

# Using The Libby Library App

How to set it up, how to use the basic functions, and fun tips and tricks!

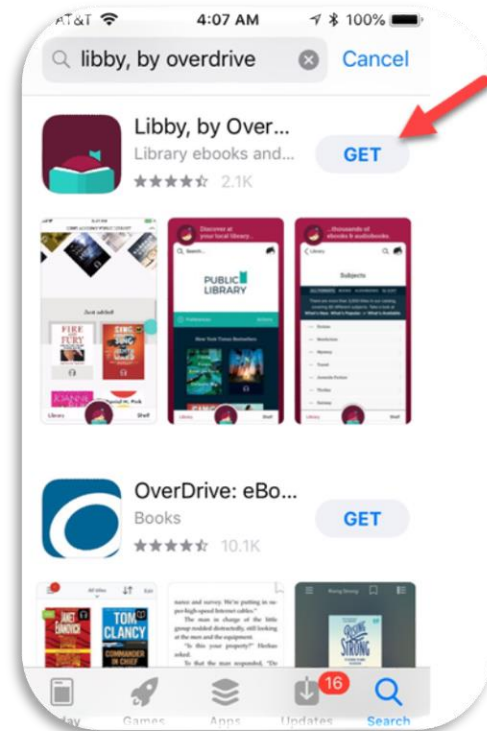


# What devices does Libby work on?

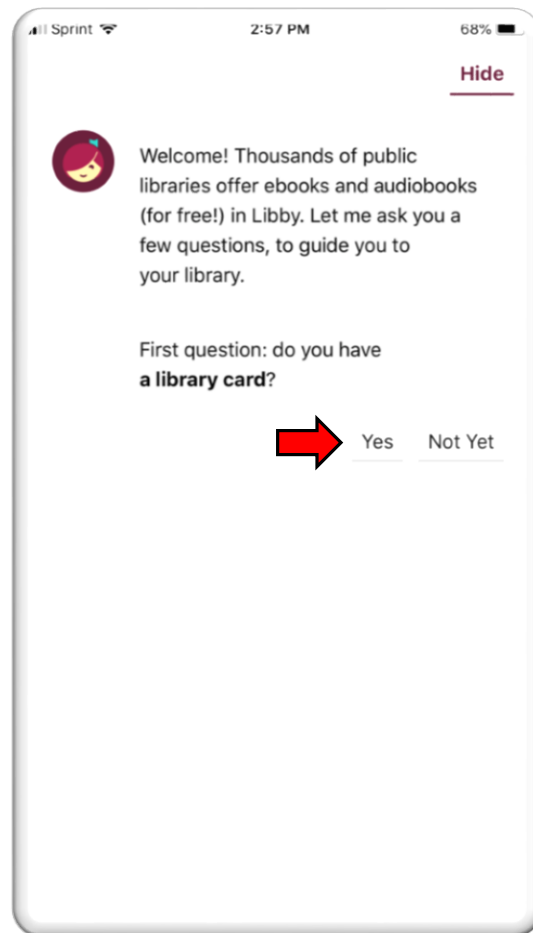
- \* Libby works on Smart Phones that have the Apple, Google, and Android app stores.
- \* It also works on tablets with any of these stores.
- \* It cannot be downloaded directly onto a Kindle Device. If you have a Kindle Device, you can use the OverDrive App instead, or use the 'transfer to kindle' function.

# Adding Libby to your device

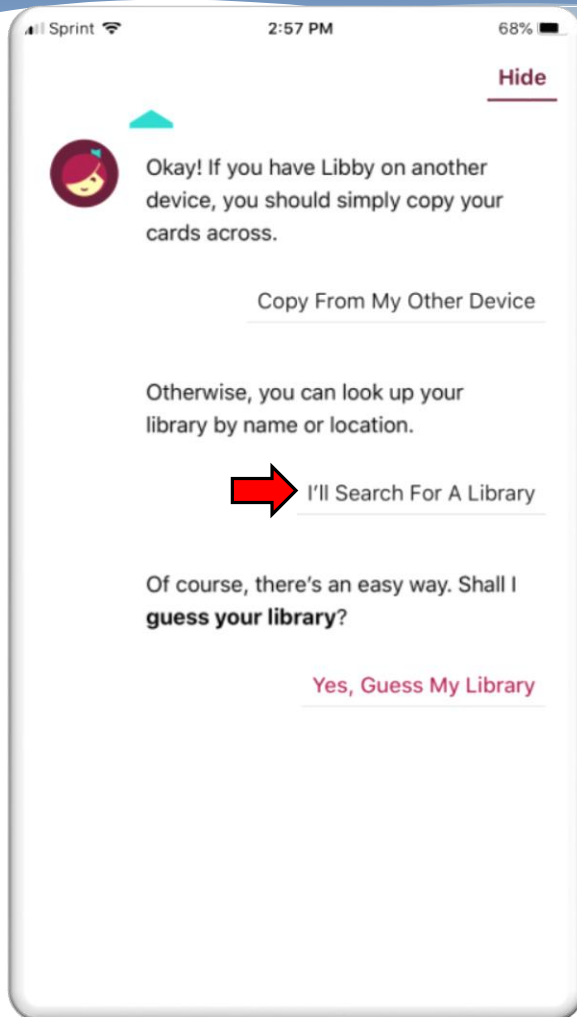
- \* Navigate to whichever app store your device uses and search “Libby”.
- \* This is the icon:



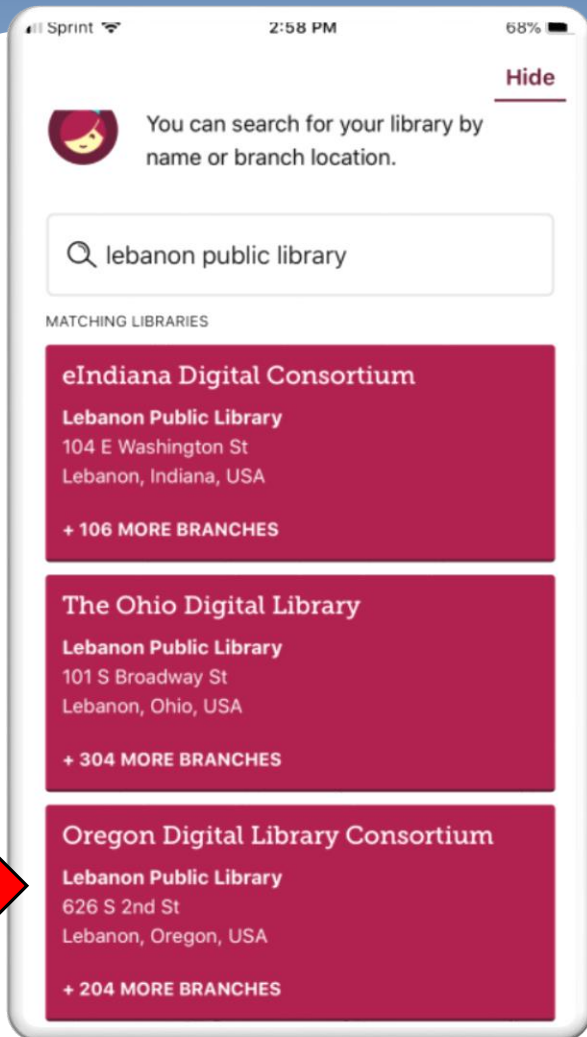
# Setting Up Libby



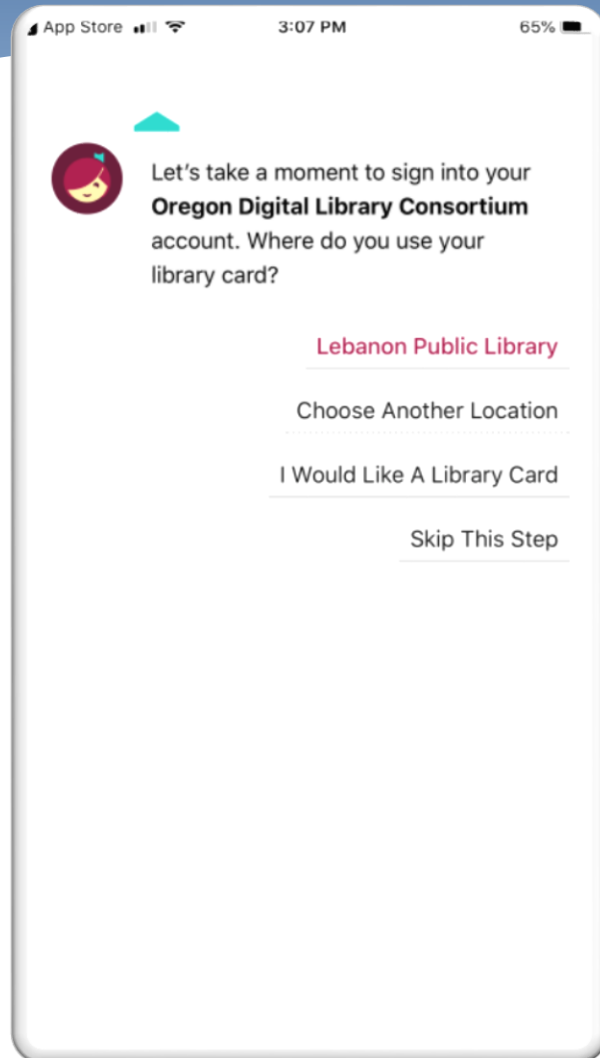
- \* When you click on the app after you've downloaded it, you will be taken to a set up screen.
- \* The first thing Libby will want to know is if you have a library card.
- \* Select 'Yes'



