Libby

Start-Up Guide

Libby Q&A

What is Libby?

Libby is a free digital media service provided by the Jay County Public Library, in which you can download audiobooks, e-books, and magazines from our digital collections.

Where is Libby available?

Libby can be accessed through their website or the app. You can download the Libby app onto any device that has iOS 10+ from the Apple App Store or Android 5.0+ from the Google Play store. Visit the website at https://libbyapp.com in any web browser in order to use Libby on your desktop or laptop computer.

How many items can I borrow?

There is no limit! Due to popular demand, some items may have a waiting period to download, so a hold on the item will need to be placed. Items are automatically returned at the end of the loan so they are never overdue!

What do I need to set-up my account?

All you need is an active JCPL library card in good standing and your card's PIN number to either access the website or download the app to get started!

Where can I get help with Hoopla?

If you need further help after reading this guide, you can always visit or call the Jay County Public Library. Our staff would love to help you!

Library Address: 315 N. Ship St., Portland, IN 47371
Phone: (260) 726-7890

Library Hours

Monday: 8am - 8pm

Tuesday: 8am - 8 pm

Wednesday: 8am - 5pm

Thursday: 8am - 8pm

Friday: 8am - 5pm

Saturday: 8am - 1pm

You can also use Libby's Patron Support Service Website:
https://help.libbyapp.com/en-us/index.htm

Getting Started:
Account Set-Up in 3 Easy Steps

1 Visit Libby's website or download the app onto your device. Look for the Libby logo!


2 Have your library card ready! You are going to enter the full barcode number listed on the back of your library card. You are also going to need the PIN number that goes with your Evergreen account. If you do not have the PIN number or need a replacement card, please visit or call the library for assistance.
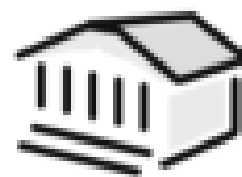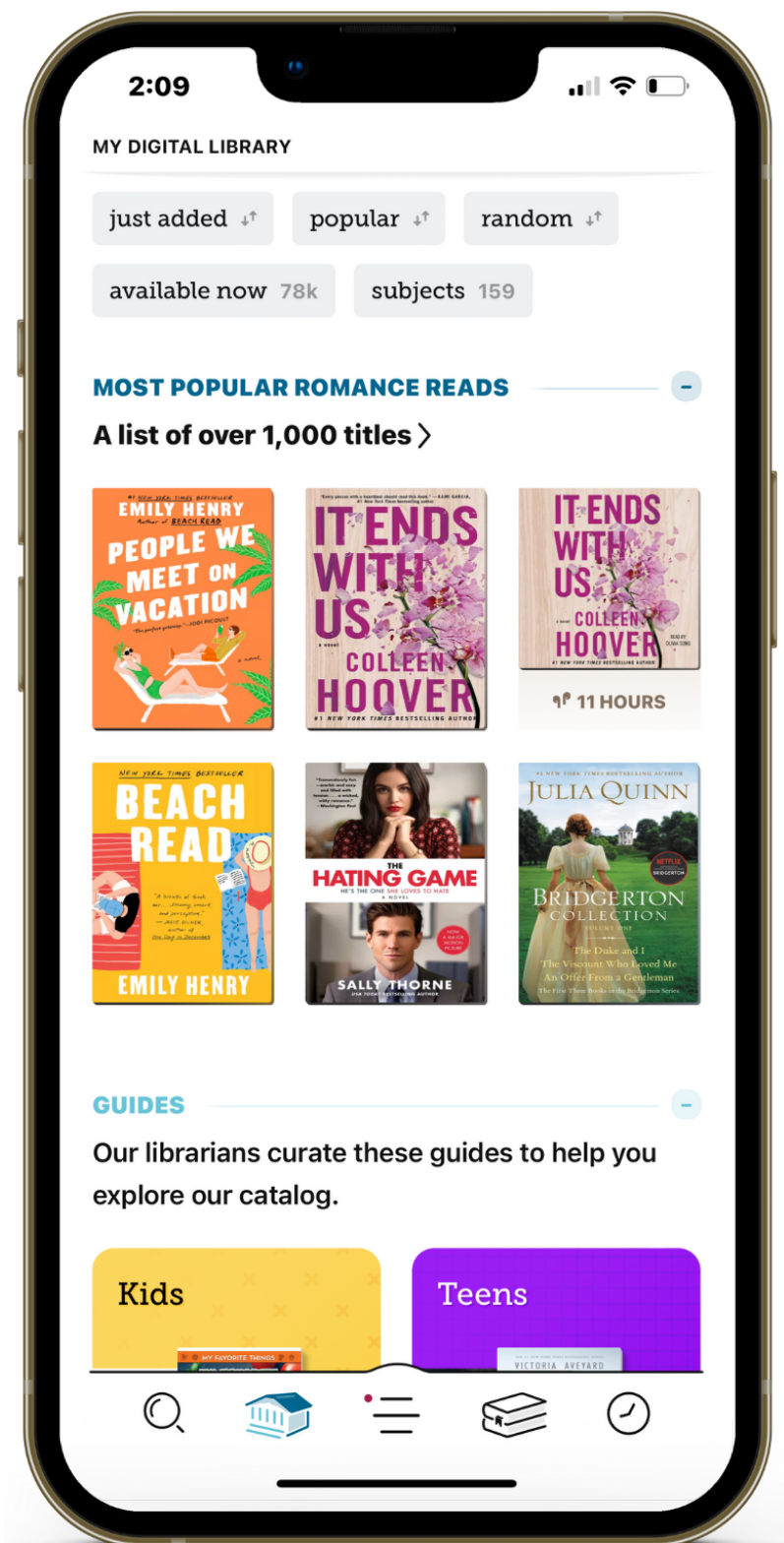
3 Next, you will need to create an account. Libby's help tool will appear and will walk you through the the set-up process. Just answer the questions and it will get everything done for you!

