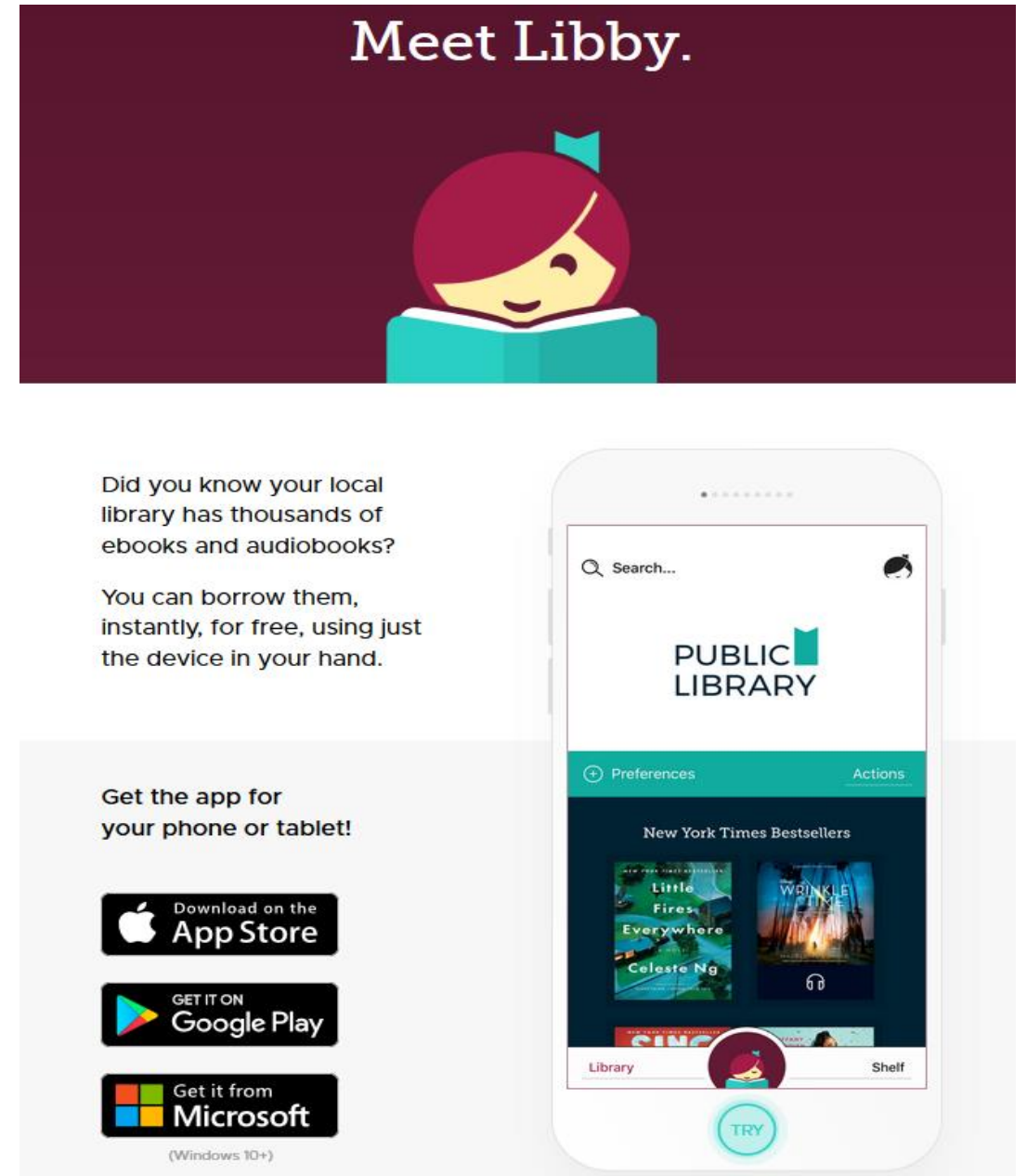





USING LIBBY TO ACCESS EBOOKS & EAUDIOBOOKS

WHAT IS LIBBY?

- ❖ Libby offers access to digital eBooks and eAudiobooks for **adults, teens, and children.**
- ❖ Libby is an easy to use app available for free through the Apple App Store, Google Play, and for Windows 10 devices.
- ❖ Libby allows you to access the OverDrive eBCCLS and eLibraryNJ collections available to West Orange Library card holders.



Meet Libby.



