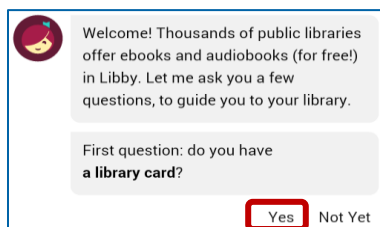
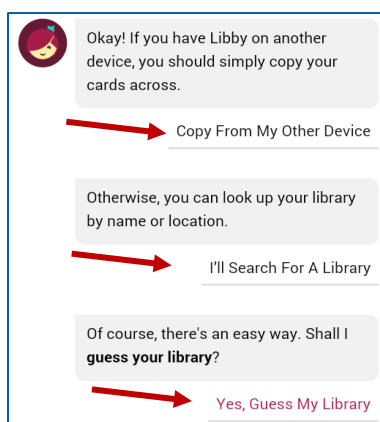


Enjoy ebooks, e-audiobooks, and magazines from the North Canton Public Library with the Libby App on your Android, Apple, and Windows devices. The items are provided by the Ohio Digital Library and check out for a maximum of 21 days. (This can be changed to 7 or 14 days.) Download the Libby App from the Apple App Store, Google Play Store, Microsoft Store, or other app store. Libby is not available for Kindle Fire.



Once the app is installed, open it up and tap **Yes** to answer the question: do you have a library card? (If you do not, stop in the library with a current photo ID or sign up for a card online by going to [ncantonlibrary.com](http://ncantonlibrary.com) and selecting the **get an ncpl card** link at the top.)

[get an ncpl card](#)



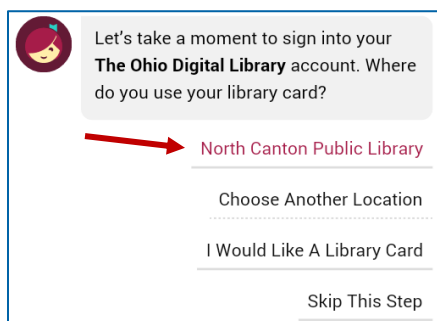
Now you are ready to add your library card to the app.

If you are already using Libby on another device with your library card, you can select **Copy From My Other Device** if you have the device at hand. (You will have 60 seconds to enter a code sent to the other device.)

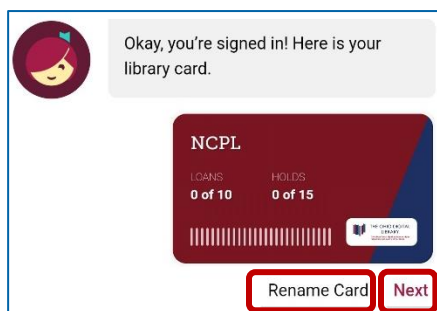
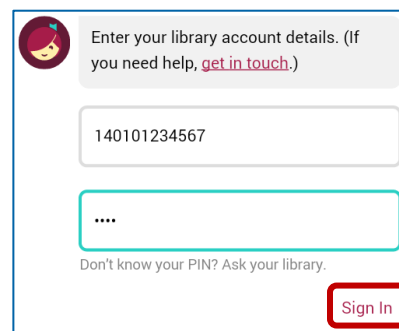
You can also pick **I'll Search For A Library** to find NCPL by entering the library name, city, or zip code.

The last option is **Yes, Guess My Library**, which takes you to a map. If it finds The Ohio Digital Library—North Canton Public Library, tap **This**

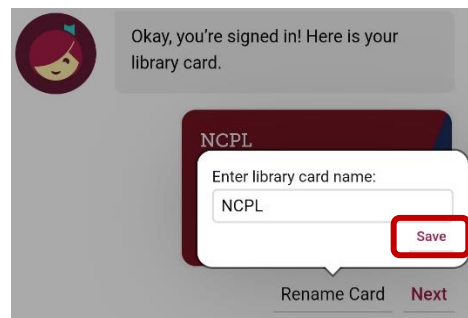
**Is My Library**. If not, tap **No, Keep Looking** until NCPL is found.

