

westchester
LIBRARY SYSTEM

Empowering libraries. Empowering communities.

OverDrive and Libby Essentials

A WLS SHARED DIGITAL RESOURCE

Agenda

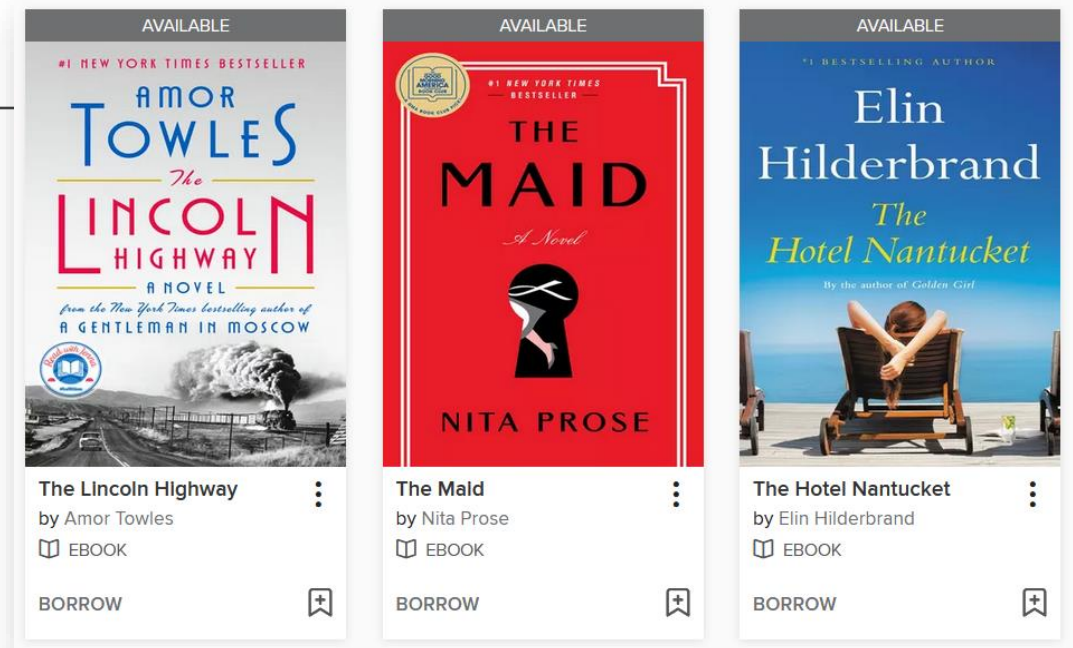
In today's session, we'll look at OverDrive

- Platform and use
- Patron accounts
- Formats, catalog, and collections
- Apps and features
- Help
- Marketing
- Training resources

