

# Libby User Guide



## How do I borrow with Libby?

On your device download the Libby app from the App Store or the Google Play Store



You can search for your library by name or branch location.

MATCHING LIBRARIES

- Bridges**  
Clarence Public Library  
309 6th Ave  
Clarence, Iowa, USA  
+ 474 MORE BRANCHES
- Clarence Valley/Richmond Valley Libraries**  
Clarence Regional Library  
Locked Bag 25  
Grafton, New South Wales, Australia  
+ 2 MORE BRANCHES
- Buffalo & Erie County Public Library**  
Clarence Public Library  
Three Town Place  
Clarence, New York, USA  
+ 37 MORE BRANCHES

After it is installed, open Libby, select "Yes I have a library card", then select "I'll search for a Library"

Start to type "Clarence Valley/Richmondvalley" and select our library name from the list

It will then ask you where do you use your library card? select "Choose Another Location" and select "Richmond Valley Regional Library"



just added ↑ popular ↑ random ↑

available now 4k subjects 94

BACK



Enter your library account details. (If you need help, [get in touch.](#))

CARD NUMBER

The number printed on your library card, usually under a barcode.

Enter your Library card number Rxxxxxx, (which can be found on the front of your Library card)

After selecting "next", it will ask for your PIN (this is your date of birth in the format ddmmyy) and select "Sign in"

You will then be signed into your Libby account



just added ↕ popular ↕ random ↕  
available now 4k subjects 94

JUST ADDED

See what's new! Here are all the titles our busy librarians have been adding to our collection.

See over 740 titles >



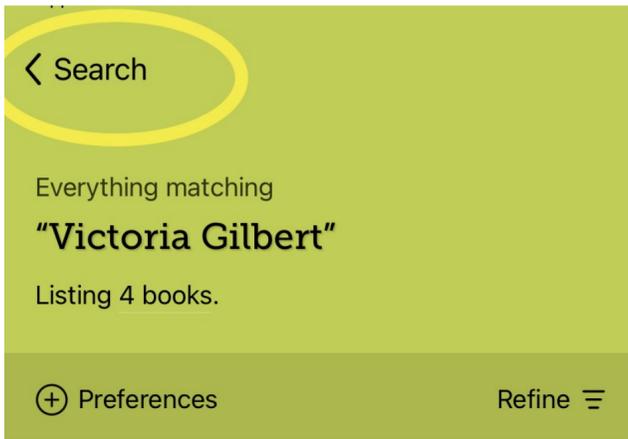
GUIDES



You are now on the Libby Home page.

Scrolling down you will see a variety of items available.

To refine your search, select the magnifying glass, and enter an author, subject, or book title.

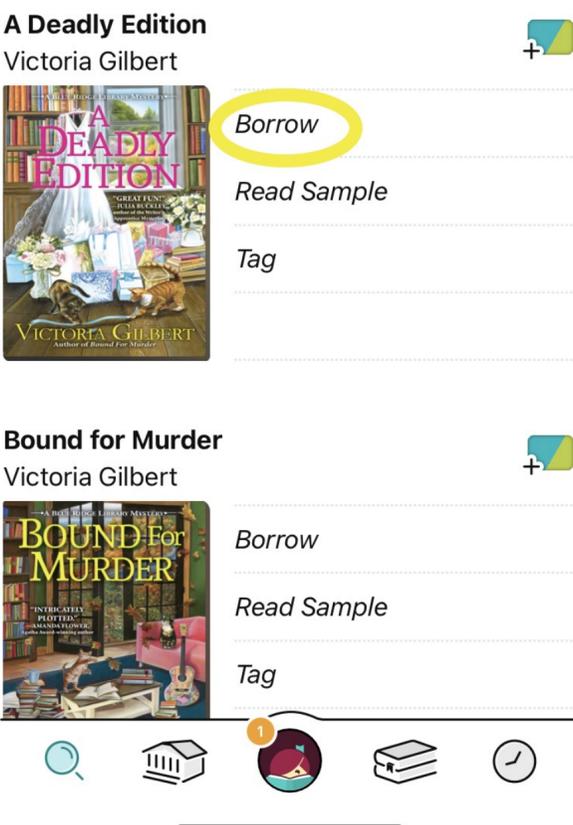


To read the blurb about a book, click on the cover picture of the book and scroll, here you will find the format of the item and any additional information

To go back to look at more titles from your search, select "Search"

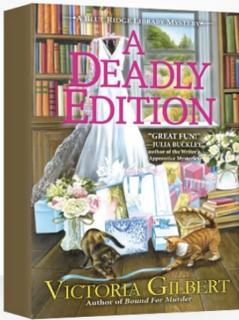
To Borrow an item select "Borrow"

If it says, "Place Hold" next to the title, this item is on loan and you can put a hold on it by selecting "Place Hold"



< Search Results

You are borrowing  
A Deadly Edition  
for 14 days.



