OverDrive & Libby

Overdrive is a digital collection of ebooks, audiobooks and magazines. Libby is the app that allows you to access these titles on compatible devices. Using your library membership, you can access and download titles for free, wherever you are.
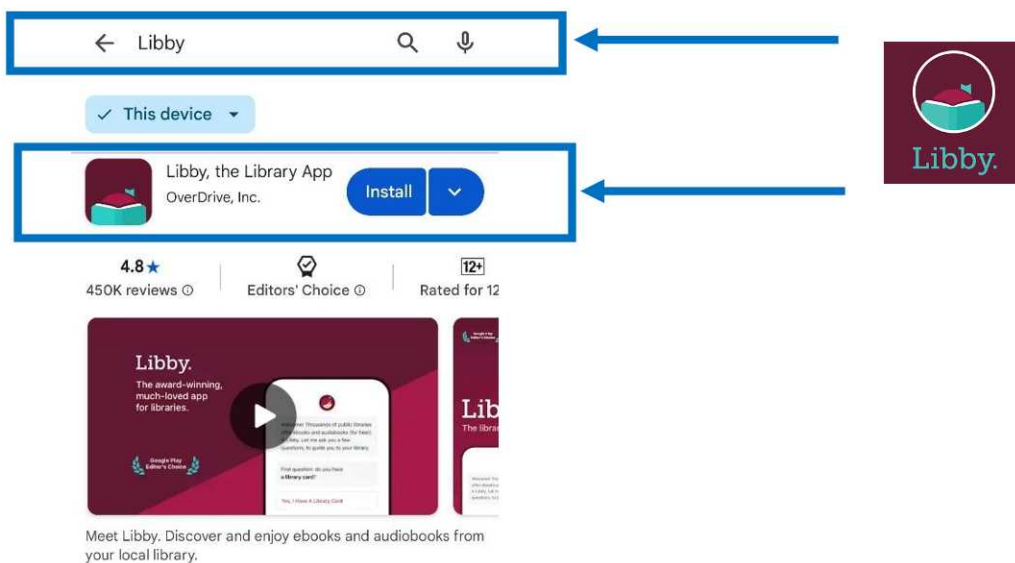
Quick facts:

- You will need a **Greater Dandenong Libraries Membership** to use OverDrive and Libby.
- You can borrow up to **10** items at a time
- Your loan period is for up to **21** days
- You will never have overdue items – they will simply expire once your loan period ends
- The **Libby app** can be installed on Android, Apple/iOS, Amazon Kindle Fire tablets and Chromebooks
- If you can't install the Libby app on your device, you can access Overdrive/the Libby website on your device's browser

Springvale Library
Springvale Community Hub,
5 Hillcrest Grove, Springvale
Dandenong Library
225 Lonsdale Street, Dandenong

1300 630 920
CGDlibraries@cgd.vic.gov.au
libraries.greaterdandenong.vic.gov.au

TTY: 133 677
Speak and listen: 1300 555 727
Online: relayservice.gov.au
TIS: 13 14 50

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Downloading the App –
Downloading Libby

