

# Tech Tips: OverDrive & Libby

## OVERVIEW

OverDrive is a web platform for e-books, e-audiobooks and digital magazines available for free through Vaughan Public Libraries. It uses the mobile app Libby. You will need an internet connection, a Vaughan Public Library card and PIN log in to download titles. Once titles are downloaded into the Libby App, you do not need an internet connection to read or listen to the items.



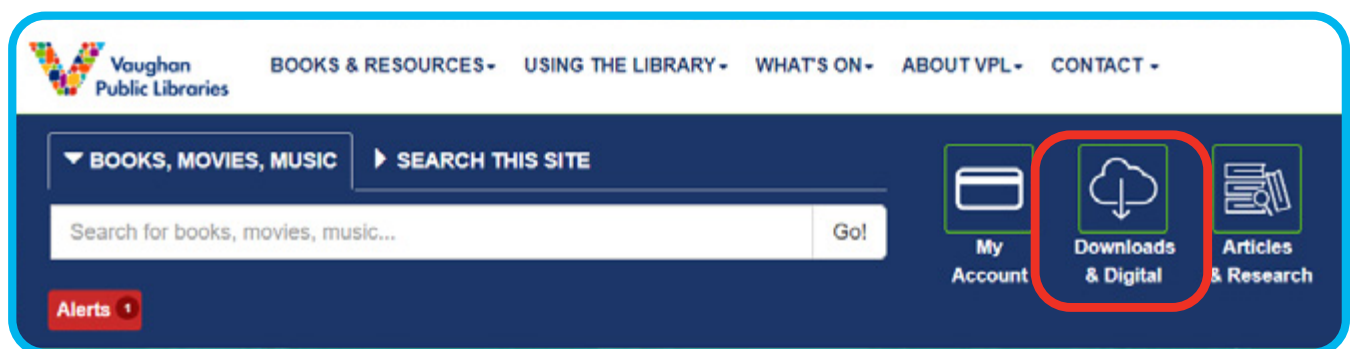
**OVERDRIVE**



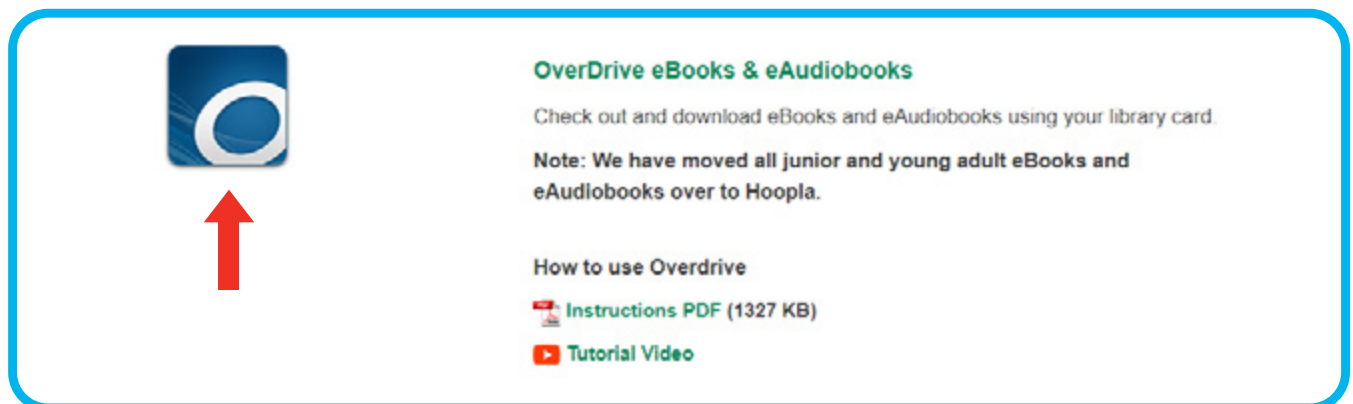
**LIBBY APP**

## BROWSER

- 1 Go to the Vaughan Public Libraries homepage: [www.vaughanpl.info](http://www.vaughanpl.info) and click on 'Downloads & Digital.'

