



Setting Up & Using Libby

Your free eBook & eAudiobook app from the
Bellingham Public Library

STEP 1: Download the Libby app. At school: It is in your App Store under "District Approved Apps." At home, you can download it for free from the App Store or go to Microsoft.com and search for "Libby."

STEP 2: Identify your public library barcode.

Name: _____

Barcode: BE _____

PIN: 1234

STEP 3: Open the Libby app then:

- From the drop down list, select **Bellingham Public Library**.
- Enter your barcode and PIN.
- You may be asked questions. Use these answers: "Yes" I have a Library Card, "I'll Search For A Library", Zip Code: "98225" then choose "Washington Anytime Library-Bellingham Public Library".

STEP 4: Set your preferences:

- Select **Preferences** in the green header.
- Here you can automatically filter the results. For example, if you know you only want Children's materials, change **Audience** to **Juvenile**.
- You can also search only titles available rather than items checked out. To do this, change **Availability** to **Available Now**.
- NOTE: the preferences will remain until they are changed. If you are not finding something specific when searching, check your preferences.



Tips for Using Libby

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SEARCHING FOR ITEMS

- Search title, author or browse collections.
- On the book cover you'll see a picture of earbuds and the word "AUDIO" for eAudiobooks. All other titles are ebooks.
- If an item is available, it will say **Borrow** next to the cover picture. If an item is checked out, it will say **Place a Hold**.

CHECKING ITEMS OUT

- You may have up to 5 items checked out.
- Click **Borrow**. On the next screen you can choose if you want to check out the title for 7, 14 or 21 days. After choosing, click the *Borrow!* button.
- You can read/listen immediately.
- The default checkout is 14 days. If you finish a title early, you can return it by clicking **Shelf** (to the right of the Libby icon) then **Manage Loan**.

PLACING HOLDS

- You may have up to 8 holds.
- Click **Place a Hold** and follow prompts.
- You can manage your holds (see what number you are, cancel the hold, etc.) by clicking **Shelf** then **Holds** at the top left of the screen.
- The first time you put a book on hold you will be asked for an email address that will be used to notify you when the book is in. username@bellingshamschools.org