

# An eBook and eAudiobook borrowing guide

meet  
**libby**



## What is Libby?

- Brought to you by Overdrive, Libby is an app that specializes in borrowing eBooks and eAudiobooks.

## What can you do on Libby?

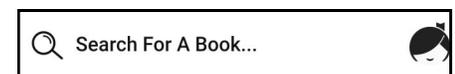
- Discover ebooks and audiobooks from your local library through Libby.
- Download books and audiobooks for offline reading, or stream them to save space.
- If you prefer reading on a Kindle, Libby can send your library books to your device.
- Positions, bookmarks, and notes are kept in sync across your devices.

## How do I get Libby?

- Make sure your smart device is connected to the internet and you have your library card handy!
- Head to your device's app market and search for Libby, By Overdrive. Download and install as you would any other app.
- Open the app, and follow the prompts to establish your account
- Enjoy Libby!

## How do I borrow on Libby?

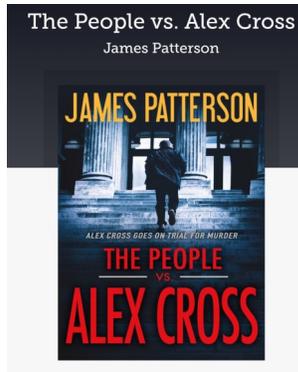
- After you're logged in, tap the search bar located at the top of the screen.
- Begin searching for an item by either typing in the title or author of the work.



- Once you locate the item you want, make sure you note the format of the item (ebook or audiobook).

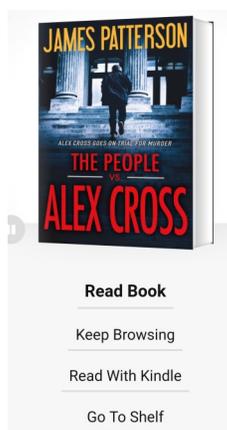
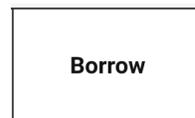


eAudiobook



eBook

- After locating the item you want, tap *borrow*.
- Select one of the prompts:
  - Read book
  - Keep Browsing
  - Read With Kindle
  - Go To Shelf



- To access a list of your recently borrowed titles, tap *shelf* located at the bottom of the screen.

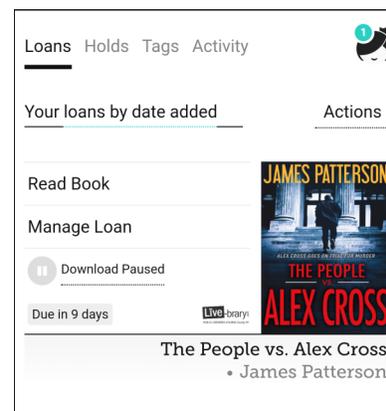
## How Do I Renew/Return items?

### Renewing items:

- Tap the shelf icon on the bottom of the screen
- Locate the item you wish to renew and tap *manage loans*.
- Tap on *renew loan*, then the *renew* button.



- Your item is now renewed.



### Returning items:

1. Just like with renewing an item, tap the self icon on the bottom of your screen.
2. Locate the item you wish to return and tap *manage loans*.
3. Tap *return to library*.
4. Then tap *Return!*

Return Loan To Library



Return!

### Can I place a hold on an item?

- If all the copies of a digital book are checked out, you can place a hold on it instead. This will put you on a wait list for the title.
- To do so, tap on *Place a Hold*. Once you do that, go back to the *shelf* and the title will automatically be added to the *Holds* section.

### How do I know when a hold is ready?

- You will receive an email notification telling you that you have a hold ready and how to retrieve it.

### Can I cancel a hold?

Yep. To cancel a hold:

1. Go to *Shelf > Holds*.
  2. Tap **Manage Hold**.
- Tap **Cancel Hold**, then tap **Cancel Hold** again.

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**Have any questions? Ask a librarian! Give us a call at 631-421-4530**

