



The CW MARS OverDrive Collection

Libby App Instructions

For Apple & Android Devices

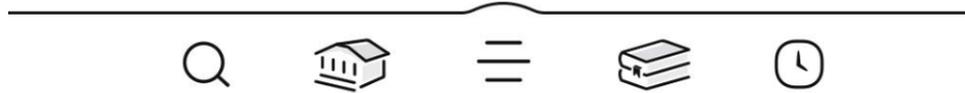
The Libby app is a one-tap reading app for borrowing digital books, magazines and audiobooks from the CW MARS OverDrive Collection. Whether you are a new user or a current OverDrive app user interested in a new reading experience, give Libby a try!

Download and Set-Up the Libby App

1. Search for Libby, by OverDrive in your device's App Store.
2. Install the Free App. When it has finished installing, tap **Open**.
3. Libby's first question is do you have a library card? Tap **Yes**.
(If you do not have a library card, just stop by the Circulation Desk! Bring proof of your current address and a photo id.)
4. The next step is to add the Harvard Public Library as a library in the app. Tap **Search For A Library**. Type in **Harvard Public Library**. Tap on **CW MARS – Harvard Public Library**.
5. Next, tap **Sign in with My Card**.
6. The next screen will ask where you use your library card. Select **CW MARS Patrons**.
7. Enter your Harvard Public Library card number (the barcode on the back of your card – enter with no spaces and if it begins with a "D" use a capital D).
8. Enter your library PIN. If you don't know what your pin is, it is usually set to the last four digits of your phone number. If that doesn't work, call the library to reset your pin.
9. Tap **Sign in**.
10. A message will pop up, stating that you are signed in. Tap **Next**. You will be taken to Libby's home page, where you can begin to browse.

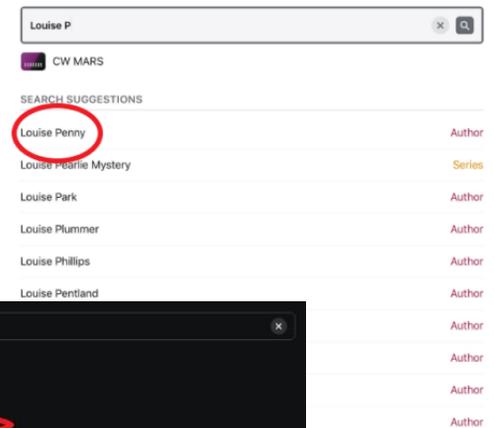
Explore the Collection

- There are five navigation icons at the bottom of the Libby app.
 - Tap the **Magnifying glass** to search for a specific title, author, or term.
 - Tap the **Library building** image to go to the **Library** page.
 - Tap the **Books** to see the items you have checked out and on hold on your bookshelf.
 - Tap the **Clock** to see your timeline. This is a history of items you have checked out or placed on hold.
 - You can tap the **Menu** icon (three lines) in the middle to view your library cards and the help and support page.

