Welcome to APL: Using Libby

What is Libby?: Libby (formerly Overdrive) is an app that grants patrons access to APL's collection of eResources. Unlike Hoopla, which we subscribe to, APL owns these items the same we do physical copies you can check out and take home.

Why use Libby? Unlike Hoopla, there is not a limit to how many items can be checked out per month. However, like physical resources, APL owns Libby items on an individual basis. If APL only has 1 copy of an item, only 1 person can check it out at a time. This means you may encounter waitlists.

- **Libby is compatible with Kindle and Nook***
- *While Kindle is simple, transferring titles to a Nook-compatible format is considered advanced. If you are not comfortable with technology, reading in the Libby App may be a better option.

Table of Contents

Connecting Your Library Card **2**

Settings & Account (Kindle Help) **3**

Searching For & Borrowing **5**

Your Shelf & Downloads **6**

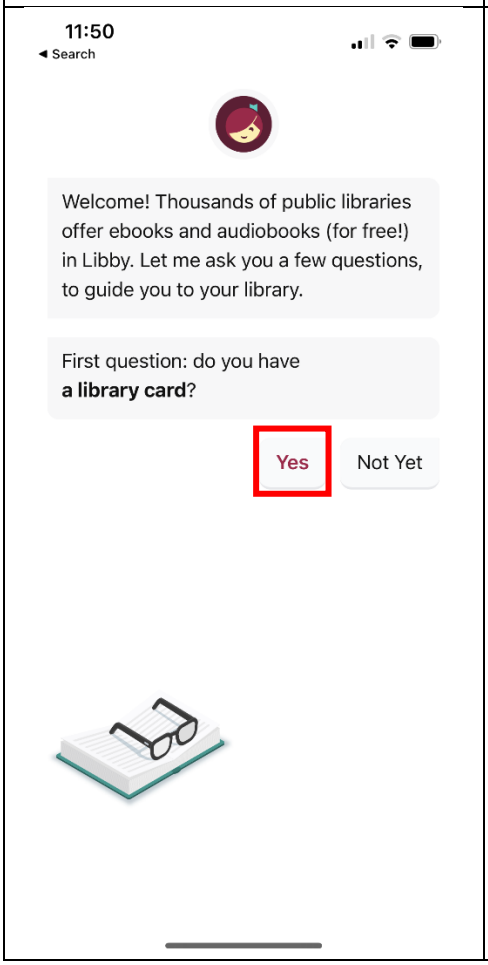
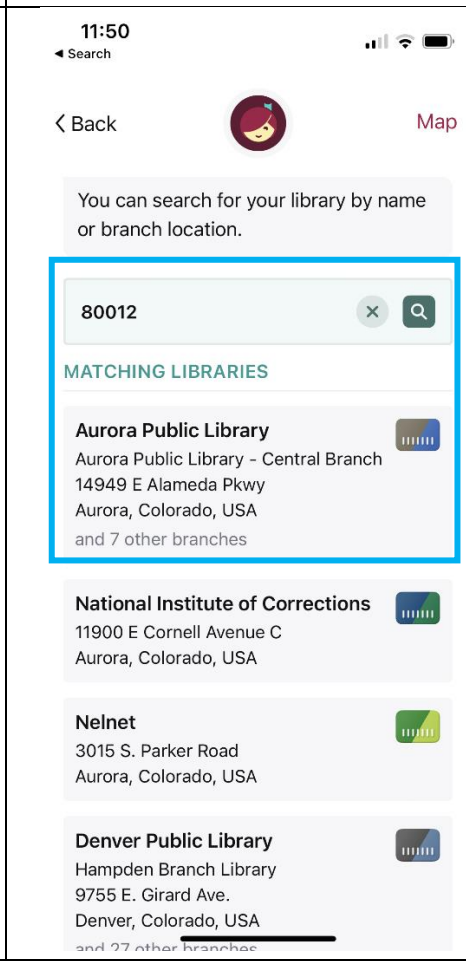
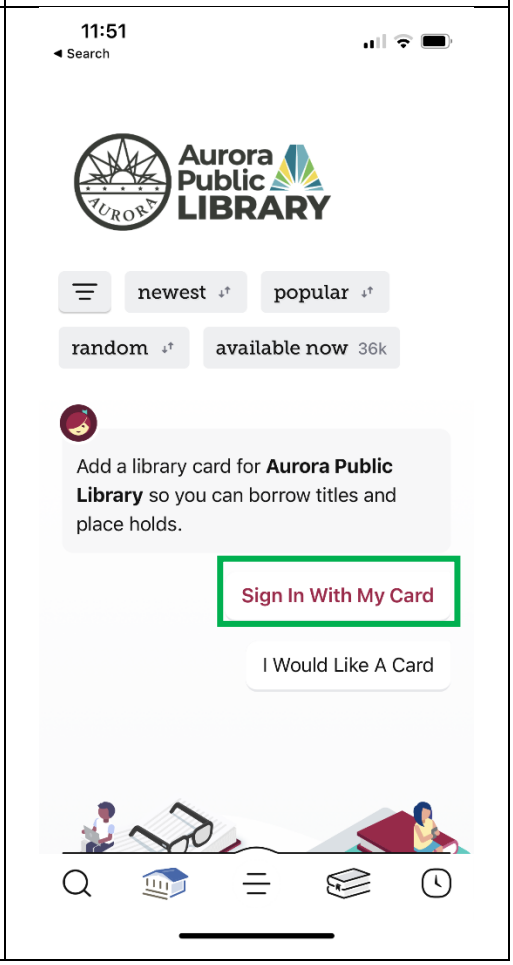
Customizing/Accessibility **7**