Navigating Libby

The first step in learning how to use *Libby* is learning the different icons and what they do. They are located along the bottom of the screen while in the app and on the website. The following examples will look the same across all devices and computers.
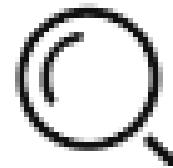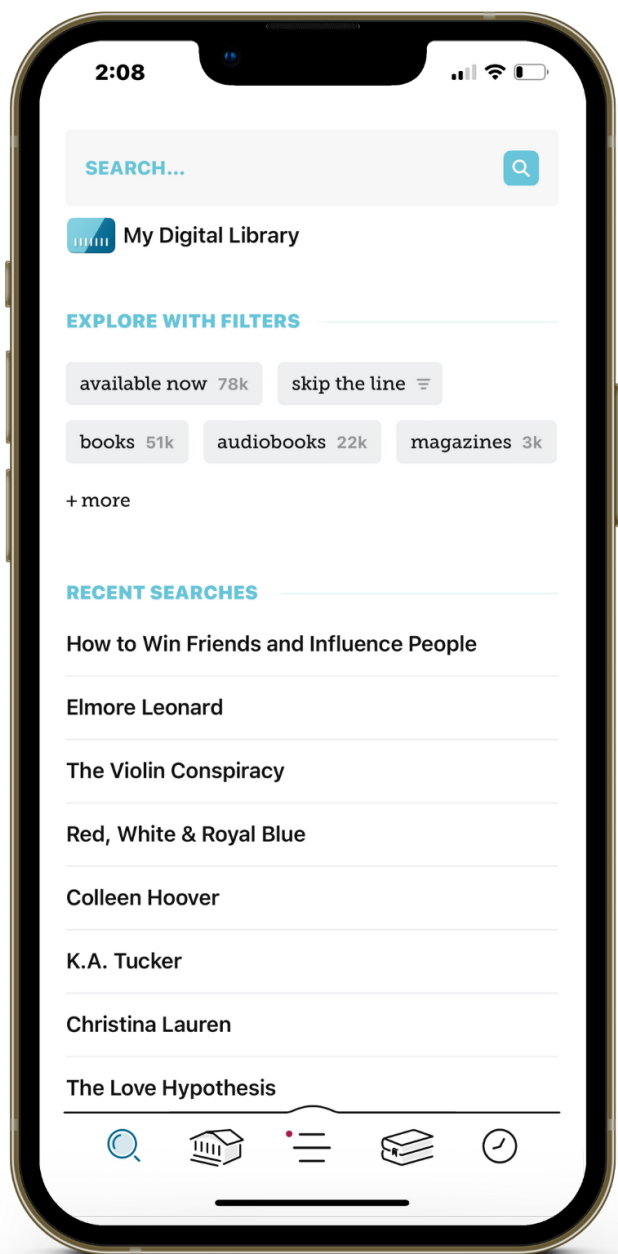
The magnifying glass icon is what you tap or click when you want to find something specific. Here you can search for an author (e.g. C.S. Lewis), a title (e.g. The Lion, the Witch and the Wardrobe), or a series (e.g. The Chronicles of Narnia).

