

How to Check out eBooks and eAudiobooks through the Libby App

From our website, scroll down in order to select on **eBooks and eZines**, on the left. From here you will see the Libby icon with three options under it. Depending on your device type you can choose between apple and android or if you would rather read from your computer choose the Microsoft option. Now simply follow the prompts to download Libby onto your device for free.

Once downloaded and opened the Libby app will take you to a sign in screen. At the top of the page it will ask you to select your Library (choose Alpine County Library) and enter your Library card number. If you do not have a library card or do not remember its number; feel free to contact us here at the Library and we would be happy to assist you.

Markleeville Library: (530) 694-2120 Library@alpinecountyca.gov

Bear Valley Library: (209) 753-6219 libbear1@sbcglobal.net

Once you are signed in it will take you to your "Shelf". This is where you will be able to view your loans, or those items you currently have checked out and your holds, those items you have requested to check out once they become available. To look for a book to check out, select on the word Library at the bottom of the screen.

This will take you to a page that says Library To Go at the top. Above this title will be a search box. If you already know the title or author of the book you are looking for you can search for it here. If you would rather browse simply scroll down. The first collection of eBooks and eAudiobooks you will see is our Wellness Collection. This is a collection of books that are only available to Alpine County Library card holders. This means hold times for these books will be considerably shorter and in most cases the books will be available immediately.

Below the Wellness Collection will be more search options. You can search by **what's new**, a list of the newest books or by **what's popular**, a list of the most popular titles. Now these titles will be available to the entire NorthNet Library System so many of them may already be checked out and wait times may apply. There is also an option to search by **what's available**; this list will show you only those titles that are currently available for check out.

Below these search options you will come to another of our exclusive Alpine County collections, the Quarantine collection, which has over 100 titles; followed by our Alpine County Friends of the Library collection which has 26 more titles. Below these collections is an option to search for books by genre. Then there are also the Duke Classic titles; this is a collection of over 200 classic titles. These eBooks are always available with no wait time ever! The rest of these collections as you scroll down will be shared by the entire NorthNet Library system, so again wait times may apply.

So let's say we've found a book we would like to check out. Once you select on a title it will give you two options. The second option is **Read Sample**; this will allow you to read a few pages of the book

to help you decide whether or not you want to check it out. The other option will either say **Borrow** or **Place Hold**. The **Borrow** option means that the title is currently available for immediate check out. The **Place Hold** option means that this title has already been checked out by another patron but you can request a hold be placed on it, you will then be notified by email when it becomes available.

If you decide to select the **Place a Hold** option, you will be taken to a screen that shows you how many holds you currently have requested and how many more hold requests you are allowed to make. Each library card is able to request a hold only 8 titles at any one time. This screen will also show you how many other patrons are waiting for this title and what your estimated wait time is.

If you decide to select the **Borrow** option, you will be taken to a screen that shows you how many books you currently have checked out and how many more books you are allowed to check out. Each library card is able to check out 10 titles at any one time. This screen will also show you how many days you will have the library loan for. Once you have borrowed the title you will be able to begin reading or listening to the book immediately from your device.

But what if you have a Kindle and you would rather read your book on that? Not a problem! At the bottom of the screen select on the **Shelf** option. Remember on your shelf under **loans** you can view all the books that you currently have checked out. If the title you checked out is capable of it, there will be an option next to it that says **Read With Kindle**. When you select on this option it will take you to a screen to login to your Amazon account. Make sure you log in to the Amazon account that is linked to the Kindle you would like to read on. Once logged in you will see an option that says **Get Library Book**. Select on this option, make sure your Kindle is connected to the internet, and your book will be immediately sent to your Kindle for free! When the loan for this title expires it will automatically be removed from your Kindle.

But let's say you finish the book early and you would like to return it sooner. Simply go back to your Libby "Shelf" and next to the title of the book will be an option that says **Manage Loan**. Under this option you will be able to **Return Early** if you're done or **Renew Loan** if you still need a little more time.

And it's as easy as that! I hope you have enjoyed this tutorial and feel free to contact us with any other questions you may have.