



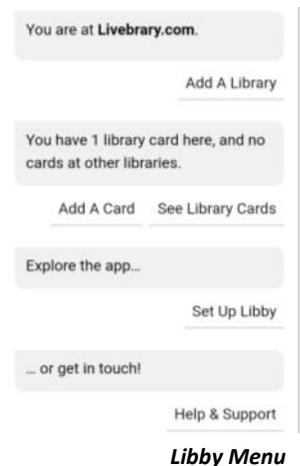
## GETTING STARTED

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

- First, head to the Apple App Store or Google Play Store and search for **Libby**
  - Download and install as you do with all other apps, then open up the app
- You will need to follow several prompts to get started and signed in:
  - First, you will be asked *Do you have a library card?* Tap on **Yes** to continue
  - Choose *I'll Search For a Library* on the next screen, then enter **11720** in the search bar
    - Libby will find [Livebrary.com](http://Livebrary.com) as your digital library provider. Tap on [Livebrary.com](http://Livebrary.com) to continue
  - Next, choose how you will read your books
    - If you plan to use a *Kindle* device, choose *I'll Mostly Read on a Kindle*
    - If you plan to only use the *Libby app*, choose *I'll Mostly read in Libby*
  - Finally, select *Sign In With My Library Card*
    - From the dropdown menu, select Middle Country Public Library, enter your library card number, then enter your PIN and tap on Sign In
    - You will remain signed in to Libby unless you select Sign Out in the Libby Menu
- Tap on *Enter The Library*, and your Libby app will be ready to use!

## GET TO KNOW LIBBY

- To access your library card and other settings, tap on the Libby icon  in the **top right corner**
- **Library Cards:** Shows your linked library cards
  - If you have more than one library card, you can add it card here
- **Explore the app:** Tap on **Set Up Libby** to choose whether borrowed items download automatically; choose or change where you read your borrowed titles; and manage your holds
- Use the **Libby bar** at the bottom of the app to switch between the Livebrary digital catalog and your **Shelf**
  - See the *Shelf Options* section in these instructions for more



## FINDING A BOOK

- To **search** for titles, tap on  Search... located at the *top left* of the screen, and enter your search
- You may also **browse** by scrolling to the bottom of the app and looking through different genres and categories
- To search only for available titles, tap on **Refine**  then tap on *Exclude unavailable titles*
- Some titles will be available as both eBook and eAudio
  - 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 eAudio

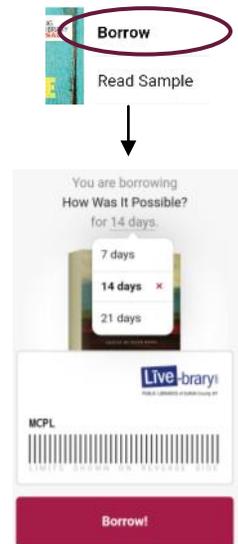




## BORROWING & READING TITLES

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

- After finding the title you would like to read, tap on **Borrow** to the right of the book cover
  - If you would like to change your loan period from 14 days to 21 days, tap on the text that says *14 days* above your MCPL card, and choose *21 days*.
- Next, tap on the button that says **Borrow!**
- From here, you can simply tap on **Open Book**, or you may keep browsing
  - If have chosen to read on a *Kindle Device*, tap on **Send to Kindle**; you will be redirected to Amazon's website, where you will sign in to your Amazon account and send the book to your device.
- If you see **Place a Hold** instead of Borrow, your selected 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!**. When the hold is ready, you will receive an email notification letting you know you can download the title.



## 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

## 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 **Manage Loan**
- Tap on Renew Loan, then tap on the Renew button
  - If it is too soon for an item to be renewed, the app will tell you how many days you must wait to renew

## 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
- *Please note*: if you've downloaded a Kindle eBook, you need to return the title through the Amazon website.