

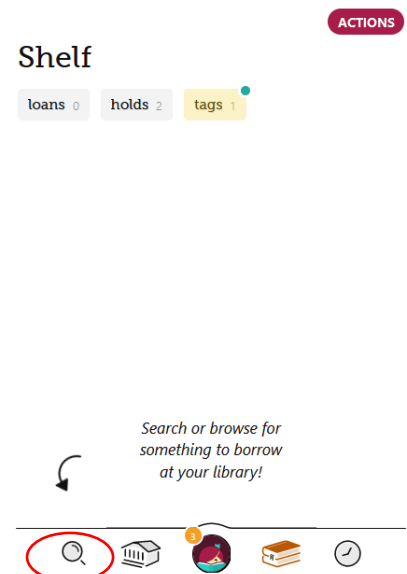
Checking Out an Ebook or Audiobook with Libby

Step 1: On your device, open the Libby App



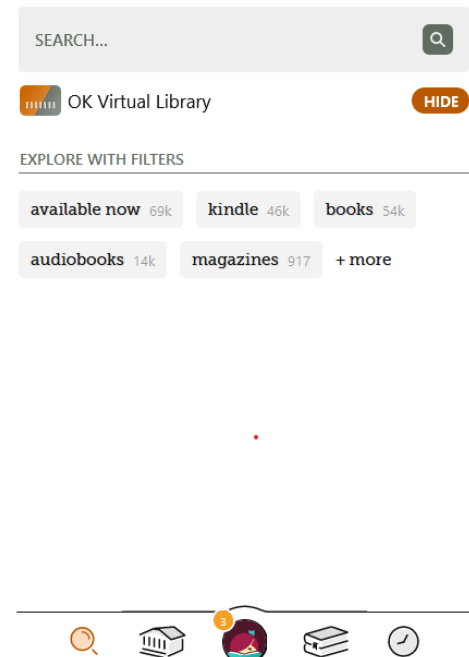
Step 2: Find a book.

- This screen is your “shelf.”
- To find a book to add to your shelf, click the magnifying glass icon.





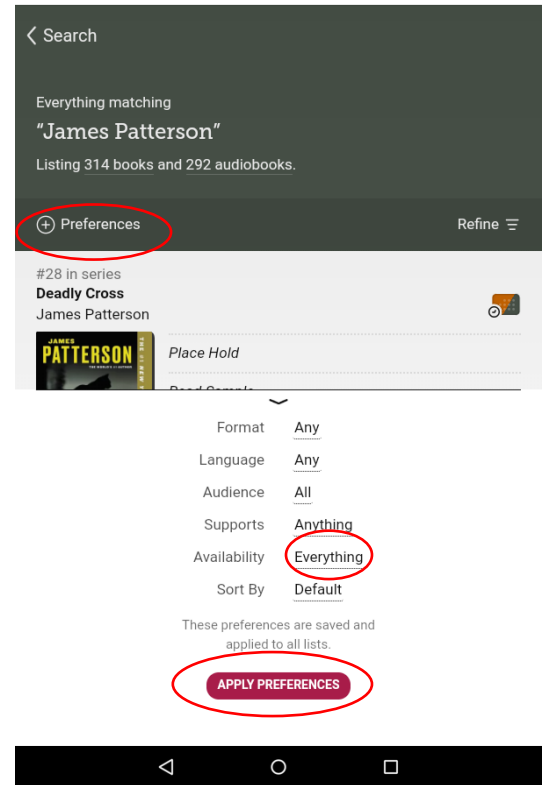
Step 3: Search for a book.

- You can search by typing a title or author into the search bar.
- You can browse for a book by choosing one of the filters listed.
- Or you can click “+more” to see other filtering options.



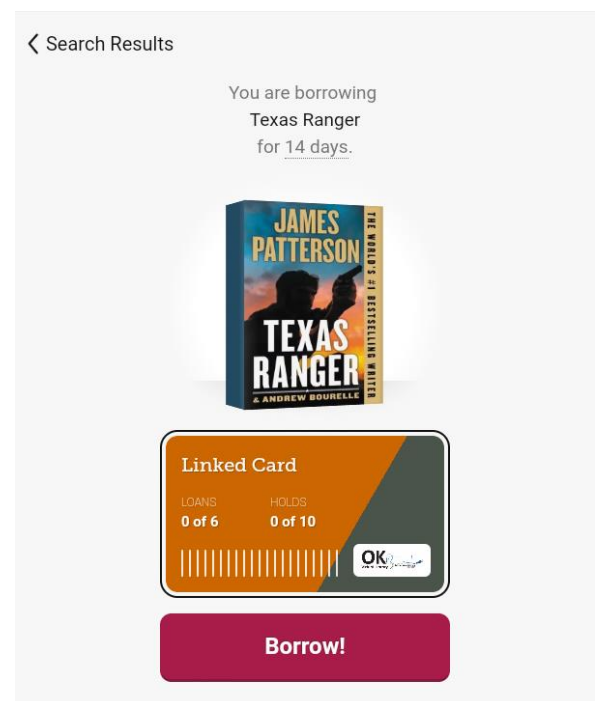
Step 4: Find an available title.

