

# Getting Started With Libby



Sault Ste. Marie  
**Public Library**

[www.ssmpl.ca](http://www.ssmpl.ca)

*"One stop....endless possibilities"*

# What is Libby?

Libby is an app that allows you to access audiobooks, eBooks and digital magazines with your Sault Ste. Marie Public Library card.

## System Requirements

Devices that are compatible with Libby are:

- **Android** tablets and phones
- **Apple** tablets and phones
- **Windows, Mac, and Chromebooks (libbyapp.com)**

Note: libbyapp.com works best in up-to-date versions of Chrome, Safari, Firefox, and Edge.

## Setting up Libby

Begin by installing the Libby app on your device. You will find the free app in your device's app store.

### Pick Your Library

Libby will guide you through the setup process when you open the app. First, confirm that you have a library card when prompted.

First question: do you have  
a library card?

Yes    Not Yet

You will then have the choice of:

- Copying your information over, if you have already installed Libby on another device
- Searching for your library manually
- Having Libby guess the location of your nearest library

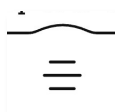
Make sure that you add either the **Sault Ste. Marie Public Library** or the **Ontario Library Service Consortium**.

## Add Your Card(s)

Once you've picked your library, you'll be prompted to **sign in with your library card**.

Select the **Sault Ste. Marie Public Library** from the drop-down menu, then enter your library card number and your PIN. Libby will now remember your login information.

You can add multiple cards, either from the Sault Ste. Marie Public Library or from other libraries with OverDrive access. Simply go to the **Menu** at the bottom of the screen, then **manage cards** and **add another card**.



## Find Books

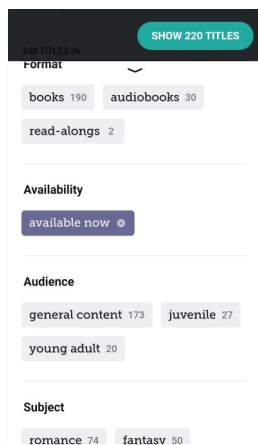
Scroll through the front page the Library tab to view newly-added books or look through various categories.

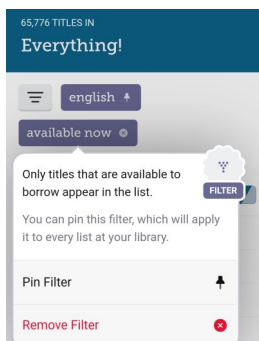
If you are looking for a specific book or author, use the search bar at the top of your screen.

Once you've pulled up your search results, you can narrow your search further.

Use the **refine** button to filter **this specific search** — for example, if you want to read a thriller or only want to look for currently-available books.

This will only affect the current search, and will reset the next time you search for a title, author or keyword. If you would like to save a search



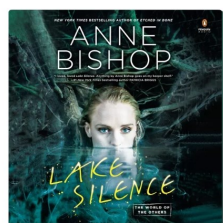


criteria for all future searches (such as every search looking for currently-available book), you can click on the criteria from the search results page, and select **Pin Filter**.

To find out more about a book, tap on the cover. This will bring you to a page where you can read a **summary**, read a

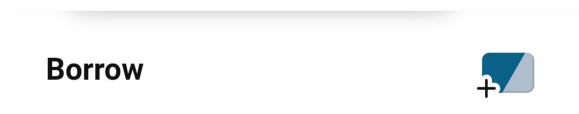
**sample**, and view other **formats** and other books in the series if applicable.

All **audiobooks** have a headphones symbol visible under the book cover. Any book that does not have the headphones symbol is an eBook.



## Borrow Books

When you're ready to borrow a book, simply tap on the **borrow** button, and then confirm that you would like to borrow the book.



The title will be checked out to you for **two weeks** and may automatically download depending on your device's settings.

From there, you can **open** the book, keep **browsing** for more titles, or go to your **shelf** to view all checked-out books.

# Navigate Libby

At the bottom of many pages on Libby are **search**, **library**, **shelf** and **timeline** links.



The **search** link will allow you to do a title, author or keyword search



The **library** link takes you to the collection, where you can search and browse for materials.



The **shelf** link takes you to all of the books you've checked out; this is where you read your materials. Your **timeline** can also be found here with a history of all Libby items you have checked out.



The **Menu** link is where you can add extra libraries or cards, change your download settings, or even contact support.

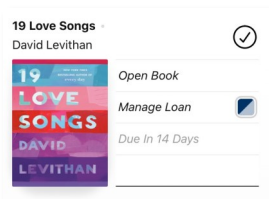


You can find your tags in the **Tags** link.

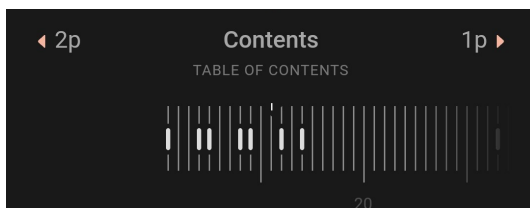
## Read eBooks

When you're in your **shelf**, you can read a book by tapping on its cover.

Tap on the right and left sides of the page — or swipe to the right or the left — to turn pages.



If you tap on the middle of the screen, you'll see a bar at the bottom that shows your progress in the book. Drag the bar to go forwards or backwards in the book. The **Contents** button will bring you to the table of contents.



