



Central Rappahannock Regional  
**Library**

INSPIRING LIFELONG LEARNING  
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

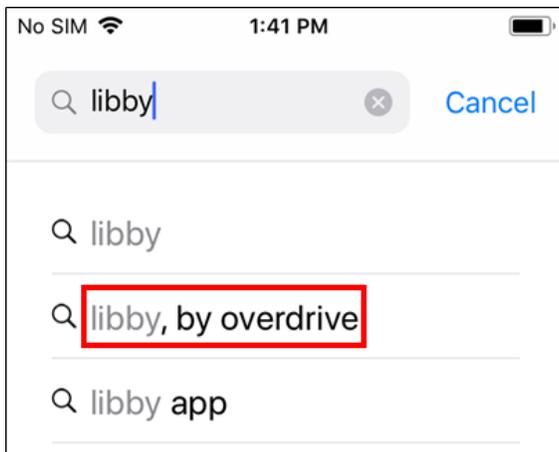
## Libby by OverDrive for iPhone, iPad and Android

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### Installing Libby on iPhone and iPad

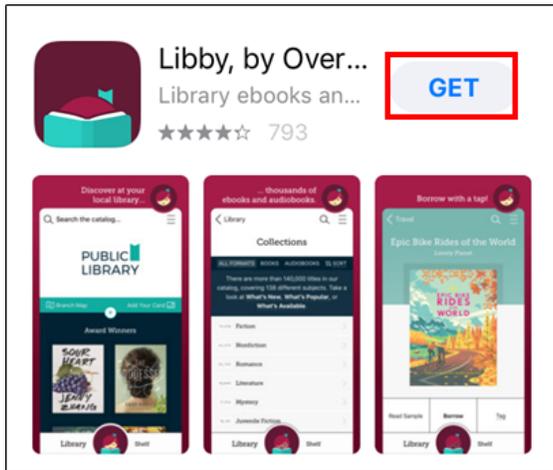
1. Open the App Store. Perform a search for **Libby**, and tap the result for **libby, by overdrive**:



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

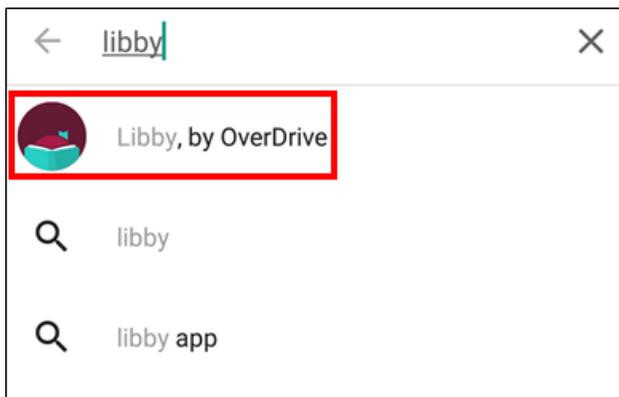
540-372-1144

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

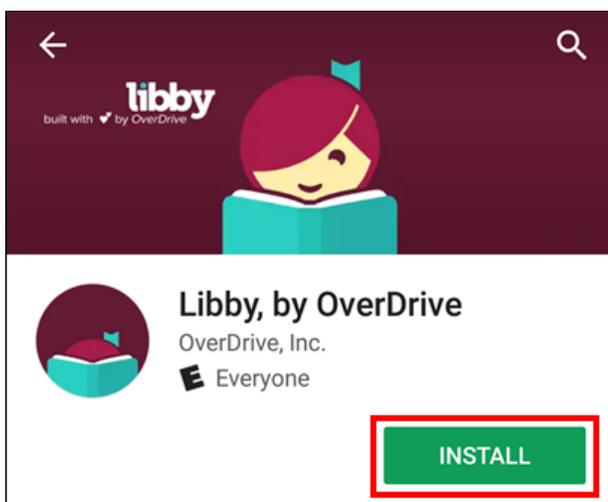


## Installing Libby on Android

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



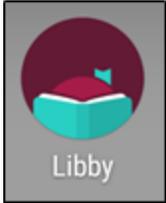
2. Tap the **INSTALL** button next to the search result for **Libby, by OverDrive**:



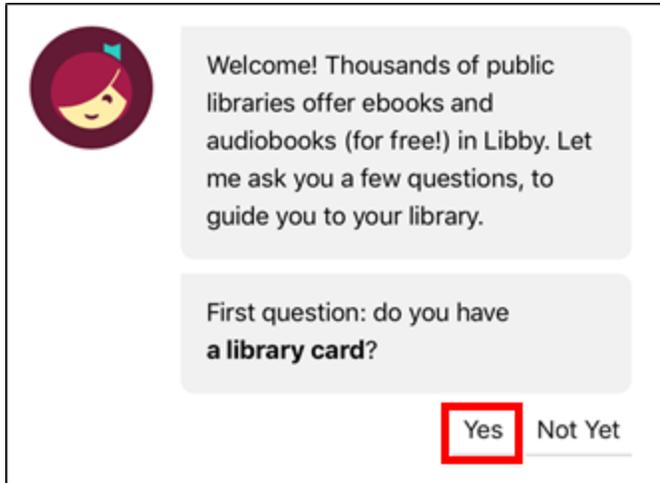
## Setting up Libby with CRRL

*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:

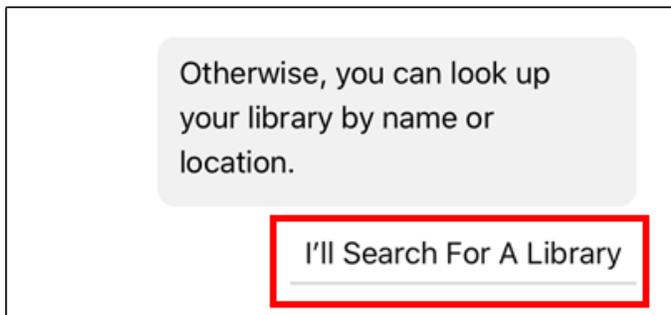


2. On the first screen, tap the **Yes** button.

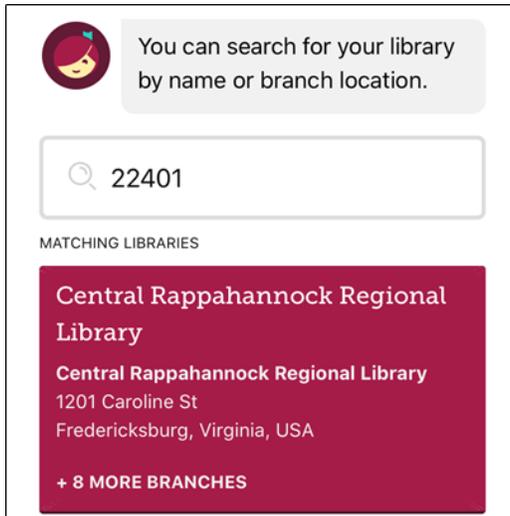


If you do not already have a library card, you can visit your local branch (<https://librarypoint.bibliocommons.com/locations>) or request a card be mailed to you by filling out the form at <http://www.librarypoint.org/card>.

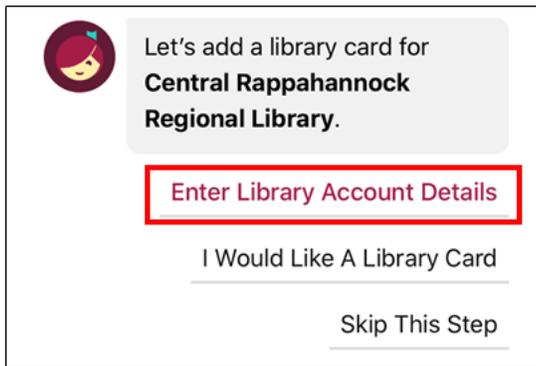
3. On the next screen, tap **I'll Search For A Library**:



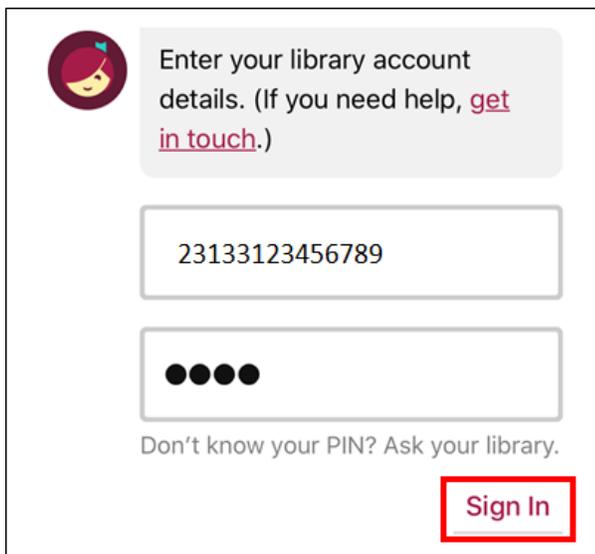
4. Tap inside the search field and type **22401**. When the search results appear, tap the one for **Central Rappahannock Regional Library**:



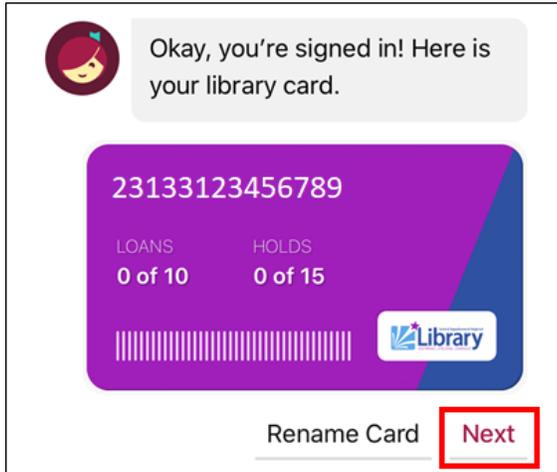
5. Tap **Enter Library Account Details**:



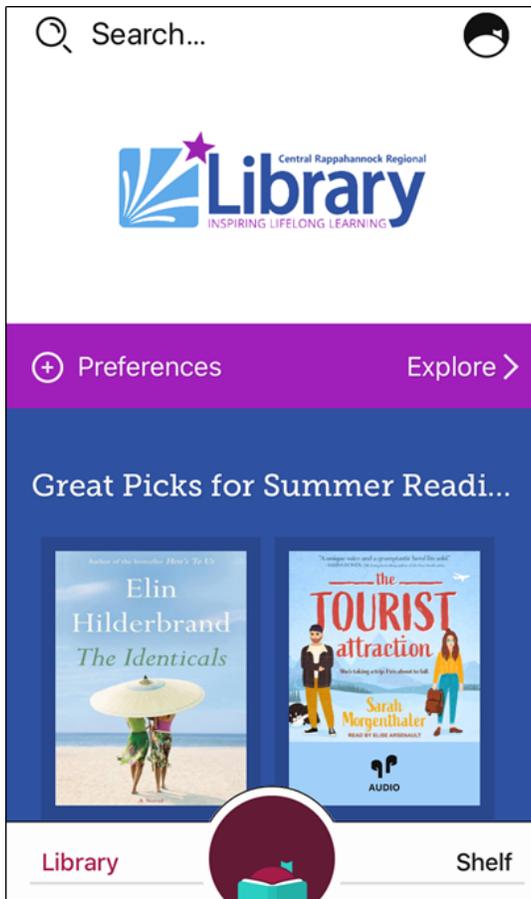
6. Enter your library barcode number and your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:



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

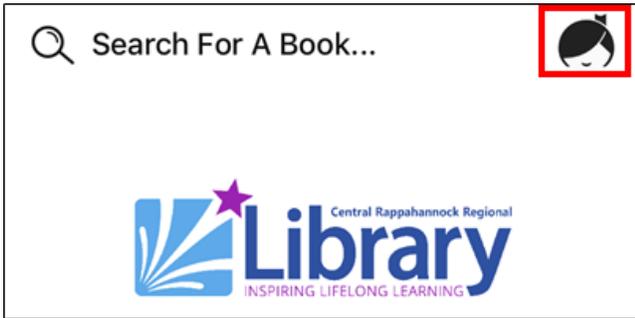


8. You will then be taken to CRRL's Libby homepage:

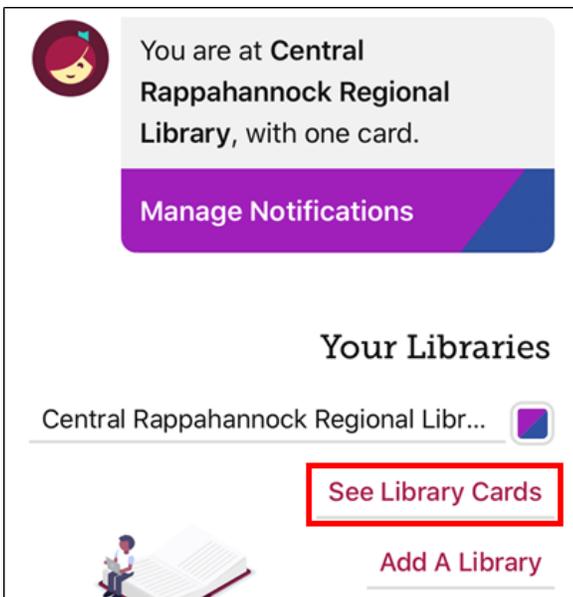


## Adding Additional CRRL Library Cards (OPTIONAL)

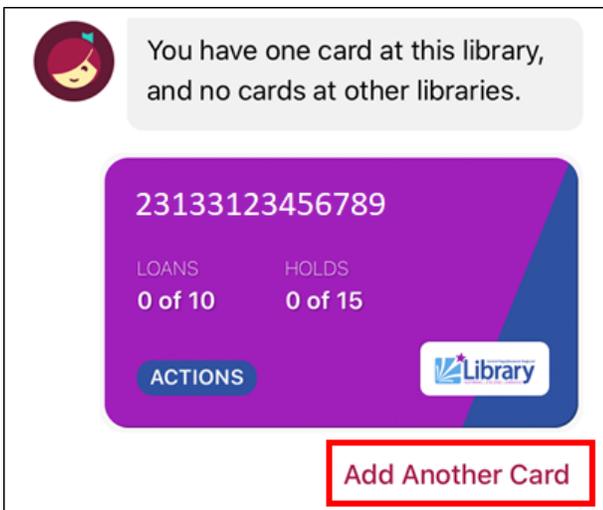
1. You may check out up to 10 items per library card number. Libby allows you to store multiple library cards. This is handy if you are sharing a device or if you simply would like to add an additional 10 items to your checkout limit. To add an additional library card to Libby, start by tapping the Libby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



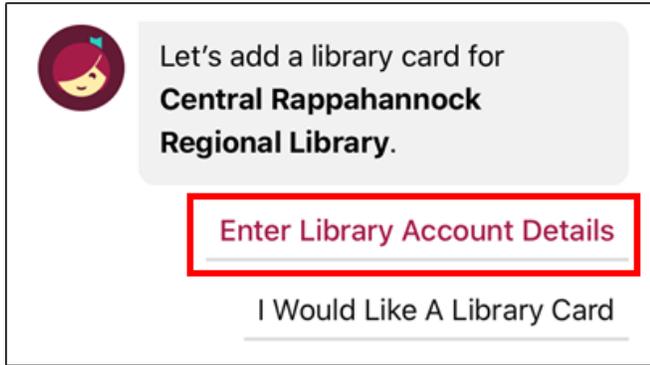
2. From the slide-out menu on the right, tap **See Library Cards**:



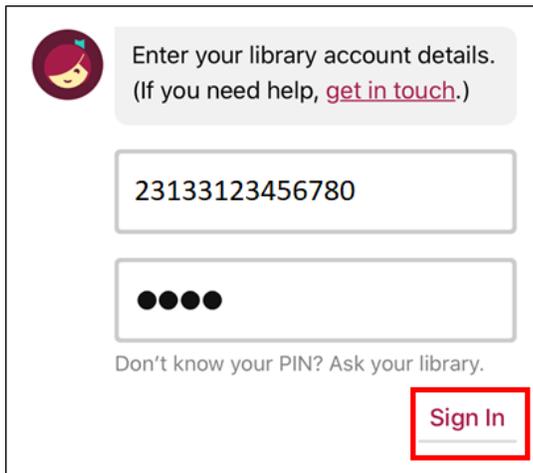
3. Tap **Add Another Card**:



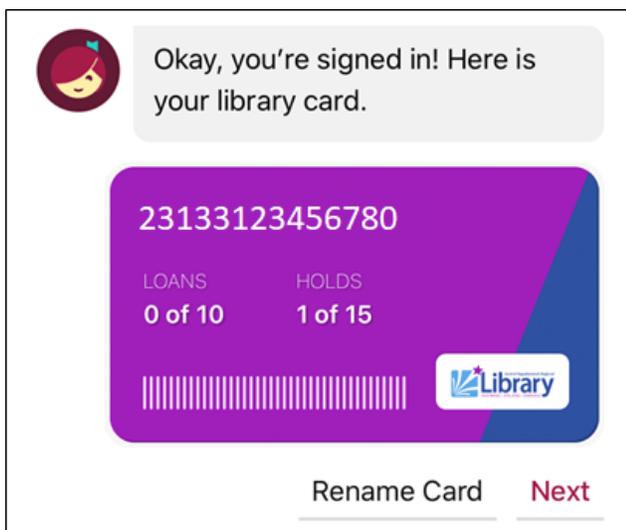
4. Tap **Enter Library Account Details**:



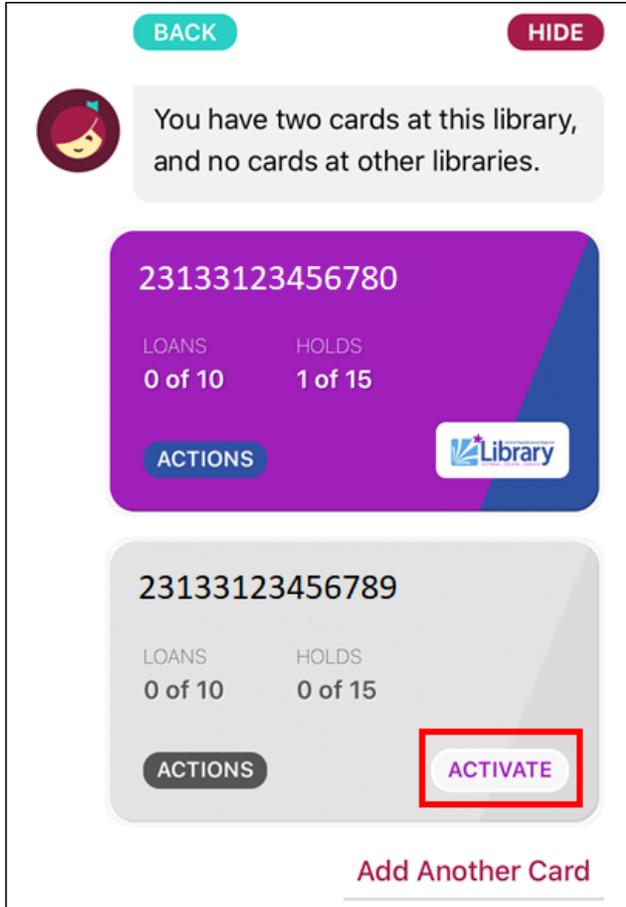
5. Enter your library barcode number and your PIN (usually the last four digits of the phone number you gave when signing up for your library card) and tap **Sign In**:



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



7. You will then see a screen showing you all the cards you have currently added to the Libby app. To switch the active card, tap the **ACTIVATE** button on the card you want to use. When you're done adding cards, tap the **HIDE** button at the top.

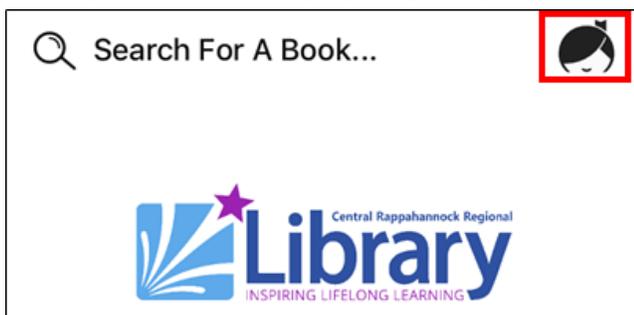


Note: You will also have the opportunity to choose which card you'd like to use when you check out.

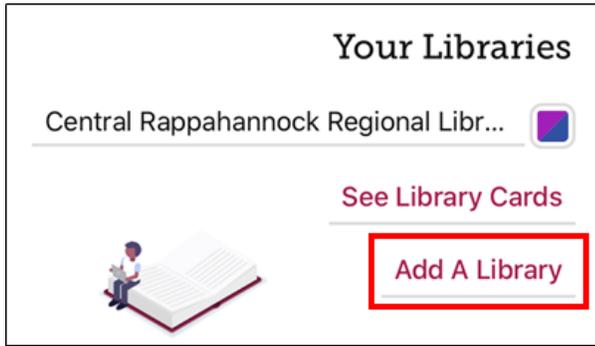
## Adding Another Library System's Card

*This is an optional step. [Click or tap here](#) to skip ahead to **Notifications**.*

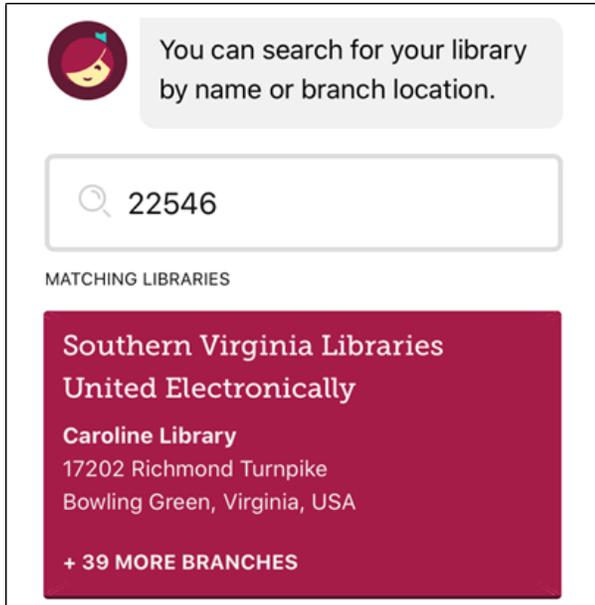
1. If you are a member of [another library system that subscribes to OverDrive](#), you may add your card with them to Libby as well. Start by tapping Libby logo in the upper-right corner:



2. Tap **Add A Library**:



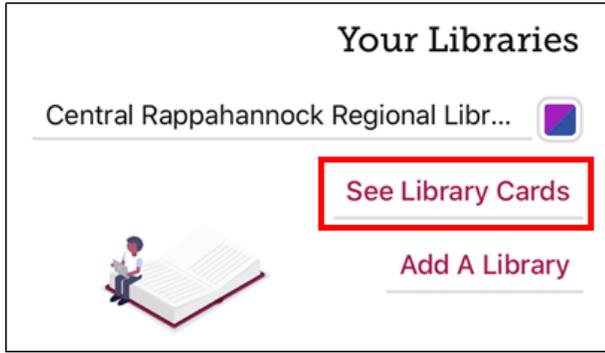
3. Enter the name or zipcode for the library you want to add. Tap the correct result:



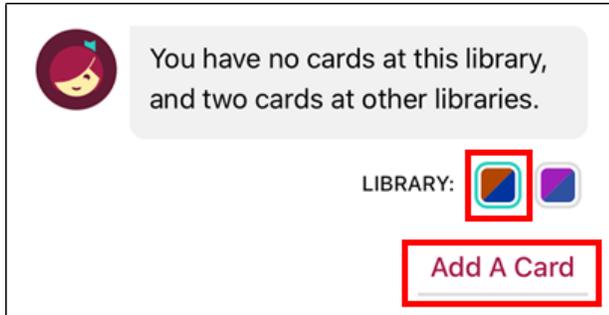
4. You will be taken to the main Libby page for that library. To add a card with them, tap the Libby logo in the upper-right corner:



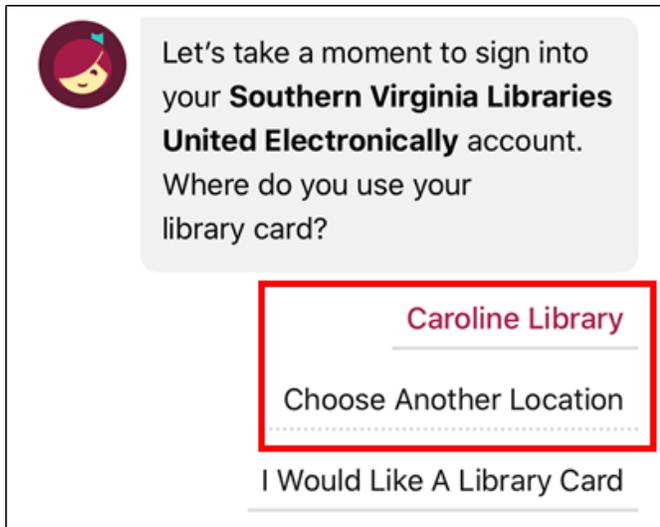
5. Tap **See Library Cards**:



