



Guide for Using Libby

LIBBY IS THE APP USED TO ACCESS OVERDRIVE, OUR MAIN E-BOOK, E-AUDIOBOOK, AND E-MAGAZINE COLLECTION.

WE ALSO HAVE THE PALACE PROJECT COLLECTION/APP. SEE OUR WEBSITE FOR MORE INFORMATION AT WWW.PLUMASCOUNTY.US/2842

What is Libby?

- ▶ Libby is an app designed specifically for public library users. With this app you can use your public library card to read or download e-books, e-audiobooks, and now e-magazines on your devices such as phones and tablets.
- ▶ This app will allow you to download items so you can read them offline.
- ▶ If you prefer to use Libby without downloading the app, just go to <https://libbyapp.com> instead.
- ▶ To clarify, Libby is the app, Overdrive is the actual database name. In 2022, Overdrive slowly phased out their Overdrive app so patrons will only be using the Libby app by 2023. It is the same collection though. You can also access part of this collection with the Palace Project app.

Table of Contents



- ▶ Page 4: Getting Started
- ▶ Page 15: Finding and Adding Items and Tags
- ▶ Page 23: Shelf Access
- ▶ Page 35: How to Add Extra Library Systems to Your Libby Account
- ▶ Page 45: Magazines in Libby
- ▶ Page 56: Need More Help?

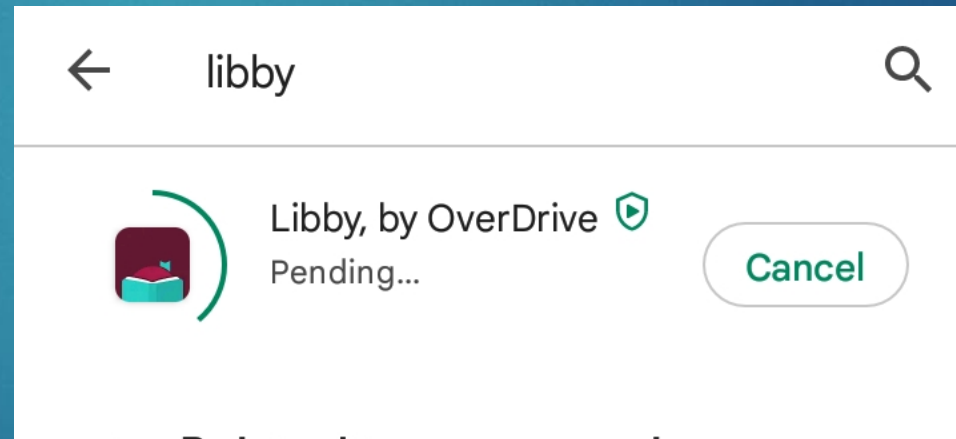
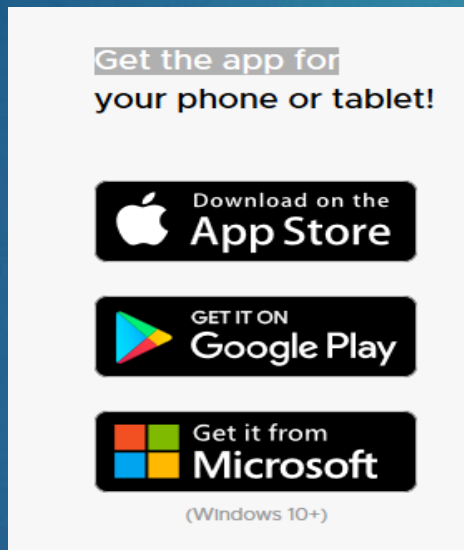


Getting Started

THE INFORMATION IN THIS SECTION IS ABOUT HOW TO DOWNLOAD THE APP AND SET-UP YOUR LIBBY ACCOUNT.

Getting started

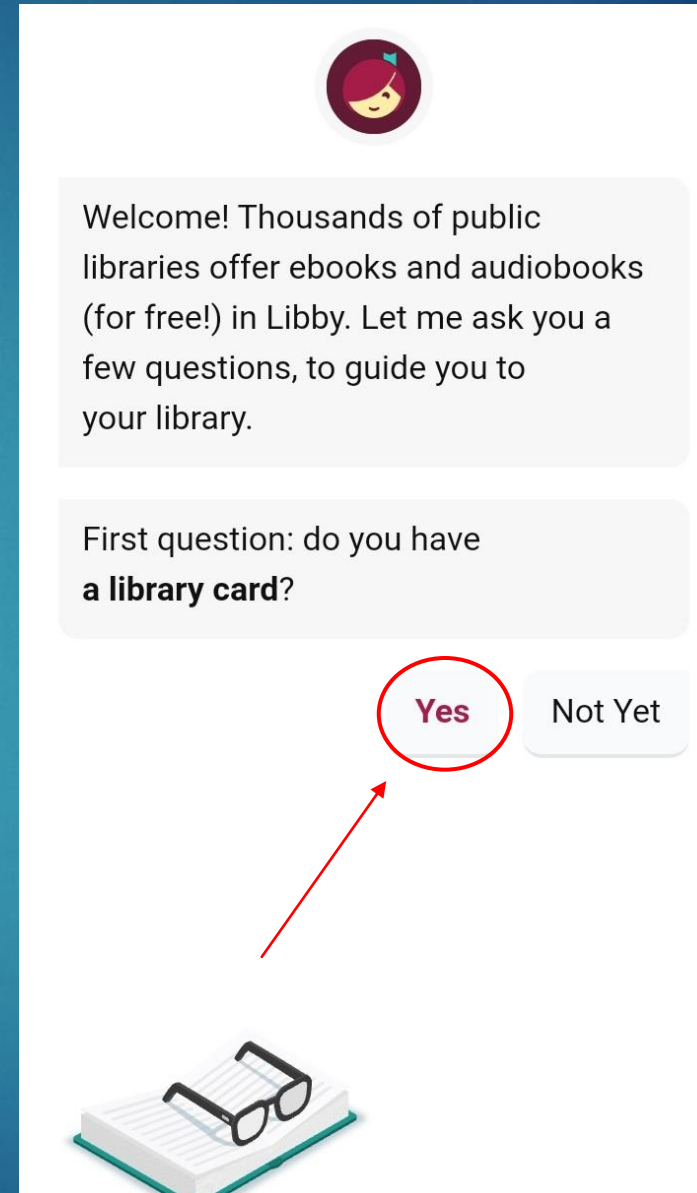
- ▶ Signing up is easy.
- ▶ First step is to download the app “Libby, by Overdrive.” Where you go to download depends on what device you are using.
- ▶ Go to your app store, search for “libby,” and click “install.”



- ▶ If you need more help in downloading an app, please contact your local library branch or Literacy Dept.

Getting Started

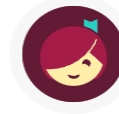
- ▶ After you download the app, it's time to set up your account. Here we will walk you through the process step by step.
- ▶ This app requires that you have a library card. If you don't have one, you will not be able to use this app.
- ▶ When you first open the app, you will see a screen asking if you have a library card.
- ▶ Tap on "Yes" and continue to follow the instructions from the app.



Getting Started

- ▶ The next step in the process is to find your local library.
- ▶ If you use Libby on other devices you can use the “Copy from my other device” option.
- ▶ The simplest option is to use the “I’ll search for a Library” option. It will ask for the library name or you can simply put in a zip code. (See next page.)
- ▶ The “Guess my library” option simply uses the location from your device to determine the closest library. (Not recommended.)

< Back



There are several ways I can help you find your library. How would you like to continue?

If you already use Libby, choose this. It will keep all your data in sync.

Copy From Another Device

You can look up your nearest library by name or city or zip code.

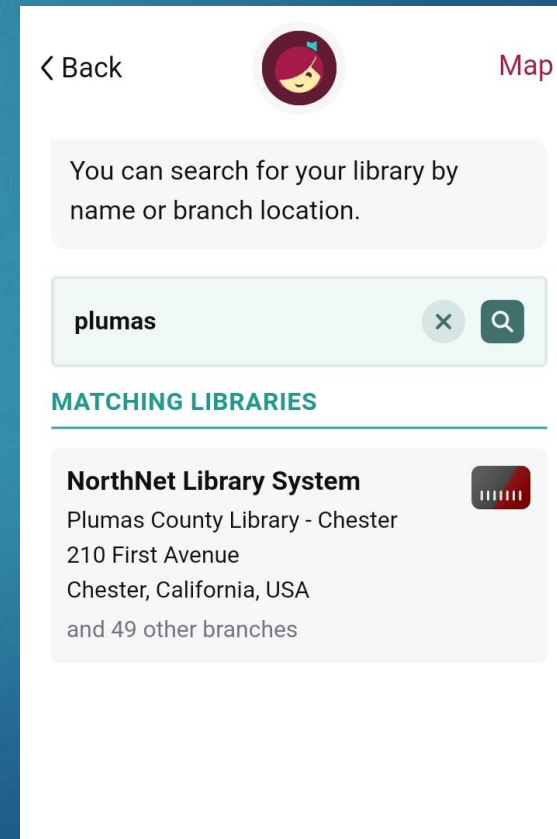
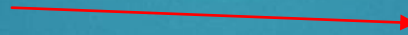
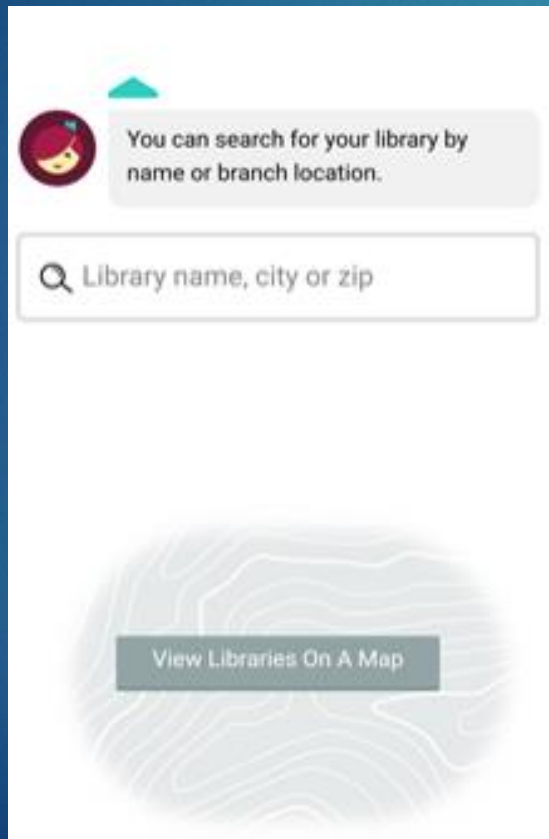
Search For A Library

Find the nearest library using your (probable) approximate location.

Guess My Library

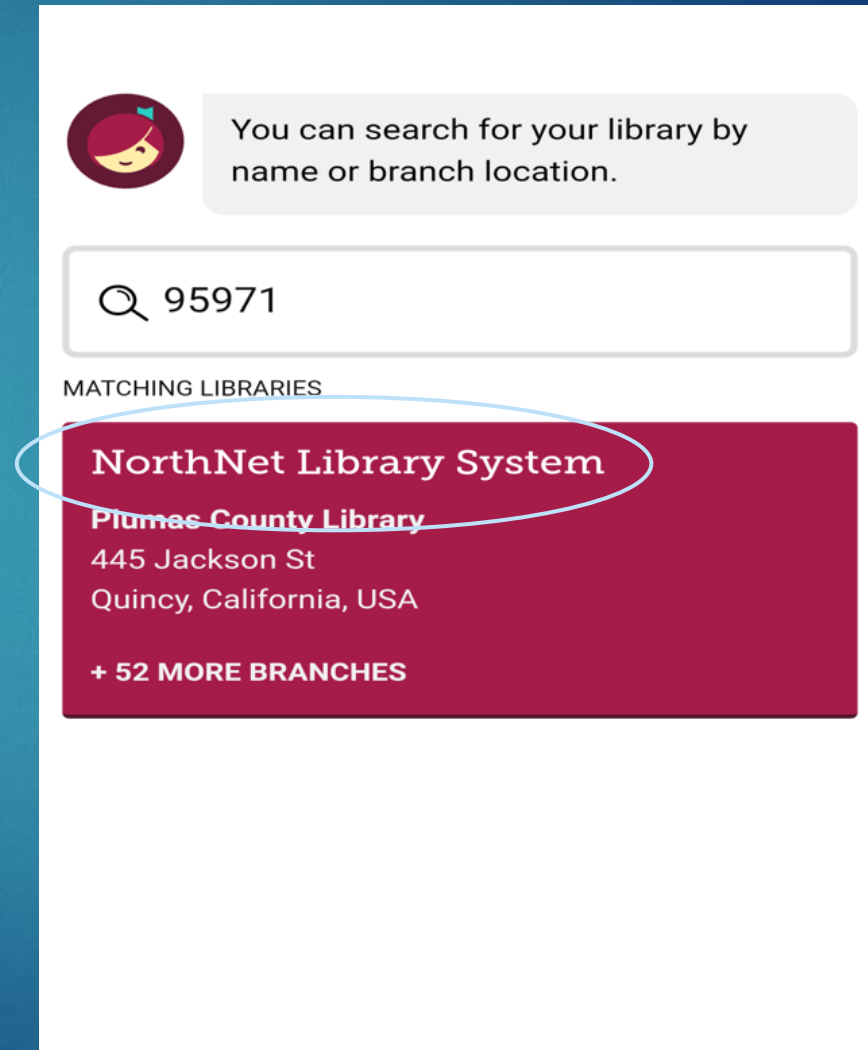
Getting Started

Enter your local zip code, the name *plumas*, or the name *northnet*. All of these options will have the name NorthNet Library System pop up.



Getting Started

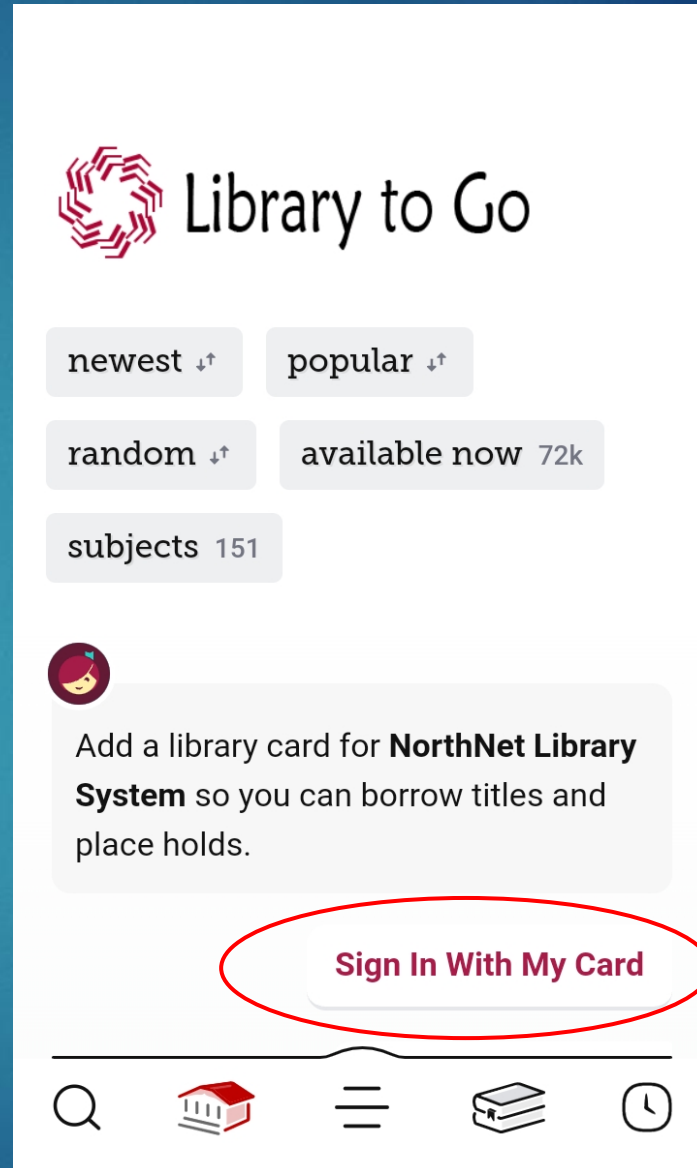
- ▶ NorthNet Library System is a consortium of the public libraries in Northern California.
- ▶ This is the option you want to use. All the zip codes of Plumas County and Sierra County will pull up the NorthNet System, but some will also show other library systems as well.
- ▶ For example, Portola's zip code will also pull up Washoe County System.
- ▶ Make sure you chose the option shown here: NorthNet Library System.