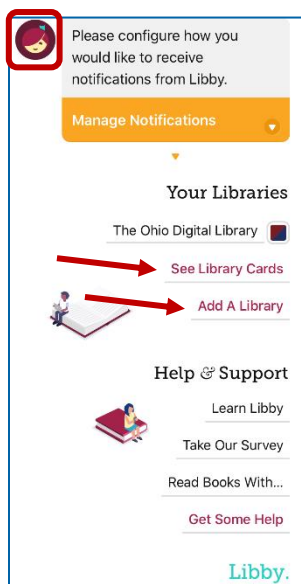


Now Libby will ask you to sign in with your **North Canton Public Library** card. After entering your entire CARD NUMBER and PIN, tap **Sign In**. Libby will remember this information automatically.



You can **Rename Card** if you want. A box will open where you can enter the new name and then tap **Save** when done. If you don't want to rename the card, just tap **Next**.



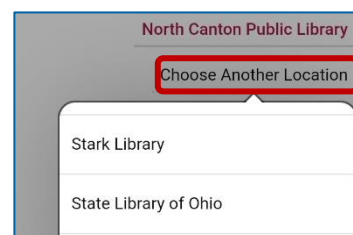
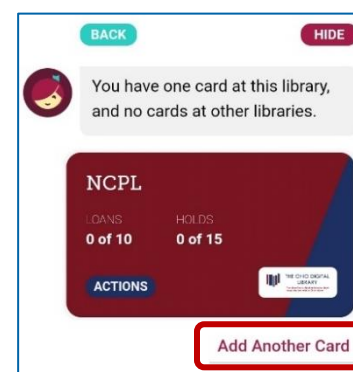


Tapping the **Libby logo** in the top right of the screen allows you to add additional library cards and browse Help & Support, which explains additional features not covered in this handout.

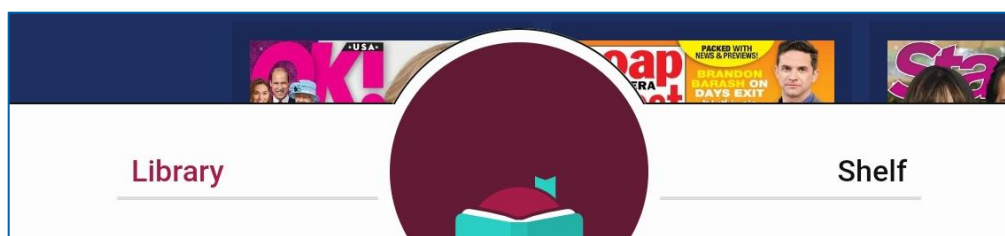
Tap **See Library Cards** to get the option to add cards from other Ohio Digital Library members. (This would include the Stark Library.) On the next screen, tap **Add Another Card**.

Next, tap **Choose Another Location** and find the desired library on the list.

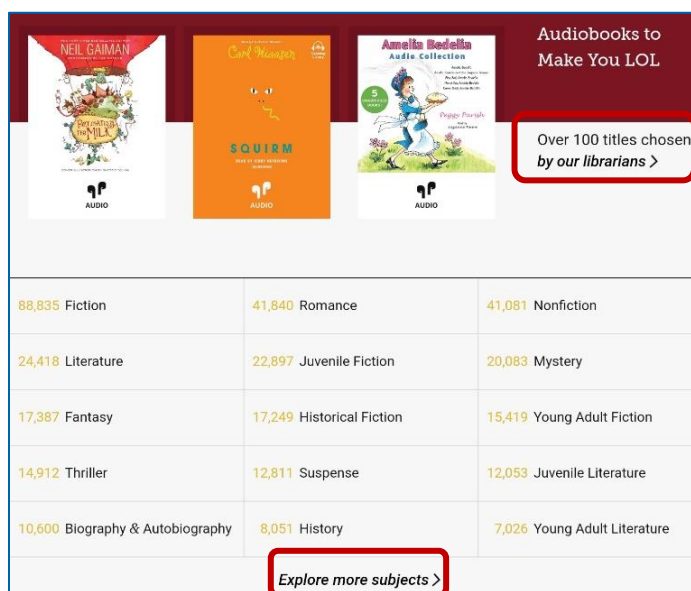
The **Add A Library** option is used if you have cards from libraries that use Libby but are not part of the Ohio Digital Library. This includes most major Ohio libraries, such as Columbus Metropolitan and Cuyahoga County.



