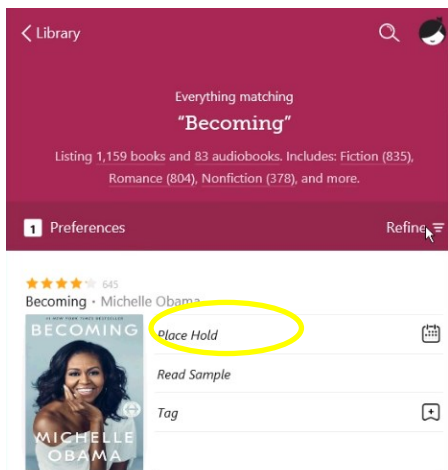


Much like a regular library, not all items are available right away. You may have to place an item on hold; *especially if it is new.*

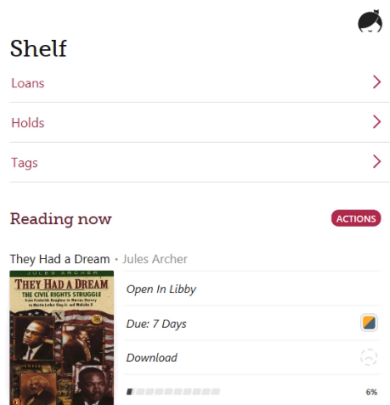
To place a hold on an item:

1. Search or click on the title you want and click “place hold” when you see this screen:



\*By clicking the icon next to “place hold” you can see how long the wait will be, how many copies are in the system, and how many people are waiting for the title.

Your shelf shows the items you are currently borrowing, your holds, and any saved tags you placed on other books



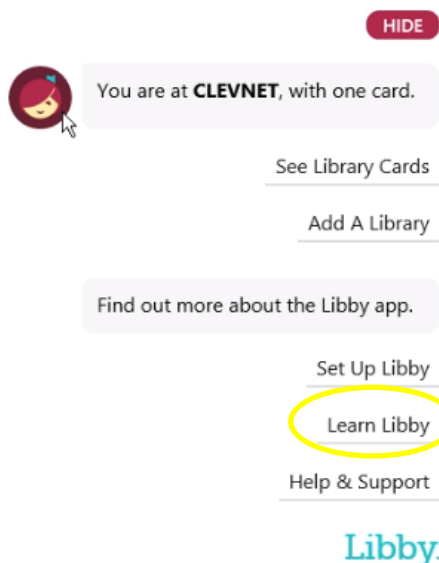
### Other tips and tricks about Libby

One of the greatest things about Libby is the “Learn Libby” option that has short guided tutorials on how to do a whole host of things while in the app.

To access this useful feature, click on Libby’s “head” from anywhere in the app:



This will take you to the following screen:



For more information on using the Libby app, go to the Digital Library page on our website [www.gunnlibrary.org](http://www.gunnlibrary.org) and look for the instructional video.

**You can also call your librarian for help!**

**Happy reading!!**



**This free app is available for Android, Apple, Windows, and Google devices**

**Gunn Memorial Library**

**5 Wykeham Road  
Washington, CT 06793**

**860-868-7586**

[www.gunnlibrary.org/digital-library](http://www.gunnlibrary.org/digital-library)





# Meet Libby.

## To install the app from your device's app store:

1. Search for "Libby" in the app store and install the "Libby, by Overdrive" app.
2. Open the app and follow the prompts
3. Search for Gunn Memorial Library. You'll be directed to this screen:



Welcome! Thousands of public libraries offer ebooks and audiobooks (for free!) in Libby. Let me ask you a few questions, to guide you to your library.

First question: do you have a library card?

Yes Not Yet

## 4. Add your library card

BACK



Enter your library account details. (If you need help, [get in touch.](#))

USERNAME / CARD NUMBER

If you don't know your username, try the number printed on your library card.

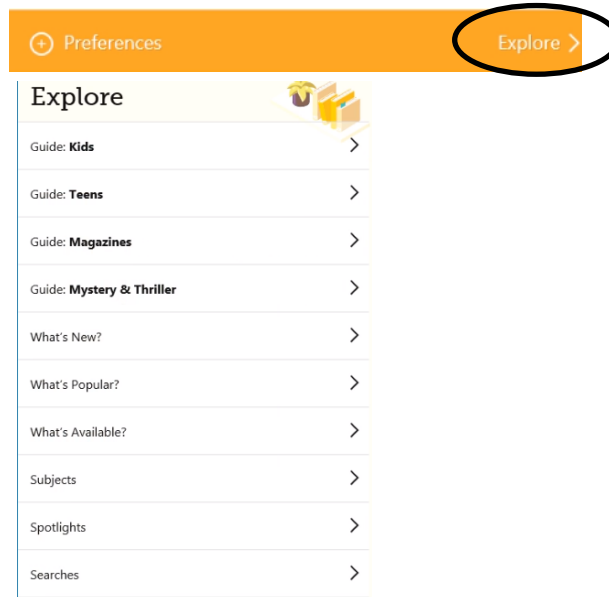
Next

5. You can begin searching for a book by entering a title, author, or keyword in the search bar at the top of your screen.

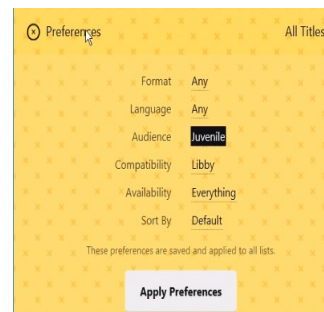
You can also search the app's Library by scrolling down to view the featured books, new books, and other categories.

Search For A Book...

You might also try exploring the catalog guides by clicking on the "explore" button at the top of the home page.

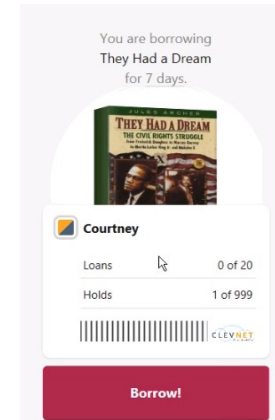


**Pro Tip:** By tapping the preferences button you can set the app to only show you the type of format you like, only available titles, etc.



## To check out a book:

1. Tap the cover of the book you wish to borrow. It will take you to this screen:

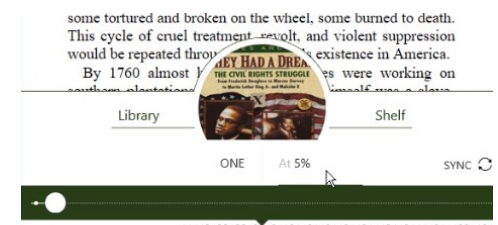


Tap

"Borrow." From there you can begin reading, keep browsing, or see what is already on your shelf.

**Note: if you have or prefer to read/listen to a book on your Kindle Device, it will ask you what format to download to.**

Once you open the book, you can track your progress, navigate around the book, or return to the main library



\*You can also adjust the reading settings for larger text and screen brightness by using the menu in the upper right side of your screen