Did you know your local library has thousands of ebooks and audiobooks?

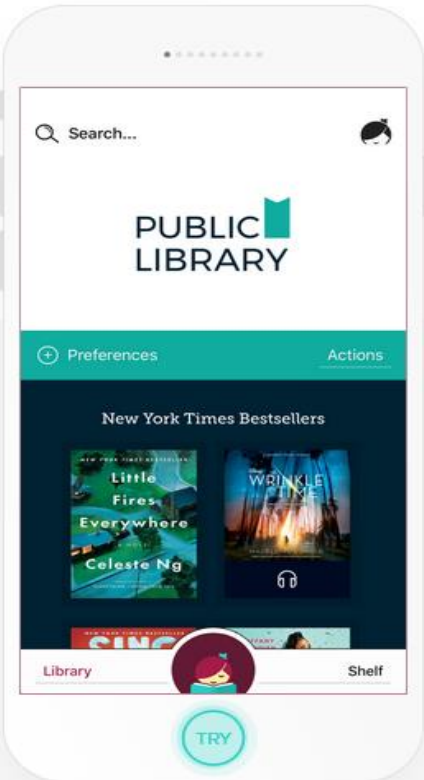
You can borrow them, instantly, for free, using just the device in your hand.

Get the app for your phone or tablet!

Download on the App Store

GET IT ON Google Play

Get it from Microsoft
(Windows 10+)

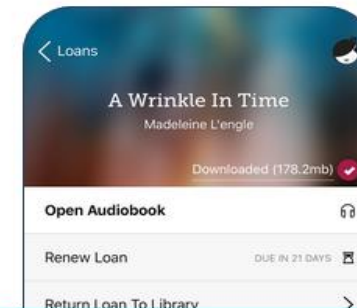


The smartphone screen shows the Libby app interface. At the top is a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar is the 'PUBLIC LIBRARY' logo. A teal navigation bar contains a '+' icon, 'Preferences', and 'Actions'. The main content area is titled 'New York Times Bestsellers' and displays two book covers: 'Little Fires Everywhere' by Celeste Ng and 'Wrinkle' by David Almond. At the bottom of the screen is a circular 'TRY' button.

MORE ABOUT LIBBY

- ❖ You can read or listen to the eBooks or eAudiobooks you have borrowed directly in Libby or you can send your eBooks to your Kindle through Libby.
- ❖ Libby tracks your reading history, allows you to preview books, syncs your bookmarks and notes across devices, and allows you to use access your content offline.

It takes just a few taps to find and borrow a title. Libby has a ground-breaking ebook reader, and a beautiful audiobook player.



- Sign in to multiple libraries, with one or more cards for each library.
- Download books and audiobooks for offline reading, or stream them to save space.

- If you prefer reading on your Kindle, Libby can send your library books to it. (U.S. libraries only.)
- All your loans and holds are consolidated on a single shelf.
- Keep track of your reading history in the Activity tab.
- Positions, bookmarks, and notes are kept in sync across your devices.

- Sample any book with a tap — nothing to download or delete.
- Try a zoomable graphic novel, or a picture book with readalong audio.



GETTING STARTED

- ❖ (Note: this guide was created using an iPhone so there may be slight differences in appearance.)
- ❖ After downloading Libby and opening the app for the first time, you will be asked a series of questions to get your library card set up within the app. The next few slides will walk you through this process step-by-step.
- ❖ After the basic set up instructions this guide will also show you how to send ebooks to your Kindle.

SETTING UP YOUR LIBRARY CARD

Verizon LTE

4:12 PM

36%

Verizon LTE

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36%

Verizon LTE

4:14 PM

36%



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

1



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

Copy From My Other Device

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

I'll Search For A Library

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

Yes, Guess My Library

2



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

West Orange

MATCHING LIBRARIES

eLibrary NJ

West Orange Public Library

46 Mt Pleasant Ave
West Orange, New Jersey, USA

+ 140 MORE BRANCHES

Bergen County Cooperative Library System

BCCLS - West Orange
46 Mt Pleasant Ave
West Orange, New Jersey, USA

+ 83 MORE BRANCHES

3

❖ After entering “West Orange” into the search box, select eLibraryNJ (we will add BCCLS later)

ACCESSING ELIBRARYNJ

- ❖ Once you complete these steps you will be able to access the eLibraryNJ collection. Log in using the full library card number on the back of your card.