The screenshot shows a library search interface. At the top left is a circular logo with a stylized face. To its right is a grey box with the text: "You can search for your library by name or branch location." Below this is a search input field containing a magnifying glass icon and the text "95971". Under the search field, the text "MATCHING LIBRARIES" is displayed. Below this, a red box contains the following text: "NorthNet Library System" (circled in blue), "Plumas County Library", "445 Jackson St", "Quincy, California, USA", and "+ 52 MORE BRANCHES".

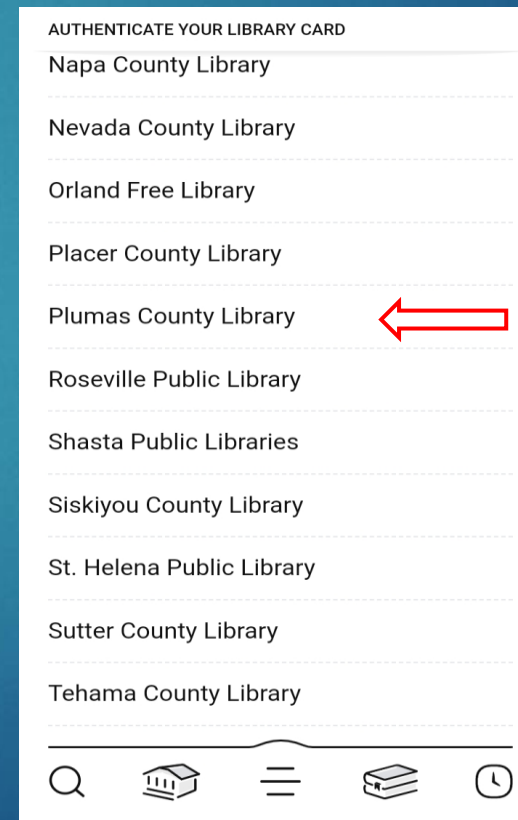
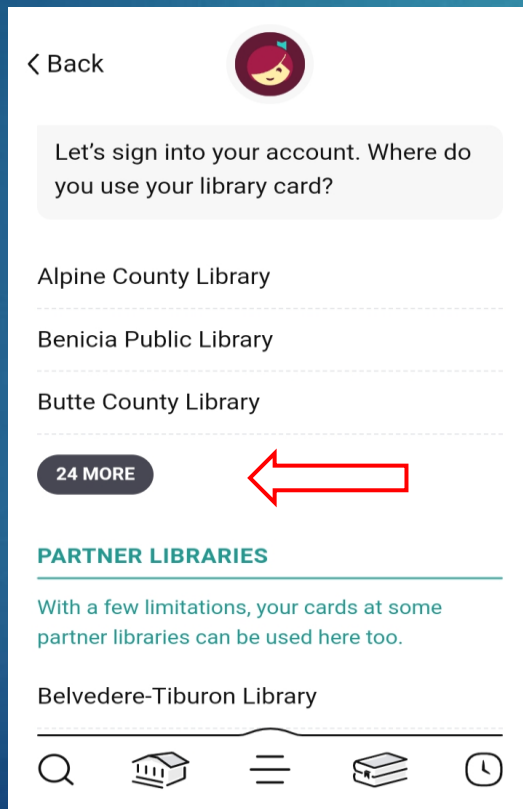
Getting Started

- ▶ Next, you will be asked to sign in with your library card.
- ▶ If you do not have a library card, please contact your local branch to get one.
- ▶ You can visit our website for more information on how to obtain one: www.plumascounty.us/551



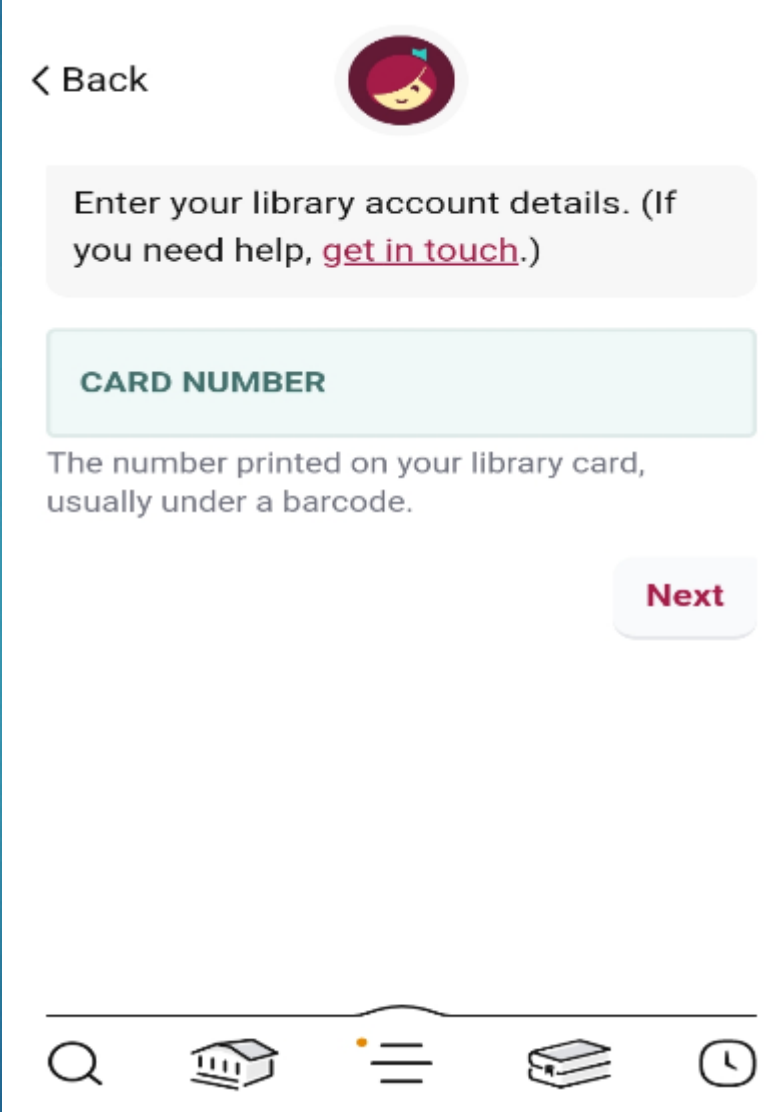
Getting Started

- ▶ Next, you will need to pick the specific library system within NorthNet. In our case, whether you are a resident of Plumas or Sierra County, you will click on Plumas County Library.
- ▶ You will need to click “more” and scroll down to find our county library name.



Getting Started

- ▶ Enter your Library card number where it says “Card Number.”
- ▶ After entering your card number, click the “sign in” button to complete the sign in process.
- ▶ If your library account is not in good standing , it will prevent you from completing this process.
- ▶ Good standing means your card is not expired or blocked due to fines. If you can check books out at the library, you are fine.



The screenshot shows a mobile app interface for signing into a library account. At the top left is a '< Back' button. To its right is a circular profile icon featuring a stylized face with a red headband. Below the header is a light gray instruction box: 'Enter your library account details. (If you need help, [get in touch.](#))'. Underneath is a light green input field labeled 'CARD NUMBER'. Below the input field is explanatory text: 'The number printed on your library card, usually under a barcode.' To the right of this text is a 'Next' button. At the bottom of the screen is a navigation bar with five icons: a magnifying glass (search), a building (library location), a list with a red dot (menu/home), a stack of books (collections), and a clock (history).

< Back

Enter your library account details. (If you need help, [get in touch.](#))

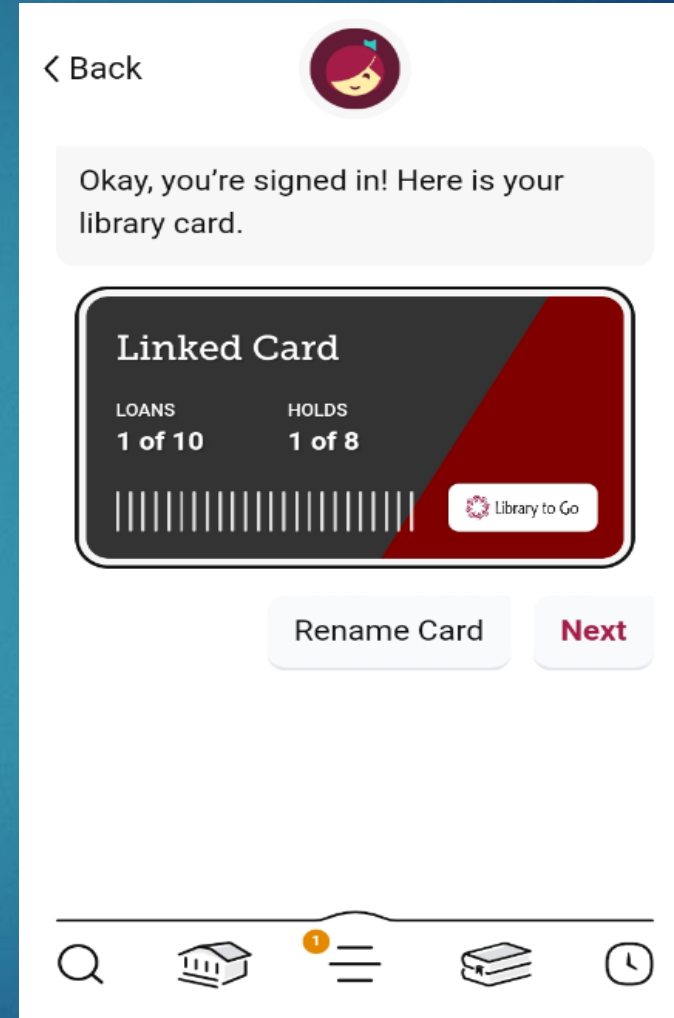
CARD NUMBER

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

Next

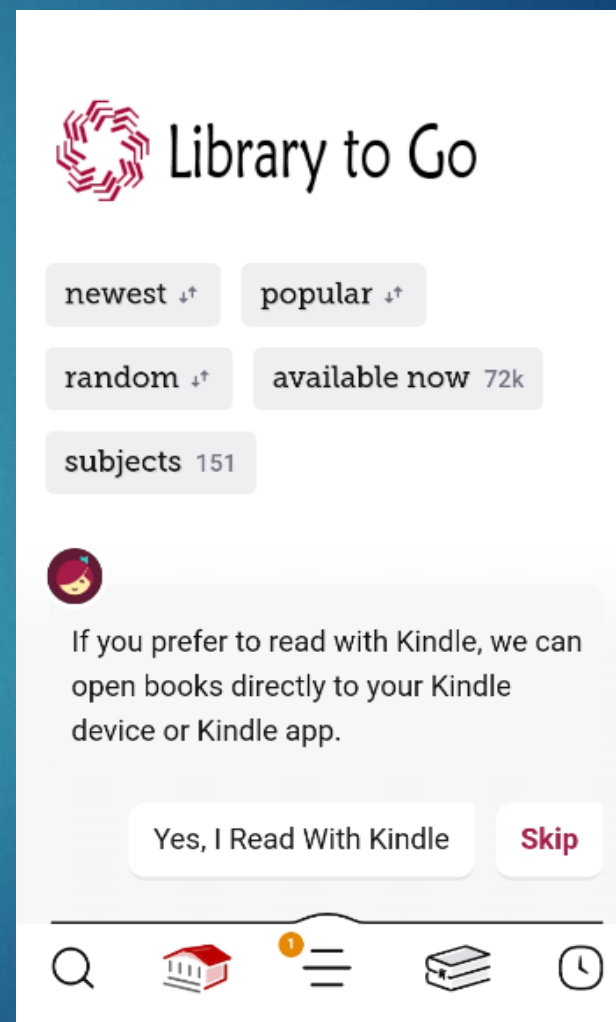
Getting Started

- ▶ After successfully signing in, this page will appear. Click next and you are ready to begin!
- ▶ If you haven't used Libby before, there should be no holds or loans showing on this page.
- ▶ The limits showing are specifically for this app, not your Library card. Digital items are not included in your checkout/hold caps for physical items you check out from the library.
- ▶ Currently, NorthNet allows 10 loans and 8 holds.



Sign Up Complete!

- ▶ Congratulations, you've successfully completed creating your Libby account!
- ▶ Now you can begin searching for books on your app.
- ▶ If you are using the Libby app on your Kindle, you can click the "Yes I Read with Kindle" button. If you aren't, just press "Skip."
- ▶ We will be going into each of these in more detail, but the bottom menu icons are: "search" (magnifying glass), "home" (house), "main" (three vertical lines), "shelf" (stack of books), and "timeline" (clock).
- ▶ Further into the Guide is how you add additional library systems to your Libby account.

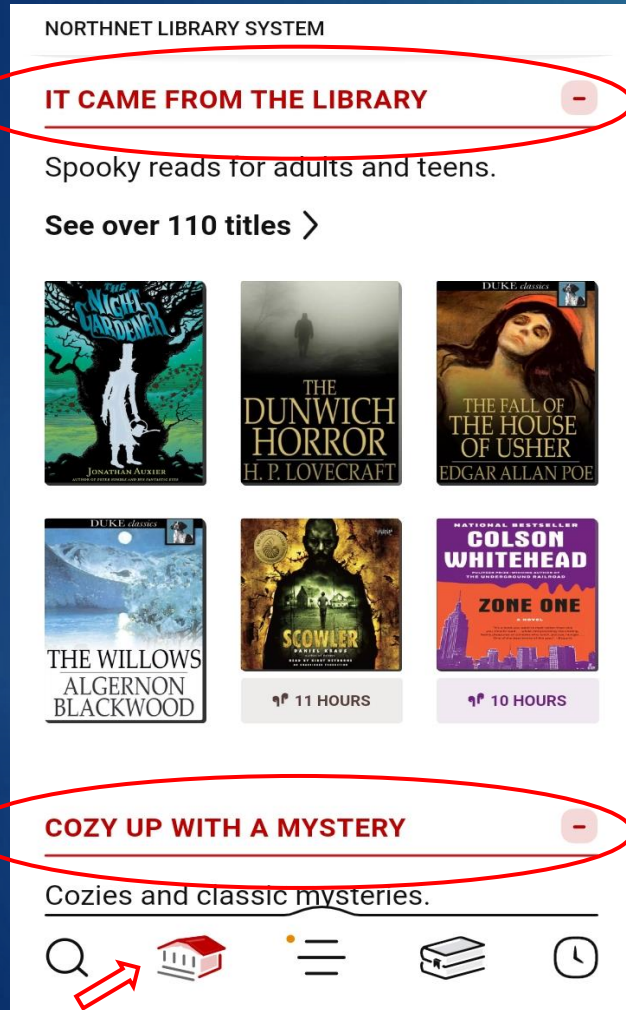




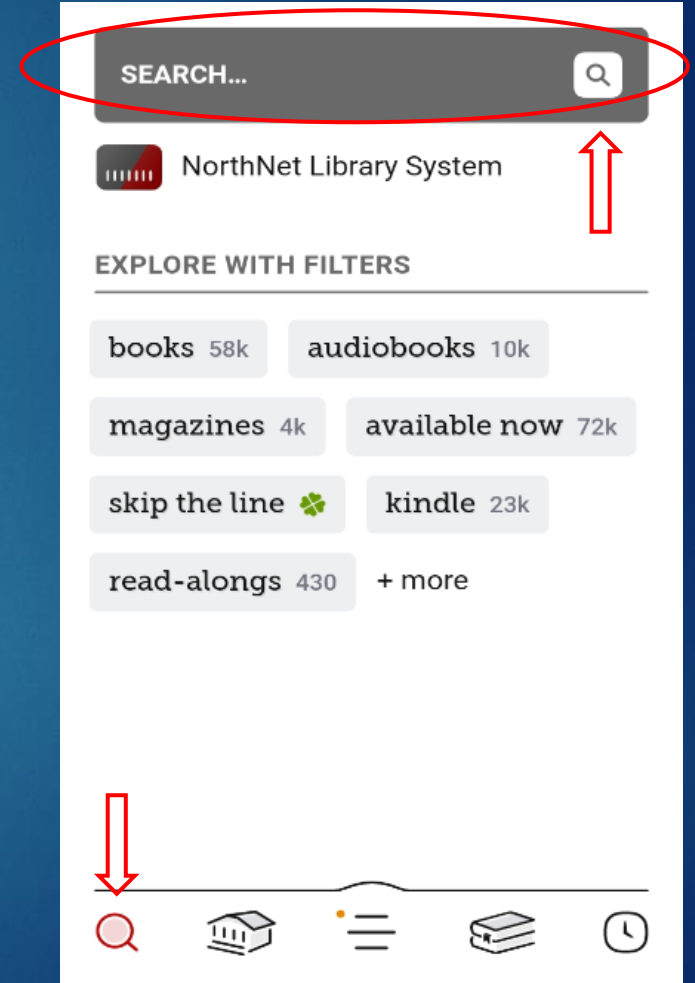
Finding and Adding Items and Tags

THE INFORMATION IN THIS SECTION IS ABOUT HOW YOU CAN SEARCH FOR TITLES, CHECK THEM OUT OR PUT THEM ON HOLD, AND HOW – IF YOU WANT – YOU CAN ADD TAGS.

