



## HOW TO USE THE LIBBY APP

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

- You can borrow ten titles at a time for up to 21 days
- Books return automatically
- There is also a Kids & Teen Overdrive and Polish site

### INSTALL FREE APP

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

### HOW TO FIND eBOOKS & eAUDIOBOOKS

1. Browse through the books –
  - Look at the collections on the home page – click on the section titles or descriptions to see all books in each section
  - Use *Search For A Book* (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 *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 KIDS & TEENS AND POLISH READING ROOMS

1. Click *Explore* on the dark grey bar near the top of the screen
2. Click on either *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 RETURN BOOKS EARLY

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

## 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*

## 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*

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>

Updated 8 Jan 2019