Libby: How-To

Henrietta Public Library

What is Libby?

Libby allows library patrons to borrow free ebooks and audiobooks to enjoy digitally!

Patrons access Libby with the **same library card** used at the library. However, there may be different items available on Libby and Libby items will not show up on your regular library account (and vice versa) because they are separate collections.

How do I get to Libby?

This is the Libby icon!

Online: go to https://libbyapp.com

OR
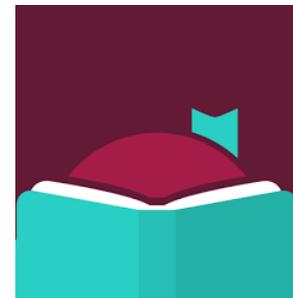
Download the app: search 'Libby' where you download apps on your device.

iPhone/iPad/iOS Device: Apple App Store

Samsung/Google/Android Device: Google Play Store

Amazon Fire Tablet: Amazon App Store

How do I log in?

1 Libby will ask if you have a library card, click 'Yes.'

First question: do you have **a library card**?

Yes, I Have A Library Card

Not Yet

2 Then, you will **Search For A Library** by zip code for the Monroe County Library System. The Henrietta Public Library zip code is: **14623**.

Guess Your Library
Find the nearest library using your (probable) approximate location.

Search For A Library
You can look up your nearest library by name or city or zip code.

Recover Your Data
If you already use Libby, choose this. It will keep all your data in sync.

Monroe County Library System
Henrietta Public Library
625 Calkins Rd
Henrietta, New York, USA
and 32 other branches

Select the library system that looks like this!

3 Click 'Sign In With My Card'.

Add a library card for **Monroe County Library System** so you can borrow titles and place holds.

Sign In With My Card

I Would Like A Card

4 In the 'Card Number' box, type in your library card number (these are the numbers below the barcode on your library card). Then, click 'Sign In,' followed by 'Next.'

BACK

Enter your library account details. (If you need help, get in touch.)

CARD NUMBER

The number printed on your library card, usually under a barcode.

Sign In

BACK

Okay, you're signed in! Here is your library card.

Linked Card

LOANS
0 of 12

HOLDS
0 of 8

Next →

5 Do you read with a Kindle (except Kindle Fire)? If so, click 'Yes.' This will enable the Kindle reading feature. If not, you can click 'Skip.'

If you prefer to read with Kindle, we can open books directly to your Kindle device or Kindle app.

Yes, I Read With Kindle   Skip
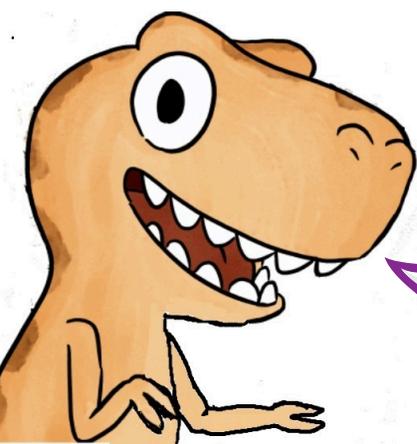
Congratulations! You are now signed into Libby!

3

Below are the names of the tabs from the bottom of your Libby screen. These will help you navigate!

Search	Library	Menu	Shelf	Tags

Accessibility Features

Accessibility features are located in the Menu tab. Then, under the Settings heading, you will see Accessibility 👤.

Reduce Color Variation- Favors neutral colors and good contrast on your Libby screen (ex: backgrounds, icons, etc.), rather than adapting to the colors of book covers or colors of the selected library system.

Reduce Text Variation- Use a single font at a single weight (semi-bold), with no italics and rarely display text in all-caps.

Reduce Motion- Minimize the use of animation effects.

Other visual accessibility features are located under **Appearance**, which is found on at the top of the screen while reading an ebook (see page 7 for image). In this section text size can be changed. To extend size options, turn 'Include accessibility sizes' on. Lighting, book design, and font can also be changed with Appearance.

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How do I borrow materials?

Use the Search 🔍 tab to search for specific titles, authors, etc. You can use Filters ☰ to help narrow down your search.

OR

Use the Library 🏛 tab to browse materials in the library's catalog. This includes different categories chosen by librarians.

Check out themed selections, guides, educational courses, and more! '**Everyone READS**' features items that are available right now. '**Just Added**' features items that have been recently added to our Libby catalog.

