



## Library eBooks & Audiobooks: Libby App

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**Overview:** Learn how to use the Libby App to download eBooks and Audiobooks from the Corrales Community Library.

**Student Skill Level:** Intermediate

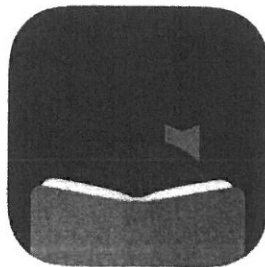
**Requirements:**

- Valid Corrales Library Card
- An Apple, Android or Windows device and any usernames and passwords associated with it

**Objectives:**

- Installing and setting up the Libby App
- Searching for items.
- Borrowing or placing a hold.
- Managing a loan.
- Setting Preferences.
- Menu Options.

Revised 04-23-21



**CORRALES  
COMMUNITY LIBRARY**

**SANDOVAL**  
LIBRARY CONSORTIUM  
Sandoval Digital Library

## OverDrive vs. Libby

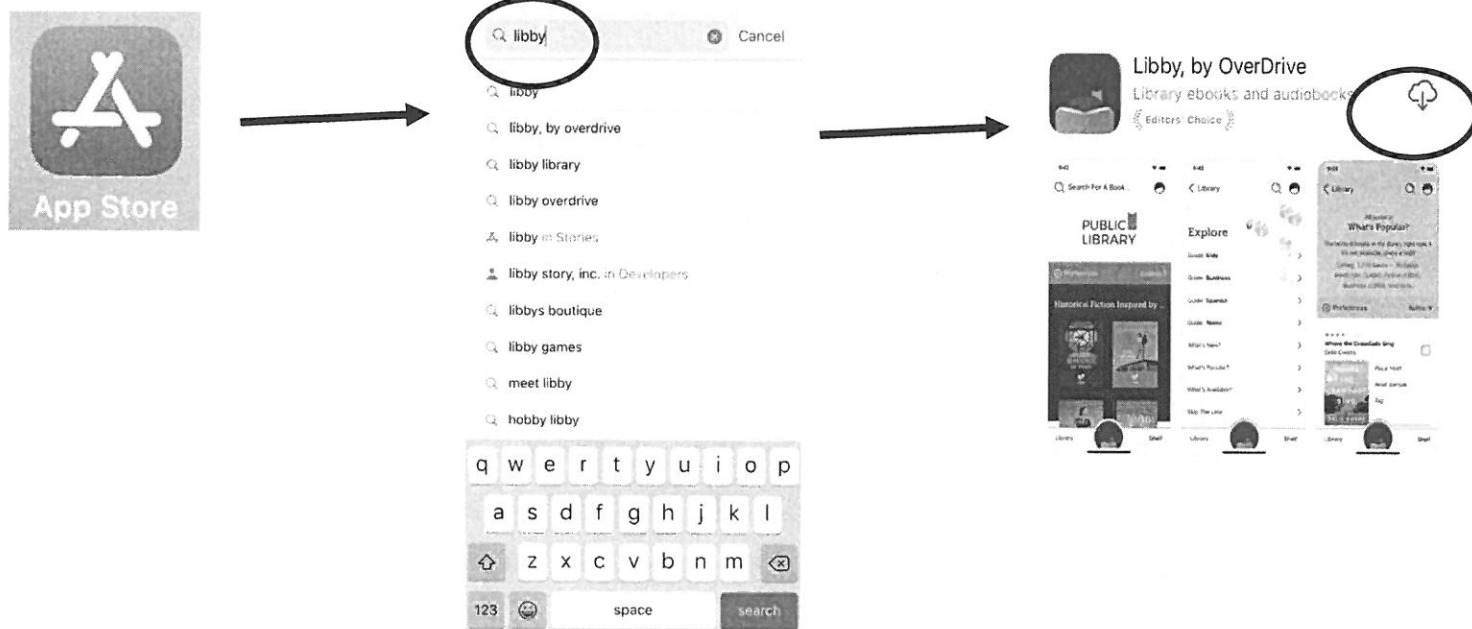
Both made by the same company.