1. **Find** and **Tap** on the **Play Store** icon on the Android phone/tablet, or the **App Store** on iOS.
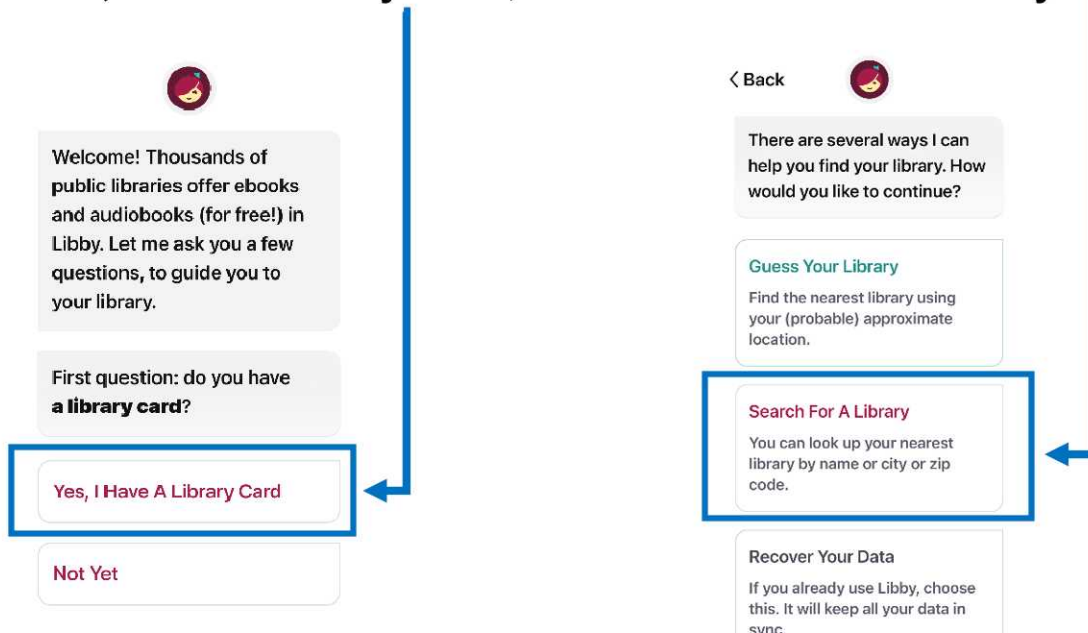
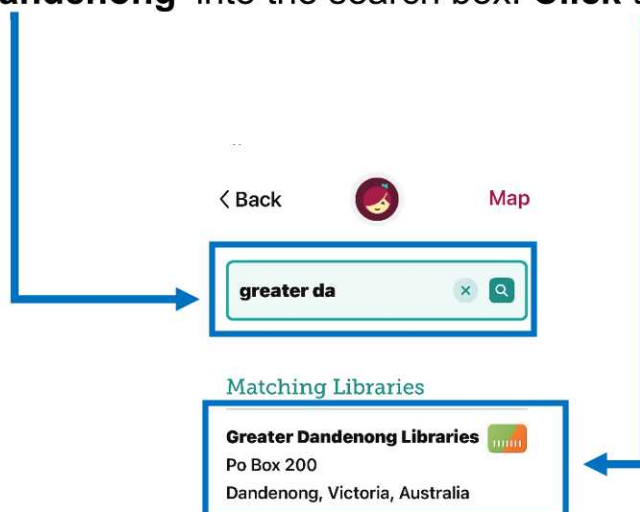2. **Type** in the name of the **App** in the search bar: ie, 'Libby'.

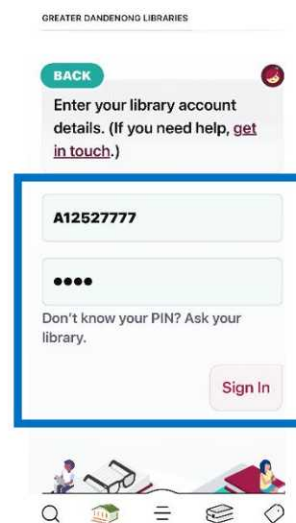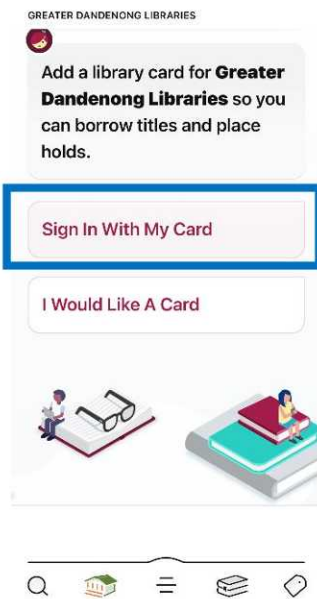3. Click **'Get** or **'Install'**.

4. To sign into Libby with your library membership for the first time, open the app, click '**Yes, I Have a Library Card'**, then click '**Search for a Library**'.

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, I Have A Library Card

Not Yet

‹ Back

There are several ways I can help you find your library. How would you like to continue?

Guess Your Library
Find the nearest library using your (probable) approximate location.

Search For A Library
You can look up your nearest library by name or city or zip code.