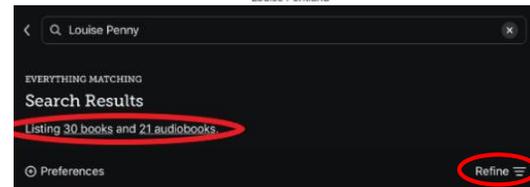


1. To search for a specific book or author, tap the magnifying glass and enter your search term, then tap **Search**.

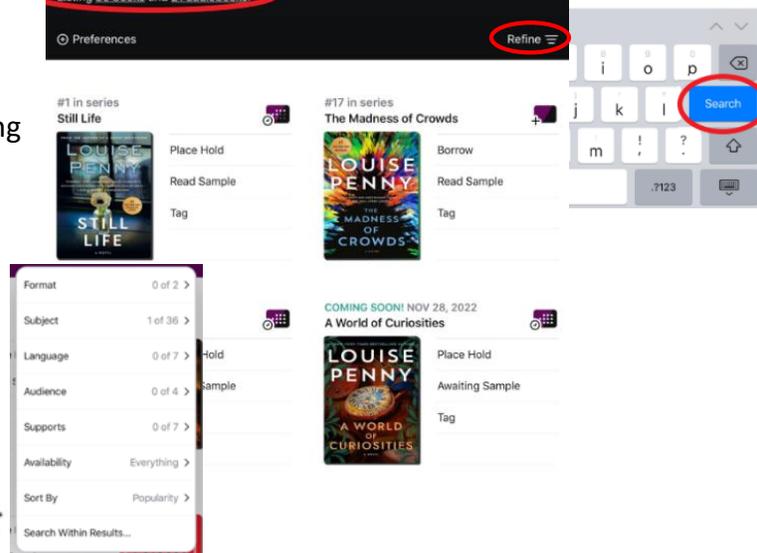
Note: Often, a list of suggested search terms will pop up as you type. You can simply select the search term you want and tap Search.



- a. Every search provides a summary of the results. You can narrow your search from that summary by tapping the underlined terms.



- b. You can further refine your results by tapping **Refine**. From here you can select **Format, Subject, Language, Audience, Supports, Availability**, and how you'd like the results sorted. For example, if you tap Availability, and Available Now, you will see only titles that you can check out today.

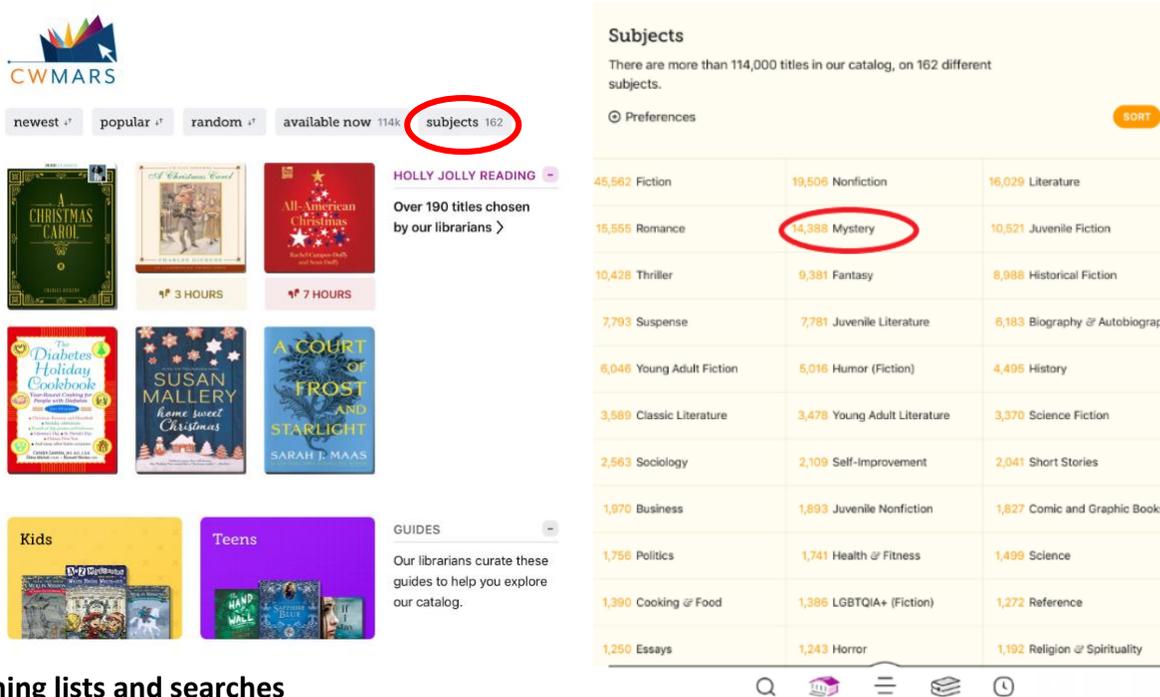


2. To browse for a book, tap the library icon.



From here, you can browse by **new, popular, random, available now** or **subjects**. If you scroll down farther, you can browse by guides, such as **Kids, Teens, Magazines, and Mystery & Thriller**.