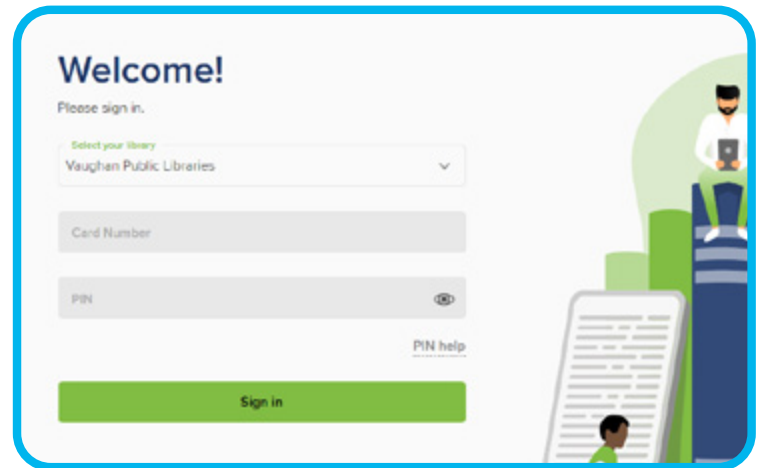


- 2 This will take you to 'eBooks & eAudiobooks resources.' Scroll down to find and click on the OverDrive icon.

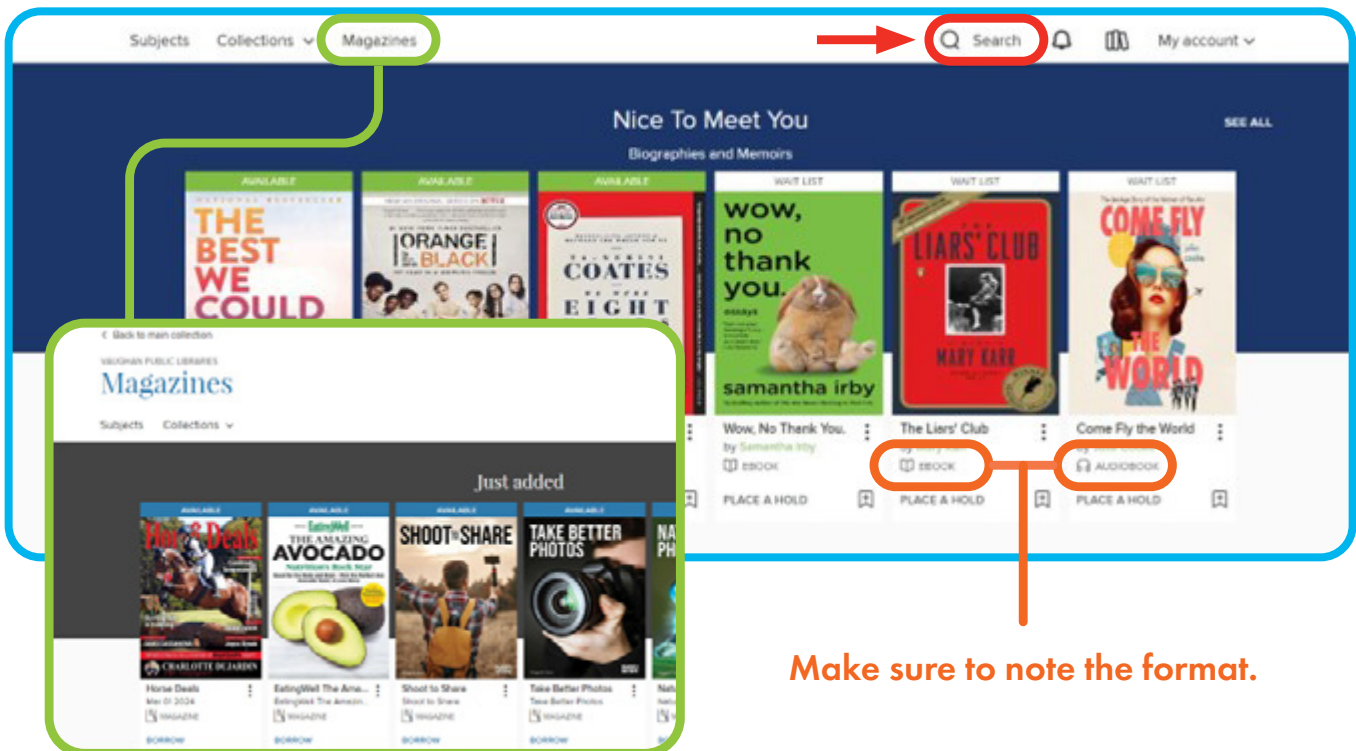


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- 3 OverDrive will open in a new browser tab. On the top right corner, click 'Sign In'. This will take you to a login screen. Select 'Vaughan Public Libraries' from the drop-down menu. Then type in your library card number and your PIN.