Can use both apps at the same time BUT they do not sync.

EXAMPLE – Just because you checkout a book through OverDrive doesn't mean it will appear in Libby (and vice versa)

### Install (iPhone)

Tap **App Store** > Type in "Libby" in the search box and tap **Search** > Once you ID the Libby profile, tap **GET** or the **Download symbol** (a cloud and down arrow) > Follow on-screen instructions.



### Setting Up



Locate the **Libby** app on your device and tap it to open.



Welcome! Thousands of public libraries offer ebooks and audiobooks (for free!) in Libby. Let me ask you a few questions, to guide you to your library.

First question: do you have a library card?

☒ Yes ☐ Not Yet

If you have a library card, tap **Yes**. If not, tap **Not Yet** and follow the on-screen instructions. The rest of the packet is based on choosing **Yes**.



Okay! If you have Libby on another device, you should simply copy your cards across.

Copy From My Other Device

To find your library, choose one of the following 3 options:

Copy info from another device with Libby on it.

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

I'll Search For A Library

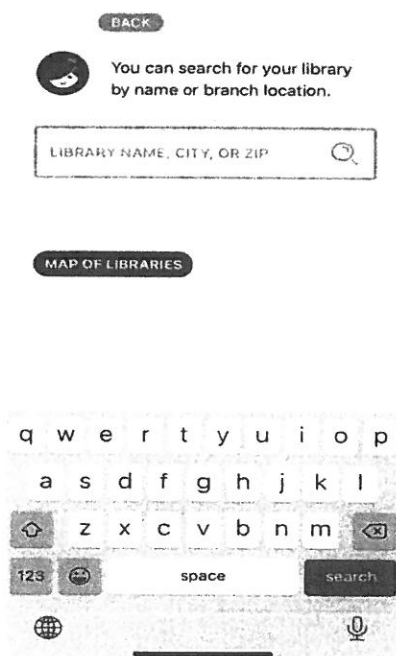
Search for a library by name, city, or zip code.

Of course, there's an easy way.  
Shall I **guess your library**?

Yes, Guess My Library

Libby can search libraries nearby if your GPS is on.

For this lesson, we will choose "I'll Search for a Library."



Back



Map

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

#### MATCHING LIBRARIES

**Sandoval County Library Consortium**



Corrales Community Library  
84 West La Entrada Road  
Corrales, New Mexico, USA  
and 3 other branches

Type in "Corrales" and tap **Search** > Find "Sandoval County Library Consortium" and tap the name (this selects it as your library)

**Tap Enter Library Account Details** > Enter your entire library card number (including PAT) and your password (area code + phone number) > Tap **Sign In**.



Let's add a library card for  
Sandoval Library Consortium  
Library.

Enter Library Account Details

I Would Like A Library Card



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.

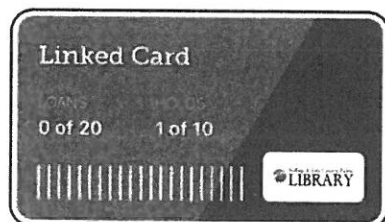
Sign In



The next screen shows your digital card. From this screen, tap **Next** > If you want to just read through the Libby app, tap **Skip** OR If you want to read on a Kindle device or through the Kindle app, tap **Yes, I Read With Kindle**. This preference can be changed later.



Okay, you're signed in! Here is  
your library card.



Rename Card Next



new popular random  
62% available 128 subjects



If you prefer to read with Kindle,  
we can open books directly to  
your Kindle device or Kindle app.

