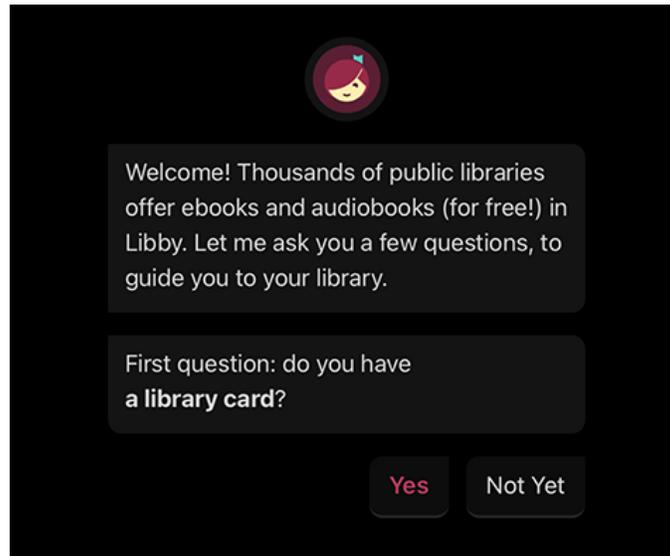
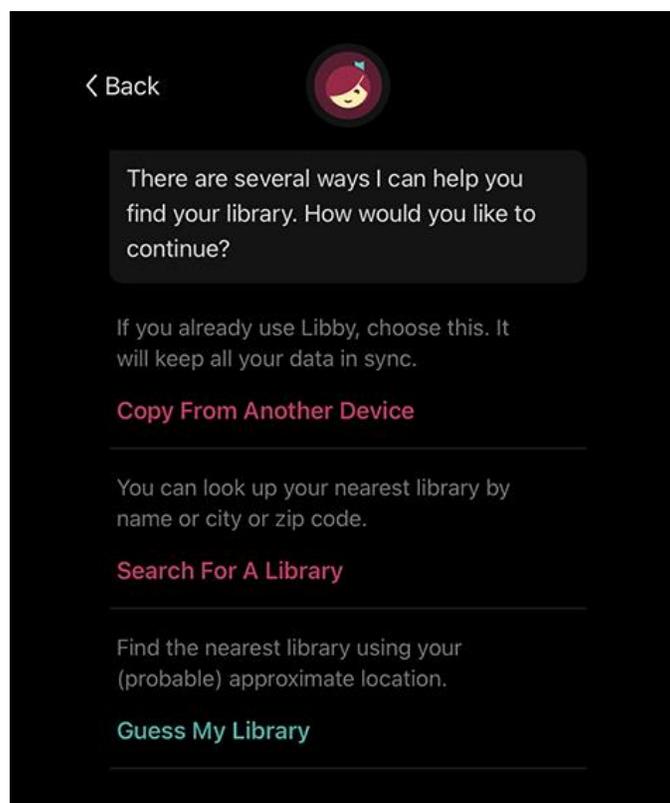


# HOW TO USE THE LIBBY APP

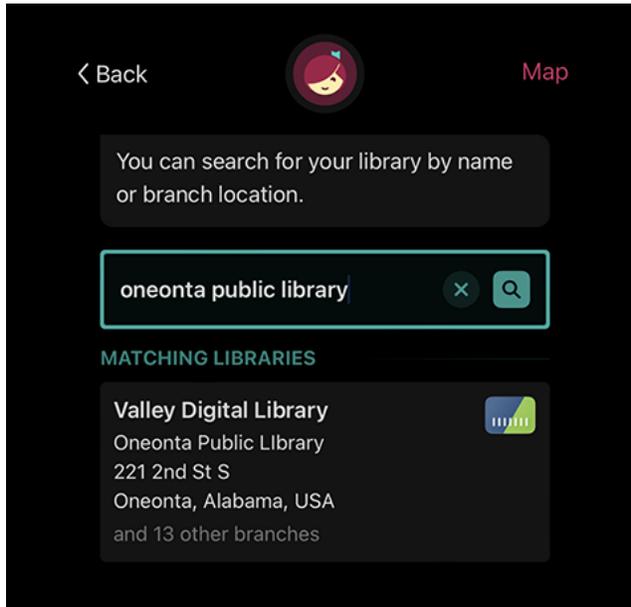
1. Download the app from either the Apple App Store or Google Play Store, depending on your device. Open the app by tapping on its icon.
2. At the welcome screen, tap **Yes**.