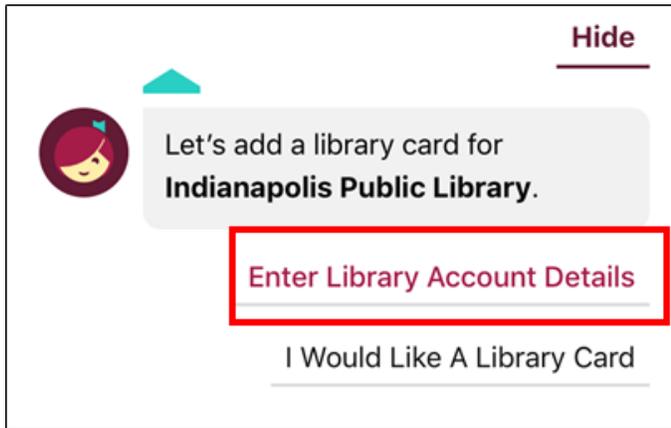
6. Make sure the correct library system is selected by tapping its tile next to **LIBRARY**. Then, tap **Add A Card**:



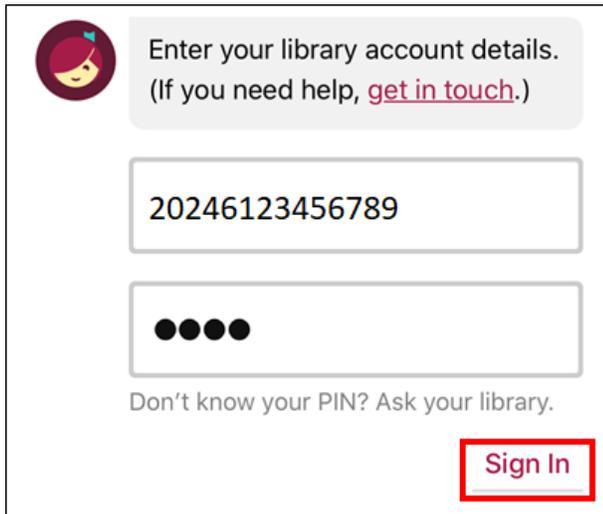
7. If the library is a member of a cooperative such as the Southern Virginia Libraries, whose members include Caroline and King George counties, make sure that you've chosen the correct library system for your card:



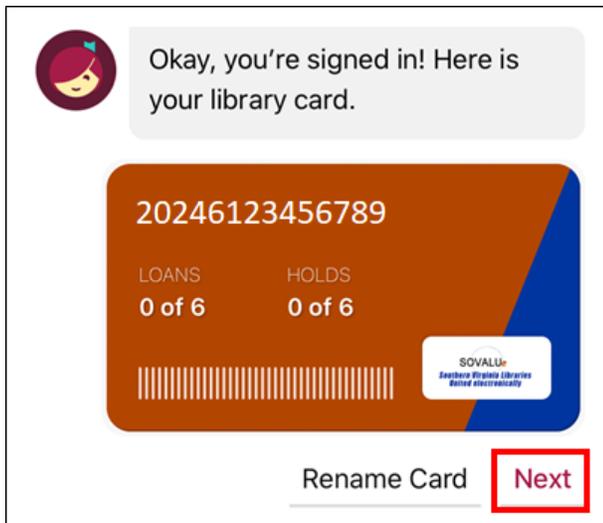
If it is not, just tap the option to **Enter Library Account Details**:



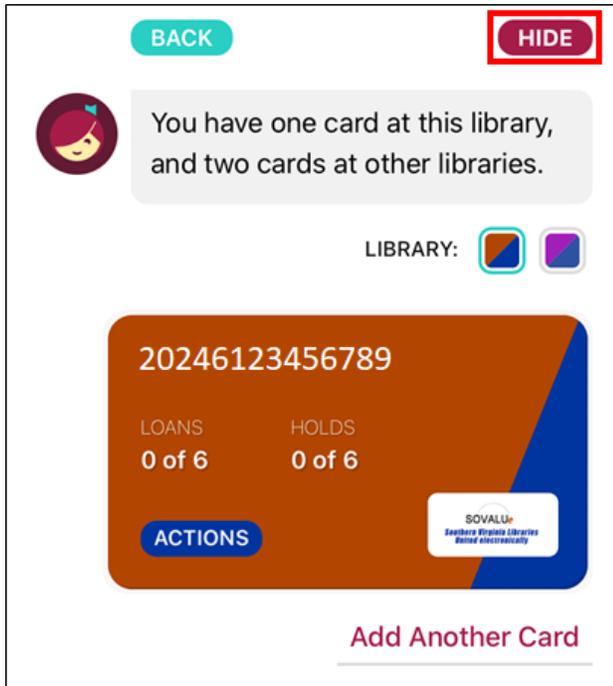
8. Enter your library barcode number and your PIN and tap **Sign In**:



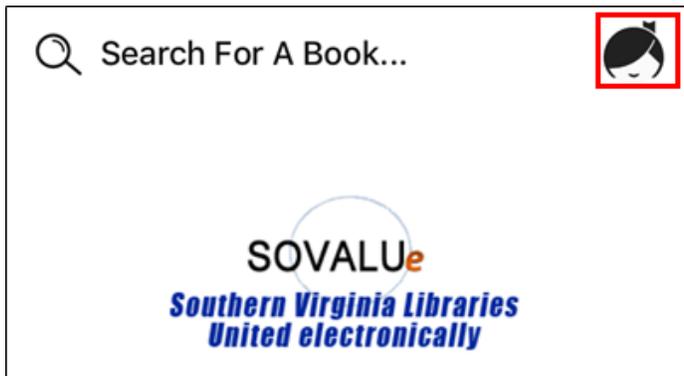
9. Tap **Next**:



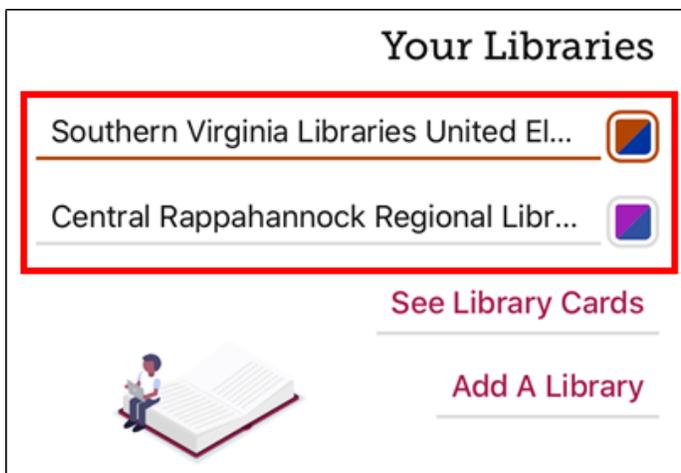
10. At this point, you can add more cards with this system by repeating the steps above. When you are finished, tap **Hide** in the upper-right corner:



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

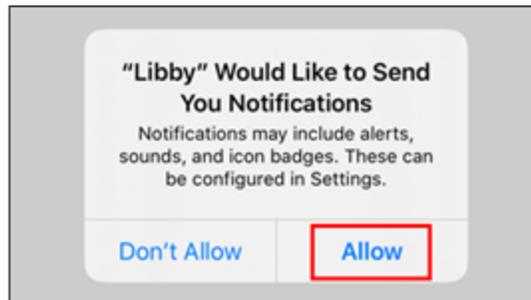


Then, tap the name of the library you want to switch to:



## Notifications

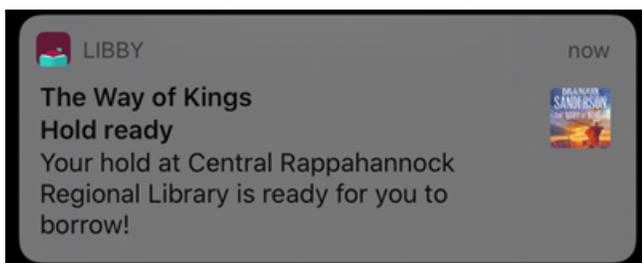
1. Notifications are the best way to find out when an item you have requested is available for download. There are other helpful notifications available as well. Start by tapping the  icon in the upper-right corner. If prompted, allow notifications:



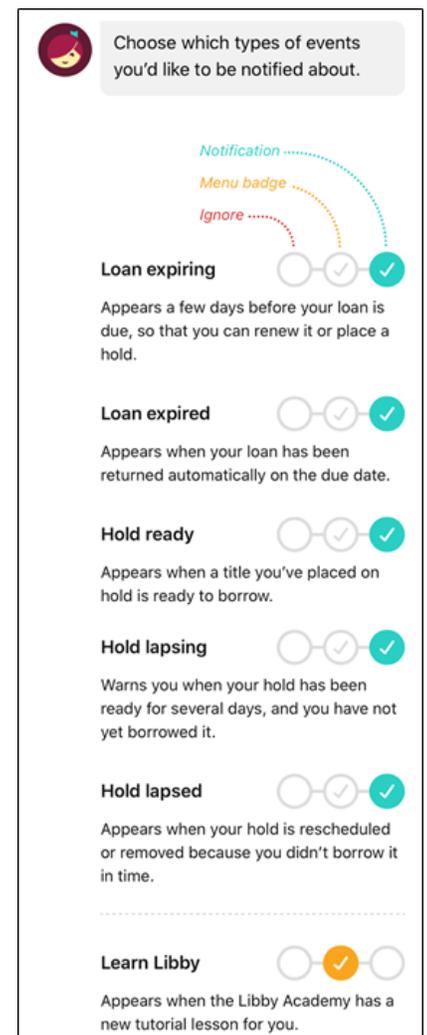
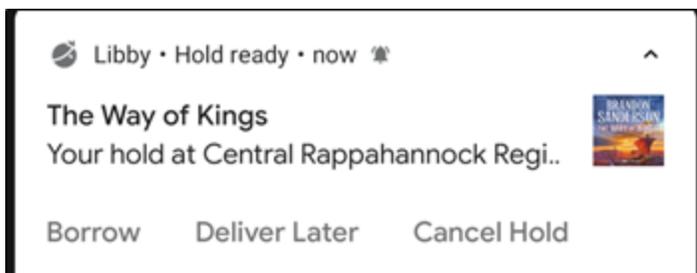
2. On the next screen you can set notifications for loans that are about to expire, loans that have expired, holds that are ready to borrow, holds that have not been picked up and are about to lapse, and holds that have lapsed. You can also get notifications when there is a tutorial on a new Libby feature. You can set these to be full notifications in which you'll get an alert from your phone, menu badges (the  icon in the upper-right corner of the screen when you start the app), or turn them off entirely:

It is highly recommended that you leave the option for **Holdy Ready** turned on so you don't miss items you have placed on hold.