Yes, I Read With Kindle Skip

Libby's home page

## Home Page Anatomy

**SANDOVAL**  
LIBRARY CONSORTIUM  
Sandoval Digital Library

new popular random

62k available 128 subjects

Scrolling down on the home page reveals pre-made item lists and search preference settings. (See "Searching (Preferences)")

Home Page

Your Shelf

Catalog Search

Your History

Your Account

## Settings

To change around Libby's settings, go to your shelf and tap the **Actions** button. This brings up the settings option screen.

Shelf

loans holds



RECENT LOANS

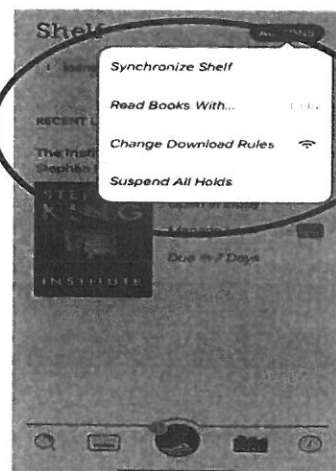
The Institute  
Stephen King



Read With...

Manage Loan

Due in 7 Days



## Read Books With...



In general, where would you like to read your books?

**Kindle**

APPS & DEVICES

**Libby**

THIS APP

I Have No Preference

HIDE

This setting allows you to choose the primary format you would prefer your checkouts to be on.

(3) options:

**Kindle Apps & Devices** > Your checkouts will be put into the Kindle format.

**Libby (This App)** > Your checkouts will be used through the Libby itself.

**I Have No Preference** > You will see both the above options available when checking out.

## Change Download Rules



Which of your loans should be downloaded automatically?

**Everything**

All borrowed titles will be added to the download queue automatically.

**Titles under 20 megabytes**

Most books are under 20mb, but audiobooks can be in excess of 300mb, and graphic novels and magazines are often over 100mb.

**Nothing**

Each title will stream, and will be unavailable offline, unless you choose to download it manually.

**Download only on Wi-Fi**

Reduces mobile data usage.

HIDE

This setting allows you to control how your items get downloaded to your device and what connection to use when downloading.

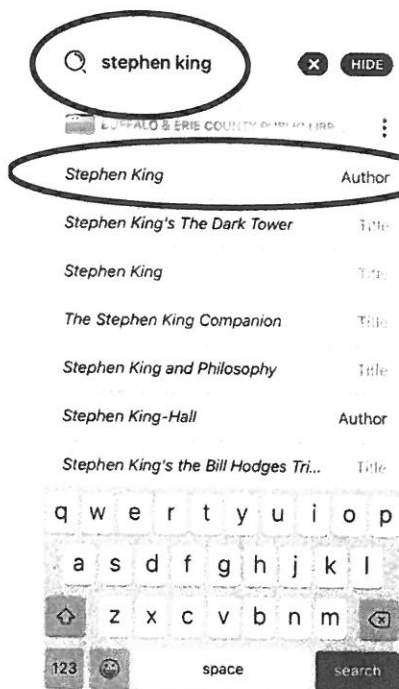
Selecting "Everything" means all your checkouts get automatically downloaded as soon as your device is connected to the Internet. This includes holds that become available.

Selecting "Nothing" means you have to go to your shelf and download the individual items on your own.

We highly recommend using a Wi-Fi connection when downloading through Libby.

If you have a LIMITED cellular data plan, downloading using this connection can take large chunks out of your monthly data total.

## Searching ("Stephen King" example)

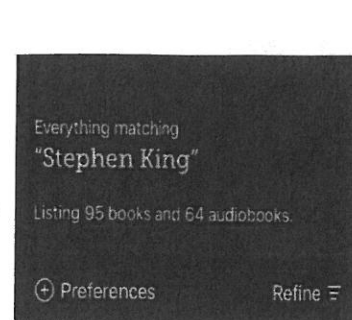


Press the catalog search icon on the bottom of your app screen to bring up the search page.