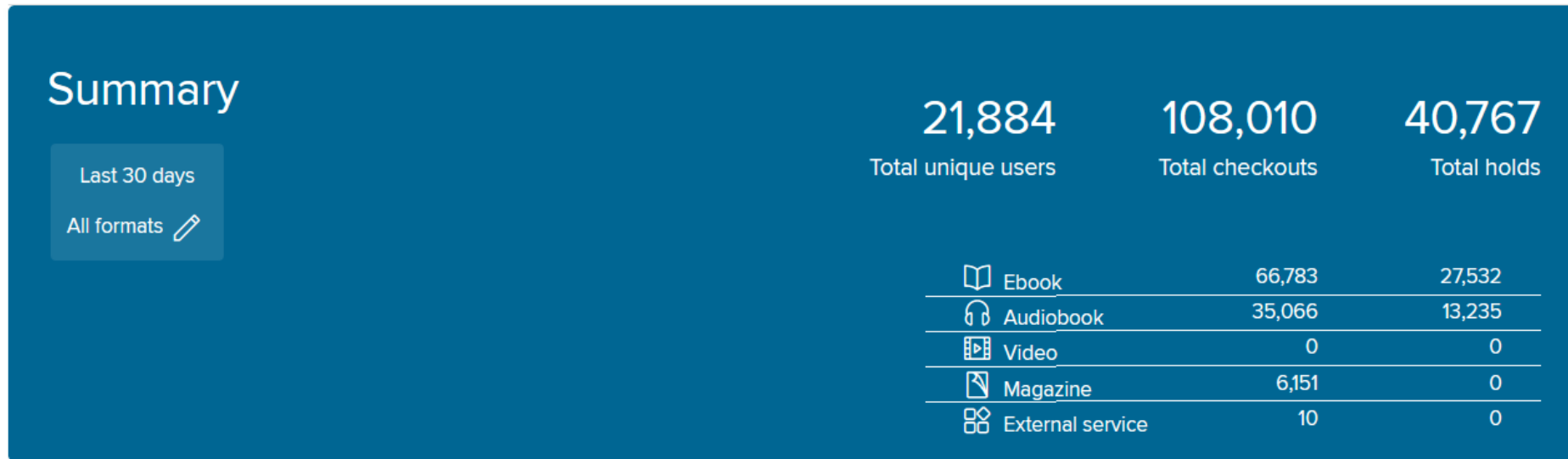
Overview

OverDrive is a 3rd-party vendor that lets patrons borrow digital content

- Ebooks, audiobooks, video, and magazines
- Borrowing models
 - 1 copy/1 user and Metered Access
 - items licensed for perpetual use or limited by time or number of uses
 - Checkouts and holds like physical items
 - Libraries add items. Their patron holds are filled first
 - Cost Per Circ
 - Titles *are* always available for the patrons of libraries that purchase this way.
 - Titles *may appear* available to all patrons.



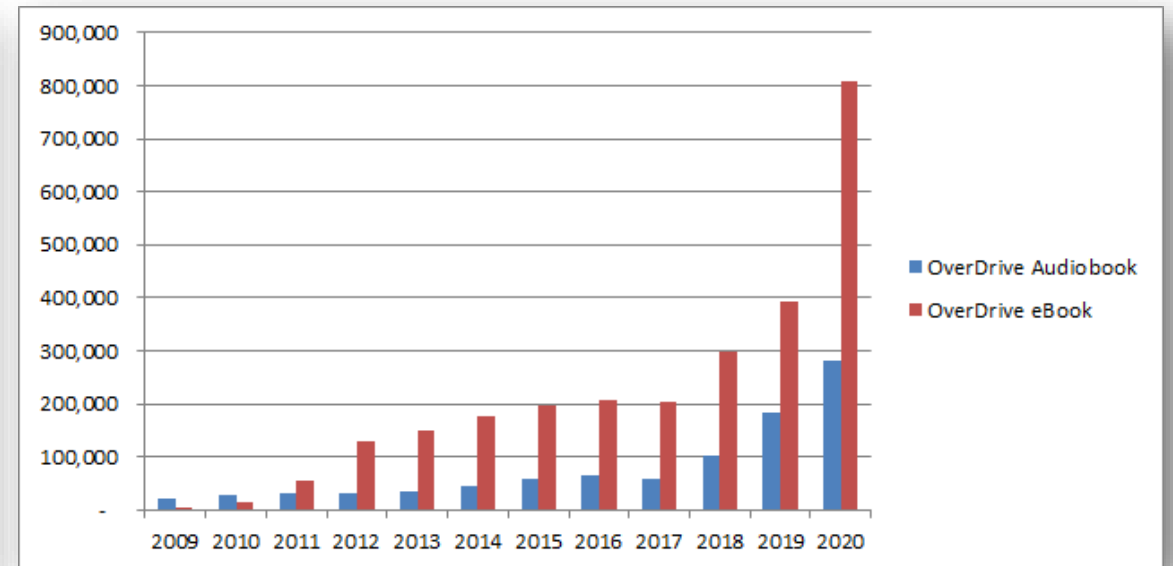
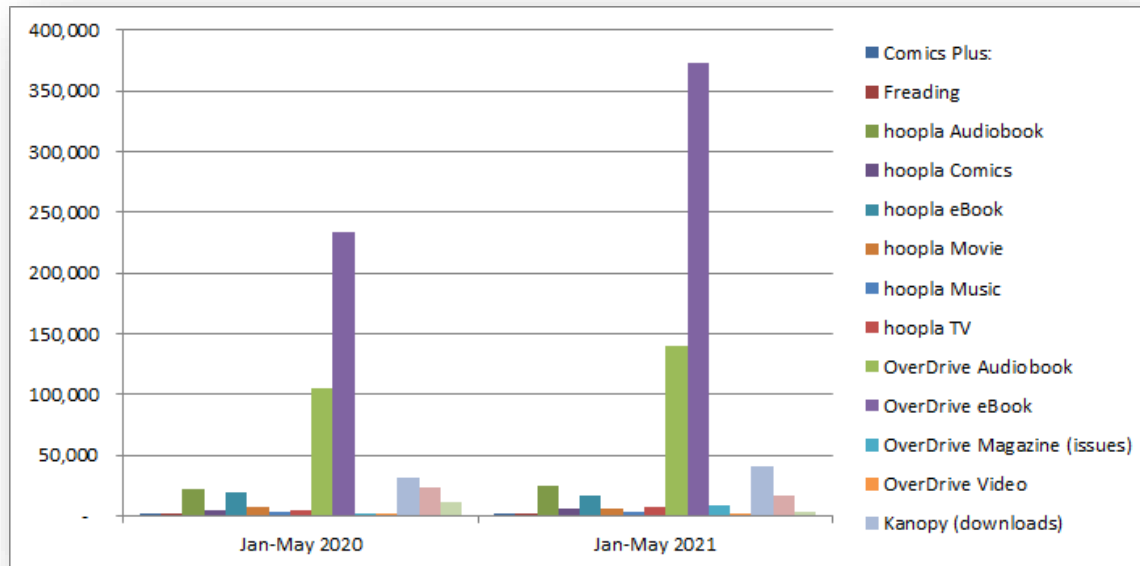
OverDrive Current Monthly Statistics