Timeline and Browsing **8**

Libby Menu Quick Guide

Search	APL Home/ Browse	Account/ Settings	My Shelf	History

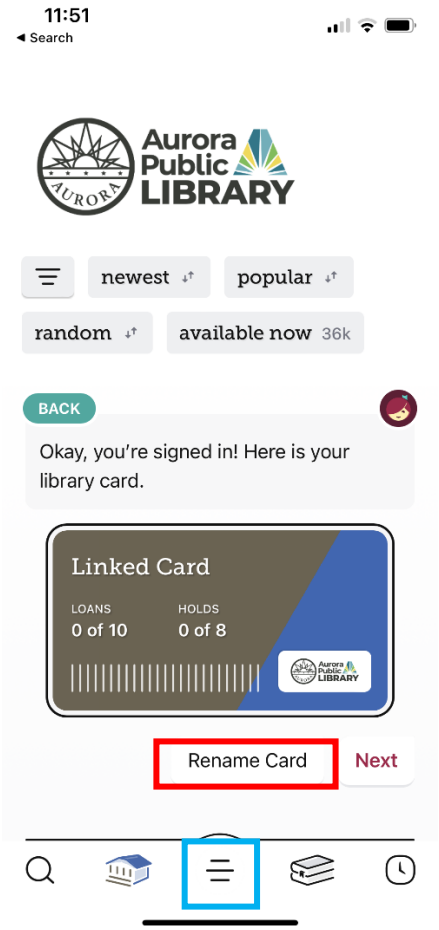
Connecting your Library Card

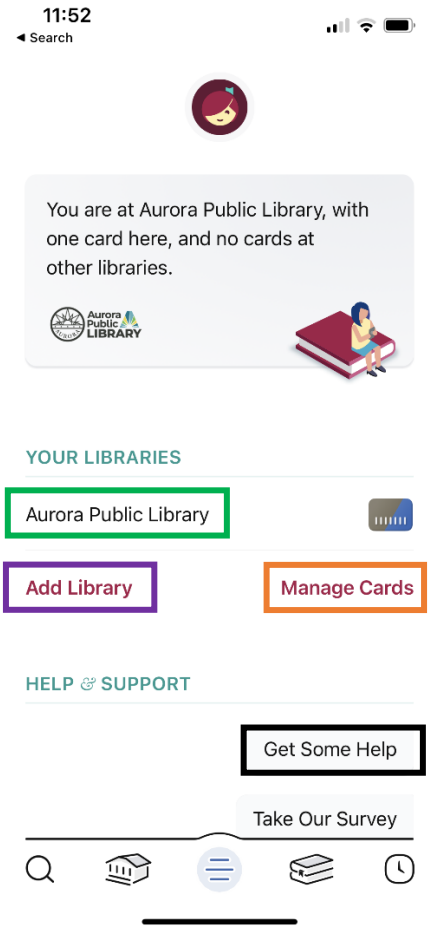
Open your app and select **Yes** if you have your card*. On the next screen, select "Find Libraries Nearby"	Locate APL using a method of your choosing. Make sure to select the Aurora Public Library in **Colorado**, as there is also an APL in Illinois.	Sign in with your **Card Number*.**
		

