

USING EBOOKS & AUDIOBOOKS ON YOUR Smartphone or Tablet

iPad, iPhone, iPod Touch
Android or Windows 10 device



Setting Up Libby

1. Begin by installing the **Libby** mobile app from your app store.
2. Open Libby and find your library. You will find PCIN libraries under **downloadLibrary**. You can also search by city or postal code.
3. To save a library, **Add a Card** for it. You will need to select your library again, enter your full library card number (no spaces), and then your PIN (last 4 digits of your phone number). Tap **Sign In**. If you have multiple people sharing the same device, you can add additional cards.

Searching for & Downloading Titles

1. Tap **Library** on the bottom left of the app. Tap the search bar at the top of the screen.
2. For more advanced searching, tap the **more** button. Search for titles using the title or keywords in the search box; browse by format; browse by subject.
3. If you search for titles, your results will contain all formats – eBooks, audiobooks and video. Filter by tapping **Refine** above the first result, sort by selecting **Sort By**.

4. **Borrow** indicates the title is currently available. **Place Hold** indicates the title is not available. Click either of these when you've found what you would like.
5. After you tap **Borrow**, tap the underlined loan period on the confirmation page. Then, select a new loan period for the title. The last loan period you chose will be your default for the next title you borrow.
6. Press **Borrow** to confirm the loan.
7. View your downloaded items by accessing your **Shelf** on the bottom right of the app. The book automatically opens in the app. Tap **Open Book** or **Open Audiobook** to start reading or listening.
8. Borrowed titles download to the app automatically when you're connected to WiFi, so you can read them when you're offline

Renewing Titles

Renewals can happen within three days of the item's due date if no one is waiting for the item.

1. Tap **Shelf** in the bottom right of the app.
2. Tap the title jacket, tap **Actions**, tap **Renew Loan** and use the drop-down menu to choose a new loan period, then tap **Renew**.

Returning Books Early

- Titles are automatically returned on their due dates.
- Return titles early by tapping **Shelf**, tapping the title jacket, tapping **Actions**, **Return Title to Library**, then tapping **Return**.

Notes

- Downloading books in the previous Overdrive App or in Adobe Digital Editions, will NOT sync to the Libby App.
- Tap the menu button, then **Download Settings** to update downloading titles preferences or choose device preferences.
- **eBooks** and audiobooks can be downloaded for 7, 14 or 21 days. Videos have a 3, 5, or 7 day loan period. 15 item maximum.



PCIN

The
PERTH COUNTY
INFORMATION NETWORK

Need Assistance? Contact your local PCIN Library



Stratford Public Library

19 St. Andrew Street, Stratford | 519-271-0220
www.splibrary.ca
askspl@pcin.on.ca



Perth East Public Library

19 Mill Street East, Milverton | 519-595-8395
www.pertheast.library.on.ca
pel@pcin.on.ca



North Perth Public Library

260 Main Street West, Listowel | 519-291-4621
218A Main Street, Atwood | 519-356-2455
216 Winstanley Street, Monkton | 519-347-2703
northperth.library.on.ca
npl@library.northperth.ca



St. Marys Public Library

15 Church Street North, St. Marys | 519-284-3346
www.townofstmarys.com/public-library
libraryinfo@stmaryspubliclibrary.ca



West Perth Public Library

105 St. Andrew Street, Mitchell | 519-348-9234
www.westperth.library.on.ca
wpl@pcin.on.ca