

# Using **LIBBY**



## To Download Library Books

## Onto Your Windows 10 Computer

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To borrow an eBook from the Ocean County Library, you need to have a valid Ocean County Library card (less than \$25 in fines), a Microsoft Account, Internet access, and an email address. You will also need to install a free app called **Libby**.

### **TO INSTALL AND OPEN THE LIBBY APP:**

- 1) Go to the **Microsoft Store** on your device.
- 2) Go to the **Search Box** in the top right corner of the screen. Type in **Libby by OverDrive**. Click the Libby icon (picture), then click **Get** on the next screen. Click the **Download Now** icon (the picture of the down arrow) in the top right corner of the screen. Click **Launch** to open the app.
- 3) When you open the app, you will be asked several questions. Click **I'll Search For A Library** and type in **Ocean County Library**.
- 4) Since you will be reading on your computer, click **I'll mostly read in Libby**.

### TO SIGN IN WITH YOUR LIBRARY CARD:

- 1) Beneath the words **Enter Library Account Details** type your entire library card number without any spaces. Then, click **Sign In**.
- 2) You will see a digital image of your library card. Click **Next**.

### TO SEARCH FOR A BOOK:

There are several ways to find a book:




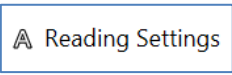
- 1) Browse through the collections on the Home Page.
- 2) Click **Search For A Book** on the top left side of the screen. Enter the title, author, or genre that you'd like to search for and click enter on your keyboard.
- 3) Scroll down to **Top Subjects** and click the genre that you'd like.
- 4) To do a more specific search, click **Search For A Book** and then click **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). You can also click 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 check out a book that is available, click **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, click the number of days and select a different time frame from the drop-down menu that appears. Next, click **Borrow** below the image of your library card. You will have the option to open the book right away, continue to browse the collection, or go to your bookshelf (the list of books that you have checked out).
- 3) To get more information about a book before checking it out, click the book cover. You can get a description of the book, details about the book's publication, or read a sample.
- 4) To see the list of books that you've checked out, click 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.

### TO READ A BOOK:

- 1) To turn the pages of the book, click the right side of the screen (or scroll your mouse across the screen).
- 2) To add a bookmark to your book, click the center of the screen.
- 3) To change the font size, brightness, line spacing, margins, or number of columns in the text, click the center of the screen. Click  to change the number of columns, click  to search for a word or phrase within the book, and click  and then  to adjust your reading

preferences. To make the settings bar disappear, click the center of the screen again.

- 4) To look up a word in the dictionary, press and hold the left mouse button on the word. Click **Define**.
- 5) To go to a particular chapter in the book, or to go back to one of your bookmarked pages, click the center of the screen while your book is open. Then, click  on the top right corner of the screen. Click **Chapters** or **Bookmarks**.

**NOTE:** From now on, when you want to borrow a book, simply click the **Libby** app.

### **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, if you WANT to return a book, follow these instructions:

- 1) Open the **Libby** app. Click **Shelf** on the bottom of the screen.
- 2) Click **Loans** (if you are not already seeing them).
- 3) Click **Manage Loan** next to the book that you want to return.
- 4) Click **Return Loan to library**. Click **Return** again.

## OTHER THINGS TO KNOW:

- 1) To limit your search to audiobooks, click **Preferences** on the Home Page. Click **Any** beside the word **Format**. Click **Audiobooks**, then click **Apply Preferences**.
- 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 clicking **Shelf** at the bottom of the screen. Click **Manage Loan** beside the book that you want to renew. Next, click **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 clicking **Shelf** and then **Holds**. Click **Manage Holds** beside the title to edit your email address, suspend your hold, or cancel your hold.