If the item is available, click Borrow ⊞.

#0 in series
The Ballad of Songbirds and Snakes
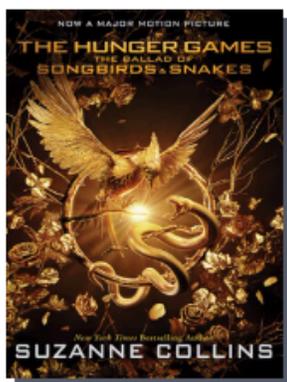
Borrow

Read Sample

Ambition will fuel him. Competition will drive him. But power has its price. It is the morning of the reaping that will kick off the tenth annual Hunge...

On a Monroe County library card, you are allowed 12 loans and 8 holds at any given time. This may vary with cards from other library systems.

How do I access materials I am borrowing?

Materials you are currently borrowing, called Loans 🔖 , and your Holds 📅 , will be found in the Shelf 📚 tab. If you're connected to WiFi, your borrowed ebooks and audiobooks will automatically download so you can read them when you're offline, too.

In Shelf, you will also find Timeline 📈 , where you can see past Libby activity, as well as Notices ☑ , which will show notifications for your loans and holds.

How do I read/listen to my Loans?

Author

Title

Akwaeke Emezi
Pet

Place Hold

Read Sample

A genre-defying novel from the award-winning author NPR describes as "like [Madeline] L'Engle... glorious." A singular book that explores themes ...

Summary

Akwaeke Emezi
Pet

Place Hold

Play Sample

🎧 6 HOURS

A genre-defying novel from the award-winning author NPR describes as "like [Madeline] L'Engle... glorious." A singular book that explores themes ...

If there is only a picture of the cover and it says "Read Sample," this means the item is an **ebook**.

The earbuds icon 🎧 with '# hours' shows the item is an **audiobook** and how long it will take to listen to.

Click on the picture of the cover to learn more about the item!

Ebooks

Return to Shelf

Progress Bar
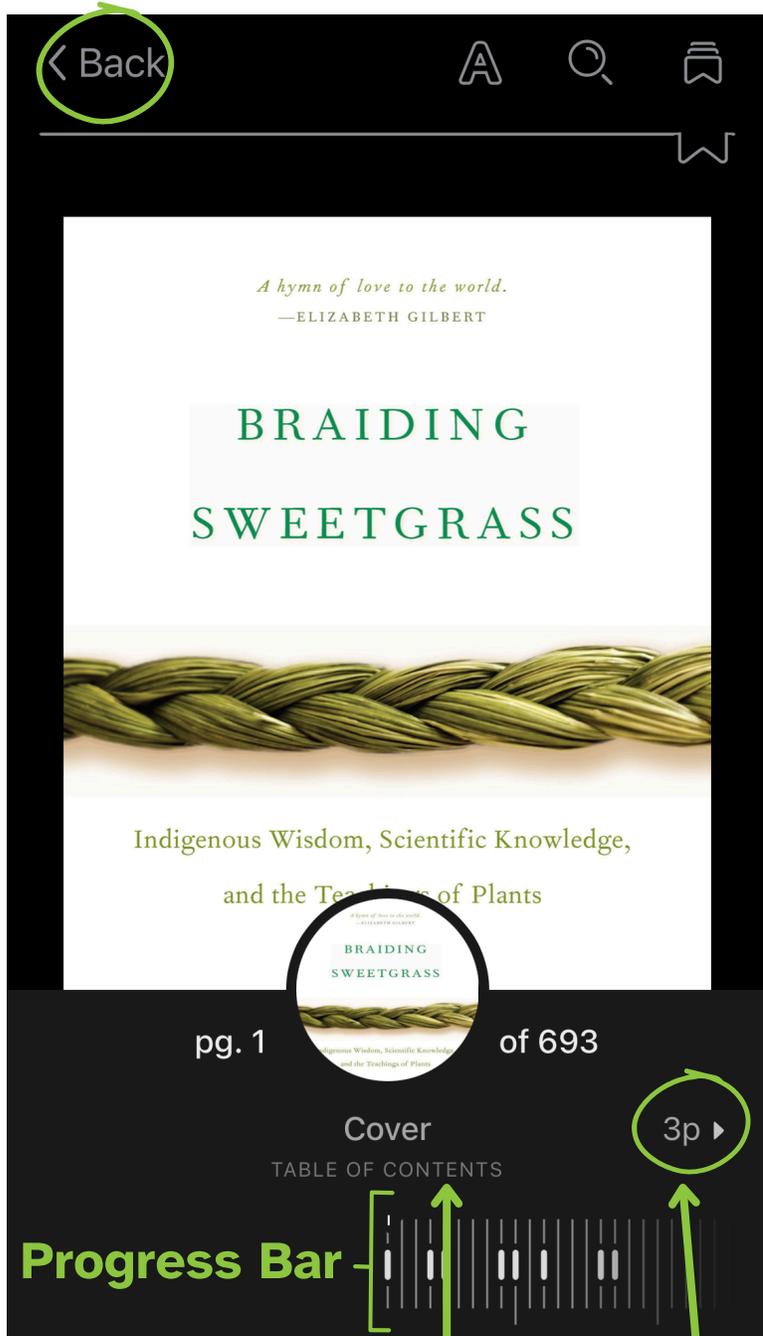
Click on 'Table of Contents' to see all sections