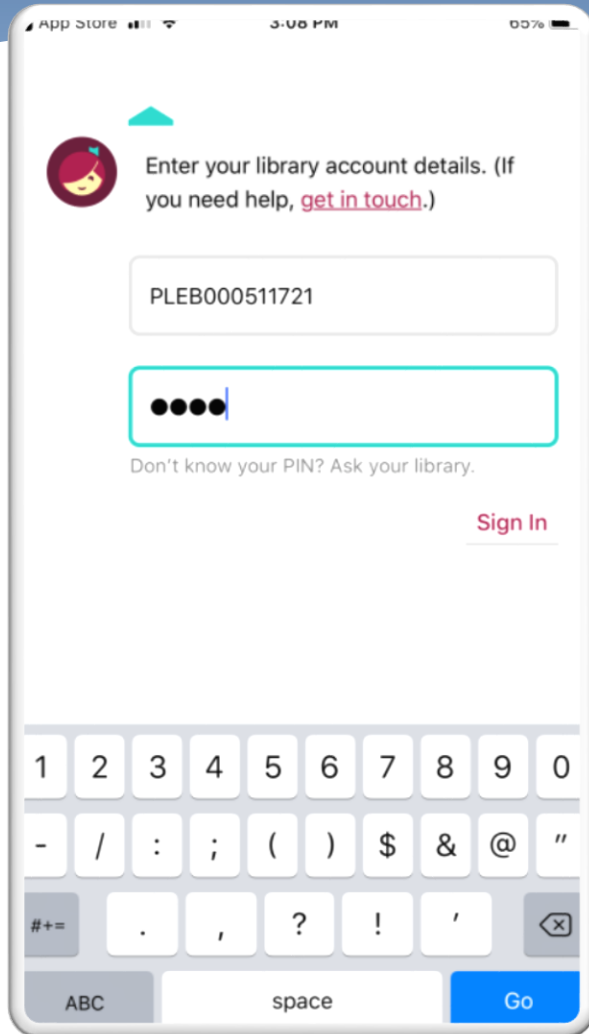
- \* Next, Libby will ask you to search for which library you belong to.
- \* Select 'I'll search for a Library'



- \* Type 'Lebanon Public Library' into the search bar.
- \* It will come up with several options, and the Oregon one is the one for us!

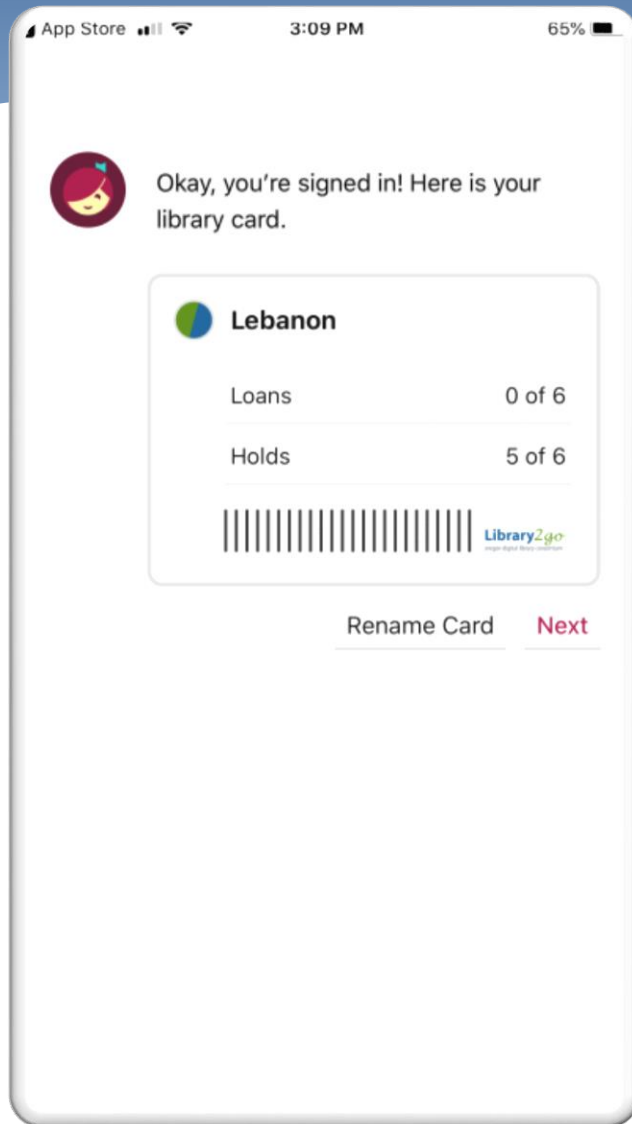


- \* Next, Libby wants to know which library you use your card at. That would be the Lebanon Public Library!



- \* Next, Libby wants your library card number and PIN.
- \* Enter your card number with all capital letters, and no spaces.
- \* If you don't know your PIN, the library staff can reset it for you!





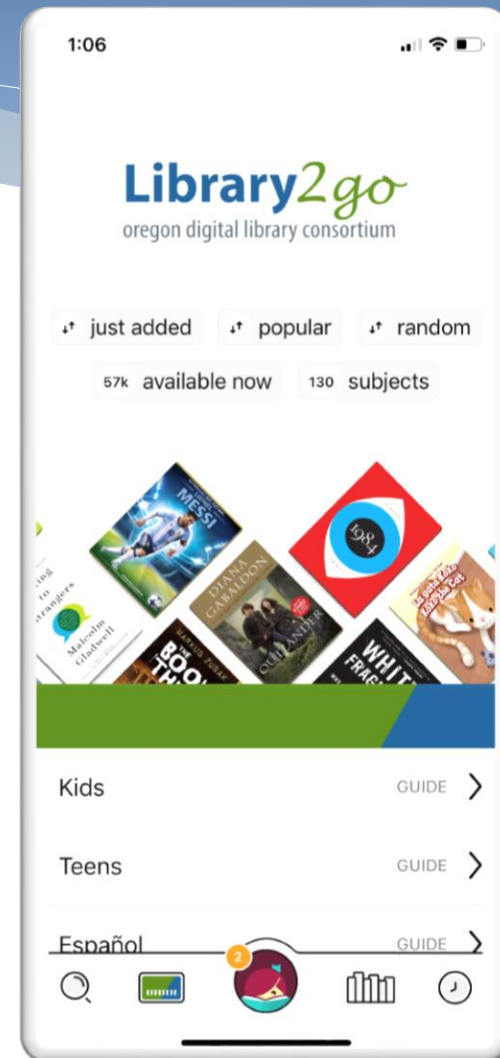
- \* Congrats! You've set up your account!
- \* Now we can start exploring.

# How To Use Libby

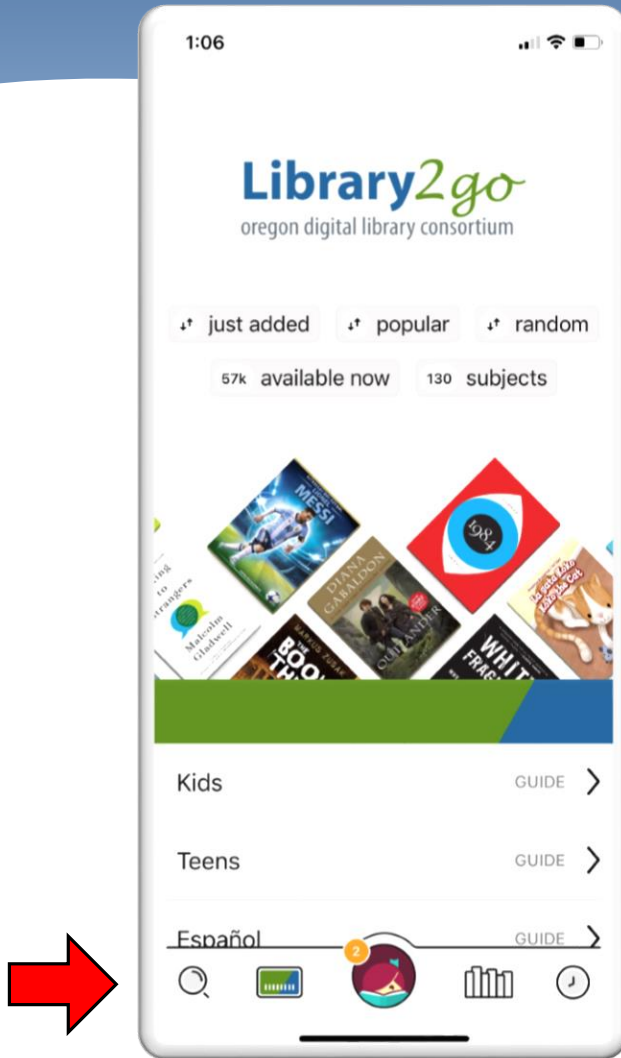
# Your Library Home Screen

This is what your Library Home Screen looks like. There are several symbols along the bottom to help guide you.

- \* The magnifying glass is where you go to search for a title.
- \* The green and blue library card takes you to the Home Screen.
- \* The Libby logo will take you to Account Settings and Help.
- \* The uneven lines are a bookshelf. This lets you view your checkouts and holds.
- \* The clock lets you see your account history through the Timeline screen.