Verizon LTE 4:14 PM 36% Verizon LTE 4:14 PM 36% Verizon LTE 4:14 PM 36% Verizon LTE 4:15 PM 36%

1 Many books at **eLibrary NJ** can be sent to Kindle.

If you have a Kindle, we can streamline the way you send books to your device. (It's easy to change this preference later.)

I'll Mostly Read On A Kindle

Of course, Libby has a great built-in reader. If you don't have a Kindle, or you simply prefer to read on this device, go ahead!

I'll Mostly Read In Libby

2 Let's go to **eLibrary NJ**!

eLibrary NJ
a downloadable digital media collection provided by libraries in central New Jersey (formerly ListenNJ)

Sign In With My Library Card

I Need A Library Card

Enter The Library

3 Sign in with your library card

SELECT YOUR LIBRARY FROM THE LIST BELOW:

West Orange Public Library

CARD NUMBER

2307800000000

Cancel SIGN IN

4 SELECT YOUR LIBRARY FROM THE LIST BELOW:

Summit Public Library
Trenton Free Public Library
Union Public Library
West Orange Public Library
Westfield Memorial Library
Woodbridge Public Library

OR

Done

Sign in with OverDrive

Sign in with Facebook

Why should I choose one of these options?
These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account.

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

eLibrary NJ
a downloadable digital media collection provided by libraries in central New Jersey (formerly ListenNJ)

Linked Card

LIMITS SHOWN ON REVERSE SIDE

Enter The Library

❖ You're done! Now you have successfully linked your library card to eLibraryNJ. Enter the library to explore the collection.

ACCESSING BCCLS

1. Tap here to open the menu
2. Select "Add A library"

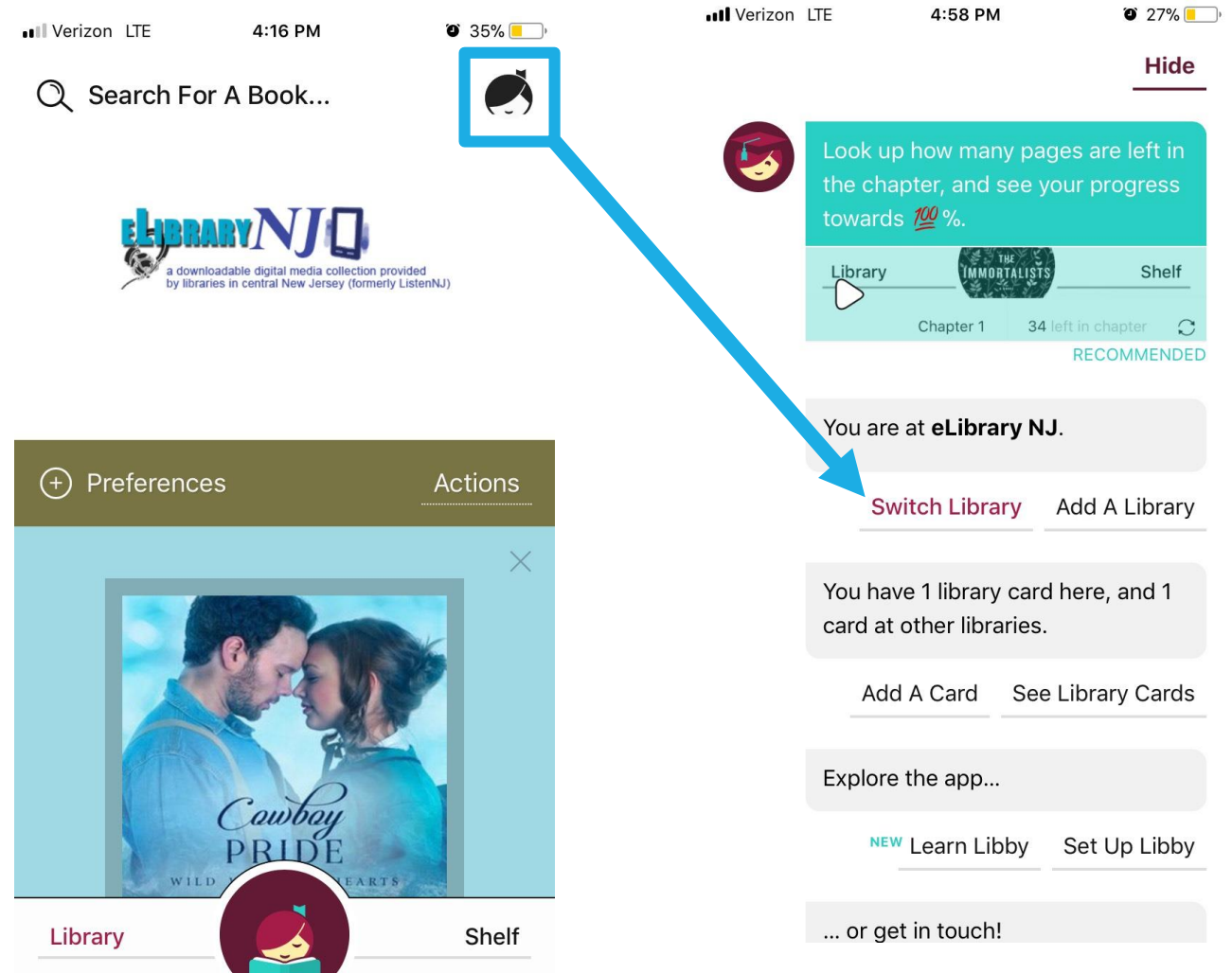
3. Follow the same steps used to add eLibraryNJ to finish adding BCCLS as a library.

