



Libby, by OverDrive App

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.*

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

1. **Download and install the Libby, by OverDrive app:** Apple devices (iPhone/iPad) use the Apple App Store, Android devices use the Google Play Store and Windows devices use the Windows App Store. The app's picture should be similar to the one in the top left corner of this sheet.
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?"** 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** to start searching for a book:
 - Tap on the **magnifying glass** where it says **"Search For A Book"** at the very top of the screen. Enter a title, subject, or author to search. (Click on "Library" on the bottom of your page if you aren't already on the page with the magnifying glass.)
 - 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.
 - The **plus sign** toward the top of the page (left side) that says **"Preferences"** 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 a hold becomes available, you'll get a notification and have 3 days to act on it. If you're not ready to borrow it, you can have it delivered later. Delivering a hold later keeps you at the front of the wait list, but passes the current copy to the next person in line.

HOW TO DELIVER A HOLD LATER IF YOU AREN'T READY FOR IT JUST YET

Click “Shelf at bottom of page to go to your shelf. Click “Holds.” All items you have on hold should show up here. On the item that you have received the hold notification for, tap “Deliver Later.” Use the slider to pick a “deliver after” date. After this date, you'll get a copy when someone returns it. (**Note: This could mean that you get the title a couple days or weeks after your “deliver after” date.**) Tap “Update Hold.”



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

When you finish a book, please return it in the Libby app. If you do not finish your book during your 14 day checkout, you can renew it.

Return or Renew books by going to your **“Shelf,”** select **“Loans,”** then tap where it says **“Manage Loan”**. 

Select **“Return Early”** or **“Renew Loan.”**

- If you would like to renew a book but others are waiting for it, 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).

LEARN MORE, GET HELP, ADD CARDS

In the upper right hand corner of the screen, tap the Libby icon.  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 you 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.