Libby App   By Overdrive

iOS 9+, Android 4.4+, and Windows 10

Use the Libby app to read or listen to books on a your smart phone or tablet. **Libby is not currently available for Kindle Fire (you will use the Overdrive app instead). You cannot use Libby to stream videos or to read periodicals.**

- ***If you need help, call the Library Help Desk at 405-372-3633 x8106***

- ***Note:** library cards are active for one year from the date you applied. Your card must be active to use Libby. You can renew your card every subsequent year online (unless your phone, email, or mailing address have changed) or via phone or email.*

ONE TIME SET-UP INSTRUCTIONS (You only have to do this section ONCE.)

1. **Download and install the Libby app** from your app store: Apple devices (iPhone/iPad) use the Apple App Store, Android devices use the Google Play Store and Windows devices use the Windows App Store.

2. **Open the Libby app.** It will ask if you have a library card. Tap **"Yes."** (If you don't have a card yet now would be a good time to get one.)

3. Now Libby needs to find our library. We suggest tapping on the second option **"I'll Search for a Library"** toward the middle of the screen. A search bar will appear. In the search bar type our zip code **"74074."**

4. Tap the first option **"OK Virtual Library/Stillwater Public Library."**

5. The next question Libby asks is **"Where do you use your library card?"** Please tap **"Stillwater Public Library."** A box will appear that says **"Card Number."** Tap on the box and type in your library card number. Then tap **"Sign In."**

6. A virtual library card will appear. 🔳 Tap **"Next."** Congratulations! You're ready to borrow books!

BROWSING FOR ITEMS

1. Open the Libby app and start searching for a book:

- Tap on the **magnifying glass** $\mathbb{Q}$ **where it says "Search For A Book"** at the very top of the screen. Enter a title, subject, or author to search.

- Tap on the **magnifying glass**, and then select **"More Options"** to do a more detailed search.

- **Scroll down the page** to browse topics, curated lists, and explore all collections.

- No matter how you search or browse, there is a **plus sign** toward the top of the page (left side) that says "Preferences." This will allow you to search for a specific format (books or audiobooks), only show titles that are available for checkout now, etc.

2. To read a synopsis of the book, see reviews, or read a sample just tap the book cover.

NOTE: *E-books do not have an icon, but audiobooks will have a pair of earbuds* 🎧 *at the bottom of the book cover.*

CHECKING OUT
The lending period is 14 days. Items return automatically when the lending period is over. You can borrow 6 items.

1. **When you have chosen an item to checkout tap on the cover** (the same as to read a book description).

2. **Select "Borrow"** from the menu directly below the book cover. **Tap on the "Borrow!" button** under the card.

3. From here, Libby will give you the option to **"Open Book"** to begin reading immediately, "**Keep Browsing"** to search for more items to checkout, or **"Go to Shelf"** to view all of your checkouts.

PLACING HOLDS

If the item is already checked out, you will see **"Place a Hold"** instead of "Borrow." Once you place the hold, the approximate wait time will show up on your Shelf. When it is your turn to read the book, Libby will check it out to you and send a notification email to the email address associated with your account.

READING/LISTENING TO YOUR BOOKS

You can toggle between the **"Library"** (where you search for and checkout books) and the **"Shelf"** (where you read/ listen to the books, view your previous loans,) at the bottom of your screen. Just tap on the words to move back and forth between the two.

The **circle** in between the two options allows you to quickly access the last title that you were reading/listening to. The Libby icon will be replaced with the book cover.

RETURNING/RENEWING TITLES

Since titles are automatically returned to the library on their due date, you do not need to return it. If you finish a title early, you can return it before its due date.

Return/Renew items by going to your **"Shelf"** and tapping where it says "Due: # of Days." A menu pops up that allows you to select **"Return Early"** or **"Renew Loan."**

If you would like to return early, click on "**Return Early**" and then select the **"Return!"** button.

To renew select **"Renew"** and then click on the **"Renew!"** button. If someone is on the hold list for the book then you will have to take your place on the hold list before you can borrow it again.

TRANSFER EBOOKS TO KINDLE

NOTE: If you transfer to Kindle and want to return it early you will need to follow the instructions for returning a Kindle book through Amazon.

1. Go to your **"Shelf"** and tap the cover of the book you want to transfer to your Kindle. Then tap **"Kindle."** *(Tap on the toggle button that says "Remember for all books" if you plan to always read on your Kindle.)*

2. A web browser will open to the Amazon website. Sign in to your Amazon account and then click on the **"Get Library Book" button.** The book will automatically transfer to the Kindle device you have linked to your Amazon account (as long as your Kindle is connected to wifi).

VIEW YOUR READING HISTORY

To see a list of titles that you've borrowed go to your **"Shelf"** and scroll down to the bottom of the page. Tap where it says **"See your timeline."**

To turn off this feature tap on the **"Actions"** button located in the upper right hand side of the timeline screen. This will allow you to synchronize shelf, disable the activity recording, and to remove all activities.

LEARN MORE, GET HELP, ADD CARDS

Tap on the Libby icon in the upper right hand corner of the screen. You can add another library card (if you are sharing a device with a family member), add another library (if you have access to Libby through another library membership), access menus to help your learn more about Libby (adjusting play speed of audiobooks, jumping forward and backward in audiobooks, setting a sleep timer, defining words, etc.), and visit the Help Site.

NOTE: If you have issues with Libby please do not hesitate to contact the Help Desk at (405) 372-3633 x8106, email askalibrarian@stillwater.org, or stop by with your device. The library also offers free one-on-one tutoring for smart phones, tablets and computers by appointment if you need additional assistance using your device and/or Libby.