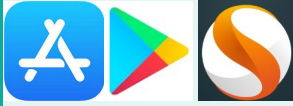


Libby For Your Device



YOU WILL NEED

- Active card registered at Clifton Park-Halfmoon Public Library and less than \$10 in fees.
- WiFi enabled on your devices **OR** Kindle connected to computer with USB cable.
- ID and password for your app store. If using Kindle Paperwhite, ID and Password are required for Amazon.

1. THERE ARE SEVERAL WAYS TO ACCESS LIBBY

Use a computer and go to libbyapp.com/library/salon

OR


Install the Libby app on a smartphone or tablet:

- Go to the app store on your device > type **Libby** in search box > tap **Libby** > follow prompts to download and install the app.
- Tap **Open** after the app is installed.



2. LOGIN AND SET LIBRARY

- a. First question: do you have a library card? Tap **Yes**, if you do. If you don't, please contact the Library.
- b. Tap **Search For A Library** > search for ZIP code 12065 > select Southern Adirondack Library System.
- c. Tap **Sign In With My Library Card** > tap Southern Adirondack Library System > enter library card number > tap **Sign In** > tap **Next**

Your Library card also gives you access to other libraries in the area. To add these to Libby:

- a. Tap  > tap **Add Library** > type in Mohawk Valley Library System and select it from the list of libraries > tap **Sign In with My Card** > tap **Southern Adirondack Library System** > enter your library card number again > tap **Next**.
- b. Repeat to add Upper Hudson Library System and Mid-Hudson Library System.

3. BROWSE & BORROW

- a. To browse, tap . Book covers will appear as well as genre listings.
- b. To search for a particular title: tap  > type the title or author you're interested in reading in the search bar at the top of the screen.
- c. To check out a title, tap the book cover, then tap **Borrow**.
Loan period = 14 days
Items automatically return at end of loan period
- d. If the title has a holds list, tap **Place Hold** to be added to the holds list.

4. DOWNLOAD & READ FOR EREADERS USERS

- After Borrowing an ebook, select **Go To Shelf** > **Read With** > **Kindle**.
- Sign in to your Amazon Account.
- Select your Kindle device from the **Deliver To:** list and click **Get Library Book**.

Make sure your Kindle is either connected to WiFi or plugged into your computer with a USB cable, and the book will start to download to your eReader.

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

5. RETURN/REMOVE

Items checked out automatically expire after the 14 day loan period.

- To return item early: login to Libby and go to your **Shelf**.
- Tap **Manage Loan** > **Return Early**.

6. PLACE AND MANAGE HOLDS

- To manage holds: tap  , then tap **Holds** > **Manage Hold**.
- Suspended holds will make progress on the waiting list, but the title will not become available for you to borrow until the suspension period is over.
- To set notifications, tap the Libby icon in the upper right hand corner of the screen. Tap **Manage Notifications**. Set up notifications based on your preferences.

OTHER THINGS TO KNOW:

MAGAZINES

- Magazines are also available in Libby.
- You can read them instantly on your device (tablets or computers only).
- May be added to your shelf for seven days.
- Back issues are available for some titles.

HELP & SUPPORT

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



SETTING UP CONTENT CONTROLS IN LIBBY

- Content controls manage access to titles in Libby based on their [audience categories](#). With [content controls](#), you can customize what titles you see, search for, borrow, and place on hold at your libraries in Libby.
- Content controls are useful in a variety of situations. Explore the sections below to learn how they could be helpful for young readers.

VIEWING CHILDREN'S CONTENT ONLY

- If you only want Libby to show titles intended for children, choose the **Libby for Kids** preset in the **Content Controls** menu. You may want to configure Libby this way if you plan to let a child use the app unsupervised.
- This preset hides all titles with the general content and mature content audience categories from the **Library** and **Search** screens of the app. This preset shows only juvenile and young adult titles when you browse and search.

Libby for Kids doesn't hide any titles on your **Shelf**  or **Tags**  screens. All loans can still be opened, regardless of their audience category or your content controls setup.

If you have a family device with multiple library cards added to Libby, consider:

- [Removing adults' library cards](#) to remove adult-oriented loans from the **Shelf**
- [Locking your selected content controls with a passkey](#) so only you can change them
- Disabling the "young adult" content toggle for very young readers (ages 0-12)