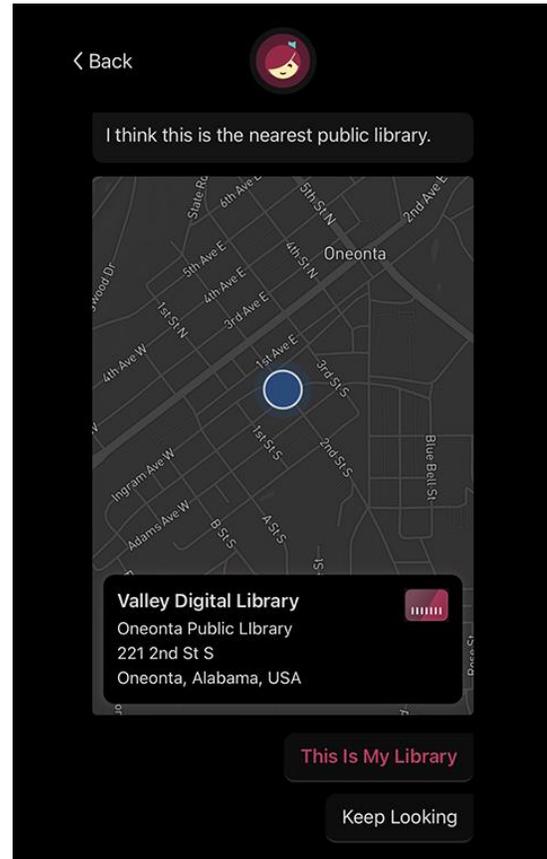
3. On the next screen, you may either search for our library manually or use your device's location to find the one nearest you.



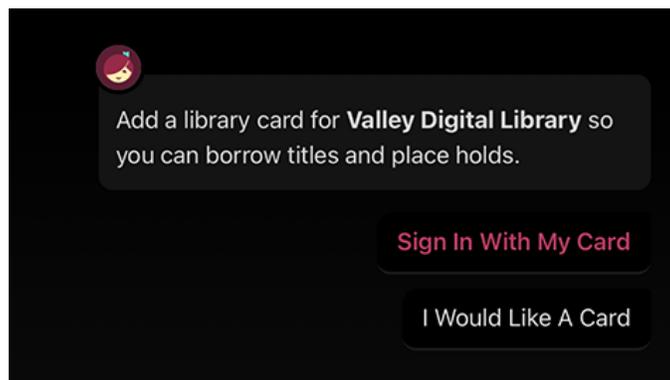
a. To search, tap **Search For A Library**. Type “Oneonta Public Library”, and select the result that says Valley Digital Library. You may also enter our zip code to get the same result.



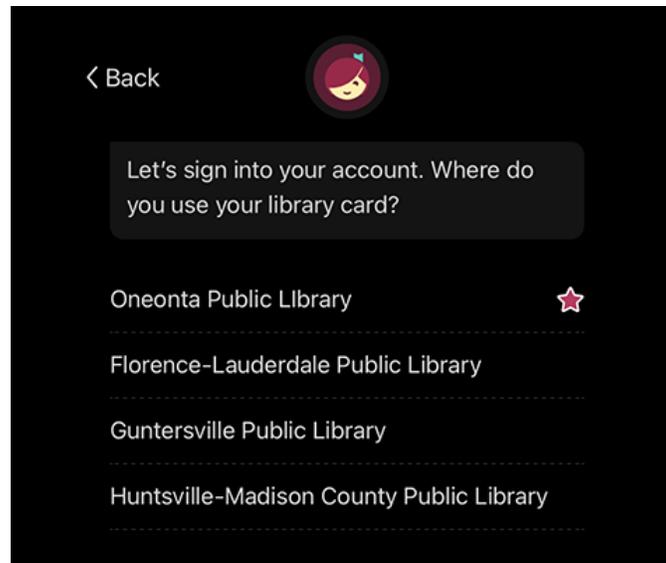
b. To use your device’s location to search, tap **Guess My Library**. If you are close enough to our location, our library will be in the results under Valley Digital Library.