Recover Your Data
If you already use Libby, choose this. It will keep all your data in sync.

5. Type '**Greater Dandenong**' into the search box. **Click** the matching library.

‹ Back   Map

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Matching Libraries

Greater Dandenong Libraries
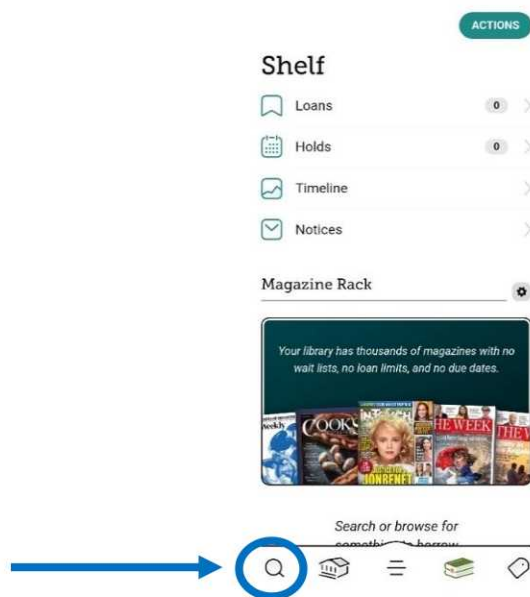Po Box 200
Dandenong, Victoria, Australia

6. Click '**Sign in with My Card**' and **enter** your library membership/account details. Click '**Sign in**'.
(Forgotten your PIN? For a PIN password reset, you will need to contact the library – give us a ring on **1300 630 920**.)
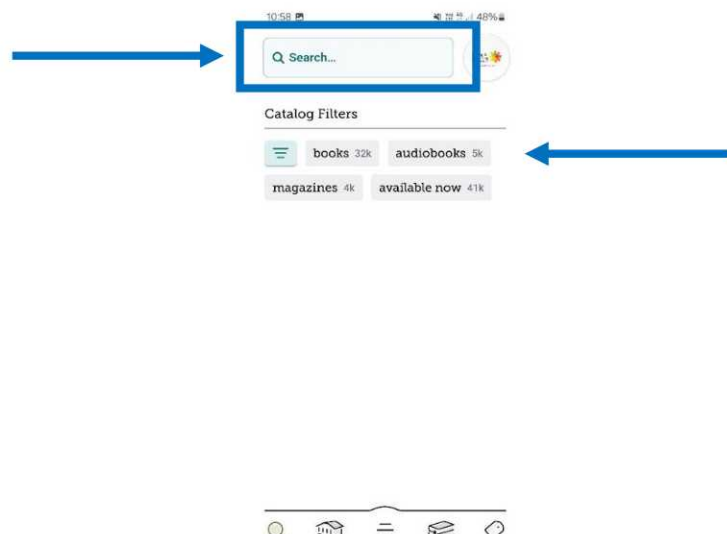
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Borrowing

1. After opening the Libby app, **search** or **browse** for something to borrow by hitting the '**Search**' icon (magnifying glass).
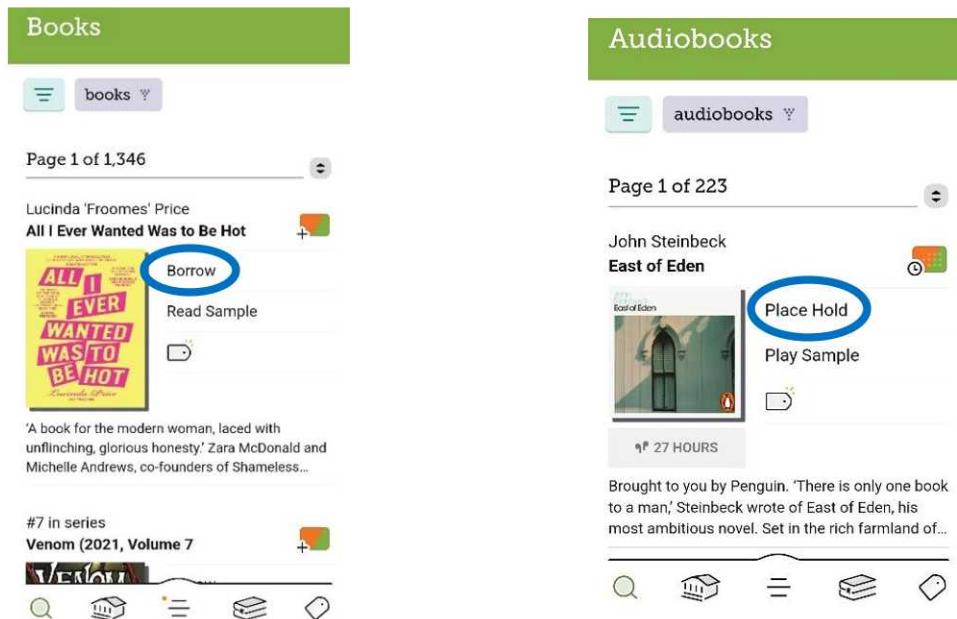

