eBooks & Audiobooks
with libby
(Apple & Android devices only)

GETTING THE APP

1. Download and install the **Libby** app from your device's app store

USING THE APP

2. Launch the Libby App, then tap '**Hi!**'
3. Scroll down and tap '**Find My Library.**'
   a. If the app automatically finds Sachem Public Library, tap '**Yes**'
   b. If not, tap '**No**' and enter '**11741**' or '**Sachem Public Library**' and select '**Livebrary.com**'
4. Under '**Welcome to your digital library! Do you have a card?**' tap '**Yes**'
5. Select '**Sachem Public Library**' from the dropdown list, enter your library barcode/username, enter your password and tap '**Sign in**'

FINDING & BORROWING eBOOKS

6. To search for a title, tap the 🔍 in the top left, and enter for a title or author.
   a. Tap '**More**' for advanced searching.
7. Find an '**Available**' item you wish to borrow and click '**Borrow**'
8. Then tap '**Borrow!**' to complete the checkout.
9. Tap '**Open Book**' to begin reading the book, '**Go to Shelf**' to view all of your checkouts, or '**Keep Browsing**' to look for more items.

FINDING & BORROWING AUDIOBOOKS

10. Follow steps 6 – 8 above, then tap '**Open Audiobook**'
    a. To listen offline, go to your '**Shelf**' and tap cloud icon ☁
    b. Tap '**Download**'

PLACING HOLDS ON CHECKED-OUT ITEMS

11. To place a hold on an item that is unavailable, tap '**Place a Hold**'
12. Then tap '**Place a Hold!**' to complete the process.
    a. To check your place on the waitlist, tap the ⚫ icon next to '**Place Hold**'

RENEWING & RETURNING ITEMS

Borrowed items are automatically returned when the loan period ends. To return an item early:

13. Go to your '**Shelf**' and tap on the item you wish to renew/return.
14. To return an item:
    a. Tap '**Return Title to Library**.'
    b. Tap '**Return!**' to confirm.
       NOTE: Items sent to a Kindle must be returned through the '**Manage Your Content and Devices**' page in your Amazon.com account
15. If an item is available to be renewed:
    a. Tap '**Renew Loan.**'
    b. Tap '**Renew Loan!**' to confirm.
    c. **NOTE**: Items can only be renewed three days before their due date. Not all items are eligible for renewal.

SENDING BORROWED ITEMS TO KINDLE APP OR PAPERWHITE

16. Go to your '**Shelf**' and tap on the item you wish to transfer.
17. Tap '**Send to Device**' and hit the '**Send**' button.
18. Sign into your Amazon account and tap '**Get library book**,' then tap '**Close**' in the top right when finished.

QUICK TIPS

- Tap ⊕ to edit your preferences
  - ○ Limit results to only available items, a specific language, and audience
  - ○ Sort results by popularity, relevance, release date, title, or author
- When borrowing a book, tap the underlined loan period to change the number of days your item will be borrowed for

NAVIGATING THE FOOTER

Tap to read/listen to your current book

Tap to access your loans, holds, tags, and account activity.

Library   Shelf

Tap to search/browse catalog