At the bottom of the screen, tap **Library** to search for a book, audiobook, or magazine. Selecting **Shelf** will take you to the items you have checked out on your Loans page, as well as your Holds, Tags, and ACTIONS (where you can change some settings).

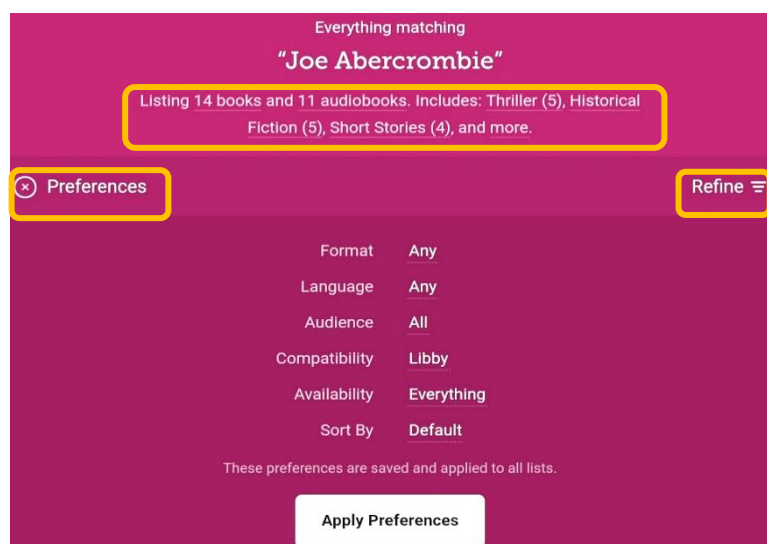
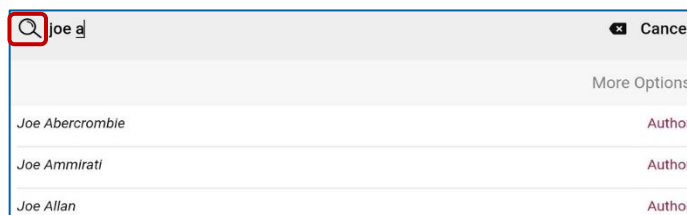


Now to find something to check out!



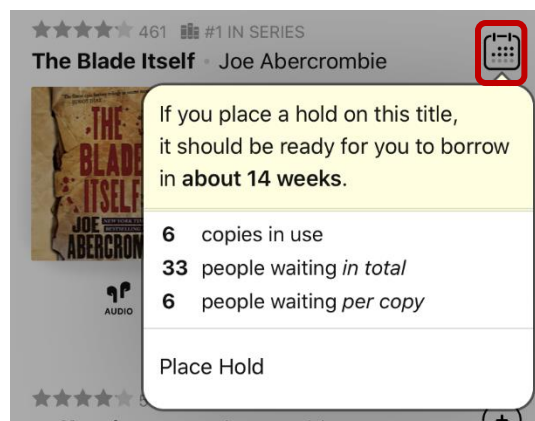
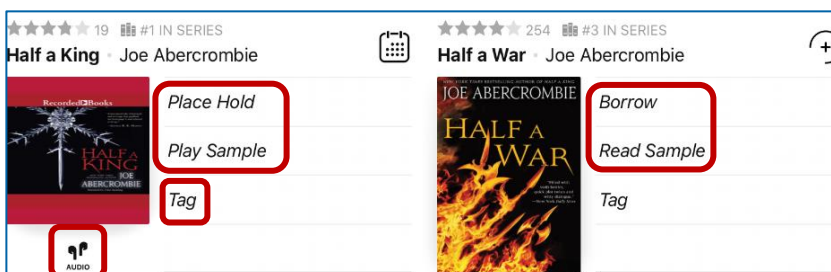
One option is to browse the home screen. There are links here to various lists and items, such as what's new in audiobooks, what's currently available, and topic lists **chosen by librarians**. To see all the subject headings and limit to either ebooks or e-audio, tap on **Explore more subjects**.