- Books with this checkmark icon  are currently checked out.
- Books with this plus icon  Are available to check out now.
- You can choose to show *only* titles that are ready to be checked out by clicking “Preferences,” then next to “Availability” click “Everything” and choose the option “Available Now.”
- Click “Apply Preferences.”



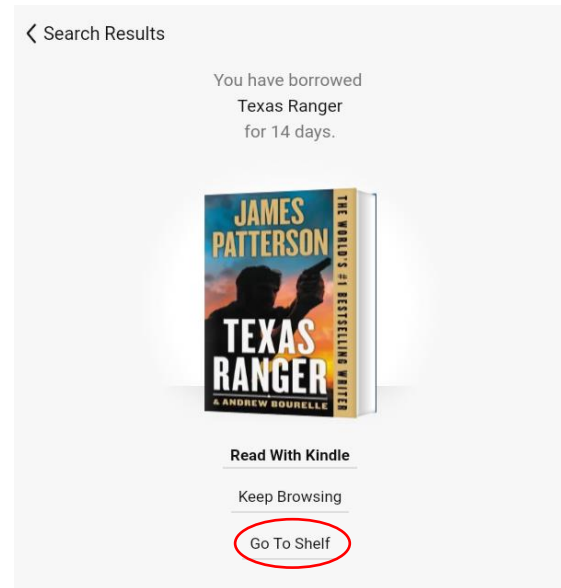
Step 5: Check out the title.

- Choose an available title to check out.
- Click “Borrow” next to the book image.
- Confirm your selection by Clicking “Borrow” again in the purple bar under the library card.





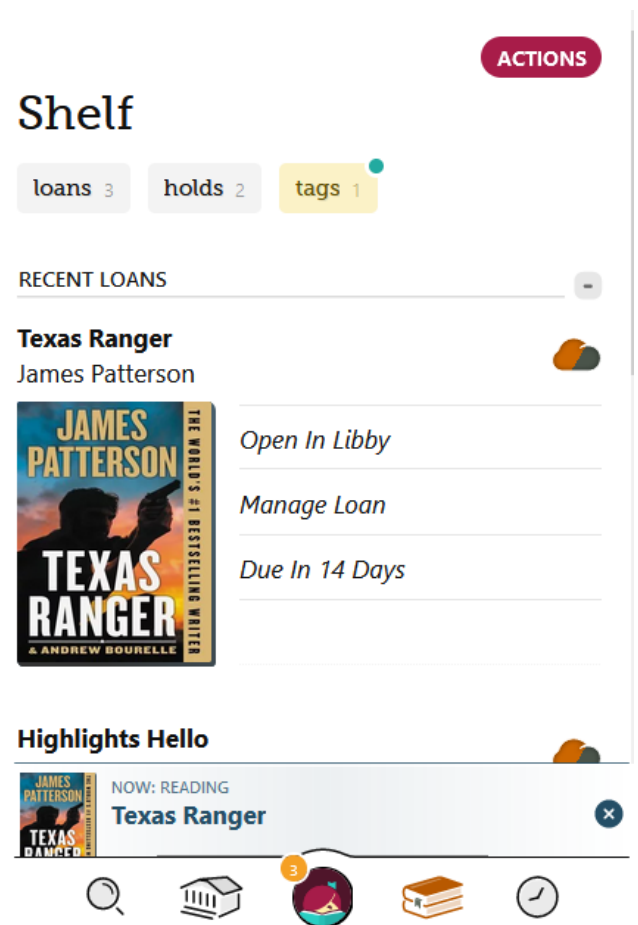
Step 6: Click “Go to Shelf”

- You can also get to your shelf by clicking on the stack of books at the bottom of the screen.



Step 7: Download your book.

- If the checkmark icon  appears to the right of the cover, the book has automatically downloaded to your device and can now be read anywhere without internet access.
- If there is a cloud icon,  your book is currently downloading or you may need to click the icon to change download options.
- Click on the book cover image or click “Open in Libby” to read it.



Step 8: Adjust your reading settings.

- Click the letter “A” icon at the top of the screen to access the settings menu.
- Here you can choose bright, dark, or sepia reading mode, and adjust text size and font.
- Click the area above the “Appearance” menu to close the menu.

Step 9: Read!

- Click the book cover to close the chapters menu, if it is open.
- Swipe across the screen with your finger or tap the right edge of the screen to turn the pages.

Step 12: Return your book.

- Your book will automatically return after two weeks. No late fees!
- If you want to return the book sooner, click on “<back” at the top of the screen and then select “Manage Loan.”
- Choose “Return Early” and then confirm by clicking “Return!” in the purple bar at the bottom of the screen.