2:09

just added ↓↑   popular ↓↑   random ↓↑

available now 78k   subjects 159

MOST POPULAR ROMANCE READS   −

A list of over 1,000 titles >

EMILY HENRY
Author of BEACH READ
PEOPLE WE MEET ON VACATION
A novel

IT ENDS WITH US
COLLEEN HOOVER
#1 NEW YORK TIMES BESTSELLING AUTHOR

IT ENDS WITH US
COLLEEN HOOVER
#1 NEW YORK TIMES BESTSELLING AUTHOR
🎧 11 HOURS

NEW YORK TIMES BESTSELLER
BEACH READ
EMILY HENRY

THE HATING GAME
HE'S THE ONE SHE LOVES TO HATE
A novel
SALLY THORNE
USA TODAY BESTSELLING AUTHOR

JULIA QUINN
BRIDGERTON COLLECTION
VOLUME ONE
The Duke and I
The Viscount Who Loved Me
An Offer From a Gentleman
The First Three Books of the Bridgerton Series

GUIDES   −

Our librarians curate these guides to help you explore our catalog.
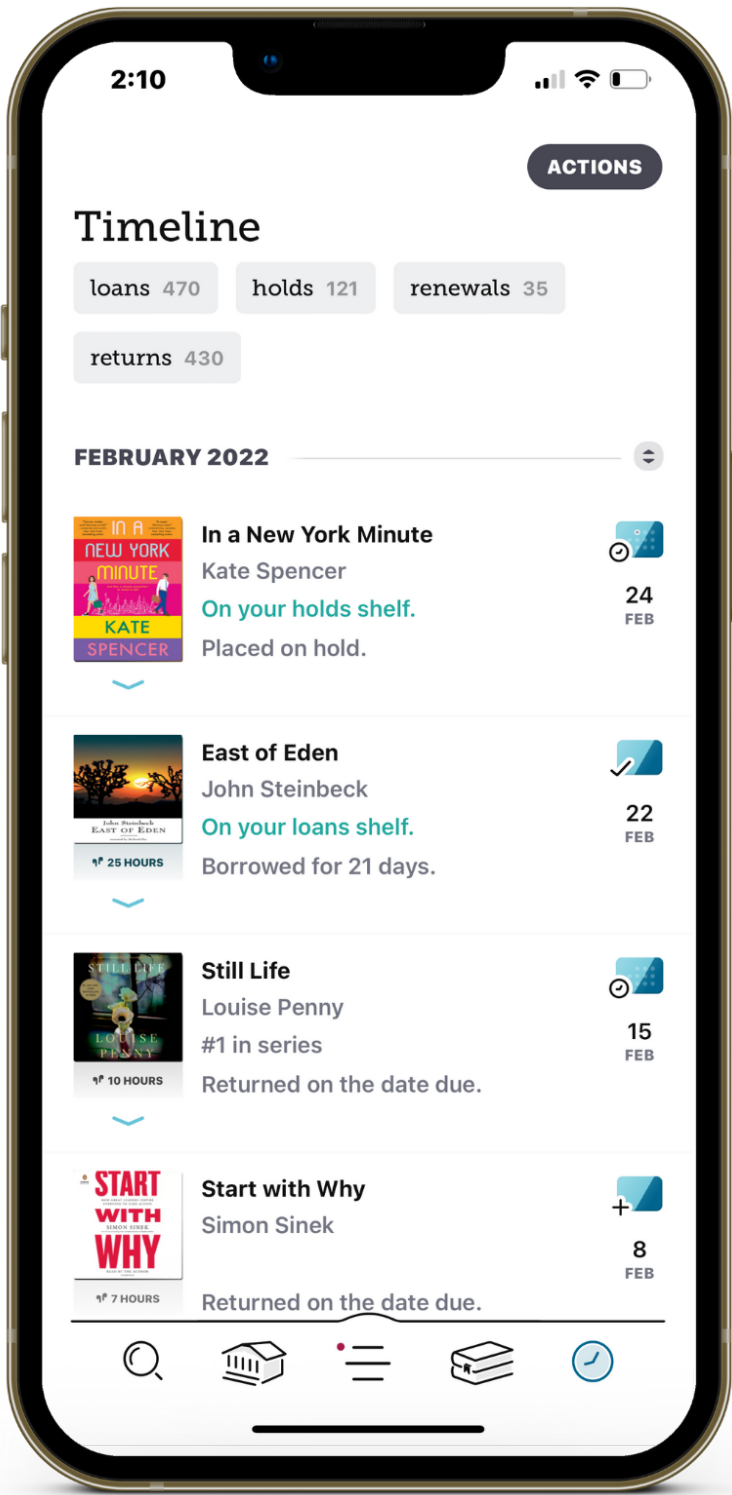
Kids