3. When you are finished, tap the  button at the top of the screen.
4. If you enabled any notifications, they will look like this on iPhone and iPad:

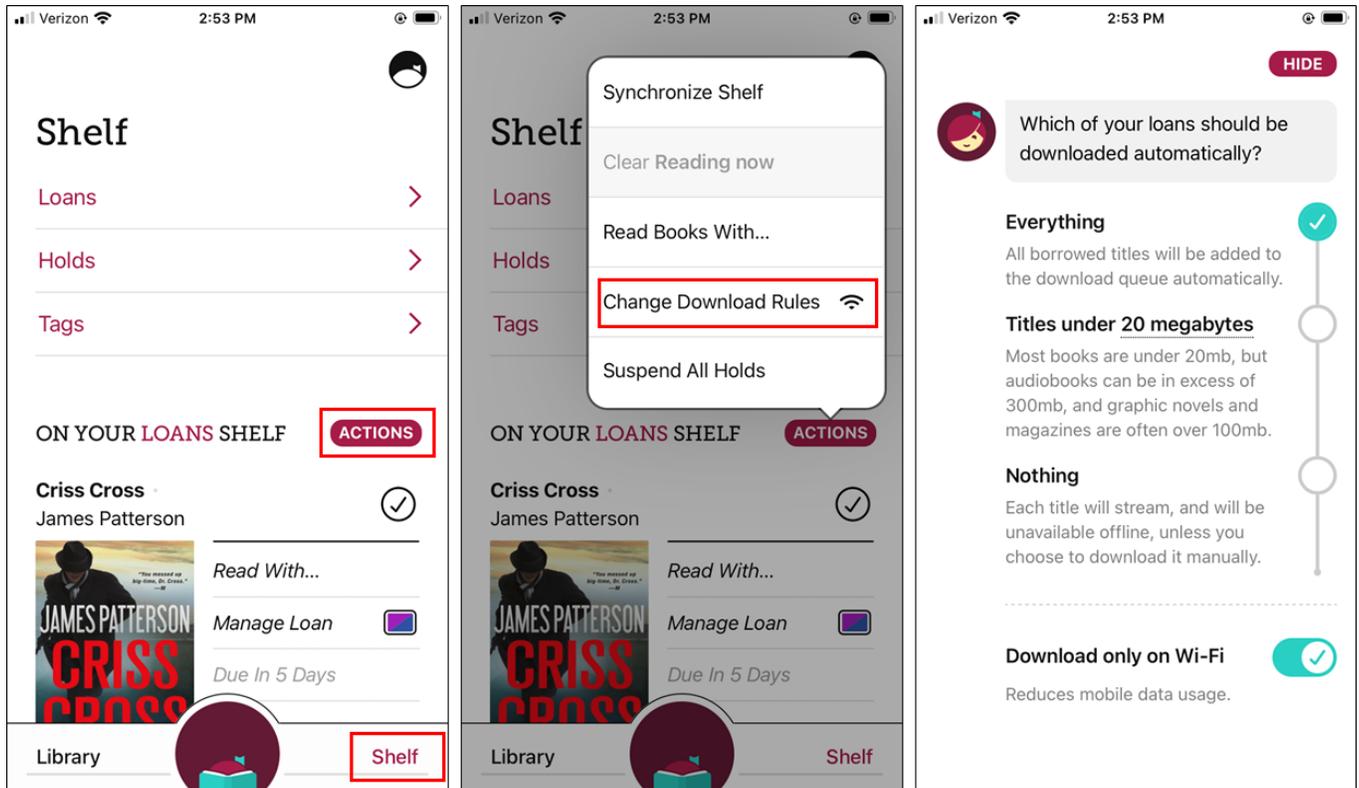


And like this on Android:



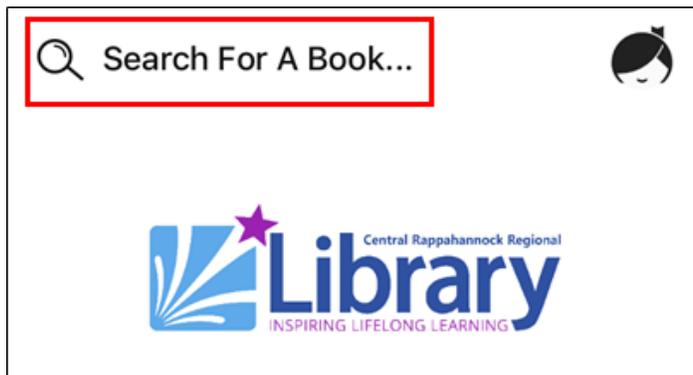
## Adjusting Download Settings

1. To change how and when Libby downloads your content, start by tapping **Shelf** at the bottom of the screen, and then tap actions. In the menu that appears, tap **Change Download Rules**. On the next screen, you can choose what you want Libby to download, in terms of file size. You can choose **Everything**, **Titles under 20 megabytes** (you can tap 20 megabytes and choose a different file size if you like), or nothing. You can also set Libby to only download materials over wifi.

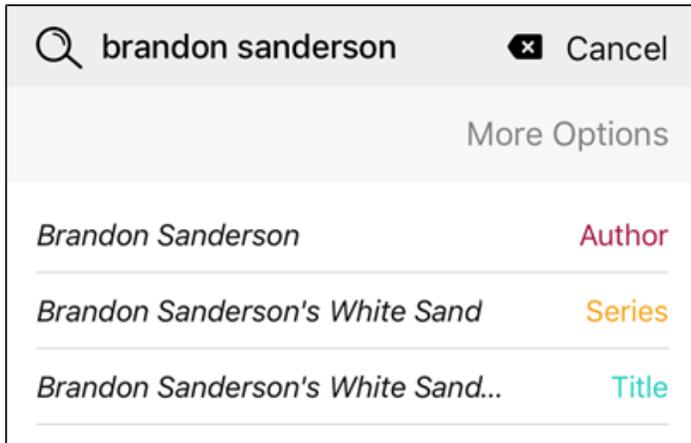


## Searching for eBooks and eAudiobooks

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



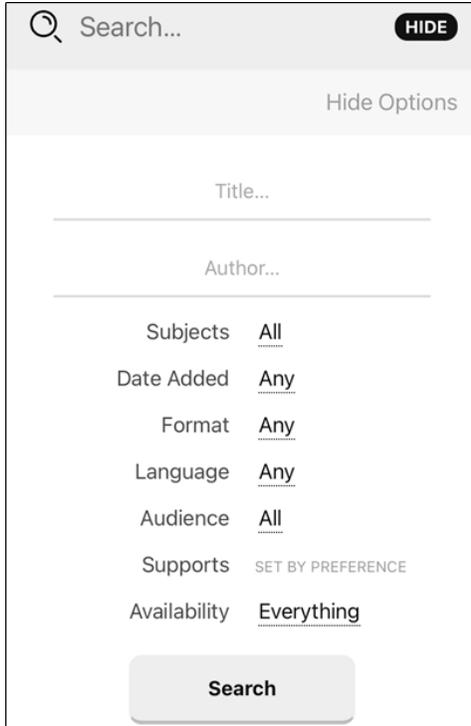
2. Type in an author, title, or keyword:



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



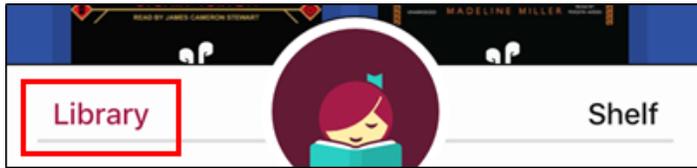
4. On this screen, you can search by multiple fields at once to narrow your search. Once you've entered all your information, tap the **Search** button at the bottom:



## 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.

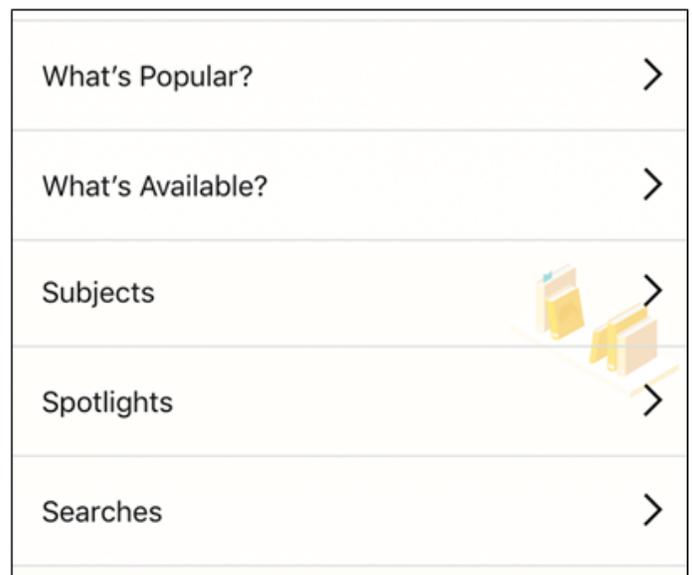
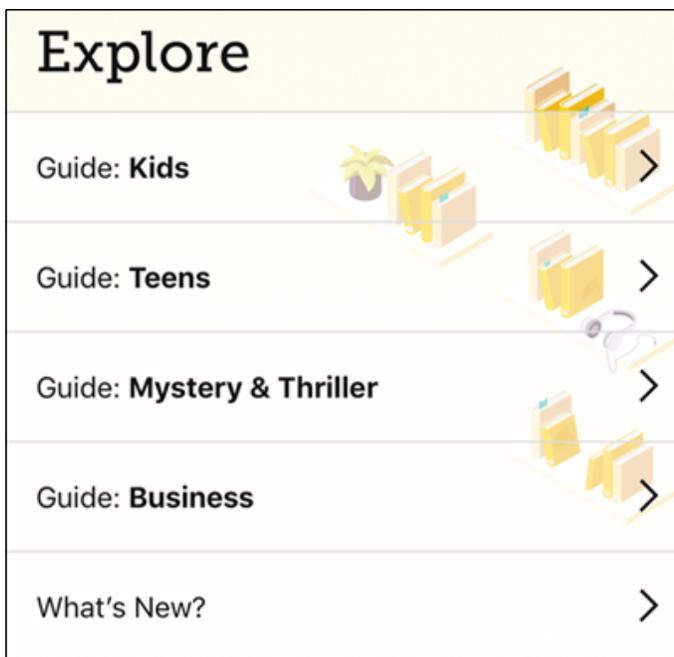
1. Make sure you are on the main Libby page by tapping **Library** at the bottom of the screen:



2. Tap **Explore >**:

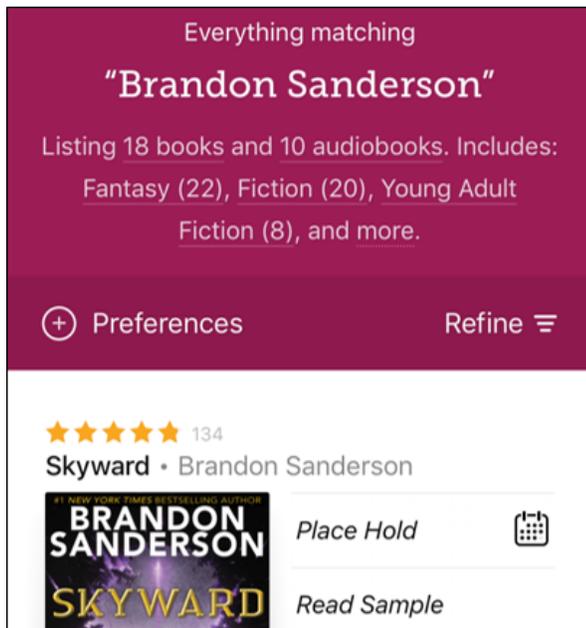


3. On the Explore screen, you can browse through various guides, new additions to the collection, popular titles, what is currently available for checkout that you won't have to put on hold, subjects (genres), spotlights (featured curated collections grouped by theme), and your previous searches:

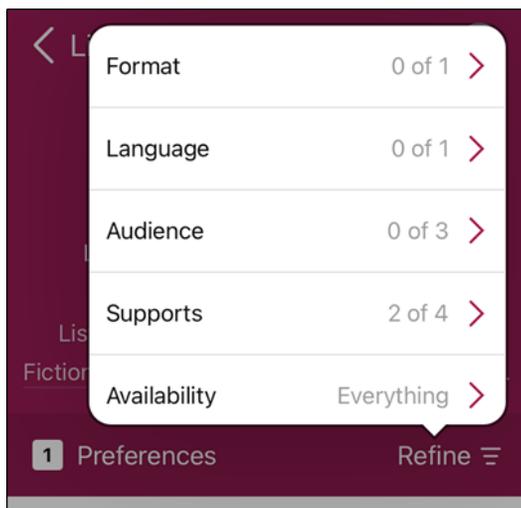


## Refining Your Results

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**, and **Young Adult**, shown in the screenshot below:

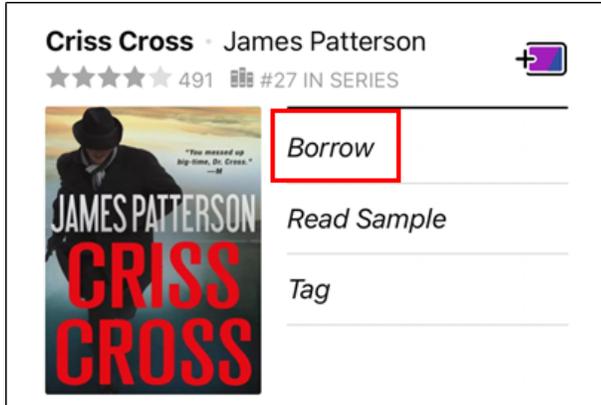


2. Tapping the **Refine** button will let you choose the format (book or audiobook), language, audience, supports (Libby, Kindle, or Adobe-compatible - you only need to concern yourself with Libby compatibility), and availability (everything or only what is currently available to borrow now). You can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

