



User Instructions and Information



What is "Libby?"

Libby is a service offered through Overdrive, where you can read and listen to electronic books. It is another way to access and download your electronic library books and audiobooks.

What makes Libby different from Overdrive?

Since Libby is offered through Overdrive, there aren't too many differences between using the two services. The biggest difference between Libby and Overdrive is device compatibility. You can access Libby only if you have an Apple or Android device. If you are accessing it from a Windows device, you must have Windows 10. If you have any type of Kindle, you will not be able to access Libby.

If you have more than one library card, you can access multiple libraries on the Libby app. This is something that you cannot do through Overdrive.

Who can use Libby?

Anyone with a Comsewogue Public Library library card can access Libby. As long as your device is connected to WiFi and you have a valid library card, email address, and password, Libby is at your disposal!

Downloading the Libby App

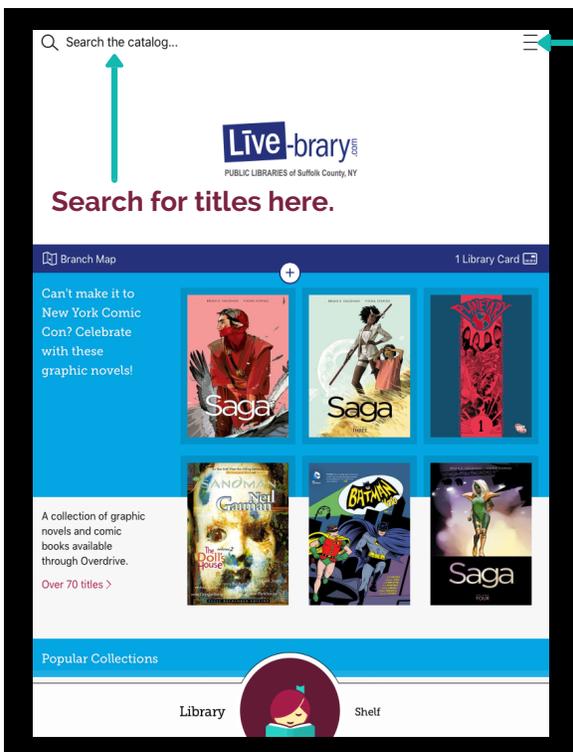


← Look for this icon

You can download the Libby app through the Apple Store, Google Play, or Windows Apps store. Search for "Libby, by Overdrive" and then follow the on screen instructions to download the app onto your device.

Using and Navigating Libby

After you have downloaded Libby onto your device, you can begin to use and enjoy it! Here is a picture of the Homescreen.



→ Access your Overdrive/ Libby settings here.

Once you have downloaded and opened the app on your device, you must sign in with your library card. If you are a regular Overdrive user, you would simply follow the same sign-in process as Overdrive. If you have never used Overdrive before, tap on where it says **"ADD YOUR LIBRARY CARD."** Find **COMSEWOGUE PUBLIC LIBRARY** and then type in your library card barcode number and library account password. This is the same password that you use when you log into your Library Account to reserve books or register for programs. After you have signed in with your library card information, Libby is ready!

Forgot your Library Account password? You can reset your password by going to the library's website at www.cplib.org. Click on **MY ACCOUNT** and then click on **FORGOT YOUR PASSWORD**. Follow the on-screen instructions to reset your password. Note that you must have a valid email address on your library record to reset your password. If you are not sure whether or not you have an email address on your library record, call the library at (631) 928-1212.

Borrowing and Downloading Titles

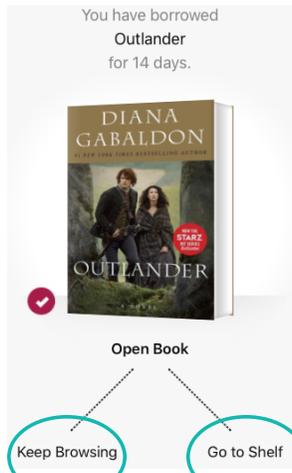
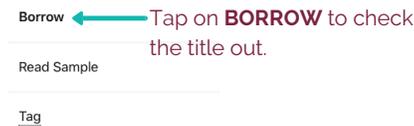
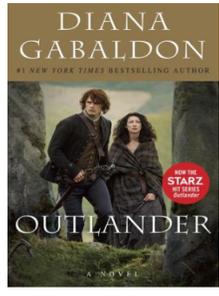
Once you have signed into your account, you can begin to download titles. To do so, you can either browse for titles or search for a specific one. Once you find a title that you would like to download, tap on **"BORROW."** After you tap on **"BORROW,"** the title will be added to your **SHELF**, which is located on the Libby app. Once you are in your Shelf, you will be able to either download the title or read it in the app. In the example below, a search for "Outlander" was performed. Please note that if you have titles on your Overdrive account, those titles will automatically be added to the Libby app.

