# Instructions for using Libby on Chromebooks

**Plainfield-Guilford Township Public Library**

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
- Amazon Kindle Fire tablets
- 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**). Web browsers that you can use include:

- Google Chrome
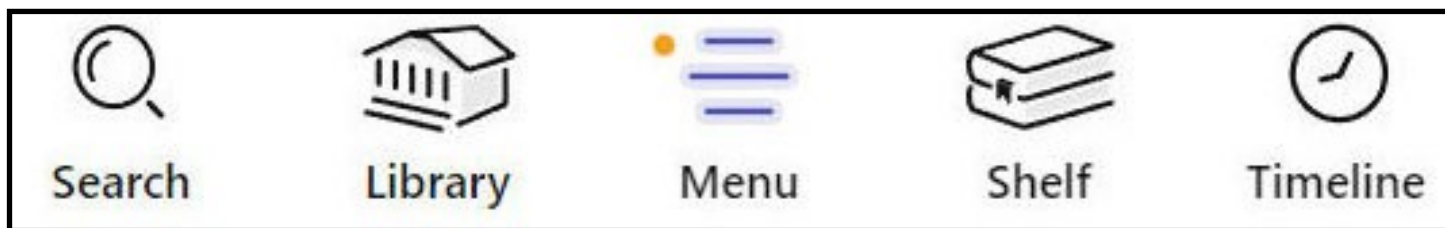- Mozilla Firefox
- Apple Safari

## How to set up Libby on a Chromebook:

1) Go to the Google Play store on your device and search for **Libby by OverDrive** (it is free). Download and install it.

2) When you open the Libby app 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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| Search | Library | Menu | Shelf | Timeline |
|---|---|---|---|---|

## 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.