

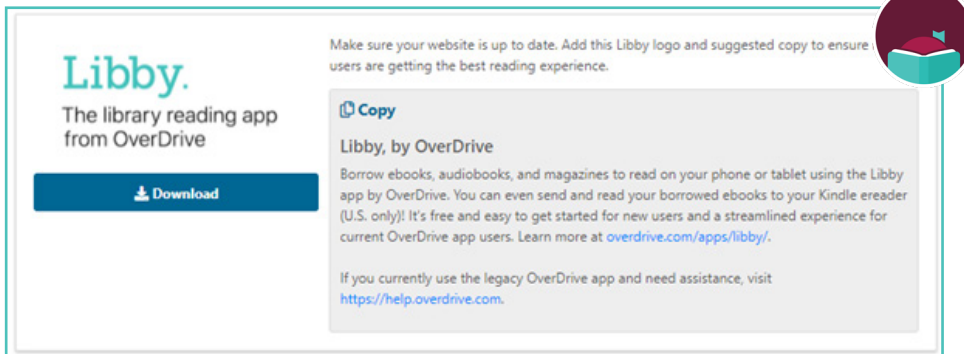
Preparation Checklist

Tips to welcome all users to Libby

Here are best practices and recommended steps to prepare your library staff and users to transition to the Libby app.

Update your library's website

- On your library's website, remove the logo and links to download the OverDrive app and replace with the Libby app icon or wordmark and download links. [Download Libby logos and suggested website copy](#) to help you get started.



- Add a link to [Libby Help](#) on your library's website to help new users find quick answers and to alleviate staff time.

Prepare your staff

- Alert your staff with our [Staff Announcement template](#).
- [Register now for a live Libby webinar](#) and encourage your staff to join.
- Visit the Resource Center anytime, anywhere for [How-To Videos](#).
- Review our [FAQs for library staff](#).
- Encourage staff to [subscribe to the OverDrive blog](#) and [sign up for email alerts](#) to ensure they stay in the loop.

Promote Libby to all users

- [Distribute a newsletter or blog post](#) informing your community about this change.
- [Post a link to this page](#) on your library website and social media accounts, encouraging users to download Libby and introducing them to all the great features of the app.
- Visit the Resource Center to [download free Libby marketing assets](#) including:
 - Getting Started guides
 - Social media graphics
 - Handouts and bookmarks
 - PR and email newsletter templates
- [Request a donation](#) of Libby promotional materials from OverDrive and [download our Transition to Libby Kit](#).
- Host your own [Getting Started with Libby training](#) for your community using our ready-made training kit or encourage patrons to attend [one of our virtual training sessions](#).