

Libby for Android and iOS devices

Access ebooks, audiobooks, and digital magazines from the Library on your device!



Overview

1. Install App
2. Login
3. Browse, Borrow, and Place Holds
4. Download & Read/Listen
5. Return/Remove
6. Manage Holds
7. Manage Notifications

Need more help?

- To view device-specific videos and articles, go to help.libbyapp.com.
- To request one-on-one assistance, go to www.cphlibrary.org > click **Get Help** at bottom of page.



CLIFTON PARK
HALFMOON
PUBLIC LIBRARY

www.cphlibrary.org

YOU WILL NEED

- Active card registered at Clifton Park-Halfmoon Public Library & less than \$20 in fees
- Wireless enabled on your device and connection to WiFi
- ID and password for your app store

1. INSTALL APP

a. To install the Libby app:

- Go to the app store on your device > type **Libby** in search box > tap **Libby** > follow prompts to download and install the app.
 - *iOS devices* —You may need your Apple ID and password.
- b. Tap **Open** after the app is installed or tap on the Libby app on the home screen.



Apple—App Store




Android—Google Play



2. LOGIN

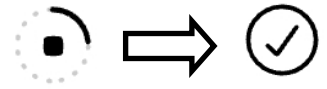
Tap **Enter Library Account Details** > enter Library card number > Tap **Sign In**

3. BROWSE, BORROW, AND PLACE HOLDS

- a. To *browse*, scroll down. EBook, audiobook, and digital magazine covers will appear. Tap to explore.
- b. To search for a particular title, tap  at the bottom of the screen, then tap **Search** at the top of the screen > type a title, author, genre, or keyword
- c. To check out a title, tap the book cover, then tap **Borrow**. If the title has a holds list tap **Place Hold** to be added to the holds list.
 - Lending period = 14 days
 - 10 items may be borrowed at once
 - Items automatically return at end of loan period
 - Magazine borrows do not count toward the 10 item borrow limit.


4. DOWNLOAD & READ/LISTEN

- When you Borrow an item, it will automatically download to the device on which you checked it out.
- *To begin reading/listening to your ebook/magazine/audiobook*, wait until the check mark with a circle around it appears next to the book. Tap **Open Book** or **Open Magazine**
- You will be asked where you would like to read it. Tap **Libby**. Begin reading.
- Audiobooks: When the check mark with a circle around it appears, it is ready to open. Tap **Open Audiobook**. Tap the triangle play button.




5. RETURN/REMOVE

Items checked out automatically expire after the 14-day loan period. There are no late fees.

- *To return item early*, login to Libby & go to your **Shelf** 
- Tap **Manage Loan > Return Early**

6. MANAGE HOLDS

To manage holds, go to your shelf, then tap **Holds** [ holds] > **Manage Hold**

7. MANAGE NOTIFICATIONS

To set notifications, tap the Libby icon bottom of the screen, and select **Manage Notifications**. Set up notifications based on your preferences.



*NOTE: Use **Library** and **Shelf** at the bottom of the screen to navigate between books that you have borrowed or put on hold and browsing for new titles.*

HELP & SUPPORT

- Tap the Libby icon at the bottom of the screen.
- Tap **Get Some Help**
- Explore **Help Site** topics of interest.