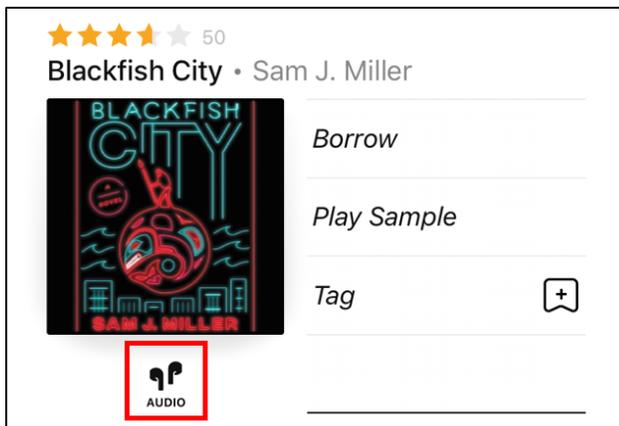


## Checking Out and Downloading

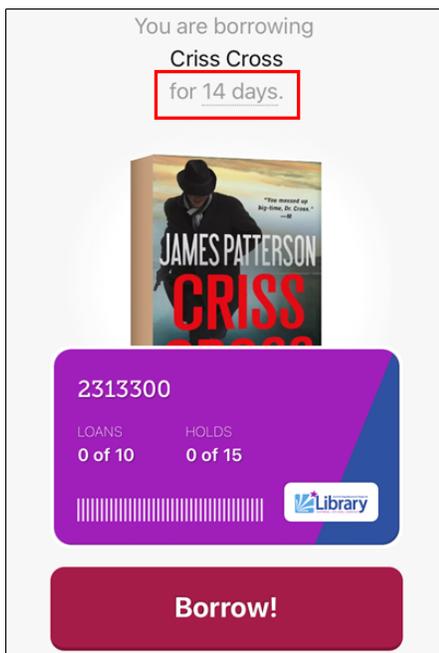
1. Once you find an eBook or eAudiobook you want to download, tap the **Borrow** button to the right of the book cover. You can also tap the book cover to find out more about the title.



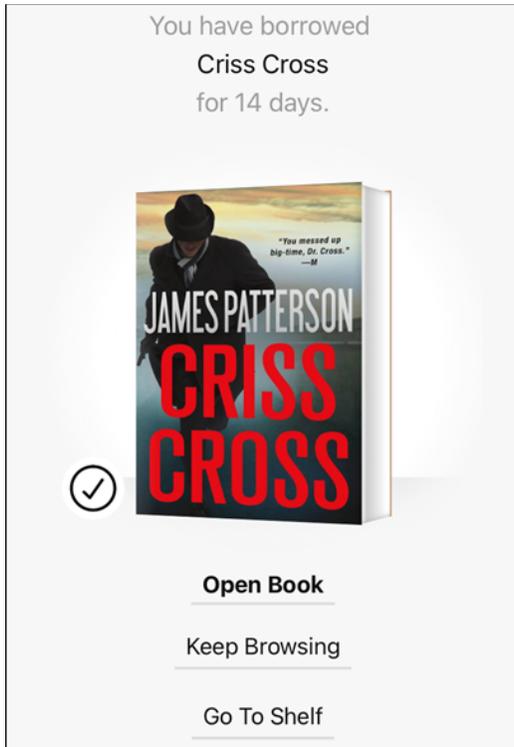
eAudiobooks are indicated by an  icon:



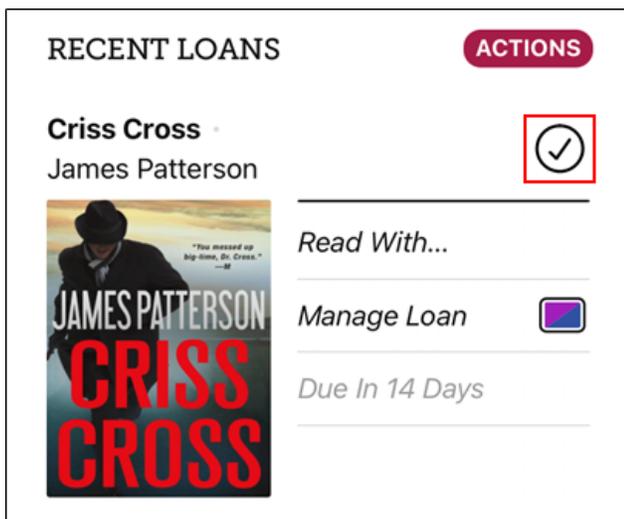
2. On the next screen, you can choose how long you'd like to borrow the book by tapping the number of days at the top, then tap the **Borrow** button to borrow the title:



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. The Circle-Check icon 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.

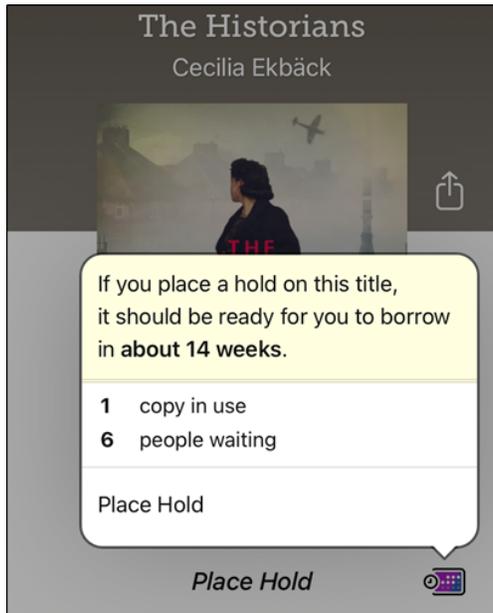


### Placing Holds

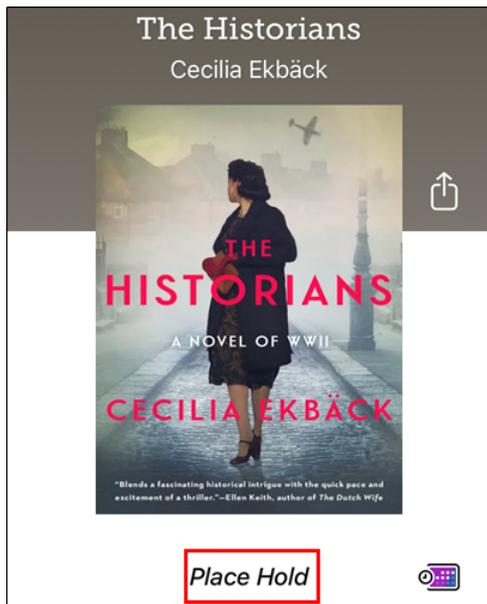
1. If all copies of a particular eBook or eAudiobook are checked out, you may place a hold, just as you can with

the library's physical items. When you find such a title, tap the  button across from the **Place Hold**

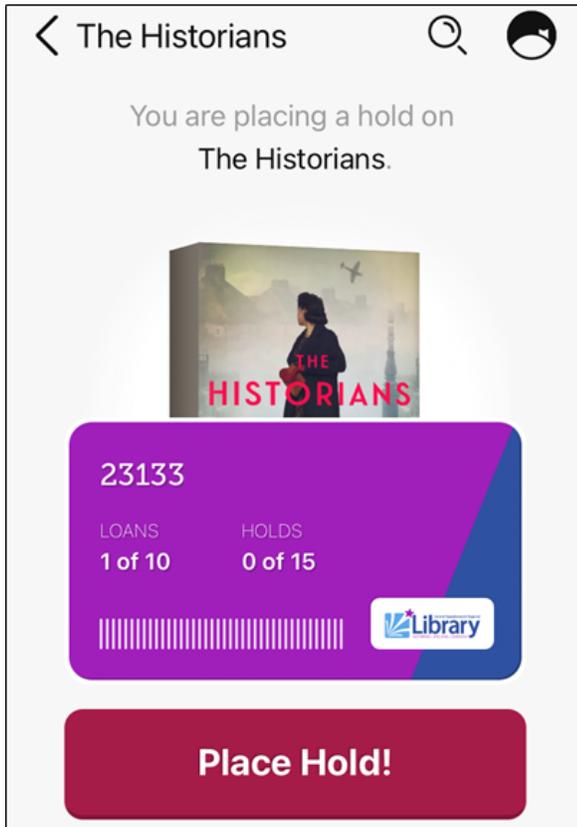
link to see the estimated wait time:



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



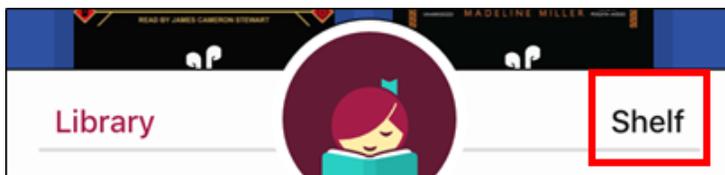
3. On the next screen, tap the **Place Hold!** button to confirm the hold.



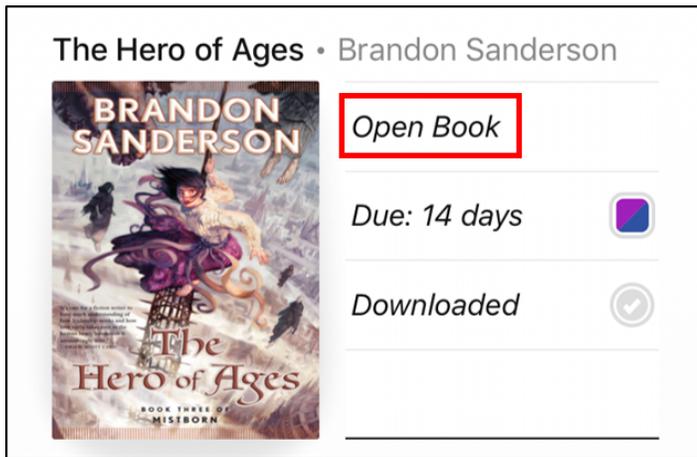
4. If you have left your notification settings turned on and set the notification for your holds being ready, then you will receive a notification when the item is borrowed and ready for you in your Shelf.

## Reading eBooks

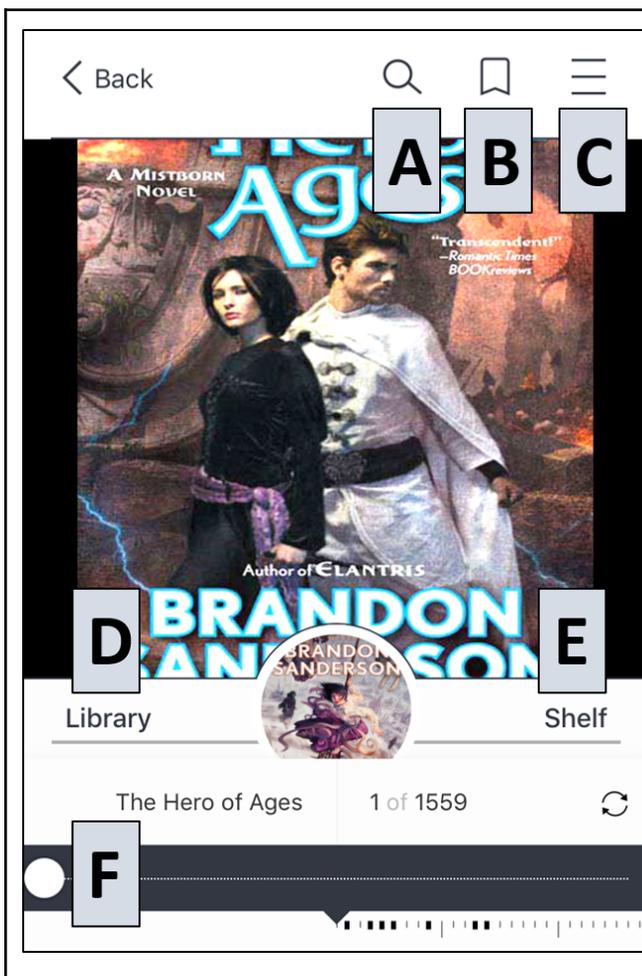
1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



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.