Finding an Item

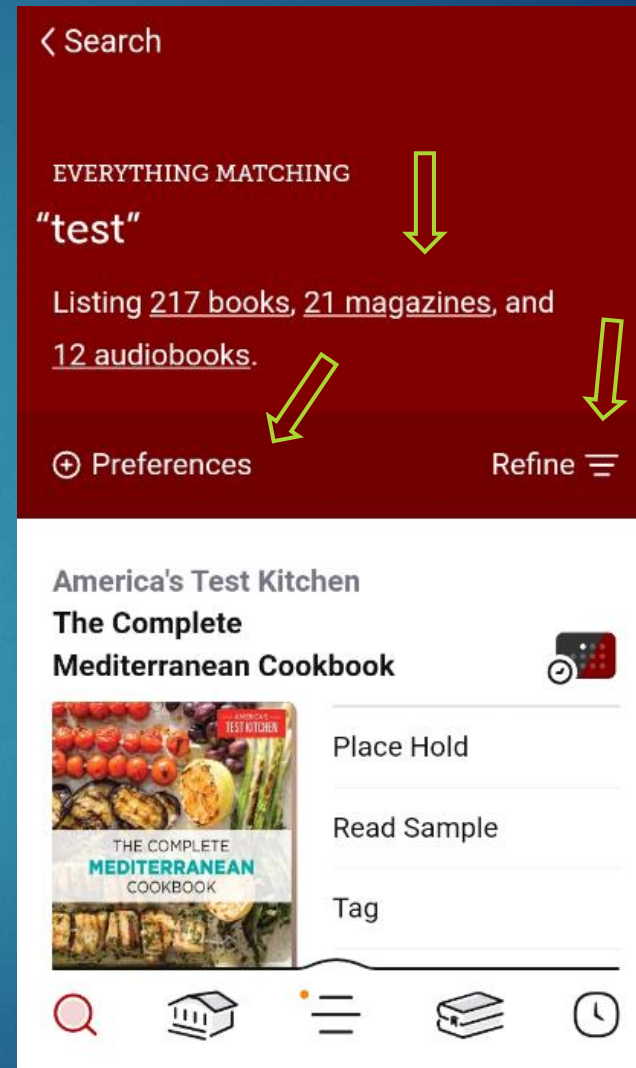


- ▶ Your first step is to find an item you want to read/listen.
- ▶ You have two options: browse through the collection or search for a specific item.
- ▶ (See image on the left.) From the homepage (click the “home” icon in the bottom menu if you aren’t already there), you can click on any of the red headlines for various sub-collections links or one of the librarian-curated guides. Scroll through until you find an item you like.
- ▶ (See image on the right.) If you want to find a specific item, click the magnifying glass icon in the bottom menu and on the next screen type in a title, keyword, or author in the search bar. You can then either click search or click on one of the suggested options.



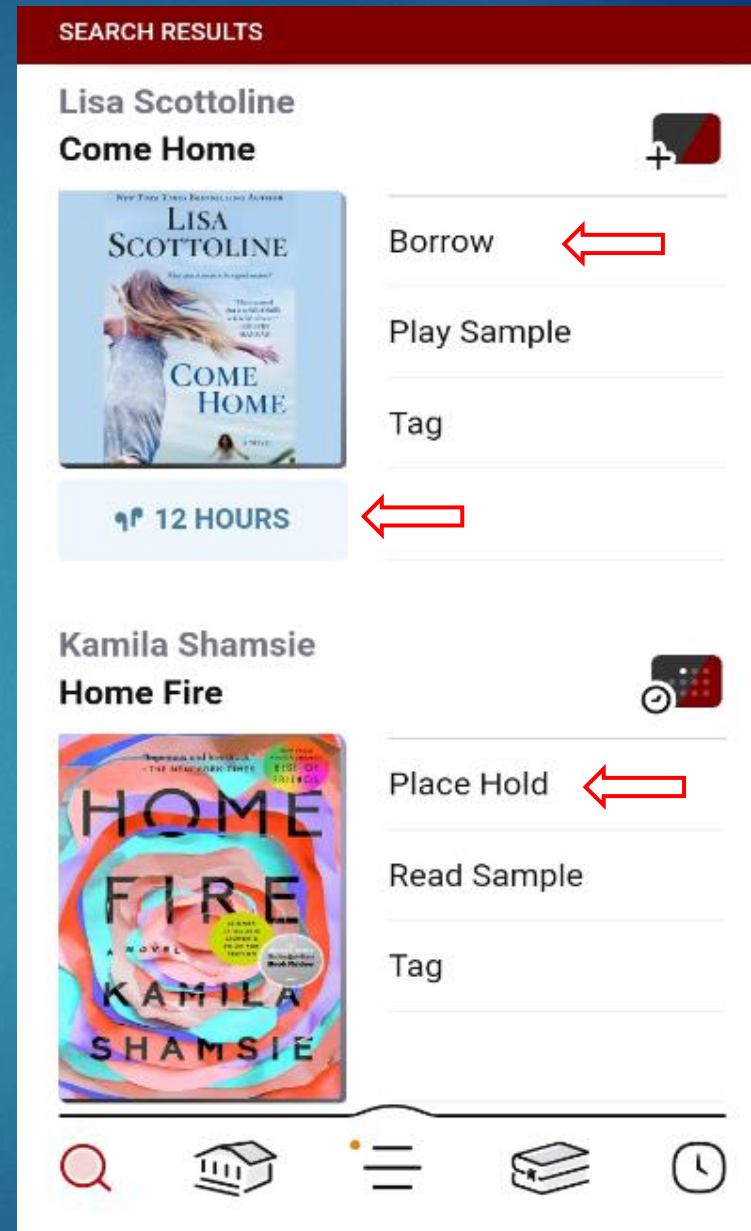
Finding an Item

- ▶ Sometimes you get a lot of titles though!
- ▶ You can always filter your interests by pressing the “preferences” option or “refine” option.
- ▶ “Preferences” lets you narrow down format, language, etc. for all future searches. (Don’t forget to press “apply preferences” after you make your selections.)
- ▶ “Refine” lets you narrow down format, language, etc. for the current search only. We suggest you use “subject” to narrow down your searches to start with.
- ▶ You can also press the link at the top that specifies format.

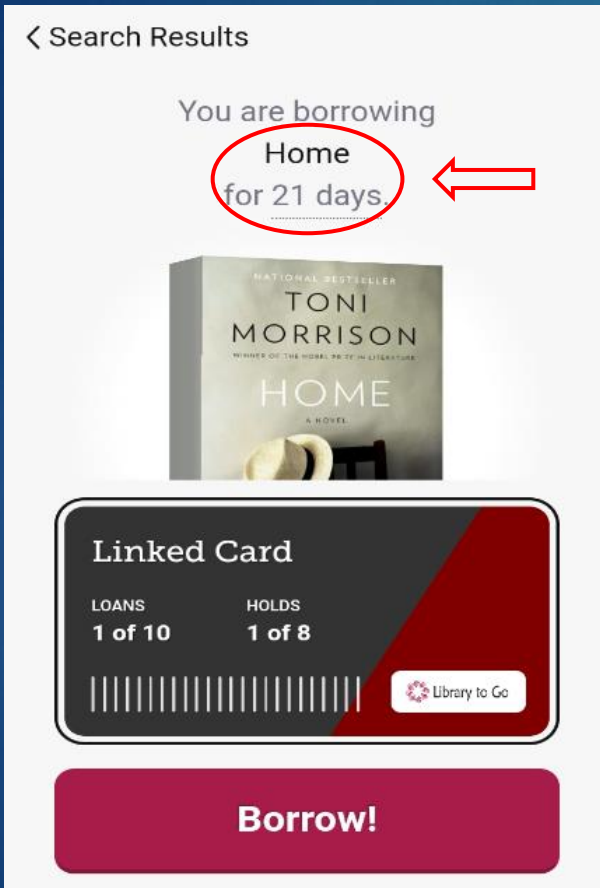


Adding Items

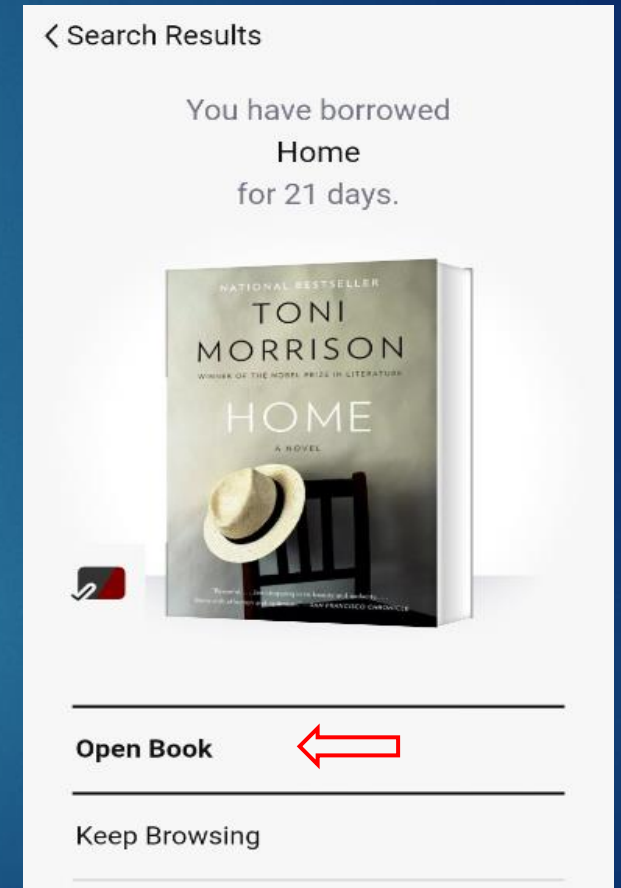
- ▶ Once you found an item you like you will have a couple of options.
- ▶ If the item is available, the option “borrow” will appear next to the item.
- ▶ If the item is not available for immediate download, there will be a “place hold” option instead of the borrow option.
- ▶ Notice how one of the items has little earbuds and hours listed? That’s an easy way to tell it is an audiobook, not a book.



Adding Items - Borrow



- ▶ Once you see an item you like, you can press the “borrow” button next to the cover.
- ▶ After pressing borrow, it will take you to a confirmation page.
- ▶ On this page, you can change the check-out period (see red circle), but it will default to 21 days.
- ▶ Press the big “borrow” button.
- ▶ Now the item is available for you to start reading/listening. Just click “open” and begin!



Adding Items - Holds

- ▶ If the item you are looking for is unavailable, you can use the “place hold” option to receive the book when it becomes available.
- ▶ Tap on the “place hold” option and you will be directed to a confirmation page. You will then tap “place hold” again.
- ▶ Confirm that you want to place a hold on this item by tapping on “place hold!” at the bottom of the page.

< Search Results

You are placing a hold on
Home Sweet Home.



Linked Card

LOANS
2 of 10

HOLDS
1 of 8



 Library to Go

Place Hold!

Adding Items - Holds

- ▶ After tapping on “place hold!” you will be directed to the page showing confirmation of your placed hold.
- ▶ 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 by tapping on the “Deliver later” option.
- ▶ You can also press “Suspend Hold” so that while you keep moving up the hold line, you won’t get the item even if it becomes available until after your suspension date.

< Search Results

You have placed a hold on
Home Sweet Home.




Read Sample

Suspend Hold


Keep Browsing

Adding Tags

SEARCH RESULTS

 SARAH TITLE

Kristin Hannah
Home Front

 home front
KRISTIN HANNAH

15 HOURS

Tag

Place Hold

Play Sample


Tag

Smart Tag: Borrowed
Titles I've borrowed in Libby.

NEW TAG

- ▶ You can add tags to any item in the collection.
- ▶ Just click “Tag” next to the item (under “borrow” or “hold”) or click on the item and scroll down to where it says “Tag.”
- ▶ You can use an old tag or create a new one.
- ▶ You can tag whatever you want; however, tags are usually limited to about 14 characters. You can also add a description to what your tag is.
- ▶ Libby usually defaults to tags like “sampled” or “recent activity.” You can always manage your tags in your Shelf page. (More details are under “Shelf Access – Tags” page.)
- ▶ And if you don’t want to tag, you don’t need to! This feature is just for readers who want additional ways to organize their items.





SEARCH RESULTS

 Tag

Choose a name for your new tag. You can use emoji or words — it’s up to you.

NAME OF TAG...

Tags can be anything! A few ideas:

   bookclub 

DESCRIPTION...

Optionally, add a description for your tag.