Or if you have a specific title or author in mind, tap **Search** (the magnifying glass) at the top left and start typing an author or title. Libby autofills as you type, guessing what you are searching for. If what you want appears, you can stop typing and tap the title or author from the list.



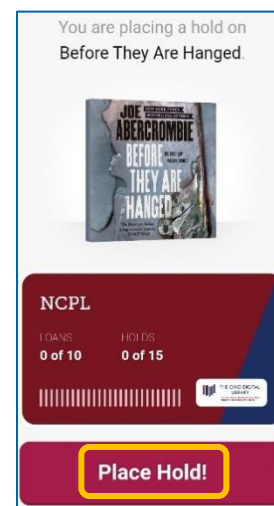
Filter by book, audiobook, or subject heading by tapping the **links** at the top. For additional options, tap **Preferences** or **Refine**. Preferences apply to all searches, while Refine only applies to the current search. One option under Refine is to **Sort By→Release Date**, which is particularly useful when searching for a specific issue of a magazine.

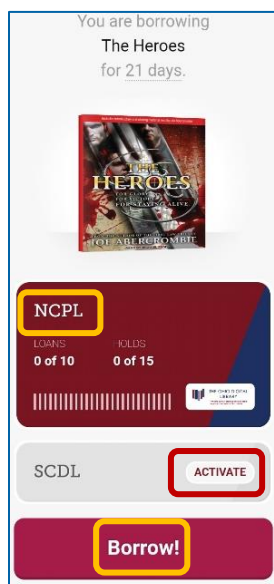
In the results list, audiobooks have a headphone icon and ebooks have nothing extra. You can **Read/Play Sample**, as well as either **Place Hold** if all copies are out or **Borrow** if you want the item. **Tag** the item if you just want to remember it for later.



If you want to Place Hold, you can tap the **calendar** to find out how long the wait might be.

Once you've decided to put an item on hold, if you do not already have an email on record with Libby, you will be asked to provide an email now so Libby can alert you when your item is ready. Tap **Place Hold!** when ready.

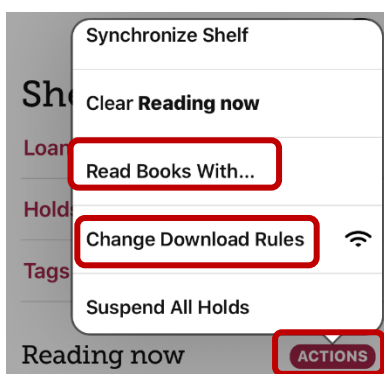
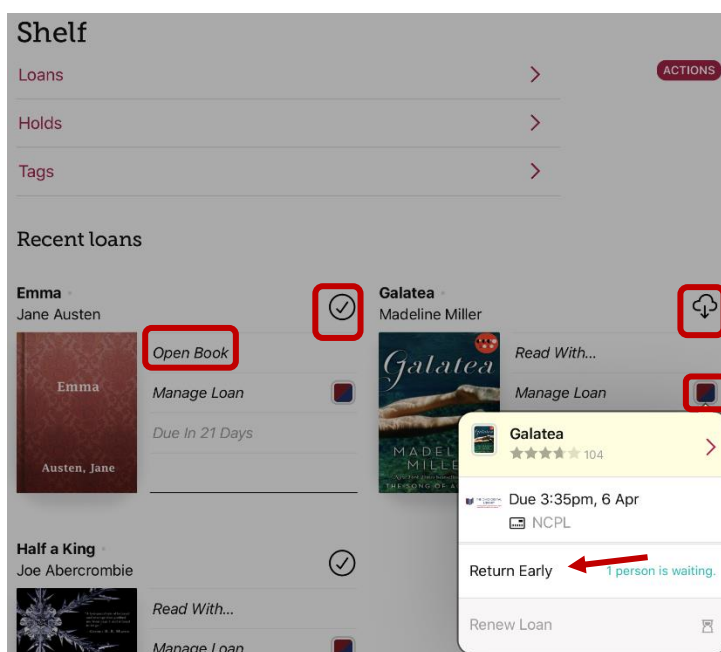




