# wvml_horizontal_colourDesign Document:

# Ebooks and Audiobooks with the Libby App

## Class Description

This hands-on session teaches you how to access ebooks and audiobooks on your mobile device using the free Libby app. Bring your tablet or smartphone along with your Library card, and get ready to start reading and listening on the go!

## Digital Curriculum Stream

**Use it:** Learn the basics of using devices and software through guided, hands-on instruction.

## Audience

Library card holders with own mobile devices. Must have some familiarity with internet and their own device, plus an email address.

## Course Length

90 minutes

## Training Method

Instructor-led hands-on

## Purpose

To enable users to use the Library2go collection via the Libby by OverDrive app.

## Staff Requirements

* 1 staff
* Evaluation forms
* Activity sheets
* Library card # / PIN for demo purposesStaff Device Library or Lab iPad
* Pencils
* Markers / whiteboard

## Software Requirements

* Libby by OverDrive app on iPad (open to make sure it’s working!)
* Apple ID for iPad, if necessary

## Patron Requirements

* Smart device (phone or tablet, iOS or Android)
* Library card # and PIN
* Email address (may not be needed – for app download)
* Apple ID (may not be needed – for app download)

## Learning Objectives

* + Recognize what ebooks/e-audiobooks are, what their benefits are, and how libraries provide them
  + Download and open the Libby by OverDrive app on their device
  + Log in to the app
  + Browse and search the collection
  + Distinguish between an ebook and an audiobook
  + Check out a title
  + Open the title, using the app controls to customize reading/listening experience
  + Return a title early and renew a title
  + Place a title on hold

## Assessment Technique(s)

Successful completion of class activities

## Intro / Content Outline (3 mins)

* Introduce self and helper (write names on whiteboard)
* Overview of activities / objectives:
* Questions are welcome, but may sometimes need to be “parked” so we can get through activities and addressed at end

## Talking Points, Topics, and Activities (85 mins)

### **About library ebooks and audiobooks (10 mins)**

* + **Ebooks**: text made to fit on any sized screen, with any sized font and still be easy to read. They are small files called EPUB (electronic publication).
  + **E-audiobooks**: a full book read aloud and recorded (“books on tape”). Larger files than ebooks; often downloaded in sections. Good to download while on wifi, not cellular data plan.
  + **Not replacing print**! But a great option for some occasions.
    - Ask for examples (Travelling, home-bound people, people who read quickly, people with sight impairments, people learning a language… )
  + Both are part of the library’s collection and are **in the catalogue**, but need to be read/listened to through the vendor’s app (if you have a mobile device)
    - The vendor: OverDrive
    - The app: Libby by OverDrive
  + You can have up to **5 titles checked out** at once. Loan period is **three weeks** (unless you set it to a shorter period). You can have up to **5 holds pending**.

**ACTIVITY**: Have participants complete **Activity #­1** on the *Activity Sheet*

### **Get Started with the Libby app (15 mins)**

### **Download and open the app**

Can find these titles in the catalogue, but need the app on your device to read/listen (can also browse/search within the app)

**ACTIVITY**: Walk participants through **Activity #­2** on the *Activity Sheet*:

* May need to **connect to Wifi**, if not already
* Tap on the icon for your **app store** (Google Play for Android or App Store for iPhone/iPad) and search for Libby
* Locate and tap on the **Libby by OverDrive icon**, then on **Install/Get**
* Once the app has finished downloading and installing, **open** the app

### **Add a library and a library card to the app**

Need to tell the app what library you belong to, and who you are.

**ACTIVITY**: Walk participants through **Activity #­3** on the *Activity Sheet*:

* Tap on **Yes** when the app asks if you have a library card.
* Tap on **I’ll search for a library**
* In the search box, type West Vancouver and then tap on **British Columbia Libraries—West Vancouver Memorial Library**
* Tap on **Sign in with your library card**
* On the next screen, select **West Vancouver Memorial Library** from the drop-down list of BC Libraries, then enter your **Library card number** and your **PIN** (the last four digits of your phone number) as prompted. Then tap **Sign In**
* Tap **Enter the Library**

### **Browse and search the collection (10 mins)**

Now we can look at what’s in this collection – both browsing and searching

**ACTIVITY**: Walk participants through **Activity #­4** on the *Activity Sheet*:

* Swipe down to browse **Popular Subjects** or tap **Explore All Subjects** to see all categories
* Try tapping on the name of a category to explore. (You can always swipe back up to the top and tap < Library in the top left to go back a page)
* Search for a book by title, author or other keyword by tapping search field (magnifying glass) at the top of the screen
* Try tapping on the search field and entering the name of a book, author or topic

### **Check out ebooks and audiobooks (15 mins)**

**Ebooks**

All items you see are ebooks unless they are specifically labeled as an e-audiobook. If an item is an e-audiobook, it will have a **headphones icon** on the cover. If it has no headphones icon, it’s an ebook.

