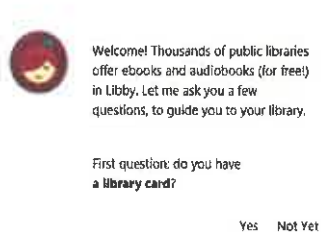


# City of London Libraries

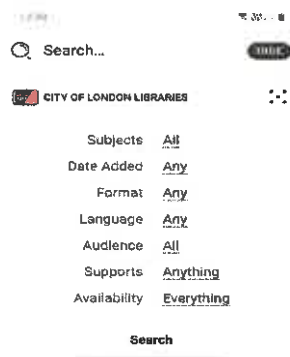
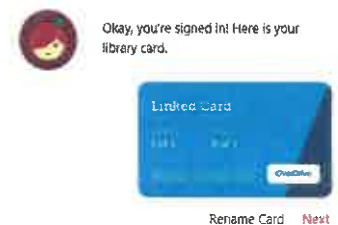
## eLibrary help sheet

Barbican &  
Community  
LIBRARIES

Our eBooks, eAudio books, eMagazines and eComics and digital newspapers are all provided by one supplier called Overdrive. The easiest way to access the service is by downloading their Libby app to your device, just search for the app via the app store (ipad or iphone) or Google Play store (Android devices), If you are using a PC or MAC or Kindle Fire you can access Libby via your browser just go to [www.libbyapp.com](http://www.libbyapp.com).



When you first open the app you will see the welcome screen (left), answer yes and you will see the screen to select your Library (right), select 'I'll search for a library' you can then type in City of London Libraries to find us, once done you will then need to enter your library membership number. Once you have done this you will be signed in! (right). Then you just need to select 'Next'.



You will then see a menu bar at the bottom of the screen (right), selecting the card image on the left will take you to our eLibrary, selecting the shelf image on the right will take you to your own shelf, showing what you have on loan, holds and so on. The Libby image in the middle will take you to help, support and more.



To search for something to read or listen to you just need to select the magnifying glass on the menu bar, and type something into the search box, but if you want to search by a particular format, genre, audience or so on select the three dots next to 'City of London Libraries' and you will get a number of search options (left) to combine with what you put in the search box.



Once you have found something you like (left) you will see the option to borrow, or even read/listen to a sample first, you can also tag it if you want to remember it for later. If you decide you want to borrow it, select 'Borrow' and you will see a borrow screen on the right, if you select '21 days' you can choose a shorter loan period if you want. When you are ready, select Borrow again. You will have the option to Read Now or go to Your Shelf, where the book will be located. You can

borrow 10 items at any time (magazines and newspapers are not included in this limit) or have 3 holds at a time.

If you are using the app the item borrowed will automatically download if you are on Wi-Fi (you can change this if you go to your shelf, and actions), if you are using a browser you will need to be online as the item will be streamed. The tick with a dotted outline means the item is not / or can't be downloaded. If you are using an android device and have an SD card inserted the item will automatically download to this, if there is not enough memory the item will not download.



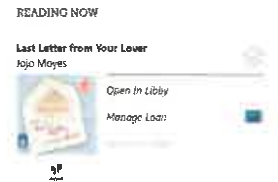


When you are ready to read or listen to one of the items you have borrowed, go to your Shelf and select the item you wish to read, if it's a book or magazine you will be taken to the eReader (right), just select the cover to read. If it is an audiobook it will take you to the audio player (left). The eReader lets you adjust the font if you select the 'A' at the top of the page.



You can manage your loans by going to your shelf and selecting 'Manage Loan' next to an item (right), you will then have the option to return an item early if you've finished with it, and 72 hours before it is due you will be able to renew it (if no-one else is waiting).

If an eBook or audiobook is on loan you can hold it for free, just select 'Hold' next to the book, you will then get a notification in the app when it is available. Your notifications show in the Libby icon that is in the middle of the menu bar at the bottom of the screen.



### Advanced Searching & Browsing

If you regularly search for the same format, genre etc. you can set these in preferences, select the magnifier and then +more, just remember when set they will apply to all searches.



Once your results are displayed, you can also refine them further by selecting the Refine button, or selecting one of the subjects in the top header (right).

If children or young adults are using Libby the audience can be set in preferences to either Juvenile or Young adult if required (left) or selecting the audience in the search option on page 1 of this help sheet.



### Help

If you need help, select the Libby icon from the bottom menu bar and it will open the panel that includes help and support, it allows you to search for help or go to the Libby Help Site ([help.libbyapp.com](http://help.libbyapp.com)) if your search doesn't solve your problem, there is also an option to contact Libby Support. Or you can contact one of our Libraries.



### Newspapers

To access these scroll down the Libby app (or website) to 'extras' select 'see all extras' and you will see 'Press Reader' select this and it will take you to the Press Reader site. Note: if you have the Press Reader app on your device it will ask if you wish to open this, you need to say No as we don't have access to the app services. Select 'Get Access' and 'Continue to Press Reader' and 'Select Publication'. You can then search or select what you wish to read. When you return to Libby you can just go to your shelf and Press Reader will be there. Please note that the agreement we currently have doesn't allow for newspapers to be downloaded, they can only be streamed, so you do need to be online.

