

Class Description: Interested in being able to download E-Audiobooks, E-Books, and E-Magazines? Then come learn how to access Libby from your phone, iPad, and computer. Learn what Libby has to offer and how to interact with the materials.

Skills needed: This is a beginners class where there are no previously needed skills.

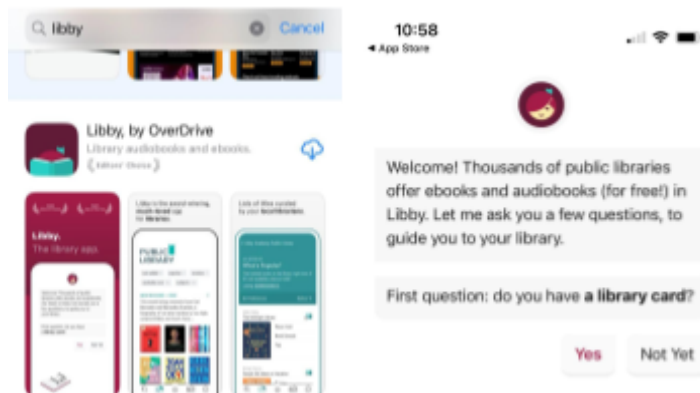
Learning Objectives:

- How to download Libby
- How to download E-Books, E-Audiobooks, and E-Magazines
- How to view Reading History
- How to access holds and materials checked out

Step 1:

Downloading Libby

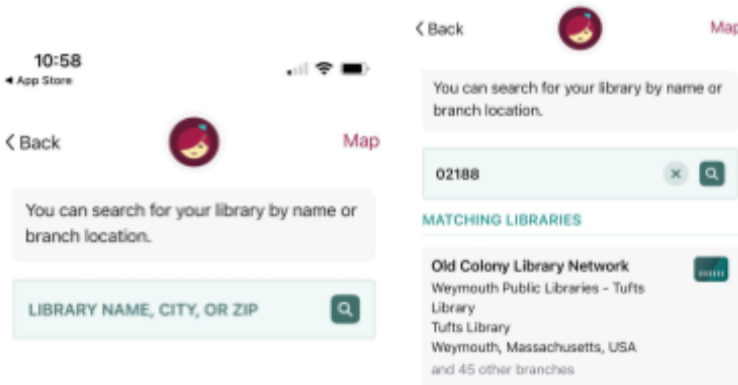
- On a tablet, iPad, or phone go to the app store
- Once at the app store type in Libby
- Click Search
- Find Libby and click on get or download
- Enter password or touch ID if necessary
- Open Libby on your device



Step 2:

Signing into Libby

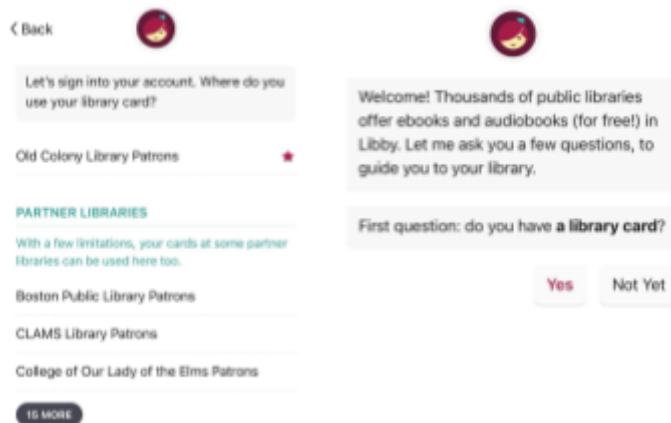
- Say yes to having a library card
- Enter the library's zip code (02188)
- Choose Old Library Colony Network



Step 3:

Signing into Libby

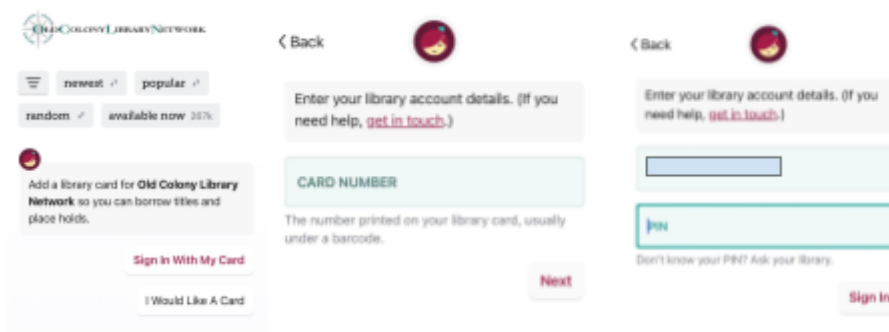
- Next Choose Old Colony Library Network again
- Then Choose Yes I have a library card