OverDrive Use in the Last 30 Days

- 20,000+ users
- 108,000+ checkouts
- 40,000+ holds

OverDrive Statistics



OverDrive Is By Far Patrons' Most Popular Digital Service

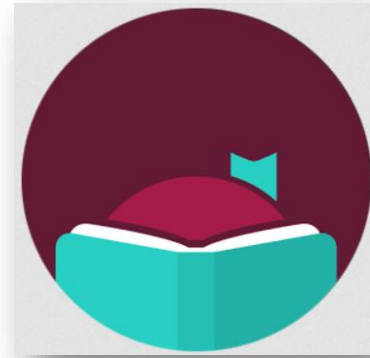
OverDrive Use Jumped Dramatically in 2020



Empowering libraries. Empowering communities.

Platform and Content Access

- OverDrive website
- Mobile apps
 - Libby or <https://libbyapp.com/>
 - Sora
 - **OverDrive – ends early 2023**
- Ebook readers
 - Download and transfer to ereader
- Read directly in your browser
- Place holds for items that are checked out
- Renewals if no one is waiting
- Make wish lists for future checkouts



When a patron's card is replaced, contact your staff with Marketplace access or the WLS help desk so the cards can be merged.

Account Limits & Settings

Account Limits	
Loans	10
Holds	10
Wish list items	5000
Recommend to library	3 titles every 30 days

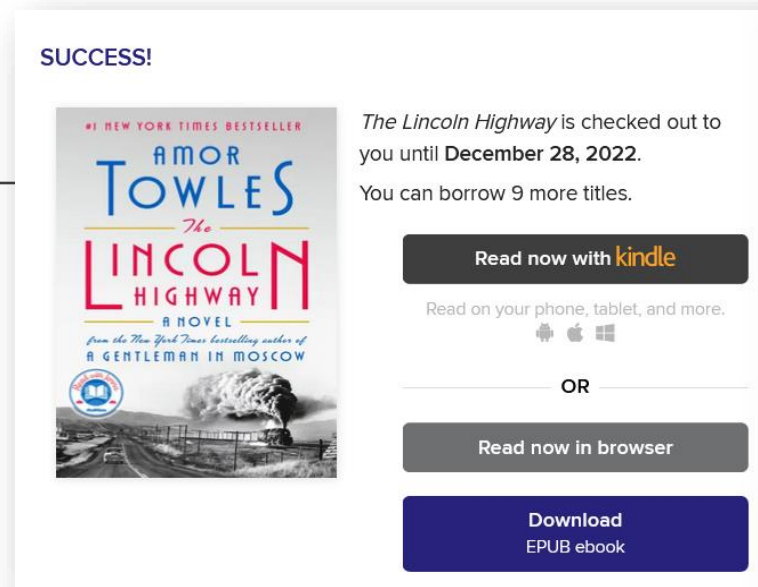
Lending Period Defaults For Each Format			
Ebook	7 days	14 days	
Audiobook	7 days	14 days	
Video	3 days	5 days	7 days
Magazines	7 days	14 days	

- Renewals 3 days before due date
- History is kept by default. It can be *hidden* or titles can be removed individually.

Formats

Match Format to device

- Most ebooks use EPUB
- OverDrive Read in browser
- Kindle eReaders
 - [Deliver from Libby](#)
 - [Deliver from the OverDrive website](#)



- All formats
- All ebooks
- All audiobooks
- Kindle Book
- OverDrive Read
- OverDrive Read-along
- EPUB ebook
- Open EPUB ebook
- PDF ebook
- MediaDo ebook
- OverDrive Listen audiobook
- MP3 audiobook
- Streaming video

The Libby App for Kindle Fire Tablets

Kindle Fire users can install Libby onto their device manually with OverDrive's APK (Android Package file), since Amazon has not yet accepted their submission of the Libby app to the Amazon Appstore.

How To Install Libby on Kindle Fire Tablets

Step 1

On your Fire tablet, open the **Silk Browser** and visit the [download link for the Libby APK](#).