2. **Type** the author or title into the search box. Alternatively, use the '**Catalog Filters**' to browse more generally (e.g., to broadly search for 'audiobooks', simply click the 'audiobooks' filter).
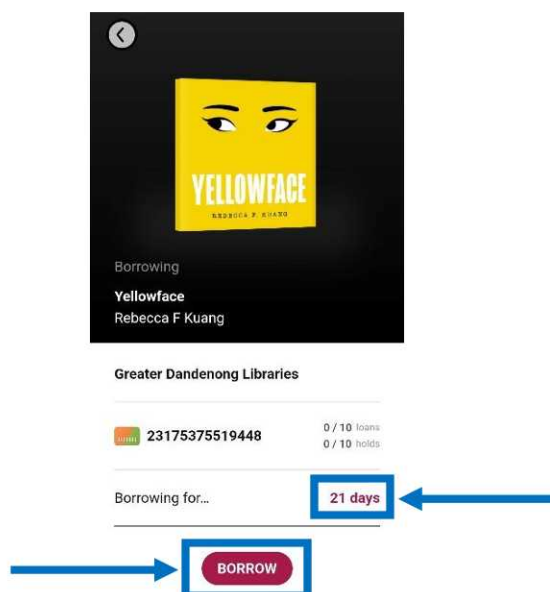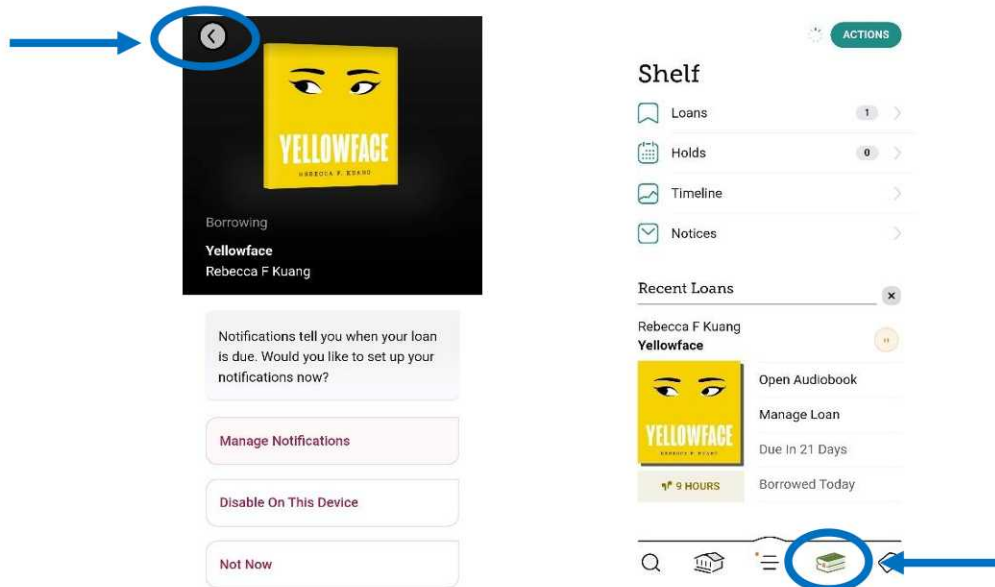
3. Once you have selected an item you wish to borrow, you will either have the option to click '**Borrow**' (if the item is available for you to download immediately) or '**Place Hold**' (if the item is currently *unavailable* and you wish to place a hold on it to access it later – see **Holds** section).
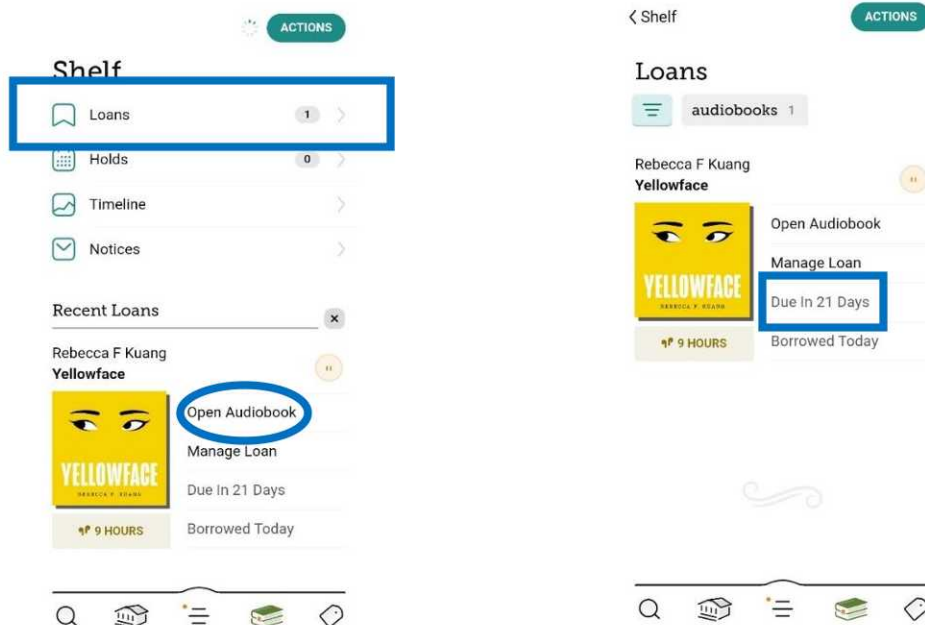

