

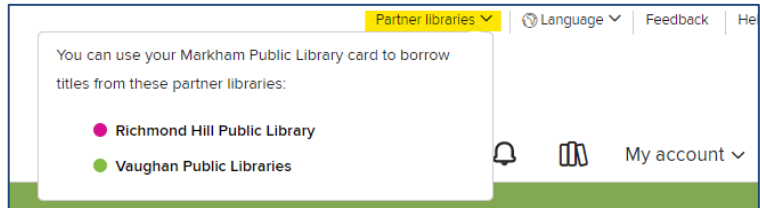
## Accessing Partner libraries (Richmond Hill Public Library & Vaughan Public Library) on OverDrive/Libby

Markham Public Library (MPL) partnered with Richmond Hill Public Library (RHPL) and Vaughan Public Library (VPL) to share their OverDrive collections with each other.

### Access via web browser:

You can access OverDrive content at

- [Richmond Hill Public Library](#) or
- [Vaughan Public Libraries](#) through the 'Partner Libraries' tab on the top right corner of the [MPL OverDrive page](#).



From there, you can navigate and borrow materials from our partner libraries. Similarly, our partner library customers can access and borrow OverDrive materials at MPL.

### Borrowing Items from a partner library's collection:

#### OverDrive website:

It is important to note that borrowing items from a partner library's collection do not require a library card from that library. In order to borrow an item from a partner library's collection, one needs to select their home library and log in with their usual library card and pin.

A screenshot of the OverDrive website sign-in page. The page has a white background with a blue border. At the top, it says 'Welcome!' in a large blue font. Below that, it says 'Please sign in.' in a smaller blue font. There is a dropdown menu labeled 'Select your library' with 'Markham Public Library' selected. Below the dropdown are two input fields: 'Card Number' and 'PIN'. The 'PIN' field has an eye icon to its right. At the bottom, there is a green button with the text 'Sign in'.

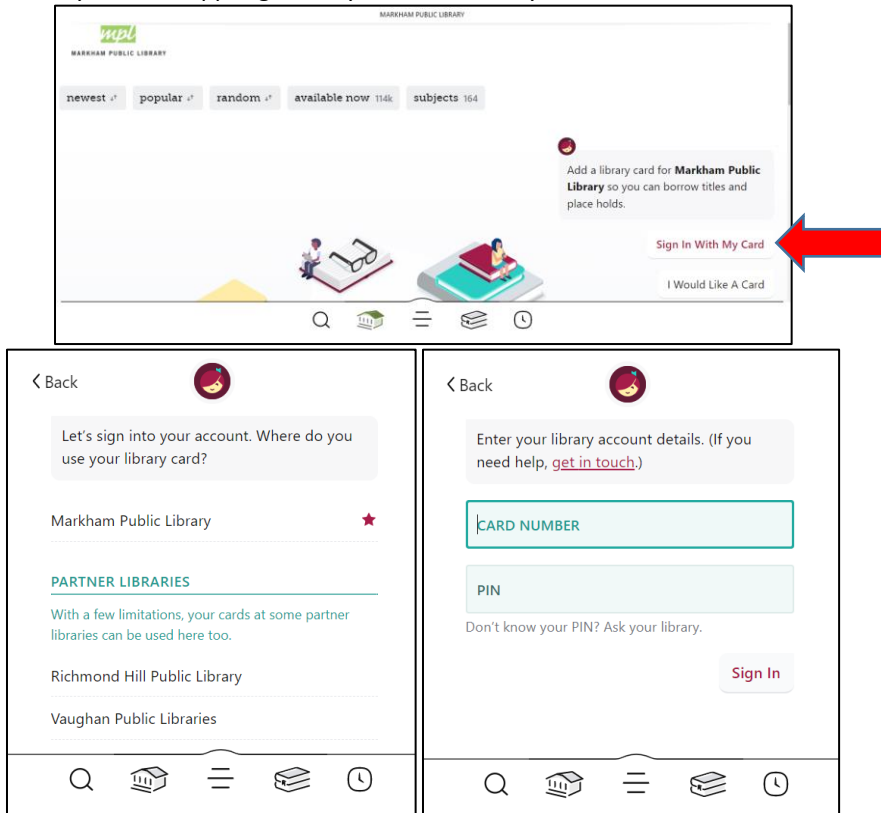
Borrowed Items will show up only in their shelves at the library from which the item was borrowed.

However, when using the Libby App (on mobile/tablet devices) or [libbyapp.com](#), customers are able to add multiple libraries to their accounts which enables them to see all items checked-out on the same shelf (see below for instructions).

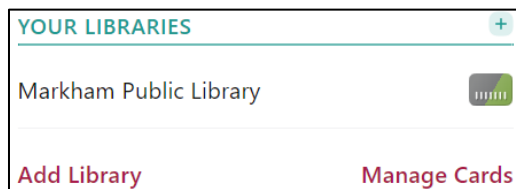
#### Libby App or Libby website: Add a Partner Library to your account

The Libby app and [Libby website](#) provide similar-looking procedures as follows:

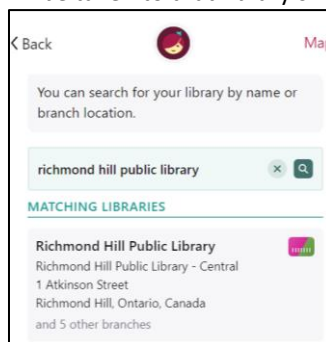
1. On Libby website/app, sign in to your home library.



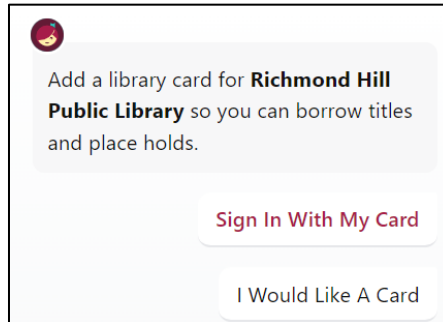
2. Click Hamburger menu option (3 stacked horizontal lines) > Select 'Add Library' under 'Your Libraries' (your home library should be listed under 'Your libraries', after signing in from previous step)



3. Search for the partner library you wish to access the collection (Richmond Hill Public Library or Vaughan Public Library) and you will be taken to that library's Libby page.



4. Select 'Sign in with my card' > Under 'Partner Libraries', select your home library through which you signed with your library card (your library card number should be visible) > Enter your library card details.



5. At this point, you should be able to search for available titles on the partner library's OverDrive collection and check them out.
6. Click the shelf button on the bottom menu bar and you should be able to see the checkouts you have made from the partner library collection.

#### **Removing a card from your account:**

On the bottom menu bar, click the middle Hamburger menu option (3 stacked horizontal lines). Select 'Manage Cards' under 'Your Libraries'. Select the card you wish to remove. On the card picture, click on the 'ACTIONS' button in the lower left corner. From there a set of options should pop up. One of the options should be 'Remove Card'. Selecting this option will enable another pop-up to confirm that you want to remove this card. Note that removing a card will wipe all downloaded titles on the device accessing the service.

#### **There are some restrictions in place for this service:**

- MPL cardholders cannot place holds on VPL or RHPL items. They can only check out items that are currently available. Similarly, VPL and RHPL cardholders cannot place holds on MPL items that are not available when they are searching.
- Customers must log into Libby with a card associated with a specific system to make recommendations for purchase to that system (i.e. Markham customers cannot suggest items for purchase to Vaughan or Richmond Hill and visa versa).