The sequence of screenshots illustrates the process of adding BCCLS as a library:

- Screenshot 1 (4:16 PM):** The app's main screen. A blue circle highlights the menu icon (top right). A blue arrow points from the menu icon to the next screenshot.
- Screenshot 2 (4:14 PM):** The menu is open. A blue box highlights the "Add A Library" option. A blue arrow points from "Add A Library" to the next screenshot.
- Screenshot 3 (4:17 PM):** The "MATCHING LIBRARIES" section shows two options: "eLibrary NJ" and "Bergen County Cooperative Library System". A blue arrow points from "Bergen County Cooperative Library System" to the next screenshot.
- Screenshot 4 (4:18 PM):** The "Sign In With My Library Card" screen. The "LIBRARY CARD NUMBER" field contains "230780000000". A blue arrow points from the "Sign In" button to the next screenshot.
- Screenshot 5 (4:19 PM):** The "Linked Card" confirmation screen. It shows a barcode and the text "Okay, you're signed in! Here's your library card."

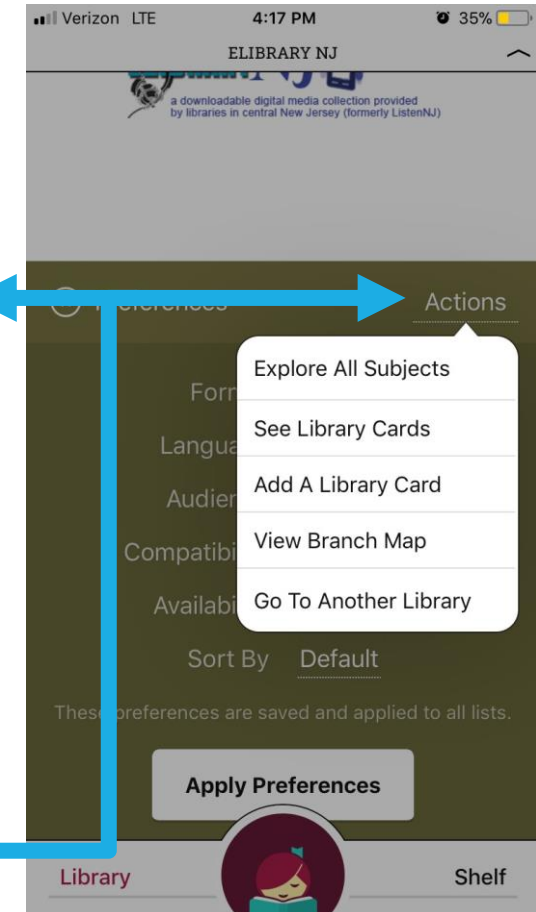
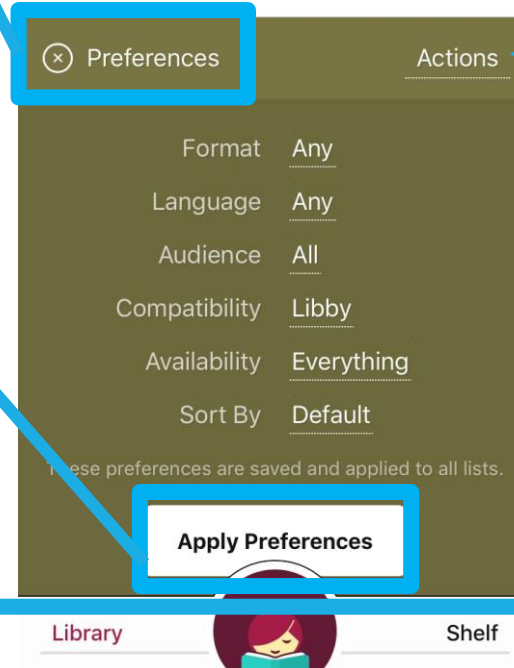
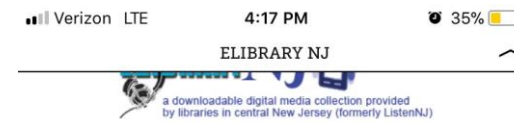
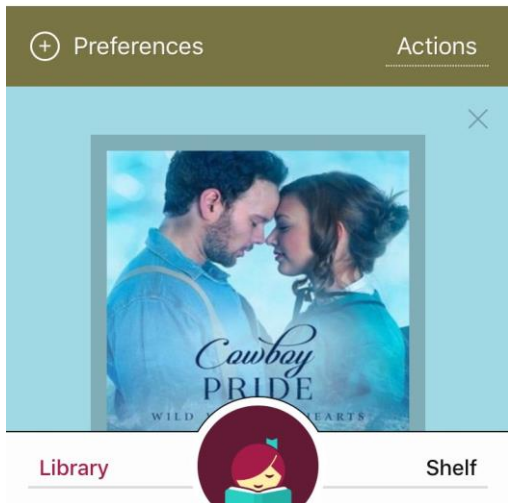
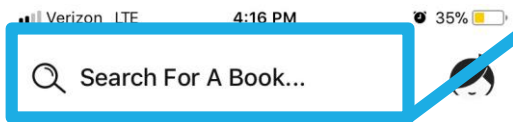
SWITCHING BETWEEN LIBRARIES