4. Once you've clicked '**Borrow**', you can select the amount of days you wish to borrow the item for (it will default to 21 days, the maximum loan period). Click '**Borrow**' again.

5. After borrowing, click the return arrow in the upper left corner or the books icon on the bottom tab to return to your '**Shelf**'.
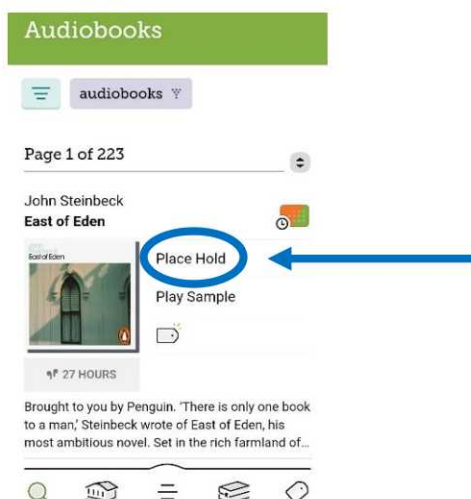

6. You can view your current loans (and holds) through the '**Shelf**' page, accessed via the books icon. Click on '**Loans**', then '**Open Audiobook**' or '**Open Book**' to start listening to or reading your loan.
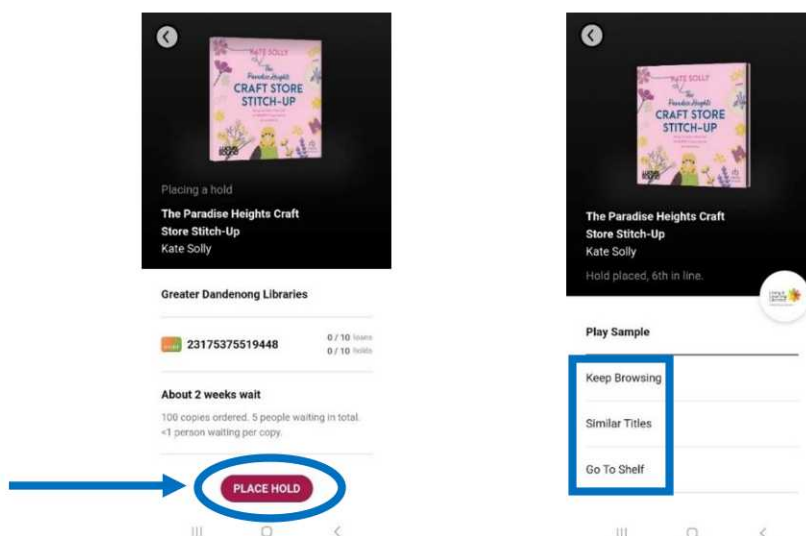
Holds

1. If the item you want is out on loan already, you can **place a hold** on it. This will ensure you get notified when it is ready for you to access. You will know that an item is unavailable for you to borrow immediately as it will only show '**Place Hold**' as an option. **Click** this to place a hold.
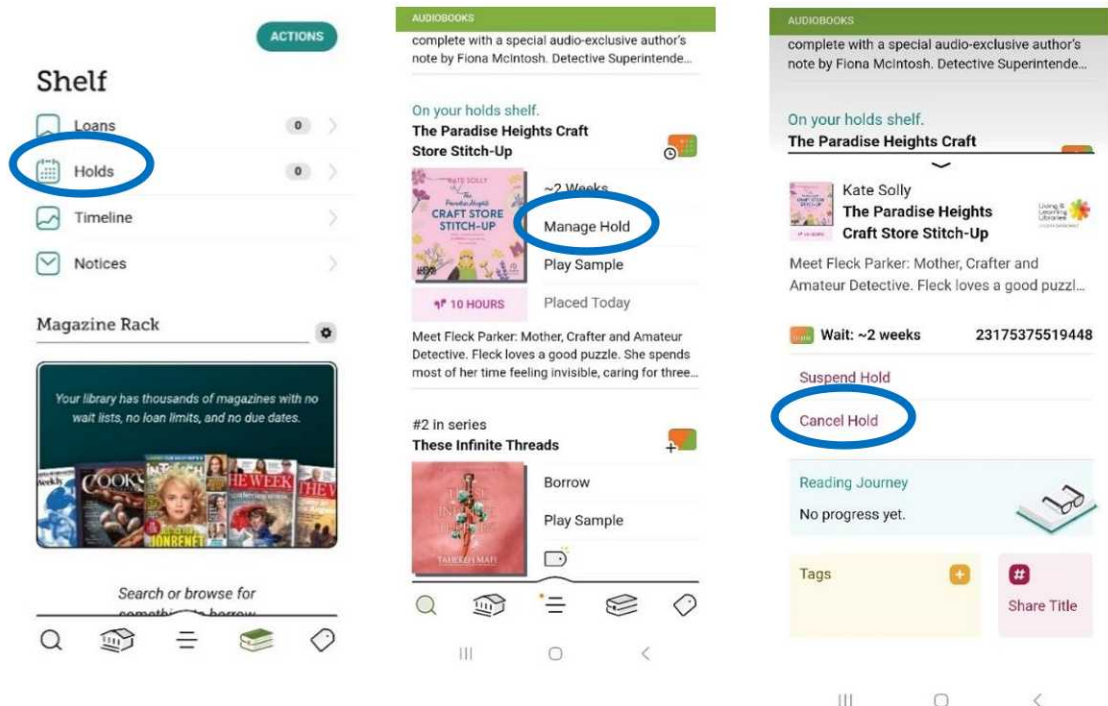