* If you do not yet have a card, you will need to visit your nearest APL branch OR, you may make an e-card at https://catalog.auroralibrary.org/MyAccount/SelfReg

Managing Your Settings and Account

Once you connect your card, you will be brought to you card management page. I recommend **Renaming** your card to the name of the primary cardholder or cardnumber To access this page otherwise, select the symbol with **3 lines** at the bottom center, and then follow **these** steps	**Selecting…** **Aurora Public Library** will allow you to manage that card as in the previous step. **Add Library** will allow you to add a card from another library. **Manage Cards** will allow you to add additional APL cards (in case you get a new number or share a device with another cardholder)

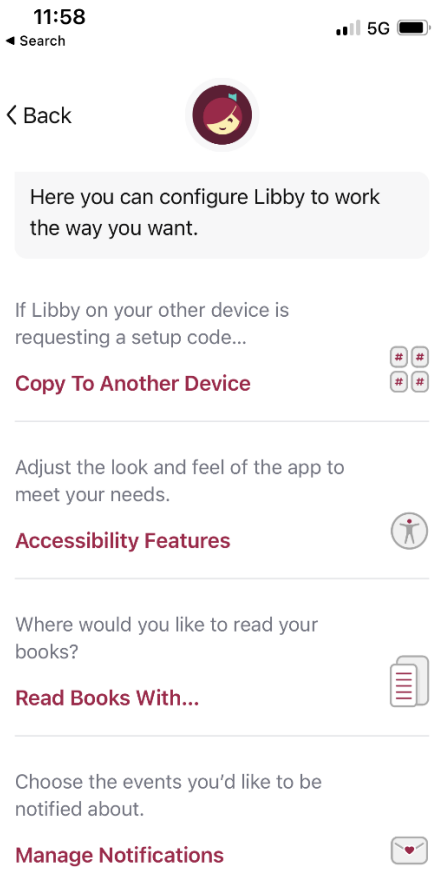




*For Troubleshooting, select **Get Some Help** or visit:

https://help.libbyapp.com/en-us/index.htm

Scroll down, and select **Settings**

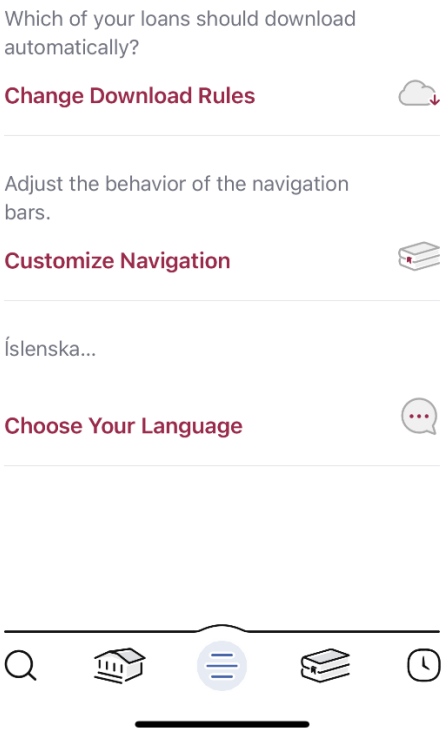


Copy to Another Device is not necessary for all users and is beyond the scope of this course.