R137300

LOANS	HOLDS
0 of 3	0 of 3

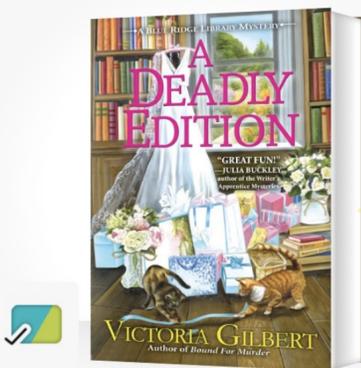
LIBRARY

**Borrow!**

Select "Borrow"  
It will let you know the loan period

< Search Results

You have borrowed  
A Deadly Edition  
for 14 days.



Notifications tell you when  
your loan is due. Would you  
like to set up your  
notifications now?

**Manage Notifications**

Disable On This Device

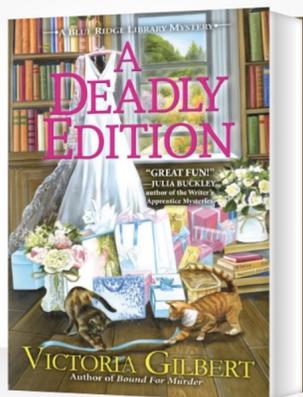
Not Now

Here you have the option to Manage  
Notifications you receive

If you do not want to receive notifications  
choose "Not Now", if you wish to receive  
notifications select "Manage Notifications"  
and proceed

< Search Results

You have borrowed  
A Deadly Edition  
for 14 days.



**Open Book**

Keep Browsing

Go To Shelf

Select "Open Book".

Your item is now ready for you to read,  
to turn pages swipe left on your screen.

< Back



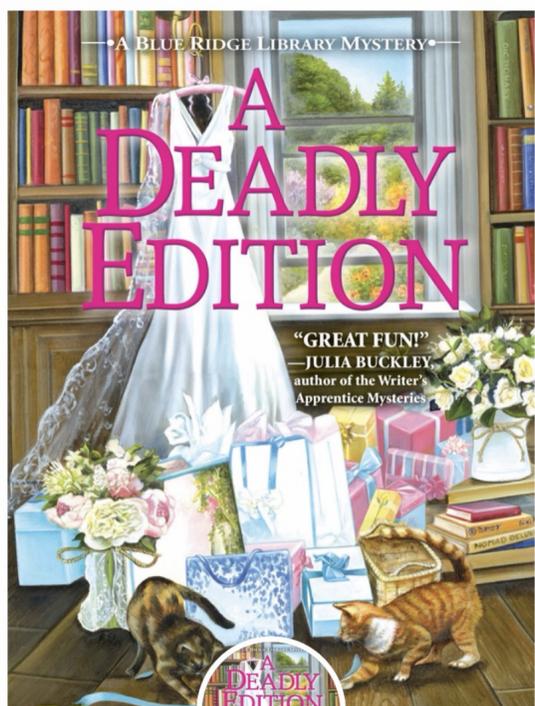
Allows you to change the books  
Appearance (font size and lighting).



Magnifying glass allows you to search  
within the book.



Bookmarks and Highlights.



pg. 1

of 442

Chapters

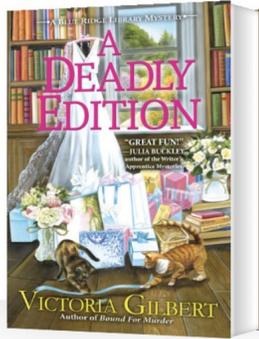
2p →



20

# Returning Your Item

This is a work of fiction. All of the names, characters, organizations, places and events portrayed in this



Time spent reading  
15 minutes

MORE

## A Deadly Edition

Victoria Gilbert

“Til death do us part”

The pursuit to acquire a rare illustrated book turns deadly, and on the eve of her upcoming...

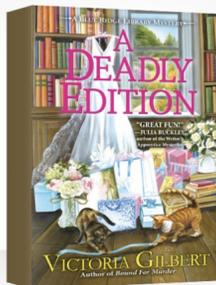
**Return Loan To Library**

Your loans will return automatically after the loan period expires, however, there are 2 ways to return your borrowed item early:

- Whilst on the last page of your book, swipe right, then select “Return Loan to Library”

< Shelf

You are returning  
A Deadly Edition  
to Clarence Valley/Richmond Valley Libraries.



R137300

LOANS  
1 of 3

HOLDS  
0 of 3



**Return!**

- Go to the Shelf icon on the Home page, select “Manage Loan” for the item you want to return

Select “Return Early” then select “Return”

# Glossary of Icons



Use to refine your search.



