Getting Started
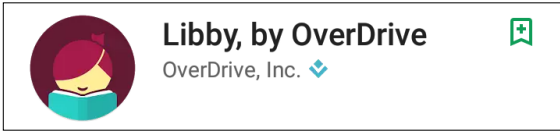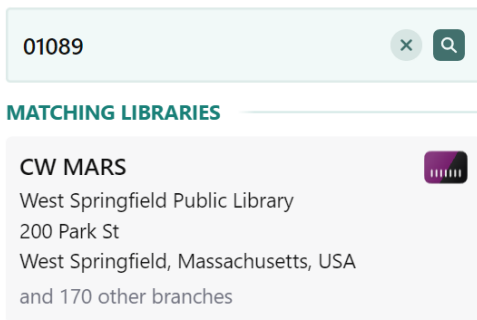
In your app store, search for the free **Libby by Overdrive** to download and install.

Libby, by OverDrive
OverDrive, Inc.

Use Libby's **Search for a Library** or **Guess My Library** feature to look up your library.

01089

MATCHING LIBRARIES

CW MARS
West Springfield Public Library
200 Park St
West Springfield, Massachusetts, USA
and 170 other branches

Confirm that you are a CW MARS library patron, and then use your library card number and password to finish signing in.

You can search or browse for titles you'd like to borrow, and you may have the option of borrowing for up to 7, 14, or 21 days, depending on the item.

Borrowed items appear on your shelf and will download automatically over WiFi (this can be changed in your settings).

On your shelf, tap **loans** to see borrowed items, and then you can choose how to read or listen to your item or tap **manage loan** to see renewal options or return an item early (this makes it available for other patrons!).

Libby's Menu Options

Libby's menu options are at the bottom of your screen and let you explore all of the functions of the app:

🔍 - Search for items by titles, authors, subjects, keywords, etc

🏛 - Opens your library's collection for browsing the catalog of digital items

☰ - Tap this to open a menu of features, including: managing notifications, seeing your saved library cards, adding a library, accessing FAQs and help, and settings for your account.

📚 - See your current loans and holds

🕐 - See your borrowing timeline

Placing Holds

If an item is not currently available, you can Place it on hold and be notified when it is available (see your **settings** to adjust how you receive notifications from the Libby app).

When a held item is available, go to your shelf 📚 and your **holds**. You can borrow the item right away, cancel it, or redeliver the hold at a later date. If you do not take action on a hold within the 3 days, it will be automatically rescheduled one time for a later delivery, and you'll receive another notification to let you know when the item is ready again.

Tips & Tricks

- All CW MARS libraries use the same digital catalog - you only need one library card to access all the available items in our network.

- If you would like to add multiple cards to Libby for multiple family members, tap ☰ and then **Cards +** under *Your Libraries*. Tap **Add Another Card** and follow the prompts.
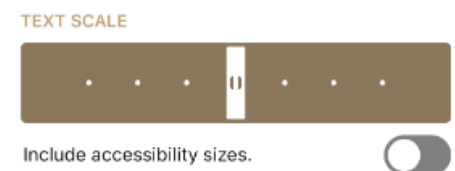
- E-books and e-audiobooks also appear in the regular library catalog alongside physical items, so be sure to check the format when browsing or searching there as well.

- There are accessibility settings in Libby that can be adjusted to make reading more comfortable. When a book is open, tap in the center of the screen and then tap Ⓐ.

Change the lighting by tapping **Sepia** or **Dark** under lighting (if your device is already in a dark mode, Libby will automatically adjust).

LIGHTING
BRIGHT   SEPIA   DARK

Font size can be adjusted using the slider, and additional accessibility sizes can be toggled on if needed.

TEXT SCALE
Include accessibility sizes.

Libby FAQs

How do I get my username and password?
Your username is your CW MARS library card number, and your password is the same one you use with the library catalog.

If at any point you have changed the username and password for your account, you will use the same credentials for Libby. If you don't know that information, your local library staff can help.

Do I need an internet connection?
Only to browse the catalog and to download, which can be set to automatic over WiFi. See your **Settings** for more.

What happens when a title expires?
The titles will automatically return themselves - no action is needed on your part, and no late fees will ever accrue.

What if I don't finish my book?
The app will remember your place! Simply check out the title again to resume reading. In your settings, you can change how many past titles are remembered.

Can I renew a book?
If a renewal is available for your item, the **Renew** option will appear a few days before the due date. Go to your **Loans**, tap **Manage Loan** for the item you want to renew, and then tap **Renew**.

Libby App Compatibility

Libby is compatible with devices that are running:

- Android 5.0 or higher
- iOS 10 or higher
- Windows 10

For Chromebooks, Windows, or Mac computers, you can use Libby in your web browser at **libbyapp.com**.

Reading on Kindle

Most borrowed books can be read on Kindle with a few extra steps:

Tap the shelf icon (📚)
to go to your bookshelf, then tap **loans**.
Tap **Read with…** and select **Kindle**.

You'll be directed to the Amazon website to finish borrowing the book. Sign into your Amazon account, verify the "deliver to" device, and tap **Get Library Book**.

Contact your local library staff with any further questions or concerns about accessing Libby or your library account.

For technical assistance, visit **help.libbyapp.com** for FAQs and assistance with troubleshooting.

Borrow ebooks, audiobooks, and more!

Libby
by Overdrive