# USING EBOOKS & AUDIOBOOKS ON YOUR Smartphone or

# **Tablet**

iPad, iPhone, iPod Touch Android or Windows 10 device



### Setting Up Libby

- Begin by installing the Libby mobile app from your app store. The Libby app only works on iOS 10.0 and up and Android 5.0 and up.
- 2. Open Libby and find your library. You will find PCIN libraries under **downloadLibrary**. You can also search by city, postal code, or by allowing your device to share its location.
- To save a library, Add a Card for it. You will need to select your library again, enter your full library card number (no spaces), and then your PIN (last 4 digits of your phone number). Tap Sign In. If you have multiple people sharing the same device, you can add additional cards.

## Searching For & Downloading Titles

- 1. Tap the **Search Icon** (magnifying glass), on the left of the toolbar.
- 2. Enter your title, subject, or author search terms and click **search** on your keypad or by pressing the **magnifying glass icon**.
- For more advanced searching, tap + Preferences to refine your search by format, language, availability, and more.

- 3. To narrow your search results further, tap **Refine**, then add more filters, or scroll down and select **Search Within Results**.
- Borrow indicates the title is currently available.
  Place Hold indicates the title is not yet available, but when clicked, will place you on a waiting list. When the title becomes available, you will get a notification on your device and by email.
- 5. Tap **Borrow**, then the underlined loan period on the confirmation page to select your desired loan period. Your latest selection will be your default for the next title you borrow. Tap **Borrow** to confirm the loan.
- View your downloaded items by accessing your Shelf (stacked books icon). The book automatically opens in the app. Tap Open Book or Open Audiobook to start reading or listening.
- Borrowed titles download to the app automatically when connected to WiFi, so you can read them when you're offline.

### Managing Loans

- 1. Tap **Shelf** in the bottom right of the app.
- 2. Tap Manage Loan and then tap Renew.
- 3. If no one is waiting for the item, you can renew it a few days before it is due.

### **Returning Books Early**

- 1. Titles are automatically returned on their due dates.
- 2. Return titles early by tapping **Shelf**, tapping **Manage Loan**, then tapping **Return Early**.

### Notes

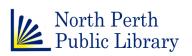
- Downloading books in the previous OverDrive App or in Adobe Digital Editions, will NOT sync to the Libby App.
- Tap the centre menu button, then **Settings** to update your preferences.
- eBooks, audiobooks, and magazines can be downloaded for 7, 14 or 21 days. Videos have a 3, 5, or 7 day loan period. There is a 15 item maximum.
- Libby is also available in your web browser at libbyapp.com, which does not require downloading apps.

# PCIN The PERTH COUNTY INFORMATION NETWORK

### Need Assistance? Contact your local PCIN Library



## Perth East Public Library



### Perth East Public Library

**Stratford Public Library** 

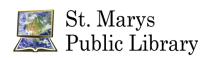
www.splibrary.ca askspl@pcin.on.ca

19 Mill Street East, Milverton | 519-595-8395 www.pertheastpl.ca pel@pcin.on.ca

19 St. Andrew Street, Stratford | 519-271-0220

### **North Perth Public Library**

260 Main Street West, Listowel | 519-291-4621 218A Main Street, Atwood | 519-356-2455 200 Nelson Street, Monkton | 519-347-2703 northperth.library.on.ca npl@library.northperth.ca



### St. Marys Public Library

15 Church Street North, St. Marys | 519-284-3346 www.stmaryspubliclibrary.ca libraryinfo@stmaryspubliclibrary.ca



### West Perth Public Library

105 St. Andrew Street, Mitchell | 519-348-9234 www.westperthpl.ca wpl@pcin.on.ca