Teens

The house icon is what you tap or click when you want to browse your library's digital catalog. There are many different filters you can try out to find materials you are interested in. Give it a try and see what you can find!

YOUR LIBRARIES

Cuyahoga County Public Library

Digital Bookmobile Library

The Ohio Digital Library

CLEVNET

My Digital Library

Toledo Lucas County Public Library

Add Library   **6 Cards** +

HELP & SUPPORT

Get Some Help

Take Our Survey
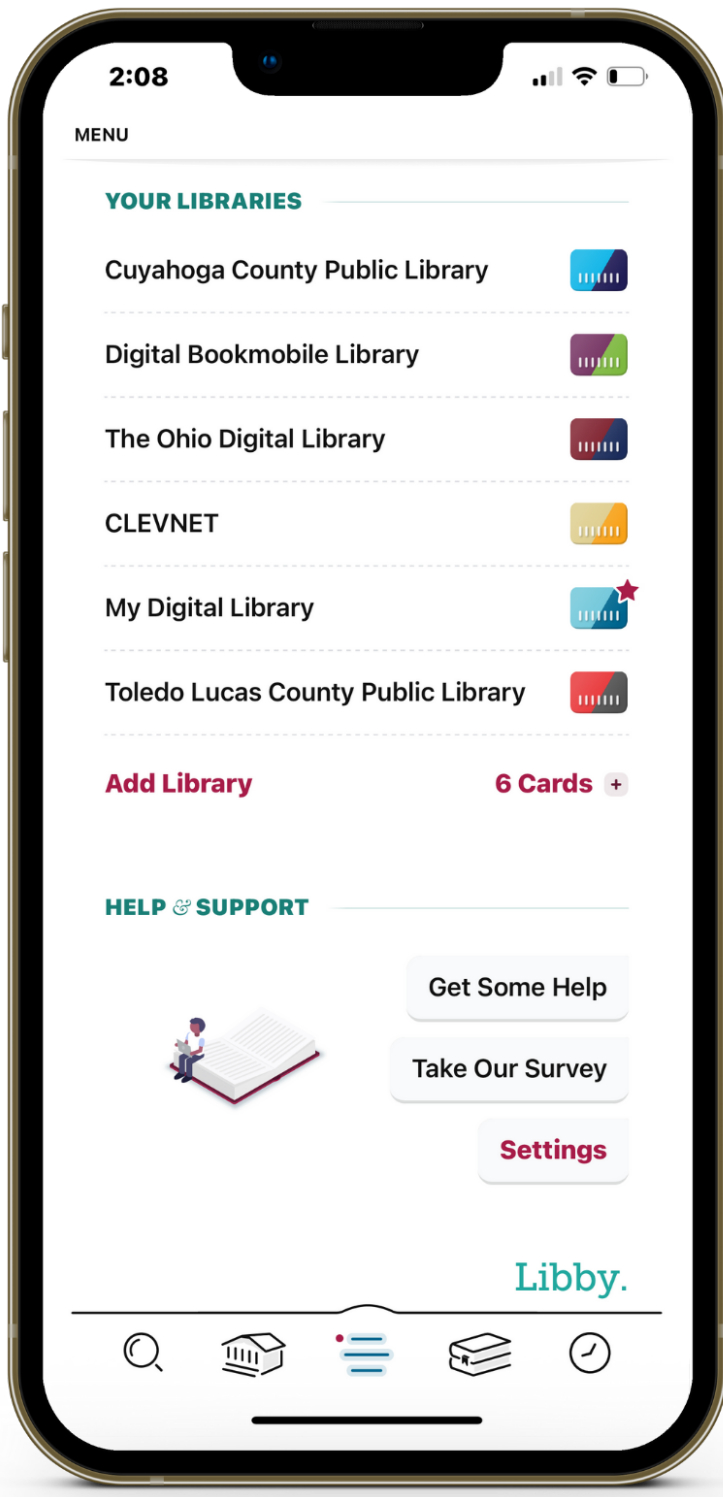
Settings

Libby.

The Libby menu icon is what you tap or click to access the menu in Libby. Within Libby's menu, you can add library cards, adjust