Step 2

You may get warnings saying that the Silk browser needs more access on your device or that this kind of file should be avoided. We test our file to make sure it's safe, so you can safely dismiss these messages for our Libby APK.

Tap **OK**, **Allow**, or **Continue** to proceed. *(The wording of the warnings may vary.)*

Step 3

Once the file downloads, tap **Open**. *(If you're unable to open the file from this prompt, locate the file in your downloads folder and tap to open.)*

Step 4

If you get a message saying your device is not allowed to install unknown apps from this source, tap **Settings** and toggle "Allow from this source" **on**.

Note: We recommend turning this setting off after installing the Libby app. This will prevent you from accidentally downloading unsafe files in the future.

Step 5

Tap the **back** button in the top-left corner, then tap **Install**.

Step 6

Once the app is finished installing, tap **Open** to start using Libby!

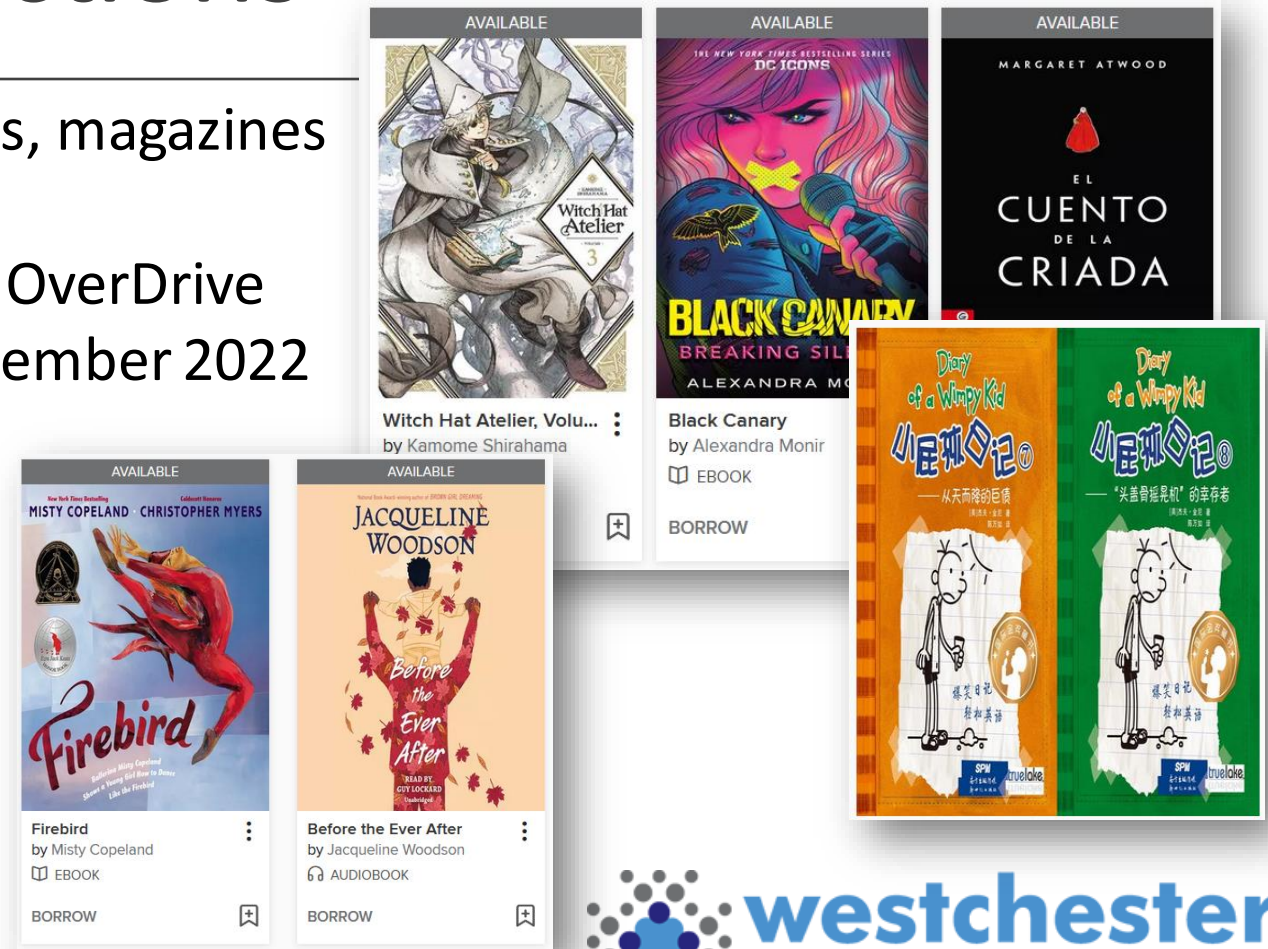
[Go to Libby](#)
[Help for](#)
[more info](#)

