Zelienople Area Public Library's Guide to…

Downloading ebooks and audiobooks from the Libby app to Android devices

*** To use this service, you need an active library card and the PIN number for that library card ***
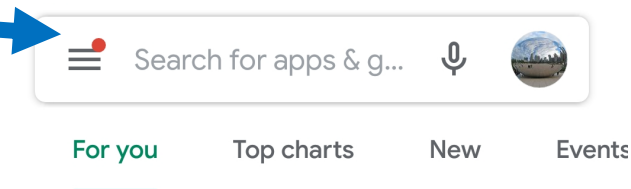
Step One… Downloading the app

● Get the app from Android's 'Play Store' which is likely located on your device's home screen.
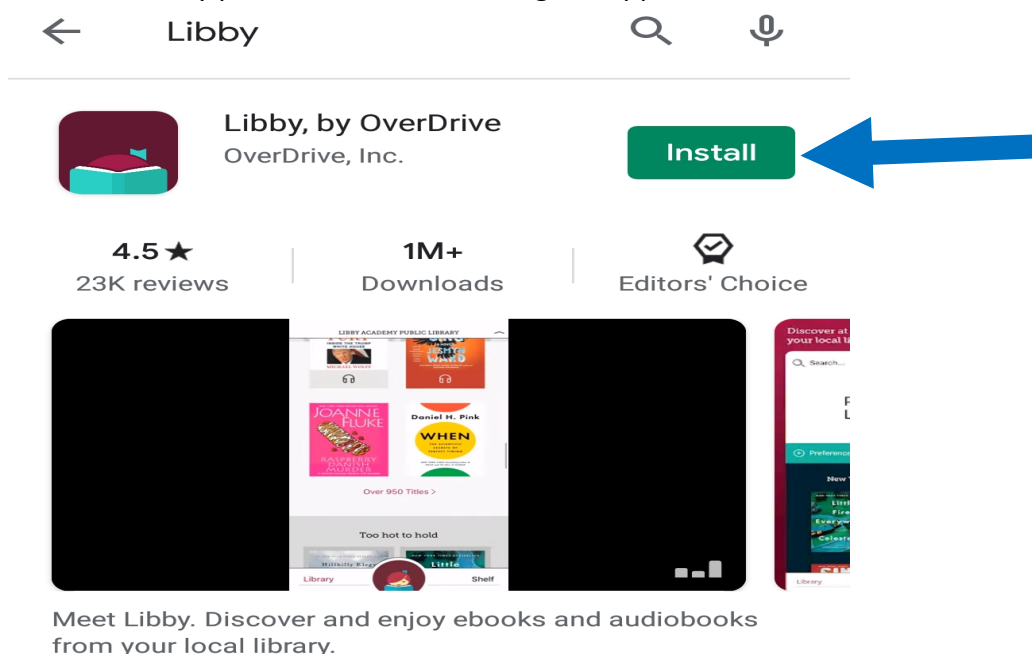
> Press this icon for the 'Play Store' or 'Google Play'
> (they are two interchangeable names for the same thing.
> We might see one or both names depending on our device.)

● On the first screen we see after opening the 'Play Store' app, we'll see a search bar that looks like this:

Click or press into the search bar and type "Libby"

≡ Search for apps & g...   🎤

For you   Top charts   New   Events

● The search results should bring you the Libby app. Click on 'Install' to download the app. ***Note: You may need your Google credentials if you've set the Play Store to request them upon downloading new apps. Not to worry though, everything about the app is free for library patrons, i.e. downloading the app and its use thereafter.

← Libby   🔍 🎤

Libby, by OverDrive
OverDrive, Inc.

Install

4.5 ★   1M+   ✓
23K reviews   Downloads   Editors' Choice

Meet Libby. Discover and enjoy ebooks and audiobooks from your local library.

● Where 'Install' was in the picture above, the word 'Open' appears after downloading Libby. We can either click 'Open' now or find the app's logo/icon from the home screen later.

Step Two… Registering an account in the app

• Open Libby by pressing on this icon on a home screen of your device:

• Once Libby is opened for the first time, registration for a new account begins. Tap on 'Yes' to the library card question (as seen at right). Then, we're asked to find our library. Choose 'I'll Search For A Library' (as seen below).

First question: do you have **a library card**?