your settings for accessibility features, notifications, language, and even turn on labeled icons for the navigation bar. You can also get some help when you have any questions or need to troubleshoot any problems.
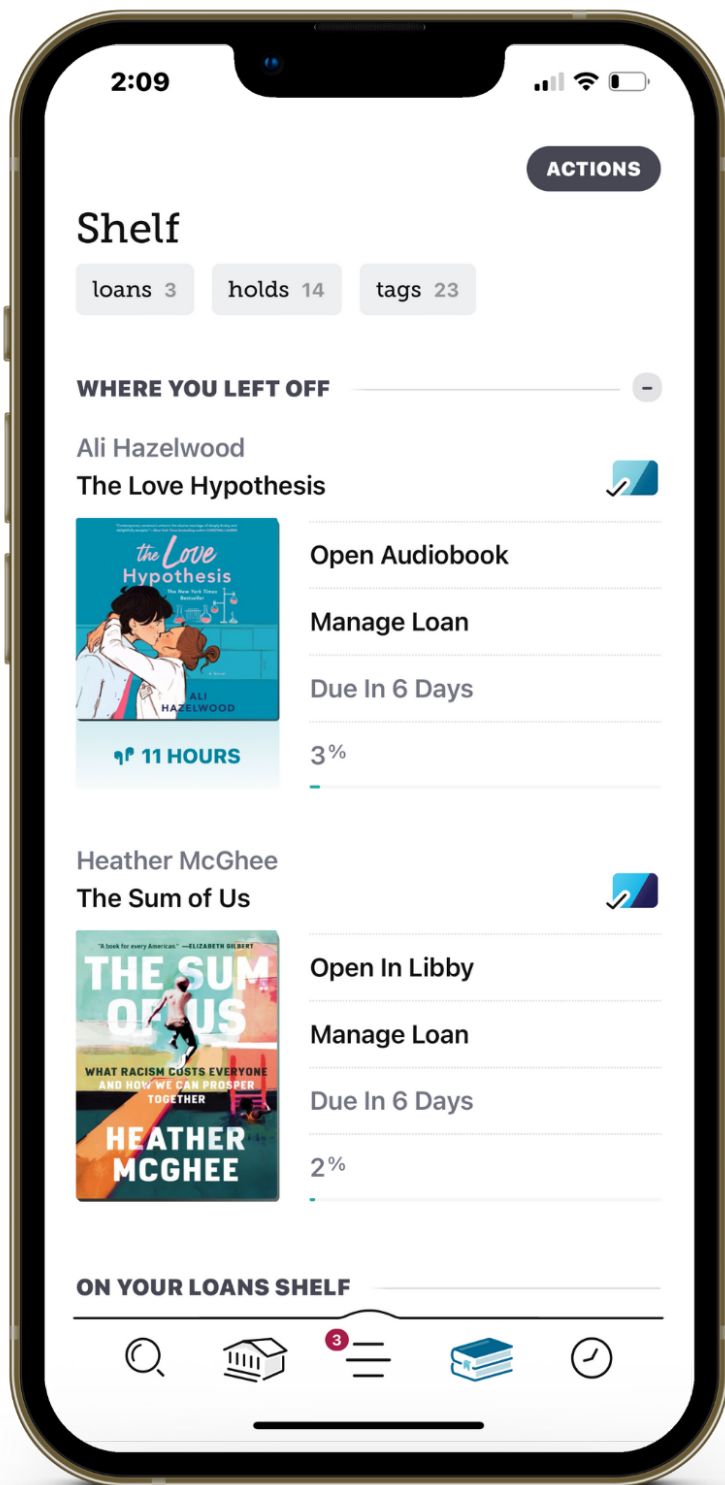
The shelf is what you tap or click to find all your loans, holds, and tags. On the main page of the Shelf, you'll find all your current loans organized by the last time you opened them. You can tap or click the Hold filter at the top of the page to find all the titles that you are currently on the waiting list for. With the tags filter, you can view any list that you create to keep books organized in the app.

