



# Instructions for using Libby on Windows or Mac computers



Libby is a collection of **ebooks**, **audiobooks** and **magazines**. You can have **10** items checked out at one time and **20** 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
- Magazine—7, 14 or 21 days

## The Libby app can be installed on:

- Android mobile devices
- Apple mobile devices
- Chromebooks

If you can't install the Libby app on your device, you can use Libby on your device's web browser (go to [www.libbyapp.com](http://www.libbyapp.com)). Web browsers that you can use include:

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

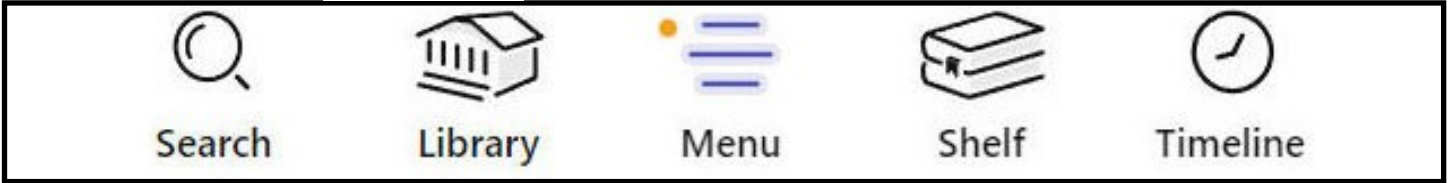
## How to set up Libby on Windows or Mac computers:

- 1) Open a web browser on your computer and go to [www.libbyapp.com](http://www.libbyapp.com)
- 2) When you visit the website for the first time, it will ask you if you have a library card. Select **"Yes"**.
- 3) If you have already installed the Libby app on another device, select "Copy From Another Device" and then follow the instructions. Otherwise, select **"Search For A Library"** and enter **46168** as the zip code. From the search results, select **Indiana Digital Library Plainfield-Guilford Township Public Library**.
- 4) You will be taken to the collection page for the Indiana Digital Library consortium. Select **"Sign In With My Card"**, then select **"Plainfield-Guilford Township Public Library"**. It will then ask you to enter your card number. Enter the number that's on the back of your Plainfield library card, then select **"Sign In"**.
- 5) After you have signed in with your Plainfield library card, you will see an icon for your **Linked Card**, showing how many loans and holds you have used. You will have the option to rename this card. When you are ready, select **"Next"**.
- 6) If you want to read your Libby loans on your Kindle device, select "Yes, I Read With Kindle". Otherwise, select **"Skip"**.

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## How to navigate the Libby app:

There are icons at the bottom of the screen to help you navigate the Libby app:

- Search**—magnifying glass
- Library** [browse the collection]—building
- Menu** [your account & settings]—3 horizontal lines
- Shelf** [your checkouts & holds]—stack of books
- Timeline** [your checkouts history]—clock

## How to borrow a title:

- 1) Select the **Search** icon at the bottom of the screen, then in the search box, enter what you're looking for. It will then give you suggestions. NOTE: If you want to browse the collection instead, select the **Library** icon.
- 2) Once you have found a title, select it to see its details. If it is available for checkout, it will say "**Borrow**" next to it; otherwise it will say "**Place Hold**" next to it.
- 3) Select "**Borrow**". On the next page, you can change the length of the loan period by clicking on the number. Then select the red "**Borrow**" button to confirm. After it finishes downloading the title, select "**Open Book**".

## How to return a title before it's due:

A title will be returned automatically when it is due, but if you want to return it before it is due, select the **Shelf** icon at the bottom of the screen. Next to the title, select "**Manage Loan**", then select "**Return Early**". Select the red "**Return**" button to confirm.

## How to renew a title:

If no one has placed a hold on the title, you will have the option to renew your loan **2 days** before it is due.

- 1) Select the **Shelf** icon at the bottom of the screen. Next to the title, select "**Manage Loan**".
- 2) Select "**Renew Loan**", then select the red "**Renew**" button to confirm.

NOTE: If someone has already placed a hold on your title, you will instead see the option to "**Place Hold**". If you select this, it will put you in the line to get the title again after it has been returned.