- To browse for a specific genre, tap **Subjects**.
- Browse the list and select a subject you enjoy. You will be taken to a results page where you can refine your results further.



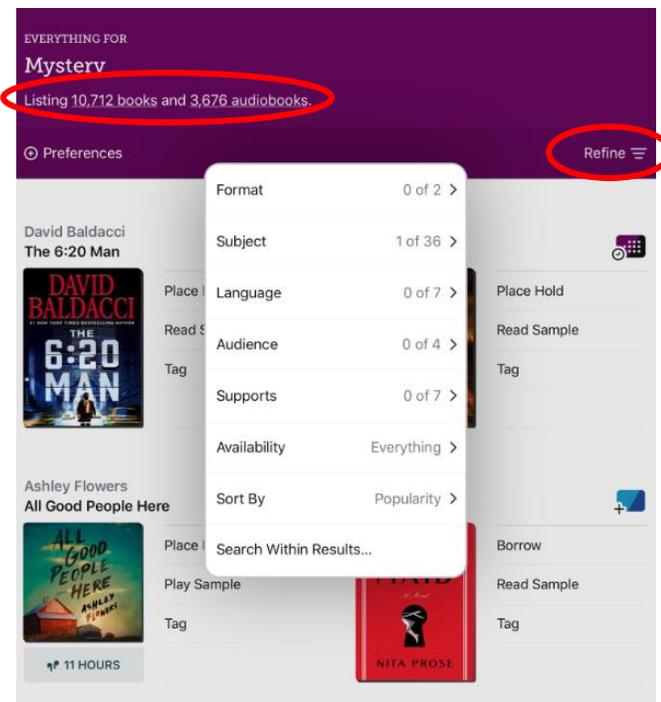
Refining lists and searches

To sort or filter a specific list or search results you can:

- Tap **[number] books**, **[number] audiobooks**, or **[number] magazines** at the top of a list to only show titles in that format.
- Tap **Refine**, then:
 - Tap **Format**, **Subject**, **Language**, **Audience**, **Supports**, or **Availability** to add filters.
 - Tap **Sort By** to choose another sort option (Popularity, Relevance, Release Date, Title, Author, Date Added and more).
 - Tap **Search Within Results** and enter a term to search with.

Tip: under **Availability** tap **Available Now** to limit your search results to items that are currently available for checkout.

- To do an **Advanced search**
 - Tap the magnifying glass.
 - Under **Explore with Filters** tap **+ more**

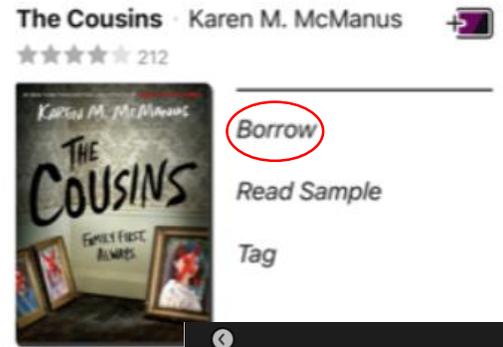


- Change the "Format" option to **Books** or **Audiobooks**.
- Enter any other criteria (if desired), then tap **Search**.

If you don't enter any other criteria, you'll see the library's entire collection of books or audiobooks.

Borrow

1. When you find a **Book/Audiobook/Magazine** you are interested in, you can tap on the title's cover to learn more, or tap **Borrow** to check the title out.