Yes   Not Yet

Otherwise, you can look up your library by name or location.

I'll Search For A Library

• Typing "Zelienople" will be enough to find our library:

You can search for your library by name or branch location.
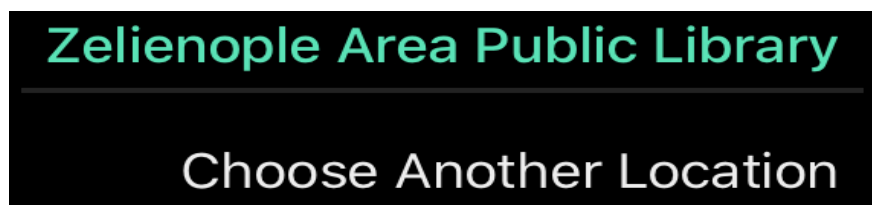
🔍 Zelienople|

MATCHING LIBRARIES

New Castle District Library Center
Zelienople Area Public Library
227 S High St
Zelienople, Pennsylvania, USA

+ 23 MORE BRANCHES
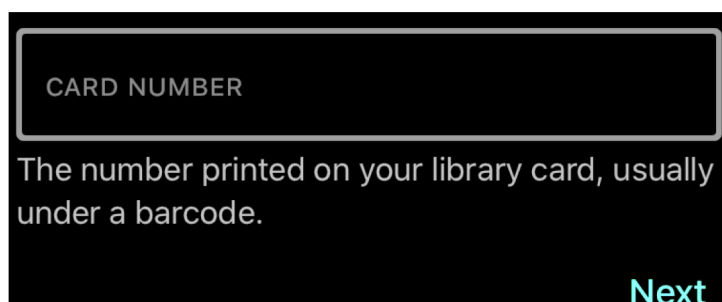
• Click on 'New Castle District Library Center'

Note: Zelienople Area Public Library and Butler County public libraries team up with adjacent counties and their public libraries to provide Libby. New Castle District Library Center is the name on the shared account.
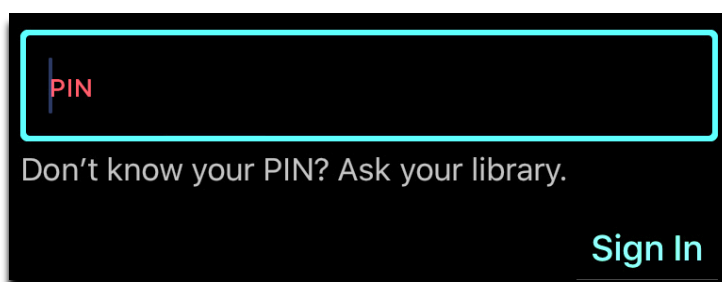
Registering an account in the app *(cont.)*

• Select 'Zelienople Area.' If you got your card at another Butler County public library, then go to the 'Choose Another Location' option instead.

Zelienople Area Public Library

Choose Another Location

• At this stage, we'll enter our library card number and then click 'Next':

CARD NUMBER

The number printed on your library card, usually under a barcode.

Next

• On the same screen, we'll put in our PIN number:

PIN

Don't know your PIN? Ask your library.

Sign In

• A successful login creates your account and presents a graphic or digital equivalent meant to represent your Butler County library card. We'll click past this screen and begin our search for finding titles to download to the app.

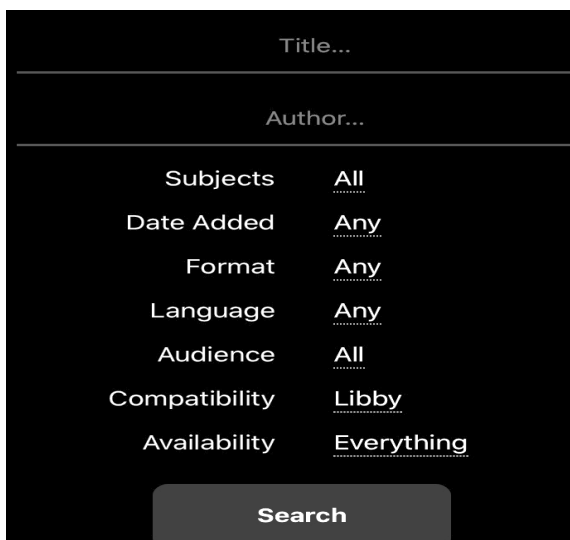## *Step Three…* Finding ebooks and audiobooks in Libby

- There are multiple ways to do this.