The Catalog & Collections

- Ebooks, comic books, graphic novels, magazines
- Audiobooks
- Video through Kanopy connector – OverDrive videos will be removed end of September 2022
- Popular fiction and nonfiction
- Read Alongs
- Kids and Teens

Advanced Search Filters

- Format, Subject, Audience, Awards
- Reading Level, Language



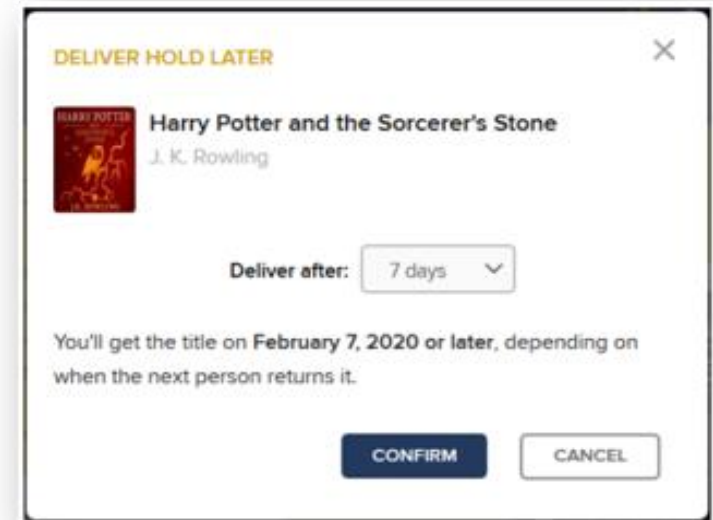
Deliver Later

Once per hold, if a patron takes no action:

- The "deliver after seven days" option will be automatically applied at the end of the three-day pickup window.
- The patron stays at the front of the wait list. The current copy will go to the next person in line.

If they take no action a second time, their hold will be canceled automatically.

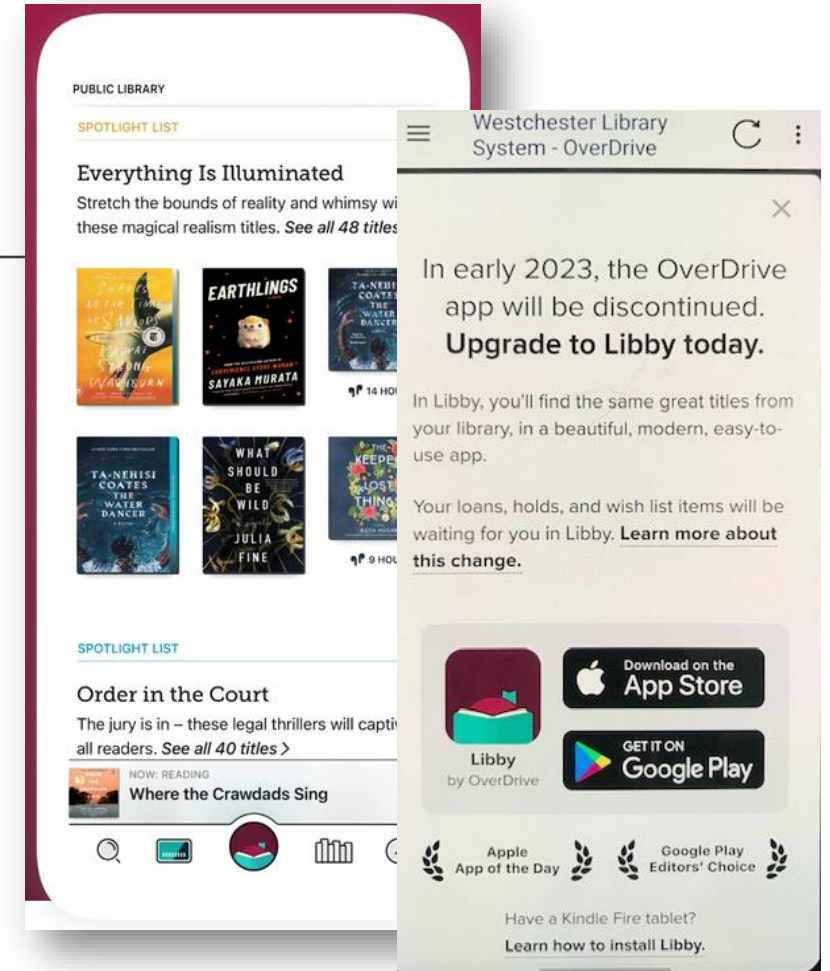
[More Info](#)



Apps

- Libby - iOS, Android, Windows 10+
- OverDrive App - Windows, Mac, iOS, Android, Kindle
- ***Sunset beginning of 2023***
- Sora - in conjunction with schools

- On your mobile device, install the app, sign in
- **** On OverDrive app, choose your library**
- Add titles or go to Library
- Search, checkout, download
- Go to Shelf to read or listen



OverDrive App Sunset

In late 2022, the OverDrive app will be sunsetted.