2. You will be shown the estimated wait time for the item. If you wish to continue, click '**Place Hold**' again. You can then '**Go To Shelf**' to view your loans and holds or '**Keep Browsing**' to continue searching for items.
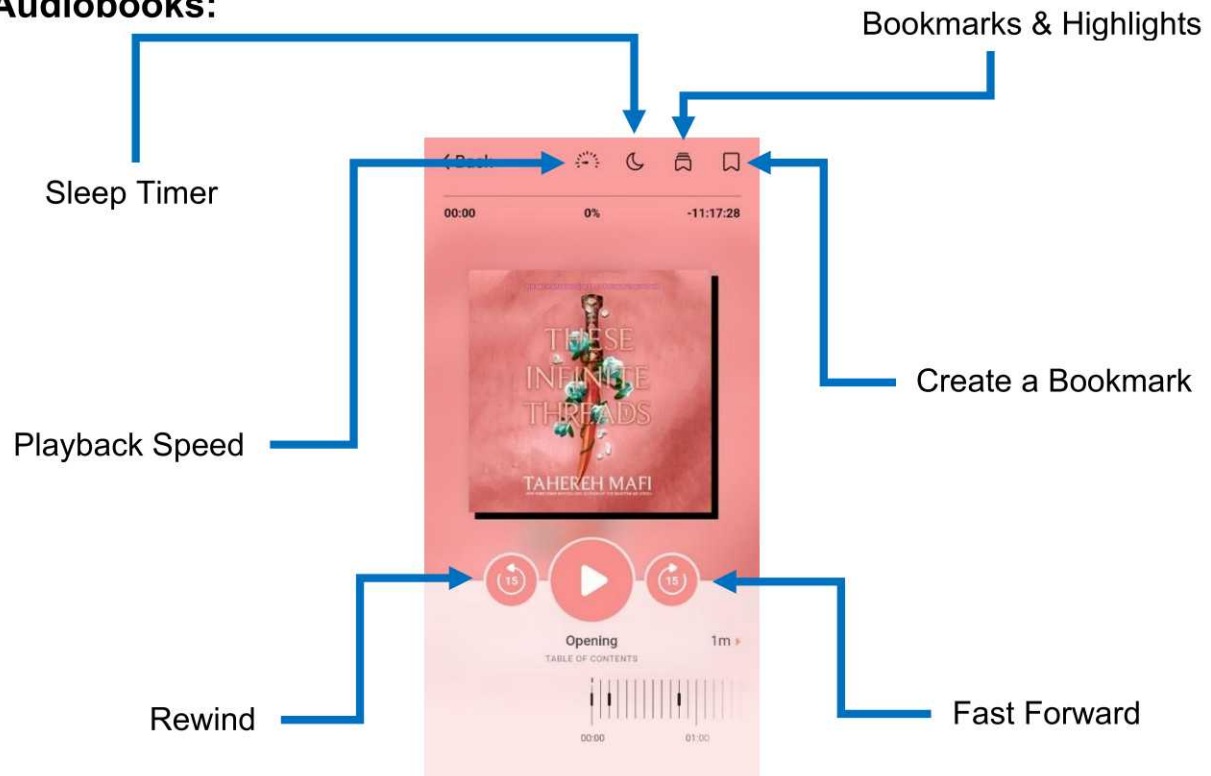