Timeline

2:10

ACTIONS

Timeline

loans 470   holds 121   renewals 35

returns 430

FEBRUARY 2022

In a New York Minute
Kate Spencer
On your holds shelf.
Placed on hold.

24
FEB

East of Eden
John Steinbeck
On your loans shelf.
Borrowed for 21 days.

25 HOURS

22
FEB

Still Life
Louise Penny
#1 in series
Returned on the date due.

10 HOURS

15
FEB

Start with Why
Simon Sinek

Returned on the date due.

7 HOURS

8
FEB

The timeline is what you tap or click to view your reading history. This is a list of titles that you've borrowed, placed on hold, renewed, and returned broken down by month and year.

Downloading Materials

To have items download automatically:

Go to Menu > Settings > Change Download Rules to update your download settings.

Download settings
The download settings control whether titles are downloaded automatically right after you borrow them. You can choose Everything, Titles Under…, or Nothing.

Choose Titles Under… to automatically download smaller titles (usually books) but exclude larger ones (like graphic novels and audiobooks).

Tap the underlined 20 MB to adjust the title size you'd like automatically downloaded. Most books are under 20 MB, many graphic novels and magazines are more than 100 MB, and most audiobooks are more than 300 MB.

"Download Only On Wi-Fi" setting
The "Download Only On Wi-Fi" setting prevents loans from downloading on a cellular data connection.

To manually download items:

#1. Go to Shelf

#2. Tap loans at the top of the screen.

#3. Tap the Title status: Borrowed, tap to download button to manually download the title.

#4. Titles with a Title status: Borrowed, 100% downloaded button next to them are downloaded to your device.

Libby for Kindle

You can read most borrowed books with Kindle!

To send a book to Kindle and read it there:

#1. Tap Shelf.
#2. Tap loans at the top of the screen.
#3. Tap Read With....
#4. Tap Kindle. You'll be taken to Amazon's website to finish getting the book.

Note: If you're signed into your Amazon account, verify the "Deliver to:" device and tap Get Library Book. If you're not signed into your Amazon account, tap Get Library Book, and sign in.

Returning Kindle Books

You can return Kindle Books like any other book in Libby. If you'd prefer, you can return Kindle Books from Amazon instead:

#1. Go to your "Manage Your Content and Devices" page on Amazon.
#2. Find the title in the "Your Content" list, then tap more icon.
#3. Tap Return this book in the pop-up window.
#4. Select Yes to confirm and return the book.