

Instructions for using Libby on Windows 10 computers



Libby is a collection of ebooks, audiobooks and magazines. You can have **10** items checked out and **10** items on hold at one time.

Loan periods (you can choose the length of the loan at checkout):

- Ebook – 7, 14 or 21 days
- Audiobook—7, 14 or 21 days
- Magazines—7, 14 or 21 days

The Libby app can be installed on:

- Android mobile devices
- Apple mobile devices
- Windows 10 computers

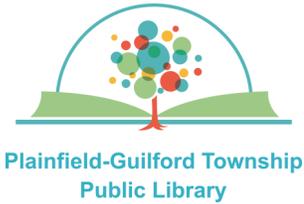
If you can't install the Libby app on your device, you can access Libby through your device's web browser (go to www.libbyapp.com). Compatible web browsers include:

- Google Chrome
- Mozilla Firefox
- Apple Safari
- Amazon Silk (used on Kindle devices)

How to setup Libby:

- 1) Click the Start menu. Find the icon for the Microsoft Store and click on it.
- 2) If you are not already signed into your Microsoft account, click on the "Sign In button" in the upper right and enter your account's e-mail address and password.
- 3) Search for the Libby app (it is free). Download and install it.
- 4) When you open the Libby app for the first time, it will ask you if you have a library card. Select "Yes".
- 5) If you have already installed Libby on another device, select "Copy from my other device" and then follow the instructions. Otherwise, select "I'll Search for a Library" and then type in Plainfield. From the search results, select **eIndiana Digital Consortium Plainfield-Guilford Township Public Library**.
- 6) When it asks you where you use your library card, select **Plainfield-Guilford Township Public Library**. It will then ask you to enter your library card number. Type in the number that's on the back of your Plainfield library card, then select "Sign In".
- 7) After you are signed in, you will see the details for your Linked Card. You will have the option to rename this card. When you are ready, select "Next".

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How to borrow a title:

- 1) Select the Library icon at the bottom of the screen, then select "Search For A Book" at the top of the screen. If you want to browse through the collection instead, select "Explore".
- 2) Once you have found a title, select it to see its details. If it is available for checkout, it will have a "Borrow" button next to it; otherwise it will have a "Place Hold" button next to it.
- 3) Select the "Borrow" button next to the title, then select the red "Borrow" button to confirm.
- 4) After it finishes borrowing the title, select "Open Book". There will be options to read it with the Libby app, read it with a Kindle app/device, or send it to another device.

How to return a title before it's due:

Select the Shelf icon at the bottom of the screen, then select Loans. Select the title and select "Manage Loan", then select "Return Early". Select the red "Return" button to confirm.

How to renew a title:

If nobody has placed a hold on the title, you will have the option to renew it **2 days** before it is due.

- 1) Select the Shelf icon at the bottom of the screen, then select Loans. Select the title and select "Manage Loan".
- 2) Select "Renew Loan", then select "Renew" to confirm (If someone else has already placed a hold on the title, you will instead see the option to "Place Hold").