Default Lending Periods

*Note: the default loan period for Books, Audiobooks and Magazines is **14 days**. You can change the loan period for each title to **7 or 21 days** before you borrow it. After you tap **Borrow**, tap the loan period on the confirmation page (before you tap Borrow! again). Then, select a new loan period for that title.*

*To permanently change your default lending period, go to cwmars.overdrive.com and sign into your account (select **CW MARS Patron** from the drop down and enter your Harvard Public Library card number). Next click or tap the books icon and select **Settings**. Under "**Lending periods**," choose a default lending period for each format. Your settings are saved automatically.*

If a title is unavailable you can always **Place a Hold**.

2. When you tap **Borrow**, you will be given the option to **Open Book/Audiobook/Magazine, Keep Browsing, or Go to Shelf**. If you choose to keep browsing, you can find all your items, including both loans and holds, under the **Shelf** section of the app.
3. When you are done browsing, tap the **books**  icon at the bottom of the page. Tap the title's cover to open the title. You may be given the option of "**Where you would like to read [book]**" Select "**Libby This App**."



Tips and Tricks

eBook Settings

- When you open an eBook in the Libby App, you can navigate the book by tapping the right side of the screen to turn the page. To go back a page, tap the left side of the screen.
- Tap the middle of the screen to pull up the menu.
- Tap the title at the bottom of the page to see the table of contents. You can use this to jump to any chapter in the book.
- To adjust your reading settings, tap the A icon at the top right of the screen.
 - From here, you can use the Text Scale slider to adjust the size of the font.
 - You can also change the background color of the font by tapping Bright, Sepia or Dark.
 - If you scroll down, you can also change the font.
- Tap the Magnifying Glass to search for a particular word within the book.
- Tap the Bookmark to add a bookmark.

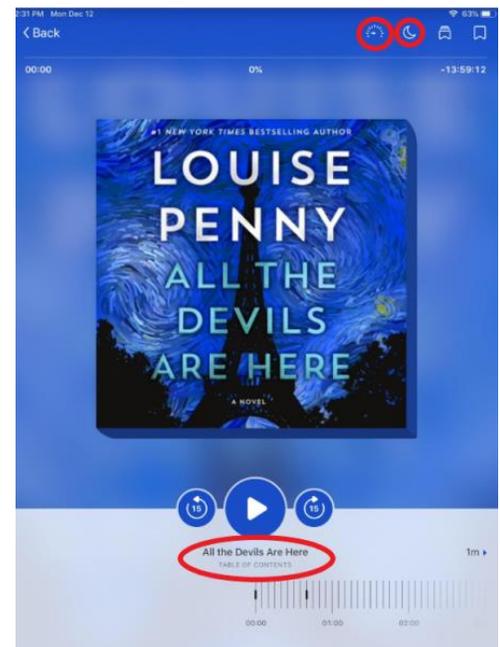
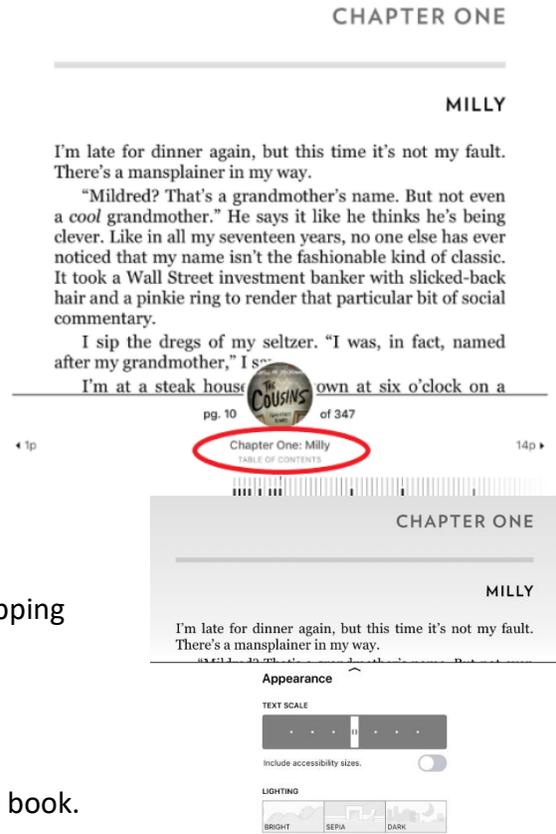
Audiobook Settings

When you open an Audiobook in the Libby App, you will see a menu like this:

To the title at the bottom of the page to see the table of contents. You can use this to jump to any chapter in the book.