Skip to the next section

[A] Appearance

Change text size, lighting, book design, and font. See page 4 of this guide for more accessibility features.

[Q] Search within Book

Search for keywords to see anytime that specific word was mentioned in the book.

[Bookmark icon] Bookmarks & Highlights

To select text, tap and hold a word, then swipe left or right. Then, you can define the selection or create a highlight in a color of your choice. Once created, tap the selection to add a note! Libby will remember these for you, even if the item gets returned and you check it out again.

[Bookmark icon] Create a Bookmark

Tapping this icon in the top right corner of the page will create a new bookmark for the page you're on.

7
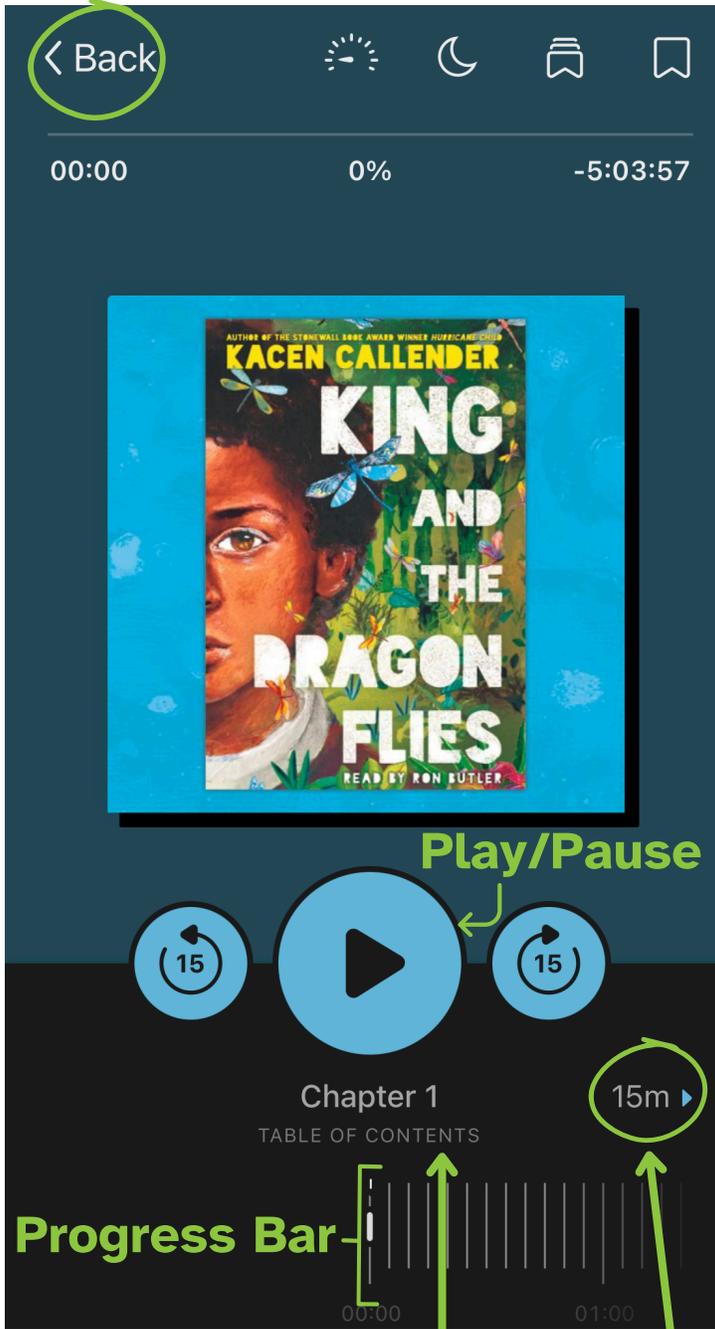
Sleep Timer

Select a preset timer, end of chapter, or use a Fine-tune slider to create a custom timer (5-120 minutes) to stop your audiobook.

Playback Speed

Change the speed of the narrator to a preset speed or use the Fine-tune slider to set a custom speed (0.6-3x speed).

Bookmarks & Highlights

Tap and hold the bookmark icon to create a highlight. Click it again to add a note or pick a color. Alternately, click on Bookmarks & Highlights icon to view all previous selections you've created for this item and click on a timestamp to go to it. Then, click the bookmark icon again to edit it.

Create a Bookmark

Tapping this icon in the top right corner of the page creates a new bookmark for the timestamp you're at.

Return to Shelf

< Back

00:00   0%   -5:03:57

Play/Pause

15   ▶   15

Chapter 1
TABLE OF CONTENTS

15m ▶

Progress Bar

00:00   01:00

Click on 'Table of Contents' to see all sections

Skip to the next section

8

How do I place materials on hold?
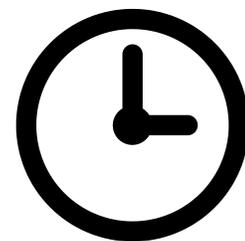
If an item is not currently available to borrow, instead of the Borrow 📘 , you will see Place Hold 📘 . This puts you on a waitlist to borrow the item and gives an approximate wait time.

