

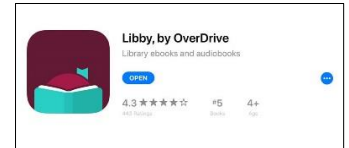
# Libby

## Access the North Carolina Digital Library by mobile app or webpage

You can access the North Carolina Digital Library with the Libby App webpage (<https://libbyapp.com/library/ncdigital>) or downloading the Libby App on a mobile device.

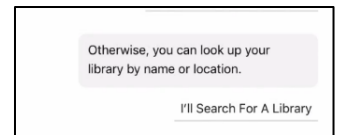
### Libby App

Search for **Libby, by OverDrive** in your device App Store, then download and install the app (for **Apple** devices you may be asked to enter your **Apple ID**).



### Signing In

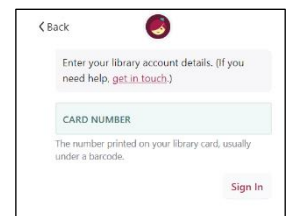
Once the app is downloaded (or you open the Libby App page), you'll see the welcome message and will be asked if you have a library card. Choose **"Yes"** and you'll be asked to choose your method for accessing your library.



The best option is to look it up by name: **"I'll Search for A Library"**.

In the search box, type **"high point"** and choose the 3<sup>rd</sup> library in the list, **North Carolina Digital Library** (NC Kids Digital Library is a collection containing just children's books).

Once you choose **North Carolina Digital Library**, choose the location where you use your card, then **Sign In** (enter your **Library Card** number, with no spaces). Your library and card # will be saved for you. Now you can search for books!



### Getting Around

See the navigation key on the right.

### Browsing the Collection

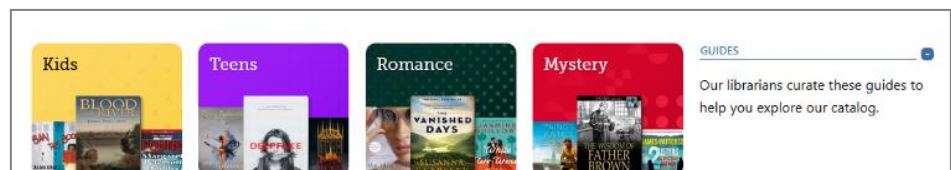
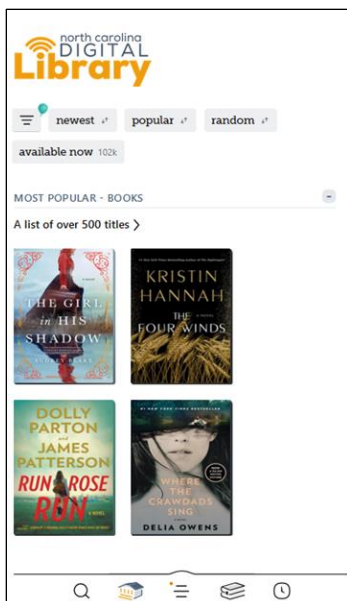
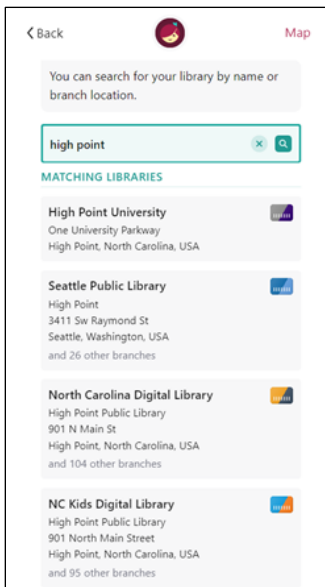
On the main collection page you can use the **Filter** to refine (subject, format, availability) and sort (popularity, release date, title, author) your results. You can also use the **Filter** with your tag lists and timeline.



### Navigating the app

#### In the footer

- Tap to search for titles.
- Tap to open the library collection you were most recently browsing.
- Tap to see your loans, holds, and tags for all your libraries.
- Tap to see your timeline.