To adjust the playback speed, tap the timer icon on the top right of the screen and use the slider to increase or decrease the playback speed.

To set a sleep timer, tap the moon symbol and select an option to stop the book in a set amount of time. (That way, you can fall asleep while listening without having the audiobook run all night.)



Managing Holds

What is a hold?

If all the copies of a digital book are checked out, you can place a hold on it instead. This will put you on a wait list for the book. Once the book is available for you, you will be notified by email.

Why do I need to wait for a copy of a digital title?

In most cases, libraries buy individual "copies" of digital titles from publishers. Publishers often require that each digital copy is only loaned to one person at a time (just like physical library books). This ensures that authors, narrators, and other creators are paid fairly for their work, even if it's consumed digitally.

If all copies of a digital title are checked out, you can place a hold and wait for it to become available.

Borrowing holds

When your hold is ready, you will receive a notification email and you will have 3 days to borrow it.

To borrow the title:

- Go to your Holds page on your library's OverDrive website or in the OverDrive or Libby app.
- Select Borrow next to the title.
- From there, you can choose a lending period (if available) and a reading format for your title.

Changing your hold email

1. To change your hold email address, tap the Menu Icon, then tap **Settings** and **Manage Notifications**.
2. Scroll to the very bottom to where it says "Email notices will be sent to _____. Change this? Tap Change This.
3. Enter the email address you want to use, and tap next.
4. Your email address will be updated.

Canceling a hold

To cancel a hold, go to **Shelf > Holds**. Tap **Manage Hold**. Tap **Cancel Hold**, then tap **Cancel Hold** again.

Suspending a hold

Suspending a hold lets you move up a title's waitlist without the title becoming available for you. If you reach #1 in line, you'll be in the first position to get the book once your suspension ends. You may want to suspend a hold if you have too little time to read or too many books in progress.

To suspend all your holds:

Go to **Shelf > Holds > Actions > Suspend All Holds**. Use the slider to choose how long you'd like to suspend your holds. Tap **Update Holds**.

Tip: When you drag the slider to the right edge, tap the underlined 180 days for more options.

To suspend a single hold:

Go to **Shelf > Holds**. Tap **Manage Hold**, then **Suspend Hold**. Use the slider to choose how long you'd like to suspend your hold. Tap **Update Hold**.

To remove suspensions from all holds:

Go to **Bookshelf > Holds > Actions > Suspend All Holds**. Drag the slider to the left edge until it says **Active**. Tap **Update Holds**.

To remove a suspension from a single hold:

Go to **Bookshelf > Holds**. Tap **Manage Hold**, then **Suspended Hold**. Drag the slider to the left edge until it says **Active**. Tap **Update Hold**.

Are there any other options if the wait for a hold is long?

It depends on the item. Some publishers restrict their digital copies (eBooks/audiobooks) to only one collection, while other publishers have no restrictions. Some eBooks and audiobooks will be in multiple digital collections while some will only be available in one collection. If the eBook or audiobook you are looking for is checked out or not available in the CW MARS OverDrive collection it may be available in another digital collection the library subscribes to.

The Harvard Public Library offers patrons three digital collections to checkout eBooks, audiobooks, videos and magazines from: CW MARS OverDrive Digital Collection, Hoopla, and Freading.