  - **[Method 1]** Type in a book title at the top of the home screen:

  🔍 Search For A Book...

  - **[Method 2]** Perform an advanced search. Essentially, start by conducting the search described above, but instead in addition to typing, click on more options to the far right of the search bar…

  More Options
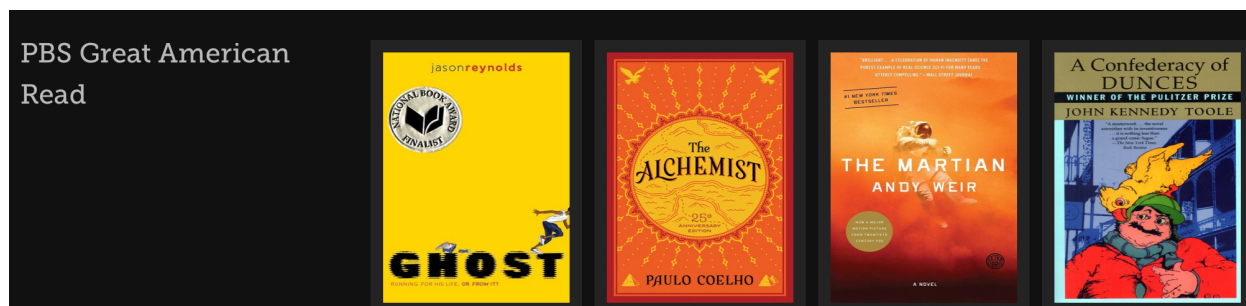
  … which leads us to this screen.

From here, we can search for works from a specific author, search generally by subject (thriller, mystery, etc.), select an availability such as 'Coming Soon' or 'Available Now', check for titles by format which is a way to say we'd like only ebooks in this search or only audiobooks, among other options.

Title...	
Author...	
Subjects	All
Date Added	Any
Format	Any
Language	Any
Audience	All
Compatibility	Libby
Availability	Everything
Search	

If we always want certain options, e.g. titles that are available at this very moment, then we can set preferences on the app's first screen. The text button for 'Preferences' looks like this:
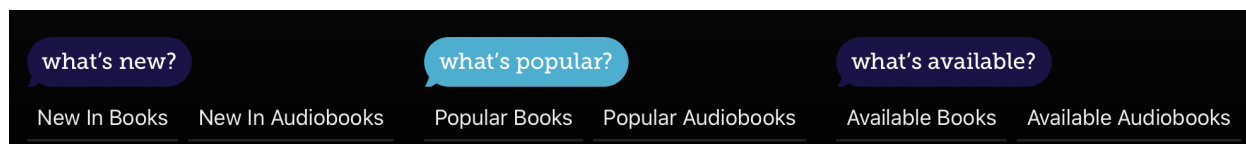
⊕ Preferences

Finding ebooks and audiobooks in Libby (cont.)

- **[Method 3]** Scroll down the home screen to peruse showcased titles from Libby (example below).

- **[Method 4]** Scroll down the home screen to find these options in the pictorial below. Click on any of these text buttons to find new, popular, or available titles of current distinction.
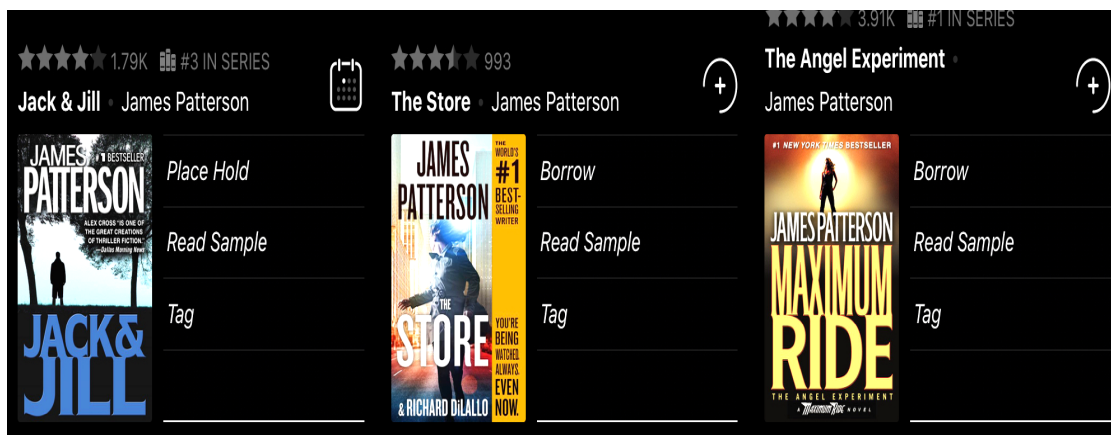