Step 4:

Signing into Libby

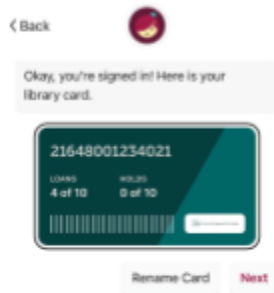
- Click Sign in With Library Card
- Enter your Library card number (located on the back of your physical card, enter it with no spaces)
- Then Click Next
- Then enter your password (if you have not changed your password then it is OCLN)
- Then click sign in



Step 5:

Signing into Libby

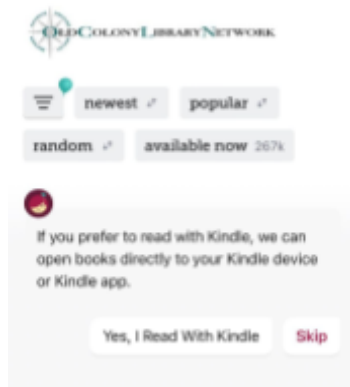
- Decide if you want to rename your card
- If not click on next
- This page tells you how many loans you can have out at a time and how many items you can put a hold on at a time



Step 6:

Reading with Kindle

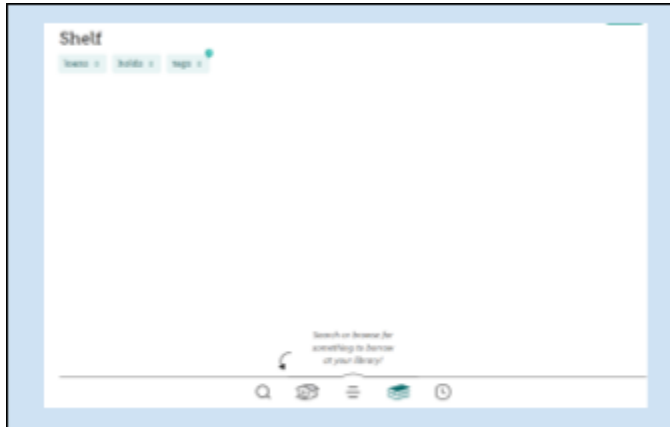
- If you read with a Kindle press: Yes, I Read with a kindle
- If you do not read with a Kindle press skip (you can always change this in the future)



Step 7:

Using Libby on a computer

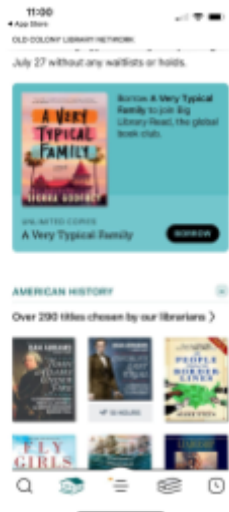
- Open a web browser
- Go to <https://libbyapp.com/interview/welcome#doYouHaveACard>
- Follow steps 1-6, except for the first portion of downloading the app



Step 8:

Homepage

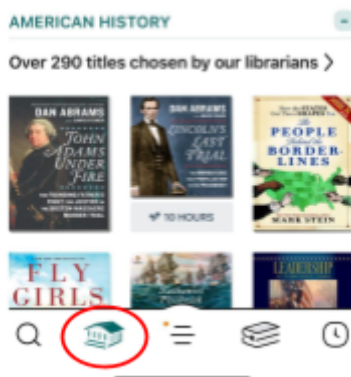
- This is the homepage of Libby
- Here you will find different categories of Audiobooks, E-books, and Magazines.



