



HOW TO USE THE LIBBY APP

Libby is a collection of ebooks, audiobooks, magazines and comics that can be downloaded to your Apple, Android, or Windows 10+ mobile device via an app.

- You can borrow ten books at a time for up to 21 days
- Unlimited magazines can be borrowed
- Loans return automatically
- Titles available for kids, teens and adults

INSTALL FREE APP

1. Install the app from your app store
2. Click on *Yes* to say you have a library card
3. Search for *Edinburgh* and click on the Edinburgh Libraries details to select it
4. Click on *Enter Library Account Details*, and enter your library card number and click *Next*
5. Enter your PIN and click *Sign In* and *Next*

HOW TO FIND eBooks, eAUDIOBOOKS & MAGAZINES

- Look at the collections on the home page – click on the section titles or descriptions to see all titles in each section
- Use *Search...* (top left-hand corner) to search for specific authors or titles
- Click *Explore* on the dark grey bar near the top of the screen and then on one of the Reading Rooms (Kids, Teens, Magazines, No Wait Titles, Polish to explore all the titles we have in these areas)
- Click *Explore* on the dark grey bar near the top of the screen and then on *Subjects*. Click on a subject area
- Scroll down the home page to the *Top Subjects* section and choose a subject from here

HOW TO ACCESS MAGAZINES, NO WAIT TITLES, KIDS, TEENS & POLISH READING ROOMS

1. Click *Explore* on the dark grey bar near the top of the screen
2. Click on either *Guide: Magazines*; *Guide: No Wait*; *Guide: Kids*, *Guide: Teens* or *Guide: Polish*

HOW TO DOWNLOAD eBooks & eAUDIOBOOKS

1. Click on a book cover and then on *Borrow* and *Borrow* again
2. Click on *Read Book* or *Play Audiobook*
3. The cover will appear. Pull across the screen from right to left to move through the ebook or press the play button
4. To come out of the ebook, tap on the screen and a *Back* button will appear. Or use the *Shelf* or *Library* buttons at the bottom of the screen
5. To access your checked-out books at any point click on the *Shelf* button at the bottom of the screen. Clicking on the *Library* button takes you back to the catalogue side of the app

HOW TO DOWNLOAD MAGAZINES

1. Look for titles in the collections on the homepage or in the Magazine Reading Room (Click *Explore* on the dark grey bar near the top of the screen)
2. Click on the magazine cover

3. Click on *Borrow* and *Borrow* again
4. Click on *Open Magazine*
5. Swipe from right to left to go through the magazine, pinch and pull to zoom in or click *Read the Article* at the bottom of the screen to read in text format
6. Tap the screen to bring up taskbar and access the back button to get out of the magazine
7. To access the contents page and jump to articles - tap the screen to bring up the top and bottom task bars. At the bottom of the screen click on the middle black button called *Chapters* (if you have already moved forward in the magazine it will have the name of the article you are on though). The contents page will pop up, scroll up and down to see it fully and tap on article you want to read
8. Once you have borrowed and fully downloaded a magazine, you can read it offline if you are no longer connected to Wi-Fi

USING LIBBY ON MULTIPLE DEVICES

Your checkouts will "sync" ebooks across devices (book will be at same page on multiple devices) as long as you are signed in using the same login details.

You may be asked for a Setup Code when using Libby on another device. To obtain this -

1. Go to your original device and open up the Libby app
2. Click on the account icon (head) in the top right-hand corner of the app
3. Select *Set Up Libby*
4. Select *Show Setup Code*

LIBBY PUSH NOTIFICATIONS

You can set up to be notified on your device when a hold becomes available and when a loan is about to expire. This will appear on your screen in the same way that texts do. To do this -

1. Open up the app and click on the Libby menu button (the head icon in the top right-hand corner)
2. Click on *Manage Notifications*
3. Click on the button at the far right of each of each function to select to receive a notification. This will turn into a green circle with a tick in it

HOLDS

You can reserve a book if it is on loan to another reader.

1. On the book information page click on *Place a Hold* and then *Place Hold!*
3. If it is your first time placing a hold you may be asked for your email address so you can be informed when the book is available (this will not happen if you have set up Libby Push Notifications)

HOW TO RENEW ITEMS

Users can renew a book if no other user has reserved it. The renew option appears beside the book in your *Loans* three days before the title is due to expire.

1. Click on the *Shelf* button at the bottom of the screen and then on *Renew Loan*

HOW TO RETURN EARLY

1. Click on the *Shelf* button at the bottom of the screen and then on *Manage Loan* beside the item you want to return
2. Click on *Return Loan to Library* and then *Return*

For further help and assistance please contact:

Digital Information Team

0131 242 8047

informationdigital@edinburgh.gov.uk



See **Your Library** for over 50 other online resources for learning and leisure - <https://yourlibrary.edinburgh.gov.uk>

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