

Library Books for your Smartphone or Tablet

Meet Libby.

Bay Shore-Brightwaters *Public Library*

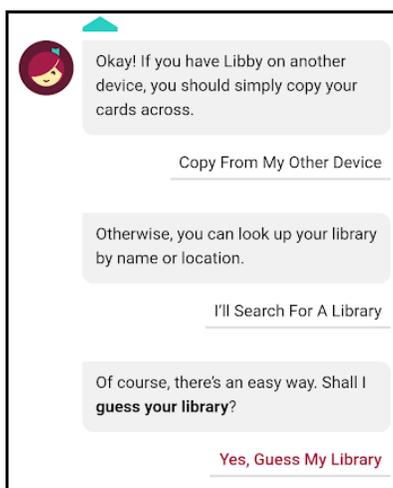
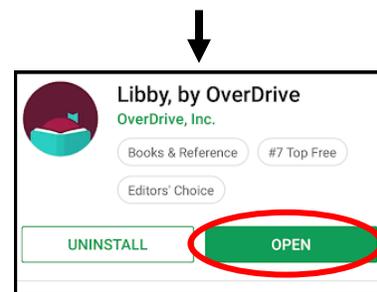
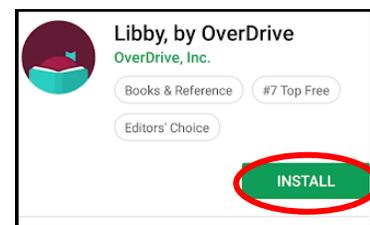


These instructions are for all smartphones and tablets (except **Kindle Fire**). To begin make sure your device is connected to Wifi  by checking your settings.

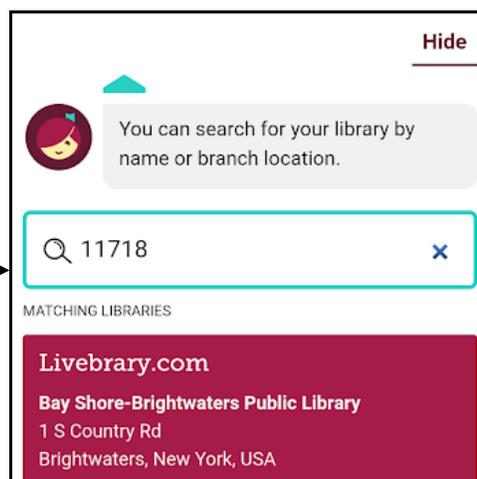
- Go to your app/play store and search for the free **Libby** app. Hit **Install**.

(Apple users will be prompted to enter their apple ID and password before installation)

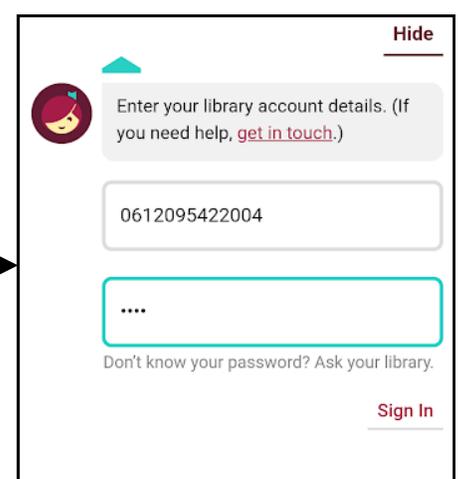
- **Open** your new Libby app.
- You will then be prompted to enter your library information, so make sure to have your library **barcode** and **password** handy. Follow the steps in the pictures below.



Tap **I'll search for a Library.**



Type 11718 to find **Bay Shore-Brightwaters Library** and tap it.