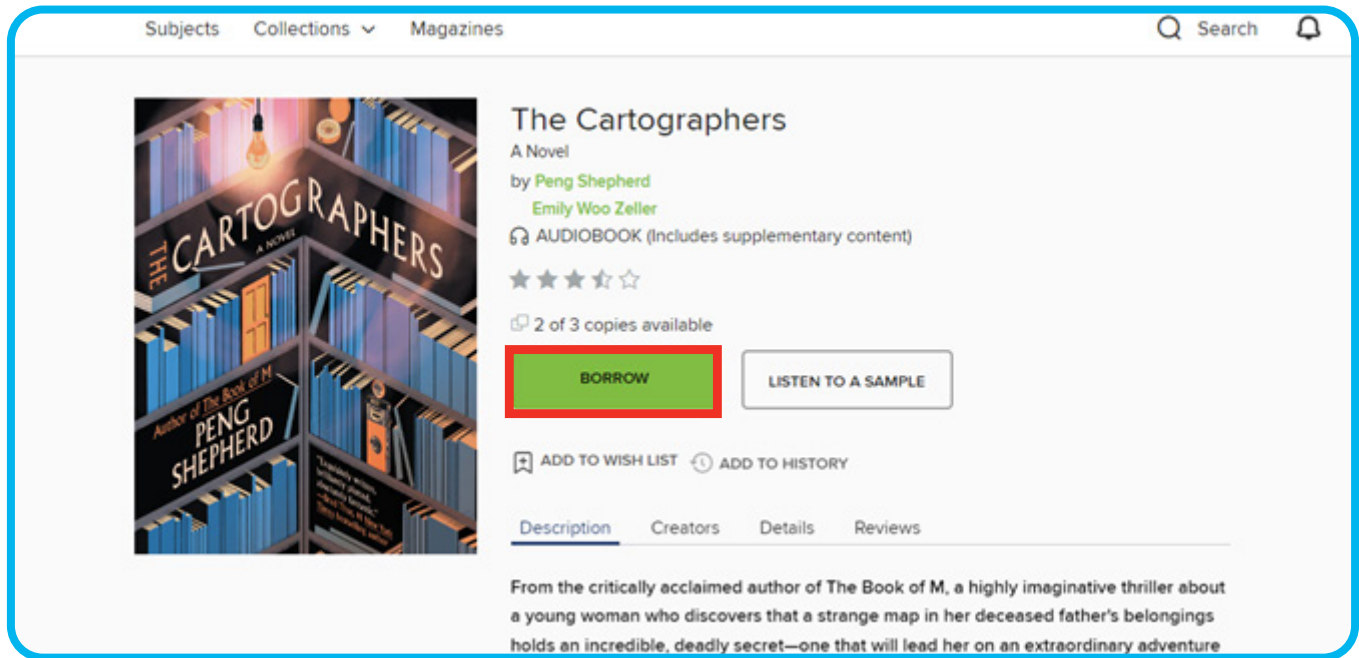


- 4 Once signed in, you can browse OverDrive's e-book, e-audiobook or magazine collections, or search for a specific title.



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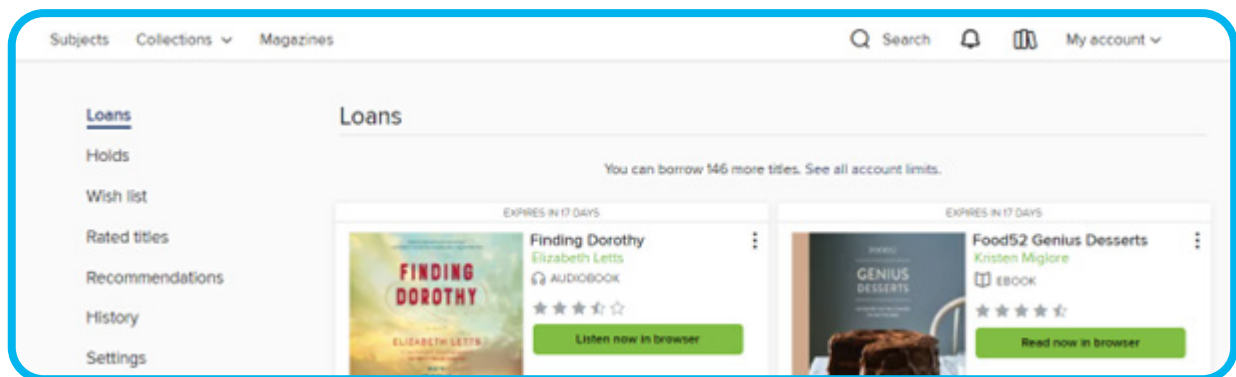
- 5** To check out a title or to place a hold, click on the cover image. If the book is available, click 'Borrow.' If all copies are checked out, click 'Place a Hold.'