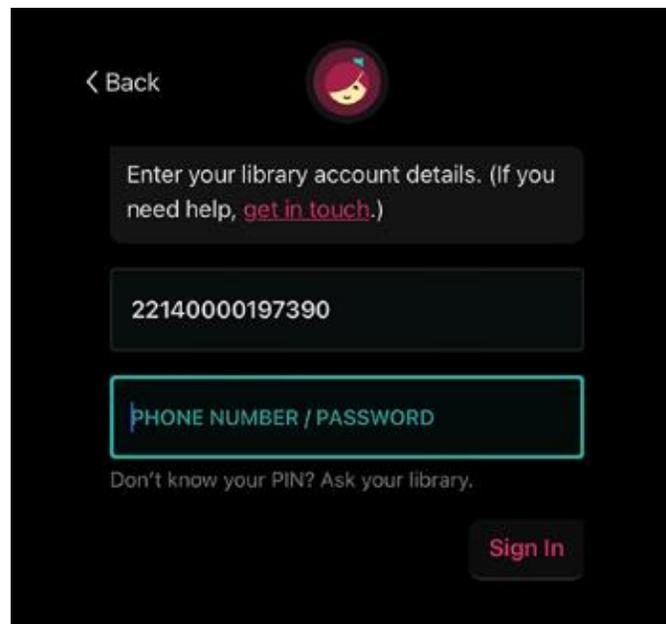
4. On this screen, tap on **Sign In With My Card**.



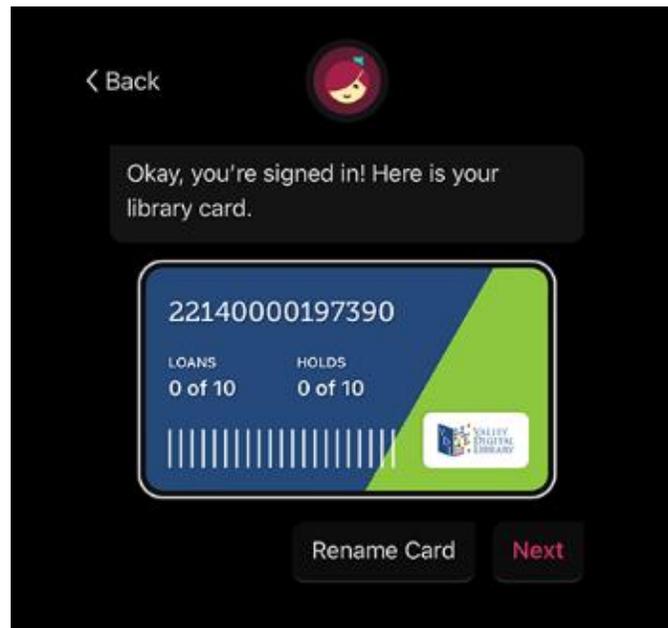
5. On the next screen, tap Oneonta Public Library.



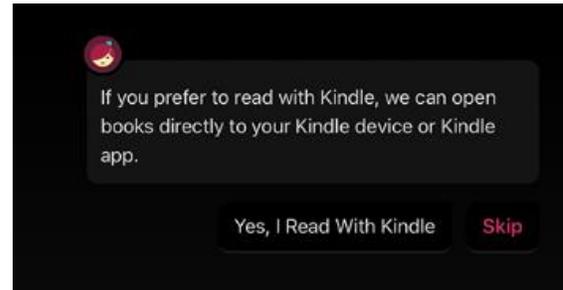
6. Enter your fourteen-digit card number, which is found on the back of your library card below the barcode. Tap **Next**. Then enter the phone number we have on file for you, area code included, with no spaces or dashes. Please make sure we have the correct phone number on file in order to log in successfully. Tap **Sign In**.



