



ebooks and audiobooks  
from your Library

User Guide for **smartphones** or  
**tablets** with the **Libby app**



Bellingham **Public 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 mobile devices work with Libby?

If you have a newer **mobile device**, a tablet or smartphone you can install the Libby **app**.

- **iOS** devices like **iPads** or **iPhones** running iOS 9 or higher.
- **Android** devices like a **Samsung tablets** or **smartphones**, running Google OS 5.0 or higher.
  - Unfortunately, Kindle Fire tablets are **not** included in this category as they run Fire OS, instead of a true Android operating system. Kindle Fire owners can successfully access the Washington Anytime Library online collection through the older OverDrive app. Please see the 'Fire Tablet User Guide'.

## 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, and no longer offers email notification on Android and iOS devices. You have the option of setting up push notifications on your device or be alerted by in-app menu badges.
- 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; the newest version is called Libby.

## Set up your mobile device with Libby

- If you have an **iOS** device, go the Apple App Store and download the Libby app.
- If you have an **Android** device, go to the Google Play Store and download the Libby app.
- Once you have installed and opened the app, Libby will help you identify your library. It will first ask you if you have a library card, and then allow you to name your library or have Libby guess it. You will be accessing your books from the **Washington Anytime Library** online collection.
- You will be prompted for your library card number and PIN. The PIN is usually the last four digits of your phone number.
- Tap 'Next' to get to Libby's main page.

## Navigating in Libby

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

The screenshot shows the Libby app's main screen. At the top left is a search bar with the placeholder "Search For A Book...". At the top right is a user icon. Below the search bar, a box contains instructions for the search icon. Another box to the right contains instructions for the Libby girl icon. The central part of the screen features the "Washington Anytime Library" logo. Below the logo is a banner for "Big Library Read". A callout box points to the "Library" and "Shelf" view toggle at the bottom of the screen, which are highlighted with red arrows. The "Library" view is selected, showing book covers for "Met Cassidy" by Camille Perri, "Hardcore Twenty Four" by Stephanie Plum, "Turbo Twenty Three" by Nathan Hill, and others. The "Shelf" view is also shown below it.

Tap the **search** icon to:

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

Tap the **Libby girl** icon to:

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

## Finding titles and filtering the results

### Browsing

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

### Searching

- You can do basic author and title searches from the home page by tapping 'Search for a book'. Tap 'More options' to get to advanced search options.

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

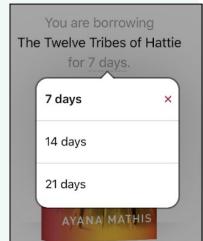
Preferences

Refine

- On the left side of Libby's homepage tap '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 to 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'. Tap this to change the results from 'Everything' to 'Available now'. This allows you to see only titles you can check out right away.

## Borrowing titles

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



## Reading or listening—customizing tools

### ebooks



One or two page view



Bookmark

Appearance—change text size, background lighting, or font

### audiobooks



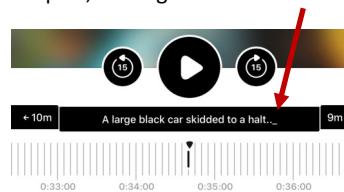
Playback speed

Sleep timer—automatic shutoff

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



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.
- Tap the bookcover to get to the details page.
- Tap **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, tap **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, and no longer offers email notification on Android and iOS devices. Instead, they recommend you set up push notifications on your device, or choose to be alerted by in-app via menu badges (a red dot on the Libby girl icon).
- To set up your choice of notifications, tap the Libby girl icon in the upper right corner. Tap **Manage Notifications** at the top of the menu and chose how to be notified.
- Once notified, find your waiting hold in 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.
- Tap **Shelf**, then tap 'Loans'. Tap 'Manage Loan' located next to the bookcover.
- Tap **Return Early** and then **Return** again.

## **Need more help? Ask Libby or your library**

- For help within the app, go to the **Library** view. Tap the Libby girl icon in the upper right corner. Tap 'Help & Support', then 'Visit the help site'.
- Libby also offers short instruction videos. Go to the **Library** view. Tap the Libby girl icon in the upper right corner. Tap 'Learn Libby' and 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.