Step 9:

How to get back to the homepage

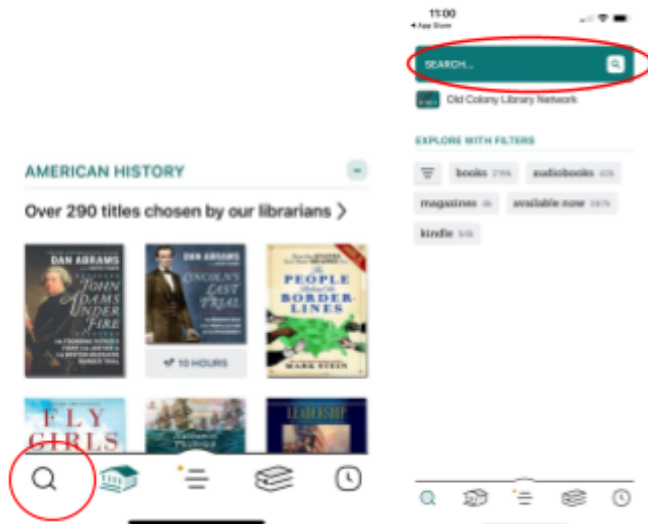
- Click on the small library at the bottom of the screen



Step 10:

Searching for an item on Libby

- Go to the bottom left corner of the home screen
- Click on the magnifying glass
- Then click on the search bar on the top of the screen
- Then type the materials you are looking for or choose to search with the filters



Step 11:

Searching for an Item

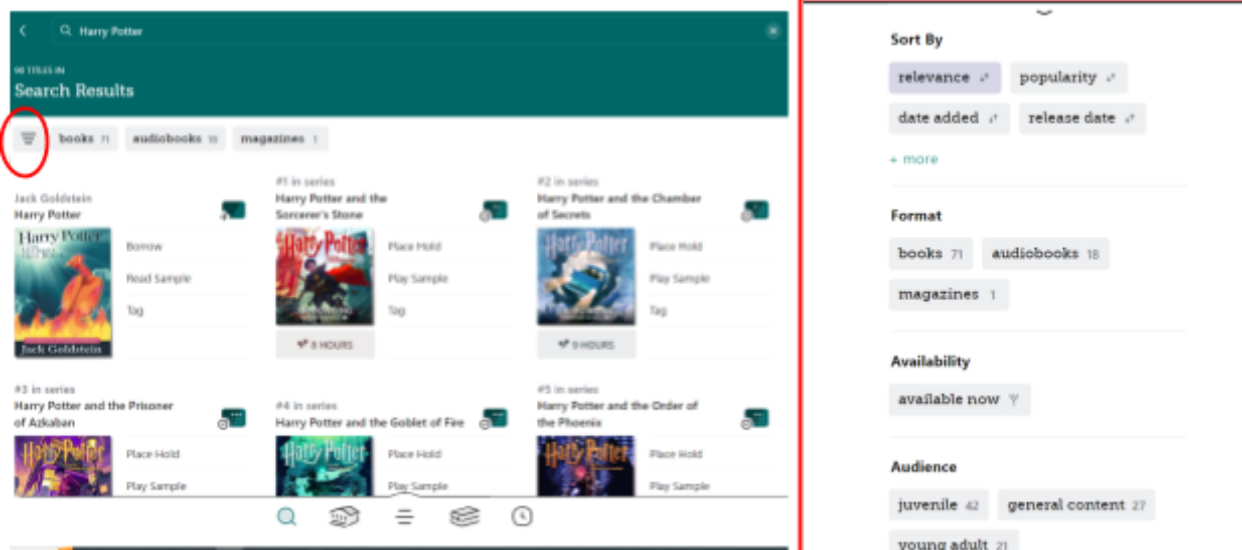
- If you know the name of the author or title of the book then you can go to the search function
- Type in the information
- Then click search on your devices' keyboard (enter on your computer keyboard) or click on the magnifying glass icon
- This will bring up your search results



Step 12:

Limiting your Search Results

- First you will see that you are able to limit search results by media type (book, audiobook, magazine)
- Next to these options there are three lines
- When you click on these three lines it will give you the option to narrow your results even more
 - Sort by relevance, popularity, date added, release date, random, by title, and by author
 - Format again
 - Availability (unlike Hoopla, titles on Libby will sometimes require a hold before you receive them)
 - Audience (Juvenile, Adult, General Content, Young Adult)
 - Subject (fantasy, mystery, biography & autobiography, etc)
 - Language
 - Read with (kindle, epub, pdf, epub (drm-free))
- At the bottom you will be able to reset the filters or cancel out the changes you made
- At the top you will see Show__Titles (the number will be dependent on how many titles are left after you place your filters)
- You are also able to place filters prior to your search by going under “Explore with Filters” and entering your filters in that section (it will be the same process as above)