- ❖ Once you have added eLibraryNJ and eBCCLS, you can switch between libraries any time.
- ❖ To switch, tap on the Libby icon on the top right corner of the screen and select “Switch Library”.



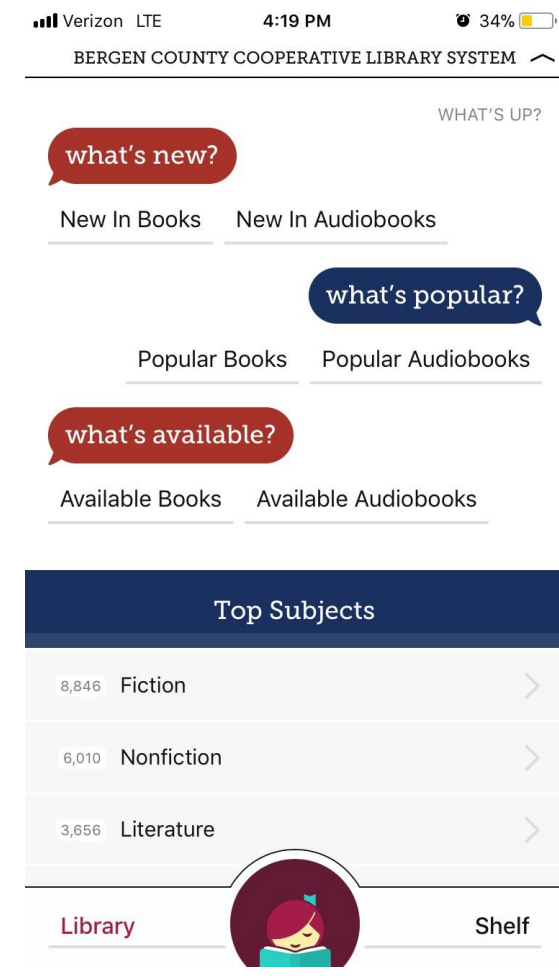
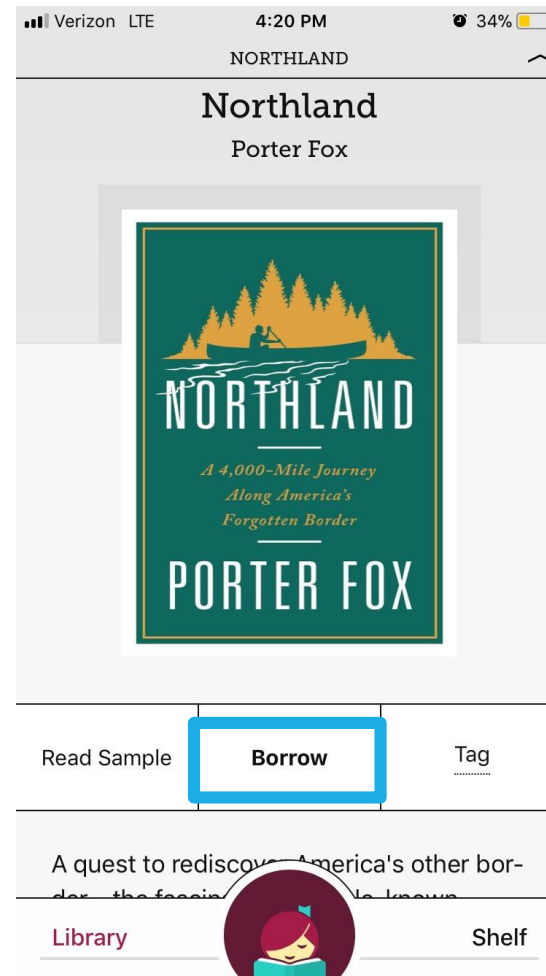
SEARCHING FOR ITEMS & MAXIMIZING YOUR SEARCH

