



iOS 9+, Android 4.4+, and Windows 10

Use the Libby app to checkout, read or listen to books on a mobile device. **Libby is not currently available as an app for Kindle Fire. You can use Libby cannot be used to stream videos or to read periodicals.**

- **If you need help, call the library Help Desk at 405-372-3633 x8106**
- **Note:** library cards are active for one year from the date you applied. Your card must be active to use Libby. You can renew your card every subsequent year online (unless your phone, email, or mailing address have changed) or via phone or email.

ONE TIME SET-UP INSTRUCTIONS (You only have to do this section ONCE.)

1. **Download and install the Libby app** from your app store: Apple devices (iPhone/iPad) use the Apple App Store, Android devices use the Google Play Store.
2. **Open the Libby app** and tap on the teal blue circle that says “Hi.”
3. **Tap on the “Find My Library” button** toward the bottom of the screen. The app should find Stillwater Public Library and ask you to confirm. If it does not, tap on “No” and then type our zip code “74074” and select our library from the search results.
4. **Tap “Add Your Card”**  and then select “Stillwater Public Library” from the drop down list and enter your library card number. Then tap on the “Sign In” button.

BROWSING FOR ITEMS

1. Open the Libby app and start searching for a book by:
 - Tapping on the **magnifying glass**  in the upper left hand corner and entering a title, subject, or author
 - Tapping on the **magnifying glass**, and then selecting “**MORE**” to do a search with limiters
 - **Scrolling down the page** to browse and explore all collections
 - No matter how you search or browse, there will always be a **plus sign** near the top of the page. This will allow you to **apply preferences**, such as only showing books that are available for checkout now, how to sort the results, etc.
2. **To read a synopsis of the book, see reviews, or read a sample just tap the book cover.**

NOTE: E-books do not have an icon, but audiobooks will have a pair of headphones  at the bottom of the book cover.

CHECKING OUT

Items are checked out for 14 days and will automatically return at the end of this period, so you never incur late fees. You may check out up to 6 items at once.

1. **When you have chosen an item to checkout, you must tap on the cover** (the same as to read a book description).
2. **Select “Borrow”** from the menu directly below the book cover. Libby will tell you how long you are borrowing the book for, and you will **tap on the red “Borrow!” button**.
3. From here, Libby will give you the option to either “**Start Reading**” to begin reading the book immediately, “**Keep Browsing**” to search for more items to checkout, or “**Go to Shelf**” to view all of your checkouts.

NOTE: If the item is already checked out, you will see “Place a Hold” instead of “Borrow” along with an approximate wait time. When it is your turn to read the book, Libby will check it out to you and send a notification email to the email address associated with your account.

READING/LISTENING TO YOUR BOOKS

You will always have the ability to toggle between the “**Library**” (where you search for and check out books) and the “**Shelf**” (where you read/listen to the books) at the bottom of your screen. Just tap on the words to move back and forth between the two.

The **circle** in between the two will allow you to quickly access the last title that you were reading/listening to. Libby will be replaced with a portion of the book title.



RETURNING/RENEWING TITLES

Since titles are automatically returned to the library on their due date, you do not have to return it. If you finish a title early, you can return it before its due day.

Return/Renew items by going to your “**Shelf**,” tapping on the cover, and then either tap “**Return Title to Library**” or “**Request Again**” if it is available to be renewed. You’ll see the option to renew **3 days** before the title is set to expire.

NOTE: You cannot renew a title if someone else has the book on hold, or if you’ve sent the book to Kindle or downloaded it in another app (like Overdrive). This will lock the title, and you’ll have to place a hold on it instead of renewing it.

TRANSFER EBOOKS TO KINDLE

NOTE: If you transfer to Kindle and want to return it early you will need to follow the instructions for returning a Kindle book through Amazon.

1. Go to your “**Shelf**” and tap the cover of the book you want to transfer to your Kindle.
2. Tap “**Send to Device.**”
3. Tap the “**Send**” button next to Kindle.
4. Sign-into Amazon and then click “**Get Library Book**” button.
5. The book will automatically transfer to whatever Kindle device you have linked to your Amazon account (as long as your Kindle is connected to wifi).
6. Tap “**Close**” to go back to the Libby app.

LIBBY MENU

Use the Libby menu (three little lines)  in the upper right hand corner to access the following options. Brief descriptions for what each menu item does is listed below.

 Switch Library	If you are a member of multiple libraries you can add them here.
 Library Cards	Libby lets you add multiple library cards. Add library cards and switch between them.
 Hold Notifications	Change the email address where hold notifications are sent, or suspend holds when you have too much to read and/or too little time.
 Device Preferences	Maybe you like browsing Libby on your phone, but prefer your books delivered to a different device. You can set that device (including a Kindle) here.
 Tips & Secrets	Get extra tips for things like creating tags to keep track of books you’ve read, how to synchronize across devices, and more!
 Feedback	Ask a question about Libby and/or complete a survey.