



Downloading and Setting Up Libby

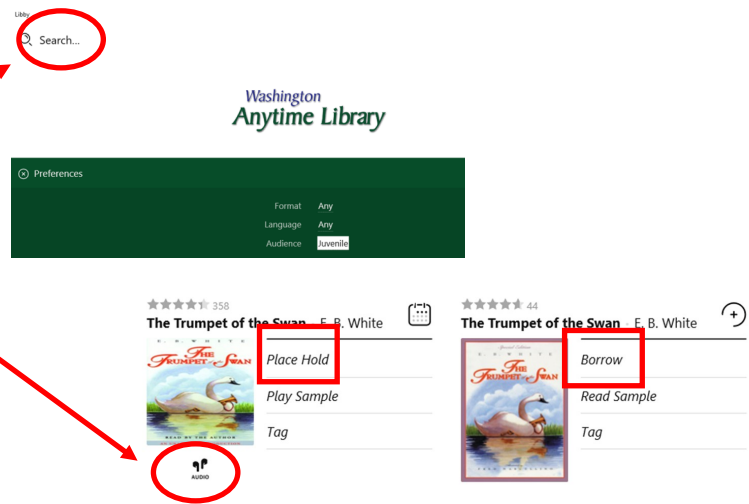
<p>Step 1</p> <p>Download the Libby App.</p> <ol style="list-style-type: none"> 1. Click Microsoft Store in your taskbar at the bottom of your screen 2. In the search bar, write Libby 3. Click on the Libby icon to download 4. Choose “No Thanks” when asked to use across your devices unless you will be using it on another device 5. Pin to Start and then Launch 		
<p>Step 2</p> <p>Make sure you know your BPL barcode. You can get it from your teacher or Ms. Feemster.</p>		<p>Name: _____</p> <p>Card/Barcode: BE _____</p> <p>PIN: 1234</p>
<p>Step 3</p> <p>You may be asked questions. Use these answers:</p> <ol style="list-style-type: none"> 1. “Yes” I have a Library Card 2. “Yes, Guess My Library” 3. Choose “Washington Anytime Library- Bellingham Public Library” 4. From the drop down list, select Bellingham Public Library. 5. Enter your card/barcode # and PIN. PIN=1234 		
<p>Step 4</p> <p>Set your preferences:</p> <ul style="list-style-type: none"> • Select Preferences in the green header • Here you can automatically filter the results. Change Audience to Juvenile then “Apply Preferences” • You can also search only titles available rather than items checked out. To do this, change Availability to Available Now. • You can navigate between the Libby library and your account (Shelf) at the bottom of the screen 		



Tips for Using Libby

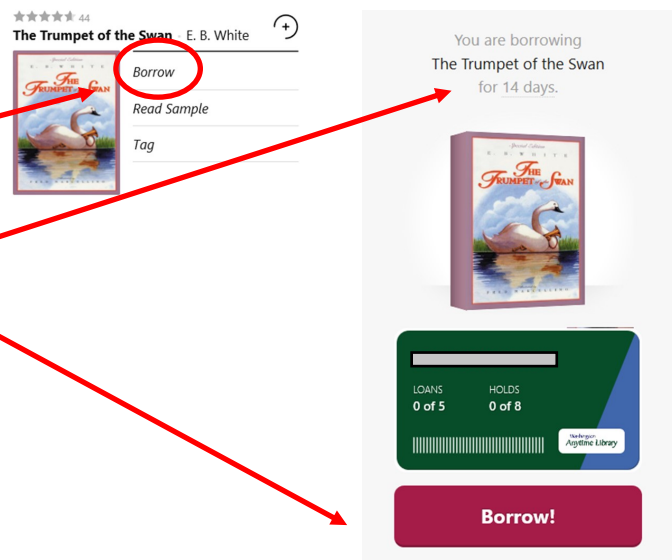
SEARCHING FOR ITEMS

- 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