- 6** To access your checked-out items and manage your holds, click the bookshelf icon at the top right of the page.



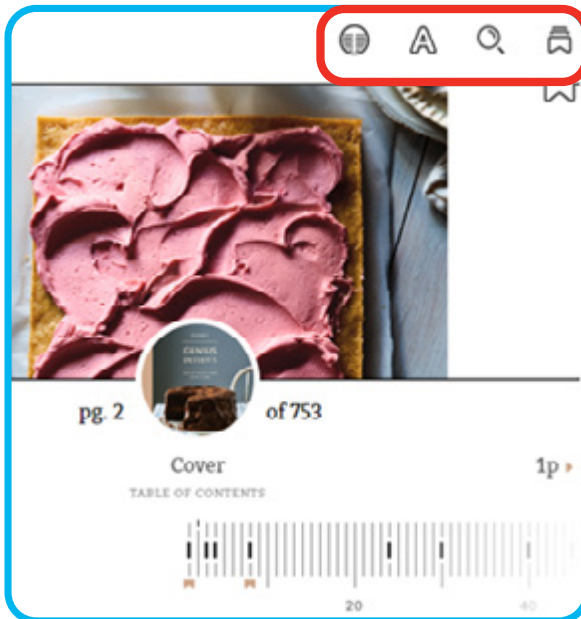
- 7** This brings you to your Loans page where you can find checked-out titles. From the menu on the left-hand side, you can also access your Holds.



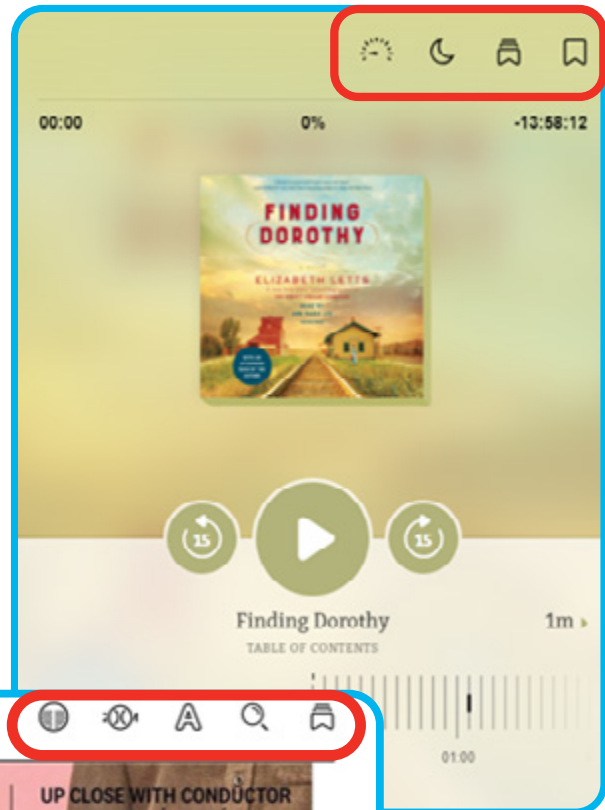
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- 8** Once you click 'Read now in browser', the checked-out item will appear in a new tab. The menu bar on the top allows you to adjust your viewing or listening preferences and save your progress. To flip through pages, use the table of contents at the bottom of the screen or the arrows on your keyboard.