- ❖ Simply use the search bar to search for a particular title or author.
- ❖ To narrow your search, set up your preferences to search by:
 - format (audiobook or ebook)
 - language
 - compatibility (Kindle, ePub)
 - availability
 - sort style (ex, publication date)
- ❖ Tap “Apply Preferences” when you are done. You can change any of these preferences at any time by following the same steps.
- ❖ Last, you can select “Actions” to explore titles by subject.



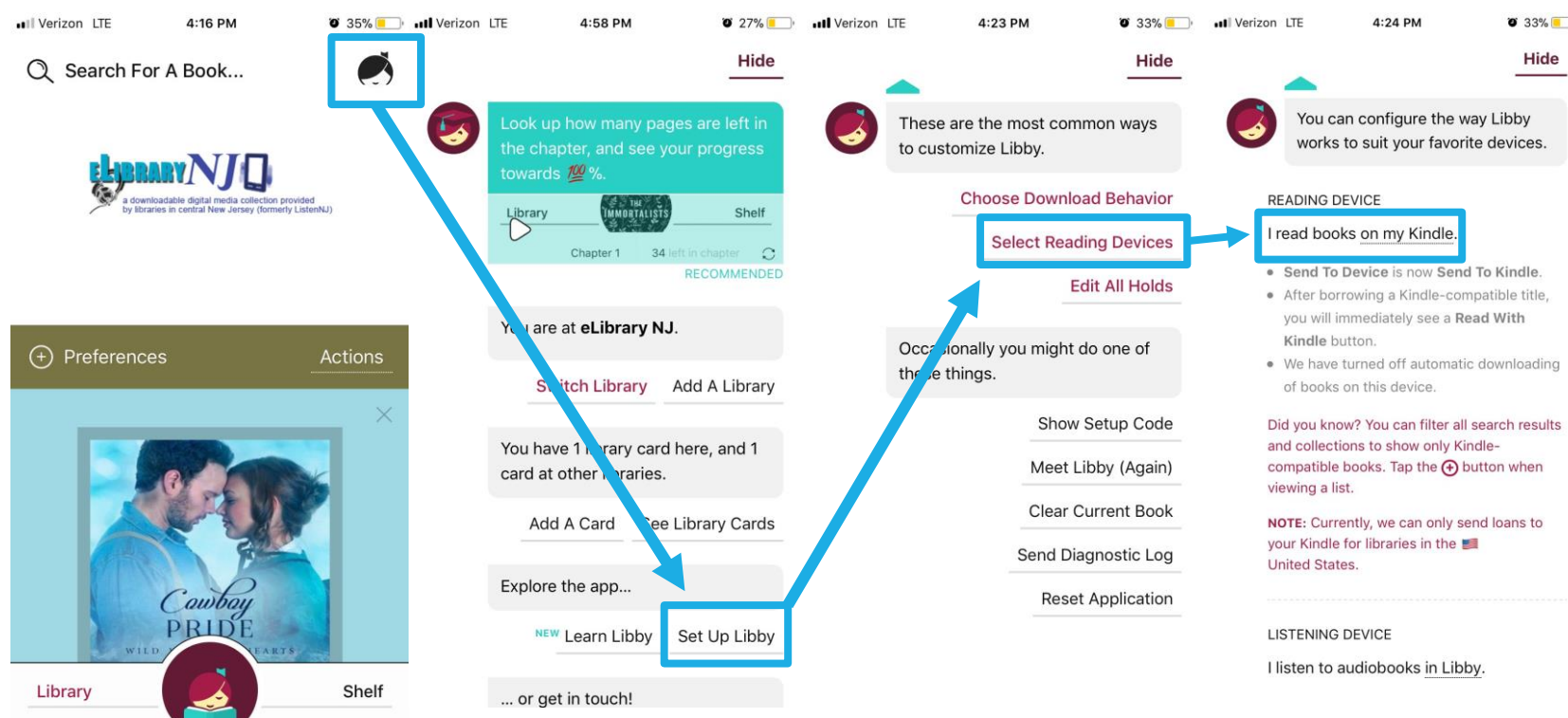
CHECKING OUT & MORE ON FINDING ITEMS

- ❖ To check out an item, simply tap it then select “Borrow” or “Place Hold”.
- ❖ Items will automatically be returned and removed from your account after the loan period (generally 14 days for eBCCLS and 21 days for eLibraryNJ).
- ❖ Not sure what to read? Scroll down while on the main page of the library and ask Libby to show you popular, recent, or available items or search by subject.



