

Getting Started with Libby

This checklist provides a detailed, end-to-end overview of how to use the Libby app.

Prepare your device


- Use an Android, iOS, or Windows (10+) device to download the **Libby app**.
- Install the app on your device by going to the App store or Play store on your device.

Find your library

- Open Libby on the device.
- Do you have a library card? **Yes**
- Tap **I'll Search For A Library** to find the library branch without using location services.

Type in **West Orange** or the **zip code**: you will see **eLibraryNJ West Orange** and **BCCLS West Orange**. You can download eBooks and audiobooks from the two platforms with your Library Card.

Separate accounts must be created for **eLibraryNJ** and **BCCLS**. Tap on **eLibraryNJ** and **BCCLS** (one at a time), tap **Enter Library Account Details** and enter the Library Card number. You will see the **Linked card box**. Then tap on Next and you are in.

At this point if you want to add the second selection, tap on the Libby icon  on the top right corner, go to **Add a Library**, do the search, select either eBCCLS or eLibraryNJ whichever one that was not added. Once you get in, tap on the icon again and tap on **See Library Cards** and **Add a Card**.

If you want to switch between the two all you need is to tap on the Libby icon on the top right corner.

Note: The library card is automatically saved, and you won't have to go through the process again unless you're setting up another device.

Once you are in, Tap **Preferences** to review additional browsing preferences.

- **Format** - Books or audiobooks.
- **Language** – filter books by language written or spoken.
- **Audience** – filter to Juvenile, Young Adult, General Content, or Mature Content.
- **Compatibility** – opt to read in **Libby, Kindle (U.S. libraries only) or Adobe-compatible ereader**.
- **Availability** – show all titles or Available Titles only.
- **Sort By** – sort by Popularity, Date Added, Release Date, and more.
- Tap **Apply Preferences**.

Scroll down to browse collections.

Note: Title covers of audiobooks will display with headphones.

Borrow an ebook

Select an ebook to review the title details page.

- Tap **Tag** to add a tag. (*Tags organize books you want to read, loved, and/or disliked.*)

- Tap **Add...** to create a custom tag with an emoji or up to 12 characters.
- Review the description and any available series information.
- Review title information, average user rating, subjects, and additional search results.
- **Borrow the title.**
- Tap **Borrow** from the title details page.
- *Optional: Tap the underlined lending period, located above the title, to change.*
- Note the account limits for loans and holds on the library card.
- Tap **Borrow** again to confirm.
- Allow the title to download, then **Open Book**. You have the option to read it in **Kindle** if you hadn't opted in before.

*Note: Tap **Keep Browsing** or **Go to Shelf** for one those options instead.*

Review key reading features

- Tap the center of the screen to hide the reader menu and tap the right side of the screen to page forward in the book.
- Tap the center of the screen, then tap the reader menu in the top right corner to adjust **Reading Settings**. Make the text larger or change the font style.
- Tap **Done** to return to the text.
- Press and drag a finger across text. Select **Highlight**, then **Note** to add a note.
- Swipe to another page and add a **Bookmark** by tapping the top right corner.
- Tap the center of the screen to show the reader menu. Tap the reader menu to find **Bookmarks** (*highlights, notes, and bookmarks*).
- Tap **Done** to return to the text again and view the progress bar.

Tap on the page number label to see book progress as a percentage or the pages left in the chapter.

Note: You may need to click the bottom of Libby to resume counting pages.

Manage Loans

- Tap **Shelf** to review the **Shelf Summary** page. See what you're **Reading now**, **Where you left off**, and more.
- Tap **Loans** to see all your currently borrowed titles.
- Tap the downloaded book checkmark to stream the book or send to a device.
 - *Note: This will wipe the download. Press the cloud icon to download again.*
- Tap the **Library Gem** to view loan options. *Note: The Library gem is the colored square next to the title's due date.*
 - **Return Early**
 - **Renew Loan** – available 72 hours before the loan expires
- Tap **Back To Shelf > Library Gem > Return Early > Return!** to highlight how to return titles early.
- Tap **Go To Shelf**.
- Tap **Actions** next to **Your Loans** to view additional options for managing loans.
- Tap **Choose Download Behavior**. Review, then **Hide**.

- *Note: By default, books download automatically on Wi-Fi. Stream books to save space.*
- Tap **Actions**, then **Reset Reading choices**.
 - Review how to reset your reading choice, then tap outside the box to take no action.

Place a Hold

- Tap **Library** to revisit the library collection.
 - *Note: You may need to tap the **Library** button repeatedly to return to the Home page.*
- Tap the magnifying glass to perform a quick search for a popular subject category (such as historical fiction, memoir, or mystery).
- When results are returned, show how to filter and sort.
 - Filter by selecting one of the underlined text options at the top (format or subject).
 - Tap **Refine** to override preferences. Change Availability to **Everything** and Sort By **Popularity**.
- Find a title that has a wait list.
- Tap on the small calendar icon to view wait list information.
- Tap **Place Hold**, enter your **email address** for hold notice, then tap **Place Hold!**

Manage Holds

- Tap **Keep Browsing** to return to the library and note the *On your Holds shelf* text that displays.
- Tap **Shelf**. *Note: You may need to tap Shelf again to return to the summary page, then tap Holds.*
- Tap **Manage Hold** on a title and review and/or demonstrate the options to edit a single hold: **Cancel Hold**, **Suspend Hold**, or **View Book Details in Library**. Tap again to close.
- Tap **Actions** to review or demonstrate how to edit all holds: **Manage Hold Notices** or **Suspend All Holds**.

Review the Libby app menu

- Tap the icon in the top right corner to open the Libby menu.
- Tap the Libby icon on the left side to change her appearance.
- Review menu options.
 - *Note: This menu can also be used to quickly switch between libraries.*
 - **See Library Cards** – view saved library cards & account limits.
 - **Add A Library** – search for another library.
 - **Set Up Libby**
 - Access options for managing loans and holds
 - **Show Setup Code** to sync library cards with another device.
 - **Meet Libby (Again)**, tap **Back**
 - **Learn Libby** - watch Libby Academy videos to see short demonstrations of key features.
 - **Help & Support**.
- Visit **Libby Help**.