Downloading OverDrive eBooks using Libby

You will need:

- Your tablet or smart phone.
- Your library card number
- Apple ID and password (for Apple users) OR Google Play login and password (for Android users).

1. Install the Libby App (For First Time Users)

- Find the App Store icon or Google Play icon on your device and open it. Type "Libby" in the search box.

- Select the Libby icon (magenta and teal colored) and press "Get" or "Install." Your device may prompt you for your Apple ID and password (if Apple user) OR Google Play login and password.



- In a few moments you will see the Libby icon on your desktop. Open the app.

2. Adding your Library (For First Time Users)

- Once you have downloaded the app and have opened it you will see a welcome screen. The first question you will need to answer is if you have a library card. If you have a card, you will need to type in your library name or location or have Libby guess your library location. If you select "Search For A Library" type in "San Mateo City Library" if you live in the City of San Mateo. Select the appropriate choice then enter your library card number and touch "Sign In."

- If you would like to have Libby guess your location, touch "Guess My Library." If your location is enabled on your device, it should automatically locate your library. If your branch comes up, touch "Yes. This is my library" to save your location. If it does not come up, select "no" and it will search for your library. A map of libraries near your location will appear. Click on the black circles that appear to see details about that location. Once you find your library, select "This is My Library" to continue. If you still don't see your library, select "I'll search for a library instead." Enter your city name or zip code and a list of libraries will come up. Select the library that is your branch to continue.

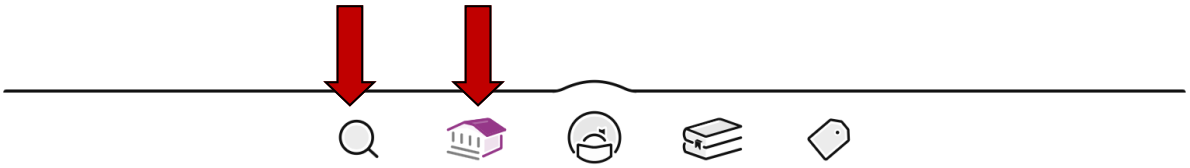
- If you already use Libby on another device, choose "Copy From Another Device." This allow you to sync items on both devices.

- Libby will save your library so you will not have to do the previous steps again. You will be directed to the Peninsula Library Libby catalog once you type in your library card number.

3. Finding and Browsing eBooks

- Libby contains eBooks, eAudiobooks, and eMagazines. There are thousand of popular titles to choose from.

- Touching the magnifying glass icon at the bottom of the page will allow you to search by keyword. Search by author, title, or subject. If you start to type in a title or author, it may appear underneath the search bar as a suggestion. Once you touch the suggestion or finish typing and hit enter, matches will appear.

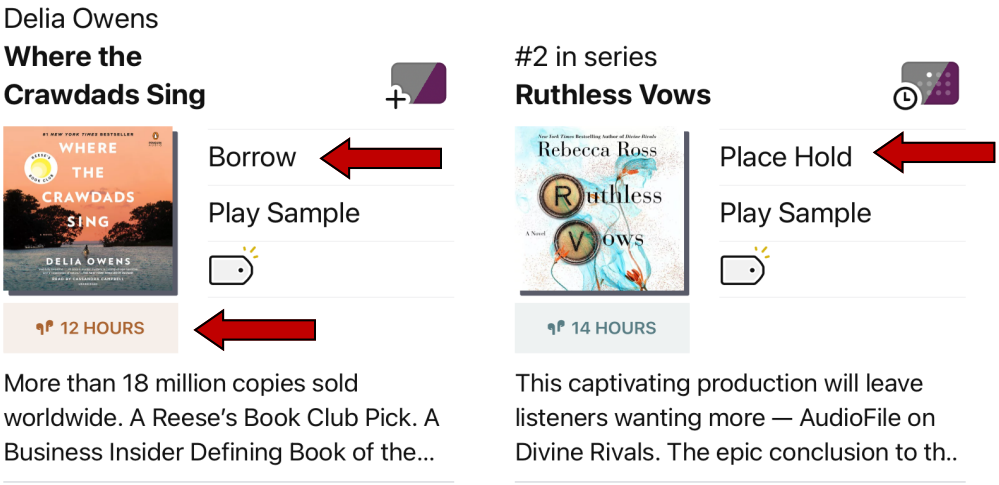


- If you want to browse for a subject or genre, touch the icon that looks like a building on the bottom. Next touch the menu icon (three lines in a row) in the upper left. This brings up a list of filter options. Choose from over 160+ subjects or genre options available.

- Once you select a subject OR you perform a search, you will be taken to a list of books.

- If the item is an audiobook, there will be a pair of ear buds on the bottom of the cover of the audiobook. The approximate amount of time it takes to listen to the audiobook is also shown.