Once your hold is available, you have 72 hours to borrow it, deliver it later, or cancel it. If no selection is made, the hold will be automatically scheduled for later delivery. This happens once per hold and will be cancelled if nothing is selected a second time.

I'm not ready for my hold. What do I do?

To 'Deliver Later' means to keep your #1 spot in the hold line, but let the next person in line borrow it. Go to Shelf > Holds > Deliver Later. Then, use the slider to pick a 'Deliver After' date, which means you'll get the next available copy after that date.

> Not #1 on the waitlist yet but want to pause your hold?
> Consider using **Suspend Hold.**

For suspending single hold:
Shelf > Holds > Manage Hold > Suspend Hold

For suspending all holds:
Shelf > Actions > Suspend All Holds

For both options use the slider to pick how many days to suspend your hold(s) for, or click the 180 days for more options. You will keep moving up the waitlist during this time.

How does the return/renewal process work?

Items are automatically returned on their due date, around the same time of day they were borrowed. No more worrying about returning things late! Find the due date under Shelf > Loans > Manage Loan.

You can return items early by going to Shelf > Loans > Manage Loan > Return Early > Return Loan.

Having trouble renewing an item? It may be too early ⧗. Libby will let you know how many days until you can renew it. **OR** it may say 'Place Hold,' this means that someone else has the item on hold and you are unable to renew it at this time.

You are able to Renew items a couple days before they are due. Follow these steps to renew: Shelf > Loans > Manage Loan. Then you are able to click Renew.

Other helpful features?

- Add library cards from other library systems by clicking Menu ☰ , then 'Add Library'. Ask a librarian how you can get a free card from other libraries in New York State and beyond!

Your Libraries

Manage Cards   ⚬

Add Library   +

Settings

Choose the events you'd like to be notified about.