### E-books



### E-audiobooks

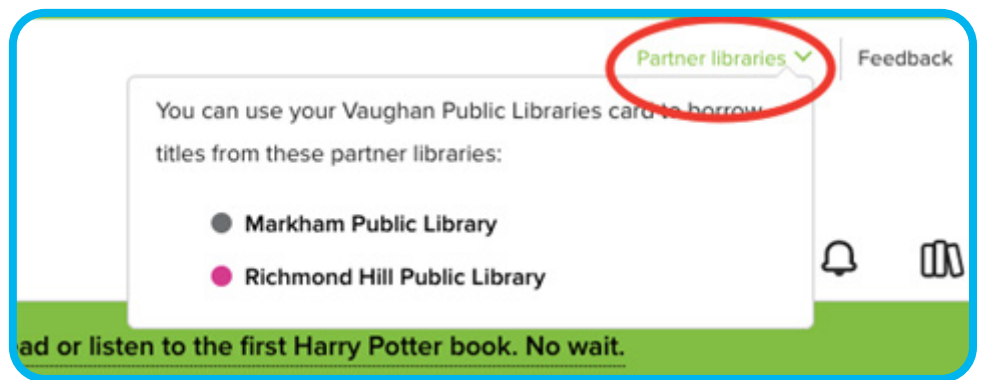


### Magazines

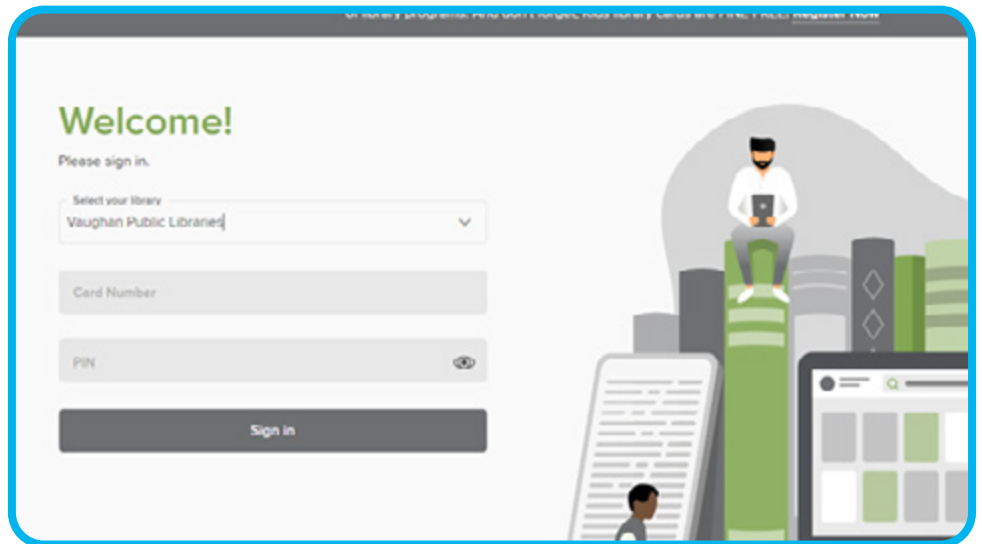
## PARTNER LIBRARIES ON BROWSER

Your VPL card also gives you access to Markham Public Library and Richmond Hill Public Library's OverDrive collection! You may borrow any item that is available, although holds are not permitted.

- 1 To switch libraries, click 'Partner Libraries' at the very top of the page. All check out procedures are the same.



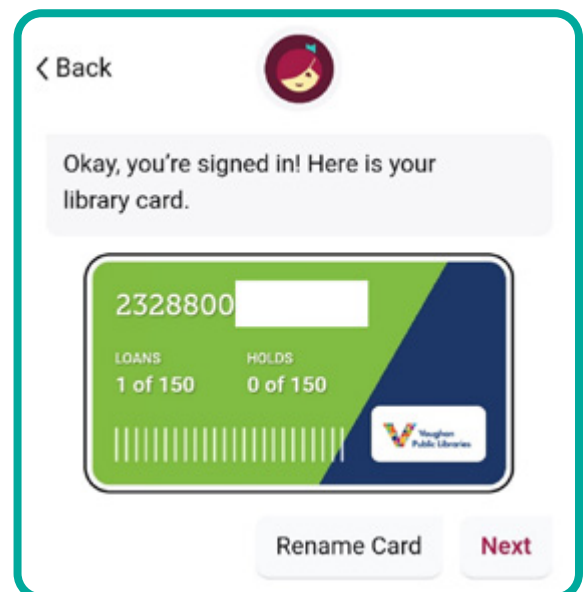
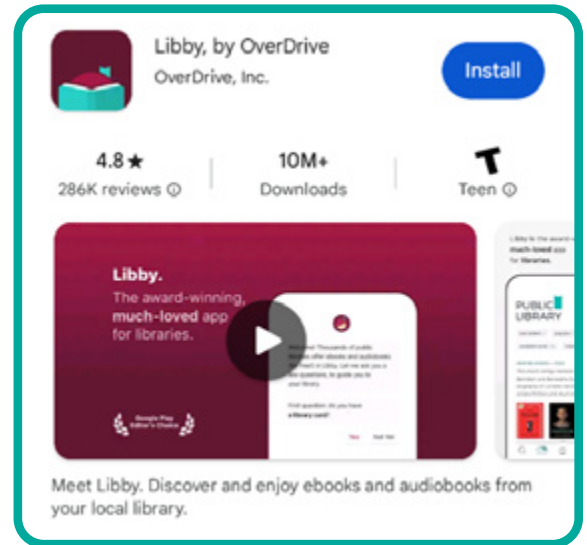
- 2 Tap 'Sign in' and enter your Vaughan Public Libraries details to log in.