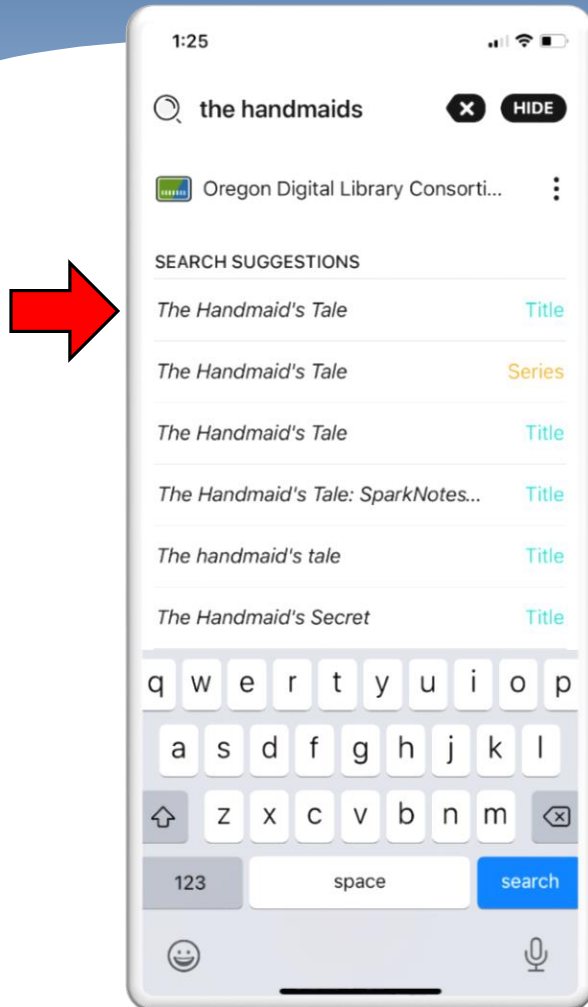


# Searching For a Book

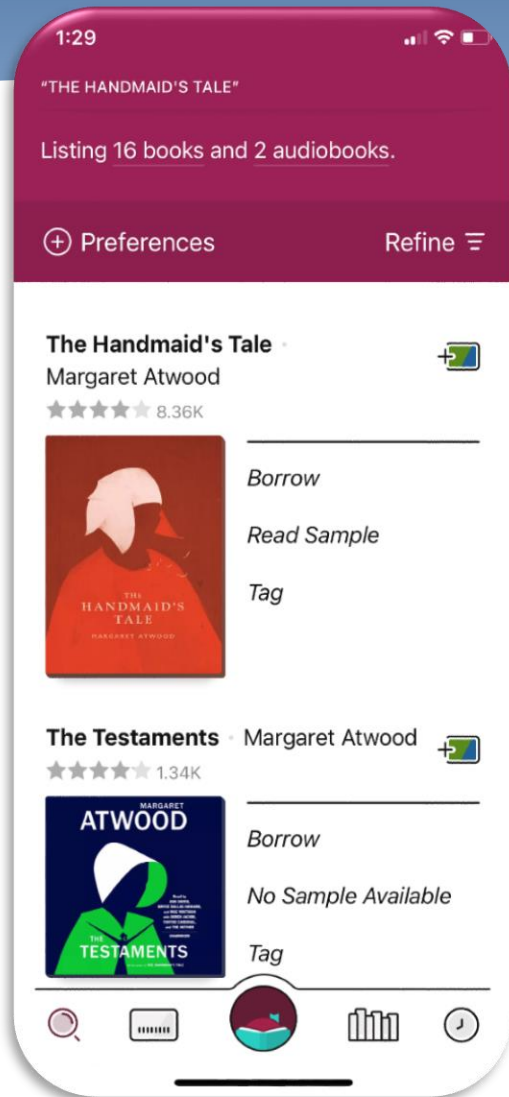


- \* There are several different ways to search for a book.
- \* If you know the title or author that you want, you can click on the magnifying glass to bring up a Search Screen.

# Searching by Title or Author



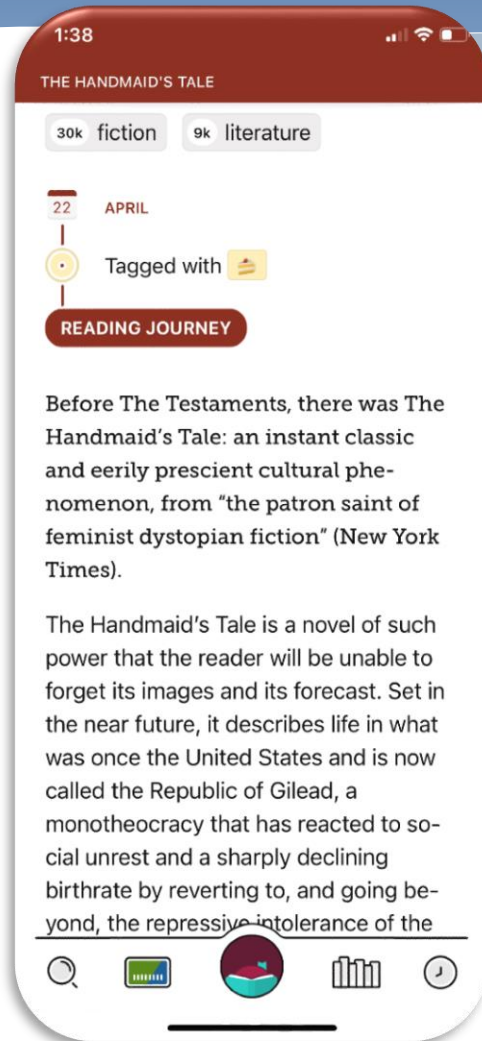
- \* If you click on the magnifying glass, it will allow you to search for a title, series name, or author.
- \* Click on the one that you think is correct!



- \* When you click on the search, it will bring up everything that matches. If you find what you're looking for, you can either select 'Borrow', or you can click on the book picture for more information.
- \* Books that are available right away will say 'Borrow'. Books that have a waitlist will say 'Place Hold'.

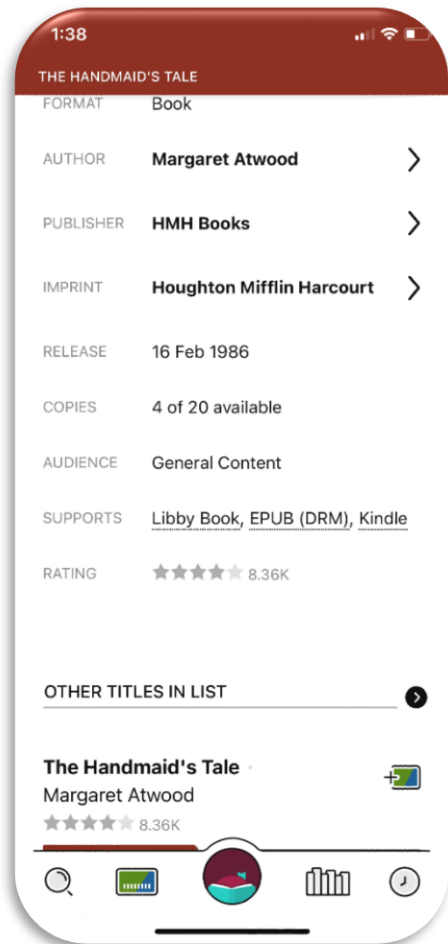


- \* If you click on the picture of the book, it will take you to the page for that title.
- \* From here, you can find out more information about it and read a sample!



- \* If you scroll down, you can see information about your “Reading Journey”, which tracks if you have checked this item out before.
- \* You can also read a full description of the title.

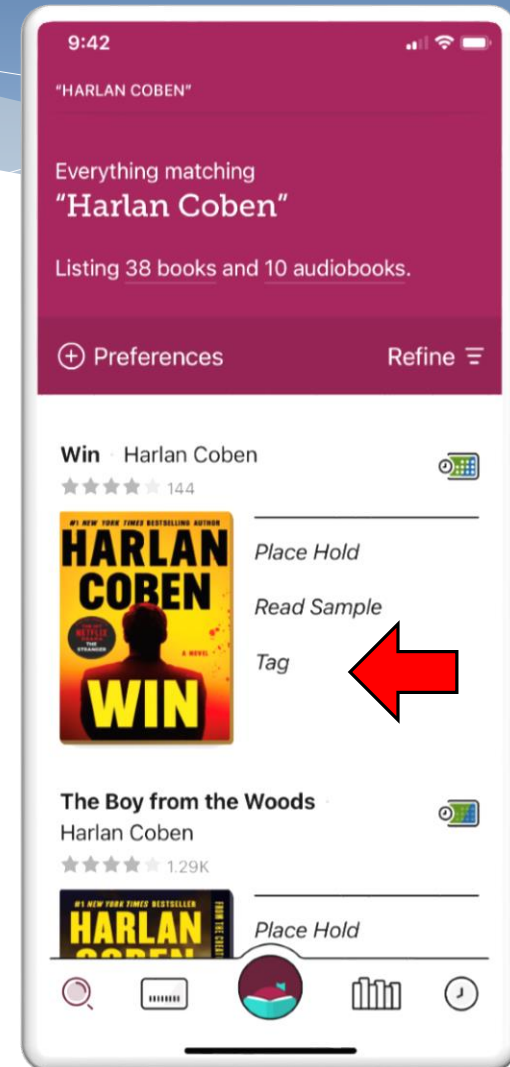




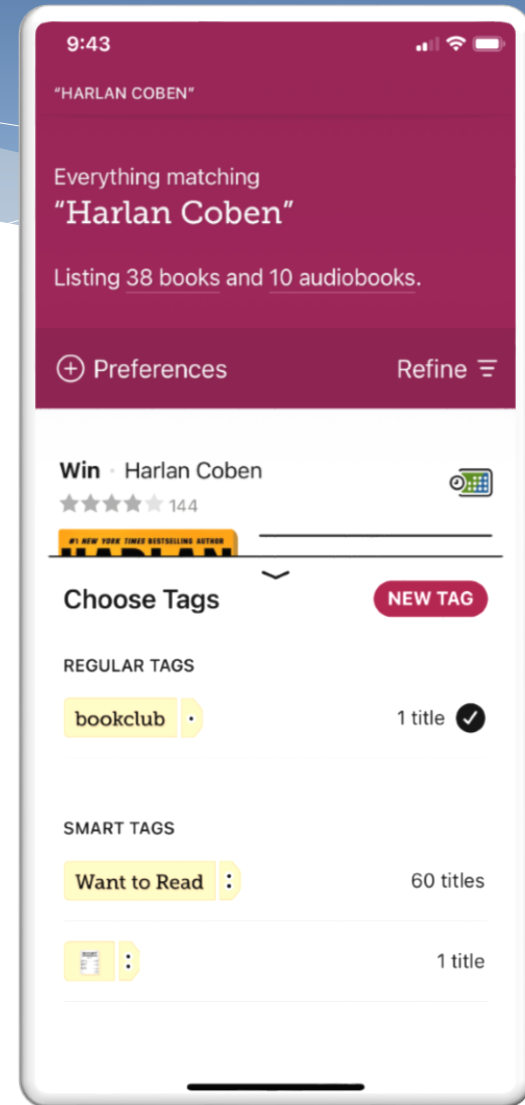
- \* Scrolling down further will show you the publishing details of the title.
- \* If there are other books in the series or by the author, it will show below in the other titles list.

