# **Libby Cheat Sheet (Using Voiceover)**

## Created by: Brittany Ham, Arlington Public Library Talking Books Staff

Use these steps to guide you in the process of downloading and using Libby, Arlington Public Library’s app for ebooks and eaudiobooks. All you need is your smart phone or smart device and your library card number. If you need an Arlington Public Library card, please contact Talking Books staff at (703) 228-6333 or talkingbooks@arlingtonva.us. While each public library has their own unique collection in Libby, the process remains the same across all public library subscriptions, so if you have a library card for another library system, you will still be able to follow these instructions.

## **Downloading and Logging into Libby**

1. In the app store (for iOS) or Google Play store (for Android) on your phone you want to search for “Libby by Overdrive.” Once you have found it, download the app.
2. Once downloaded, go back to your home screen, and use voiceover to scroll through your apps until you find Libby. Double tap to open the app. Libby will give you a welcome message and then ask you “Do you have a library card?” Double tap yes.
3. Scroll through until you hear “I’ll search for a library.” Double tap yes.
4. Enter “Arlington” into the search field. Alternatively, you can enter in your zip code.
5. Double tap search. Scroll until you find “Arlington Public Library, 2100 Clarendon Boulevard, Arlington, VA.” Double tap.
6. At this point, Libby glitches and gets stuck on Arlington Public Library. You’ll need to tap towards the top of the screen until you hear “Let’s add a library card for Arlington Public Library.” You can then scroll until you hear “Enter Library Account Details.” Double tap yes.
7. Enter your card number in the card number text field. Tap go.
8. Libby then neglects to tell you you’ve successfully signed in, so you will need to tap the top of the screen again to hear “Okay, you’re signed in!” Scroll through until you hear “Next” and double tap on it. You will then hear “You are at library.”
9. Now that you’ve signed in, you won’t have to sign in again in the app – in fact, it is impossible to sign out of Libby unless you delete the app!

## **Setting Up Libby & Search**

1. Libby has two main general components: Library and Shelf. When you first open Libby, the app takes you straight to library - it will say “You are at library”.
2. While you are at library you can search or browse through items in our collection. If you scroll through, one of the first options is “Search.” Here you can enter in a specific title, author, subject, or keyword.
	1. For example, enter “Octavia Butler” into the search field.
	2. Then scroll through until you hear “Everything matching Octavia Butler.” If you scroll further, it will tell you how many books and audiobooks and how many subjects are contained in your search results. You can tap on any of these to limit your search results. For example, if you only want to search for audiobooks by Octavia Butler, tap when you hear “4 audiobooks” and your search results will be limited to audiobooks.
	3. If you keep scrolling, you’ll hear “List Preferences.” This is another way to refine your search results. If you double tap, you can choose format (book, audiobook), language, audience, supports (useful if you just want ebooks that you can send to your Kindle), availability (choose “available now” to only retrieve titles that don’t have any waiting lists), and sort by. Please note: Libby isn’t very good with pop-up menus and may get stuck when you try to change your preferences. You will need to tap towards the middle of your screen to get to the pop-up menus. Once you have set all of your preferences, scroll through until you hear “List Preferences” and double tap; this will close the preferences menu. Please note: your preferences are saved for future searches, even if you close out of Libby and reopen the app. So it’s best to set these preferences if you want to limit all of your searches.
3. Scroll through and after you hear “Refine” you will start to hear titles in your search results. Libby will tell you whether it’s a book or audiobook and the title, author and review rating for each title. Libby will also tell you if the book is part of a series (and what number it is in the series) and whether the title is available or if it has a waiting list. If the title is available, it will tell you there’s a Borrow link; if not, you will hear a Place hold link instead.
4. If you don’t have a specific title/author in mind and you would rather browse through the collection, you can go back to Library by scrolling all the way back until you hear “Back to library” button. Alternatively, you can tap the lower left corner of your screen and you should hear “Library” and you can double tap. If you keep scrolling through the library’s homepage, you’ll hear “Explore” which sends you to different lists of books based on specific audiences and subjects. If you keep scrolling past “Explore” you’ll hear a number of titles in different collections being featured by our librarians. These collections change periodically. If you keep scrolling you’ll hear “What’s New,” “What’s Popular,” and “What’s available.” You can double tap on any of those (or choose specifically audiobooks or books for each of those categories) to find more titles to browse through.
5. Once you’ve found a title that you want, next you need to check it out to your account!