Digital collection suggested search order:

1. C/W MARS OverDrive Digital Collection (Libby App)
3. Hoopla (eBooks, Audiobooks and Video)
4. Freading (eBooks)
5. Partner Library Network OverDrive Collections (see page 9)

Digital collection links and device app instructions to **hoopla** and **Freading** are available on our website:

- Go to **www.harvardpubliclibrary.org**
- Click on or **eBooks** or **eAudiobooks**
- Click on the digital collection's logo to go directly to the collection.
- Under every digital collection's logo is a **Learn More** link. Click the **Learn More** link to access detailed app instructions, helpful FAQs, video tutorial links and more!



FAQs:

Do I need an internet connection?

Only to browse the catalog and to download. Your download settings should automatically be set to download only when Wi-Fi is available. To view your settings, go to your **bookshelf**, and tap **Actions**. Then, **Change Download Rules**. Make sure the box next to **Download only on Wi-Fi** is checked in order to reduce your data usage.

What happens when a title expires?

The titles will automatically return themselves; no action is needed on your part.

Can I renew a book?

Yes! If there are no holds on the title, you can renew two days before it is due. Go to **Bookshelf > Loans**. Tap **Manage Loans**. Tap **Renew Loan**, then **Renew!**

Can I return an eBook early?

Yes! Go to **Shelf > Loans**. Tap **Manage Loan**. Tap **Return Early**, then **Return**.

Need More Libby Help?

Tap the Libby icon, then scroll down to **Help & Support**. From here, you can ask a question or go to the **Libby Help** page.

You are also always welcome to call the Reference Desk at 978-456-4114 or bring your device to the Reference Desk, and a librarian will be happy to assist you.

Borrowing from Other Library Network's OverDrive Collections

Use Your Harvard Public Library Card
In Other Massachusetts Library Networks' OverDrive Collections!

CW MARS is participating in a new **OverDrive Reciprocal Lending Agreement** with several other Massachusetts library networks. Patrons can now borrow available OverDrive titles from these library networks.

Searching OverDrive Library Network Collections

Always start your search in the **CW MARS OverDrive Collection: cwmars.overdrive.com**

If the item you are looking for is unavailable or not in the CW MARS OverDrive Collection, you can then search any of the participating Massachusetts library networks' OverDrive Collections:

Boston Public Library	bpl.overdrive.com
CLAMS Library Network	clamsnet.overdrive.com
Merrimack Valley Library Consortium	mvlc.overdrive.com
Minuteman Library Network	minuteman.overdrive.com
NOBLE – North of Boston Library Exchange	noble.overdrive.com
Old Colony Library Network	ocln.overdrive.com
SAILS Library Network:	sails.overdrive.com

Note, each collection has to be searched separately.

In the C/W MARS OverDrive Digital Collection website, **cwmars.overdrive.com**, links to each collection are available under **Partner Libraries**.

The screenshot shows the CW MARS OverDrive website interface. At the top right, there is a navigation bar with links for "Partner libraries", "English", "Feedback", "Recent updates", and "Help". The "Partner libraries" link is circled in red. Below the navigation bar, the CW MARS logo is displayed, followed by a menu with options: "Subjects", "Collections", "Kindle Books", "Kids", "Teens", and "Magazines". To the right of the menu are search and account icons. A dropdown menu titled "Partner libraries" is open, showing a list of partner libraries with colored circular markers next to their names: Boston Public Library (blue), CLAMS (orange), Merrimack Valley Library Consortium (light blue), Minuteman Library Network (dark blue), NOBLE: North of Boston Library Exchange (teal), Old Colony Library Network (green), and SAILS Library Network (purple). A text box with an arrow points to this list, containing the text "Links to Partner Libraries OverDrive Collections websites."