3. To cancel a hold, go to your '**Shelf**' (the books icon) and click '**Holds**'. Click '**Manage Hold**' and then '**Cancel Hold**' to remove your hold on the item if you no longer require it.
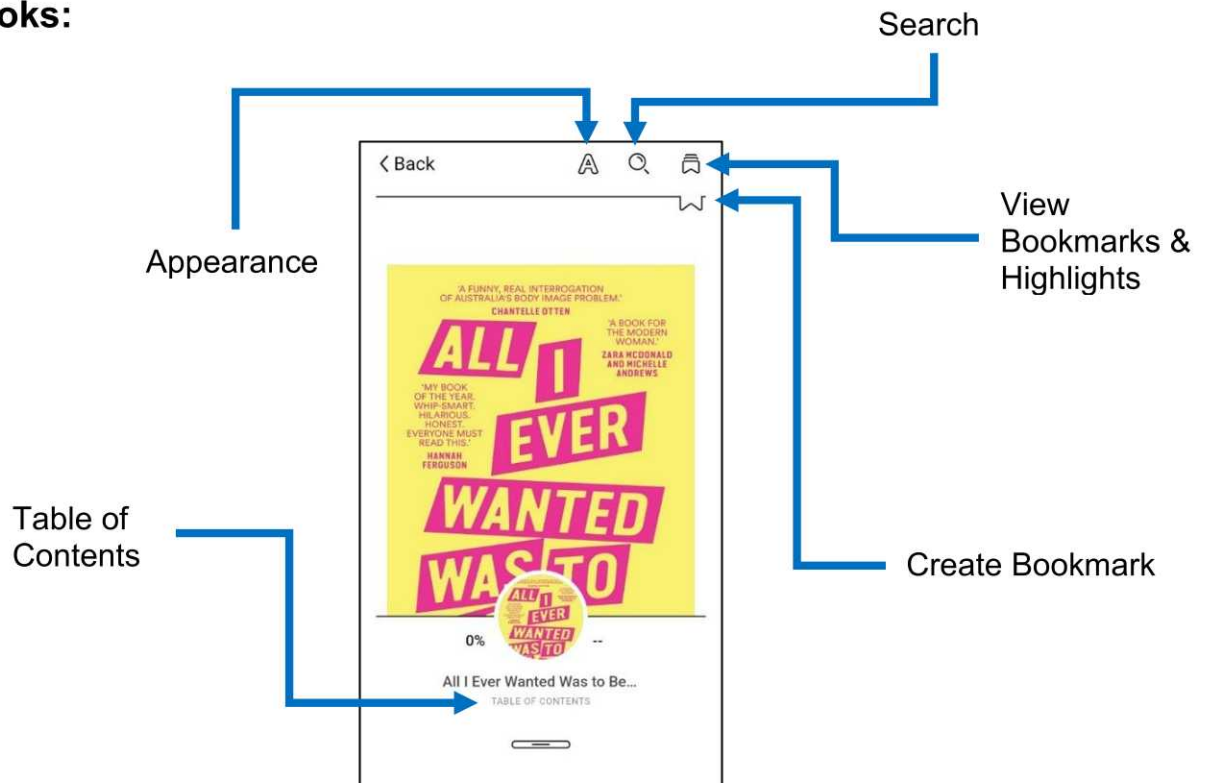
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Adjusting Settings