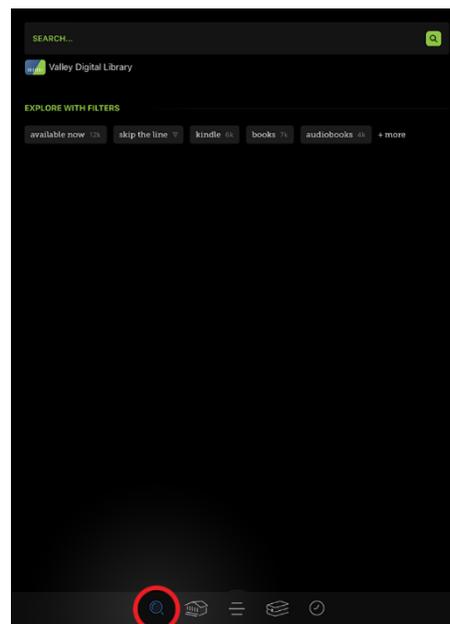
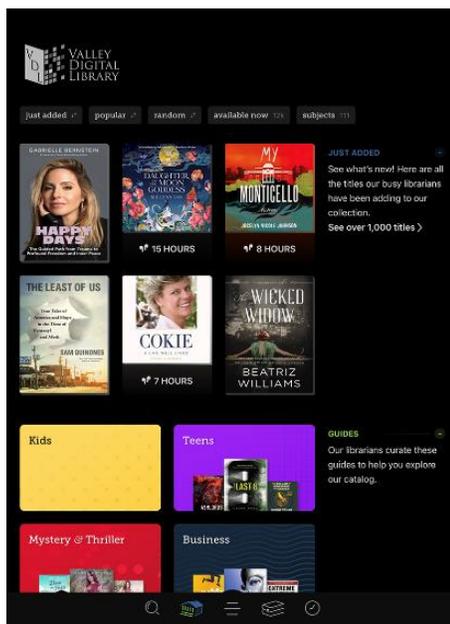
7. Here you will see your digital library card. It shows your card number, the number of items you can borrow at one time, as well as how many holds you can place at one time. You may also rename your card if you wish. Tap **Next**.



- You will have the option to link your Libby books to your Kindle account if you wish. Tap **Skip** if you don't want to do this.

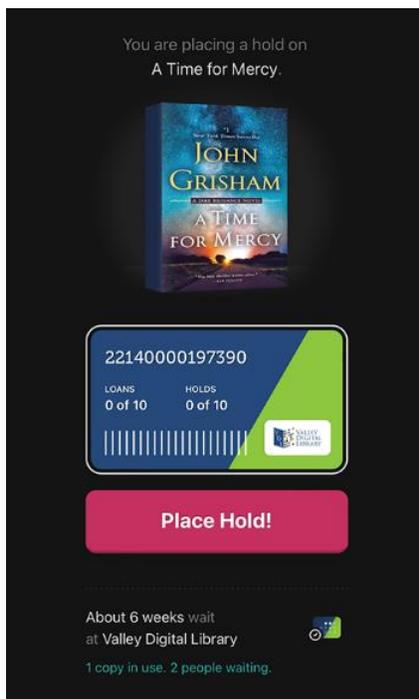
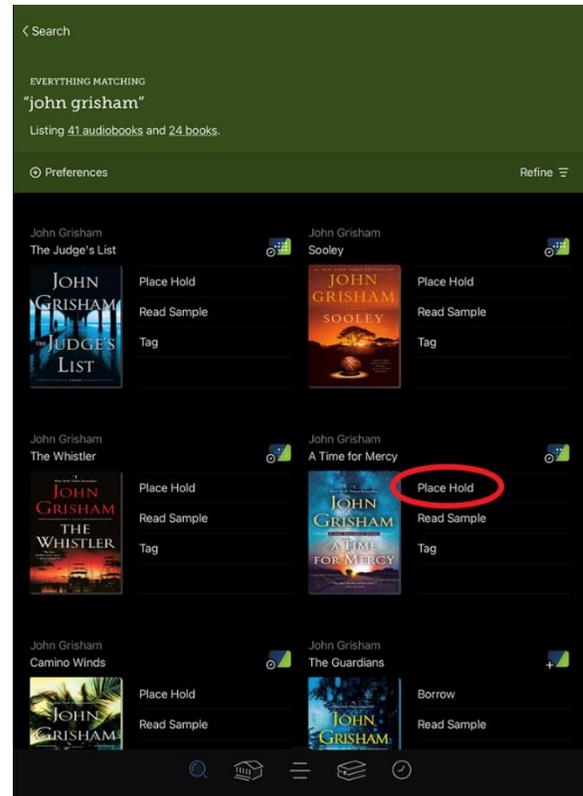


- This main page has suggestions and new releases for you to browse. If you want to search for a specific title or author, tap the magnifying glass icon at the bottom of the screen.