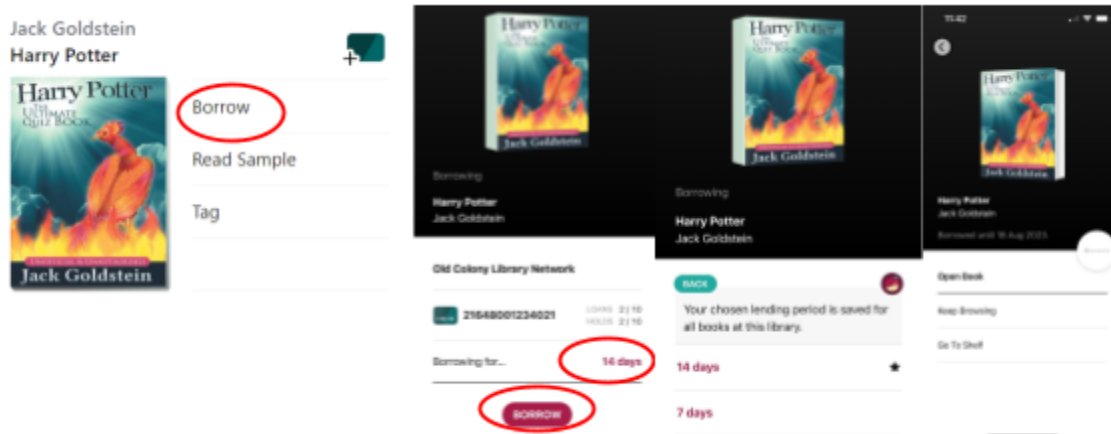


Step 13:

Borrowing an Item

- First find an item that you like
- If the item is available it will say borrow
- Click on where it says borrow
- This will bring you to a separate page
- You can borrow materials for up to 14 days (this can be changed by going to borrowing for... and clicking on the days)
- Then click on borrow again

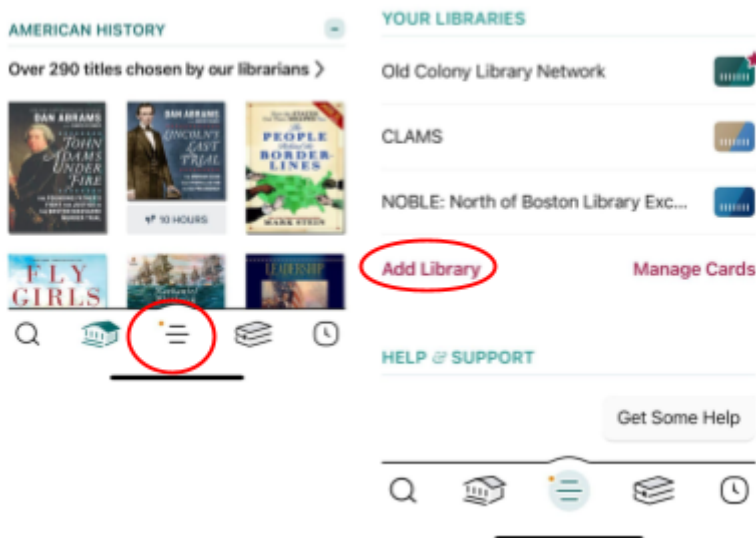
- After you click borrow it will bring you to another page where you can then pick to go back to browsing or go to your shelf