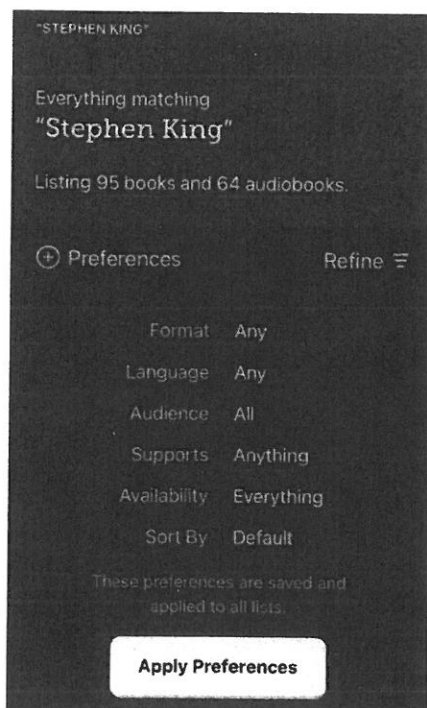
For this example, we want to see what Stephen King books Libby has.

Type in "Stephen King" in the search box and tap **Stephen King Author**.

The image to the right is the result of this search (it can change depending on new material coming in or material being removed).



## Searching (Preference)



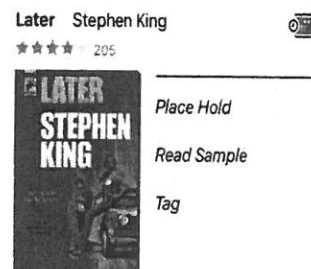
Applies to EVERY search you will do from now on until you change.

Of note . . .

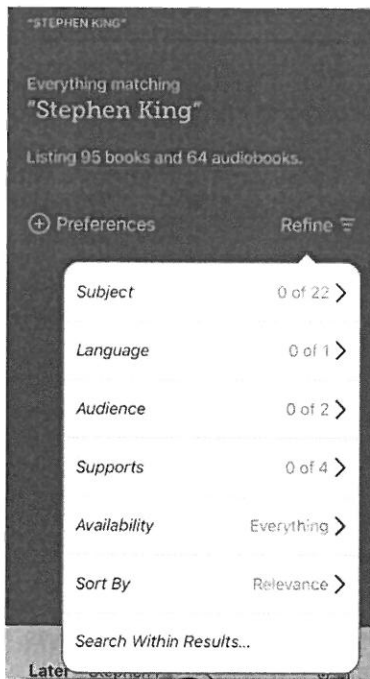
Format > Books, Audiobooks, or Magazines.

Availability > Available now (filters out all items with wait times).