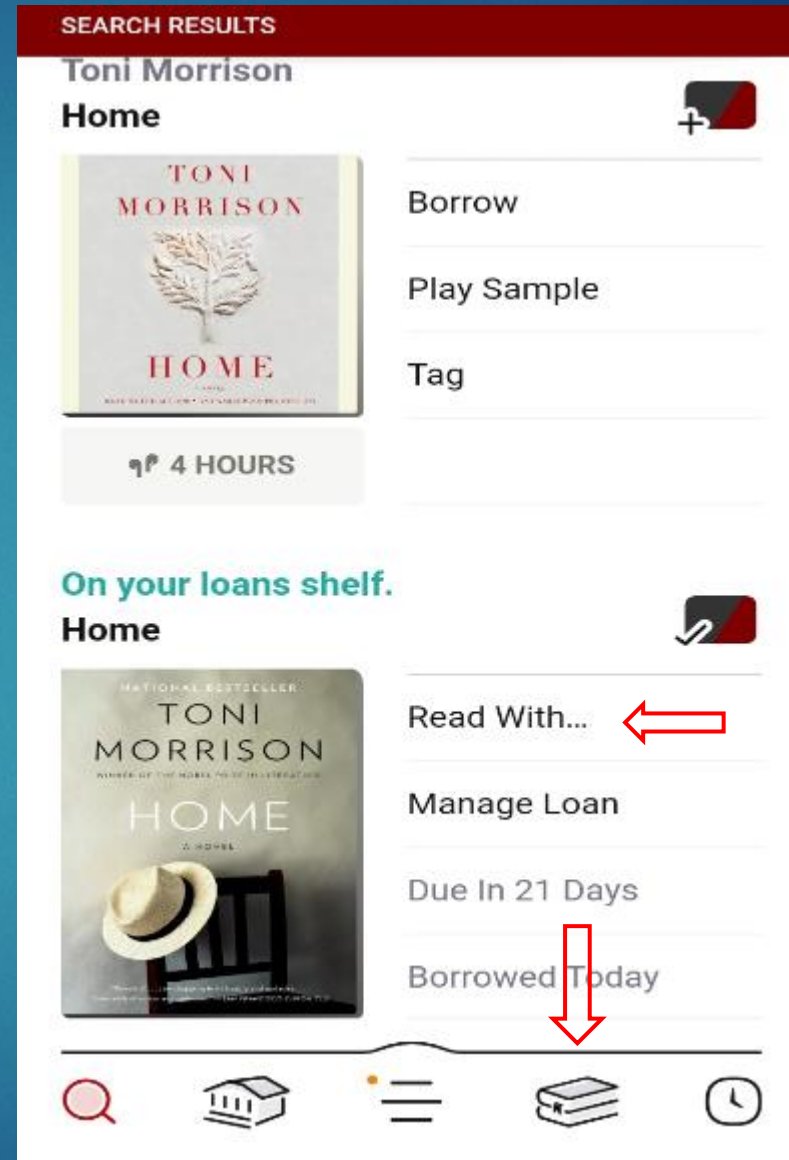


Shelf Access

THE INFORMATION IN THIS SECTION IS HOW TO ACCESS YOUR SHELF (LOANS, HOLDS, AND TAGS), MANAGE NOTIFICATIONS, AND UNDERSTAND YOUR SETTINGS AND TIMELINE.

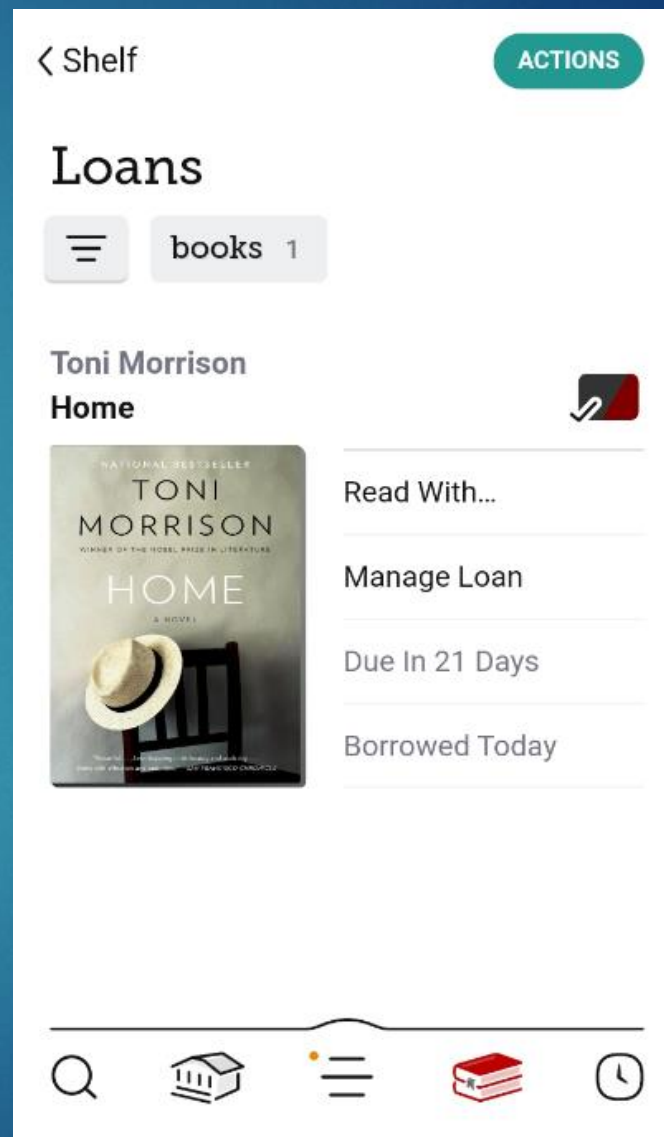
Shelf Access

- ▶ Once you've checked out an item, you can begin reading/listening to it immediately by clicking on the item's "open book/audiobook" or "read with" option.
- ▶ You can also keep browsing until you've added several items to your account.
- ▶ To access your items later, from almost any page you will have a bottom menu with your "Shelf" link, which is an icon of a small stack of books.
- ▶ Click on that button and you will be able to access your loans, holds, and tags.



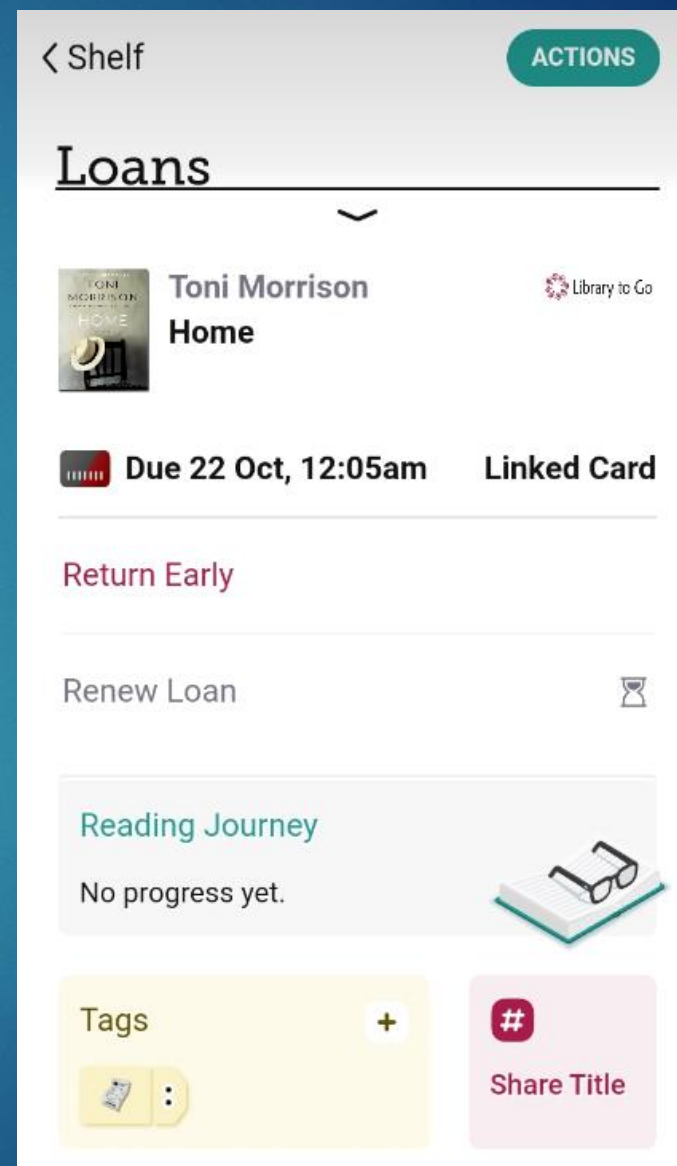
Shelf Access - Loans

- ▶ You should default to your loan page when you click on your shelf icon on the bottom menu screen, but if not just click at the top of the page where it says loans.
- ▶ The Loan page shows all items you currently have out. From here, you can:
 - ▶ “Open in Libby” to start reading/listening.
 - ▶ “Manage Loan” (more on the next slide).
 - ▶ Click the “due date” or “borrowed date” and see when the item is due, when you borrowed it, how far you’ve read, and - if you have more than one library system attached to your card - if it is available at other libraries.



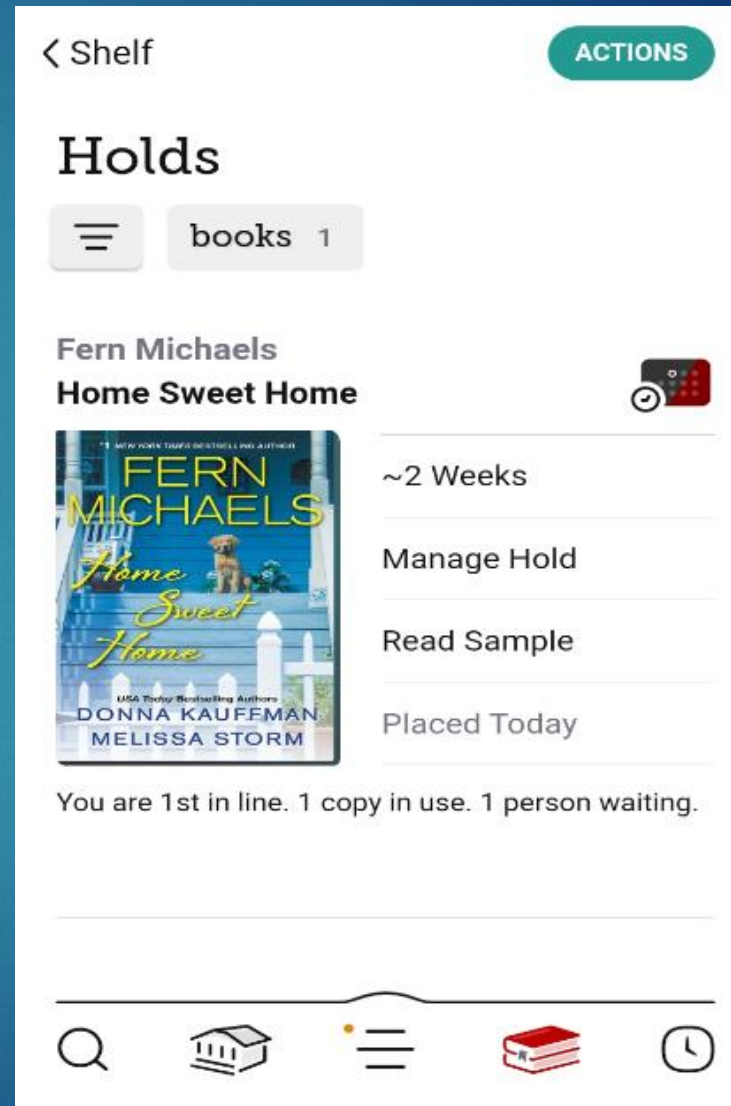
Shelf Access - Loans

- ▶ “Manage loans” lets you:
 - ▶ See when the item will be due back.
 - ▶ Return the item early if you’re finished with it. (While items are returned automatically on their due date, especially for items with holds list it’s nice of you to return it early so someone else can access it quicker.)
 - ▶ Renew the loan (if possible).
 - ▶ See how far you’ve read/listened to the item.
 - ▶ Add tags. (More on that under “Shelf Access – Tags.”)
 - ▶ Share the title – this lets you send the URL of the item to someone in your contacts, add it to your calendar, email it, or more.
 - ▶ Remove the download, which will free up your phone storage but means you can only access the item in the Libby app and when you’re online.



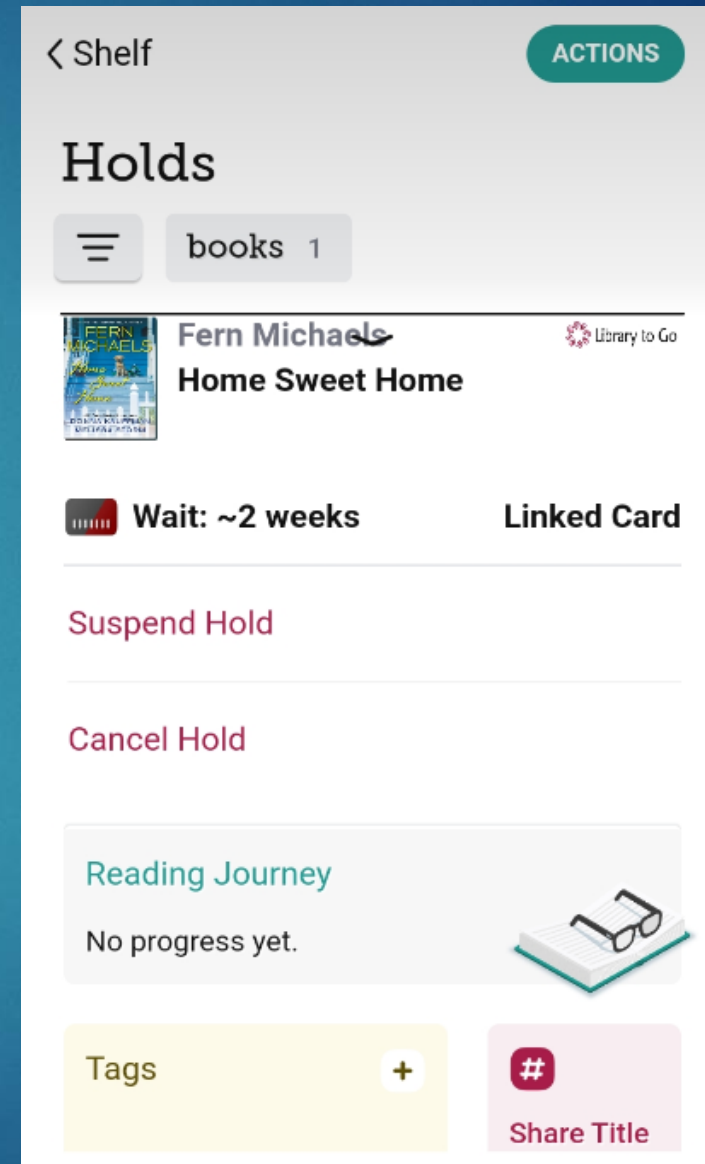
Shelf Access - Holds

- ▶ Click at the top of the page where it says holds. From here, you can:
 - ▶ Click “~estimated wait time,” which will tell you where you are in the holds queue, how many other people are on the holds list, and - if you have more than one library system attached to your card - if it is available at other library systems.
 - ▶ Click “Manage hold,” which gives you the option to suspend or cancel a hold. (More on the next page.)
 - ▶ Click “read/listen to sample” to read/listen to an excerpt.
 - ▶ See when you placed the hold, where you are in the holds queue, and how many other people are on the holds list.