# Creating a Tag

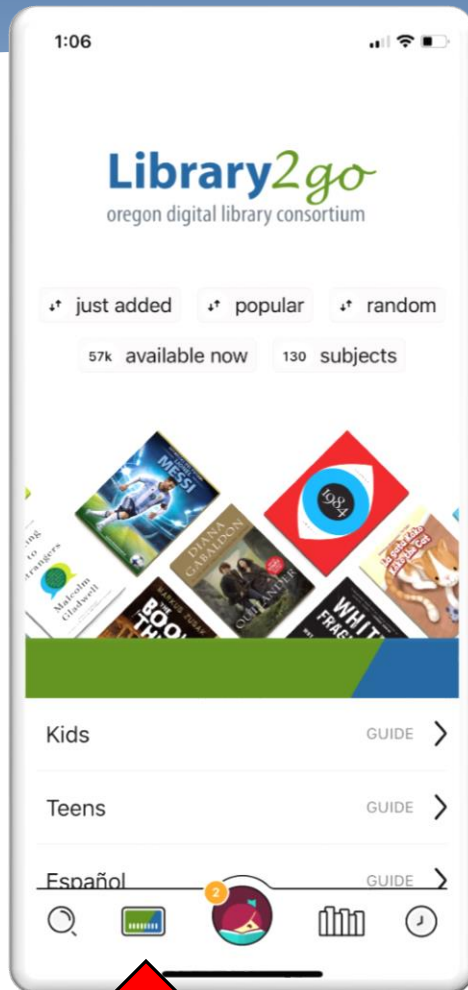
- \* Tags allow you to save books while your browsing.
- \* By using Tags, you can create lists of books to come back to later on.
- \* To tag a book, select the Tag option in the browsing screen.



- \* You can create a new Tag, or add the item to one of your existing Tags.
- \* You can add a book to as many of your Tags as you would like.
- \* Your Tag lists can be viewed on your shelf.



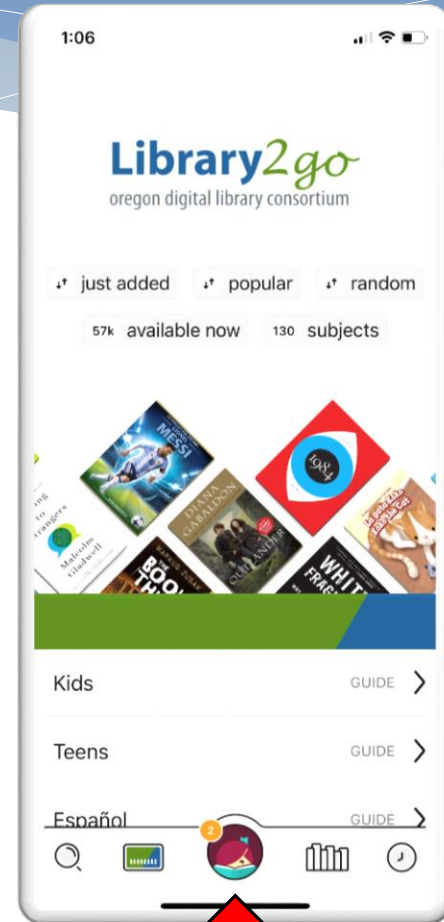
# Navigating Back to Home



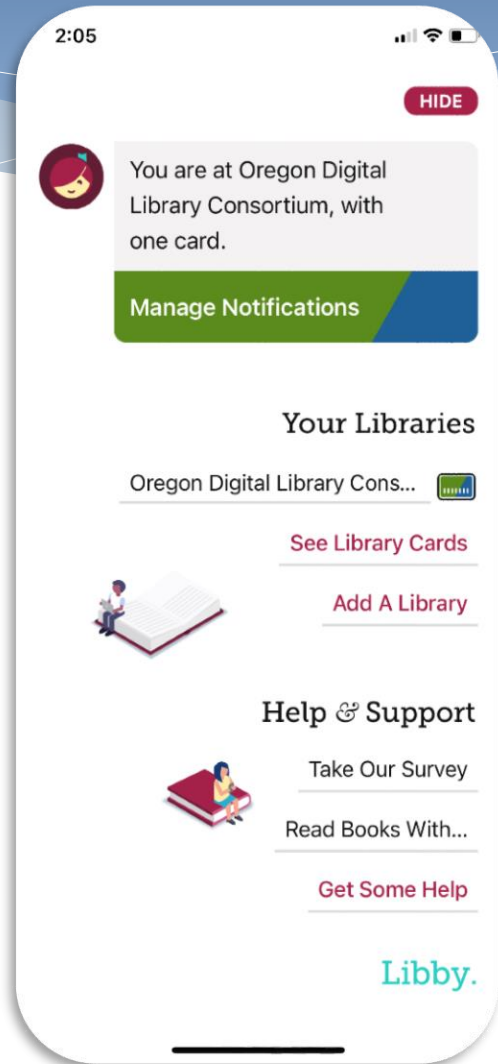
- \* Clicking the green and blue library card symbol will always bring you back to the home screen.

# Account Info and Help Screen

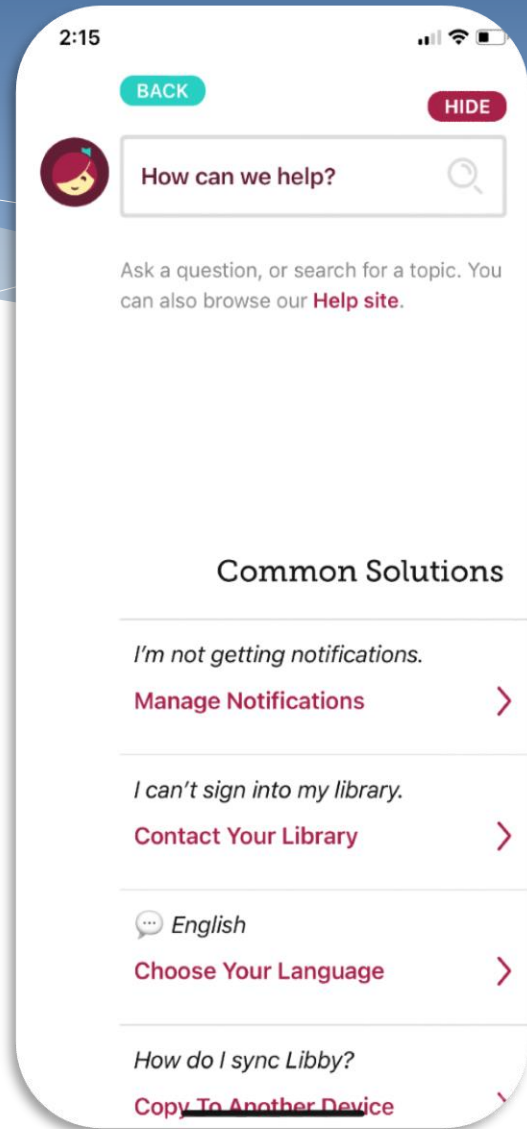
- \* The icon with a girl reading a book will take you to a screen that has the following information:
  - \* Notifications
  - \* Your Library Cards (if you have more than one)
  - \* Help & Support



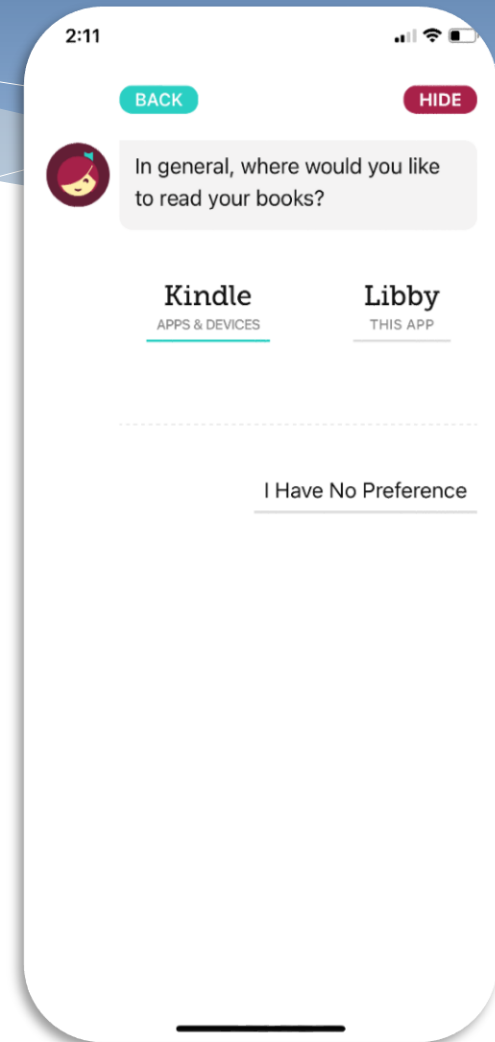
- \* The notifications section shows you if you have any messages from Libby about checkouts or holds.
- \* If you have more than one library card attached to your Libby account, you can switch back and forth from “Your Libraries”.
- \* If at any time you want to close this screen, you can select “Hide” along the top.



