



ebooks and audiobooks from your library

What is Washington Anytime Library?

Your Bellingham Public Library card is the key to access thousands of ebooks and audiobooks in the Washington Anytime Library. This digital collection has fiction and nonfiction titles for children, teens, and adults. Download or stream books on your computer, smartphone, tablet, or newer eReader. Get started now!

What computers work with Libby?

- **PCs** running Windows **10** can use Libby while streaming (using an Internet browser and active Internet access). Windows **10** users can also use Libby as a desktop app and download ebooks or audiobooks to read offline.
- **PCs** running Windows **8** can use Libby while streaming, but cannot use Libby as a desktop app or download titles to read offline.
- **Macs** running the latest operating system can use Libby to stream, but not download content. See the Mac User Guide for more detail.
- If you use your computer to transfer eBooks or audiobooks to an Adobe-compatible ereader other than Kindle eReaders, you might be able to use Libby. Check with Library staff for instruction.

How borrowing Library ebooks and audiobooks works

- Ebooks and audiobooks 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 can place it on hold. Libby no longer offers automatic checkout of holds. You will be notified by email when your title is available, and then you have three days to check it out. You will also be notified by an in-app menu badge (a red dot on the Libby girl icon).
- 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 or audiobook 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 and audiobooks are accessed from the **Washington Anytime Library** online collection. The software and apps are provided by the **OverDrive** company.

Set up your computer to work with Libby

Windows 10—install the Libby app to download titles

- Go to the Microsoft store <https://www.microsoft.com/en-us/store/apps/windows>
- Click the magnifying glass to open the search box, and type in 'Libby by OverDrive'.
- Once you have installed and opened the app, Libby will help you identify your library. You will be using **Washington Anytime Library** online collection to access ebooks and audiobooks.
- Answer Libby's prompts to get to the place where you can look up your library by name or location.

You will choose either Bellingham Public Library or Whatcom County Library System, depending on your library card.

- Type in your library card number and PIN. The PIN is usually the last four digits of your phone number.

Windows 8—connect to Libby to stream titles in your browser

- Go to <https://libbyapp.com/library/anytime>
- Click on the icon of the Libby girl in the upper right corner of your screen. Click 'Add A Library Card', then 'Choose a Location'.
- You will be prompted to choose your library, either Bellingham Public Library or Whatcom County Library System depending on your library card.
- Type in your library card number and PIN. The PIN is usually the last four digits of your phone

Navigating in Libby

Use these tools to move around in Libby and manage your titles.

The screenshot shows the Washington Anytime Library website interface. At the top, there is a search bar with the text "Search For A Book...". Below the search bar, there are two callout boxes. The left one explains the search icon, and the right one explains the Libby girl icon. The main content area features a navigation bar with "Preferences" and "Explore" buttons. Below this, there is a section titled "What's Your Resolution?" with several "Learn English" buttons. A central callout box explains the toggle between "Library" and "Shelf" views. At the bottom, there are book covers for "LIVE COOKBOOK", "PRIMAL BLUEPRINT", "LIVE", "MD Factor Diet", and "GET THIN". The "Library" and "Shelf" toggle buttons are at the bottom of the page.

Click the **search** icon to:

- Search for a specific author or title.
- Click 'More options' to get to advanced search options like subjects and format.

Click the **Libby girl** icon to:

- See your library cards, loan, and hold limits.
- Get help and support.

You can toggle between the **Library** and **Shelf** view

- **Library** view allows you to search or browse the collection. You can also click it to move Libby's home page or to return back to a list you were browsing.
- **Shelf** view allows you to get to your loans, holds, tags.

Finding titles and filtering the results

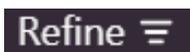
Browsing

- On the right side of Libby's homepage click the 'Explore' button, or continue scrolling down the page to find collections like, 'What's new', 'What's popular', 'Subjects', or special genre collections.

Searching

- You can do basic searches fauthor and title searches from the home page by clicking 'Search for a book'. Click 'More options ' for advanced search options.

Using 'Preferences' and 'Refine' to filter your results



- On the left side of Libby's homepage click 'Preferences' to filter your search results to provide only the content you want to see. You can choose format (audiobook or ebook), language, audience level, and sorting options.
- At the top of every **search results list** you have the additional option to filter your results by format (audiobook or ebook) or choose specific subgenres in your list.
- On the right side of your **search results list**, you can choose to further refine your results, or temporarily override your preferences. The most important 'Refine' tool is 'Availability'. Click on this to change your results from 'Everything' to 'Available now'. This allows you to see only titles you can check out right away.

Borrowing titles in the app with PCs running Windows 10

- When you find a title, click the bookcover. This takes you to the details page which has information about the title and a link to read or listen to a sample of the book.
- Click **Borrow**.
- Choose your loan period. Click the underlined loan period on the confirmation page. If desired, select a new loan period. Now click **Borrow** again.
- The title will start downloading.
- When the download is complete, this symbol will appear next to the bookcover: 
- Click 'Open Book'
- Borrowed titles will show up in the 'Loans' section in the **Shelf** view.



Borrowing titles while streaming with PCs running Windows 8.1 or Macs

- If you have a PC running Windows 8 you can read titles on your device. You will not be able to download the titles but they will open in your browser while you are connected to the Internet.
- Follow the instructions above, but when you click **Open Book** (or Play Audiobook), the title will open in a new tab in your browser instead of downloading.

Reading or listening to titles –customizing tools

ebooks



One or two page view

Bookmark

Appearance—change text size, background lighting, or font

Reading progress, tap 'Chapters' to jump to a new chapter



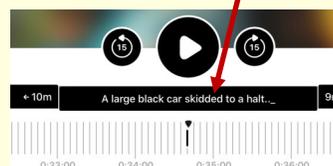
audiobooks



Playback speed

Sleep timer—automatic shutoff

Reading progress, tap middle bar to jump to new chapter, or drag to desired location



Placing holds

- If a title you want is checked out, you can place a hold on it.
- Click the bookcover to get to the details page.
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- Click **Place a hold**. Libby will tell you how long you may have to wait to borrow the title, including the number of copies and number of people waiting. If you find the wait time acceptable, click **Place a hold** again.
- The **Shelf** view will show you all your holds, and tools to suspend or cancel your holds.

Checking out holds

- Libby no longer offers automatic checkout of holds. You will be notified by email when your title is available, and then you have three days to check it out. You will also be notified by an in-app menu badge (a red dot on the Libby girl icon).
- Once notified, find your waiting hold the Shelf section, under 'Holds'. Click borrow.

Returning titles early

- Your title will return itself on its due date. You can also return it early.
- Click **Shelf**, then click 'Loans'. Click 'Manage Loan' located next to the bookcover.
- Click 'Return Early' and then 'Return' again.

Need more help? Ask Libby or your library

- For help go to the **Library** view. Click the Libby girl icon in the upper right corner. Click 'Help & Support', then click 'Visit the help site'.
- Libby also offers short instruction videos. Go to the **Library** view. Click on the Libby girl icon in the upper right corner. Click 'Learn Libby'. Select the video that interests you.
- The library offers one-on-one Tech Basics Coaching sessions. Call **360-778-7323, 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.