

Using **LIBBY**

To Download Library Books



Onto Your Kindle eReader

To borrow an eBook from the Ocean County Library, you need to have a valid Ocean County Library card (less than \$25 in fines), Internet access, an email address, and an Amazon account. You will also need to install a free app called **Libby** onto one of the following devices: an Apple iPhone or iPad, an Android smartphone or tablet, or a Windows 10 computer.

Please note that these instructions will not work on the Kindle Fire. Fire users should download the OverDrive app (see a staff member if you need assistance).

INSTALL AND OPEN THE LIBBY APP:

- 1) Install the **Libby** app on your device. The process for downloading the app will depend on the type of device that you have (Apple, Android, Windows 10). If you need specific instructions, please see a staff member.
- 2) When you open the app, you will be asked several questions. Tap **I'll Search For a Library** and type in **Ocean County Library**.

- 3) Since you will be reading on your Kindle, tap **I'll Mostly Read on a Kindle**.

TO SIGN IN WITH YOUR LIBRARY CARD:

- 1) Tap **Enter Library Account Details** and then enter your entire library card number without any spaces. Tap **Next**.
- 2) You will see a digital image of your library card. Tap **Next**.


TO SEARCH FOR A BOOK:

There are several ways to find a book:

- 1) Browse through the collections on the Home Page.
- 2) Tap **Search For A Book** at the top of the screen. Enter the title, author, or genre that you'd like to search for and tap enter on your keyboard.
- 3) Scroll down to **Top Subjects** and tap the genre that you'd like.
- 4) To do a more specific search, tap **Search For A Book** and then tap **More Options**. This allows you to limit your search by criteria such as subject, date added to the collection, intended audience, language, availability, and format (book or audiobook).



TO BORROW A BOOK:

- 1) Beside each book cover, you will see either the options to **Borrow** (if the book is available), **Place Hold**, **Read a Sample**, or **Play a Sample** (if it's an audiobook). **Note that while you can listen to audiobooks on a**

- tablet, smartphone, or computer, they will not work on black-and-white Kindles.* You can also tap the picture of the **ribbon** if you'd like to add the book to your **Wish List** (to read it in the future).
- 2) To get more information about a book before checking it out, tap the book cover. You can get a description of the book, details about the book's publication, or read a sample.
 - 3) To check out a book that is available, tap **Borrow**. On the next screen, you will see a confirmation that you are borrowing the book for a certain number of days. To change your loan period, tap the number of days and select a different time frame from the drop-down menu that appears. Next, tap **Borrow** below the image of your library card. You will have the option to **Read with Kindle**, continue to browse the collection, or go to your bookshelf (the list of books that you have checked out).
 - 4) Tap **Read with Kindle**, then tap **Send to Kindle! This will take you to Amazon's website.**
 - 5) Tap **Get Library Book** on the right side of the screen. Sign in with your email address and Amazon password.
 - 6) Make sure that the box under **Deliver To** has the correct name of the device that you want to read on. If not, tap the down arrow to select another device.
 - 7) You should see the book on your Kindle the next time that you sync your device. To do this, tap the **Settings** button -  - which is on the top of your Home Screen (if you have a book open, tap the top

center of your screen to see it) and then tap **Sync**. The book should automatically appear on your Home Screen.

TO READ A BOOK:

- 1) To turn the pages of the book, swipe your finger or a stylus across the screen.
- 2) To add a bookmark to your book, tap the top right corner of the screen.
- 3) To change the font size, line spacing, margins, or page orientation of the text, tap the top center of the screen. Tap  to adjust your reading preferences. Make your selections and then tap the X in the top right corner of the screen to return to your book.
- 4) To adjust the brightness, tap the top center of your screen and then tap . Move your finger across the line that appears to select the degree of brightness you would like. When you are finished, tap the page to return to your book.
- 5) To look up a word in the dictionary, press and hold down the word. The definition will appear. Tap the page to return to your book.
- 6) To go to a particular chapter in the book, tap the top center of the screen.

NOTE: From now on, when you want to borrow a book, simply tap the **Libby** app on the device(s) on which you had installed it.

TO RETURN A BOOK:

You don't NEED to return a library eBook or audiobook. At the end of the loan period, the item will automatically be returned for you (so there are no late fees!). However, the book will continue to appear on your Kindle until you delete it from your device (the cover image will display the title and the words "loan ended.").

To return the book early and remove it from your **Libby** account....

- 1) Go to Amazon.com and sign in with your username and password. Tap **Account & Lists** on the top right side of the screen.
- 2) Under **Your Account**, tap **Your Content and Devices**.
- 3) Look for the title that you want to return and delete from your Kindle. Tap the **Actions** button to the left of the title.
- 4) Tap **Return this book**. When asked to confirm, tap **Yes**.

OTHER THINGS TO KNOW:

- 1) To see the list of books that you've checked out, open the Libby app on your device. Tap the word **Shelf** at the bottom of the screen. This will take you to your **Loans**. You can also view your **Holds**, **Tags**, and **Activity** on this screen.
- 2) There is a limit of 5 items that can be checked out at one time.
- 3) Books can be renewed one time (if no one is waiting for them). The renew option will appear 72 hours before a title's expiration date. To

renew a book, go to your **Loans** by tapping **Shelf** at the bottom of the screen. Tap **Manage Loan** beside the book that you want to renew. Next, tap **Renew Loan**. Enter and confirm your email address. If there are existing holds on the item, you will be able to place a hold on the book.

- 4) You can manage your holds by tapping **Shelf** and then **Holds**. Tap **Manage Holds** beside the title to edit your email address, suspend your hold, or cancel your hold.