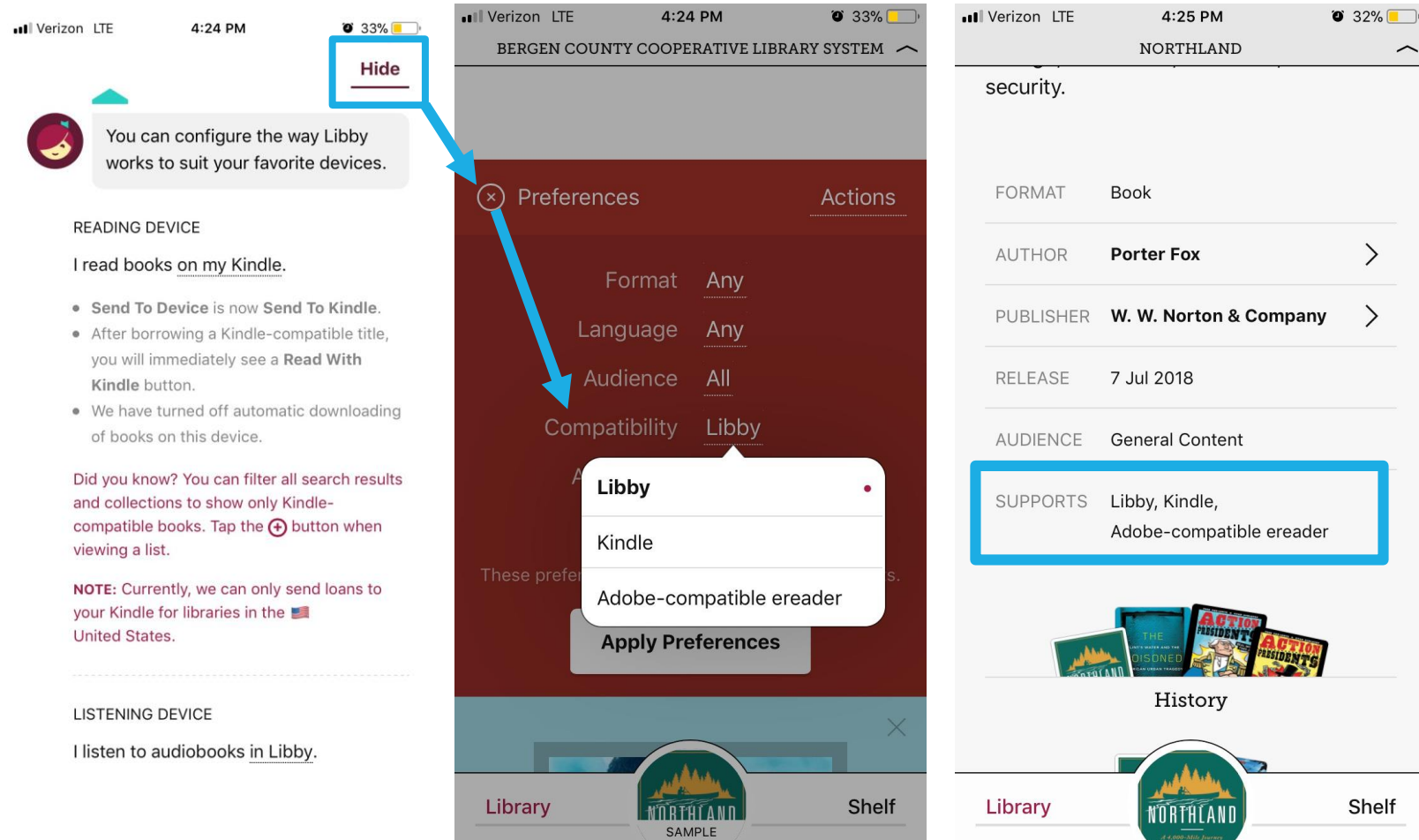
USING A KINDLE

- ❖ You can easily set up Libby to send compatible items to your Kindle.
- ❖ Tap on the Libby icon and select “Set Up Libby”. Next, tap “Select Reading Devices” then beside “I read books” tap on the underlined portion and select “on my Kindle”.



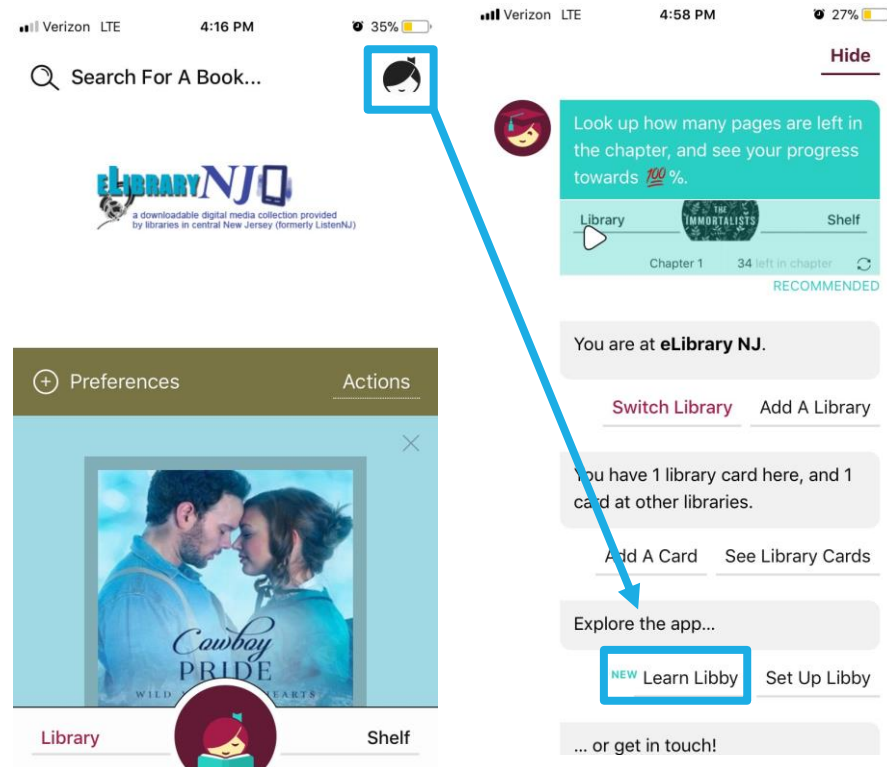
SEARCHING FOR KINDLE BOOKS

- ❖ To display only eBooks compatible with Kindle, tap “Hide” on the top right hand corner of the screen to exit out of your settings.
- ❖ Next, tap on “Preferences” and under compatibility, select Kindle. Now your search results will only display Kindle-friendly books.
- ❖ You can also tap on any eBook you’re interested in and scroll down to see whether or not the book supports Kindle devices.



USING MULTIPLE DEVICES & MORE HELP

- ❖ If you have Libby downloaded on multiple devices (ex, smartphone and tablet), your account will sync between both devices so that you can read on one device and pick up where you left off on another.
- ❖ If you need additional help or have any questions using Libby, you may contact the library (973-736-0198) or tap on “Learn Libby” in the settings menu to watch how-to videos.



thank you
for reading