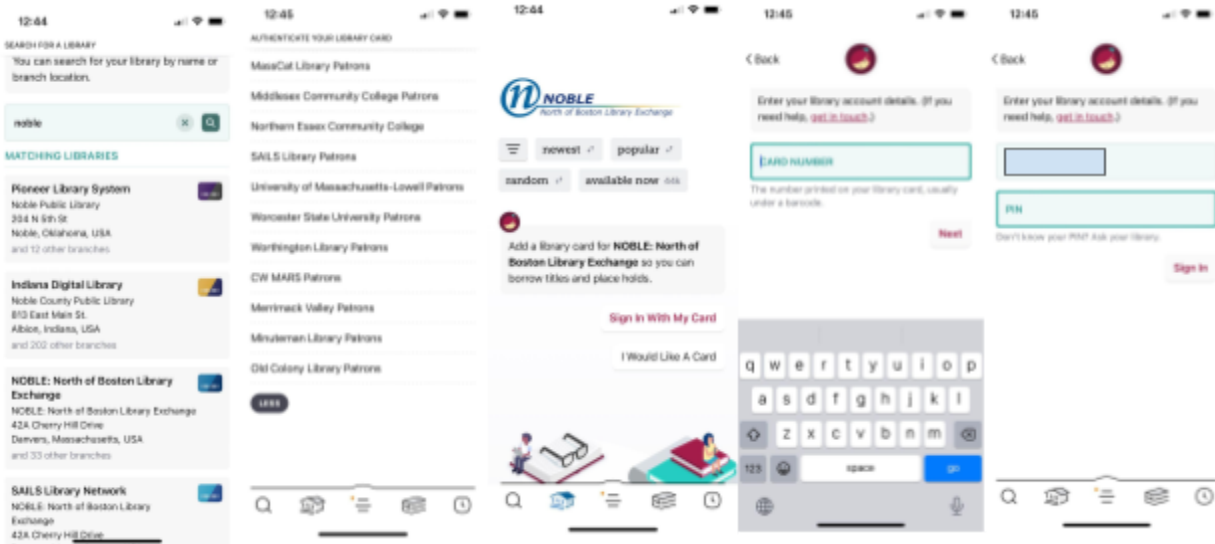
Step 14:

Borrowing Books From Other Library Networks

- On Libby you can borrow books from other library networks if you have a card from that network saved onto Libby or if the library your card is from is a partnering library
- To borrow books from a partnering library you would go to the three lines on the bottom of the screen



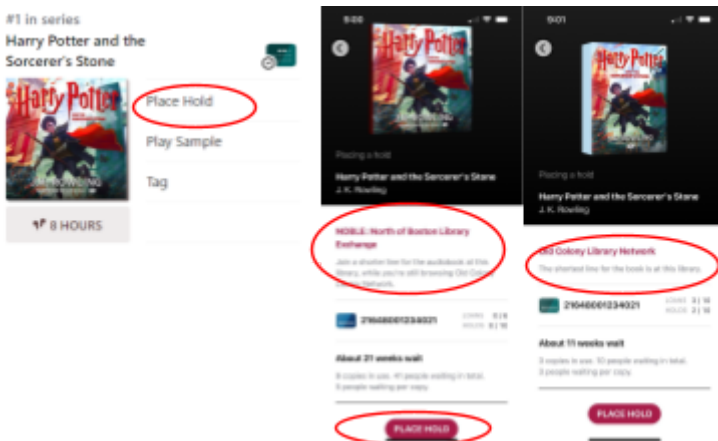
- Then you would choose add library
- Search for the partnering library
- Then where it says partnering library you would choose Old Library Colony Network
- Then you would say “Yes I have a Library Card”
- Enter your library card and pin number
- If a book is only available from one network then Libby will only show that network, but if it is available in multiple networks you will see the option to borrow or place a hold with the card with the shortest wait time



Step 15:

Placing an Item on Hold

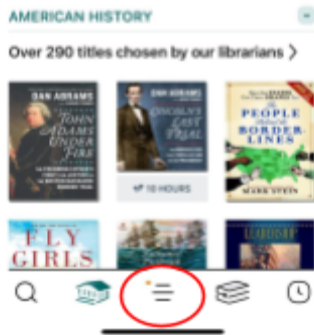
- First find the item you like
- If it is unavailable it will say “Place Hold” next to it instead of “Borrow”
- Click on “Place Hold”
- This will bring you to a separate page
- It will then tell you how long the wait will be and how many people are waiting for it
- Then you will want to click on “Place Hold” again
- Your hold will then be placed



Step 16:

How to add additional library cards or get help in Libby

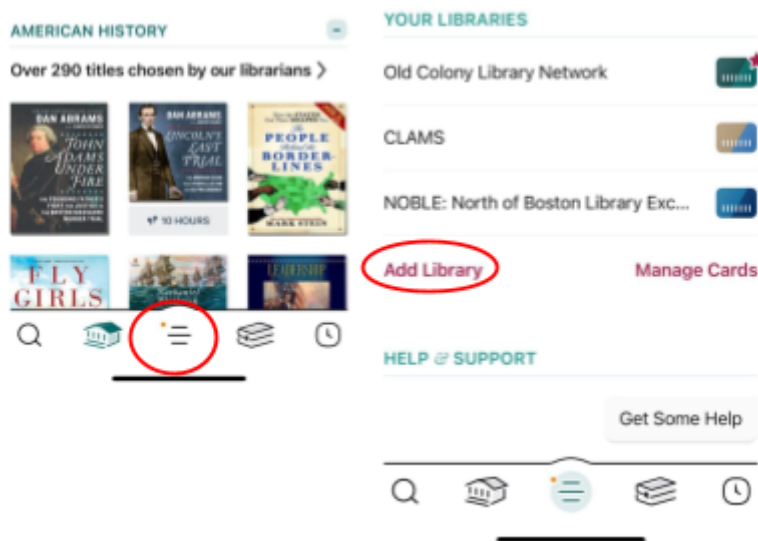
- Click on the three lines on the bottom of the screen in the center
- This will bring you to another page
- You will have the option to either add a card or get help by looking lower on the page



Step 17:

Adding Additional Library Cards to Your Account

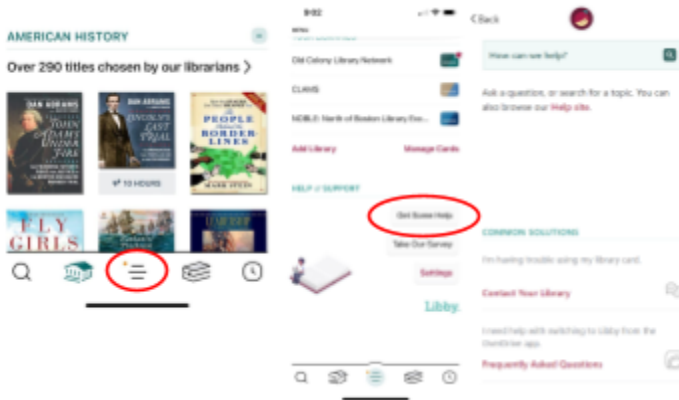
- If you have additional library cards they can be added to your account by clicking on the three lines at the bottom of the screen and then clicking on “Add Library”
- You would then repeat step 2-6 to add the additional library cards
- Continue doing this until all your library cards have been added



Step 18:

Getting Help on Libby

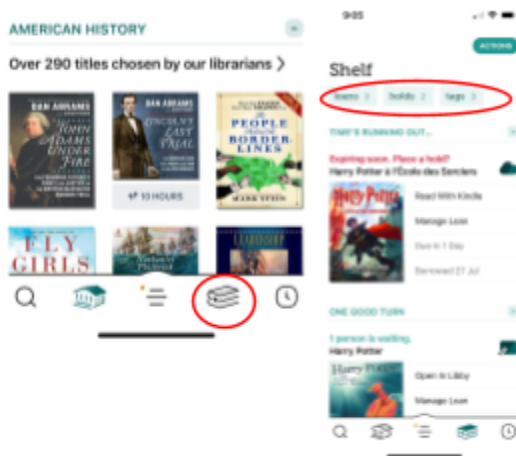
- Like we discussed previously the help section can be found by tapping the three lines in the bottom section of the screen
- Then under Help & Support you will want to click on “Get Some Help”
- Here you can search the help section by typing in the search bar
- Then there is also a section called “Common Solutions”, where you find answers for commonly asked questions as well as some issues that may arise



Step 19:

Seeing What You have Checked Out and on Hold

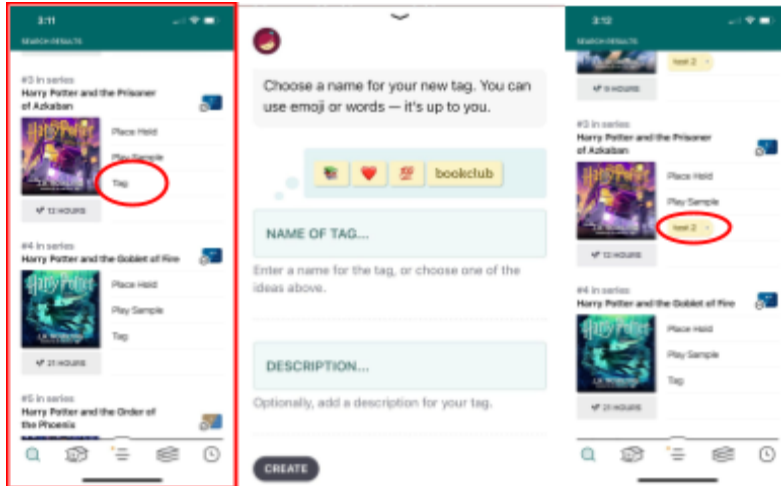
- At the bottom of the screen click on the stack of books
- This will bring you to the materials you have checked out
- At the top you will see Loans, Holds, and Tags
- Loans is the main page you are brought too (loans are items you are borrowing currently)
- Holds are materials that you are waiting for
- Tags allow you to create a list in Libby, for example books you have borrowed or maybe you would like to read



Step 20:

Tags

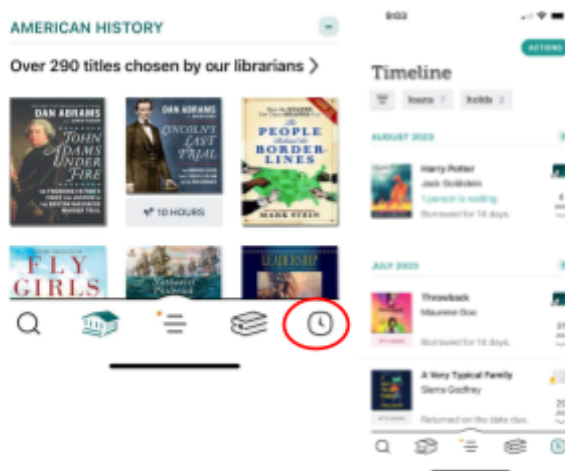
- After you perform your search, find the item you want to tag
- Click Tag next to it
- Use a tag you have already created or choose to make a new tag
- Make a new tag by clicking on "Create New Tag"
- Add a name for the tag
- Add a description (optional)
- Then click create
- It will then bring you back to the search



Step 21:

Timeline

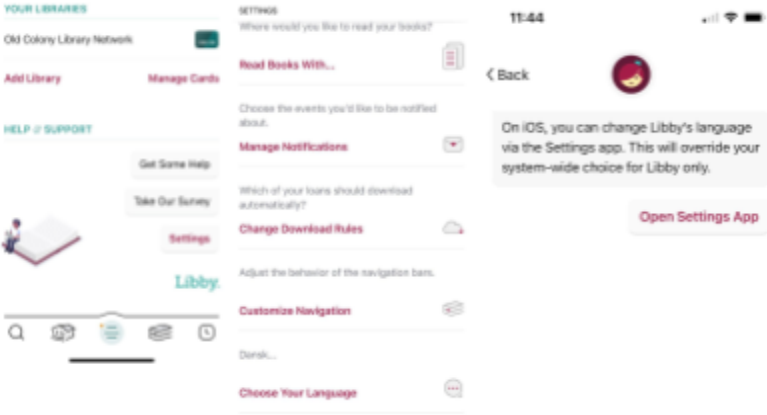
- To see what materials you have previously checked out or placed a hold on go to the clock button in the bottom right corner of the screen
- This will tell you everything you have borrowed or requested in Libby as well as how long you have borrowed them for



Step 22:

Changing Your Language in Libby

- Libby automatically uses the language your device or web browser is set to
- To have it differ from your device's language go to the three lines located on the bottom of the screen
- Then go to settings
- Then choose your language



The screenshot shows the Libby app's settings page. At the top, it says "YOUR LIBRARIES" and lists "Old Colony Library Network" with an "Add Library" button and a "Manage Cards" link. Below that is a "HELP & SUPPORT" section with buttons for "Get Some Help", "Take Our Survey", and "Settings". The "Libby" logo is visible. The main "SETTINGS" section is titled "Where would you like to read your books?" and includes options for "Read Books With...", "Manage Notifications", "Change Download Rules", "Customize Navigation", and "Choose Your Language". A notification bubble on the right states: "On iOS, you can change Libby's language via the Settings app. This will override your system-wide choice for Libby only." with an "Open Settings App" button. The bottom navigation bar contains icons for search, home, and profile.