



eBooks & eAudiobooks 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 **Yes**
3. Tap **I'll Search For A Library** and enter **'11741'** or **'Sachem Public Library'** and select **'LiveLibrary.com'**
4. If you are going to be reading directly on your smart phone or tablet, tap **'I'll Mostly Read in Libby'**
 - a. If you will be using a Kindle, tap **'I'll Mostly Read On A Kindle.'** You will have to log in with your Amazon.com account information when you check out an item
5. Tap **'Sign In With My Library Card'**
6. Select **'Sachem Public Library'** from the dropdown list, enter your library barcode/username, enter your password and tap **'Sign in'**
7. Once your library card has been added, tap **'Enter The Library'**


FINDING & BORROWING eBooks

8. To search for a title, tap the  in the top left corner, and enter a title or author
 - a. Tap **'More'** for advanced searching
9. Find an **'Available'** item you wish to borrow and click **'Borrow'**
10. Then tap **'Borrow!'** to complete the checkout
11. 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

12. 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

13. To place a hold on an item that is unavailable, tap **'Place a Hold'**
14. 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:

15. Go to your **'Shelf'** and tap on the item you wish to renew/return

16. 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

17. 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

18. Go to your **'Shelf'** and tap on the item you wish to transfer

19. Tap **'Send to Device'** and hit the **'Send'** button

20. Sign into your Amazon account and tap **'Get library book,'** then tap **'Close'** in the top right when finished

QUICK TIPS

- Tap  **Preferences** 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
- Tap  in the upper right hand corner to view/add library cards

NAVIGATING THE FOOTER