At the top of the page, there are four buttons that help you navigate and customize your eBook further.



The **A** button, allows you to customize your text size, back lighting, use Dyslexia friendly font, etc.

Next is a **search** option that lets you search for a specific word or phrase within the content of the book.

There is a **bookmark** option as a dangling ribbon, allowing you to save certain sections of the book to come back to later.

Finally, there is a **bookmark menu**, which lets you view your bookmarks.

## Listen to Audiobooks

When you tap on an audiobook, you will be brought to a screen with playback controls.



You will have a **scroll bar** at the bottom of the screen that shows your progress in the book.

You can drag the bar to skip forwards and backwards, or swipe right or left through the middle of the screen. You can also click on the title of the book to navigate chapters through the table of contents.

Two small, rounded arrow buttons allow you to **jump** forwards and backwards by fifteen seconds.



At the top of the screen, you can tap on the **stopwatch** icon to change your playback speed. You can press on that icon and drag down to get even more precise options.

The **crescent moon** icon lets you set the audiobook to automatically turn off after a set period of time. Again, you can tap on the icon to see your options, or press and drag down to get even more precise ones.

Next to the crescent moon icon are the **bookmark** and **bookmark menu** icons, which lets you save a section of your audiobook to come back to later.

## Placing Holds

If all copies of a book are currently in use, you will not be able to check out a copy. In this case, a **place hold** button will replace **borrow**.

You will receive a notification when the book is available, and you will be prompted to check it out.

To check on the progress of your holds, navigate to your shelf and tap to view your **holds** at the top of the page. If you tap on the **calendar button**, you can see your place in line.



You can also **manage** your hold. This lets you easily cancel or suspend your hold. Suspending your hold means that you will still be on the list. When you are ready to receive a suspended hold, select **Unsuspend**.

**PLEASE NOTE:** Holds are automatically cancelled if they're suspended for 365 consecutive days.

## Returning Books

Your books will be automatically returned to the library on their due date, and you will lose access to them. However, you can choose to return them early. Navigate to your **shelf** and **holds**, tap on **manage loan** for the book you would like to return, and then tap to **return** the title to library.

## Renewing Books

You can renew a book within three days of its expiry date. Navigate to your **shelf**, tap on **manage loan** for the book you would like to renew, and tap to **renew** loan. If no one is on hold for the title, it will renew for 14 days.

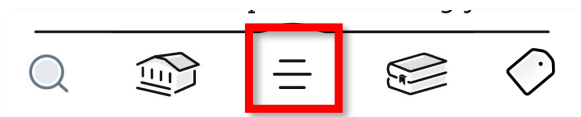


## Other Features

You can **tag** books on Libby, grouping them into lists. Libby automatically has tags for books you've borrowed, or you can create your own tag with emoji's or words.




If you need help, open the menu and select **Get Some Help** under **Help & Support**. From there, you can read through the official Libby help guides, contact customer support, or fill out the company's comment form.



## Backing up your data in Libby

The best way to back up your Libby data is to create a passkey. Passkeys let you securely store your Libby data in your device's password manager. Unlike passwords, passkeys use your existing device PIN or biometrics (like Face ID or your fingerprint) to verify who you are.

To create a passkey in Libby:

1. Make sure you're using the latest version of Libby by checking your device's app store.
2. In Libby, open the **Menu** . 
3. Under "Your Information," tap **Back Up Your Data**.
4. Tap **Create Recovery Passkey**. **Note:** If your device doesn't support passkeys, you won't see this option
5. Follow the prompts to use Face ID, a fingerprint, PIN, or another method to create the passkey.
6. Tap **Done**.

If you ever need to reset the app or install Libby on another device, you can use this passkey to recover your data.

## **Frequently Asked Questions**

### **What is my login information?**

To log in, you will need a **current** Sault Ste. Marie Public Library card number and your PIN. If you are unsure what your PIN number is, please contact the library and we can reset your PIN for you.

### **How long can I check out books for?**

The maximum lending period is two weeks. You may be able to **renew** a book for additional time, dependent on its availability.

### **How many books can I check out at once?**

You can check out ten at once and have an additional ten on hold, per card.

### **My shelf on Libby doesn't have all of the books I've checked out!**

Go to your shelf, then look for the **actions** button and **synchronize** your shelf. This will make sure that your device matches with your library account. Your books should now appear.

### **What about Kindle?**

Kindle eBooks are not currently compatible with our digital collection. You may see some references to Kindle

eBooks and devices in Libby; however, this is only available to American users of the app.

Please note that Libby is also incompatible with Kindle tablets running the Android operating system, including Kindle Fire.

## **I know you have an eBook but it's not showing up on Libby. Where did it go?**

Libby is only compatible with two specific file types: **Read** and **Listen** files.

While most of our online collection is available in one or both of those formats, there are some exceptions. In that case — for example, if a book is only available as a PDF — you will need to use a device to read the book.

You should also ensure that you're not accidentally **filtering** out some of the library's collection; see the section in this pamphlet on **finding books** for instructions on filtering and refining books.

## **I want to transfer my eBooks or audiobooks onto another device. How do I do that?**

Libby is only for borrowing and reading books. If you would like to transfer them onto another device (such as an eReader), you will need to use a computer with Adobe Digital Editions installed.



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