Using Libby with your Kindle eReader
First time users guide

What is Libby?
Libby is a new app you can use to find and read library ebooks and audiobooks. It is made by OverDrive, the same company who makes the OverDrive app. If you are happy with your OverDrive app, stay with it. If you are new to streaming and downloading library ebooks and audiobooks, or would like to try something new, check out Libby!

How borrowing Library ebooks and audiobooks works
- Ebooks circulate like other library materials. The library owns a copy or copies of each title and they are checked out to one borrower at a time.
- If a title is available, you can check out the item right away.
- If a title is checked out, you may place it on hold. You will be notified by email when the title is available.
- You choose how long you check out a title: 7, 14, or 21 days. Audiobooks and ebooks automatically expire after the lending period is complete.
- If you prefer, you can return an ebook earlier than the due date.
- You may have 5 titles (ebooks and audiobooks) checked out at a time, and 8 holds pending at a time.
- Library ebooks are accessed from the Washington Anytime Library online collection. The software is provided by the OverDrive company.

Using Libby with your Kindle eReader
- These instructions will not work if you have a Kindle Fire (color display), only if you have a Kindle eReader (black and white display). Libby does not yet work with Kindle Fire, you will need use the OverDrive app.
- On your computer, not your Kindle eReader, go to https://libbyapp.com/library/anytime
- If you live in Bellingham or Whatcom County, you will use Washington Anytime Library to access ebooks.
- Once you are in Washington Anytime Library, click the ‘Add your card’ link.
- Select your library from the drop down list, and type in your library card number and PIN. The PIN is usually the last four digits of your phone number.

Navigating in Libby on your computer
- There are four tools you use to moving around in Libby. You will use these to find titles, manage your account, and make Kindle ebooks your preferred way to read.
Navigating in Libby cont’d

Use these tools to move around in the app, and manage your titles.

At the bottom of the page:

Click **Library** to return to Libby’s home page. After reading a title’s detail page, click it to return to the list or collection you are browsing.

Click the **Title Circle** to open the title you were most recently reading.

Click **Shelf** to get to your holds, your tags, and other activity. Kindle ebooks do not appear in your Loans section, but rather in your Activity section.

In the upper right corner:

Click on the menu symbol to add library cards to your account, suspend or activate your holds, and change your email notification. You can also set your downloading preferences, link to help pages, and contact support.

Finding titles and filtering the results

Browsing

- From Libby’s homepage, scroll down to see a variety of browsing collections, like ‘Popular Collections’, ‘Just Added’, ‘Recently Returned’, or topical subject collection like ‘Family Road Trip Audio-books’ or ‘Geek Pride’.
- To view all the titles in the browsing collection, click on the name of the collection.

Searching

- If you want to search specifically for an author or titles, locate and click on the **Search the catalog** link in the upper left corner.
- To get to advanced search options, click on **More**.

Filtering and sorting

- To set your sort and filter preferences for all searches and titles lists, click the plus sign.
- This allows you to select preference like availability, language, audience, and device.
- Click on **Apply Preferences**. The plus sign now displays as red and white.

Additional filtering

- All search results and browsing collections also offer additional filters at the top of the page. Click on genres to filter your results.
- Additionally you can use the **Refine** link on a search results page to override your preselected preferences.
Making Kindle ebooks your preferred way to read

- Click on the menu symbol in the upper right corner and click on Device Preferences.
- Find the words ‘I read books in Libby.’ Click on the word ‘Libby’.
- Click the words ‘On my Kindle’, and then click Done.
- Next, click on the filter plus sign.
- Change the compatibility from Libby to Kindle (click on the word Libby to bring up Kindle as a choice).
- Click on Apply Preferences.
- The filter plus sign now displays as red and white.

Borrowing titles

- Once you find a title, click on the bookcover. This takes you to the details page where you can read information about the title or read a sample of the book. You can also explore other titles in that subject or genre.
- Click Borrow, and then Borrow again on the next screen.
- Click on Send to Kindle, and then Send to Kindle again on the next screen.
  *If you choose to Keep Browsing instead of clicking on Send to Kindle for the second time, your title will not appear in your shelf under Loans. It will appear in your shelf under Activity. You can then proceed to Send to Kindle.
- Your computer browser will open the Amazon website. Sign into your Amazon account. Once signed in, click on the yellow Get library book button.
- Turn on your Kindle eReader and connect to your wifi. Your title should appear. If it does not, you may need to go to your Kindle tools and click on Sync My Kindle. Older Kindles without wifi capability may need to download titles via USB. Follow the instructions on Amazon’s website.

Placing holds

- If you find a title you want is checked out, you can place a hold on it.
- Click on the bookcover to get to the details page.
- Click on Place a hold. Click on Place a hold again on the next page.
- If you need to change your email that you use for notification, or if you want to suspend your hold, click on Edit Hold.
- Your Shelf will show you all your hold.

Returning Kindle eReader books early

- You cannot return your Kindle ebooks early through Libby, you must do it through Amazon.
- On your computer, log in to your Amazon account and go to Your content and devices.
- Click on the Actions box next to the title you want to return. Then click on Return this book.
- To delete it from your Kindle eReader, follow the steps below in What to do when your ebook expires.

What to do when your ebook expires

- After the loan period on your title has ended, you can delete the remaining title information from your Kindle.
- The next step may vary depending on the model of your Kindle eReader. Usually you can press and hold on the bookcover until you get the option to Delete, Remove from Device, or Delete Letter.
Need more help? Ask Libby

- Click on the menu symbol in the upper right corner. Click on Tips & Secrets. Click on the link to Libby Help. If you don’t see the link, go to help.libbyapp.com
- Libby Help also offers further assistance if you are having a specific problem. Within Libby Help, click on Need more help? This gives you access to the Libby Support Form which connects you with OverDrive support staff.

Need more help? Ask your Library

- The library offers one-on-one Tech Basics Coaching sessions. Call 778-7323, ext 3 to sign up for the next available session. Bring your device with you and we will do our best to help you resolve any problems.