## LIBBY

- 1 Download the Libby app in Play Store for Android or App Store for Apple.
- 2 The app will guide you through setting up your account. Select the following options:
  - i. When asked “Do you have a library card?” select ‘Yes’
  - ii. Select ‘I’ll Search For A Library’
  - iii. Type Vaughan Public Libraries in the search bar and select it
  - iv. Select ‘Enter Library Account Details’
  - v. Type in your library card number, and then your PIN. Tap ‘Sign In’. You should see a picture of your library card. Tap ‘Next’ to complete set up.



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**3** You are now set up! On the bottom of the screen, you will see a menu to help you navigate the app.



**Search** – allows you to search for titles using keywords and filters



**Library** – allow you to browse and search for content from your library's OverDrive collection



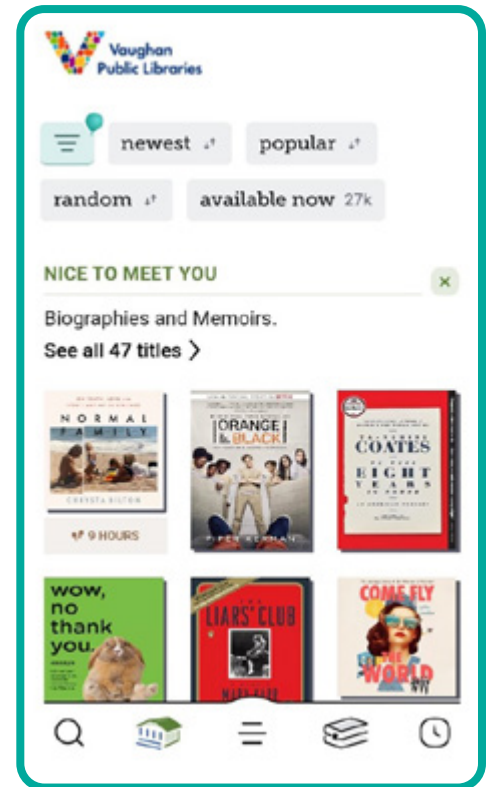
**Settings** – leads to settings, notification preferences and security



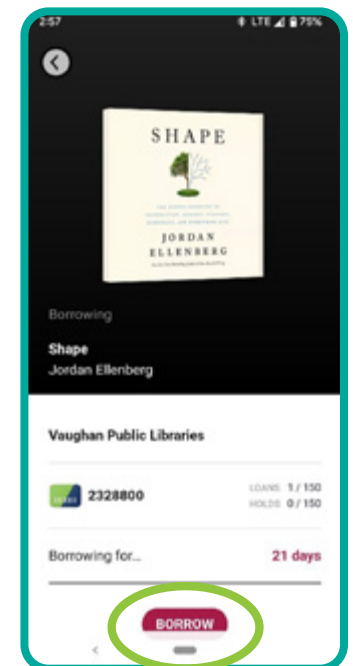
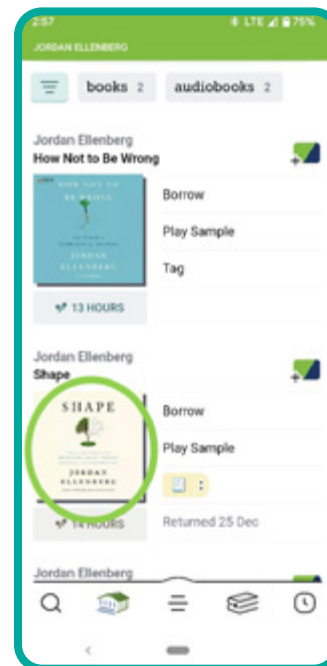
**Shelf** – leads to items you borrowed or placed on hold



