

RBdigital Transition to OverDrive: Preparation Checklist

To prepare your library staff and users for a smooth transition from RBdigital to OverDrive, we recommend you complete the following checklist using the resources available at the [Transition Resources page](#).

Marketing

- ☐ Post a message on your library's website that RBdigital ebooks and audiobooks will soon be available in the Libby app.
- ☐ On the scheduled transfer date, update your library's website to remove references to RBdigital.
- ☐ Promote Libby prominently on your website homepage.
- ☐ Post an update on social media that RBdigital ebooks and audiobooks will soon be available in the Libby app.
- ☐ Print and display promotional materials in your branches and around your community.
- ☐ Communicate to patrons via email that RBdigital ebooks and audiobooks will soon be available in the Libby app.

Staff Training

- ☐ OverDrive is offering live webinars on how to use OverDrive Marketplace and Libby. [Register now](#) and invite your staff to join.
- ☐ Visit the Resource Center anytime, anywhere for [How-To Videos](#).
- ☐ Contact your OverDrive Account Manager to schedule a custom, live training session for your staff.

Stay in Touch

- ☐ [Subscribe to OverDrive emails](#) for news and updates.
- ☐ Follow OverDrive on social media.
- ☐ Subscribe to the [OverDrive blog](#).
- ☐ Bookmark and subscribe to OverDrive's [Status Page](#) in the rare event of service interruption.