- \* If you click on “Get Some Help”, it will bring up the Libby help screen.
- \* The search bar up top lets you type in a specific topic or question.
- \* If you scroll down, you can see common help topics with their solutions.

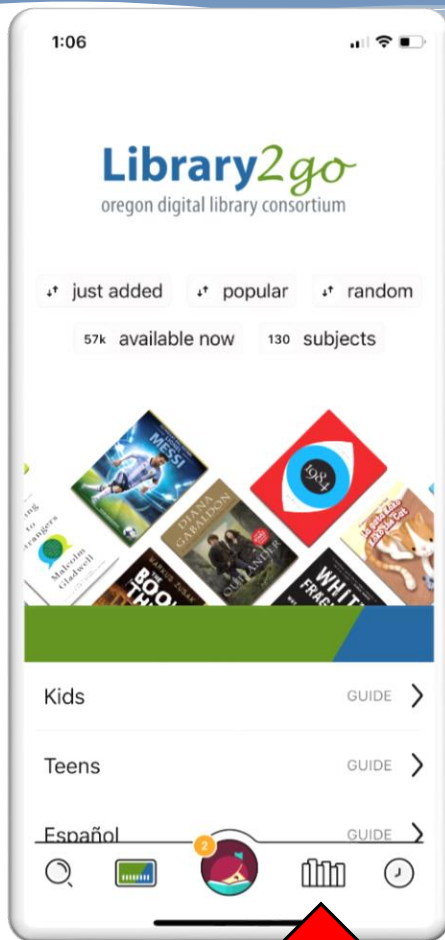


- \* Under Help and Support, there is a section for “Read Books With...”
- \* This allows you to decide which app you will use to read e-books with.
- \* If you choose Kindle, it will take you to the Amazon website to login and choose which device kindle it should send books to. Once you set this, Libby should remember your choice.



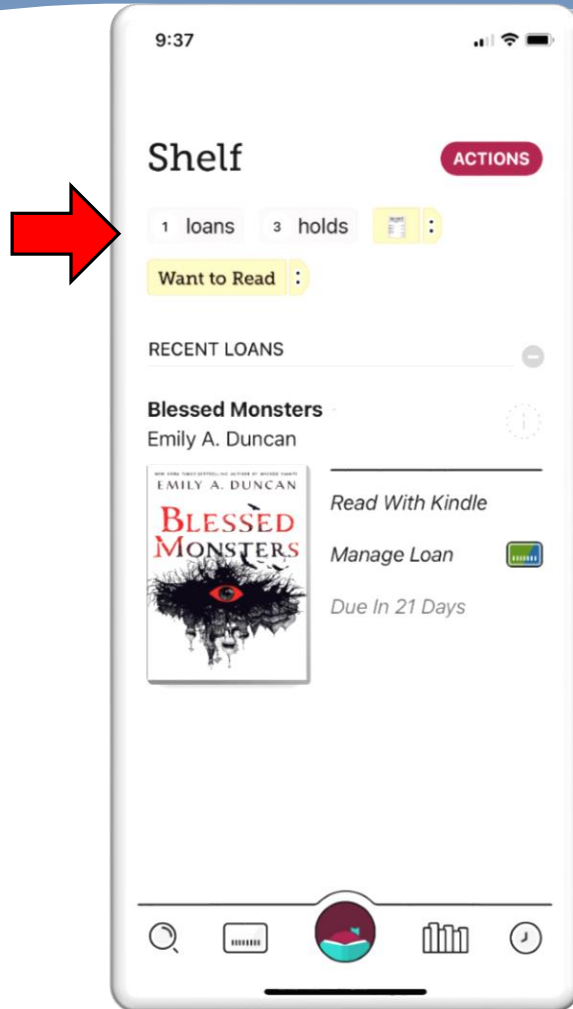


# Navigating to Your Shelf



- \* The icon with uneven lines is a bookshelf.
- \* It will take you to the “Shelf” screen, where you can look at what you have checked out, and what is on hold for you.

# Looking At Your Shelf

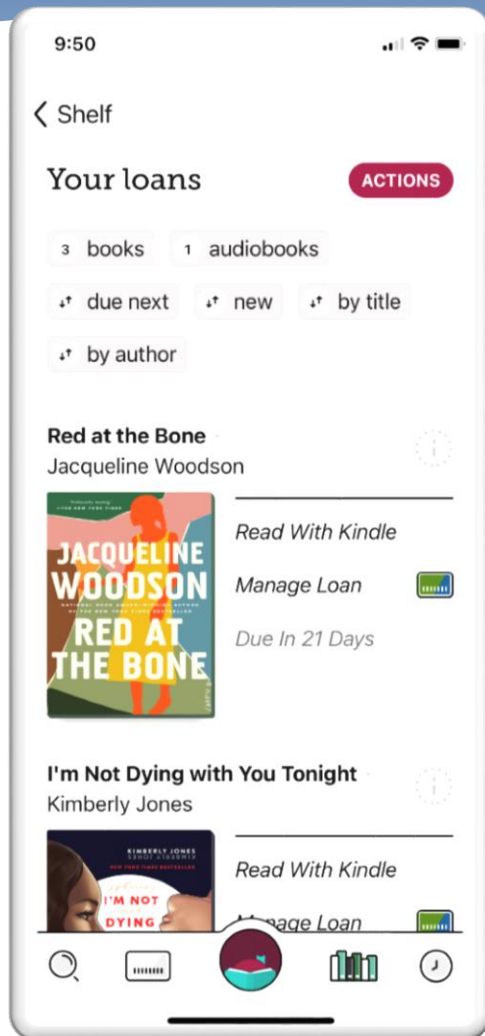


The options listed under Shelf will help you navigate this screen.

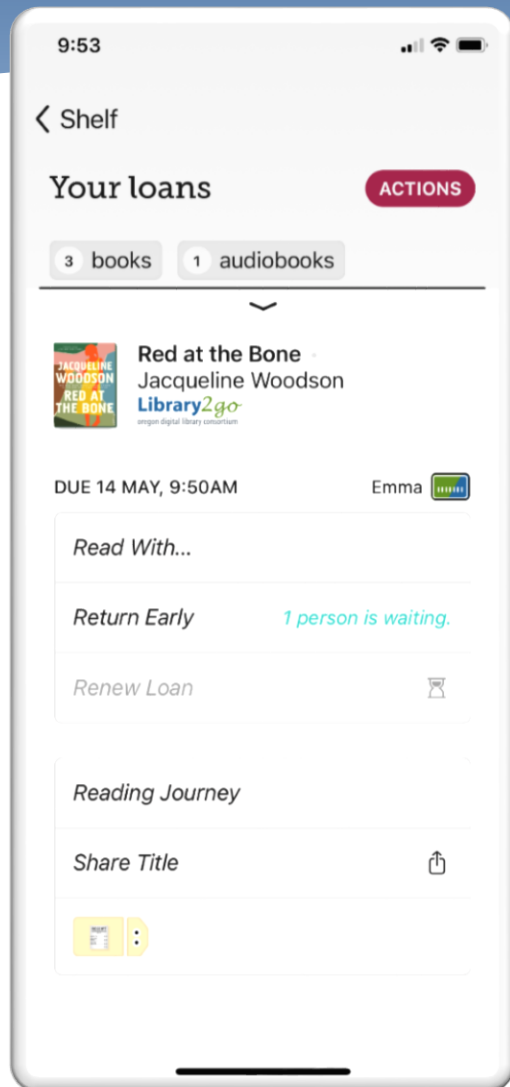
Loans shows what books you currently have checked out to you.

Holds shows the books you are on the waitlist for.

The yellow highlighted options are your Tags.

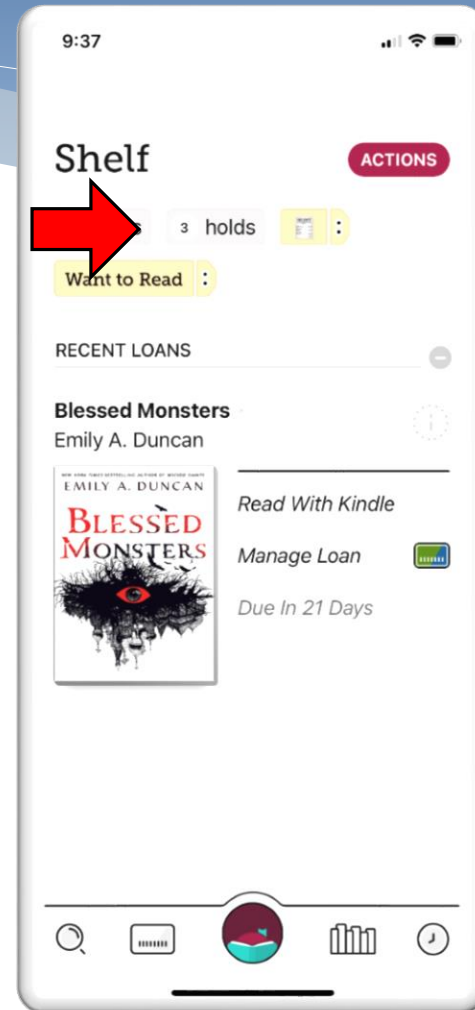


- \* If you click on Loans, it will bring up a screen that allows you to manage what you have checked out.
- \* You can sort your checkouts by a variety of methods by clicking one of the options.
- \* If you click on Manage Loan, it will pop up Loan Options.



