

### CHECK OUT AND DOWNLOAD

- Click **Borrow**
- If you have multiple cards, select your card. Click **Borrow**.
- Click **Keep Browsing** to continue browsing books, or **Go To Shelf** to see your checked out book.
- Titles will automatically download unless you have specified not to in Settings.
- You can reach your borrowed titles by clicking **Shelf**.
- From **Shelf** you can also see your holds, tags, and activity.

You will never incur late fees with titles you download from Libby. Titles are returned automatically to the library when they expire at the end of the loan period.

By default, your eBook or eAudiobook is on loan for 14 days.

- You can change this to 7 days when you are checking out, by clicking the **14 days** and selecting **7 days**.
- You can return an eBook by entering your **Shelf**, going to your **Loans**, selecting **Manage Loan** on the title you would like to return, and selecting **Return Loan to Library**.

### READ ON MULTIPLE DEVICES

- To read on multiple devices, download Libby on each device you would like to use.
- Set up the first device using the instructions found on the front of this pamphlet. Set up additional devices by selecting **Yes** when asked if you have a library card, and **Copy From My Other Device** on the next page. Follow the directions on the device.
- Once you have set up your new device, your titles will download automatically. Your bookmarks and reading progress will also transfer onto the new device, so you can read seamlessly between devices.

# Libby

Gravenhurst Public Library



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## Borrowing eBooks and eAudiobooks using Libby

Learn how to download Library eBooks and eAudiobooks to your device.

- Adobe EPUB eBooks
- OverDrive MP3 audiobooks

You Will Need:

- A Gravenhurst Public Library Card
- Internet access
- A Smartphone or Tablet

### INSTALL LIBBY

To download eBooks and eAudiobooks from the Library, you must download and install the *Libby* app on your device.

- Turn on your device and make sure you are connected to a WiFi network.
- On your device, go to the **App Store** and search for **Libby** and download the app.
- Once it is installed, open **Libby**
- Click **Continue**, located on the bottom line.

### AUTHORIZE DEVICE

When you open Libby, you will be taken through a series of straight forward questions:

1. Do you have a library card? If no, stop and come into the library first. If yes, select **Yes**.
2. If you are installing for the first time, choose **I'll Search For A Library** (You can also guess your library).
3. Type **Gravenhurst** and click **Search** on your Keyboard.
4. Select your library from the list provided.
5. Choose **Sign In With My Library Card**
6. Select **Gravenhurst Public Library** from the list, and enter your card number.
7. Click **Sign In**.
8. Click **Enter the Library**.

You are now ready to check out and download Library eBooks and eAudiobooks.

### PREFERENCES

Before you begin browsing, you can set your preferences to display only your preferred format and availability. To do this, click **Preferences** below the library logo, and select your preferences. This will be saved for future searches.

Note: though there is a compatibility button for Kindle, this does not work in Canada.

### BROWSE FOR TITLES

Browse the app for eBooks and eAudiobooks. eBooks are represented by a book symbol at the bottom of the eBook cover. eAudiobooks are represented by a headphone symbol at the bottom of the eAudiobook cover. If you do not see a symbol when browsing, you can click the cover, and scroll to the bottom to see the format. Book means that you can read the book, Audiobook means that you can listen to the book.

The word **Borrow** means the book is available to borrow, the words **Place A Hold** means that the book is checked out, but you can place a hold on it.

### BROWSE BY TITLE OR AUTHOR

To browse by title or author, click **Search For A Book** above the logo. Type the name of the author or the title of the book, and click search.

### BROWSE BY SUBJECT

From the library screen, scroll down until you see **Top Subjects**. From here you can select a subject to browse. This will take you to a list of titles within your chosen subject. At the top of the list you will see a description of the titles, including how many books meet your criteria, and the subgenres that are available within your search. To narrow down the subgenre, click **More** and select the subgenre you would like to add. To change the format of the displayed titles, click **Preferences** and then select your preferred format under **Format**.