## **Checking Out & Listening to an Audiobook**

1. Once you’ve found an audiobook you would like to check out, scroll through until you hear “Borrow” link. Double tap.
2. As you scroll through you will hear Libby say “You are borrowing [Title of audiobook] for 21 days.” This means that you will have three weeks to listen to the audiobook; after that it will disappear from your account unless no one is waiting in line for it, in which case you can renew it.
3. Scroll through until you hear “Borrow” button. Double tap.
4. Here Libby neglects to tell you that you have successfully borrowed the title. However, if you tap towards the top of the screen you should hear “You have borrowed [Title of audiobook] for 21 days.” Alternatively, you can tap the lower right corner of your screen and you should hear “Shelf” tab. Double tap.
5. If “Library” is where you search for titles, “Shelf” is where you can find all of the titles you have borrowed or placed on hold. You can house up to 10 loans and up to 10 holds at a time on your shelf. The first option under Shelf is Loans. If you double tap on Loans you will find everything you have borrowed.
6. Scroll through until you hear the audiobook you just borrowed. Double tap to open the audiobook.
	1. To play the audiobook, scroll through until you hear “previous chapter,” then scroll back until you hear “Play” button. Double tap to start playing your audiobook, and you can double tap again to pause it.
	2. You can also scroll up and down to discover the following menu controls:
		1. Minus 15 seconds
		2. Plus 15 seconds
		3. Start of chapter (takes you back to the start of the chapter you’re currently reading)
		4. List of Chapters: takes you to the table of contents
		5. Next chapter
		6. Place bookmark: allows you to mark a certain passage
		7. Bookmarks and highlights: allows you to see all of the bookmarks you have placed
		8. Sleep timer: allows you to set a timer for the audiobook to automatically stop playing
		9. Playback speed: allows you to increase or decrease narration speed
7. You can scroll all the way back to “Back” button to return to your loans shelf. Your audiobook will automatically return itself after three weeks if someone else is waiting in line for it. However, if you finish the audiobook and would like to return it early, you can do this by going to your loans on your shelf, finding the title you’ve finished, double tap on “Manage Loan” and scroll through until you hear “Return Early” button. Double tap until you hear “Return” button, and double tap again.
	1. To renew your title (if you can), you can follow the same process above by going to “Manage Loan” and scroll through until you hear “Renew Loan” button. Double tap, then scroll through until you hear “Renew,” and double tap again to renew it.

## **Checking Out an Ebook for Your Kindle**

Libby will not read ebooks using voiceover, so the best way to use ebooks through Libby is to send them to your kindle device – whether that’s a kindle or your kindle cloud reader with which you can use Alexa or the kindle app to read your ebooks. Here’s how you can do that:

1. Check out an ebook the same way you would check out an audiobook. Then go back to your shelf and find the ebook in your loans.
2. Once you’ve found the ebook title, scroll through until you hear “Read With” button. Double tap.
3. Libby will then ask you where you would like to read the ebook and gives you two options – Libby or Kindle. Double tap on “Kindle apps & devices” button.
4. This will then push you over to the Amazon website. Sign into your Amazon account with your email address and password.
5. Once you’ve signed in, scroll through until you hear “Deliver to: [your kindle device].” Make sure it is being delivered to the right kindle device if you have multiple Amazon devices. If it is set to the correct kindle device, scroll back to hear “Get Library Book” button. Double tap.
6. You have now sent your ebook to your kindle device, and the next time your Kindle syncs with WiFi the title will automatically appear on your device. You can also tell Alexa “Hey Alexa, read [title of ebook]” and Alexa will read the ebook aloud.

## **Placing a Hold**

1. Like a physical book from your local public library, libraries have to purchase a limited number of copies for their digital collections in Libby. This means that some titles will have waiting lists. Instead of hearing the “Borrow” link you will instead hear a “Place hold” link. Double tap.
2. Scroll through until you hear “Place hold” button. Double tap.
3. Libby neglects to tell you that your hold was placed successfully, but there is a way to check this. If you scroll back up until you hear “Back to,” double tap to get to your previous screen. Now scroll until you find the title you just placed on hold. Now it should tell you “On your holds shelf” and instead of telling you “Borrow” link or “Place hold” link it will give you an approximate wait time for your hold; for example, it may tell you “~8 weeks.”
4. Another way for you to check on your holds is to go to your shelf. You can do this by scrolling all the way to the bottom of the screen, or by tapping the bottom right corner of the screen until you hear “Shelf” tab.
5. Scroll through until you hear Holds. Double tap.
6. You will then hear a list of all of the holds you have. Each hold will tell you:
	1. The title, author, and format
	2. An approximate wait time for the hold
	3. The ability to play or read a sample
	4. The date when you placed the hold
	5. The option to “manage hold,” which will allow you to suspend the hold (freeze it until a date you specify) or cancel the hold which will release your place in line
7. You will be notified of when your hold becomes available to borrow depending on how your notifications are set up (See Other Tips & Tricks section).

## **Other Tips & Tricks**

1. Notifications: make sure you set up how you want to receive your notifications. You can do this when you open Libby and scroll to “Open Menu” button. Scroll through until you hear “Manage Notifications” button. Double tap. Then you can enable push notifications, set up email notifications, or choose not to receive any notifications.
2. If Libby gets stuck in a pop up menu or on a single option, your best bet is to tap the lower left or lower right corners of your screen to hear “Library” or “Shelf,” respectively. Those two buttons follow you on almost all the screens in Libby.