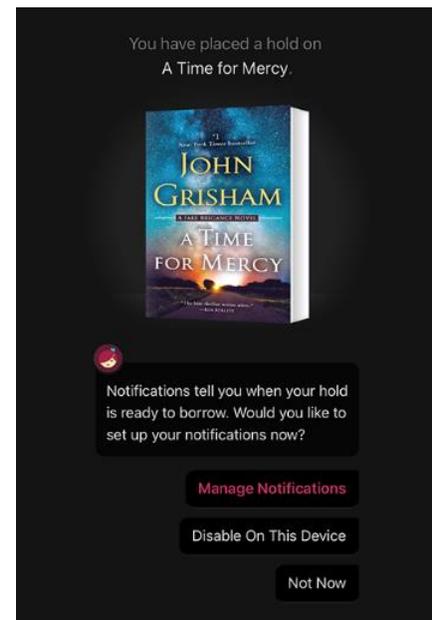
10. Once you have found a book or audiobook you want to check out, you will need to see if it is available or not.

a. If the book is currently unavailable, you will be given the option to **Place Hold**. This will put you on the waiting list and alert you when it is your turn to read it.

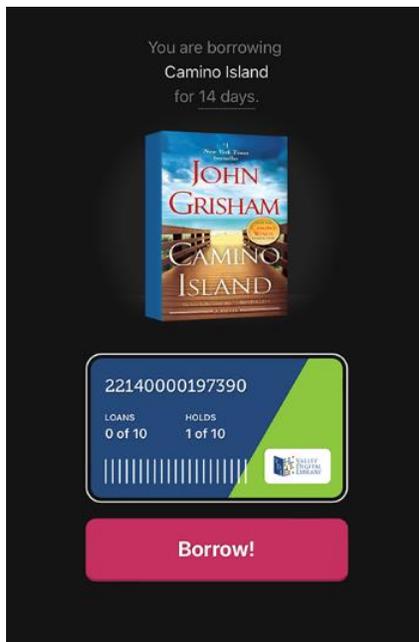
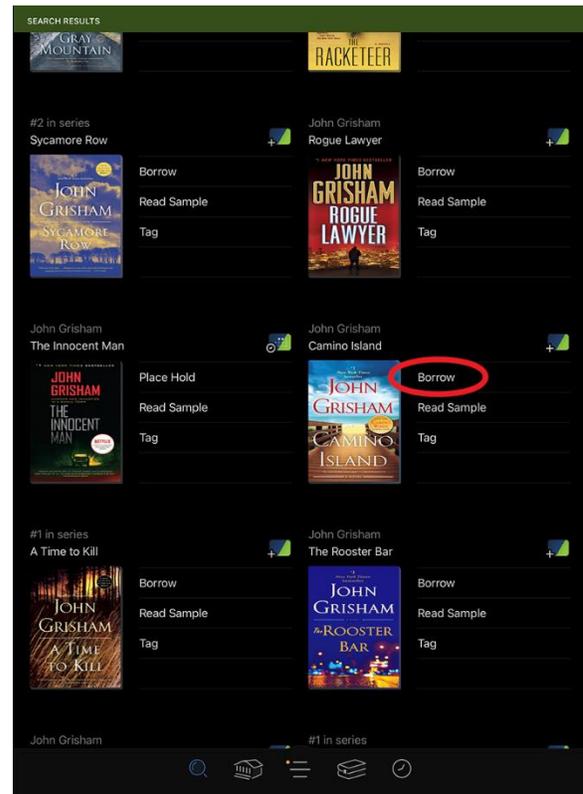


The next screen will show you how many people are in line ahead of you and an estimate of how long the wait will be. If you want to proceed, tap **Place Hold!**

On the confirmation screen, you can manage how the app will notify you when it is your turn to borrow the book by tapping **Manage Notifications**.

