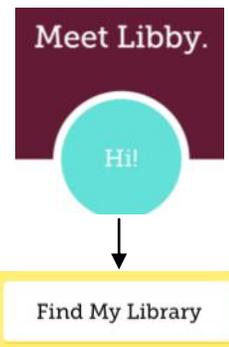# For Mobile Devices

GETTING STARTED

⇒ ***Make sure you are connected to WiFi or internet, and have your library card number handy***

- Head to the Apple App Store or Google Play Store and search for **Libby**
    - Download and install as you do with all other apps
- Once downloaded, open the Libby app and tap on **Hi**
- Scroll down and tap on **Find My Library**
- Libby will automatically search for your closest public library branch
    - It will also automatically find <u>Live-brary.com</u> as your digital library provider
- If Middle Country Public Library **is not** selected as your closest public library branch, tap on No, then tap on "No, I'll Search For A Library"
    - Type in your zip code, then tap on the box that says Middle Country Public Library
- Once you've added your library branch, Libby will connect you to the <u>Live-brary.com</u> digital catalog

ADDING A CARD

- Next, you will have to add a library card to the app so that you can check out items
- Tap on the **Menu icon** in the top right corner
- Tap on 📖 Library Cards   then tap on **Sign In**
- From the dropdown menu, select Middle Country Public Library

    - Enter in your library card number, then enter your PIN, and tap on Sign In
- Your card will be added to the Libby app and ready to use!

LIBBY SETTINGS

Get comfortable with these settings, as many will prove helpful to you

- To access your library card and other settings, tap on the **Menu icon** in the top right corner
- <u>Library Cards</u>: Shows you your linked library cards
    - If you have more than one card, you can add another card here
- <u>Hold Notifications</u>: For hold notices on digital items, you can enter an email address, and choose whether to borrow holds automatically
- <u>Download Settings</u>: Choose if you want all titles to be downloaded automatically (*not* recommended); and download only on WiFi (recommended)
- <u>Device Preferences</u>: Choose if you want to read your books in the Libby app on the device you're using, on Libby on a different device, or on a Kindle eReader

FINDING A BOOK

- To **search** for titles, tap on 🔍 Search the catalog... located at the *top* of the screen, and enter your search
- You may also **browse** by scrolling to the bottom of the app and browsing through the Popular Collections section
- Some titles will be available as both eBooks and eAudiobook
    - To determine the format of the title, look for the headphone icon at the bottom of the book cover that indicates if a title is an eAudiobook

PLEASE SEE NEXT PAGE FOR BORROWING & READING TITLES

For Mobile Devices

BORROWING & READING TITLES

You may borrow a title for up to 21 days; some titles may only be available for 14 days

- When you have found a title you would like to borrow, simply tap on **Borrow** to the right of the book cover
- Next, tap on the button that says **Borrow!**
- From here, you can simply tap on **Open Book**, or you may keep browsing
    - If you have selected *Kindle eReader* in your Device Preferences setting, tap on **Send to Kindle**
- If you see the text **Place a Hold** instead of Borrow, the title is not available to be borrowed immediately, but you may place a hold on it so it will be borrowed when it becomes available
    - To do this, tap on **Place a Hold**, then tap **Place Hold!**. The hold will be placed, and you will receive an email notification when it is ready to be borrowed
- To go back to the digital catalog, tap on Library at the bottom of the app
- To open the book you were last reading, tap on the circle at the bottom of the app
- To view your checkouts and holds, tap on Shelf at the bottom of the app

Bottom of the Libby app

RETURNING TITLES

- If you wish to return a title that you downloaded or read in the Libby app, tap on **Shelf**, then find the title and tap on the book cover
- Next, tap on **Return Title to Library**, then tap the **Return!** button

RENEWING TITLES

You may renew a title 3 days before the due date if there are no holds; if there are holds, you can request the title again and wait for it to become available.

- To **renew** a title or request it again, tap on **Shelf**, then find the title and tap on the book cover
- Next, simply tap on the Renew
    - If it is too soon for an item to be renewed, the app will tell you how many days you must wait to renew

SHELF OPTIONS

Within your Libby shelf are several helpful options to manage your loans and holds. These options are found at the top of the app.

- Loans: Every digital title currently checked out on your card
- Holds: Any holds you placed are found here – you may edit or cancel a hold, and monitor your spot on the hold list
- Tags: You can apply tags to titles – e.g. "read later" or "historical fiction favorites"
- Activity: View all of your activity on the Libby app – e.g. checkouts, holds, returns

For further assistance, please visit this webpage to request a 30 minute Book-a-Librarian session:
mcplibrary.org/about/patron-tools/book-a-librarian/

***Or* call the Adult Services desk at 631-585-9393, ext. 558**