

# Step by Step Guide to Enjoying Books and Audiobooks on the Libby App

## Step 1

### What Is Libby?

- There is so much talk about finding books on Libby, but what if you have never heard of Libby?
- Libby is a way to read e-books and e-magazines and to listen to audiobooks.
- It is a free service offered by your library, and all you need is your library card, and a smartphone, tablet, or computer, to access it.

## Step 3

### Getting Started With Libby

- When you open Libby for the 1st time, you will be asked if you have a library card. Answer, and follow the prompts.
- Next you will search for your library, and select it from the list.
- Now you add your library card by selecting "account details" and entering your card# and pin/password.
- Your digital card will appear, showing you how many loans and holds you can have.
- Click "next" to go to the Libby home page.

## Step 2

### How Do I Access Libby?

- Find the Libby app in Google Play or the App Store on your device & download it.
- Once downloaded, open the Libby app on your Android or IOS Device.
- No smartphone or tablet? You can access Libby on many computers by visiting Libbyapp.com
- Make sure you have your library card ready for the next step.

## Step 4

### Let's Learn The Libby Menu

- Now that you are on the Libby home page, select the round icon in the upper right, to discover the Libby menu more.
- You can add more cards to your account (for you or your family). Just click "See Library Cards" and add a card. You can click "actions", on a card, to rename it to the user's name.
- If you have cards at more than one library network, you can select "Add A Library", and enter the card for that library. This may allow you to get titles more quickly as you will be accessing more than one system.
- If you would like to read your books on a Kindle device, you can select "Read Books With", and select Kindle.

Borrow ebooks,  
audiobooks &  
magazines



**Libby.**

The reading app from our  
library, built by OverDrive.

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## Step 5

### Starting a Book Search

- Now that you have linked your card, it's time to search for books!
- Select "Search For A Book", on the top of the page, and enter an author or title.
- After you hit "enter", you will get a list of books and audiobooks, matching your request.
- If the title says "Borrow", it is available now, and you can click to download it.
- When you click "Borrow", you should then see how many days you will borrow it for. If you would like more or less time, click the underlined days (usually 14), and make the change.

## Step 6

### Placing a Title on Hold

- If the title says "Place Hold", you can click the calendar next to the author's name to see how long the wait is. It's always a good idea to get on the wait list. If there is more than one copy, it can move quickly.
- At this time, you may also want to read or play a sample of the book. This is especially helpful with audiobooks to see if you connect with the narrator's voice.
- If you decide you don't mind waiting, click "Place Hold" to be added to the list.



## Step 7

### I Don't Know What Book To Read

- No problem! Libby is an incredible resource to find new books to read.
- On the home screen, you can search for books in two ways.
- First, simply hit "Explore", and browse the categories. Here you will find traditional categories and some fun ones. These include popular, new, available now, and some spotlight categories.
- The second way to browse is to scroll down the screen for featured categories from Libby librarians. All the traditional categories from the "Explore" list are here too!
- Happy book hunting!

## Step 8

### Let's Explore The Libby Shelf

- Open your "Shelf", located in the lower right corner of the home page.
- Click "Loans" to see all the titles you have borrowed. You can click "Manage Loan" to change between Libby & Kindle formats. You also can choose to "Return Early", or to "Renew Loan" if there is not a wait for the title.
- Next, click "Holds" to see all the titles you have on hold. You can click "Manage Hold" to "Suspend Hold". This allows you to continue to move up the holds list, while postponing how early you can receive the loan. You can also select "Cancel Hold" if you no longer want the title.



## Step 9

### Let's Explore The Libby Shelf More

- Let's continue learning about holds. Open the "Shelf" and select "Holds".
- If you receive a hold, but are not quite ready to read it, you can select "Deliver Later". Then move the slider to the right to add days to when you would like the hold redelivered. Then click "Update Hold". You don't lose your place in line.
- You also can use "Manage Loan" if you previously postponed a hold. In that case, select "Delivering Later" and adjust the slider to the new date. Then click "Update Hold".

## Step 10

### Final Libby Features

- There are two more features to learn about.
- The first is the "Tag" feature. When you find a title, you can "Tag" it. This can be used to rate the title after you read it, or to add to a bookstack that you want to read. You also can add your own "Tag" (summer read, book club, etc.) to better group books that interest you. You can access all your "Tags" from the "Shelf".
- The final feature is "Preferences". This is on the Home page and allows you to further customize your Libby experience. You can select your format, preferred language, audience, compatibility, the availability, and how you would like your lists to be sorted. The less restrictive you are, the greater your access to titles. Happy reading!