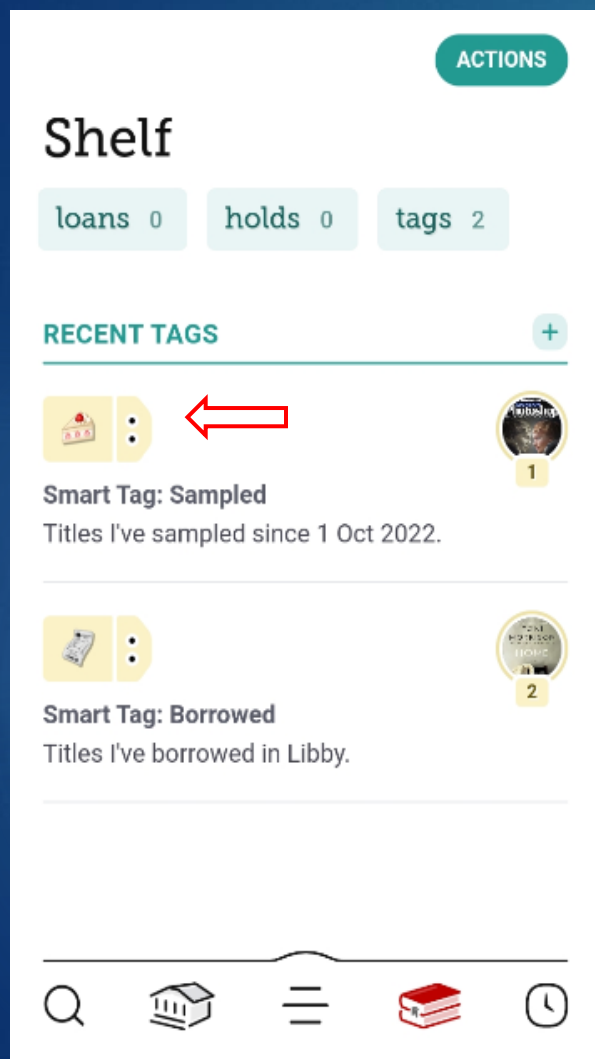


Shelf Access - Holds

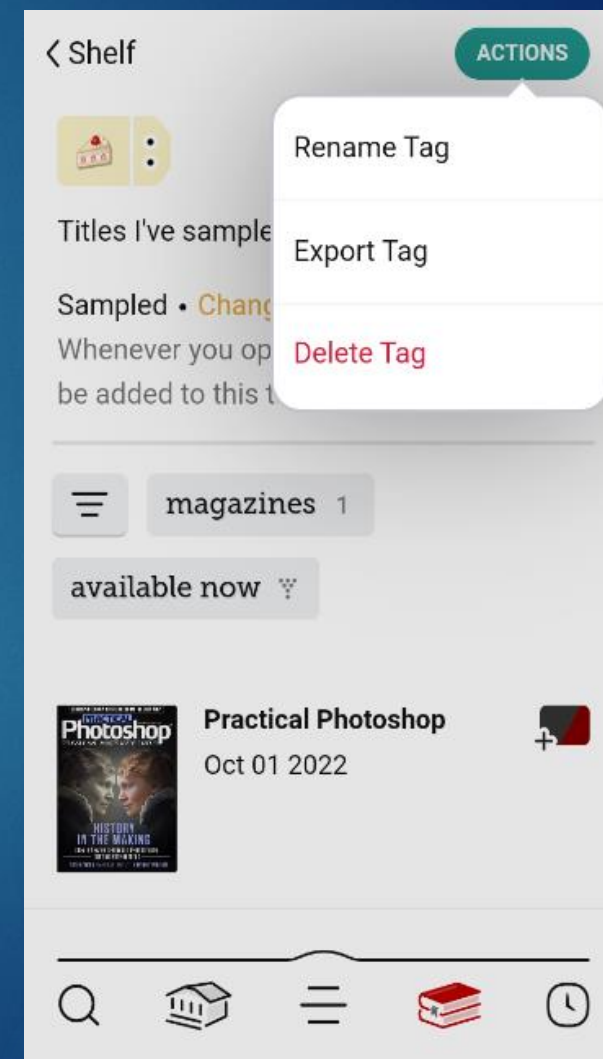
- ▶ Clicking “Manage Hold” gives you the option to suspend or cancel a hold.
- ▶ Suspending a hold means you keep moving up the hold line, but you won’t get the item even if it becomes available until after your suspension date.
- ▶ Cancelling a hold means completely removing your hold and no longer being in the hold queue for the item.



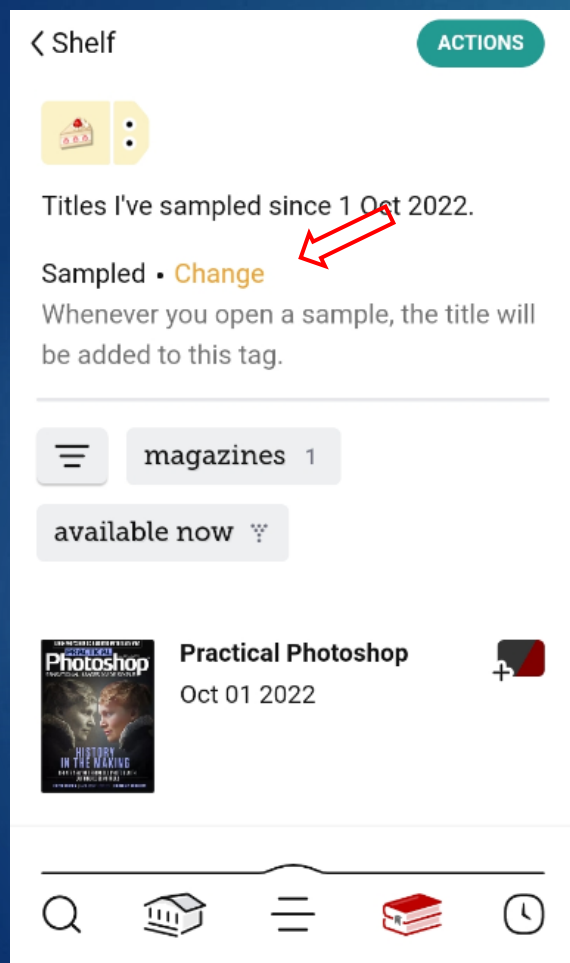
Shelf Access - Tags



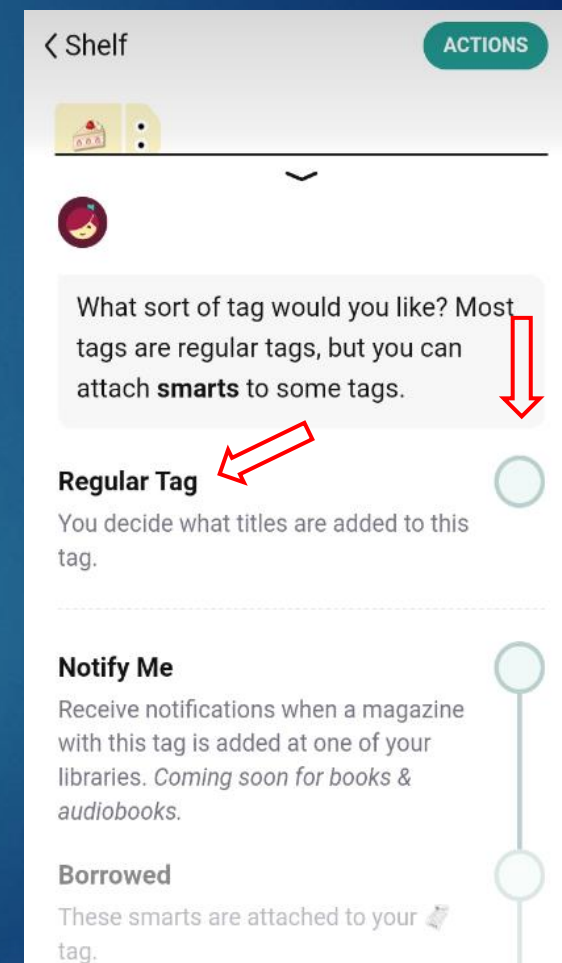
- ▶ As shown previously, you can add tags to items.
- ▶ The “Tags” page on your shelf lets you manage your tags.
- ▶ Click on a tag and you will see all items you used that tag for.
- ▶ You can click the “actions” button to rename, export, or delete the tag.
- ▶ (Exporting a tag lets you more easily see how the tag has been used by you.)



Shelf Access - Tags

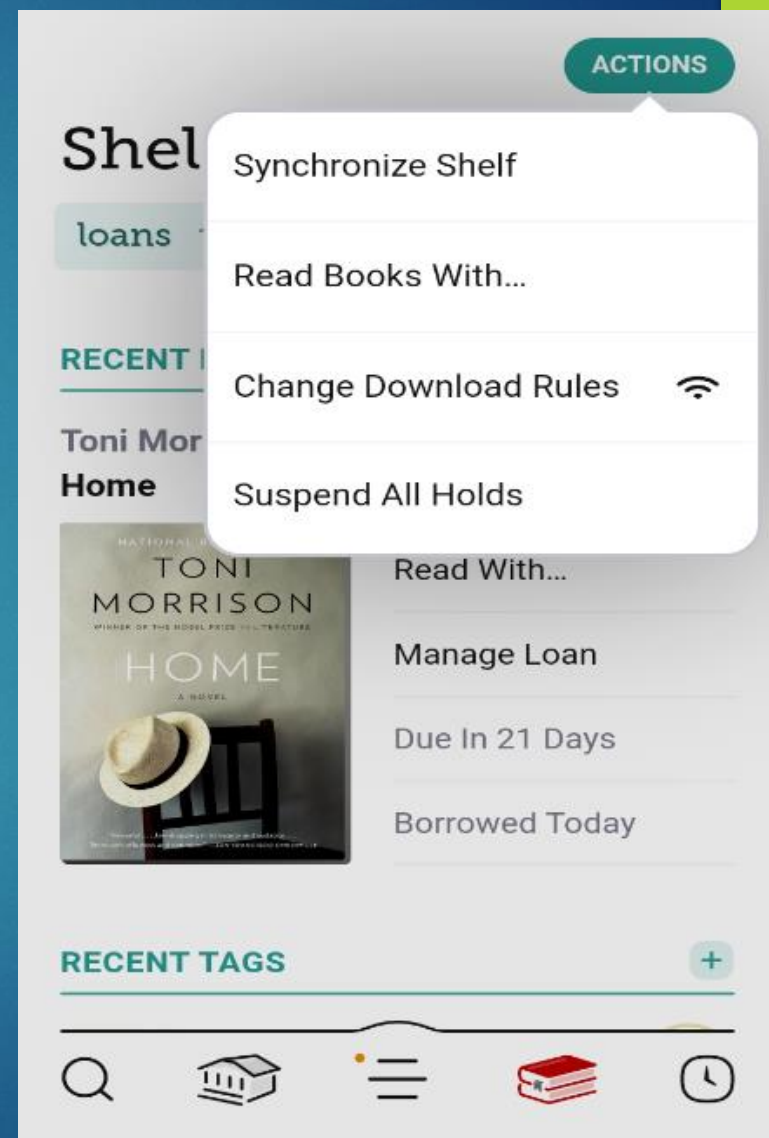


- ▶ Once you click on a tag, you also have an option to change how the tag is used.
- ▶ Click on the orange word where it says “change,” and then pick which new option you want to use by clicking on the title or bubble.
- ▶ You have the option to keep it as the default “regular tag” (you decide what titles to add it to), but you can also use tags to label all the titles you’ve borrowed, notify you when another magazine issue is coming, label all the titles you read an excerpt (“sample”) of, or sync the label to your Overdrive wish list.
- ▶ Currently the “notify me” option is for magazines only but will be an option for books and audiobooks soon.

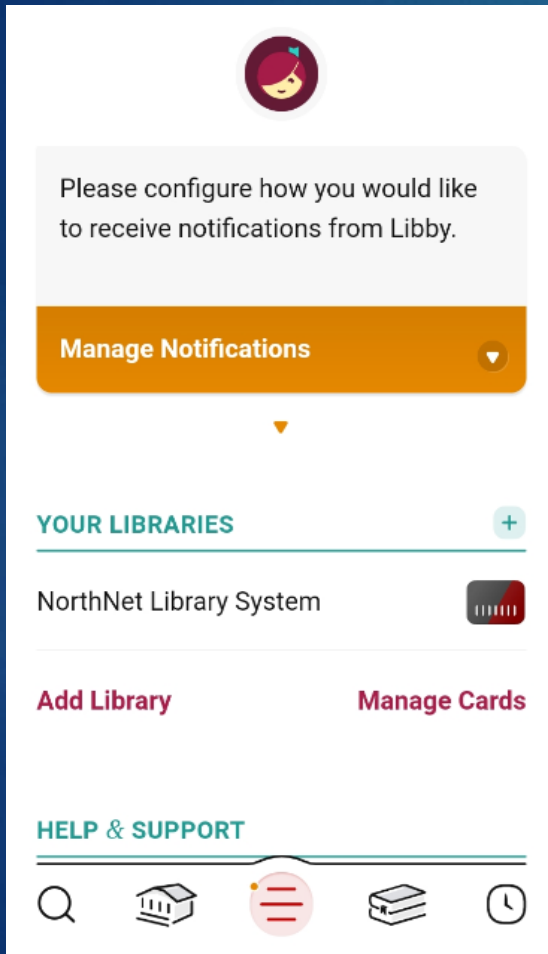


Shelf Access – Misc.

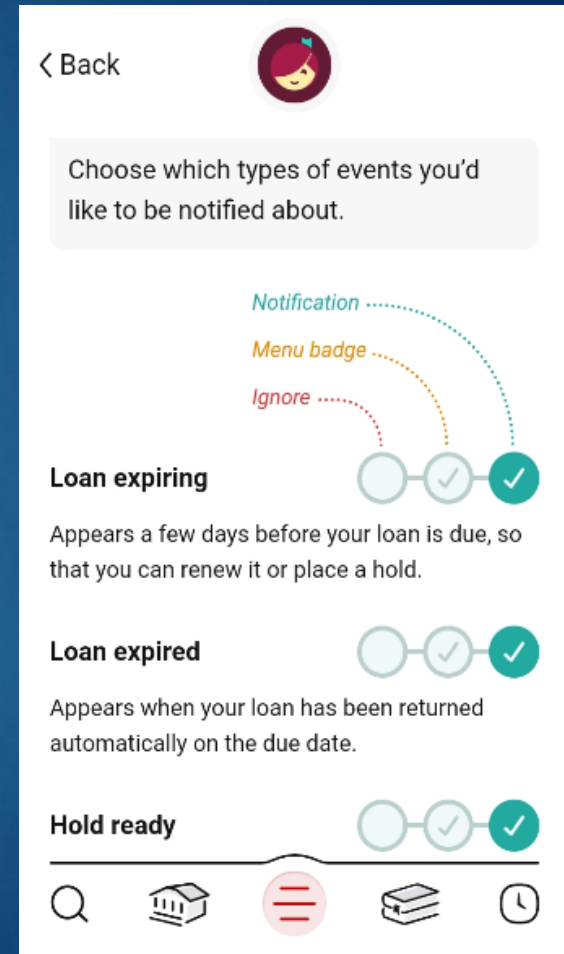
- ▶ On your Shelf page, there is an “actions” button in the upper right-hand corner. From here, you can:
 - ▶ “Synchronize Shelf” – if you use Libby on more than one device, that will update all the actions you’ve taken in the Libby app across devices. (This way wherever you left off in one item on another device, you will be in the same spot on this device.) Syncing is also supposed to happen automatically.
 - ▶ “Read Books with...” lets you pick Libby or Kindle as your default.
 - ▶ “Change Download Rules” lets Libby know when and how you want to automatically (or not) download items.
 - ▶ “Suspend all Holds” lets you quickly suspend all holds rather than having to do them individually.



Manage Notifications

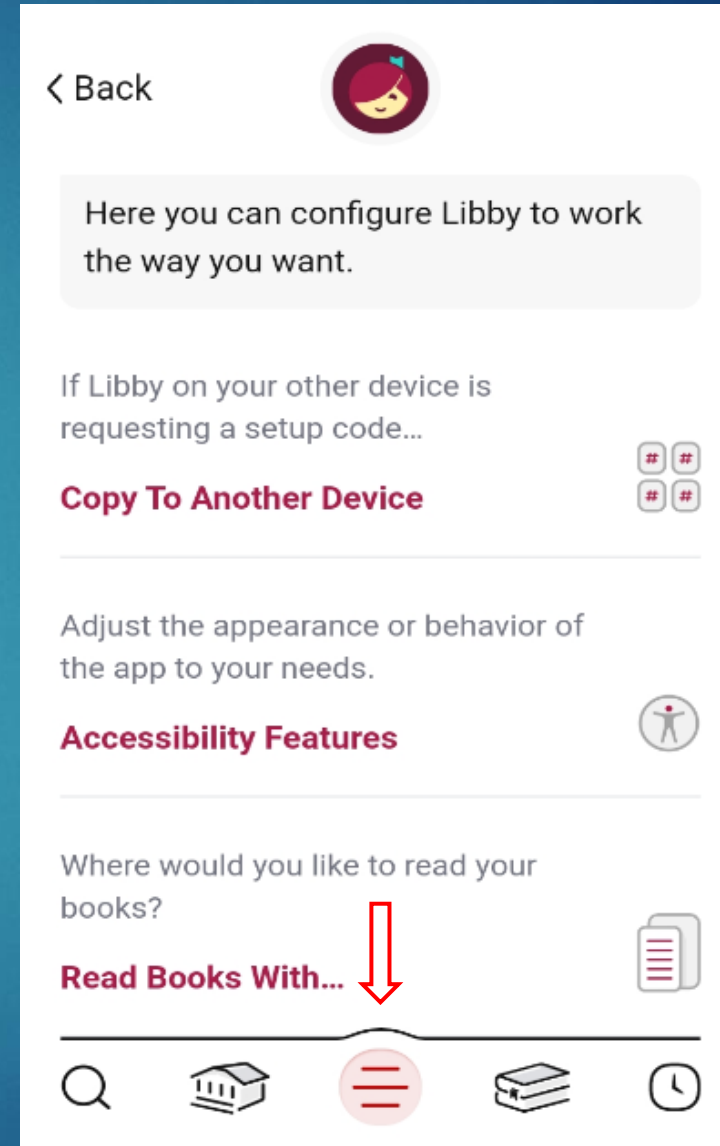


- ▶ Click on the main account page (the middle icon with three vertical lines in your bottom menu).
- ▶ If it is your first time looking here, there will likely be a "Manage Notification" banner to set your defaults.
- ▶ You have the option to "ignore" (which means you don't get notifications), "menu badge" (which means a small circle appears on the menu icon as a notification), and "notification" (which shows the notifications the way your device defaults them) for various actions such as a warning that the item is due soon.
- ▶ If you ever want to change this, click "Settings" under the "Help & Support" section on the main account page, scroll down to "Manage Notifications," and make your changes.