- If the item is available, it will say "Borrow." If it is checked out and unavailable, it will say "Place Hold." If you place a hold, you will receive an email notification when the item becomes available for you. After you place your hold, an approximate time of when the item will be available for you will be displayed next to the cover.



- Samples are also available if you touch “Play Sample” or “Read Sample”.

- You may have up to 15 items checkout out on your library card at once. You may place up to 15 holds at once.

4. Borrowing, Downloading and Reading eBooks

- There are two ways to borrow the book: either touch the word “Borrow” next to the cover of the book to check-out the item instantly or touch the cover of the book to see more details about the item.

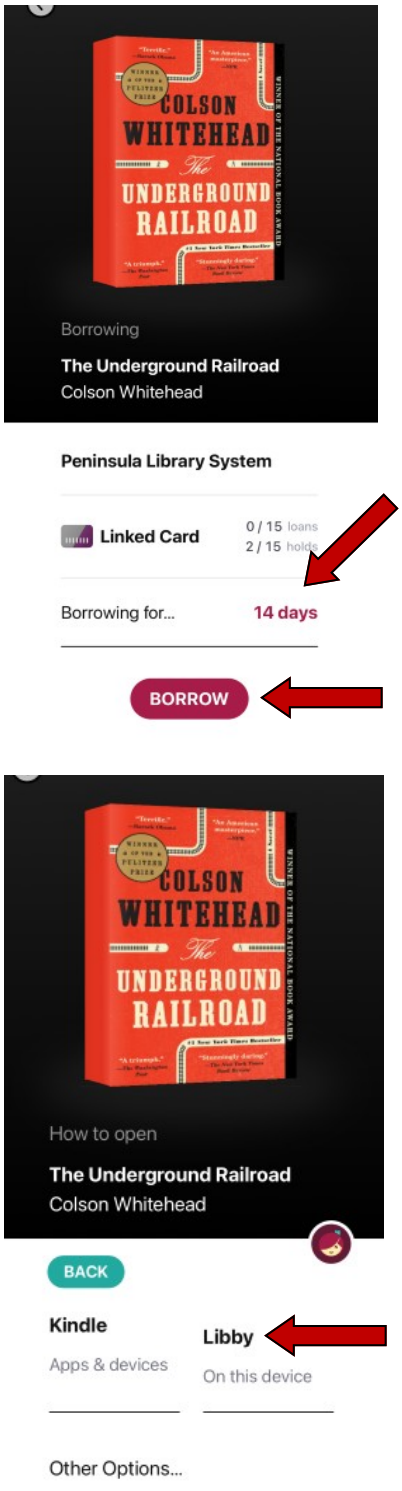
- If you touch the word “Borrow,” the next screen will allow you to change the loan period if you would like. You may borrow items for 7, 14, or 21 days. Touch the number of days displayed under the title in red to change the loan period. When you are satisfied with the loan period, touch “Borrow”

- If you touch the cover of a book to see more details, you can read a summary of the book. Touch the word “borrow” when you are ready to check out the item. Follow the instructions on the bullet point above.

- After you have borrowed the book, you can touch “Read With...” on the next screen to start reading. Next, touch “Libby” to start reading in the Libby app. If you have a Kindle app already installed, you also have the option to read the book in a Kindle Fire or the Kindle app.

- Your book will remain on your shelf in the Libby app during the duration of the loan period. The shelf icon looks like two books piled on top of each other. The Shelf icon is located at the bottom of screen once you open the Libby app.

- After opening the book, you can turn the pages by swiping the book, or pressing on the sides of the screen.



4. Managing your eBooks

- The books you check out will appear on your "Shelf." You will find that option at the bottom of the screen towards the right. The icon looks like two books on top of each other. In the "Shelf" section you will find your current "loans" and your "holds."

- You can renew a loan if no one has the item on hold 72 hours before the item is due. In your loans list touch "Manage Loan" then "Renew Loan". The "Manage Loan" option also allows you to return a book early.

- EBooks and eAudiobooks do not have to be returned. They will be removed from your account when the lending period expires.



5. Tips

- The middle icon that looks like a girl reading a book in a circle at the bottom of the screen allows you to view any messages or alerts Libby has for you. These can include loans about to expire or already returned. It also includes help pages and the ability to add other library cards should you have cards from other library systems.

- Whenever you have a set of items to view, you can set filters to sort or limit your search. To do this, touch the menu icon (three lines) on the upper left side after performing a search. Limiting choices include: format, language, audience, availability and supporting device. You can also sort by relevance, popularity, date added, release date, and more.

- You can create lists and save items for later by using the Tags feature. After performing a search you can touch the word "Save" to the right of a book cover. You can create a new tag name or save the item to list you've already created. Libby will automatically create a borrowed tag for items you check out so it will have a history of your borrows. Retrieve any tags you have by touching the tag icon on the bottom far right in Libby.