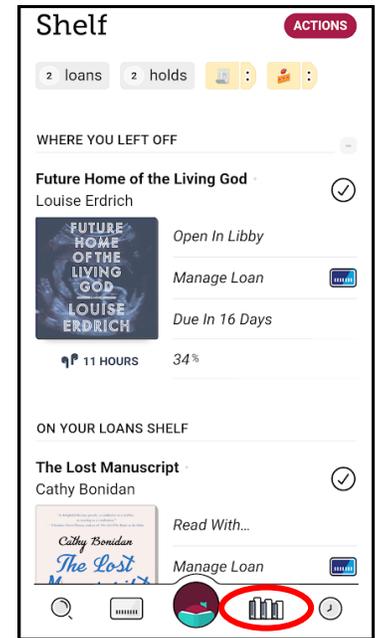
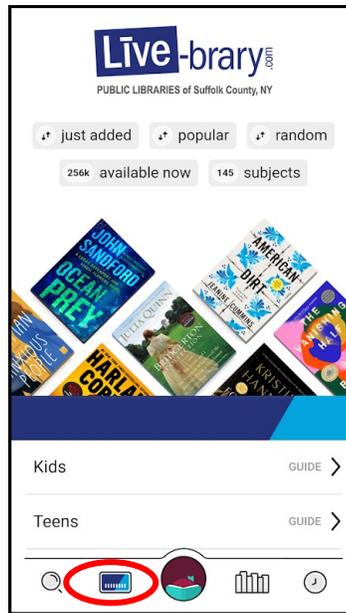
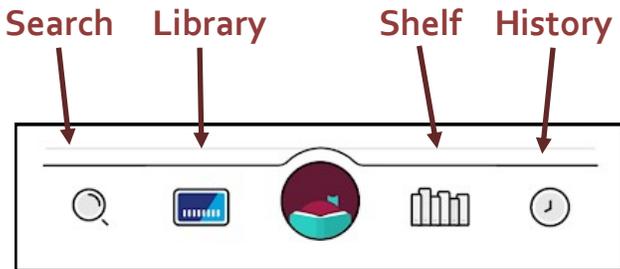


Enter library **barcode** and **password**. Then tap **Sign-In**.

Now you are ready to read in Libby!

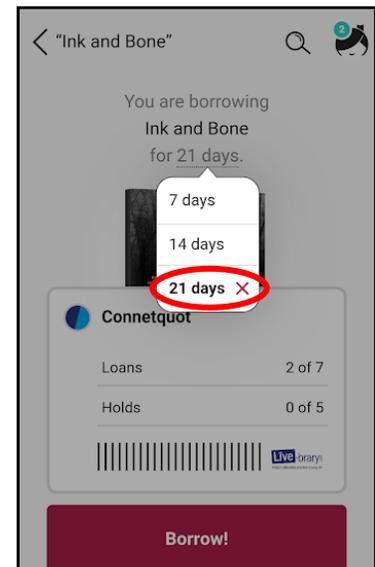
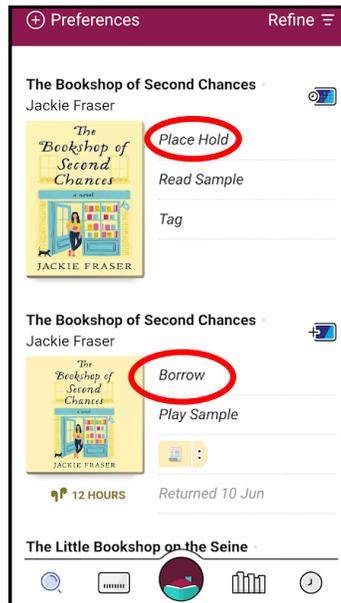
Menu:

- The Menu on the bottom is where you get to your shelf, search for books, browse, and look at your checkout history.



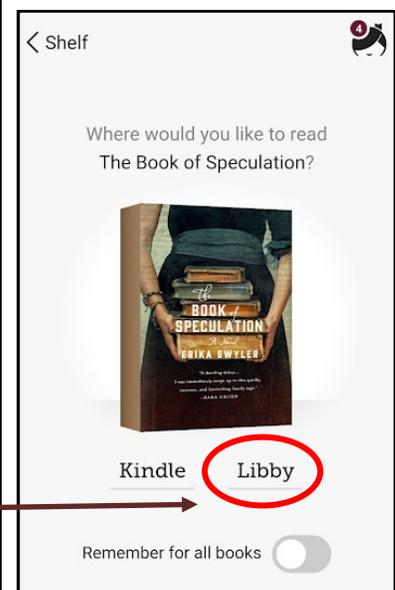
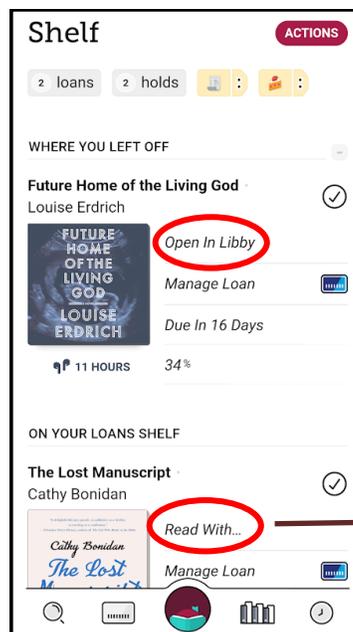
Borrow and Place Hold:

- After finding a book, you can either tap **Borrow** if it is available or **Place a Hold** if it's not.
- Your Holds will automatically move to your loans when the book is ready for you.
- Make sure your loan period is set to 21 days.



