



Instructions for using Libby on Windows



or Mac computers

Libby is a collection of **ebooks**, **audiobooks** and **magazines**. You can have **10** items checked out at one time and **20** items on hold at one time.

Loan periods (you can choose the length of the loan at checkout):

- Ebook 7, 14 or 21 days
- Audiobook—7, 14 or 21 days
- Magazine—7, 14 or 21 days

The Libby app can be installed on:

- Android mobile devices
- Apple mobile devices
- Amazon Kindle Fire tablets
- Chromebooks

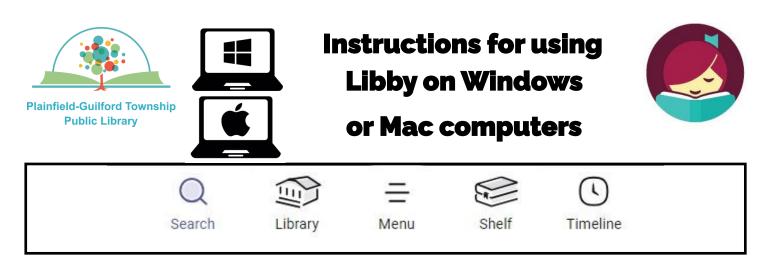
If you can't install the Libby app on your device, you can access the Libby website (**www.libbyapp.com**) on your device's web browser. Web browsers that you can use include:

- Google Chrome
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

How to set up Libby on Windows or Mac computers:

- Open a web browser on your computer and go to www.libbyapp.com
- 2) When you visit the website for the first time, it will ask you if you have a library card. Select "**Yes**".
- 3) If you have already installed the Libby app on another device, select "Copy From Another Device" and then follow the instructions. Otherwise, select "Search For A Library" and enter the zip code 46168.
 From the search results, select Indiana Digital Library Plainfield-Guilford Township Public Library.
- 4) You will be taken to the collection page for the Indiana Digital Library consortium. Select "Sign In With My Card", then select "Plainfield-Guilford Township Public Library". It will then ask you to enter your card number. Enter the number that's on the back of your Plainfield library card, then select "Sign In".
- 5) After you have signed in with your Plainfield library card, you will see an icon for your **Linked Card**, showing how many loans and holds you have used. You will have the option to rename this card. When you are ready, select "**Next**".
- If you want to read your Libby loans on your Kindle device, select "Yes, I Read With Kindle". Otherwise, select "Skip".

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How to navigate the Libby app:

There are icons at the bottom of the screen to help you navigate the Libby app:

- -Search-magnifying glass
- -Library [browse the collection]-building

-Menu [your account & settings]—3 horizontal lines

—**Shelf** [your checkouts & holds]—stack of books

-Timeline [your checkouts history]-clock

How to borrow a title:

- Select the Search icon at the bottom of the screen, then in the search box, enter what you're looking for. It will then give you suggestions. NOTE: If you want to browse the collection, select the Library icon.
- Once you have found a title you want, select it to see its details. If it is available for checkout, it will say "Borrow" next to it; otherwise it will say "Place Hold" next to it.
- Select "Borrow". On the next page, you can change the length of the loan period by clicking on the number. Then select the red "Borrow" button to confirm. After it finishes downloading the title, select the book's cover to open it and begin reading.

How to return a title before it's due:

A title will be returned automatically when it is due, but if you want to return it before it is due, select the **Shelf** icon at the bottom of the screen. Next to the title, select "**Manage Loan**", then select "**Return Early**". Select the red "**Return**" button to confirm.

How to renew a title:

If no one has placed a hold on the title, you will have the option to renew your loan **2 days** before it is due.

- Select the Shelf icon at the bottom of the screen. Next to the title, select "Manage Loan".
- Select "Renew Loan", then select the red "Renew" button to confirm.

NOTE: If someone has already placed a hold on your title, you will instead see the option to "**Place Hold**". If you select this, it will put you in the line to get the title again after it has been returned.