Search Results



Tap on **BORROW** to see the book details.

Book Details



Tap on **KEEP BROWSING** to search for another book.

Tap on **GO TO SHELF** to go to checked out titles.

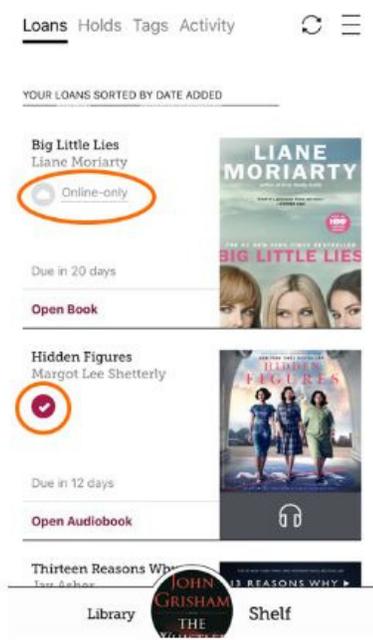
You can borrow the titles for 7, 14, or 21 days. The default borrowing period is 14 days. You can change this right before you borrow the title. Look for the underlined borrowing period. If you want to change it, tap on the borrowing period, and select your loan period preference.



Tap on **BORROWING PERIOD** to change the loan period.

Unlike Overdrive where you can download any available titles to your device, Libby distinguishes titles that you can download and titles that are only available to access while your device is connected to Wifi.

When you have borrowed a title and are on your LOANS page, take note of how you can access the title. In the image on the right, "Big Little Lies" is only available to access with a Wifi connection while "Hidden Figures" is available to download for offline use.



Look for one of these symbols.



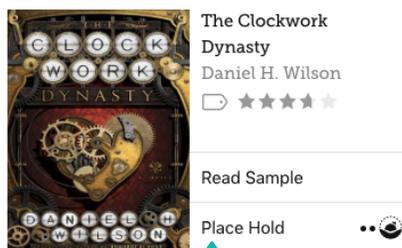
means the title is downloaded for offline use.



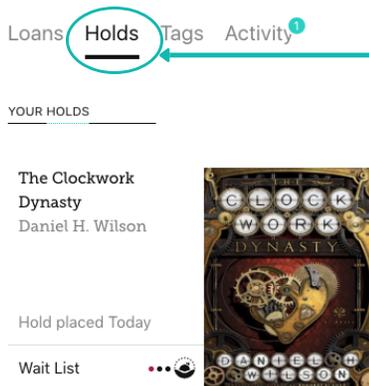
means the title will be streamed when you open it, requires an internet connection to read or listen to, and is not downloaded for offline use.

Placing Holds on Titles

If a particular title is not available, you can place a hold on it. To do so, tap on **PLACE A HOLD**. Once you do that, the title will automatically be added to your **HOLDS** shelf. Once the title becomes available, you will receive an email to the same email address that is on your library record. The email will say that the title that you placed on hold is ready for you to read.



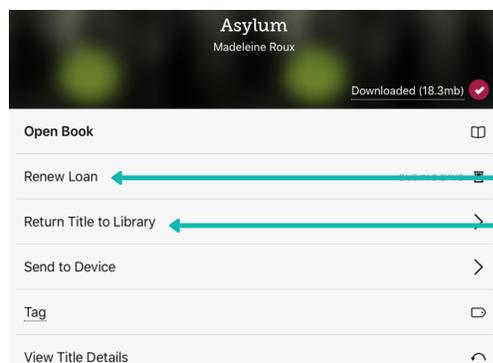
Tap on **PLACE A HOLD** to reserve the title.



All of your reserves will be in the **HOLDS** tab in your Libby account.

Returning and Renewing Titles

If you would like to return a title early, tap on your **LOANS** tab. Locate the title you wish to return, and hold the cover of the book down with your finger until another screen opens. (The picture of the screen is shown below) Tap on **RETURN TITLE TO LIBRARY**. If you want to renew your loan, follow the same instructions. This time, tap on **RENEW LOAN**. If there are holds on the title, you will not get to renew the book. Instead, you will be given the option to place a hold on the title.



Tap to renew a title.

Tap to return a title.

Have questions? Feel free to schedule a **Book a Librarian** appointment. Head to www.cplib.org and click on the **Adults** link on the homepage. Then, click on the grey box that says "Book a Librarian" where you will be able to fill out a form. You may also call the Adult Services desk at (631) 928-1212 to schedule an appointment.