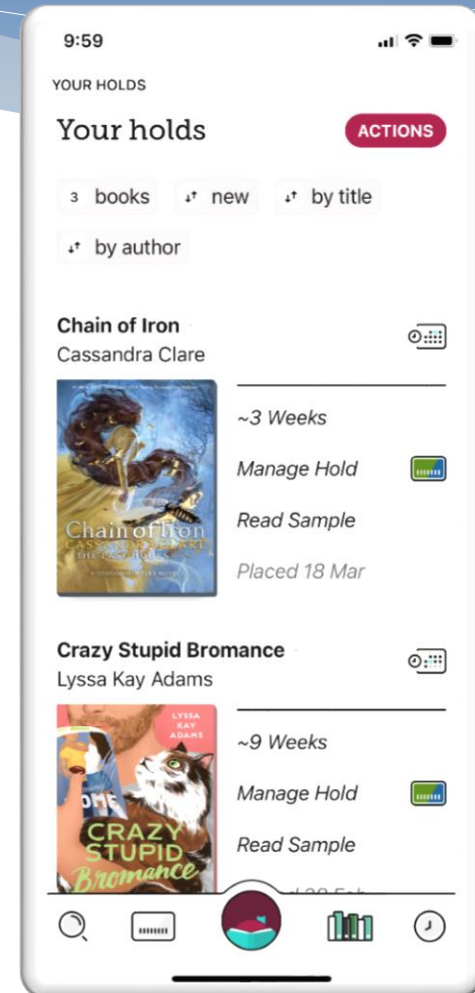
- \* Loan options allows you to decide how you want to read a book.
- \* ‘Read with...’ lets you choose to read in the Libby app or with the Kindle App.
- \* Return Early lets you turn in the book when you are finished with it.
- \* If your loan is getting close to expiring and no one else has it on hold, Renew Loan will be an option available to you.
- \* Reading Journey will show your previous progress on this book.

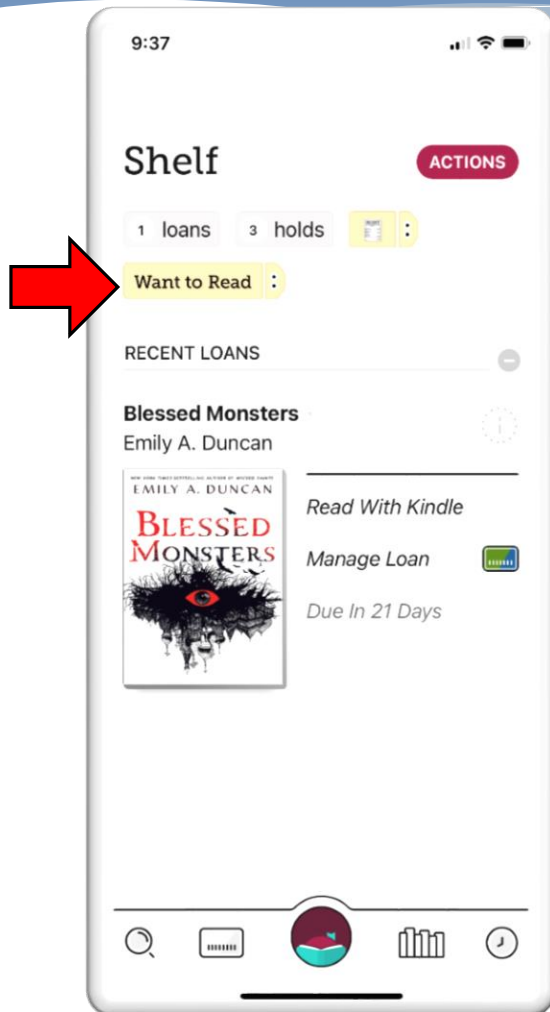
- \* To look at items that you are on a waitlist for, select the Holds option.
- \* E-books and audiobooks usually have longer hold lines than physical items from the library because we share them with all of Oregon.



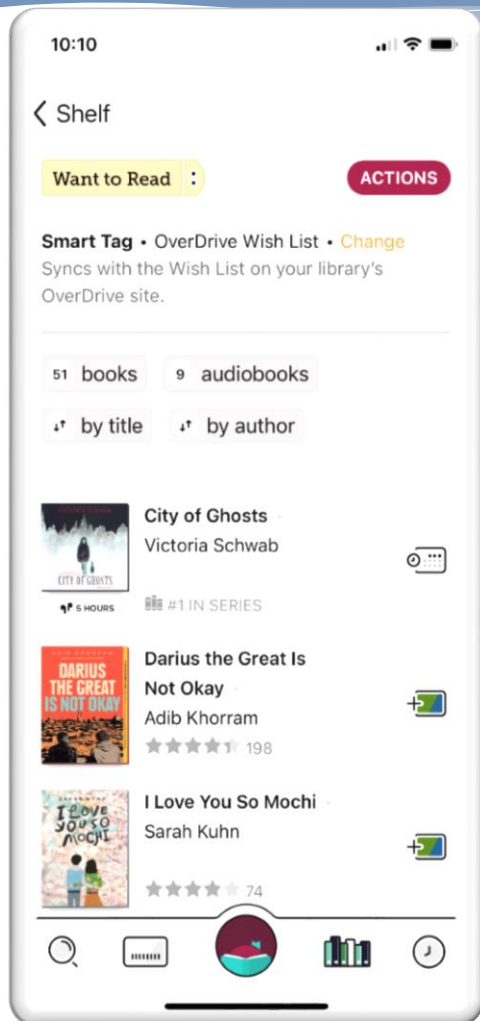
# Looking at Your Holds

- \* You can put 6 things on hold at a time, and look at what you have on hold on your Bookshelf screen.
- \* The hold screen estimates how long you will have until your book is available, and lets you read a sample.
- \* Click on Manage Hold if you would like to cancel or suspend a hold.





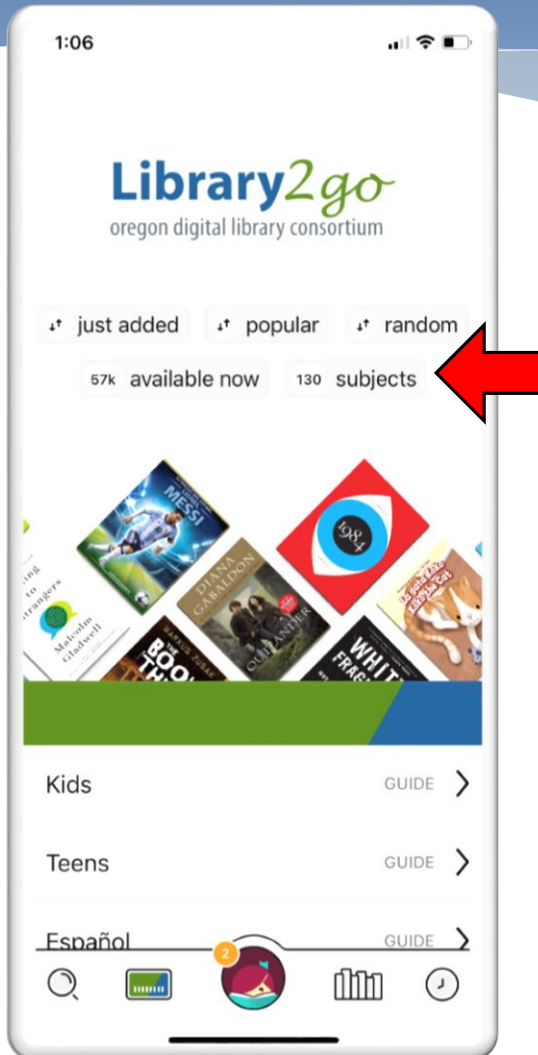
- \* To view a Tags list, select the highlighted tag from the Shelf screen.
- \* This will open up a list of any books that you have Tagged while browsing.



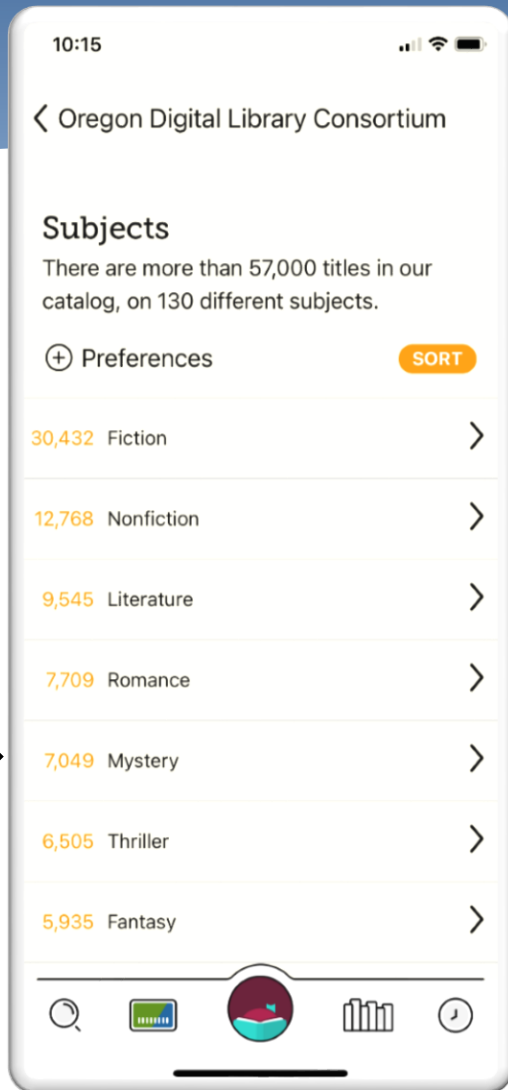
- \* Your Tags list also allows you to sort the items.
- \* Books with a calendar next to them have a waitlist. Click here to place it on hold.
- \* Books with the green and blue card are ready for checkout! Click to add them to your loans.



