



# Libby Guide

## Download and log into the Libby app

1. In the app store on your device, search for “**Libby**,” and follow the prompts to download it. You will need to be logged in to your Apple ID or Google account.
2. Once downloaded, open the app and follow prompts to register: Tap on **Yes you have a library card**, then tap on “**I’ll Search for a Library.**”
3. Type in “**Kentucky Libraries Unbound**”, and select it by tapping on the name in the list of options.
4. Tap on “**Choose A Location**”, and select “**Henderson County Public Library**” from the list that pops up.
5. Enter your **library card number**, then **pin number**, and tap **Sign In**.

## Search or browse

To explore HCPL’s Libby collection,

- Tap on **Library** () and **scroll down on the screen** with the Kentucky Libraries Unbound symbol to see featured titles and categories.
- Tap **Subjects** at the top of the screen with the Kentucky Libraries Unbound symbol.
- Tap on **Search** () at the bottom to search manually.

## Check out and read a title


### Checking out:

- Tap on **Borrow** next to a title’s cover and then tap **Borrow** again. The title will automatically download. You can select your notification options below the book cover.
- Tap on **Open Book** to start reading, or tap on **Keep Browsing** to continue searching for titles, or tap **Go To Shelf** to view your books you have currently checked out.

## Notes:

- You may check out up to **20 titles** at one time.
- Titles check out for up to **21 days** and may be renewed unless another patron has placed a hold on that same title.
- Items are **automatically returned** on their due date and there are **no late fees**.

## Reading:

- When accessing your downloaded titles for the first time, tap on **Shelf** () in the lower right, then tap the **cover of the book**. There are now 2 options to choose from:
  - Tap **Kindle**, to read within your Kindle app or device. You will then need to sign in to Amazon and add your book to your specific Kindle.
  - Tap **Libby**, to read within the Libby app.

*(This preference will be saved for later reading)*

- Once open, turn the book's pages by **swiping left or right** on the screen.
- To access the table of contents of the title, tap at the **bottom in the middle of your screen** and a menu bar will appear at the top and bottom of the page.
- To adjusting font size and type, tap at the **top on the middle of your screen**, then click the capital A to access those options.
- To close the book, tap on the bottom in the middle of your screen to access the menu options and tap **Back**. Your place will automatically be bookmarked.

## Place a hold in Libby

### Placing a hold:

Tap **Place a Hold** next to a title's cover and then tap **Place Hold**. Then tap **Keep Browsing** to continue searching for titles.

### Checking out a hold:

- You'll receive an email notice when your hold is ready to check out. Once the title is ready for check out, open the Libby app and tap on **Shelf**.
- Tap on **Holds**, tap on **Borrow** next to the title's cover, and tap **Borrow** again. The title will automatically download. Tap on **Open Book** to start reading, or tap on **Keep Browsing** to continue searching for titles, or tap **Go To Shelf** to view your books you have currently checked out.

### Notes:

- You may have up to **20 e-books** on hold at one time.
- You have 3 days to check out a hold once it becomes available for you. You can also suspend the hold by selecting "deliver later," or you can cancel your hold.

## Early returns and renewing

### Early returns:

Items are automatically returned on their due date and there are no late fees.

1. To return a title early, tap on **Shelf** in the lower right of the screen.
2. Tap on **Loans**, then tap **Manage Loan** next to the title you want to return, then **Return Early**, and then tap **Return**.

### Renewing:

If a title does not have holds, you can renew it within 3 days of its due date.

- To renew a title, tap on **Shelf**, then tap on "**Expiring Soon. Renew?**" next to the title you want to renew, then **Renew Loan**, and then tap **Renew**.