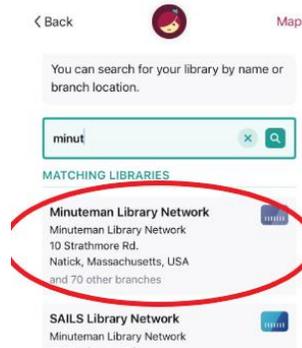
If you want to search using the **Libby App** you will need to add each library network separately to the app under the **Add a Library** link.

Adding Partner Libraries in the Libby App

1. Tap the **Menu**  icon in the bottom middle of the app.

2. Next, tap **Add A Library**

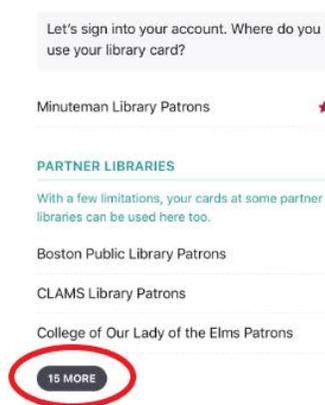
3. Search for the **Partner Library Network** you want to use in the search box and select the **Partner Library Network's** record.



4. Next, it will say, "Add a library card for Minuteman Library Network so you can borrow titles and place holds."

5. Select **Sign in With My Card**.

6. On the next screen you will be asked "Where do you use your library card?" Under Partner Libraries, scroll down until you see CW MARS (you may need to select **more** to see a full list). Select **CW MARS Patrons**.



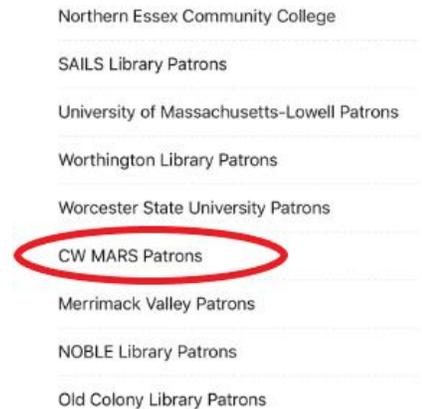
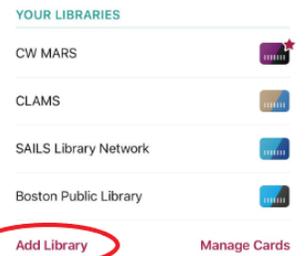
7. Enter your Harvard Public Library card number and tap **Next**.

8. Enter your Pin.

9. Tap **Sign In**.

10. You will see a message stating "Ok, you're signed in!" tap **Next**.

The Partner Library Network will now appear in your Libraries list when you tap the Libby icon.



Note: Once you have added all of the partner libraries, Libby will automatically tell you which library has the shortest hold period when you place a hold on a book. You will automatically request the item with the shortest wait time.

Loan Periods

The loan periods are subject to the rules of the Partner Library Network from which you are borrowing.

If you have adjusted your default lending period loan settings in your CW MARS OverDrive account, the setting adjustments do not carry over into other networks' OverDrive "settings". You will have to log into each network separately and adjust the default settings.

Checkout Totals

Each checkout counts towards the checkout limit for that particular Partner Library Network.

Holds

Patrons can place holds on materials in other Partner Library Networks.

In fulfilling holds, the system will always give preference to cardholders of that Partner Library Network (as opposed to cardholders from outside the Partner Library Network).

For example, a CW MARS cardholder placing a hold in the Minuteman collection, will always have his or her hold ranked lower than a Minuteman cardholder's hold on the same title.

If you are looking for a popular title with a lot of holds, your best bet is to always place a hold on the CW MARS copy.

Each hold counts towards the holds limit for that particular library network.

Questions?

Email the Reference Desk at reference@harvardpubliclibrary.org , call us 978-456-4114, or stop by the Reference Desk anytime and we will install library apps for you!

Bring your smartphone, tablet and/or laptop to the Reference Desk and the Reference Staff will help you install the apps and checkout digital materials!

Don't forget to also bring your Apple, Google Play or Amazon password needed to install apps.