

# Download Library and Libby

download *Library*



## What is Download Library? What is Libby?

Download Library is a service by Overdrive which allows users to borrow library e-books and e-audio books. [Libby](#) is the app we recommend to access Download Library on a smart phone or a tablet. The great news is Libby is easy to use and there are no late fees with e-content!

## Accessing Download Library

### Ways to Use Libby

- Find and download “Libby, by Overdrive”
  - [Apple App Store](#)
  - [Google Play Store](#)
  - Note: The [Overdrive App](#) works with older version of Windows.
- Open Libby in a [Web Browser](#)

### General Login

- Enter your [Library Card Number](#) and search for the Kitchener Public Library.
- The app saves your login information. You will only be asked to enter login information if your library account expires or if you open Libby on a new device.

## Using the Libby App

### Browsing and Borrowing

- Browsing
  - Use the “Library” tab on the lower left to view the collection.
  - Search (magnifying glass at the top): type author, title or keyword.
  - Explore: Tap the “Explore” button on the green menu bar to bring up collections (New, Popular and Currently Available) or browse by subject.
- Filtering
  - Use the “Preferences” button (with a + sign) on any of the browsing screens to filter by format, language, audience, and availability.
  - Use the “Refine” button to sort search items using the categories.

- Borrowing
  - Available titles will show a “Borrow” button (simply click it to borrow).
    - Change the borrowing period (7, 14 or 21 days) by choosing “days” under the book title.
    - Choose the red “Borrow” button to automatically download.
  - Unavailable titles will show “Place a Hold” (click it to join the waitlist).
- Hold Redelivery
  - When a hold becomes available, there is now the option to borrow it or have it delivered later. The “deliver later” option keeps you at the front of the wait list but passes that copy of the title to the next person in line. This feature gives you more control over your holds, so you can borrow and read when it’s convenient for you.
- Using Your “Shelf”
  - Use the shelf (bottom right) to view your loans, holds and more.
  - To return a book, select the square next to the due date. Choose “Return Early”.
  - To check hold times, tap “Holds” and wait time displays beside the book cover.

## Reading and Listening

- Reading
  - Choose “Open Book” to start reading.
  - Swipe left and right to flip pages of the e-Book.
- Listening
  - To start an e-audiobook, select the triangle “Play” button in the screen’s center.
  - To pause the book, select the two horizontal lines in the same place.
- Navigating an e-book or e-audiobook
  - The three horizontal lines button in top right will bring up a menu:
    - Return to shelf: select the back button
    - Search: select the magnifying glass
    - Bookmark: select the bookmark button
    - Settings: update your reading settings such as font type, size and contrast. Dyslexia friendly font is available!
  - The grey bar at the bottom of the screen allows for moving quickly through the book by pulling the circle left and right.

## Important Notes

### Borrowing Limits

- Each member can borrow 20 items and hold another 15 items at once
- Digital loans have limits, just like typical library items: once all copies of a given title have been checked out, holds will be placed for those items (but don’t worry, Download Library remembers your place when you re-borrow unfinished items).
- Multiple cards can be loaded on the same device, and users can switch between cards. This works well for families and for individuals who have accounts at a few libraries.

### Videos

- The Download Library has some video content. To see this content, you will need to use the [Overdrive Web Browser](#).

## Downloading Rules

- You can manage how Libby saves items on your device. This is helpful if the device has a small memory or you don't want to use up cell phone data. This [download help page](#) has more information.

## Syncing

- If you login on multiple devices, your items will sync. Materials you have checked out as well as last reading position should match up. This sometimes takes more time if the device is connecting again to the internet.

## Notifications

- Change notifications by clicking the Libby icon (top right), then “Manage Notifications”.

## More Help

### Libby

<https://help.libbyapp.com/index.htm>

### More Databases

[www.kpl.org/databases](http://www.kpl.org/databases)

### Library Staff Support

Call us at 519-743-0271 or email [askkpl@kpl.org](mailto:askkpl@kpl.org)

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