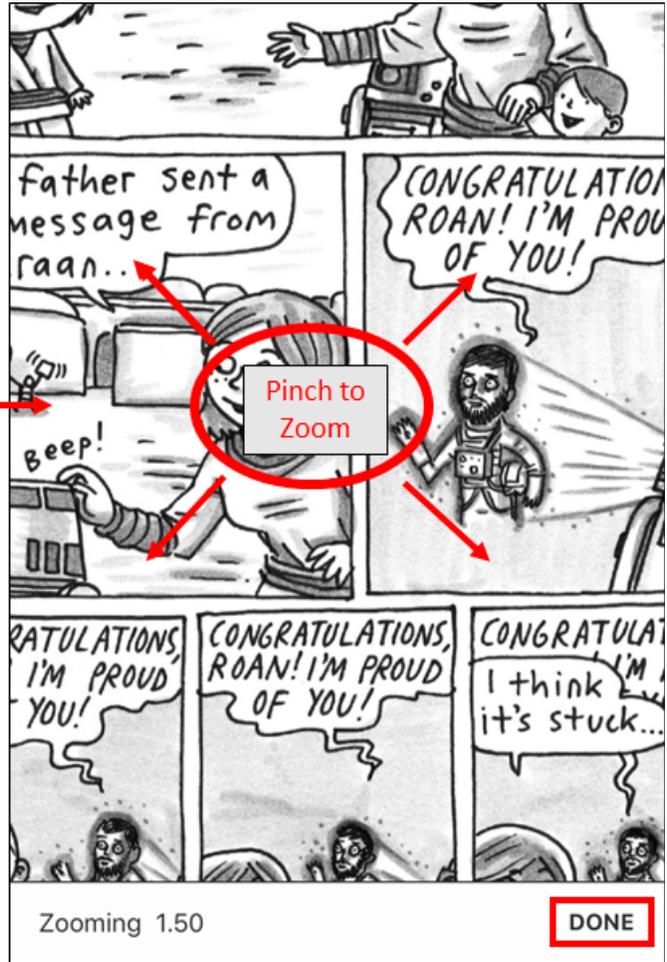
4. Book options. Tap the  icon in the upper-right corner while reading the eBook to reveal the options menu:

	<p><b>THE HERO OF AGES</b></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>Shelf</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  icon to dismiss this menu.

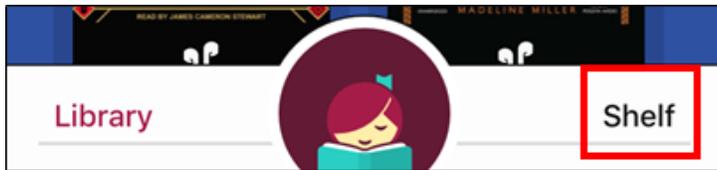
If you are reading a graphic novel or comic and would like to zoom in, tap the screen to reveal the toolbar at the top.

From the toolbar, tap the  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:

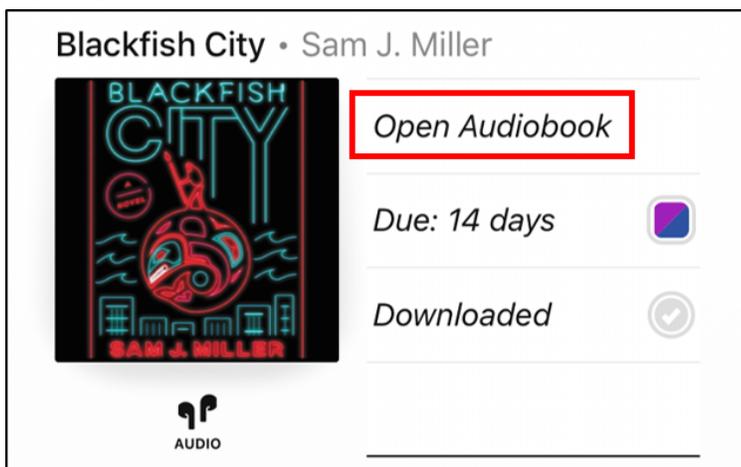


## Listening to eAudiobooks

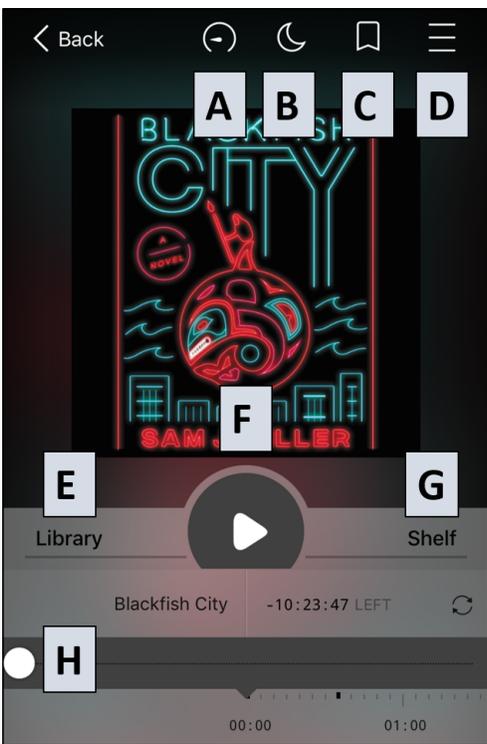
1. Tap **Shelf** at the bottom of the screen to show your borrowed items:



2. Tap **Play Audiobook**:

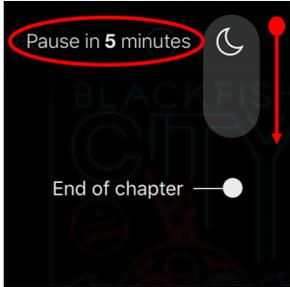
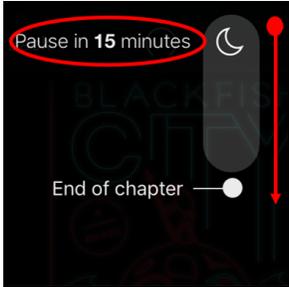
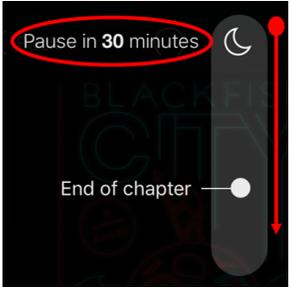


### 3. Audiobook Controls:



A. 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.

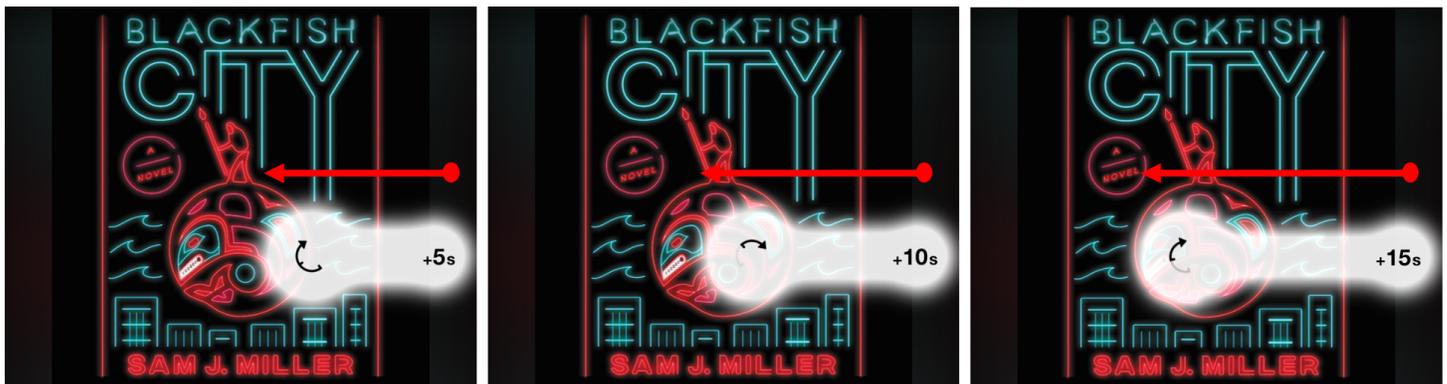
F. Play/Pause.

G. Return to your shelf of borrowed items

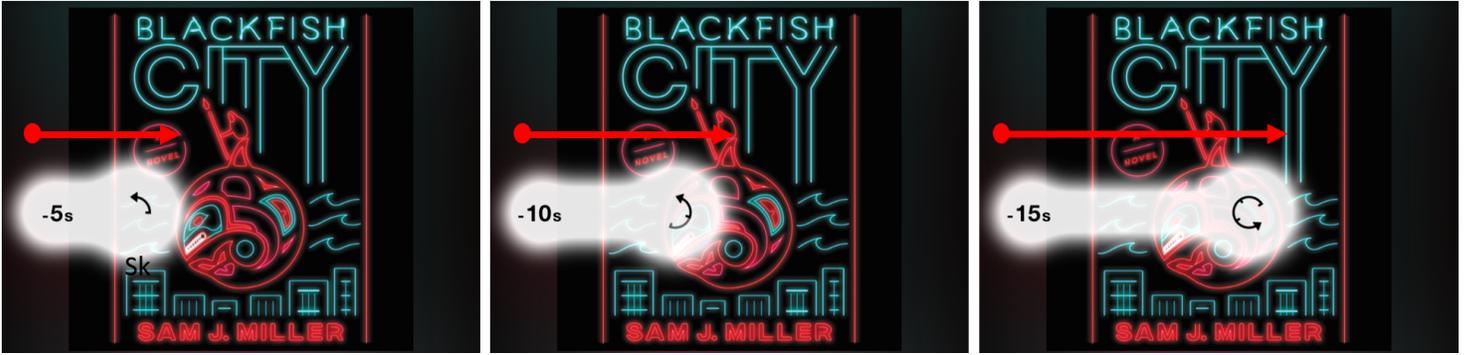
H. Seek bar. Long press the  button, then move your finger forward or backward to quickly move through the eAudiobook.

You may also skip through the 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



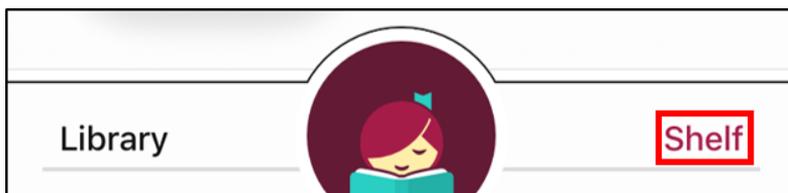
4. Audiobook options. Tap the  icon in the upper right while listening to reveal the options menu:

	<ul style="list-style-type: none"><li>A. View the eAudiobook's chapters.</li><li>B. View any bookmarks you have created.</li><li>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.</li><li>D. See what Libby thinks you might find useful that isn't immediately apparent.</li></ul>
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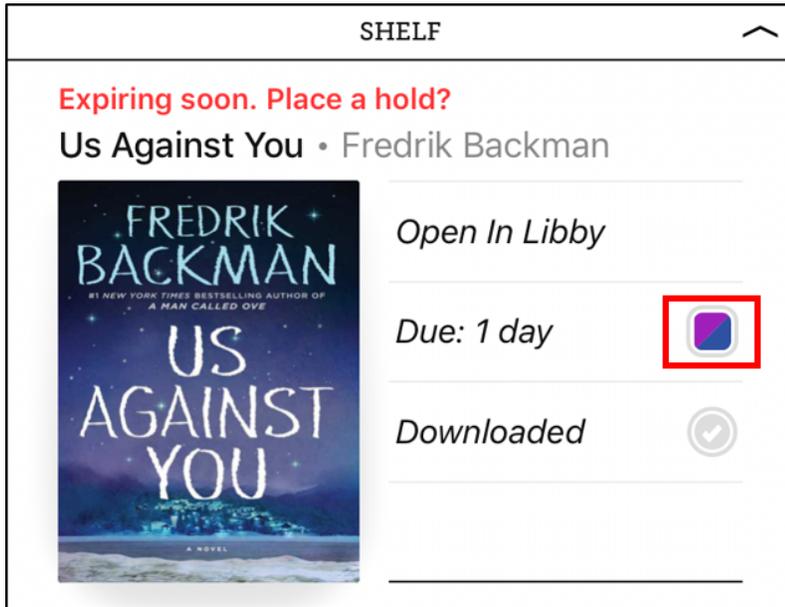
Tap the  icon to dismiss this menu.