- February 2022, the classic OverDrive app was removed from app stores
- Early 2023, all OverDrive app users will be migrated to Libby.

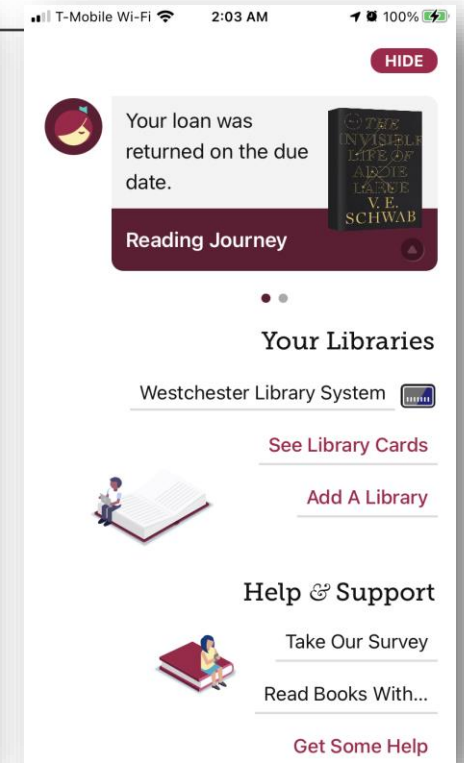
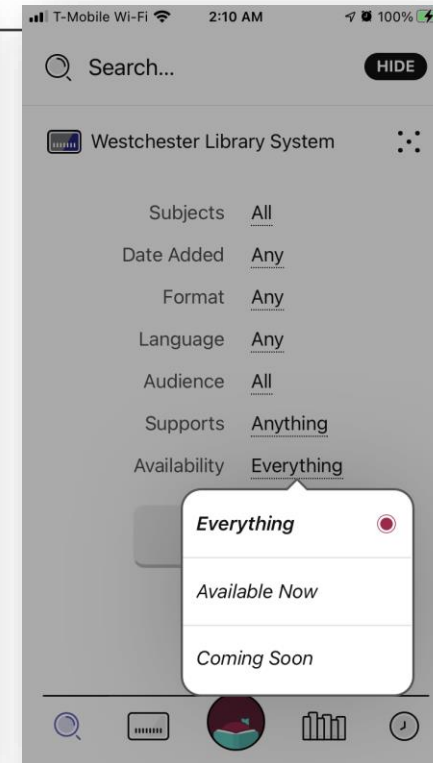
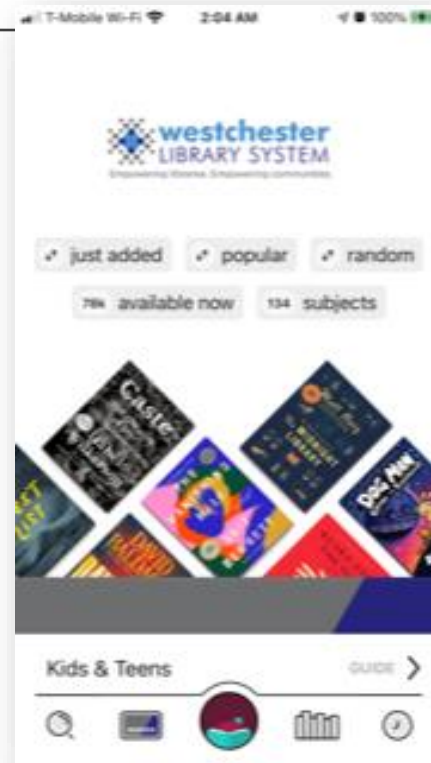
- [How to Train Your Community on Libby: Libby trainings for your patrons – made easy!](#)

- [Training Kit Download](#)



