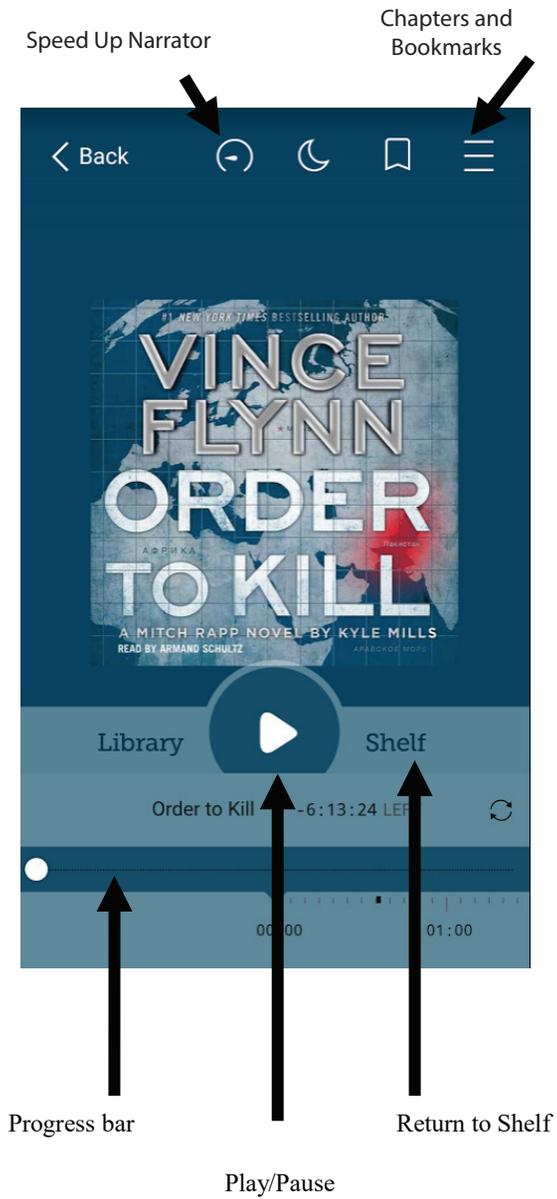


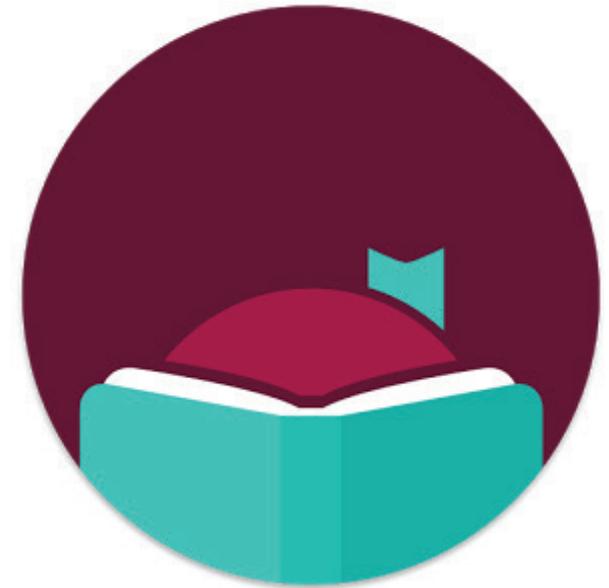
## 9. Listening to an Audiobook



# eBooks & Audiobooks using Libby

for Tablets, Smartphones and  
Windows 10 Computers

@ the Monroe County Library System



## 1. Overview

You can borrow free ebooks and audiobooks from the Monroe County Library System.

Libby is the new app from OverDrive for reading books and listening to audiobooks. It is compatible with iOS 9+, Android 4.4+ and Windows 10 (for desktops/tablets and mobile).

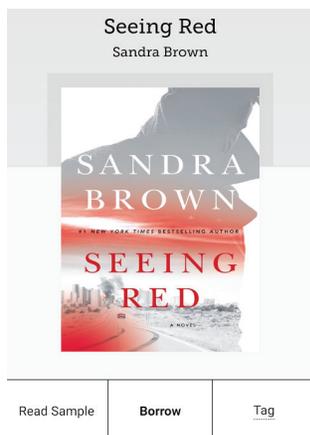
The app can be downloaded for free from your device's app store. Search for Libby.

If you are reading on an Amazon Kindle please also take the eBooks for Amazon Kindle brochure for additional information.

## 2. Getting Started

After downloading the Libby app, you will be asked if you have a library card. Tap "yes." Then on the next screen choose "I'll search for a library." Next type your zip code into the search box and select your library from the list. From the next prompt choose, "Enter Library Account Details" and then type your library card number in the box that says "card number." Click "Sign In" and then tap "Next."

In the menu that looks like Libby at the top of the screen you can add other library systems and set up Libby.



## 3. Searching the OverDrive Catalog

Click "Search for a book..." at the top of the screen. Type an author or title to search. For an advanced search (i.e. format or subject) click "more options." To limit search results to items that are currently available for check out, select "Available Now" under "Availability."

## 4. Borrowing an Ebook or Audiobook

Tap the cover of the book you'd like to check out. You will see a description of the book and a "Borrow" button. Tap "Borrow" to check out. If a title is unavailable, "Borrow" will instead read "Place Hold." Under that you will see the wait time for the title.

Libby defaults to 21 day check outs. To change the borrowing period, tap "Borrow" then at the top of the screen you can change to either 7 or 14 days.

Go to your "Shelf," under the actions button select "Change Download Rules." Make sure "Download Only on Wi-fi" is selected so you are not using mobile data on your smartphone.

After borrowing, select "Open Book." Remember if you opted for download on Wi-Fi only, your title won't download immediately if not connected. Once connected to Wi-Fi there should be a checkmark next to the book showing it has been downloaded. If there is no checkmark there will be a pause symbol.

Some books can be checked out in the Kindle format. When you open a book it will give you the option to read in Kindle or Libby. You can choose it to remember for all books. When choosing Kindle you will be redirected to the Amazon site. Follow the instructions in eBooks for Amazon Kindle from this point forward.

## 5. Picking Up a Hold

If you have put a book on hold you will receive an email when the title is available. Go to "Shelf" and tap "Holds" then tap "Borrow" next to the book. The book will move to your Loans and be available to open.

## 6. Reading an Ebook

To read an ebook, tap "Open in Libby" on your Shelf. Tap the right side of the screen to move forward through the text. Tap the left side of the screen to move backward.

The menu can be accessed by tapping on the center of the screen. You can return to your Shelf from here. By selecting the three lines at the top you can advance to different chapters of the book, and view bookmarks. Under "Reading Settings" you can change text size, lighting, and design. By selecting "Custom" you can change the font, spacing, and justification.

## 7. Returning an Ebook or Audiobook Early

Ebooks and audiobooks can be returned early by going to your Shelf and tapping "Manage Loan." In the menu select "Return Early." In the next screen select "Return."

## 8. Renewing an Ebook or Audiobook

You can renew an ebook or audiobook three days before it is due. Go to the Shelf and tap "Manage Loan." Select "Renew Loan." On the next screen tap "Renew." Your book will automatically check out again unless it is on hold for another borrower. If it is not available, it will be added to your holds page.