Accessibility Features gives you options to personalize your Libby experience (color and text variation, motion, vibrations, orientation) For more features, see **pg. 7**

Read Books With…will allow you to set up your kindle as your preferred method. The email linked to your Kindle/Amazon and library account should be the same. Patrons may already have been prompted by the app to set this up.

Manage Notifications allows you to personalize your notification preferences

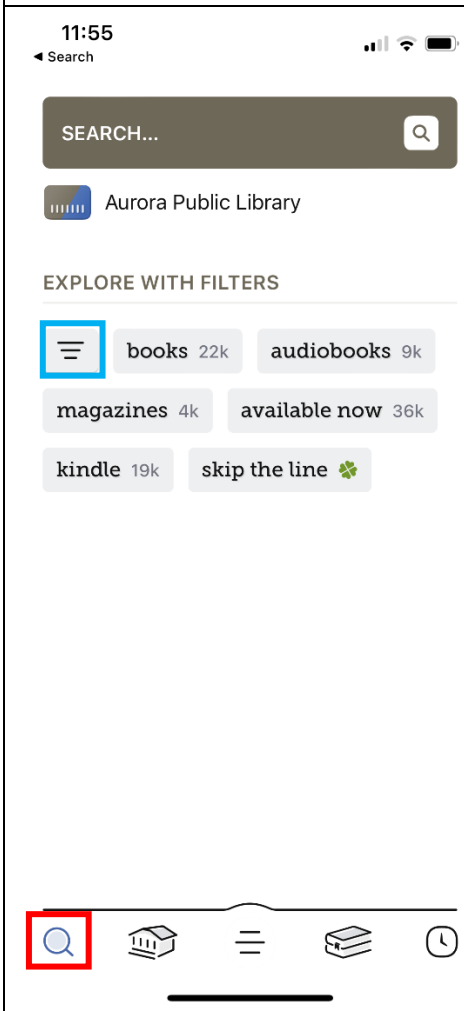
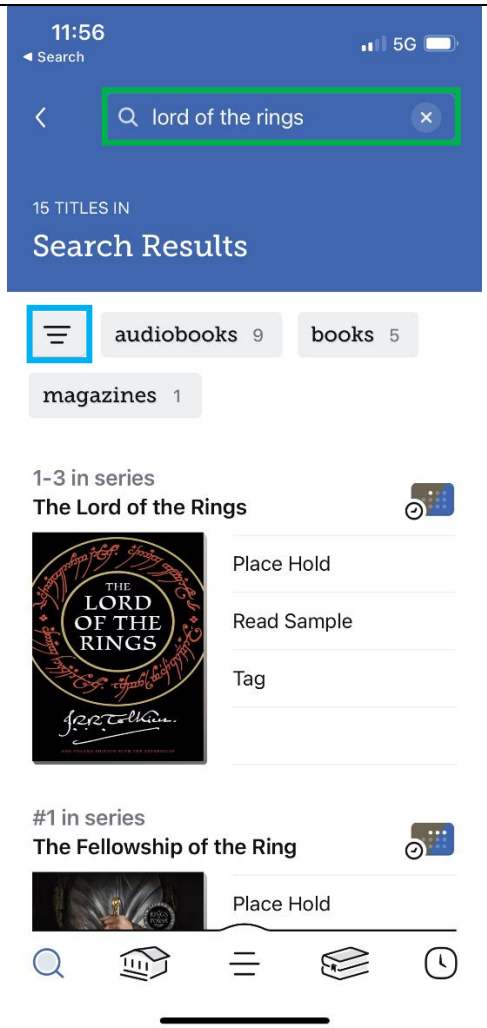
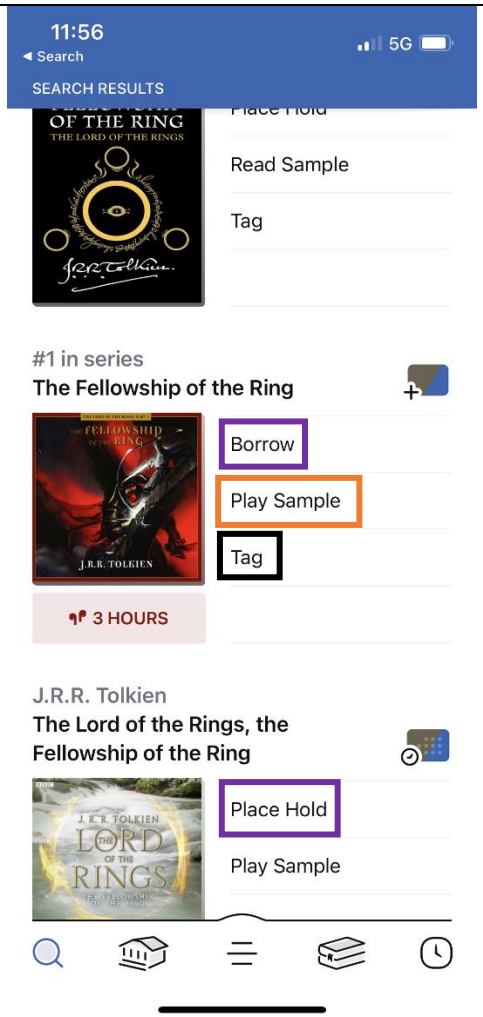


