

Libby Instructions

***Only applies to devices that can download the app**

*Supported Devices:

IOS 9+ (Apple App Store)

Android 5.0+ (Google Play Store)

Windows, Mac, or Chromebook (web browser – libbyapp.com)

Requirements:

- Must have a valid Newington library card
- Must have a device capable of connecting to the Internet
- Must have a device capable of downloading apps

Install Libby on the device

1. Open the app store of the device
2. Search for Libby
3. Tap the result for Libby
4. Tap the Get or Install button next to the search result for Libby. If you see the Open button, the device already has Libby installed






Setting up Libby

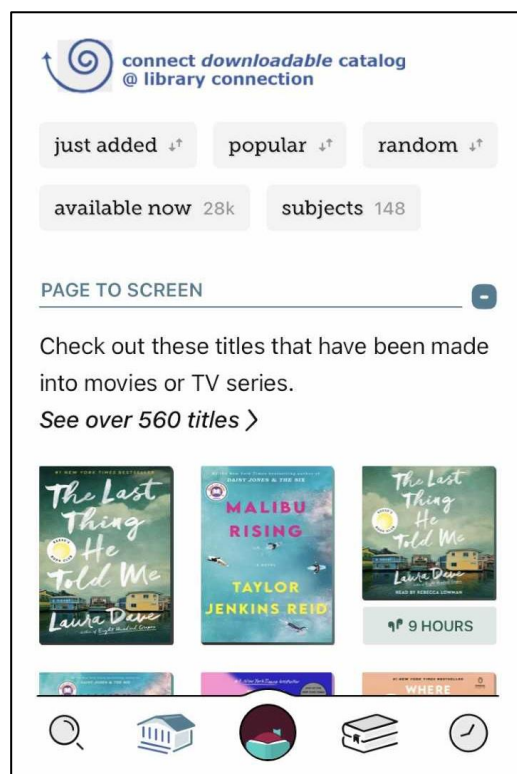
1. Open Libby by tapping its icon on the device home screen.
Depending on how the device is set up, you may have to swipe through a few screens to find its icon
2. On the first screen, tap the Yes button to having a library card
3. On the next screen, tap I'll Search For A Library
4. Tap inside the search field and type 06111. When the search results appear, tap the one for Lucy Robbins Welles Library
5. Enter in your library card number when it asks for it
6. Once you have added your library card, tap Next
7. You will then be taken to the library's Libby homepage

Searching for eBooks and audiobooks

1. Tap the **Search...** text field at the top of the screen, or the **magnifying glass icon** at the bottom left of the screen
2. Type in an author, title, or keyword
3. Once you have entered all the information, click the **Search** button on your keyboard, OR click on any search result that appears below the search box

Browsing for eBooks and audiobooks

1. There are now five options at the bottom of the screen
 - Click the **magnifying glass icon** to search
 - Click the house  icon to browse the collection on Libby's home page
 - Click the middle **circular icon** to manage your account details
 - Click the **book stack**  to view your checkouts, holds, and recently returned titles
 - Click the **clock icon** to view your previously checked out titles
2. On the home screen, you can browse the collection
 - Scroll down and browse featured titles and subjects, various guides, new additions, popular titles, what is currently available for checkout, subjects, and spotlights
 - Click **Preferences** to further choose the format, language, audience, compatibility, and availability
 - Keep an eye out for this  **9 HOURS** below a title, which indicates that a title is in audio format



Checking out and downloading


1. Once you find an eBook or audiobook you want to download, click the **Borrow** option below the book cover
2. Tap **Go to Shelf**

3. Your checked-out items will be displayed on the shelf. **Downloaded** indicates the book has been saved to your device and will not require an active internet connection to access


Placing holds

1. If all copies of a particular eBook or audiobook are checked out, you may place a hold. When you find such a title, tap **Place Hold**
2. On the next screen, you will be prompted to enter your email address if this is the first time you are using Libby to place items on hold. Then, tap the **Place Hold** button at the bottom

Reading eBooks and audiobooks

1. Click the book stack  at the bottom of the screen to show your borrowed items
2. Tap **Open Book, Read With . . .** or **Open in Libby** next to the desired item

Renewing and returning

1. Unless you choose to renew your item, it will automatically return itself after the loan duration.
2. If you would like to request a renewal before the date it is due, start by clicking  at the bottom of the screen to show your borrowed items
 - Click **Manage Loan**
 - Click **Renew Loan**. You will not be able to renew any sooner than three days prior to the loan due date. If someone is already in line for that copy, you can put yourself back in the hold queue instead
3. If you want to return the item before its due date, click on **Manage Loan**, and choose **Return Early**

Please call the library (860-665-8700) with questions or to schedule a tech help appointment with a librarian

