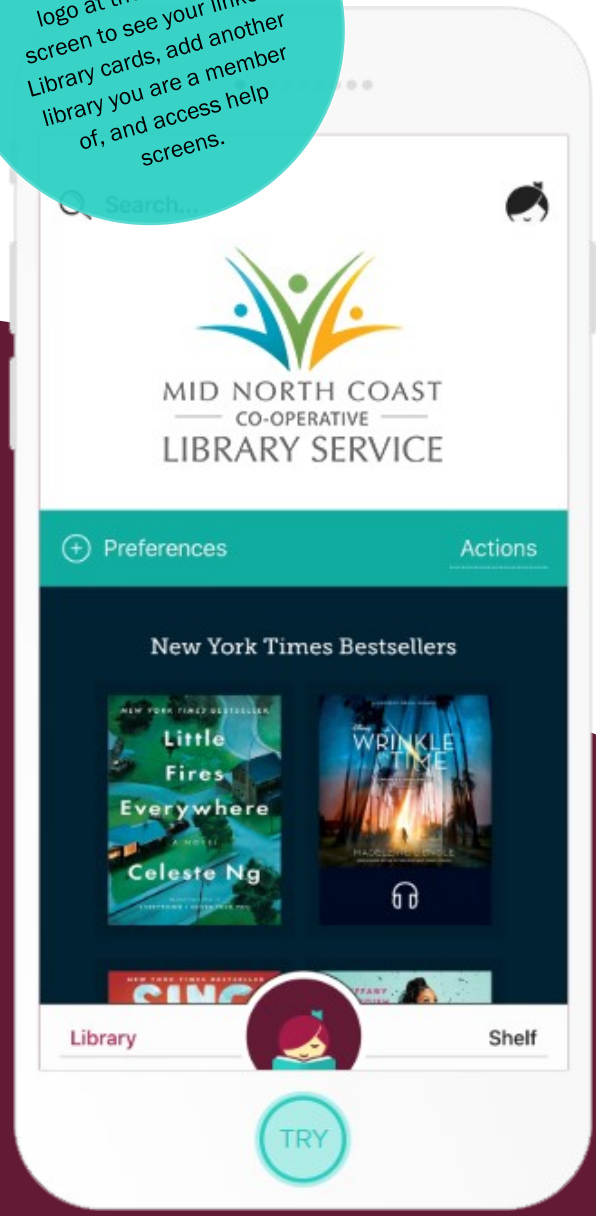


## Reserving an e-book

- If the eBook you want is out on loan, you will not see an option to 'borrow' it. You can however reserve it.
- Tap on the cover and **'Place Hold'** will be displayed, instead of **'Borrow'**
- A wait time will be approximated based upon the number of users waiting ahead of you
- Tap on **'Place Hold'**
- Enter a contact email address for when the book becomes available
- Now tap on **'Place Hold'**
- When the e-book becomes available you will be sent an email and the item will be automatically checked out to you
- To see which items you have on hold, go to your **Shelf** then tap on **Holds**

**DID YOU KNOW?**  
You can tap on the Libby logo at the top of the screen to see your linked Library cards, add another library you are a member of, and access help screens.



**libby**  
by OverDrive



A fresh easy way to borrow and read Overdrive ebooks on your mobile devices.



## Getting started

- Connect your device to a Wi-Fi network
- Install the **Libby** App from the Apple App Store or Google Play Store (for Android devices)
- When the app has downloaded, tap on **Open**
- Select **'Search for my library'**, type in **Mid North Coast Library**. Once selected choose **'Sign in with my library card'**
- Type in your library member number, making sure you use a capital letter
- Select **'Enter my library'**
- You are now ready to start borrowing library e-books!

## eBook catalogue & account

- On the **Libby** home screen use the **'search'** field (magnifying glass) to search for an author or title
- **'Preferences'** allow you to set search defaults such as availability, sort order, and format
- **'Explore'** lets you choose genres, What's Available, What's Popular, Subjects and more
- You will also see at the bottom of the screen the option to toggle between **'Library'** (all titles in our collection) and **'Shelf'** (what you have on loan)

## Borrowing an e-book

- In the **Libby** app book covers are displayed
- A cover with **'Borrow'** means it is available now. If **'Place hold'** is displayed the book is on loan and can be reserved. (see Reserving an eBook)
- Tap on **'Borrow'**
- The title is shown as well as the linked library card, remaining loans and/or holds)
- Tap **'Borrow!'** again to confirm
- The eBook will now begin downloading
- You can **'Open book'**, **'Keep Browsing'** or **'Go to Shelf'**
- The book is now available to read on your **'Shelf'**
- The default loan period is 21 days

## Renewing

- To renew a book, tap either the book cover on your shelf, or **'Manage Loan'**
- Tap **'Renew Loan'** then Tap **'Renew'**

## Reading

- To read your book tap **'Shelf'**. Current loans are displayed on this screen
- Select the book to read. Tap the centre of the screen to read. Swipe to change pages
- To increase the font size, tap in the middle of the screen - menu options will appear at the top and bottom of the screen
- Tap on the **three lines** symbol at the top right of the screen, then tap 'Reading settings' to change text scale, lighting, and font
- To return to reading your e-book, simply tap **'Done'** and tap the centre of the screen again
- To return to your bookshelf, tap in the middle of the page, then tap **'Shelf'**

## Returning

- To return an e-book *before* its due date, tap either the book cover or **'Manage Loan'**
- Tap **'Return book to library'** then Tap **'Return'**

The Libby logo features the word "libby" in a lowercase, rounded, white sans-serif font. A small blue dot is positioned above the letter "i". The logo is centered within a dark red circular background.