## Renewing and Returning

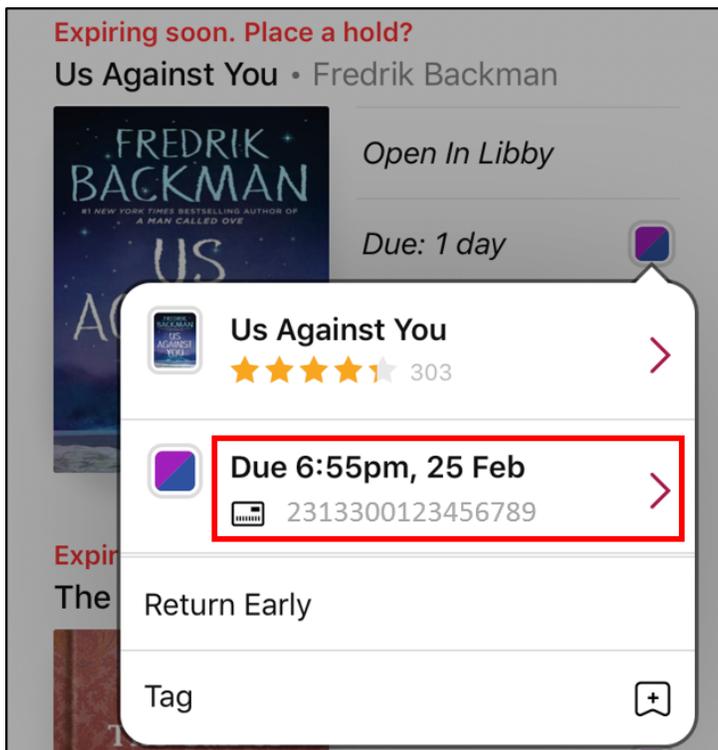
1. Unless you choose to renew your book, it will automatically return itself after the loan duration you chose (typically 14 days). If you would like to request a renewal before the date it's due, start by tapping **Shelf** at the bottom of the screen to show your borrowed items:



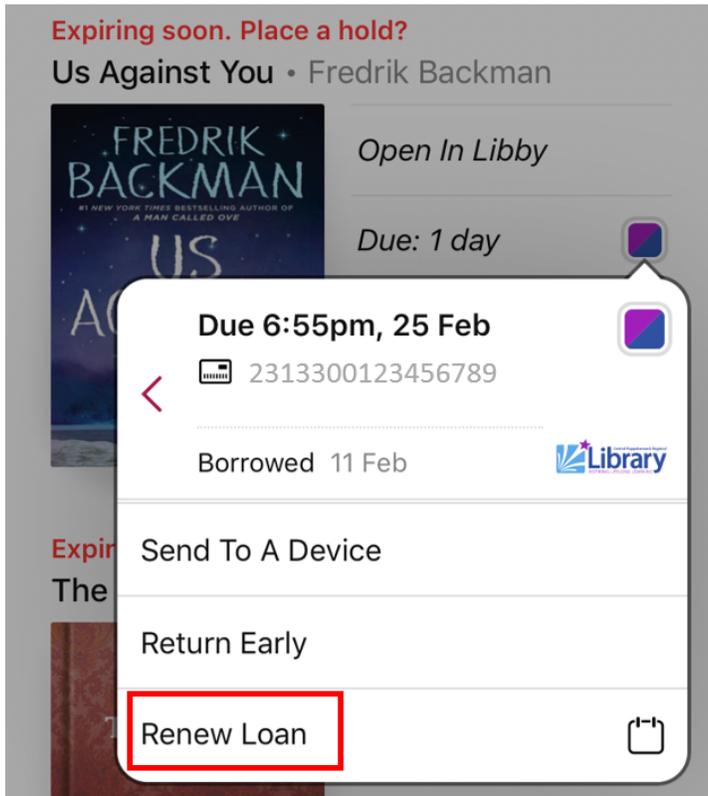
2. Tap the box next to the due date:



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

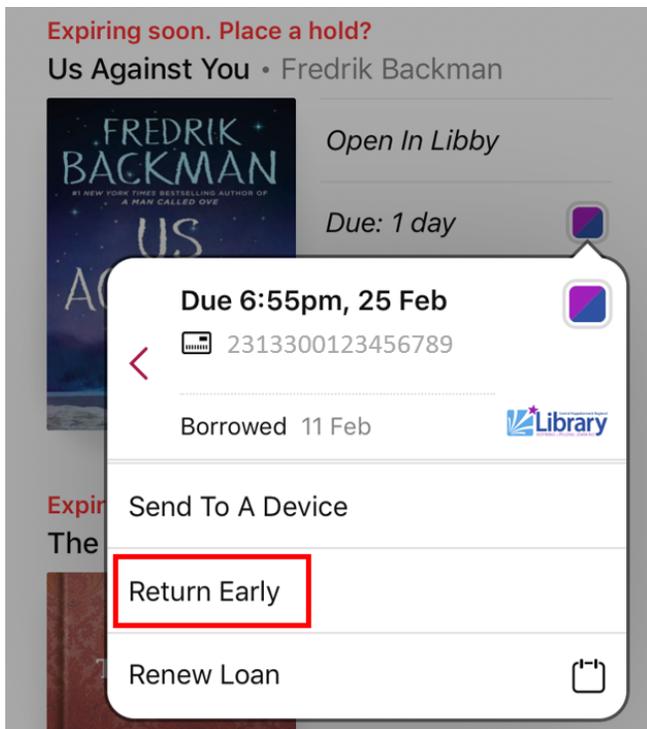


4. On the next screen, tap the option to **Renew Loan**:



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.

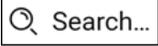
5. If you want to return the eBook before its due date, tap the option to **Return Early**. Please note that eBooks are automatically returned with no action on your part required. This is simply an option to let the next person in line read it a little earlier:

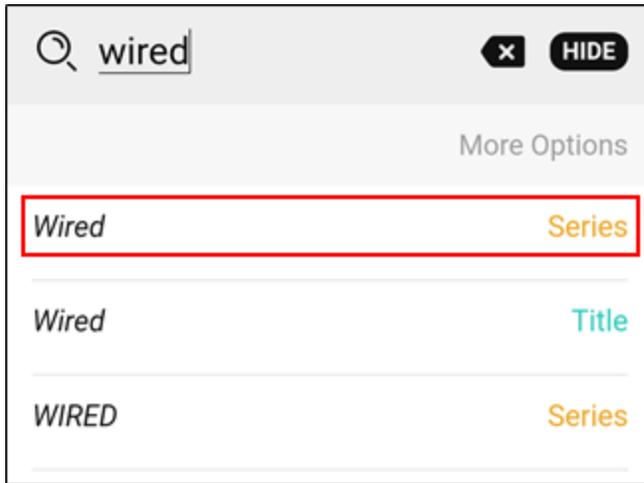


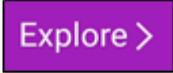
Please call or contact us online at <https://www.librarypoint.org/contact/> if you need any assistance!

## eMagazines

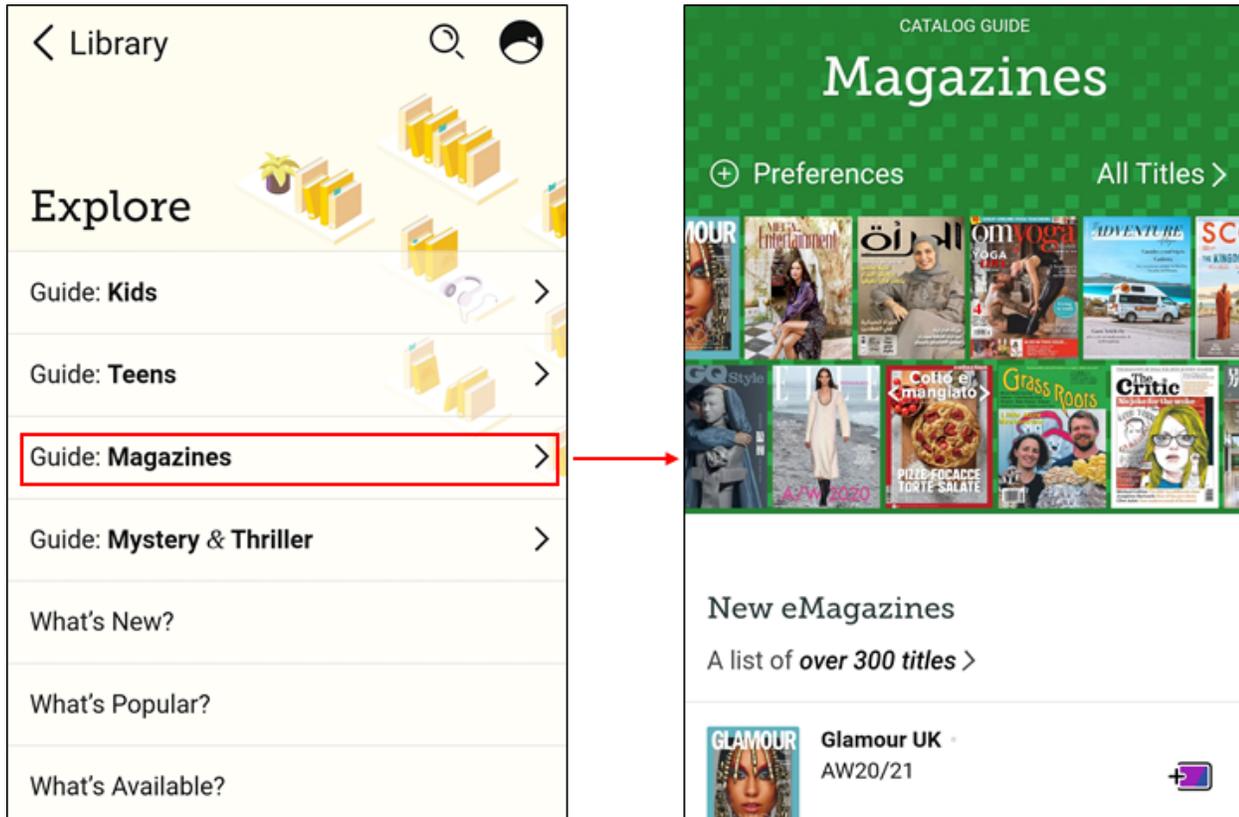
Libby is now home to CRRL's eMagazine collection, which includes access to hundreds of popular titles. eMagazines checkout for 21 days at a time. If you want to continue reading an eMagazine after its checkout period has expired, you can simply download it again. eMagazines do not count toward your borrowing limit, and an unlimited number of readers can borrow the same magazine simultaneously.

1. To search for eMagazines, simply tap  Search... at the top of the screen and type in your eMagazine title. eMagazines are marked as **Series**:

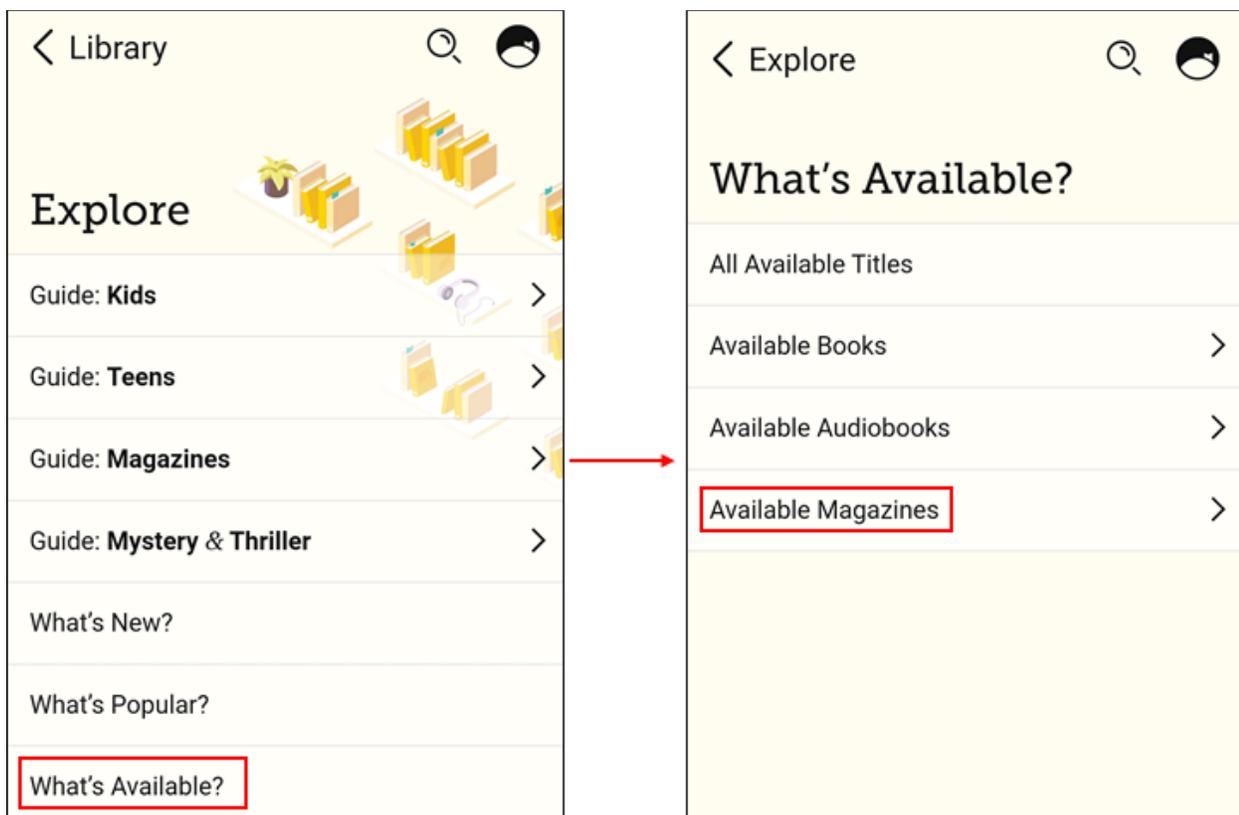


2. To browse eMagazines, tap .

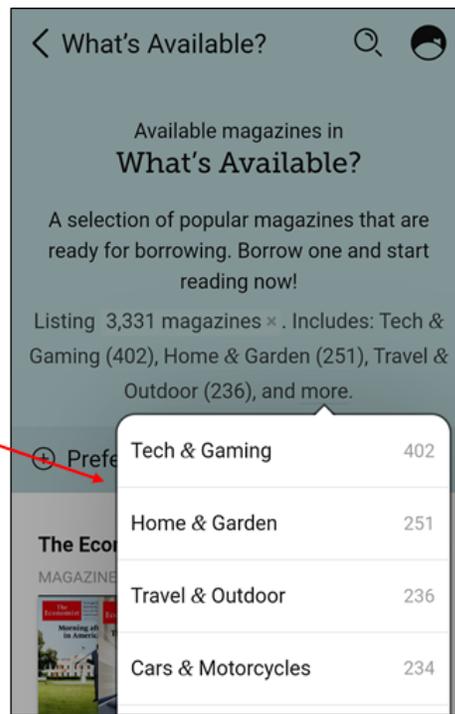
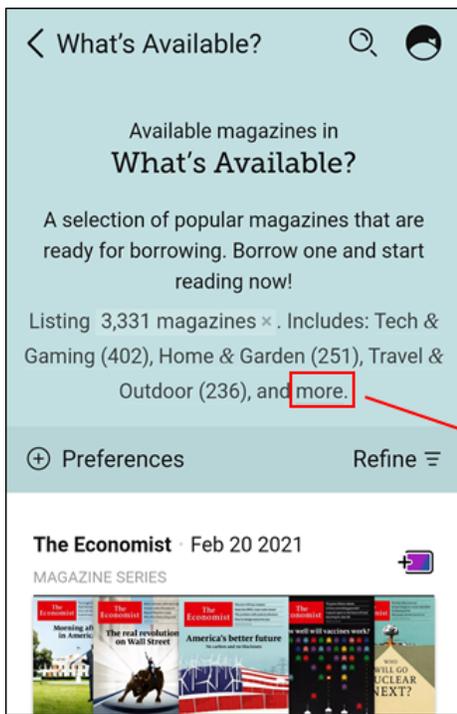
3. For a guide to some of the more popular titles, tap **Guide: Magazines**:



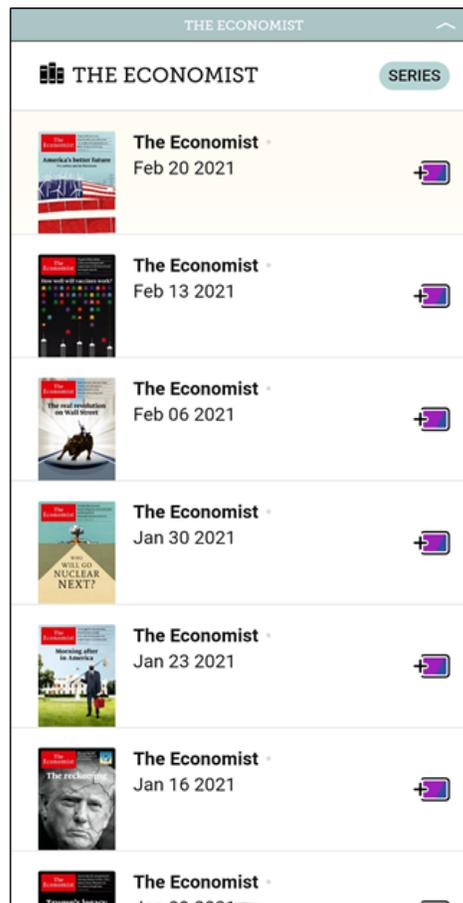
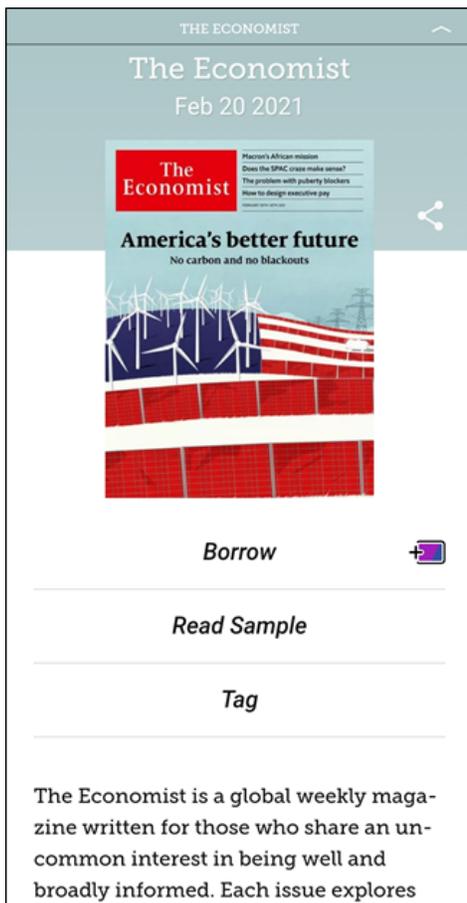
4. To view all the eMagazines you can access, tap **What's Available**, then **Available Magazines**:



5. On the next screen, you will see a listing of all of our eMagazines. At the top, you can limit by tapping on the topic you want to browse. To view all topics, tap **more**:

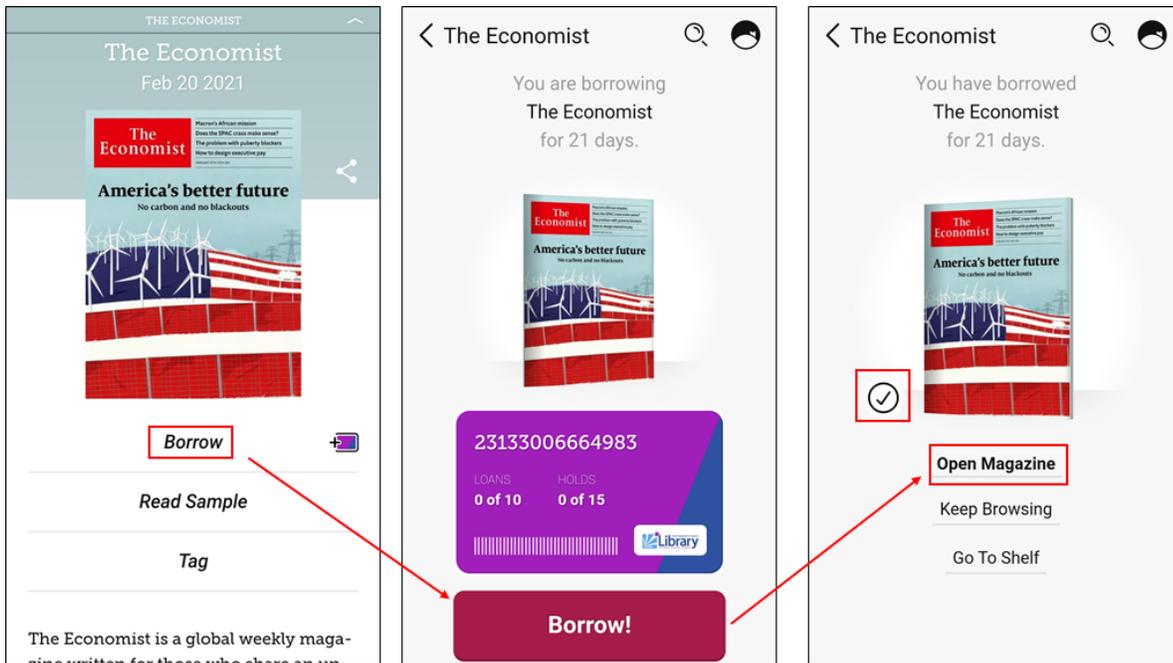


6. Once you've found an eMagazine you want to borrow, tap its cover.
7. On the eMagazine's page, you can read a description of its contents. Scroll down the page to find back issues, which you can borrow as well.



8. Once you've found an eMagazine you want, tap the **Borrow** link. On the next screen, tap the **Borrow!** button. The eMagazine will begin to download. eMagazines can be well over 100 megabytes in size and can take a

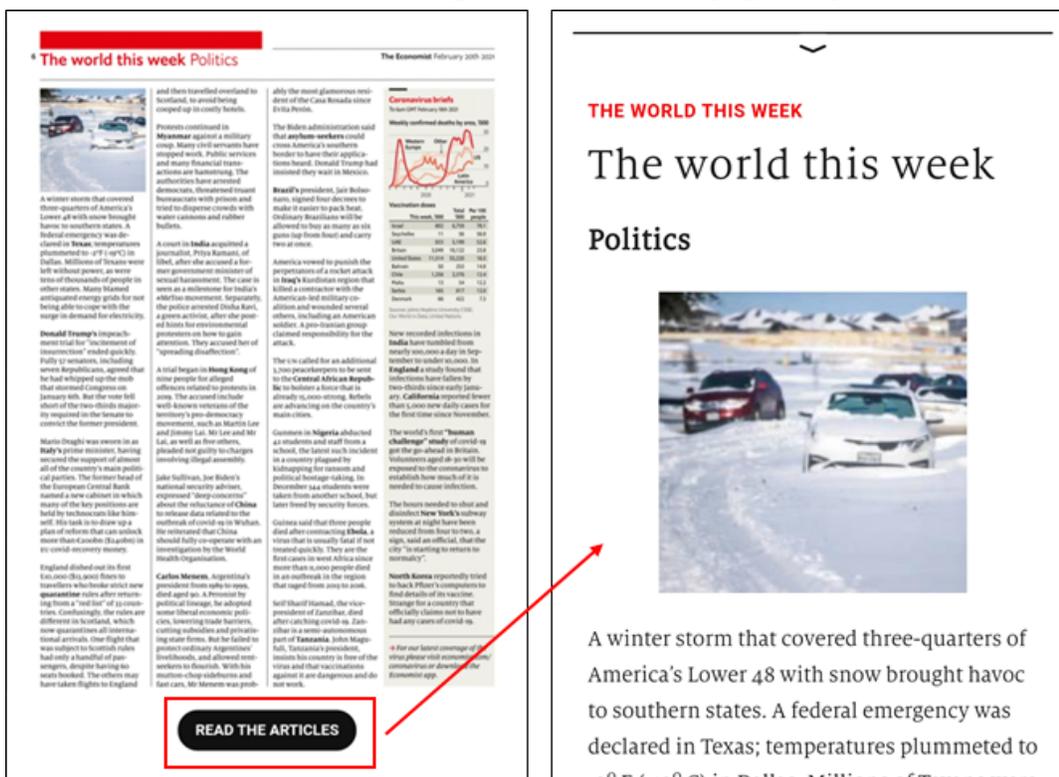
while to download, just like eAudiobooks. Once the download is complete, as indicated by the circle-checkmark icon, tap **Open Magazine**:



- To flip through the eMagazine, swipe the page from right to left, just as with an eBook. eMagazines can be hard to read on a smartphone screen. You can pinch-to-zoom on the page, or you can tap the



button at the bottom of the screen. This will open a version of the article formatted for smaller screens. To return to the regular version of the page, swipe down from the top of the screen:



**END OF INSTRUCTIONS**