Libby Catalog

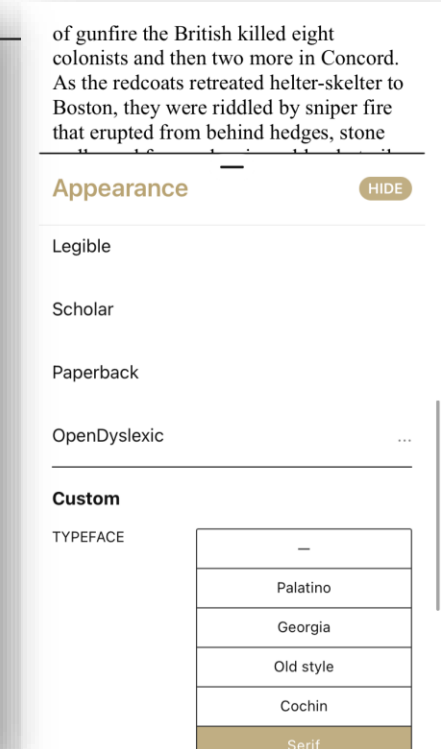
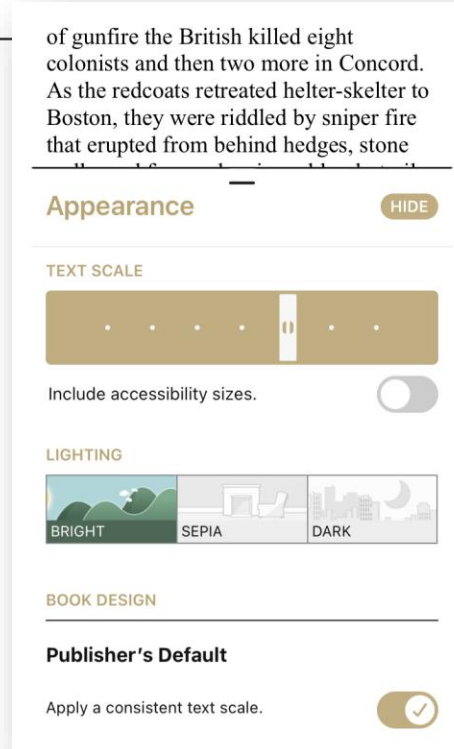
- Browse or search
- View recent searches
- Use search filters
 - Set *Preferences* for permanent filters
 - *Refine* a search for temporary filter
- Use a smart tag (learn more on slide 16!) to be notified of new author works or magazine issues



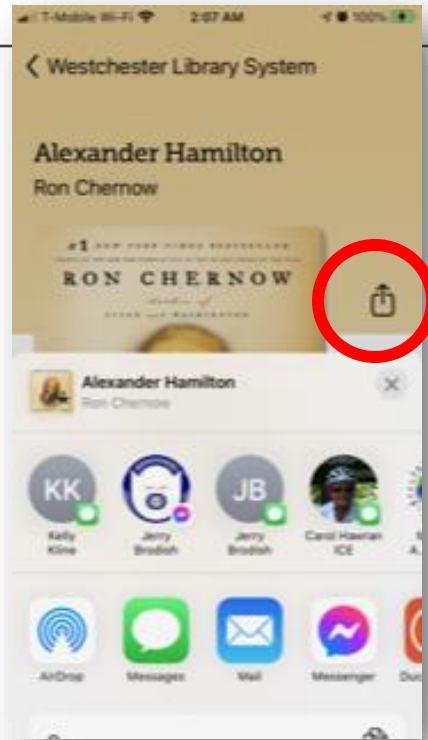
Libby Reading Display Options

Within a book, tap the screen to

- View chapters
- See bookmarks
- See history
- Set reading display options
 - Text size
 - Typeface
 - Lighting
 - Accessibility options



More Libby Features

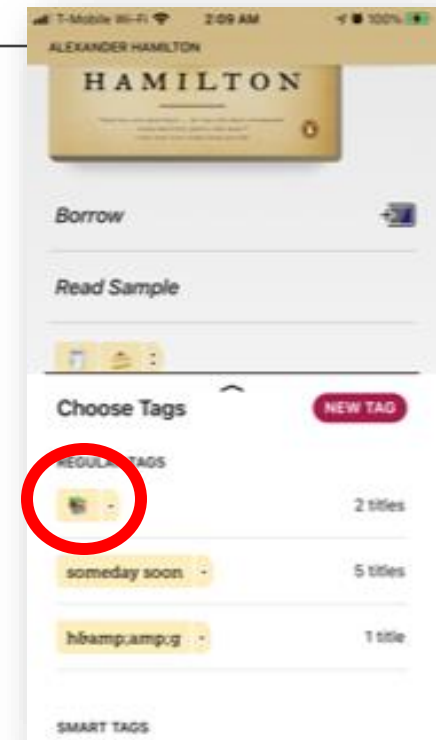


Sync accounts and devices

Share a title link to a text, email, browser, or other app on your mobile device

Tag a title to create a collection

- Smart tags update automatically
 - Notify Me, Sampled Titles and more
- Regular tags are created by you
- Collections can be saved on Libby or exported as an html table, spreadsheet, or data file



