

Getting started

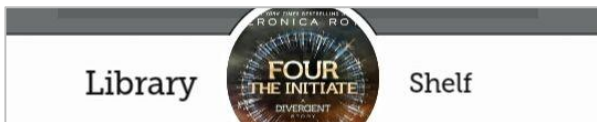
1. The Libby App can be used on mobile devices and Windows 10 computers
2. Download the **Libby app** from:
<https://meet.libbyapp.com>
3. If your device is not compatible with Libby you can install the OverDrive app instead

Sign into the app

1. Open the Libby App on your device.
Tap 'Hi', then scroll down the screen and tap **Find my Library**
2. You will be prompted to select or search for your library. When you find it tap **This is My Library**
3. Tap **Add your Card**. Select Barrie Public Library from the drop-down menu. Then type your card number and PIN

Searching for ebooks

- At the bottom of the screen select **Library**




- **Search** for title or author using the search box at the top of the screen.
Click **More** to do a detailed search
- To **Browse** tap **Actions** then **Explore the Entire Catalog** to view different formats and subjects
- After searching tap **Refine** to see filters, including **Availability**. Change this to 'Exclude Unavailable Titles' to show only items you can check out immediately
- **Preferences** can add permanent Refine options to all your searches
- In the **Library** view each e-book has **Borrow** or **Place a Hold** next to its cover. This indicates whether it is available immediately or not

Checking out and downloading

1. When you have found a title you want, tap on the book cover to see more information. You may also read or listen to a sample
2. Tap on **Borrow**. You may change the loan period (7, 14 or 21 days). Click **Borrow** again to check out the e-book.
The book should automatically begin to download
3. Once borrowed you have the option to
 - open the book (read online)
 - keep browsing
 - go to your Shelf (read offline)
4. Tap on **Shelf** to view your **Loans** and **Holds**. **Tags** contains books you have added to your wish list.
5. To read or listen to a book, tap **Open Book** or **Open Audiobook**

Managing & returning e-books

- The **Actions** button on your **Shelf** allows you to synchronize your borrowed items, set download behaviour and manage or suspend your holds
- Ebooks and audiobooks expire on their due date, but you can return them early if you wish.
 -  In your **Shelf**, tap the gem next to the cover of a book to see the **Due Date**, to **Return Early** or **Tag**
- In the **Holds** section, the gem next to a book allows you to cancel or suspend a hold

Other resources

Libraries on the Go website

<https://librariesonthego.overdrive.com/>

Libby App Help <https://help.libbyapp.com/>

Use Libby in a web browser <https://libbyapp.com>