Notifications   ✉

Adjust the look and feel of the app to meet your needs.
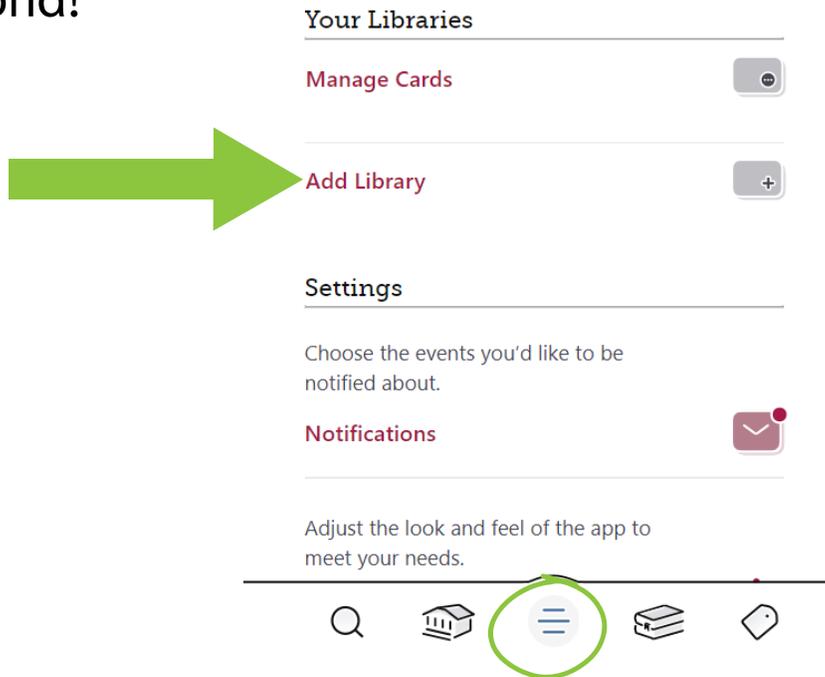
- Use the Tags ◇ tab or the Tag 🏷 icon to add a label to any item to help categorize it. Check out Smart Tags that will automatically tag certain items for you, like a 'Borrowed' smart tag.

♥   💯   bookclub   study

NAME OF TAG...

Enter a name for the tag, or choose one of the ideas above.

DESCRIPTION...

Optionally, add a description for your tag.

Regular Tag   CREATE

Steven Weinberg
What Is Color?

WHAT IS COLOR?

STEVEN WEINBERG
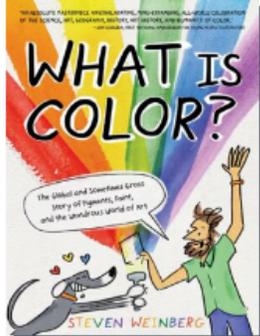
Place Hold

Read Sample

🏷

In this zany and vibrantly illustrated nonfiction guide to all things color, the origins of today's pigments come alive across continents and...

More Helpful Features

- **Notify Me** 🔔 will show up in place of Borrow or Place Hold. This means your libraries do not have this item in their collection. By clicking Notify Me, a smart tag will be created that alerts you if one of your libraries purchases the item.
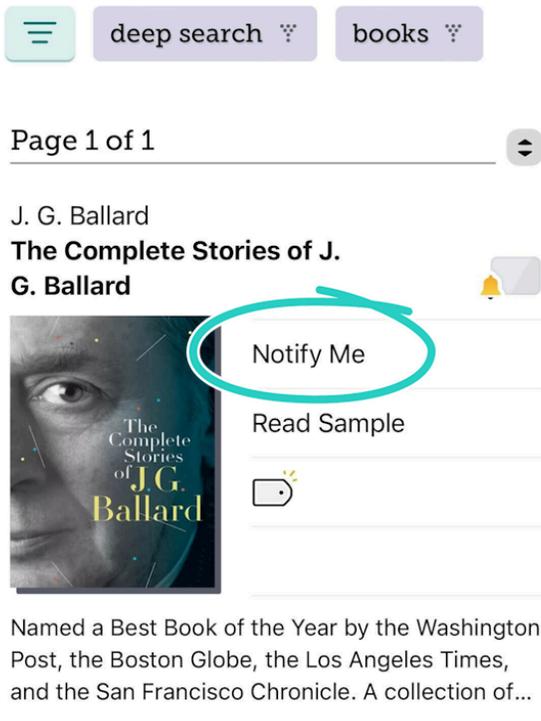
Having trouble finding Notify Me? Try searching a specific item. Sometimes a Deep Search `deep search` icon will show up at the bottom of the screen. This filter specifically looks for items your library doesn't have.

- **'Skip the line'** 🍀 allows you to immediately borrow a popular item that could have a long waitlist otherwise. These items change periodically and the Borrow icon looks like this: . Note, these items can only be borrowed for 7 days and cannot be renewed.

You can find these items by going to Search, then using the 'Skip the line' Filter.

Ask a librarian or visit https://help.libbyapp.com for more help!