

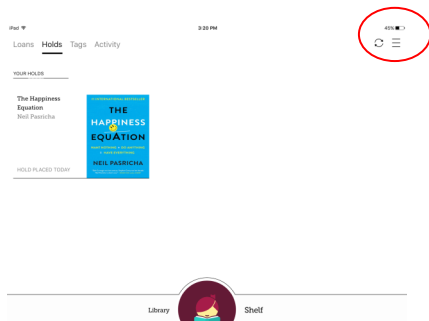
## Place a Hold

If a book is currently checked out by another patron, you can put the book on hold.

1. Press **Place a Hold** next to the book you want.
2. Press **Place Hold!** To confirm
3. Press **Keep browsing** to look for more books.

When the book is available it will automatically check out to you. If the library has your email, you will receive an email notification when the book is ready. If you would like to view your hold notifications settings, click the menu icon in the top right (see below).

You can access your holds from the **Shelf** tab to view or cancel.



## Download the App

### On an android device:

1. Open Google Play Store
1. Search for **Libby**
2. Click **Install**. Follow on-screen instructions to complete installation.
3. The application is displayed as “**Libby**” on your home screen .

### On an apple device:

1. Open App Store
2. Search for **Libby**
3. Click **get**
4. Click **Install**
5. Enter **apple ID password** if prompted.

## Libby

### How to download ebooks and audiobooks on your smart device



**SECHELT LIBRARY**

Space to think

## Setup your Account

1. Launch the App
2. Click **yes** for the question “Do you have a library card?”
3. Press **Guess my Library**
4. If it pulls up your home library, press **yes**. Otherwise press **No, Keep Looking** and search for your library.
5. **Confirm** “Sechelt Public Library”
6. Enter your **library barcode** with no spaces under the card number heading and enter your **pin** under the pin heading. Your pin is the last 4 numbers of your phone number unless you’ve changed it. Press sign in.
7. Click **Next**.
8. You are now logged in and ready to search for a book.

## Navigating the App

### Menu at the Bottom of the App:

Press **Shelf** to see your checked out books and holds. Press **Library** to return to the catalogue to search for books.

### Search the Catalogue:

In the Library view, press **Search the Catalogue** at the top of the app to bring up the keyboard. You can search for an author, keyword or title.

### Browse the Catalogue:

Scroll down to view collections, book club favourites, and more. Press the **green +** to filter by availability, audience and more.

If the book has a **headphone** symbol, it is an **audiobook**.



Audiobook



ebook

## Borrow a Book

Once you’ve found the book you want, press the **borrow** button or if there isn’t one, press the image of the cover. From the next screen, press **borrow**. If the book is not available it will say **place a hold**. Press **borrow** again to confirm. The app will now give you three options:

- 1) **Keep Browsing**
- 2) **Go to Shelf**
- 3) **Open Book**

Books will download automatically when connected to Wi-Fi.

## Returning Books

The app will automatically return books at the due date. To return a book early:

- 1) From your Shelf, Press on the **cover** of the book.
- 2) Press **Return Title to Library**
- 3) Press **Return** to confirm.
- 4) Check your shelf to confirm that the book has been returned.