



## HOW TO USE LIBBY ON A COMPUTER

Use Libby by OverDrive to borrow ebooks, audiobooks, magazines and comics on your computer. or mobile device if you are unable to install the Libby app. The website can also be used to download ebooks and transfer to an ebook reader.

- 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

### How to borrow & read online

1. Go to <https://libbyapp.com/library/edinburgh>
2. Click on *Enter Library Account Details* and input your library card number (in uppercase) and PIN. Click on *Sign In*
3. Browse through the books by -
  - Click on the magnifying glass on the bottom tool bar to search for titles and authors
  - Looking at the collections on the home page
  - Click on the Subjects; Available Now; Popular buttons at the top of the screen
4. Click on *Borrow* and then *Borrow* again. Click on *Open Book* to immediately begin reading the book (to use this option you need to be connected to the internet when reading - the book is not downloaded to your device)

### How to download ebooks & transfer to an ebook reader

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1. After borrowing, instead of clicking *Open Book*, click *Go to Shelf*. Click on *Manage Loan* and then *Read With...*
2. Click on the *EPUB* option. Your ebook will appear as a download at the top of your screen - click to *Open File* and it will open in *Adobe Digital Editions* (if it is the first time you've used ADE you will be asked to authorise it with an Adobe ID)
3. Connect your ebook reader to your computer and select the *Library* view
4. Right-click on the cover of the ebook you want to transfer and choose *Copy to Computer/Device*
5. Choose the device you want to copy to, and it will transfer immediately

### How to renew & reserve items

Users can renew a book if no other user has reserved it. The *Renew Loan* option appears in the *Manage Loan* section beside the book in your *Loans* section three days before the title is due to expire. Click on *Renew Loan* and then *Renew* again. If the book has been reserved by another reader, there will be the option to *Request Again* which will place you on the *Holds* list.

### How to checkout & read magazines

You can borrow unlimited magazines for three weeks at a time and can re-borrow them again. They will self-return after three weeks. Magazines are not downloaded, you read them over the Internet so need to be connected to the internet.

1. Click on the magazine cover
2. To borrow the current issue click *Borrow* and *Borrow* again
3. To borrow a previous issue, scroll down the page and you'll see earlier editions - click on the cover to select another one instead
4. Once borrowed you will be offered the option to add a Smart Tag to be informed of when new issues appear
5. Click *Open Magazine* to read immediately
6. To move through the magazine, click on the far right (and left to move back)
7. To zoom in, click on a magazine page. Click on the *Zoom* button of the top bar and then on the plus or minus button
8. To find a specific article, click on the page to bring up the bottom menu and select *Chapters*

#### **How to return early**

1. Go to your *Loans* section (the books icon on the bottom bar)
2. Click on *Manage Loan* and on *Return Early* and *Return*

#### **FURTHER HELP**

For further help and assistance please contact:  
Digital Information Team: 0131 242 8047  
[informationdigital@edinburgh.gov.uk](mailto:informationdigital@edinburgh.gov.uk)



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