Change Download Rules allows you to specify how items download. This is useful if you are concerned about data usage or storage space on your device. Kindle books will need to be manually downloaded regardless.

Customize Navigation is an advanced function not covered in this course. Refer to **Get Some Help** on the previous page for more info

Choose Your Language will change the language used in the Libby App, not your books. Foreign language books can be found using the search function.

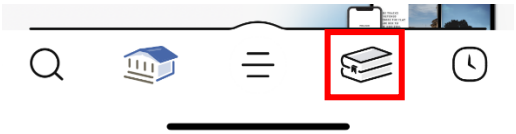
Searching for and Borrowing Items

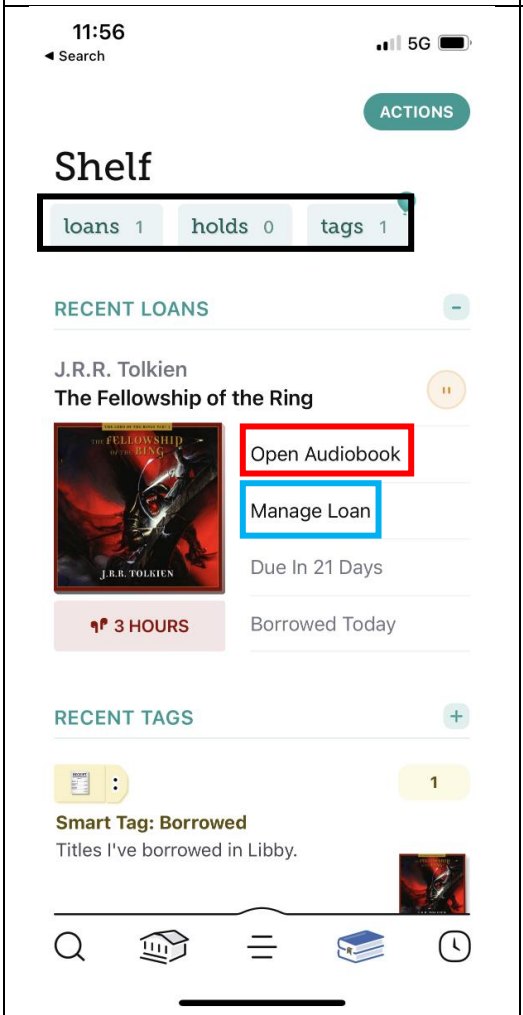