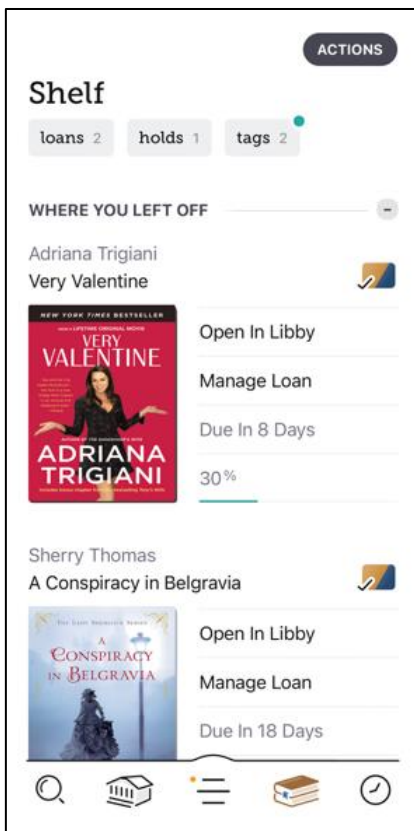


Scroll down to see a variety of lists that change over time, and under **Guides** choose a general subject category. **NOTE:** Any list can be hidden and restored later (click minus sign [-]).

Search for a favorite author or title (magnifying glass). On your results page, you can get availability information by tapping the card beside the title [**plus sign (+)** = available copies; **clock & calendar** = displays the wait time].

### Borrowing Titles

Once you've found a title, tap **Borrow** beside it's book cover. It will remind you what your loan period is (tap/click the underlined timeframe to change it), then tap/click the **Borrow!** button. You'll get a confirmation that the book has been borrowed, then you can **Open Book**, **Keep Browsing**, or **Go to Shelf** (book stack icon).



To begin reading, choose **Open Book**. You then select where you will read the book: **Kindle** or **Libby** (choose **Libby** for the Libby app or you're reading on a computer).

### Kindle

For Kindle eReaders or the Kindle app, choose **Kindle**. A browser window will open for your Amazon account where you can choose where to send the book (device or app), then click the **Get Library Book** button (when signed into your Amazon account).

As long as your Kindle's Wi-Fi is turned on, the book will be delivered wirelessly to your Kindle device or app. Otherwise, the book will be delivered once you connect to Wi-Fi & "Sync" your Kindle with your amazon.com account.

You can begin reading as soon as it has appeared on your Kindle. You can return items early from your Amazon account, **Your Content and Devices** page. Choose **Show: Books, All Borrows**. Next, check the **Select** box next to the title you'd like to return. Choose **Return this book**.

### Read/Listen in Browser

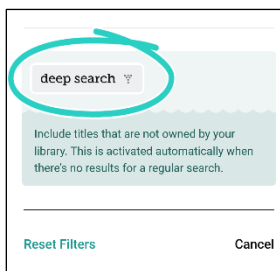
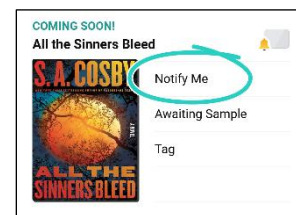
If you're using the libby app webpage, you can read or listen to books in the browser without downloading an app or transferring to another device. To do this, simply choose **Open Book** after you have borrowed a title. It will then open the Libby reader/audiobook player. If you leave the book then come back to it, it should save your place.

**NOTE:** The Libby reader/audiobook player is how you access Samples of titles.

**Holds:** For the titles you have on hold, you'll be able to see an approximate wait time and to **Manage Holds** (cancel or suspend). Click on the calendar next to the book cover for an up-to-date estimate of your wait time.

### Notify Me (Libby's Recommend to Library)

When searching a library in Libby, you may discover titles that aren't in our collection. These titles will have a **Notify Me** button. Search for a specific title, author, or series. If you see the title you're interested in, tap **Notify Me** (envelope with a bell) when you see a title you'd like us to add. The first time you tap this button, you'll be given a quick tutorial to set up a *Notify Me smart tag* (or prompted to use one you've already set up).



If you don't see the title you're looking for in and there are fewer than 100 results, tap (bottom of screen) & tap **deep search**. This filter adds titles that match your search and are not in your library's collection. Tap **Show Titles**. Titles not in the collection are now added to your search results. If you want to be notified when titles are purchased, under **Menu > Manage Notifications**, select the option for **Notify Me: Title**. You'll then have the option to borrow or place the title on hold (depending on its availability).

**NOTE:** The ability to discover titles not offered by your library is a feature only available at select libraries right now. Contact the library at 336.883.3638 if you have feedback about the process.

Tap **Menu** to manage your **Libraries & Cards** and get **Help & Support** (including app setup, tips & tricks and get technical assistance).

**Tags:** You can "sync" your *OverDrive Wish List* with a tag in Libby. You also have smart tags that show all the books you've borrowed and "sampled" in the Libby app. You can also create customized tags (such as those for **Notify Me**).

Tap the clock icon to see your **Timeline** (borrowing history and current loans).

For more information about how to use NCDL with Libby or to setup a one-on-one appointment, please contact Julie Raynor at 336-883-3093 or [julie.raynor@highpointnc.gov](mailto:julie.raynor@highpointnc.gov).

