

## Libby Guide for Android and Apple

### Installing the Libby App



#### Android

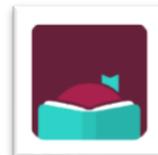
Open the Google Play Store and search for 'Libby'. Once you've found the app, tap the 'install' button.



#### Apple/iOS

Open the App store and search for 'Libby'. Once you've found the app, tap the 'get' button.

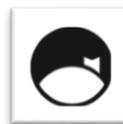
The Libby app icon looks the same on Android and Apple devices



### Using Libby for the First Time

The first time you open the Libby app you'll need to connect your library account to it. For this you'll need your library card number and PIN. If you don't know your PIN, call the library and staff can help.

All of Libby's options can be found by tapping the menu icon in the top right:



### Add a Library Card

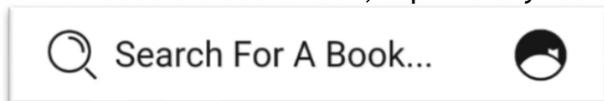
You must be connected to the internet to add a library card!

1. Tap the menu icon, then tap 'Add a Library Card'
2. If the app correctly guesses your location, it will show a 'Bruce County Public Library' option to tap on.
3. If it doesn't get your location right, tap on 'Choose a Location', or 'Choose Another Location,' and find **Bruce County Public Library** in the list. *Don't search for your local branch!*
4. Enter your library card number, and tap 'next'
5. Enter your PIN, and tap 'sign in' (contact the library to ask for help if you don't know your card number or PIN)

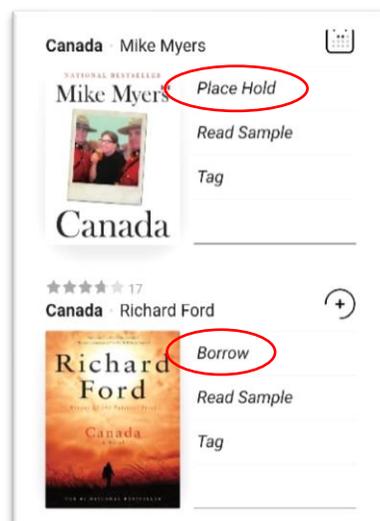
If it doesn't work, double-check your library card number and PIN. If the information is correct, call the library for assistance.

### Searching for Books

Libby is home to eBooks and eAudioBooks. To search, tap in the box at the top of the screen labeled 'Search For A Book'. If you don't see the search box, tap 'Library' at the bottom of the screen first.



1. Type in a title or author to search for; the app makes suggestions as you type
2. Tap on any of the suggestions to see that title; to skip the suggestions and see all search results finish typing your search terms and press the search button on the keyboard
3. Scroll through the list of results and:
  - Press 'borrow' or 'place hold' to borrow or hold an item
  - Tap on a search result for more details about the book



## Filtering Search Results

Find too many titles? Filter! Above the search results you'll see the number of books and audiobooks, and type (fiction, nonfiction, etc.) Tap on any one of these to narrow your results.

The 'Refine' button just above the search results offers more options, such as 'Audience', which lets you filter by the target audience or age range.



## Searching for Available Titles

Want something to read right now? Libby lets you search for available titles - things you can borrow right away. Tap 'Library' at the bottom of the screen, then tap on 'Explore'. In the list of options for exploring look for "What's available?" and tap on it - you may need to scroll down to find it.

You'll have options to look at all available titles, and to look at eBooks and audiobooks separately. After choosing one of these options, you'll be able to refine the list even more by fiction, nonfiction, and genre. In the filter options tap on 'and more' to filter by specific genres.

## Placing Holds

If all copies of a book are currently in use, you can tap 'Place Hold' on any search results page, or the page showing the specifics of a book. This will put you in the hold queue.

To see a current estimate of the wait time, tap 'Shelf' at the bottom of the screen, then 'Holds'. Next to each item you have a hold on the app will display the estimated length of time until the hold becomes available for you.

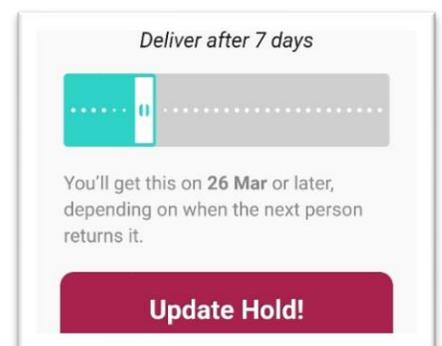
## Managing Holds

The app notifies you when one of your holds is available, and you'll have two choices:

- Download the item right away and begin your loan
- Defer your hold. This sends the hold to the next person in the waiting list and puts you back on the top of the list for the next copy that becomes available

You can cancel holds by tapping on 'Shelf' at the bottom of the screen, and then 'Holds'. Tap 'Manage Hold' next to the item you wish to cancel your hold on, then tap 'Cancel Hold'

You can set a hold for later delivery. To do this, tap 'Shelf' at the bottom of the screen, and then 'Holds'. Tap 'Deliver Later' and adjust the slider to your desired delivery date. You'll get the item as soon as it becomes available after the date chosen. If the item is available before your chosen date, it will go to the next person in the list. You then stay at the top of the list until the item is available on or after your chosen date.



## Finding More Help

Libby's own help pages have a lot of information, and can be found at:

<https://help.libbyapp.com/index.htm>

You can also call any of Bruce County Public Library's branches to speak with library staff. Branch hours and contact information can be found at the library website, and in the library's mobile app:

<https://library.brucecounty.on.ca>