If you choose **Borrow**, a new screen appears. Tapping **21 days** at the top allows you to change the loan period to 7 or 14 days. Below the book cover, the card you are currently using is shown and will be the card the item is checked out on when you tap **Borrow!** If you have multiple cards listed with ODL, you can instead tap **ACTIVATE** to switch to that card. This can be helpful if you have reached your limit on one card, or if one library has the item available and the other would require placing a hold. (This latter issue is rare.) After borrowing, you will be prompted to **Open Book** if you're ready to dive in, **Keep Browsing** to look for more items, or **Go To Shelf** if you are done.

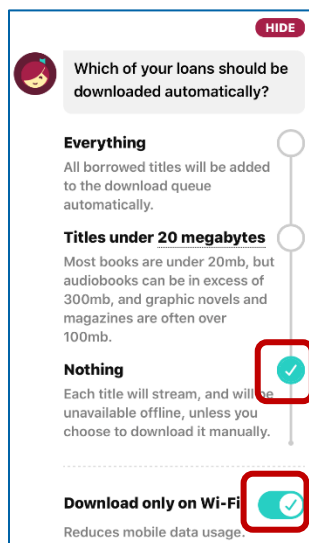
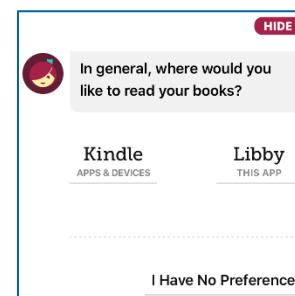
If you haven't already downloaded the item, you will be reading/listening only when connected to Wi-Fi. To read or listen anywhere, download the item to the device. If automatic download isn't set, tap the **cloud with the arrow**. You know the book has finished downloading when the cloud is replaced by a checkmark. Whether the book is downloaded or you are streaming, follow these same directions to start enjoying your item: open Libby, go to **Shelf**, and tap **Open Book/Audiobook/Magazine**.

Tapping the square next to **Manage Loan** shows options including **Return Early**. If people are waiting, it is appreciated if you return items when you finish them. If you do not Return Early, the item will simply leave your Loans list when the checkout period ends.

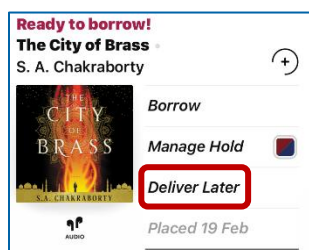


On the Shelf, choosing **ACTIONS** opens a settings menu, two of which you may want to set up when you install Libby: **Read Books With...** and **Change Download Rules**.

It is possible to browse the Ohio Digital Library with the Libby app but read ebooks in the Kindle app. (Magazines and audiobooks only work in the Libby app.) Choose your preference under **Read Books With....** You can set your preference for all items, or book by book.



**Change Download Rules** is where you select if items download automatically to the device you are on or if you will download items later when you choose. Selecting **Nothing** works well if you use multiple devices and want to select which you download specific items to. **Download only on Wi-Fi** is a good option to prevent accidentally using data.



Libby now offers a variety of notification options, and you will be prompted to **Manage Notifications** when tapping the Libby icon in the top right of the screen.

The notifications for Holds are particularly important. When your hold is ready, you have 3 days to Borrow it. At this point, you can select to pass the item onto the next person in line if you are not ready by tapping **Deliver Later** on the Shelf. You can choose to receive the next available copy after a wait of 7 days, or another length of time by using the **slider**. Then just tap **Update Hold!**

If you do nothing when your hold is ready, it automatically moves onto the next patron in line, keeping your place at the top of the hold list and then redelivering the first available copy after 7 days. If you do nothing the second time your hold is ready, it is canceled.