**Activity** – shows you a timeline of your borrowing history

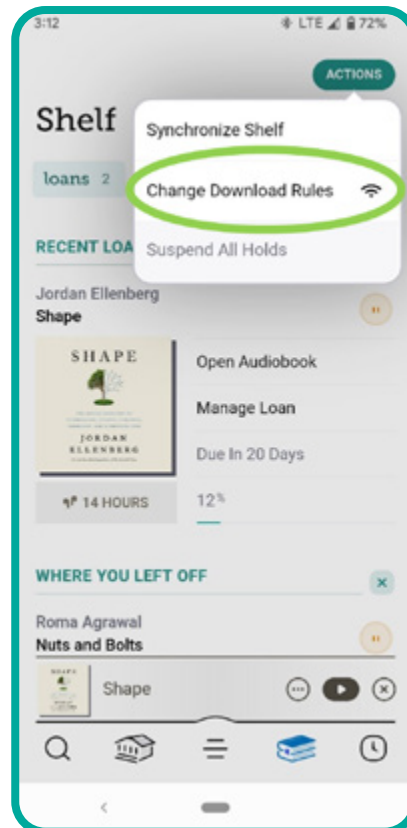


**4** To check out a title, tap on the cover image. Then, tap 'Borrow'.



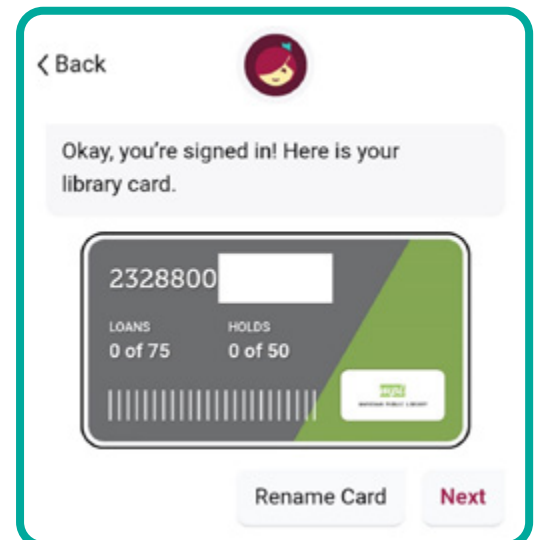
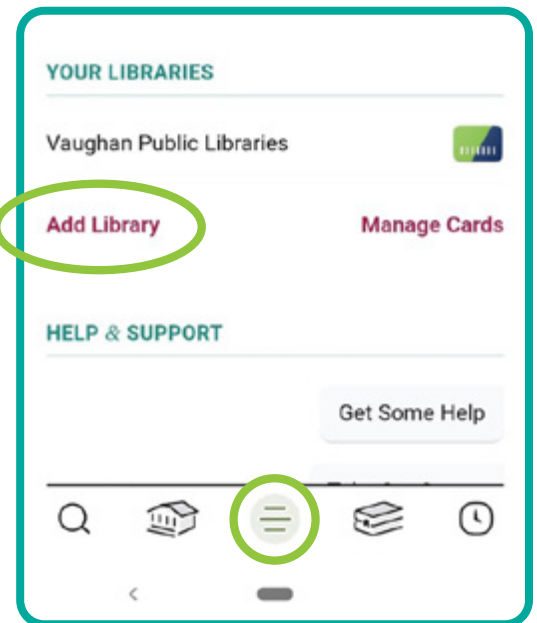


- 5 Libby automatically downloads titles to your device, which allows you to read or listen while offline. To change this feature, tap the 'Actions' button on your Shelf page. Then tap 'Change Download Rules' to select your preferences.



# PARTNER LIBRARIES ON LIBBY

- 1** From the main menu, tap on settings and then select 'Add Library'.
- 2** The app will guide you through adding a partner library. Select the following options:
  - i. Search for the partner library by name and select it from the results.
  - ii. Choose, 'Sign in with my library card'
  - iii. When asked, 'Where do you use your library card?' select Vaughan Public Libraries. It should be listed under Partner Libraries.
  - iv. Enter in your card number and pin. Click 'Next' to begin borrowing.



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- 3 To switch between library collections, go to the settings from the Libby app and choose the library you wish to browse.