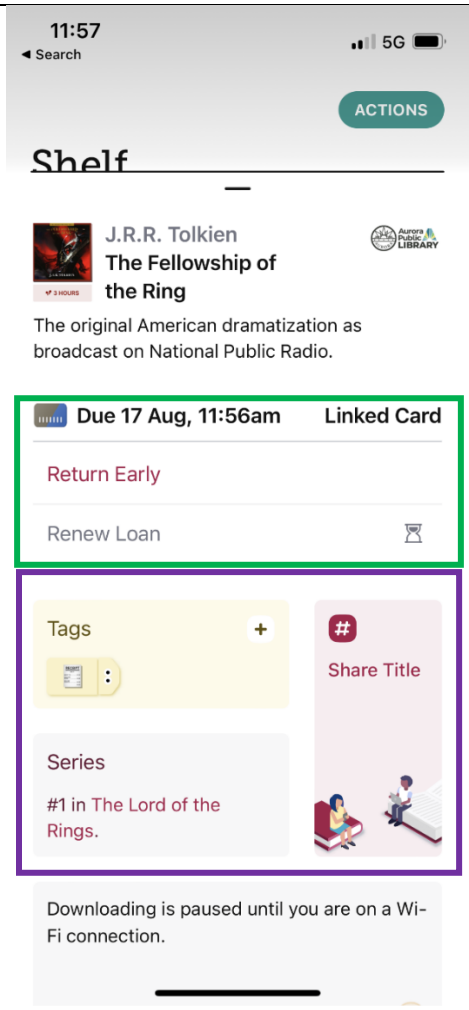
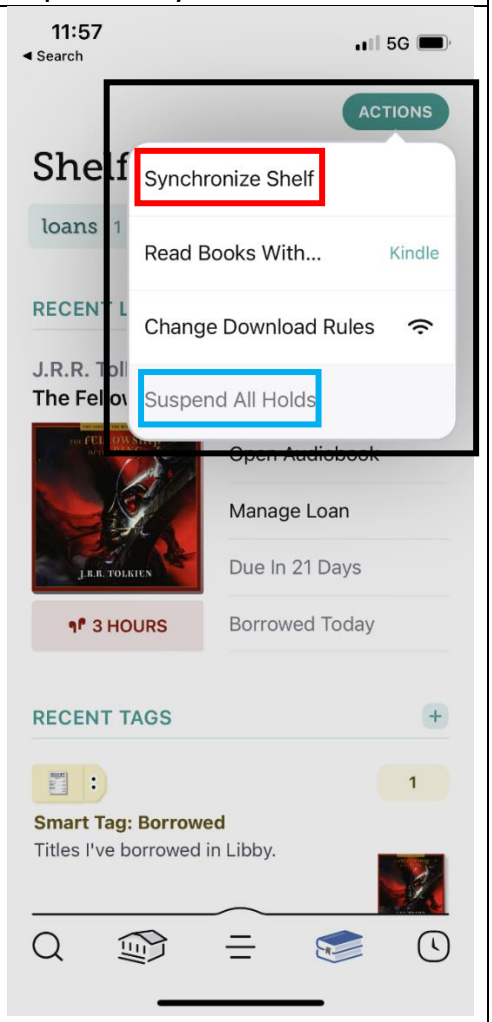
To **Search** for items, select the magnifying glass icon in the lower left. Use **Filters** to narrow your results by genre, format, availability, language, etc.	Type in your **Keyword Search** term. Keyword searches automatically include title, author, or series related terms. Note **Filters** again.	Once you have found your item, select **Borrow** or **Place Hold**. You may also try a **Sample**, or apply a **Tag.*** If you set up automatic downloads in settings, it will download.
		