- **[Method 5]** Again, proceed by scrolling down the home screen of the Libby app. There, we'll be able to find this section which allows us to browse by genre or subject.

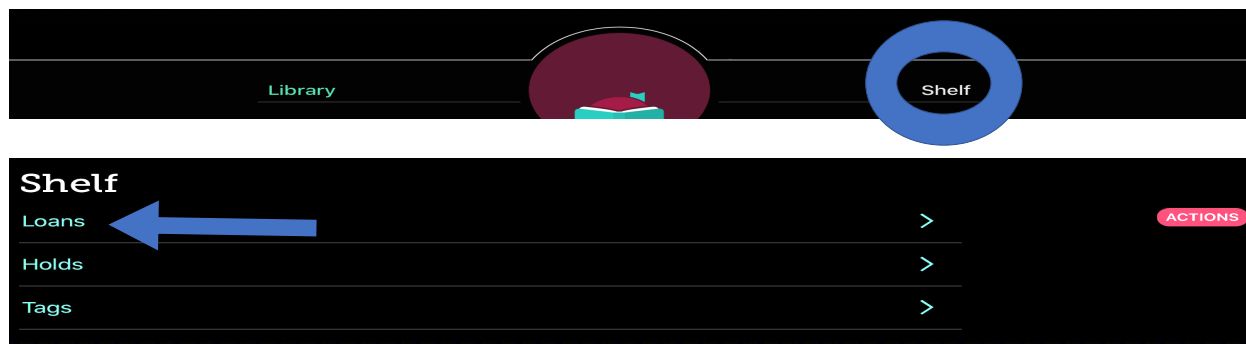| 4,316 Fiction	2,551 Nonfiction	1,634 Romance	1,441 Literature
1,301 Juvenile Fiction	1,228 Thriller	1,228 Young Adult Fiction	1,179 Mystery
1,100 Fantasy	923 Suspense	884 Historical Fiction	718 Essays
700 Study Aids & Workbooks	697 Language Arts	627 Reference	621 History
	Explore more subjects ›		

Step Four… Borrowing titles in the Libby app

• The following illustrates the options presented after we've found the title or titles that we want. A breakdown of the important options we see in the picture below:
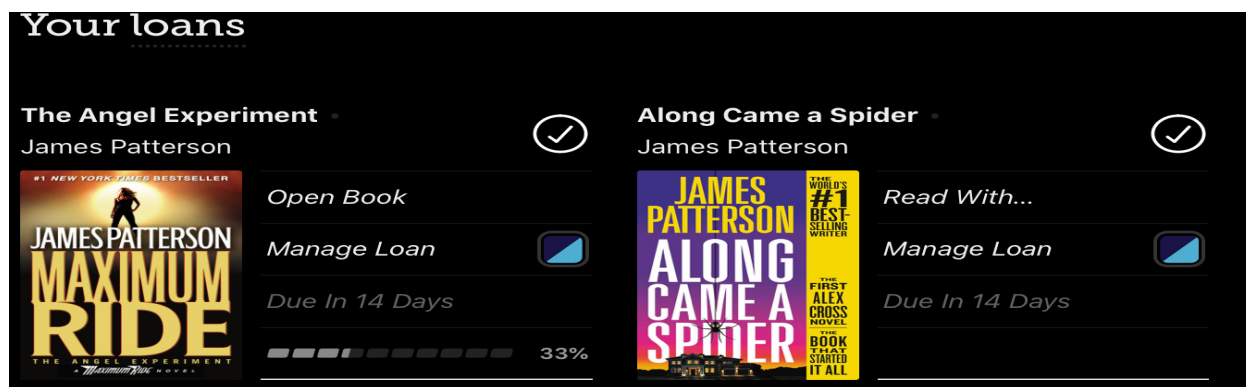

- **[Borrow]** Tapping on 'Borrow', as we can see is written next to the middle selection above, will prompt the user to confirm that this is a title they want. Click 'Borrow!' once more and the title is put onto our digital bookshelf which we'll explore later.

