

Download eBooks, Audiobooks, and Magazines using the Libby, by OverDrive app



Step 1: Create Your Account

- You'll need: A valid Glenview Library card, an internet connection and a compatible device.
- Download the **Libby®** app from your device's app store.
- Open the **Libby®** app and tap **Find My Library**. Follow the prompts to select your library and add your library card information.
- Tap **SIGN IN**.

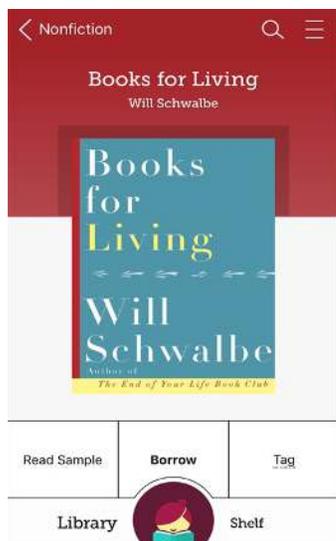
Step 2: Browse Your Library's Collection and Borrow a Title.

- Scroll down the page to browse the collection or tap **Library** in the footer to see more search options. To find a specific title, type it in the **Search** box at the top of the screen. To narrow by availability, tap the ⊕.
- Tap a book or magazine cover to select a title.
- Tap **Borrow** and your library card will display. If you would like to change your loan period for a book, tap the displayed loan period above the book cover. Tap **Borrow** again and the title will download automatically when you're connected to Wi-Fi.
- If the **Borrow** option does not display, it means the item is checked out. Tap **Place a Hold** and you will be notified when the item is available.
- After receiving notification that a hold is available, you may: **Borrow** the title within 3 days; Select **Deliver Later** to pass the hold on to the next user while keeping your place in line; or **Cancel** the hold. (over for more information)

Step 3: Read

- Tap **Open** to read or listen to your book or magazine.
- The **Title Circle** in the footer will display your most recently read title.

SEE REVERSE SIDE



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F.A.Q.

Can I access materials on my computer? The Libby app works on Windows 10 computers. For other operating systems, please see <https://help.overdrive.com/customer/portal/articles/1481729>.

What is the lending policy for Digital Library of Illinois items? You can borrow up to 10 ebook or audiobook titles at a time and choose a loan period of 7, 14 or 21 days. Access to magazine issues is unlimited for 14 days and they do not count toward checkout limits. At the end of the loan period, materials will automatically be returned.

How do I change my loan period for eBooks and audiobooks? You can change your loan period for each title before you borrow it. After you tap **Borrow**, tap the underlined loan period on the confirmation page (before you tap **Borrow** again). Then, select a new loan period for that title.

Can I return an item before its due date? If you'd like to return an item early to make space on your account, tap **Shelf** in the footer to view your **LOANS** page. Tap the item and then tap **Return Title to Library**.

What happens if I don't check out my hold on time? When a hold becomes available, it is held for you for three days. If no action is taken, the hold will be suspended for 7 days, keeping your place in line as a one-time courtesy. If no action is taken after this suspension, the hold will be cancelled automatically. There is no automatic checkout for holds.

Can I renew items? Yes. The option to renew will appear three days before a title is due. Tap **Shelf** in the footer to view your **Loans** page. Tap the item and then tap **Renew Loan**. If there are holds on the item, you may tap **Request Again** to be placed back on the holds list once your loan expires.

Can I use my account on multiple devices? Yes. Tap **Device Preferences** from the top right menu to update your preferences for downloading titles. For example, you may wish to read all eBooks on a Kindle, while listening to audiobooks on another device.

Can I keep track of titles I'd like to check out in the future? Yes. From any item's page, tap **Tag**. Tap **Shelf** in the footer to access your **Tags**.

I still need help! Stop by the Reader Services Desk or call us at **847-729-7500 x 7600**. You may also tap **FEEDBACK** in the top right menu to contact **Libby** support. For additional information and troubleshooting, go to <https://help.libbyapp.com>.

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