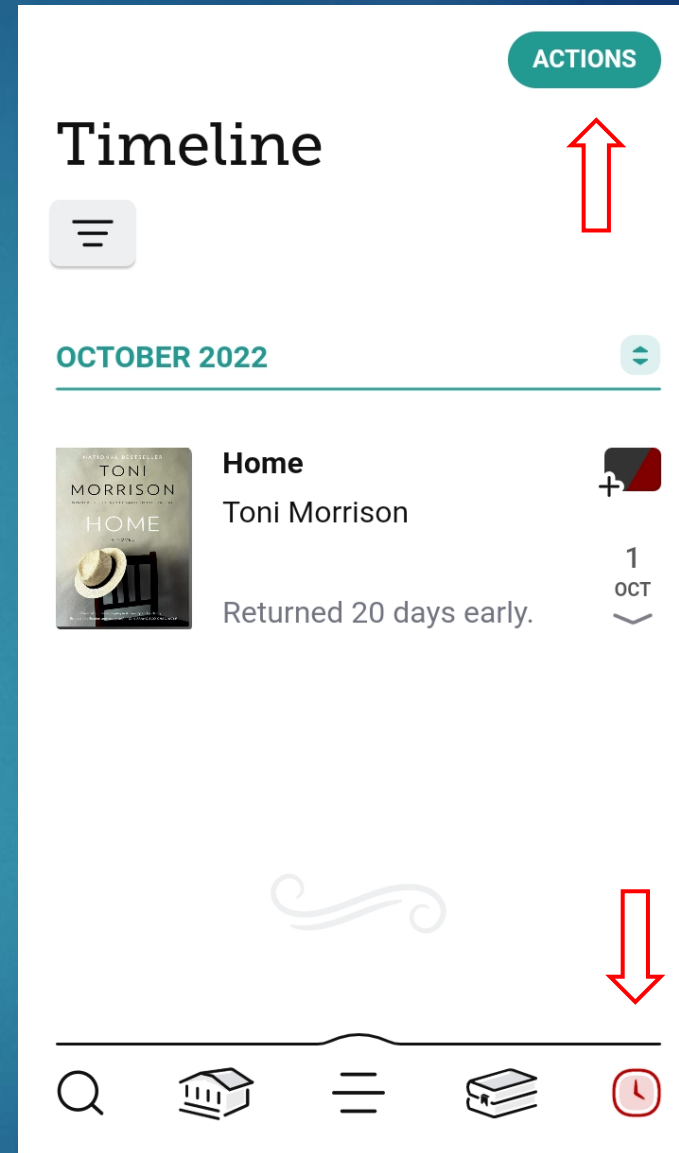
Settings


- ▶ Go to the main account page, scroll down to the “Help & Support” section, and click “Settings.”
- ▶ From here, there are several categories – such as “Accessibility Features” and “Change Download Rules” – you can change for the whole app.



Timeline

- ▶ The clock icon in the bottom menu is the Timeline.
- ▶ This page gives you a timeline of all the activities you've done in the app.
- ▶ If you click the “Actions” button, you can remove all activity history, disable the app from recording the activity history, export the timeline (so it is easier to see all of your actions), or synchronize your shelf.





How to Add Extra Library Systems to Your Libby Account

THE INFORMATION IN THIS SECTION IS DIRECTED FOR ADDING MARINET AND PENINSULA LIBRARY SYSTEM. HOWEVER, YOU CAN FOLLOW THESE BASIC STEPS TO ADD ANY LIBRARY SYSTEM YOU HAVE A CARD FOR.

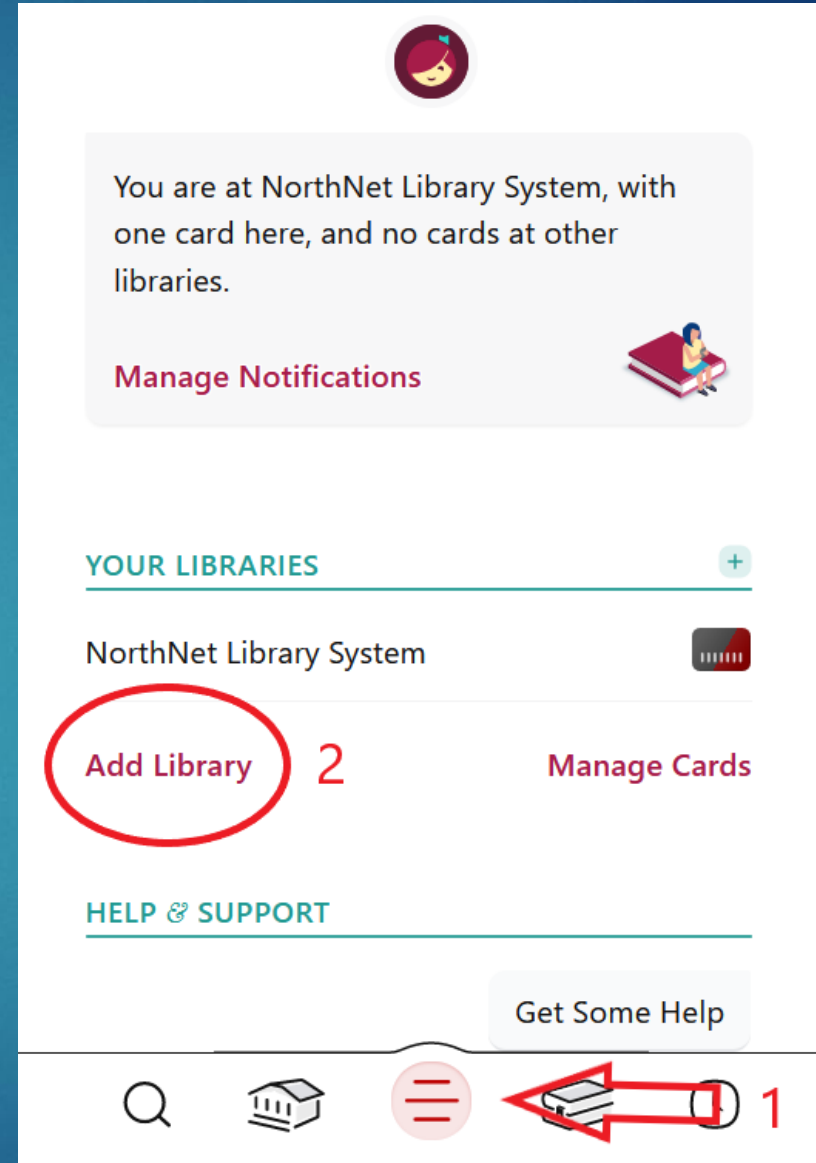
What is the Reciprocal Lending Agreement?

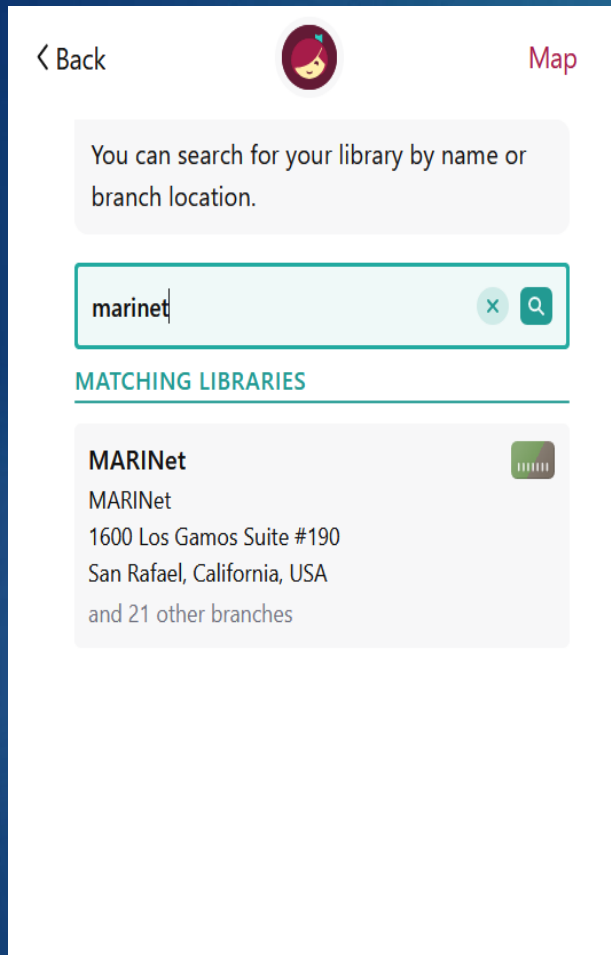
- ▶ Plumas County Library is part of the NorthNet Library System (NLS). While the Library buys items individually, most of the Libby collection is a shared collection with other California libraries that are part of NLS.
- ▶ We now have an agreement between NLS and the other library systems MARINet and Peninsula Library System (PLS) to expand our collection under the Reciprocal Lending Agreement. Each system has thousands of unique titles the other systems don't have.
- ▶ Using your Plumas/Sierra County Library Card, you now have access to most of these additional items. However, for MARINet and PLS items, you will only be able to access them when they are currently available for check out.

Note about the Desktop Version Issue

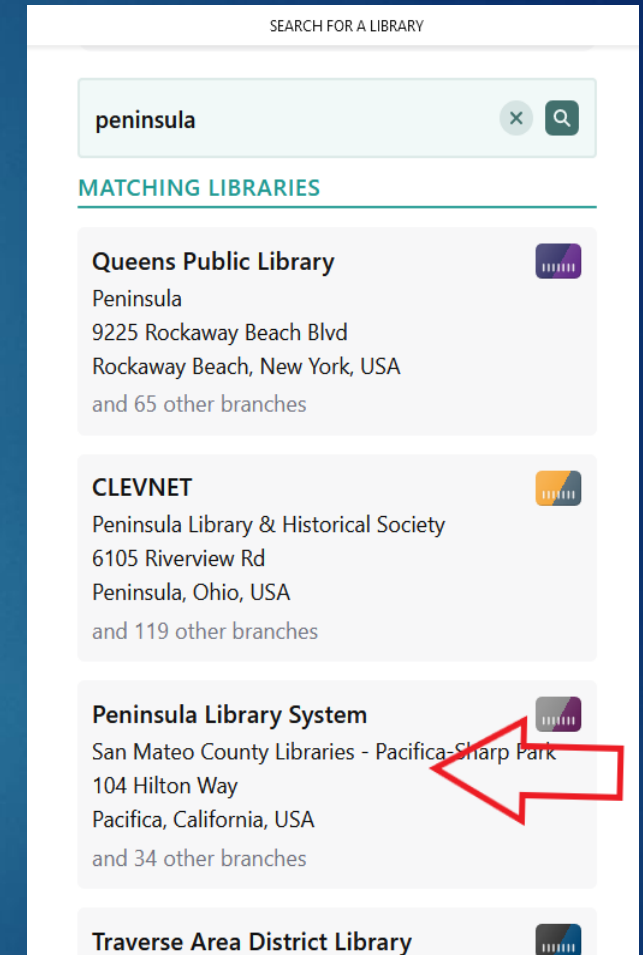
- ▶ In the app, MARINet and PLS items are only visible when you can immediately check them out. When the item is not available, they should not be visible.
- ▶ However, there is a small issue with the desktop version of Libby we are working to fix. All items, whether available or not, are visible. You are still not able to open or put these items on hold though. Instead, after entering your information, an error message will pop-up saying “Only X Library card holders can place a hold on this title.”
- ▶ We are hoping to get this fixed soon. (Last updated: 9/28/22)

- ▶ Click on the bottom menu circle (labeled 1 in the image) to get to the home sign-in page.
- ▶ You likely already have NorthNet Library System (the one you have access to as a Plumas/Sierra County Library card holder) as your library. If you do not, you can add it following these same steps, or look at our Libby Start Guide. However, you do not have to add NorthNet Library System to add the other two Lending Library Systems to Libby, though we suggest you do, and some of the images in this guide will look slightly different if you aren't already signed in to NorthNet.
- ▶ Click on where it says "Add Library" (labeled 2 in the image).