- **[Place Hold]** Tapping on 'Place Hold' also prompts a follow-up question to confirm that we do actually want this title. When we tap 'Place Hold!' on the next screen, we are put onto the waitlist for that title.

- **[*the calendar icon next to title/author; the plus sign*]** Tapping the calendar icon will tell us how many copies are in the library system and how many people are waiting in line before us presently. The plus sign is just another way to say "borrow this available ebook/audiobook now" essentially.

- **[*the book cover*]** Tapping the book cover image will take us to a synopsis. Additional relevant information given: similar titles, other titles if it's in a series, author info, publishing date, etc.

Step Five… Enjoying what we've borrowed

 • On the main screen of the Libby app, at the very bottom, is the first graphic below. To its left is 'Library', the section of the app we've been in until now in this guide. The other side is 'Shelf', which is circled below. Here, we can find our loans. Press 'Shelf' and then 'Loans' on the next screen (2nd image below) to view our borrowed items.

• To read or listen to our selection, we choose the 'Open Book' or 'Read With…' option. *** Note: 'Read With…' gives you the option to send the ebook to a Kindle device and even older e-reading devices. Should you need the Kindle app or Kindle tablet option, you will need to have your Amazon credentials handy to facilitate that process. There are some titles that won't be able to be sent to Kindles, e.g. the book to the lower left.

Notes of importance from the image above:
- the due date and the percentage read so far are listed
- the 'Manage Loan' option allows you to return a work early
- 'Manage Loan' also provides the renewal option. Renewals are not always permitted. Reasons for this include: someone else has a hold on the title; publisher does not allow it; it's too early on in the loan period to do so.
- The checkmark means we've downloaded that title to our device

Step Five… Enjoying what we've borrowed (cont.)

• If we open an ebook in the Libby app, we are greeted with its front cover. To see more reading options, gently press in the middle of the screen. Next, tap the three bars in the upper right (the arrow in the far-left image below) and we will see the side bar menu appear (middle image, circled):

The enhanced reading options menu

Notes of importance from reading options menu:

- 'Search' allows you to find a word or passage in the work
- 'Chapters' will take you to any part of the book, e.g. Chapter 1
- 'Bookmarks' is the place to see a list of our favorited passages or chapters. This is done by clicking on the tassel icon ⬚ in the top right on any page of the ebook.
- The scroll bar at the bottom of each of the above images is another way to skip forward or backward through the ebook/audiobook.
- 'Sync' in the bottom right of each image above helps coordinate your current place in the ebook if you've been accessing this title from multiple devices, e.g. reading from a web browser *and* the Libby app
- 'Reading Settings' is the option to choose if we want larger or smaller text size, change the background color of the book, et cetera.

Step Six… Holds, miscellany, and further help

• Holds – As with Loans on page eight, holds can be accessed from the 'Shelf' section and may be suspended or cancelled under the 'Manage Hold' menu. Approximate wait times until the resources are ready are also posted.

• Download settings – Also on page eight of this guide is the 'Actions' menu in pink. If we select 'Change Download Rules' from that menu, we are able to control when ebooks/audiobooks download, i.e. to download only when you have Wi-Fi access, never download, choose manually, et cetera.

• Audiobooks – These play in the app. Their use is almost identical to an ebooks use except for: sleep timer (moon icon), playback speed (odometer icon), and play button (not pictured, but is the standard icon and very large).

• • • Key Things To Know • • •

~ There are *NO LATE FEES* associated with the use of this service
  ~ Ebooks and audiobooks will return automatically at the time of their due date
~ We must download titles if we plan to use them when without internet access
  ~ The current limit is set to have a maximum of three titles loaned out at a time

• • • Further Help • • •

As always, feel free to contact the library with any questions that you may have.

Phone: (724) 452-9330 ~ zelienoplelibrary.org ~ 227 South High Street, Zelienople, PA 16063