\* Can be set on Home Page too. \*



## Searching (Refine)



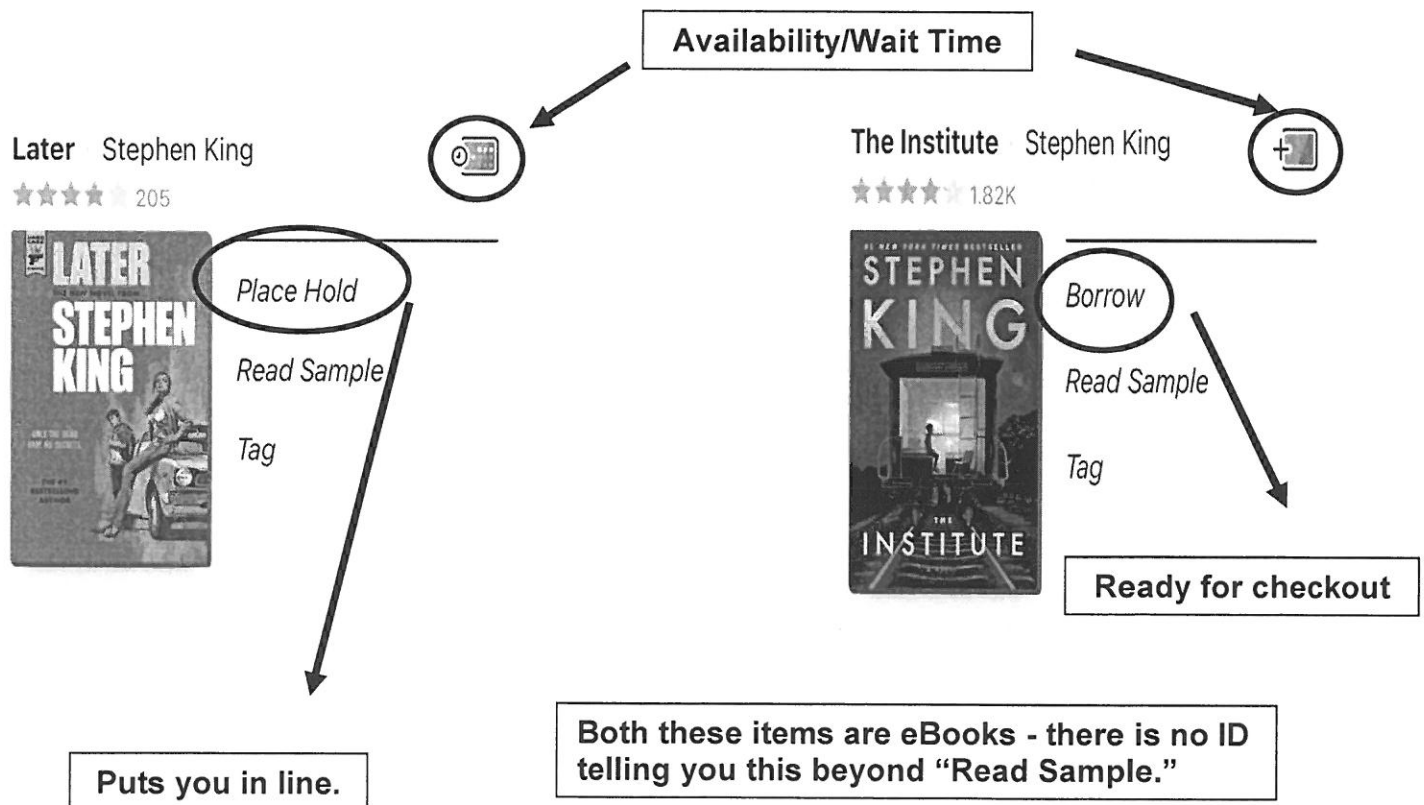
Applies only to THIS specific search.

Of note . . .

Format > Books, Audiobooks, or Magazines.

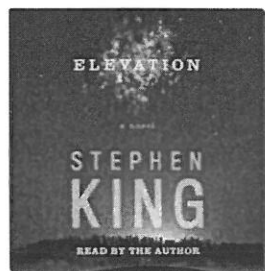
Availability > Available now (filters out all items with wait times).

## Search Result Anatomy





★★★★★ 1.8K

[Borrow](#)[Play Sample](#)[Tag](#)

4 HOURS

This item is an audiobook - you can tell by seeing the "earbuds" symbol and a length time.

## Downloading

Make sure you are connected to Wi-Fi!

Look at the item you want to borrow.

If you see the word "Borrow," tap it > On the next screen, tap Borrow again > Select the format you want to view the book in: **Kindle** for using just through the Kindle app and devices OR **Libby** for using directly through the Libby app. For this example, we will choose **Libby**.