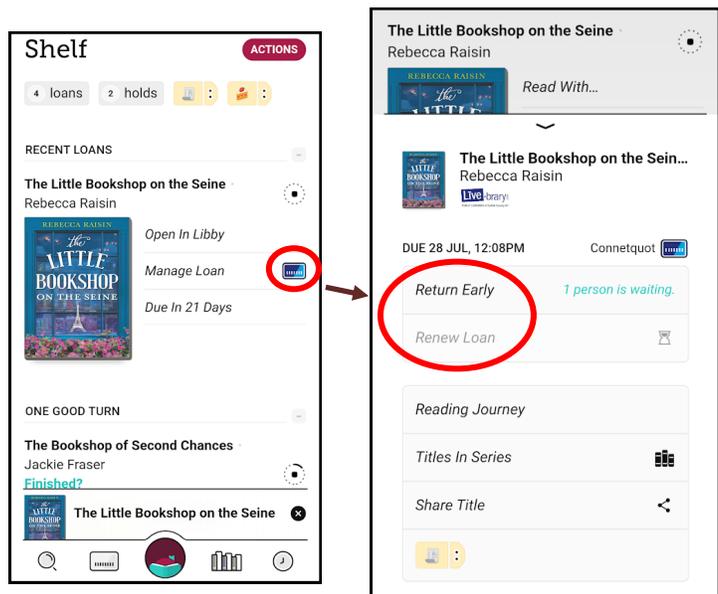
Read Your Book:

- Go to your **Shelf**. Go to the title you want to read. Tap **Read With**.
- If you do not already have a preference, you will be asked if you want to read in Libby or Kindle. Tap **Libby**.
- Audiobooks will say **"Open in Libby"**
- Your book will open and you can begin reading!



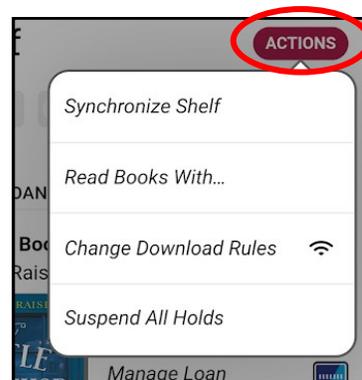
Return or Renew:

- Tap the little blue button next to loan period for a particular book on your shelf.
- A box will pop-up where you have the option to either **return** your book early or **renew** it if its due within 3 days and has no holds on it.



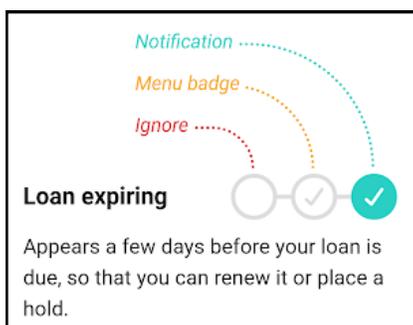
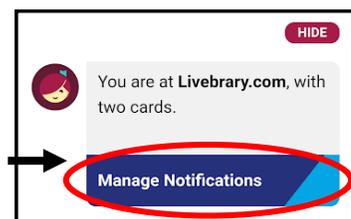
Actions Button:

- **Synchronize Shelf:** This action allows you to sync your checkouts across all devices you are logged on to.
- **Change Download Rules:** You can choose to download books only when you have wifi, using your data, or only stream the books.
- **Suspend All Holds:** Slide button to the right to suspend your holds from 1 week to six months.
- **Read Books With...:** If you only read on Libby or only read on Kindle, here is where you can set your preference. If you use both devices you can choose "I have no preference."



How to Manage Notifications:

- Tap this button,  in the top right corner and then tap the Blue Square that says "Manage Notifications."



- The following screen will have options to choose which notifications you would like to receive. The **blue right** check is a push notification on your phone, the **yellow middle** check is receiving notifications only in the app itself, and the **red left** check is no notifications at all.