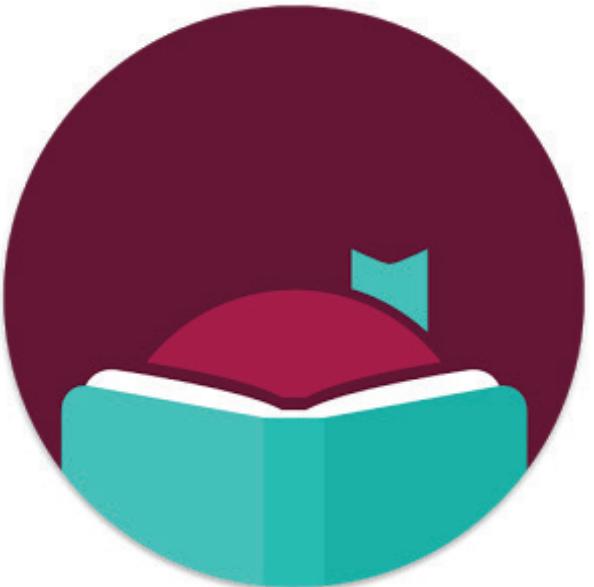


eBooks & Audiobooks using Libby

for Tablets, Smartphones and
Windows 10 Computers

@ the Monroe County Library System



1. Overview

You can borrow free ebooks and audiobooks from the Monroe County Library System.

Libby is the new app from OverDrive for reading books and listening to audiobooks. It is compatible with iOS 9+, Android 4.4+ and Windows 10 (for desktops/tablets and mobile), versions 1607 (Anniversary Update) and 1703 (Creator's Update)

The app can be downloaded for free from your device's app store. Search for Libby.

If you are reading on an Amazon Kindle please also take the *eBooks for Amazon Kindle* brochure for additional information.

2. Getting Started

After downloading the Libby app, tap "Hi" on the first screen. Then tap "Search Libraries" at the bottom of the screen. In the search box type "Monroe County Library System."

In the next screen tap "Add Your Card." Type in your number and tap "Sign In."

In the menu at the top of the screen you can change hold notifications, download settings, and device preferences. In download settings you can select that your titles always download on Wi-Fi so you are not using mobile data on your smartphone.



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Borrow

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3. Searching the OverDrive Catalog

To limit search results to items that are currently available for check out, select the plus symbol and next to "Availability" choose "Available Now."

Click "Search the catalog..." at the top of the screen. Type an author or title to search.

For an advanced search (i.e. format or subject) scroll down to "Explore our Collections." Formats are located under the word "Collections."

4. Borrowing an Ebook or Audiobook

Tap the cover of the book you'd like to check out. You will see a description of the book and a "Borrow" button. Tap "Borrow" to check out. If a title is unavailable, "Borrow" will instead read "Place Hold." Under that you will see the wait time for the title.

Libby defaults to 21 day check outs. To change the borrowing period, tap "Borrow" then at the top of the screen you can change to either 7 or 14 days.

After borrowing, select "Open Book." To see all the titles you have checked out click Shelf. Remember if you opted for download on Wi-Fi only, your title won't download immediately if not connected. Once connected to Wi-Fi there should be a checkmark next to the book showing it has been downloaded. If there is no checkmark there will be a cloud symbol. Tap the cloud and select download.

Some books can be checked out in the Kindle format. Go to the menu in the top right of the screen and select "Device Preferences." Change "I read books in Libby" to "on my Kindle." When you borrow, the titles will then be downloaded to your Kindle. Select "Borrow" and then instead of "Open Book" select "Send to Kindle." This will send you to the Amazon site. Follow the instructions in *eBooks for Amazon Kindle* from this point forward.

5. Picking Up a Hold

If you have put a book on hold you will receive an email when the title is available. Go to the Shelf and tap "Open Book." The Libby app defaults to automatic check out.

6. Reading an Ebook

To read an ebook, tap "Open Book" on your Shelf. Tap the right side of the screen to move forward through the text. Tap the left side of the screen to move backward.

The options menu can be accessed by tapping on the center of the screen. From the options menu you can advance to different chapters of the book, change the font size, save bookmarks, and return to the Shelf.

7. Returning an Ebook or Audiobook Early

Ebooks and audiobooks can be returned early by going to your Shelf and tapping the cover of the book. In the menu select "Return Title to Library." In the next screen select "Return."

8. Renewing an Ebook or Audiobook

You can renew an ebook or audiobook three days before it is due. Go to the Shelf and tap the book cover. Select "Renew Loan." On the next screen tap "Renew." Your book will automatically check out again unless it is on hold for another borrower. If it is not available, it will be added to your holds page.