**ACTIVITY**: Walk participants through **Activity #­5** on the *Activity Sheet*:

* Tap **Library** at bottom of screen to return to the collection page
* Find an ebook that is available to check out. (If it available, it will say “Borrow” next to the cover. If not, it will say “Place Hold.”)
* Tap on **Borrow** to check out the book. (If the book is unavailable, this button will say **Place Hold**). On the next screen, tap on the **Borrow!** button.
* Once you have borrowed the book, you have the option to **Open Book** (or **Open Audiobook**) right away, **Keep Browsing** for books or **Go to Shelf** to see the book(s) you have borrowed.

### **Customizing reading settings for an ebook (15 mins)**

How to customize what you see on the screen, to make reading more comfortable.

**ACTIVITY**: Walk participants through **Activity #­6** on the *Activity Sheet*:

* Tap on **go to shelf**
* Find the ebook you borrowed and tap **Open Book**
* Tap **centre of screen** to toggle navigation menu off
* **Swipe left/right** to turn pages
* Tap **centre of screen** to toggle navigation menu on again
* Tap **≡** (top right) to open side menu
* Tap **Reading Settings**
  + - Change the Text Scale
    - Change the Lighting
    - Change the Book Design
    - Tap Done to exit menu (or 🡸)
  + Tap **≡** again to close side menu

### **Borrow an audiobook (5 mins)**

### Let’s find an audiobook to borrow and learn how to use the audiobook controls/settings

**ACTIVITY**: Walk participants through **Activity #­7** on the *Activity Sheet*:

* In the navigation menu, tap **< Back** until you get to your **shelf**
* Find the audiobook you borrowed and tap **Open audiobook**
* **Tap anywhere on the screen** to close the hints
* Tap Play ► to begin the e-audiobook. Tap Pause ▌▌ to stop it
* Tap in the **middle of the screen** to toggle navigation menu
* Tap on the **timer/clock icon** a few times to change the speed of the playback
* Tap the **moon icon** to turn a sleep timer on/off. Drag down for longer interval
* Tap the **bookmark icon** to see how to create a bookmark
* Tap **≡** (top right) to open side menu – most useful for skipping to certain chapters

### **Find the Settings menu to explore playback options (5 mins)**

How to use the audiobook controls

**ACTIVITY**: Walk participants through **Activity #­8** on the *Activity Sheet*:

* Press Play ► to begin the audiobook. Press Pause ▌▌ to stop it.
* Tap in the middle of the screen to toggle menu options.
* Tap on the **timer/clock icon** a few times to change the speed of the playback.
* Tap the **moon icon** to turn a sleep timer on/off (slide downward to change timer)
* Tap the **bookmark icon** to see how to create a bookmark.
* Tap **≡** (top right) to open side menu – most useful for skipping to certain chapters.

### **Return a title early or renew (5 mins)**

Though you don’t have to, sometimes you’ll want to return a title early. Might want to free up space on card, or let others have a turn sooner.

Other times, you need more time to finish a title: you can renew (extend loan) just like with a physical book.

