Libby Procedures

Basics:
- Select Libby app or enter libbyapp.com on computer
- There are a few things you will do only the first time to set up your account (Libby app)
  - You will need to have your library card number and use New Salem Public Library
    - You don't need to have a New Salem card
    - New Salem must be listed as your home library
  - Do you have a library card – Yes
  - Search for library by zip code – 01355
  - Enter library card number (see barcode on the card)
    - If you can't find your physical card, just call the library (978-544-6334)
    - Enter pin number (4-digit #)
    - If you don't remember the pin #, call the library (978-544-6334)
  - Sign in
- Icons at the bottom of screen
  - Magnifying glass = search
    - Search for specific title, author, keyword, etc.
    - You can use filters at top to specify reading level
  - Library building = browse collections
    - Goes to digital collection page
    - Open specific title
    - Samples
      - To see sample, tap item cover image / detail page / "read sample
      - 10% of full title available in sample
    - Click cover image / detail page / scroll down / series information
  - Libby icon = home (app settings, notifications)
  - Stack of books = shelf (current loans and holds)
  - Clock = timelines (history of borrowing)
  - To see the labels with icons
    - Go to settings / Customize navigation / Change to labeled icons
- "Help & Support" - self-guided troubleshooting

Borrowing e-book (if item is available):
- Use search function to search for title, author, keywords, etc.
- Will take you to "search suggestions" screen (includes both e-books & e-audiobooks)
- Select specific title (if listed) (screen with image of book)
- Click "Borrow" (screen shows library card)
- Click "Borrow" (cover of book)
  - Loan period displays
    - Defaults to "14 days"
    - To extend, tap "14 days" and it will change to "21 days"
    - This will be the new default until you change it
- Click "Open Book"
- You can choose to open in Kindle app (if you have it loaded) or in the Libby app
  - To open in Kindle, you will have to complete Amazon login
- Tap center and menus disappear
- Swipe to the right to "turn" pages and move forward

- Tap center to change view (icons appear upper right)
  - A = appearance
    - "Text scale" changes the type size
    - "Lighting" changes background and type coloring
      - Bright = white with black type
      - Sepia = beige background with brown type
      - Dark= black background with white type
    - "Book design" changes the font type
  - These changes will be the default until you change them
- To use bookmark, tap upper-right corner of page
- Materials will automatically be removed from your shelf on the due date
- To return items early
  - Go to "Shelf" icon / select "loans"/ select "Manage Loans" / select "Return Early"

Placing hold if title is unavailable:
- Tap "hold" (lists time frame to get item)
- Tap "PLACE HOLD" to confirm request
- Loan period defaults to 14 days
    - To extend, tap 14 days and select 21 days
    - After first time, it will default to 21 days until you change it
- Notification will be sent when hold is ready
  - There will be a 3-day open period and then a 2nd warning after notification is sent
  - If you don't complete "borrow" process at this time, the hold will be cancelled

Access to more libraries:
- OverDrive for MA allows C/W MARS members to add all other regional networks (there are 8 total)
  - To add more library collections, type in "Massachusetts"
    - Lists all 8 networks
    - "I'm visiting from" -select "CWMARS" & enter library card #
      - You will only have to do this one time
      - You can add all other networks or just a few
    - Benefits of adding collections
      - If something is not immediately available in C/W MARS, you can check other networks to find one where you won't have to wait for hold
  - If C/W MARS doesn't have an item or it is not currently available
    - Switch to different network under search bar

Borrowing Audiobooks:
- Use search function to search for title, author, keywords, etc.
- Will take you to "search suggestions" screen (includes both e-books & e-audiobooks)
- Select specific title (if listed) (screen with image of book)
  - Shows the amount of time for recording
- Select "borrow"
- Loan period defaults to "14 days"
- Click on "14 days" to change to "21 days" (new default)
- Can keep playing in the background while you do other things with your device
- Click "Open audiobook"
- To make changes, use icons in upper right

- o Clock – changes playback speed
- o Moon – for sleep timer
- o Layered bookmarks – enables bookmarks or highlighting
- To bookmark, tap upper right corner
- Materials will automatically be removed from your shelf on the due date
- To return items early
  - o Go to "Shelf" icon / select "loans"/ select "Manage Loans" / select "Return Early"
- If unavailable, see "Placing a hold" section above

Magazines:
- "Browse" icon, then search by title
- Open magazine
- Bottom of screen has thumbnails for each page in issue
- Tap the center of the screen and swipe or tap to the right side
- Table of Contents page allows you to go directly to specific article
- Using small device (ex. Phone)
  - o Article view - circle button at the bottom of the page – makes it more readable
- Can adjust appearance (if you already changed in book setup, it will be the same)
- Fingers pointing indicates moving to next or previous article
- To leave magazine, tap center of screen and use "Back" feature
- Magazines can have simultaneous use with other patrons (i.e., no holds needed)
- Can borrow up to 10 at a time
- Magazines don't count as part of total loans allowed

Advanced Options:
- Filtering & refining lists
  - o Select Libby icon
  - o App-wide setting – filter by "available now" in "Preferences"
  - o Ex. – change language from English to Spanish
  - o Select "Apply Preferences"
  - o Temporary filters (format – book/audio/magazine)
  - o To refine further – subject / genre / can use multiple filters (2-4 optimal)
  - o Can sort by release date (newest at top), author, etc.
- Tags
  - o Each title has tag to right of book cover
  - o Ex. "To be read"
  - o Smart tags – receipt icon
    - ▪ shows history (automatically does this – you can turn it off)
    - ▪ magazines – "tag and thereafter notify" – will notify when new issue is available
    - ▪ create specific tag (ex. genre, book club, favorites)
    - ▪ you can rename or delete tags as needed
- Create lists
  - o Go to "shelf" icon – find list (ex. book club) – "export"
  - o You can borrow or hold from this screen as well
  - o You can see all copies available at each of networks to see which has more
  - o For "Export" tag, you can select table or spreadsheet format
  - o You can select "print" or "email"
- Highlighting and Notes

- o To highlight
    - Open book
    - At specific passage, hold finger at first word and move over passage
    - Lift finger / go to menu and select different colors
    - Tap highlight and can add note and save
- Bookmarks (3 types)
    - o All bookmarks
    - o Notes
    - o Highlights
    - o To save notes and highlighting before returning item
        - Search title / go to "History" icon / tap center (detail page)
        - "Reading journey" / "ACTIONS" / "Export Reading Data"
        - Or "Share title" to email book information to someone
        - Or go to "Timeline" icon / tap on individual highlighting
        - Can now use even after returned

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