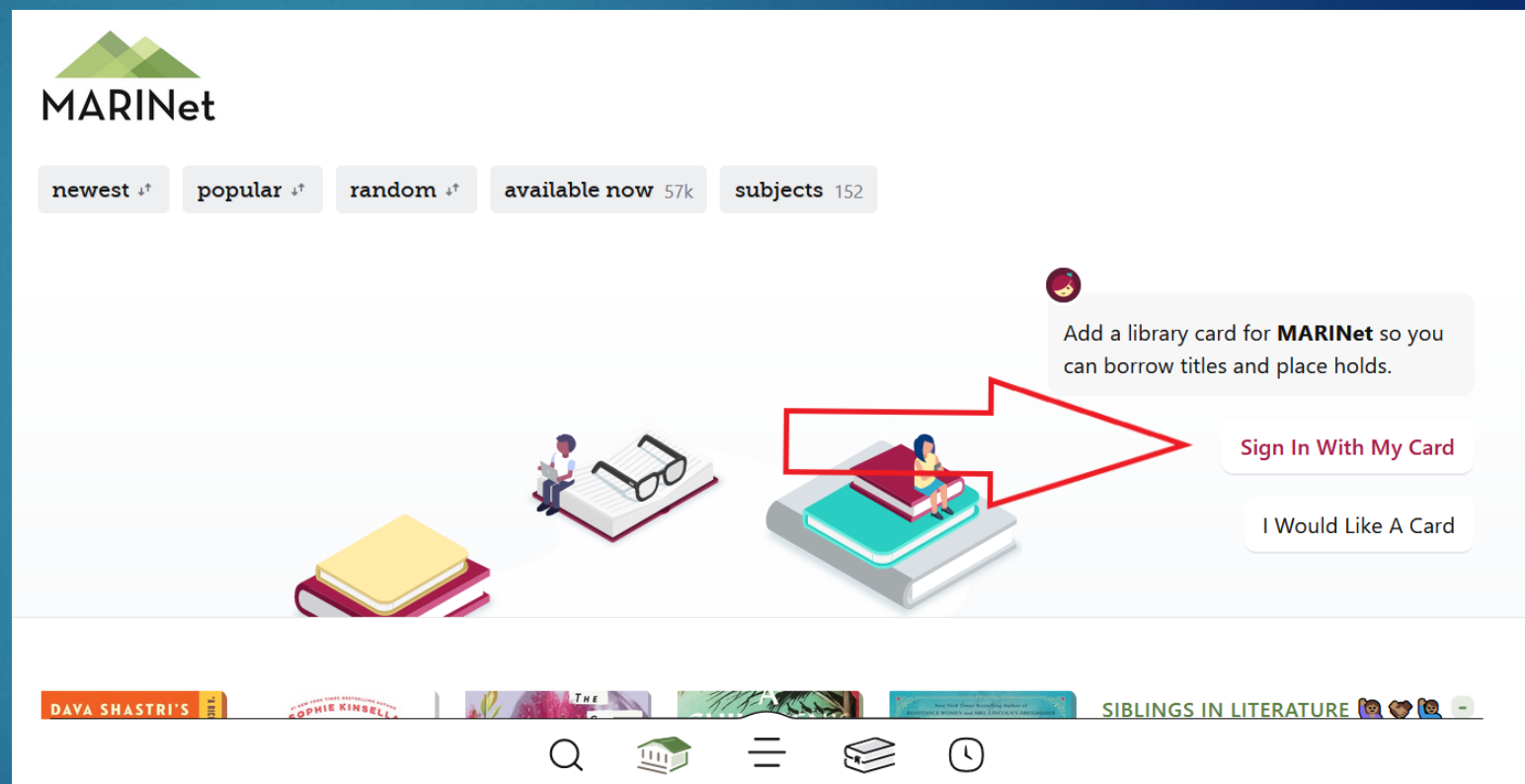




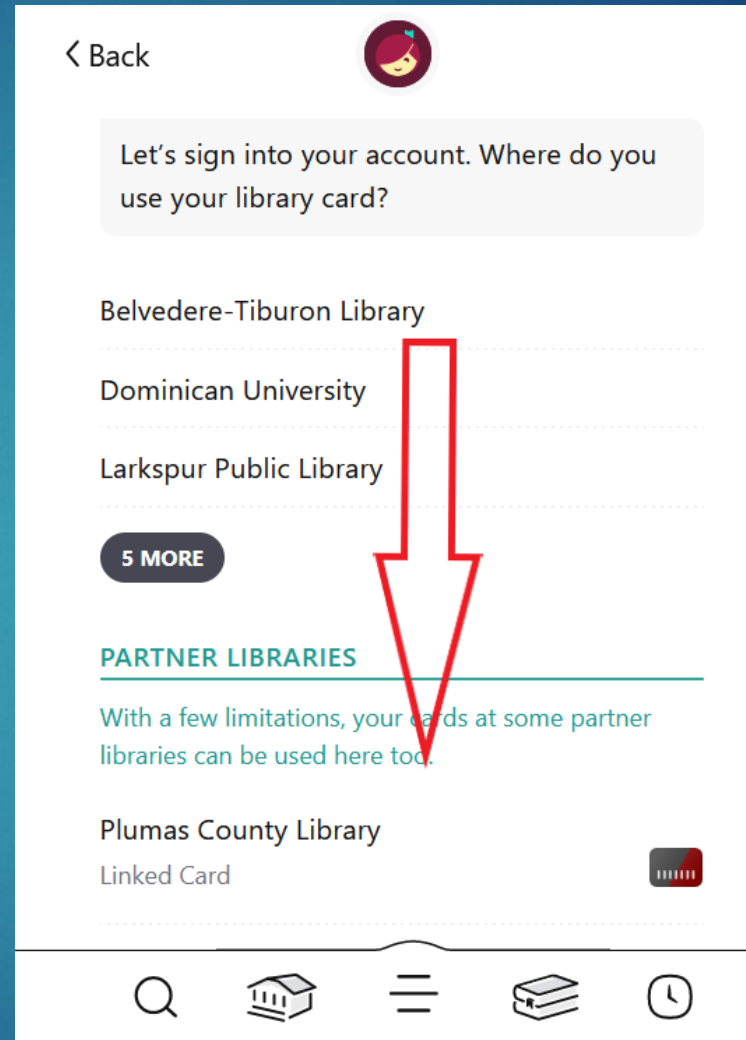
- In the space where it says “Library Name, City, or Zip,” type either “marinet” or “peninsula” for the other system to show up. Whichever name you do first, you can follow these steps to do the second one too.
- You are clicking on “MARINet” or “Peninsula Library System” next. For Peninsula, you may need to scroll slightly down first.




- ▶ Click on where it says “sign in with my card.”



- ▶ You are clicking under “Partner Libraries” where it says “Plumas County Library.”
- ▶ This image will look slightly different if you are not already signed in to NorthNet Library System before adding the other library systems.



- ▶ Add your library card number.






< Back

Enter your library account details. (If you need help, [get in touch.](#))

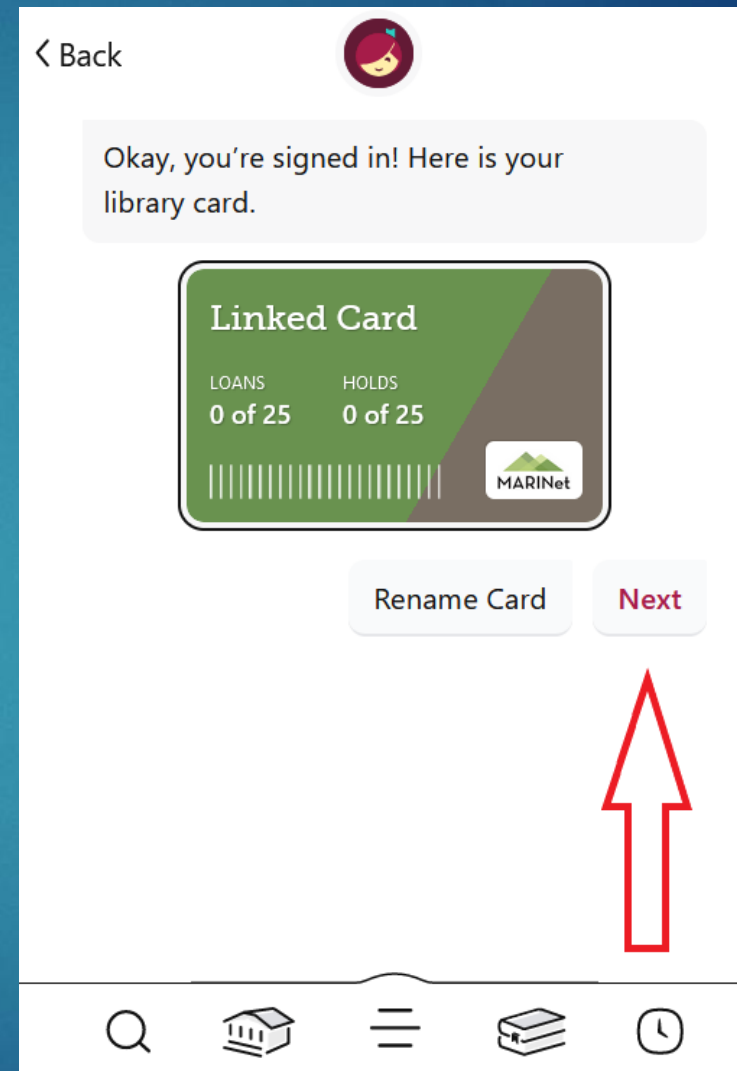
CARD NUMBER

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

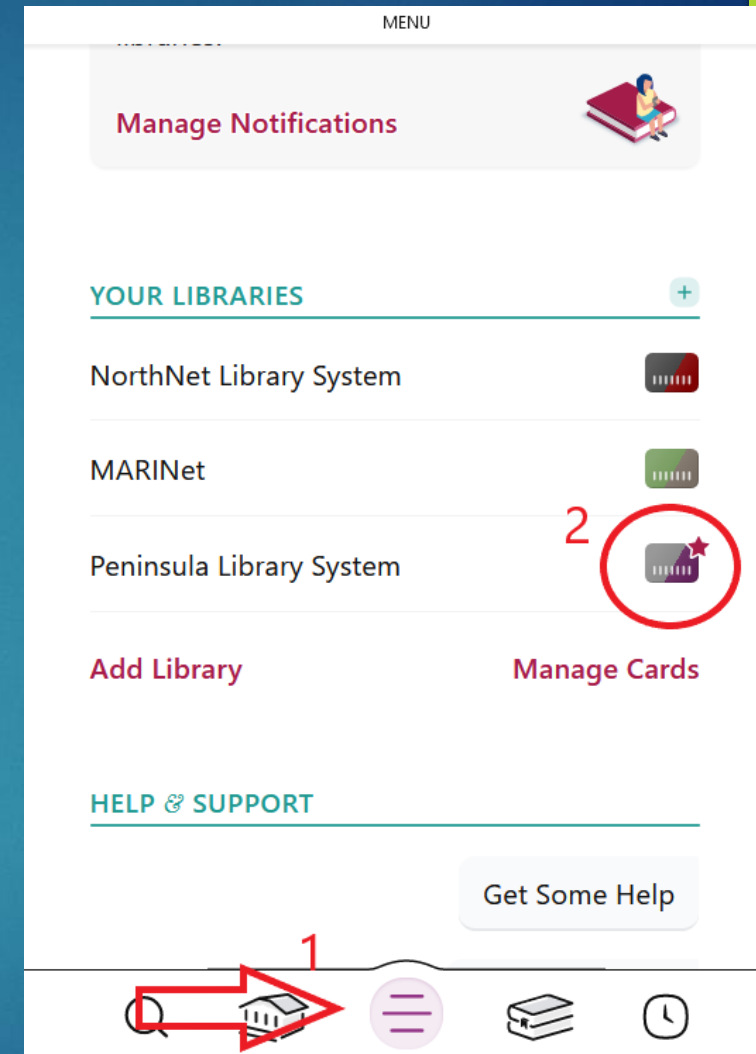
Sign In



- ▶ You are now signed in!
- ▶ The image shows the MARINet card; the card will look slightly different for Peninsula Library System (gray and purple) and offer you “0 of 15” for both loans and holds.
- ▶ Click “next” and you now have access to the new library system’s collection.
- ▶ Remember, you will need to switch cards (see next slide) to access each collection.



- ▶ To switch between collections, click on the bottom menu circle (labeled 1 in the image) to get to the home sign-in page.
- ▶ You can see which collection you are in by the star in the corner of the card image (see where the 2 is labeled in the image).
- ▶ All you need to do is click on the name of the system you want to switch to, and you will go directly to that system's home page.
- ▶ Remember, each system has its own circulation rules (how many items you can check out) and your selection for the non-Plumas systems is limited to what's currently available.



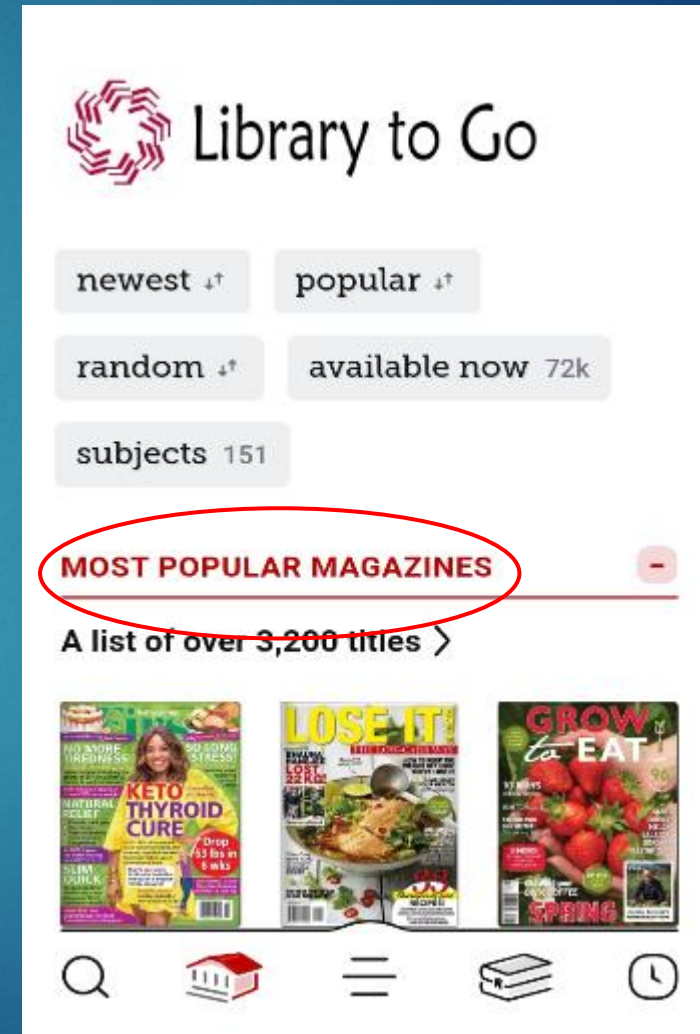


Magazines in Libby

A QUICK GUIDE ON HOW TO FIND, CHECK OUT, AND ACCESS
MAGAZINES ISSUES (CURRENT OR PREVIOUS) IN THE LIBBY APP.

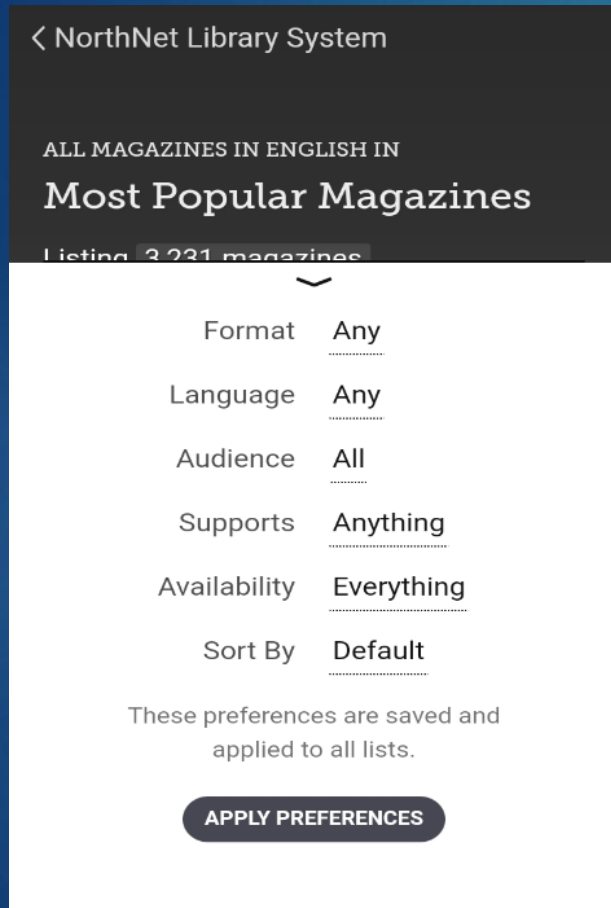
Finding a Magazine Title

- ▶ Your app should open on the homepage. If it does not, click on the “home” icon in your bottom menu screen.
- ▶ The homepage offers a link to all the magazines right at the top of the screen. In the future, this may change, but for now you can just click the link that says “Most Popular Magazines.”
- ▶ Once you click the link, you will see all magazines we currently have in our collection.
- ▶ (If you want to search for a specific magazine, please skip to slide 10.)