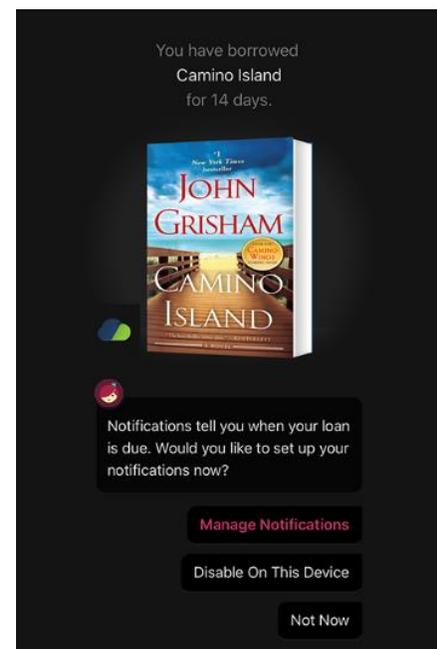


- b. If the book is currently available, you will be given the option to **Borrow**.

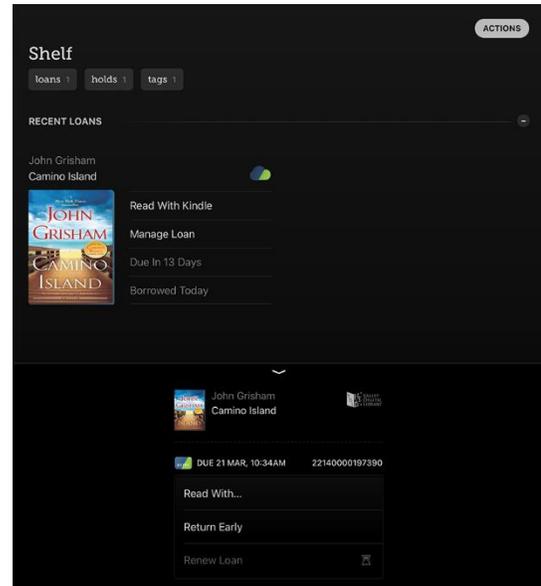
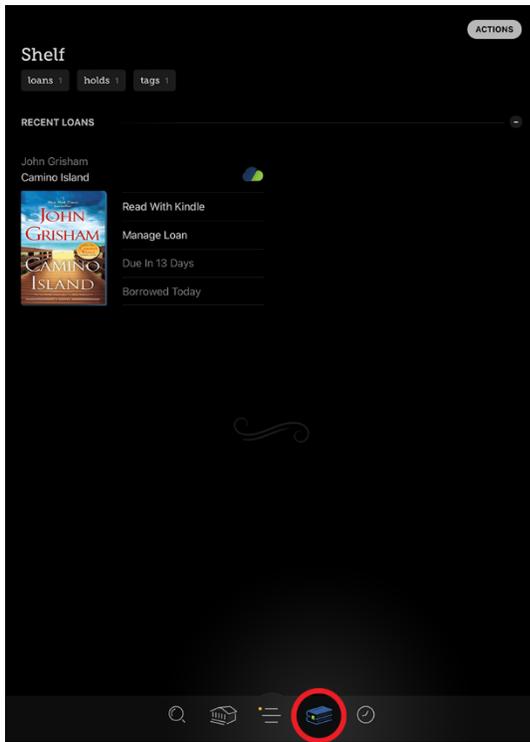


On the next screen, tap **Borrow!** to download it to your app.

On the confirmation screen, it will tell you how long you will have the book to read/listen to. At the end of the borrow period, the book will automatically be removed from your device, so there will never be any late fees.



11. To see the books you have borrowed, tap the book icon on the bottom of the screen to be taken to your Shelf. The books you have currently borrowed will be under **loans**. You can read/listen to them by tapping on them. If you finish one before your time is up, you can tap **Return Early** to go ahead and send it to the next person in line.



To see your holds, tap on **holds**. If you tap on a book, you can either **Suspend Hold**, which will skip over your place in line for a set amount of time (if you were going on vacation for example), or **Cancel Hold**, which removes you from the waiting list entirely.