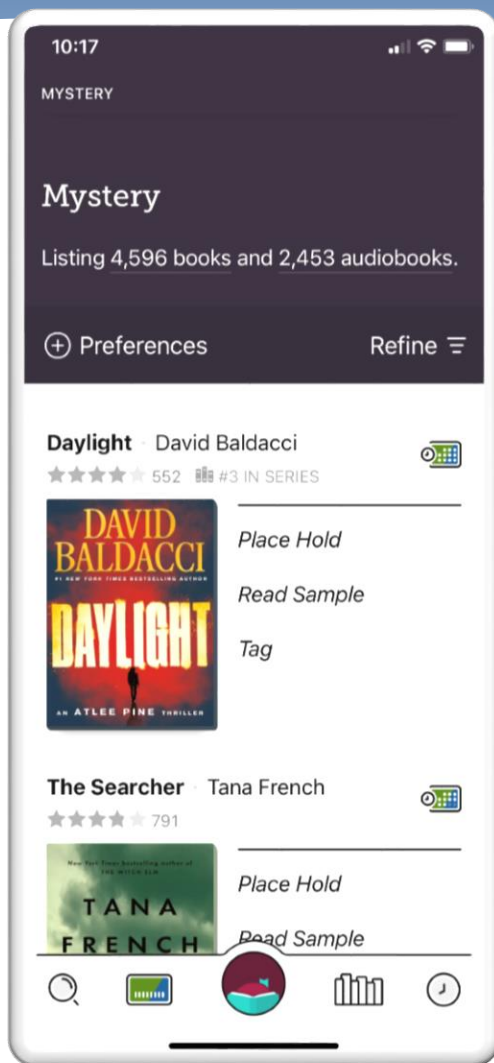
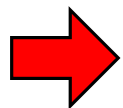
# Browsing for Books



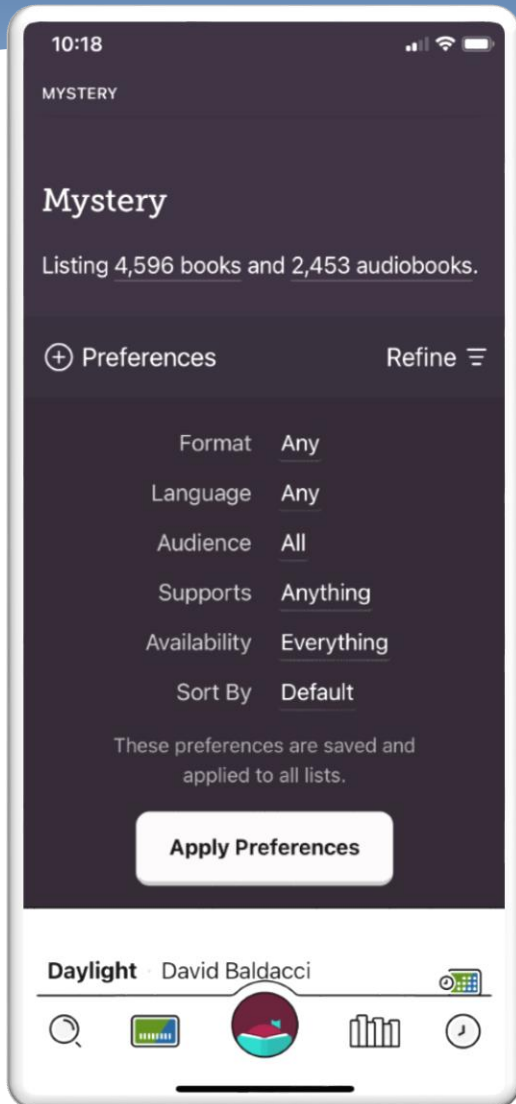
- \* If you don't know exactly what you want to read, you can browse the Libby Library, too!
- \* From your Library Home Screen, click the 'Subjects' option.
- \* Remember that you can always get back to your Library Home Screen by clicking the 'Library Card' button on the lower left!



- \* Here, you can scroll through many options until you find the genre that you're looking for.
- \* Lets start with Mystery! Click on the word to open up a list of options.

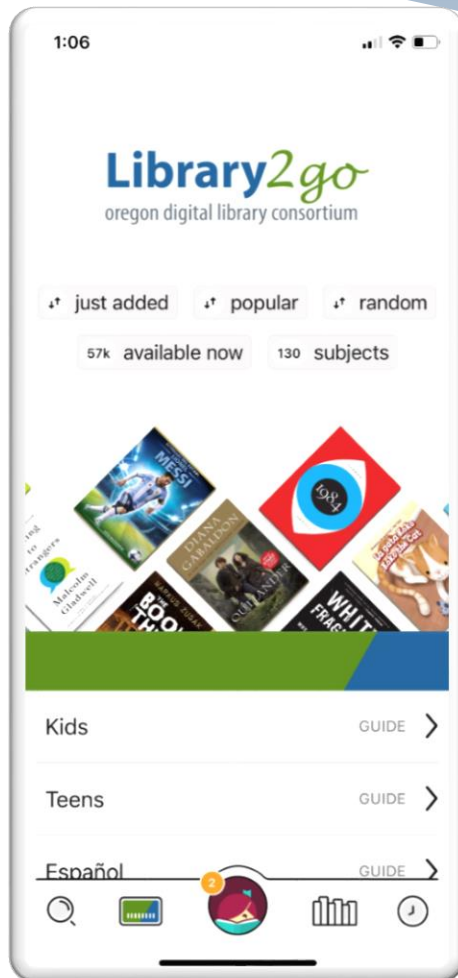
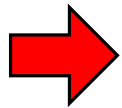


- \* Here you can scroll through the selection of mystery e-books and audiobooks, or you can use your preferences to help narrow down the search.

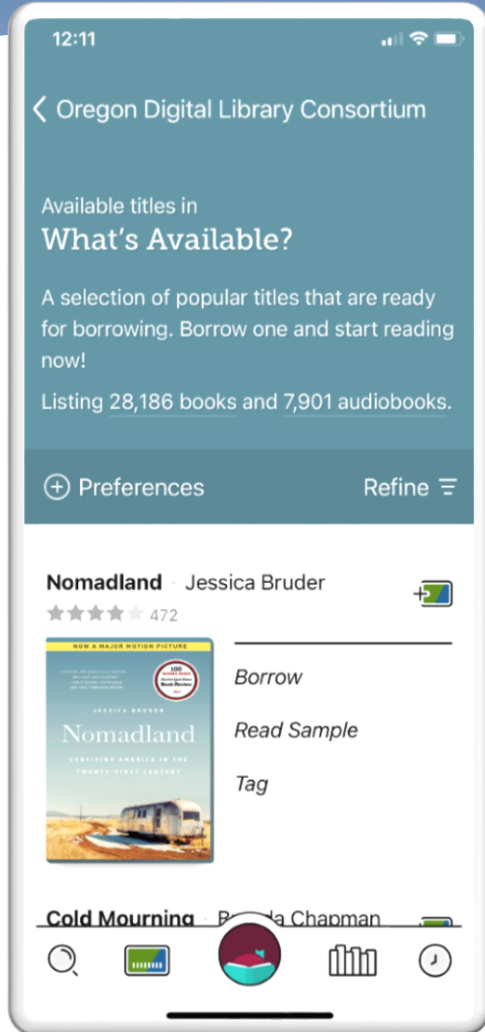


- \* Preferences are a great way to help you narrow down your search!
- \* Format lets you set e-book or Audiobook.
- \* Availability lets you sort if it's something you can borrow right away, or something you will put on hold.
- \* Any preferences you set will be saved for your future searches.

# Browsing by What's Available



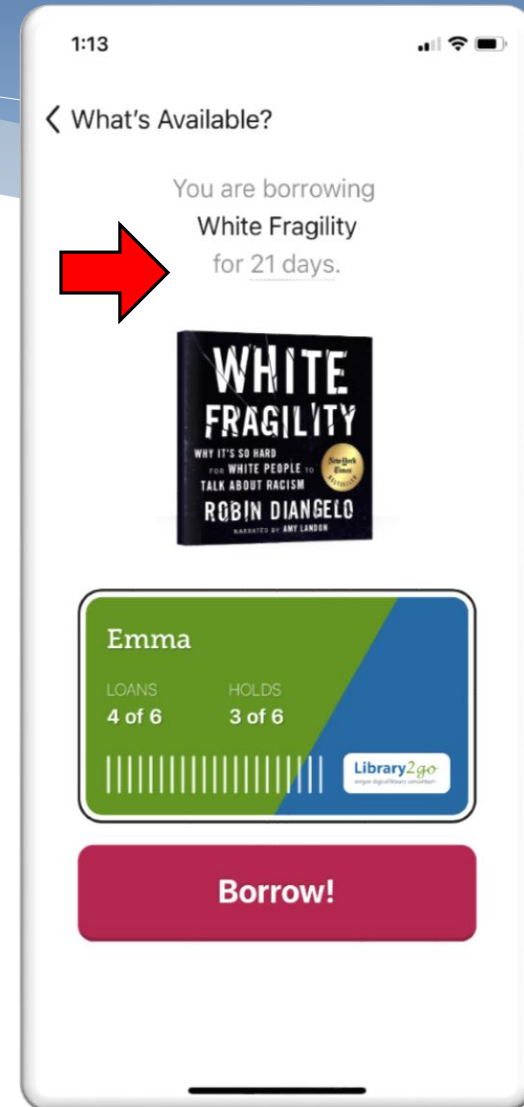
- \* Now let's go back to explore and try the 'Available Now' button!
- \* This shows you everything that you can check out with no wait.