***Tags** will be discussed in the following section

Your Shelf and Downloads

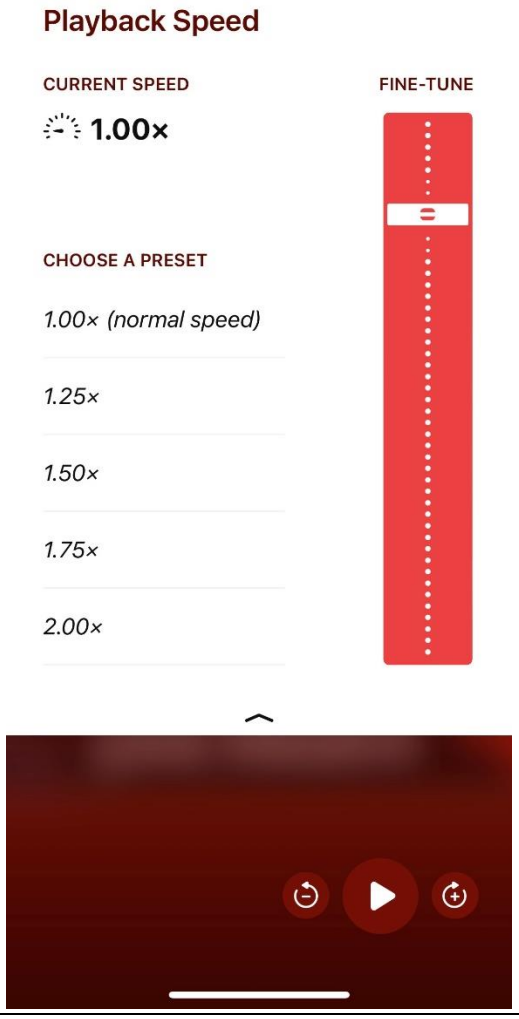
After borrowing an item, you may access **Your Shelf** using the following icon.



From your shelf, you will be able to view your **Loans, Holds,** and existing **Tags**. To access an item, select the **Open** option. Select **Manage Loans**.	**Manage Loans** will allow you to **Return or Renew** items. It will also allow you to add **Tags**, and **Share** items with friends. These are best learned thoguh experimentation.	**Actions** has 2 new functions to experiment with. **Synchronize** only applies if your accounts across devices do not match up. **Suspend All Holds** is self-explanatory.
		

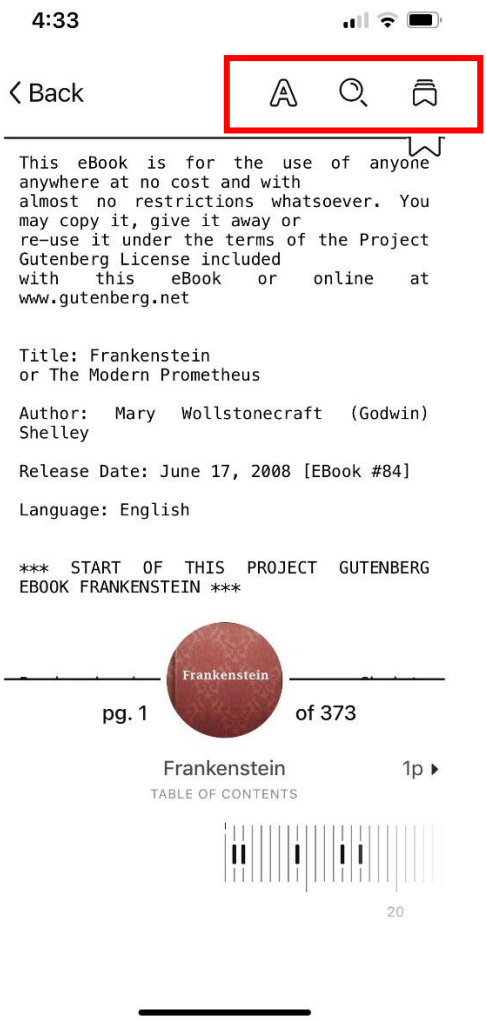
Customizing your Experience (Accessibility)

