



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 **Yes**
3. Tap **I'll Search For A Library** and enter '**11741**' or '**Sachem Public Library**' and select '**Livebrary.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 "**Next**"

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 Options**' 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

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 **'Manage Loan'**

16. To return an item:

a. tap **"Manage Loan"** next to the title you want to return

b. Tap **'Return Early!'** then **'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

13. 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