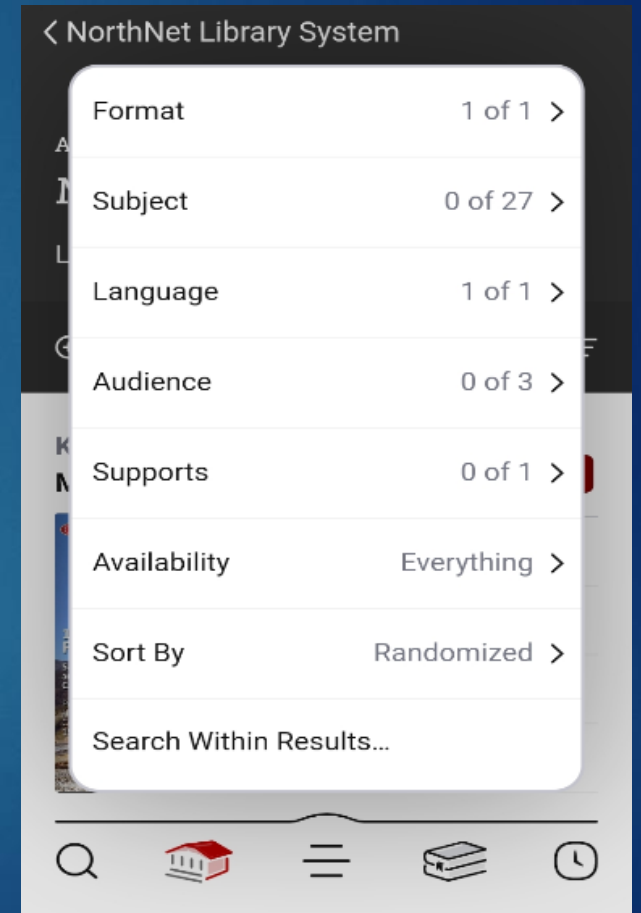


Finding a Magazine Title

Random Search



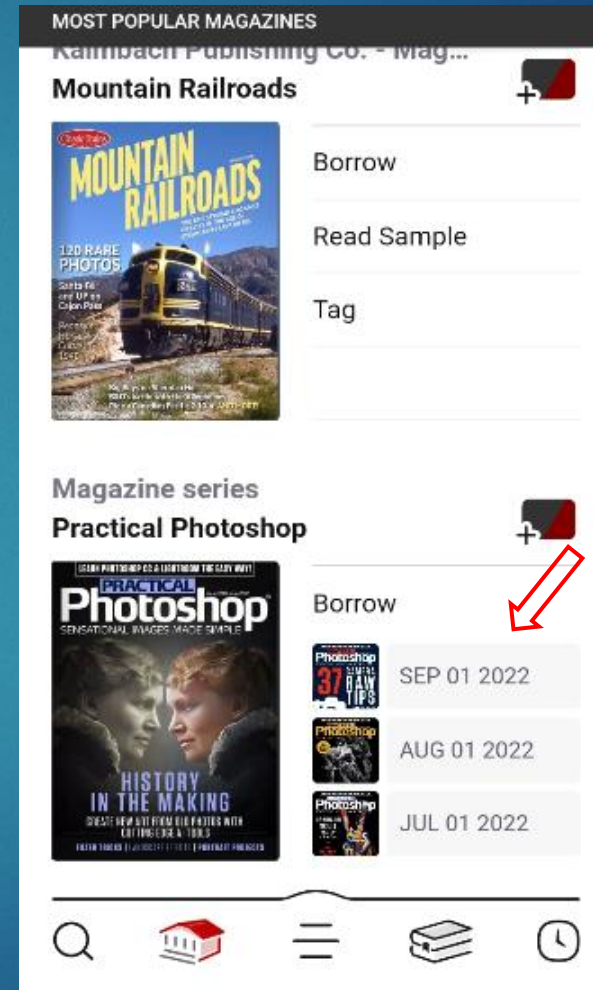
- ▶ That's a lot of magazine titles though!
- ▶ Just like with books and audiobooks, you can narrow down your interests by pressing the “preferences” option or “refine” option.
- ▶ “Preferences” (see right image) lets you narrow down format, language, etc. for all future searches. (Don't forget to press “apply preferences” after you make your selections.)
- ▶ “Refine” (see left image) lets you narrow down format, language, etc. for the current search only. We suggest you use “subject” to narrow down your searches to start with.



Finding a Magazine Title

Random Search

- ▶ As you can see, a lot of magazines have not only the current issue, but back issues you can borrow. (Some magazines only have one issue or only let you borrow the current issue though.)
- ▶ You can click on the title of the magazine, or if the back issue is visible, you can click directly on the back issue.



Finding a Magazine Title

Random Search

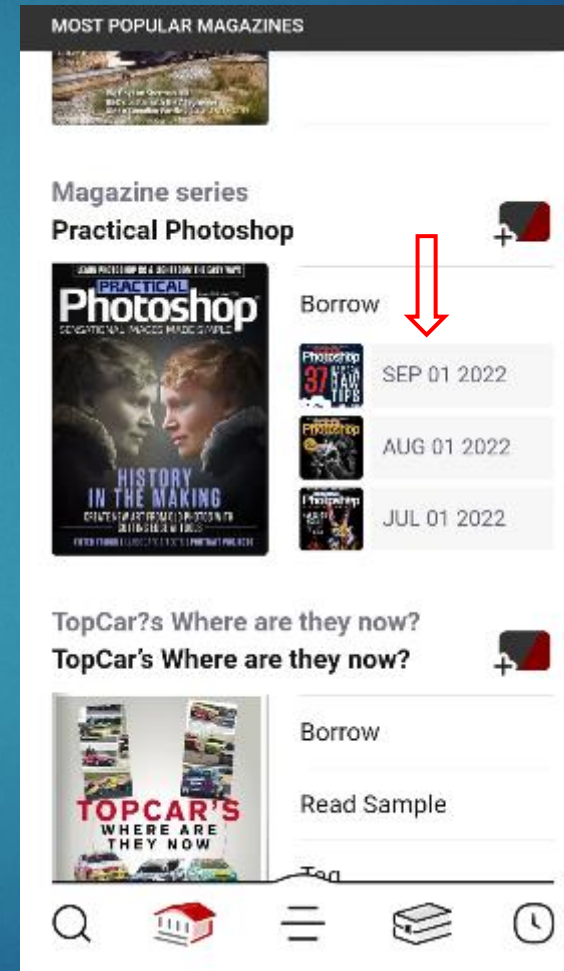
- ▶ If you click on the title of the magazine, the date of the issue will be in the upper left corner. You can either scroll down and hit the “borrow” button if that is the issue you want, or you can scroll down further and see the previous back issues.
- ▶ If you want a back issue, just click on the back issue title, and it will bring you to that issue’s page (notice the issue date in the corner) and you can click the “borrow” button to get *that* issue instead.



Finding a Magazine Title

Random Search

- ▶ As stated, you may see the back issue listed already from the search page.
- ▶ In that case, just click the back issue title instead.
- ▶ Again, look for the issue date in the upper left corner. Once you decide on the issue you want, click on the “borrow” button.



Finding a Magazine Title

Random Search



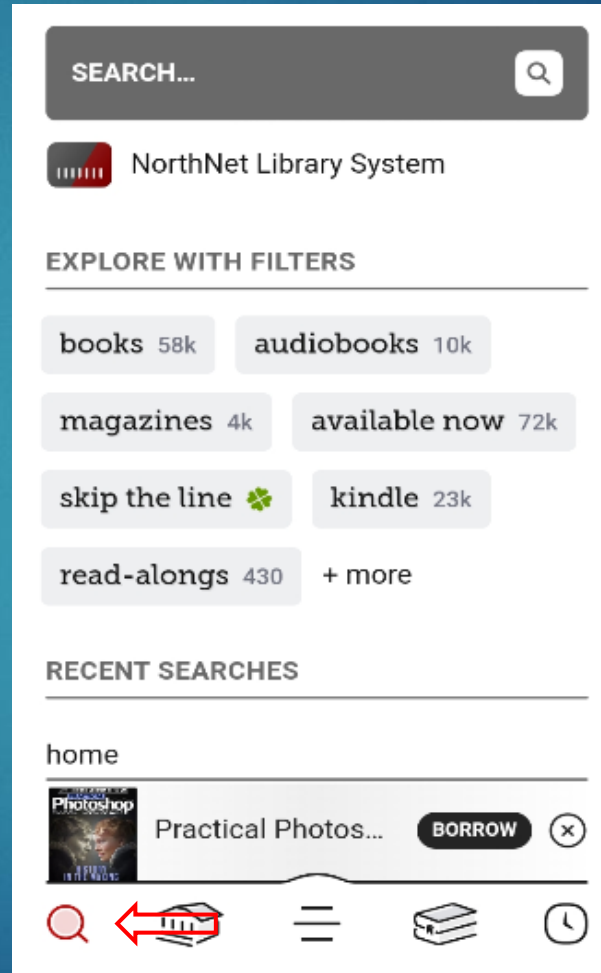
- ▶ If you are not sure which issue you want, you can click on the “read sample” button (below the “borrow” button) and scroll through to find the magazine’s table of content.
- ▶ This can help you decide if the issue is one you want without checking it out to yourself.



Finding a Magazine Title

Specific Search

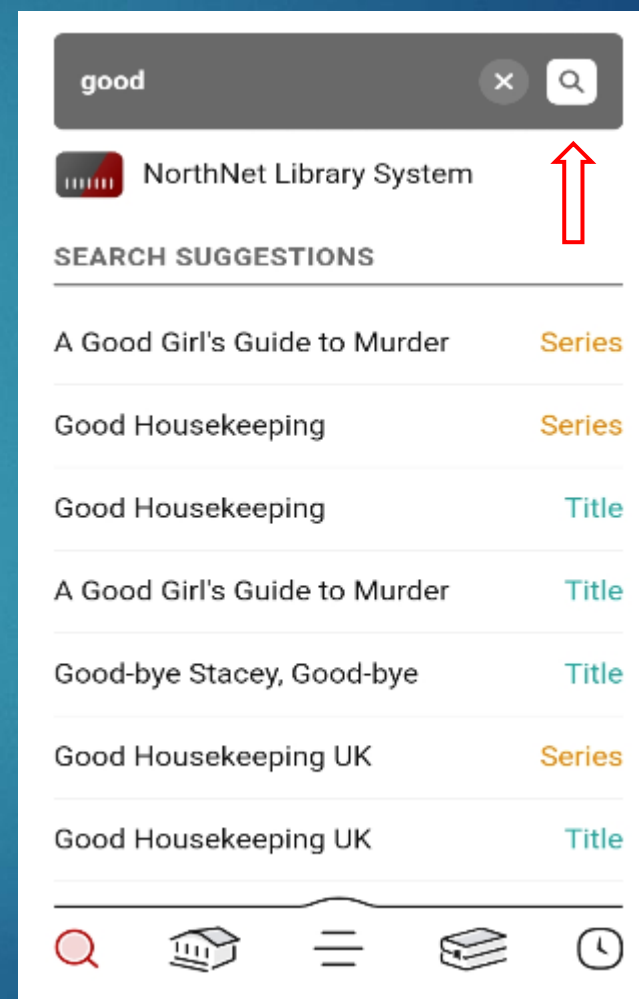
- ▶ Rather than just browsing through the collection, you may be looking for a specific magazine.
- ▶ Searching for magazines works the same way as searching for books or audiobooks.
- ▶ Start by clicking the magnifying glass icon in your bottom menu.
- ▶ That will take you to the search page.



Finding a Magazine Title

Specific Search

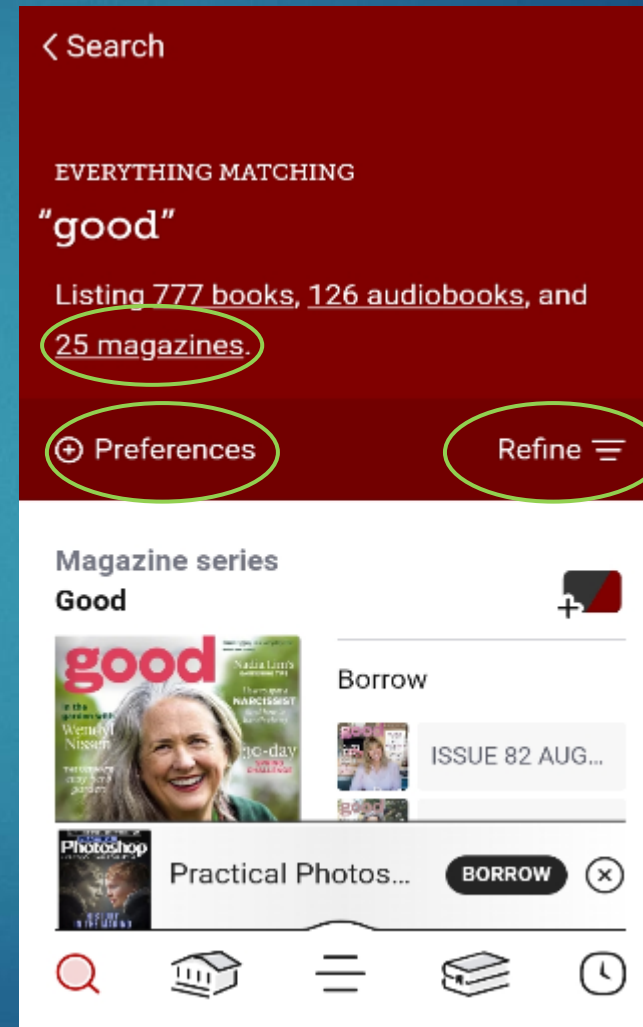
- ▶ Type in as much of the title as you know.
- ▶ Because you didn't change your preferences to only look at magazines, you will get book/audiobook titles too.
- ▶ You can either click on one of the search suggestion options (for magazines, it will likely say "series" rather than "title" next to the name, unless there is only one magazine issue available), or you can click the magnifying glass icon in the search bar and search through all options.



Finding a Magazine Title

Specific Search

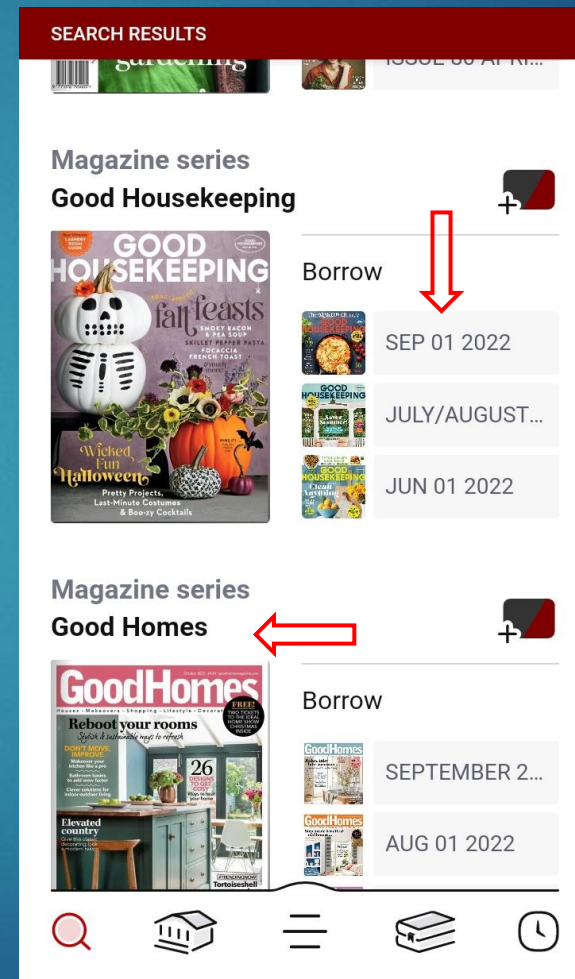
- ▶ If you click the magnifying glass icon in the search bar and search through all options, you will have another chance to limit the search to magazines. You can either click the link where it lists the magazines that have that word in the title, or you can click “preferences” or “refine” -> “format” -> “magazines.”
- ▶ (Remember, “preferences” affect all searches, and “refine” affects your current search only. If you press “preferences,” remember to also click “apply preferences.”)



Finding a Magazine Title

Specific Search

- ▶ Once you see the magazine title you want, you can click on the title of the magazine, or if the back issue is visible, you can click directly on the back issue.
- ▶ If you want a different back issue that is not visible (the back issue date will be in the upper left corner), follow the same steps mentioned previously – click on the title, scroll down, and click on the back issue you want instead.
- ▶ Once you click on the issue you want, click “borrow” and start reading!





Need More Help?

Need More Help?

If you need additional help, you can always contact your local library, make an appointment with your local Literacy Dept, see our website for more specific guides, or even click on the main account page (the middle icon with three vertical lines in your bottom menu) and access Libby's help page by scrolling to the bottom of the screen.

Information about our Library and Literacy hours and contact information is available here www.plumascounty.us/549 and more step-by-step guides for Libby are here www.plumascounty.us/2842.