Takes you to the Home Screen.



Go here to manage your Notifications, add Libraries and get Help.



Shelf, here you will find your loans, Holds ,Tags and Return loans .



Timeline, this gives you the dates you borrowed, returned and placed items on hold.



Item can be Borrowed.

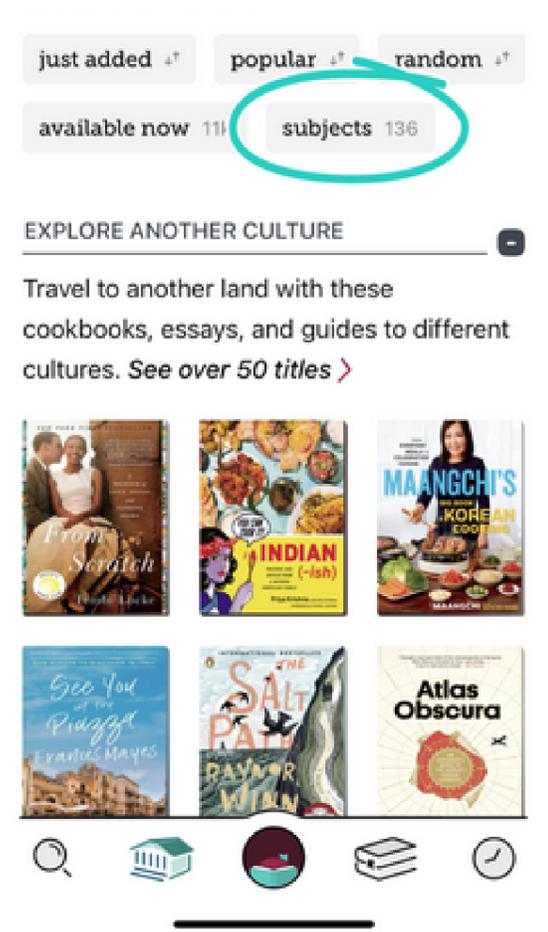


Item on Loan, Place a Hold.



Item is a Audiobook.

## Search Tips



### Browsing by subject

To see all of your library's subjects:

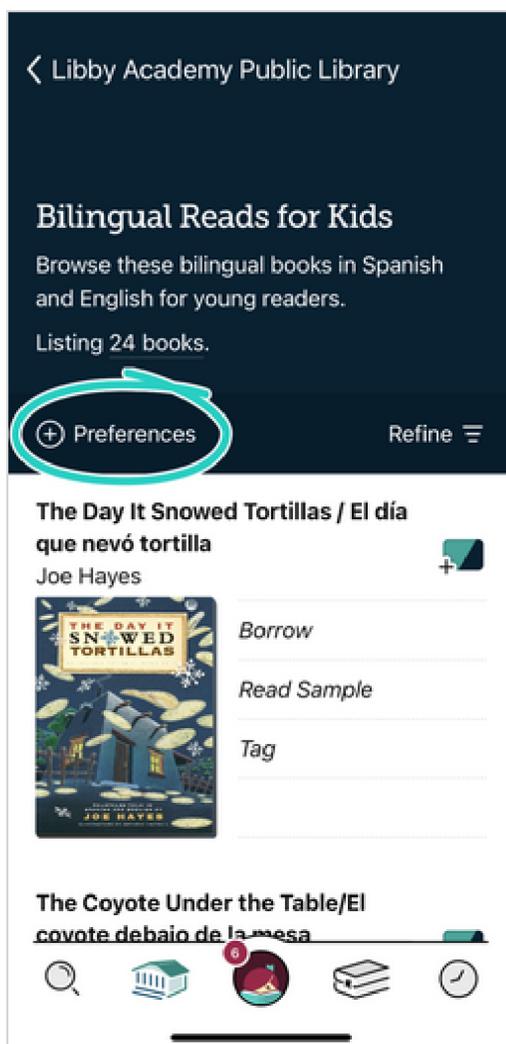


Tap  in the footer.

Tap subjects at the top of the screen.

The subjects filter is listed after other filter options like new and popular

From there, tap a subject to browse its titles. You can also tap Sort to display them alphabetically or by number of titles (most to least).



## Filtering by format

There are several ways to find titles in a specific format in Libby by tapping on "Preferences"

You can set preferences to filter your library's entire catalogue to show only eBooks, eAudiobooks, or eMagazines

In a list or in search results, tap "Preferences" Change the "Format" option to Books, Audiobooks, or Magazines.

Tap "Apply Preferences"



## Open filtering lists and search results

Tap the books, audiobooks, or magazines link at the top of a list or search results. This only filters your current list.