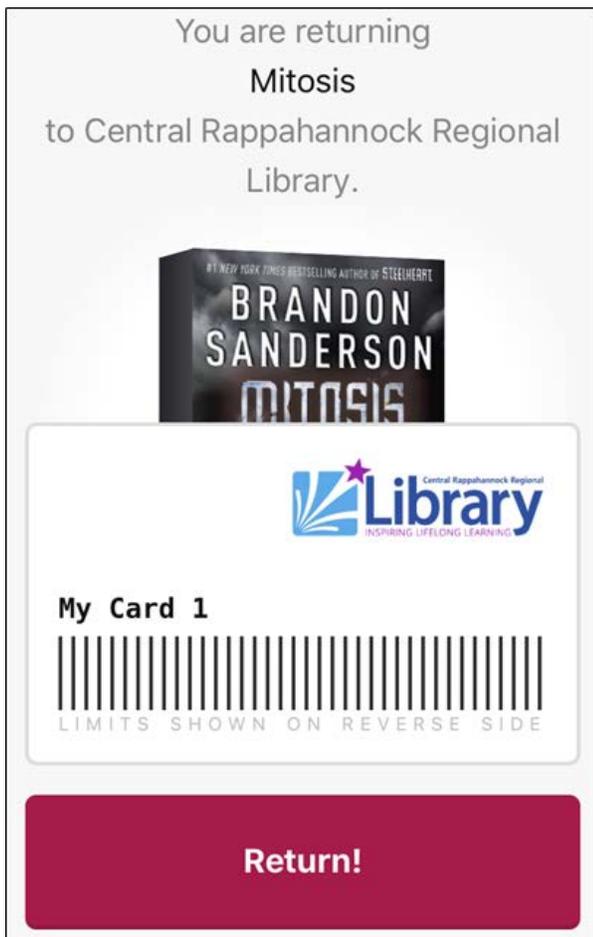
2. Tap **Manage Loan** next to the book you want to return:



3. Tap **Return Title to Library**:



4. Tap the **Return!** button at the bottom of the screen:



INSTRUCTIONS END