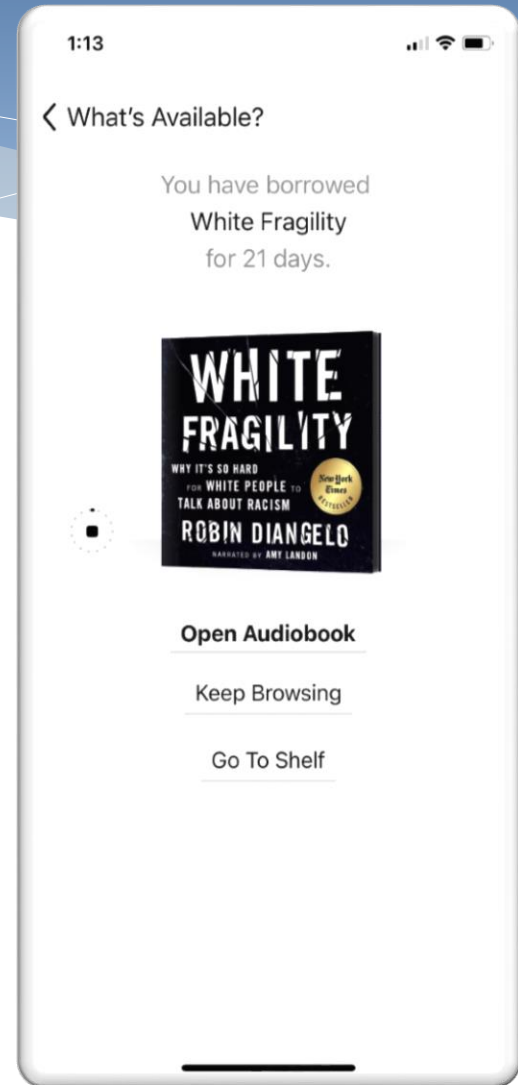
- \* This search shows you all of the items that you can check out right away.
- \* You can choose if you want to look at everything, look at just e-books, or just audiobooks.
- \* You can borrow items by clicking on the 'Borrow' button!

# Checking out an Audiobook

- \* When you click borrow on any item, it will take you to a screen that shows you how many items you have on your account, and asks you to confirm that you want to borrow another.
- \* Libby gives you options for how long you want to check an item out for. You can reset the time limit by clicking below the title.

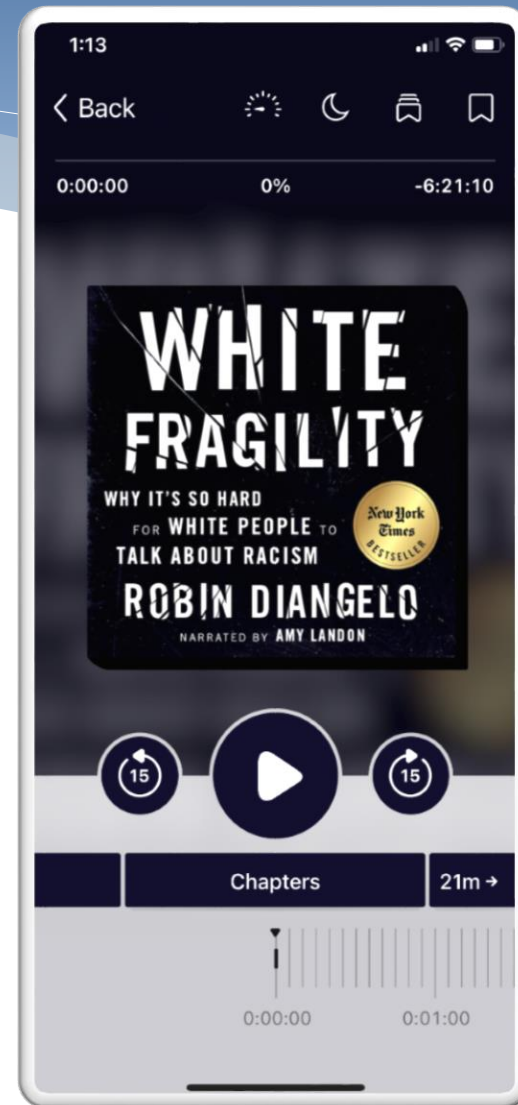


- \* If you're borrowing an audiobook, Libby will take you to a confirmation screen.
- \* You can either open the audiobook directly, return to your browsing selections, or go you your shelf.

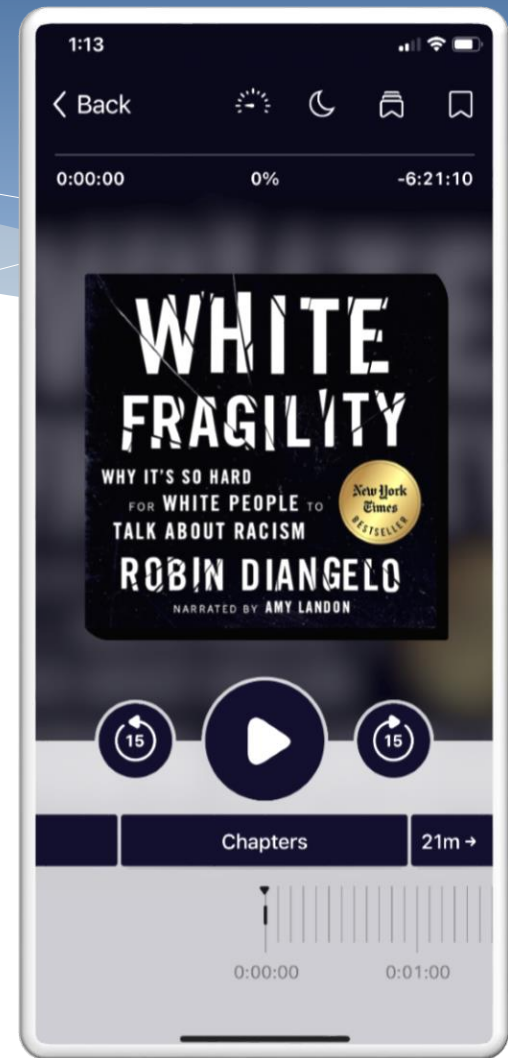




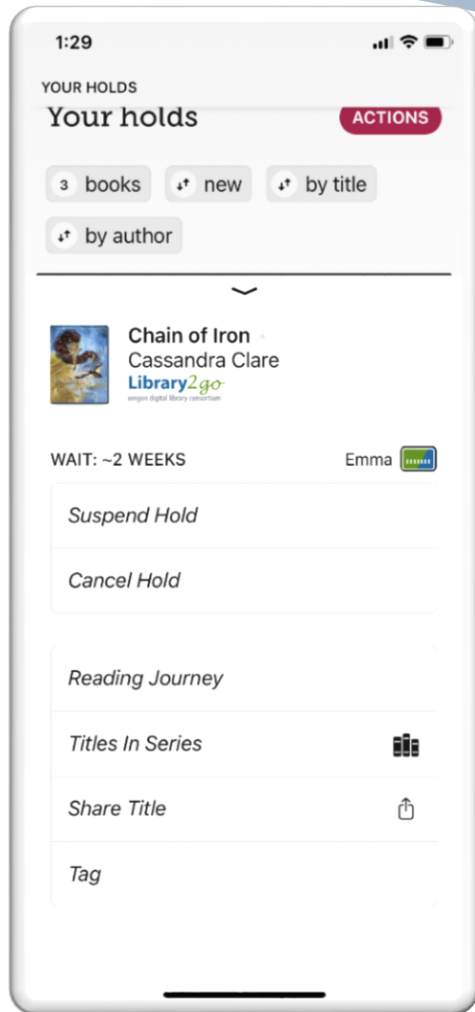
- \* This is what the audiobook player looks like!
- \* Press the triangular play button to start your book.
- \* Along the top, you can see information about how far into the book you are, and how much time is remaining.
- \* To leave the book, and return to Libby browsing, select Back in the top left corner.



- \* There are several icons at the top of the audiobook screen:
  - \* The semicircle with the pointer lets you speed up or slow down your narrator.
  - \* The crescent moon will turn the player off after 30 minutes, in case you fall asleep listening.
  - \* The first tab will show you all of your previous bookmarks on this title.
  - \* The second tab will let you create a new bookmark.
- \* If you select Chapters along the bottom you can skip forward or back in the title.



# What if my hold is almost ready, but don't have time to read it yet?



From your Holds Shelf, you can suspend a hold, which saves your place on the hold line until you're ready for the book.

- \* If you are first in line for the book, you will stay at the top of the list, but it will send it to the next person in line until you are ready.
- \* You can suspend a hold for up to 180 days.

Now you know the basics of how  
to use the Libby Library App!

