

The library reading app from OverDrive

eBooks/eAudiobooks/eMagazines





# **GETTING STARTED**

Getting started is easy! Just follow these simple instructions:

What you'll need:

- Your Upper Arlington Public Library card number
- Internet access
- A smartphone or tablet
- The free Libby app, which can be downloaded for free from your device's app store









Libby, by Overdrive

# INSTALL THE LIBBY APP TO YOUR DEVICE

- Install the Libby app from the app store on your Android, Kindle Fire or iOS device.
  - In Libby, follow the prompts to find Upper Arlington Public Library and sign in with your library card number.

# NAVIGATING THE APP

#### In the footer

- Tap ( to search for titles.
- Tap in to open the library collection you were most recently browsing.
- Tap to see your loans, holds, and tags for all your libraries.
- Tap to create tags for titles.

# **SEARCHING & BROWSING**

#### **TO SEARCH**

- Tap search  $\bigcirc$  in the footer.
- Enter your search term (e.g., a title, author, or series name) in the search bar.
- Select a search suggestion (if available), or tap search to see all results.

#### **TO BROWSE**

- $\bullet \;$  Select the library icon  $\;$  in the footer.
- Scroll to see the curated collections, or select "subjects" to choose a genre or to apply your preferences for format, language, audience and availability.
- To filter your search tap the ≡ icon to

filter by Subject, Format, Availability, etc.

# **SEARCHING QUICK TIPS**

If a title is not available, you can place a hold.

• After you place a hold, view your spot in line by going to your Shelf and tapping Holds.

# **BORROWING**

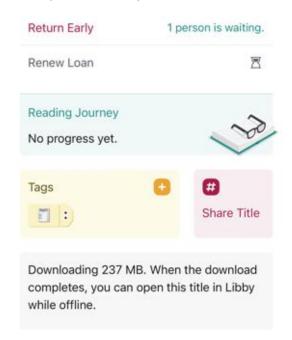
- Once you find a title you would like to borrow select **BORROW** and your title will download to your device.
- Once downloaded you can Open Book, Keep Browsing, or Go to your Shelf

#### **RETURNING BOOKS EARLY**

Books are automatically returned to the library on their due date. When they're returned, they're also removed from your shelf and deleted from your device (if downloaded).

If you finish a book early, you can return it before its due date using the steps below:

- Go to shelf
- Tap loans at the top of the screen.
- Tap Manage Loan.
- Tap Return Early, then Return.

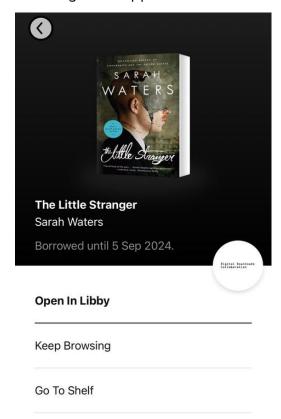


#### **READING**

Borrowed titles appear on your shelf download to the app automatically when you're connected to Wi-Fi, so you can read them when you're offline.

On your shelf tap Loans at the top of the screen. From there, you can:

- Tap Read With... to choose where you'd like to read the book (Kindle or Libby), then finish sending to Kindle or start reading in Libby.
- Tap Open In Libby to start reading or listening in the app.



# **BORROWING PRIVILEGES**

- Titles are automatically returned at the end of the lending period. No late fees!
- Check out up to 25 titles at a time.
- Hold up to 15 titles at a time.
- Borrow titles for up to 21 days.

#### **NEED MORE HELP?**

# REQUEST TECH HELP

We provide 1-on-1 phone or in-person appointments with staff in our Adult Department for help with UAPL's free digital resources and with basic Apple and Android orientations.

https://www.ualibrary.org/tech-help/

Request a Tech Help Appointment

to schedule your appointment or give us a call at (614) 486-9621 and press 1 for the Adult Department.