Audiobooks:

Sleep Timer

Bookmarks & Highlights

Playback Speed

Create a Bookmark

Rewind

Fast Forward

- **Playback Speed:** Slow it down or speed it up via the Playback Speed option.

- **Sleep Timer:** Want to drift off to the story? Tap the **Sleep Timer** and select your preset (e.g. 30mins). Your sleep timer choice will be saved (except for 'End of Chapter' option). You can now tap the Sleep Timer icon <u>once</u> to switch on, and <u>twice</u> to change the timer or switch it off.

- **Bookmarks & Highlights:** To add a note to a bookmark or highlight, click the **Bookmarks & Highlights** icon, then select the bookmark or highlight you wish to add a note to. Then click **Make a note**.

- **Create a Bookmark:** To create a bookmark, **tap** the **Bookmark** icon. To create a highlight, <u>tap and hold</u> the icon down for the length of the audiobook you wish to highlight.

Ebooks:

Search

Appearance

View Bookmarks & Highlights

Table of Contents

Create Bookmark

< Back

All I Ever Wanted Was to Be...
TABLE OF CONTENTS

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- **Appearance:** This icon allows you to change the visual aspects of the book. To enlarge or reduce the size of the font, click '**Appearance**', then slide the '**Text Scale**' bar higher or lower to suit your needs. You can also change the screen lighting, alternating between '**Bright**', '**Sepia**' and '**Dark**'.

- **Search:** To find a passage or specific phrase in the book, <u>click</u> the '**Search**' icon, <u>type</u> the phrase into the search bar and <u>click</u> the magnifying glass to search for it.

- **Bookmarks & Highlights:** To add a bookmark to the page you're on, simply click the '**Create Bookmark**' icon. View your bookmarks by clicking the '**Bookmarks & Highlights**' icon.

- **Table of Contents:** Navigate through the contents of the book by clicking 'Table of Contents' and selecting the relevant chapter.