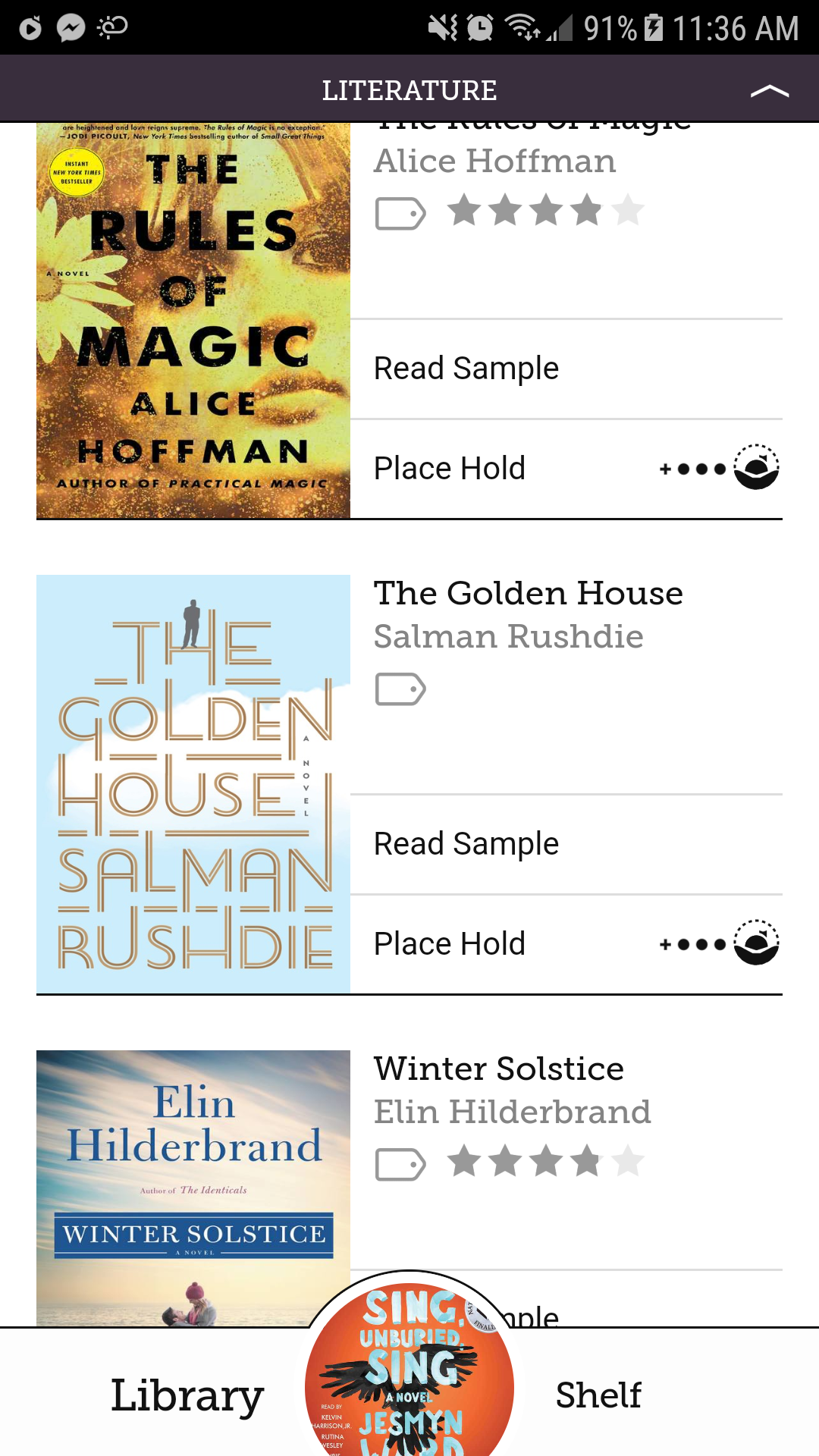
**ACTIVITY**: Walk participants through **Activity #­9** on the *Activity Sheet*:

* Tap **Shelf** to go to your checked out items.
* Tap **Manage loan** for one item
* Here you can renew the item, only within 3 days of due date (“Renew Loan”)
* Tap on Return Title to Library (if you want to let others borrow it – if you leave it, it will return automatically on the due date)

### **Place a title on hold (5 mins)**

If a title you want isn’t available, you can place a hold. You’ll get an email when it’s ready. It will probably check out to you right away, but if not, you’ll have 72 hours from when the email is sent to check out the item. (You can turn on auto-checkout in the Settings.) You can have 5 holds at a time.

**ACTIVITY**: Walk participants through **Activity #­10** on the *Activity Sheet*:

* Tap **Library** at bottom of screen to return to the main collection page (BC Libraries co-op logo)
* Find a title (ebook or e-audiobook) that is NOT available right now

Tap this icon to see an estimate of how long your hold would take to come in for you

* Tap “Place Hold” and confirm
* **To cancel the hold:** go to your shelf and pick the Holds tab. Tap on Manage hold. Tap on Cancel hold.

## Wrap Up/Closing (2 mins)

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the **evaluation sheets**