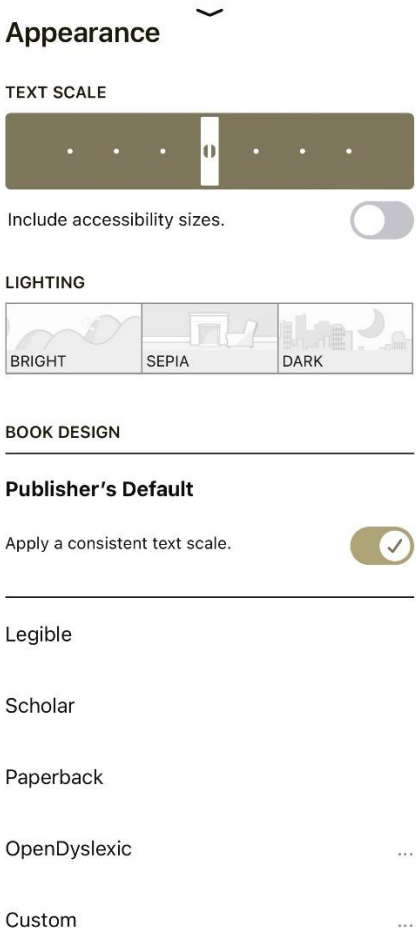
Audiobooks:

<table>
<tr><td rowspan="4">From your shelf, open an item of your choice and note the Menu options</td><td></td><td></td></tr>
<tr><td> </td><td>Allows you to bookmark and highlight (most useful in ebooks)</td></tr>
<tr><td> </td><td>Allows you to set sleep timers</td></tr>
<tr><td> </td><td>Allows you to set the narrator’s speed as depicted below.</td></tr>
<tr><td colspan="2">
</td><td colspan="2"> 
</td></tr>
</table>

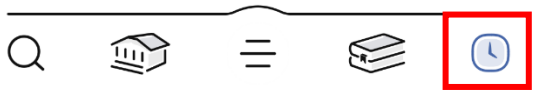
Ebooks:

Open an ebook of your choosing			
	Search will allow you to search for keywords within the text		Will bring you to the Appearance menu where you can customize your reading experience. These are best suited to experimentation.
	This will provide instructions for how to highlight with9in the text and bookmark pages.		

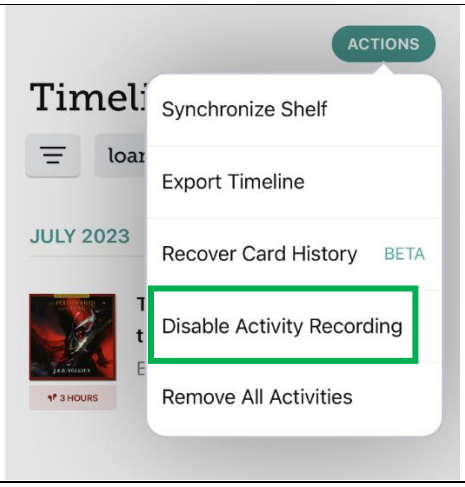




Timeline/Reading History



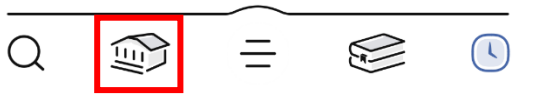
You may access your **Timeline** (reading history) using this menu item.



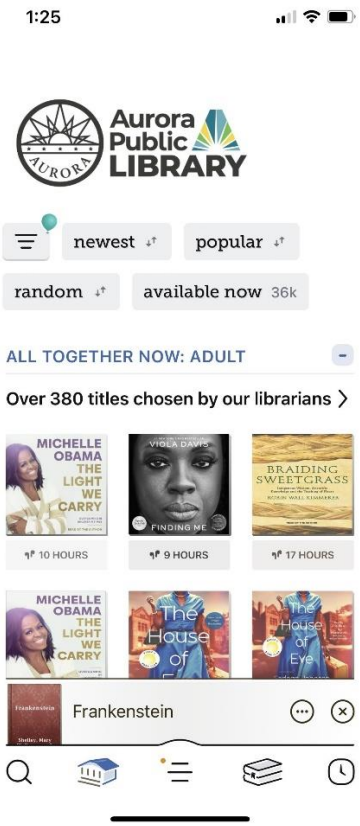
To stop or start **Recording** your reading hsitory, use the Actions menu in the upper right corner.

All other functions are beyond the scope of this course.

Browsing APL



The final menu item for APL is the **Browse** function



This page is currated by APL's tech services team and has categories helpful for Browsing.
This page is best explored on one's own pace.