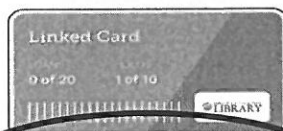
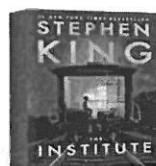
The Institute - Stephen King

★★★★★ 1.82K

[Borrow](#)[Read Sample](#)[Tag](#)

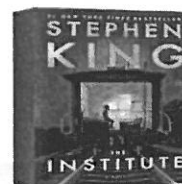
&lt; "Stephen King"

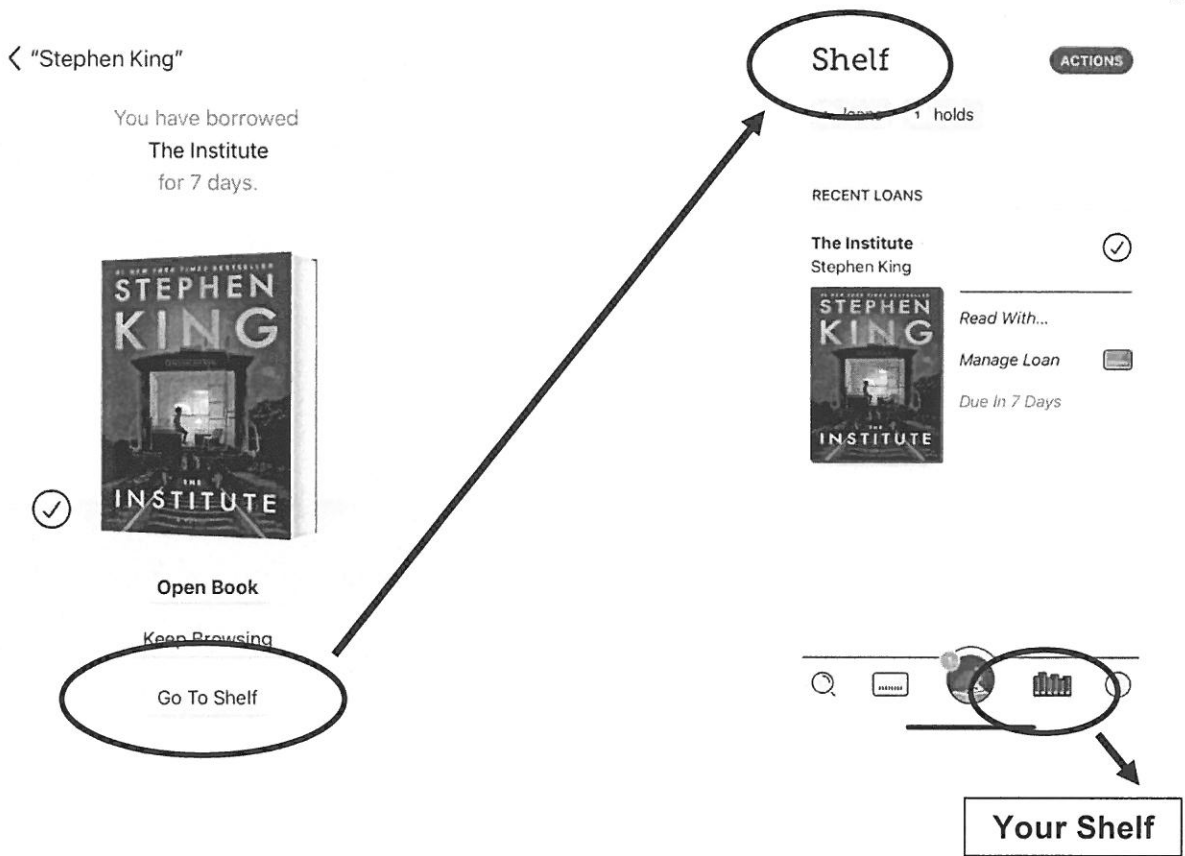
You are borrowing  
The Institute  
for 7 days.

[Borrow!](#)

&lt; Shelf

Where would you like to read  
The Institute?

[Kindle](#)  
APP & DEVICES[Libby](#)  
THIS APP[Other Options](#)



### Manage Loan

Tap Manage Loan > Tap Return or Return Early to remove your checkout from your shelf OR tap Renew Loan to extend your item time.

The Renew Loan button will only be clickable if there is no one waiting in line for the item.