OverDrive Marketplace

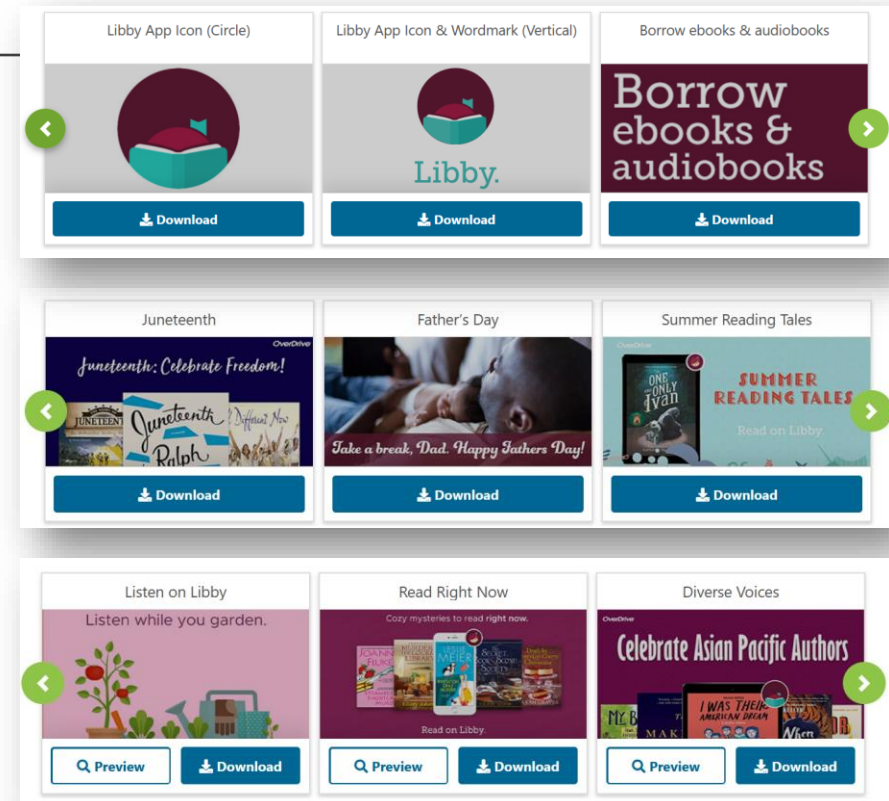
Each library has an OverDrive Advantage Account in Marketplace that a staff person uses for

- News
- Ordering
- Reports
- Marketing
- Blog



Marketing & Outreach

- Customize and Print
- Print Ready
 - Flyers
 - Bookmarks
 - How-to guides
- Outreach
 - Patron training
 - Logos
 - Promotional copy
- Trending Marketing Campaigns



Training Resources

For Staff

- Live Webinars
- On-Demand Webinars
- How-to Videos
- Training Kits
- Explaining Lending Models to Patrons
 - Why do I need to place a hold?
 - Why does it take so long?

OverDrive AND YOUR DIGITAL LIBRARY

Why do I have to put digital books on hold? Why are wait times so long at my library?

Digital library titles work just like the books in your library, except with licenses rather than physical copies. The organizations involved in decisions around your library's digital titles are: The PUBLISHERS (varied), OVERDRIVE (the distributor), and YOUR LIBRARY.

1 The publisher decides:

- How much a book costs per copy (digital license).
- Which lending model* a book uses.

? What is a "lending model"?

- Determines how many library patrons can check out a digital title at the same time.
- Determines how often a library needs to re-purchase the digital title (renew a license).

Common Lending Models

- One Copy/One User:** 1 patron at a time, per copy. Owned perpetually.
- Metered Access:** 1 patron at a time, per copy. Expires after # of checkouts/time period.
- Simultaneous Use:** all patrons at once, no waiting. Expires after time period.

? What does OverDrive offer?

- Digital books for sale in the publisher's pre-determined lending models and price.
- Customer support for libraries to help with purchasing decisions.

2 The library decides:

- Whether or not to buy a digital title from OverDrive.

OverDrive AND OUR DIGITAL LIBRARY

Why do I have to put digital books on hold? Why are wait times so long at my library?

Here's what the process looks like behind the scenes:

<https://resources.overdrive.com/library/upcoming-webinars/>

Links & Support

[OverDrive Troubleshooting By Device](#)

On the IT Wiki

- [Digital Resource Patron Quick Guide 2022](#) (printable) information for patrons
- [eResource Synopsis For Staff](#) a printable chart for staff that includes highlights and lending information
- [List of All Shared Paid eResources](#)
- [Patron Support For eResources](#)
- [Patron Help for Libby, Sora, Kanopy, and OverDrive](#)
- [eResource Marketing Resources](#)

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