

DOWNLOAD APP FIRST TIME USE ONLY

Download the Libby app from the app store on your device—



1

Open Libby app—

- Select "Hi!" to get started
- Select "Find My Library"
If Libby guesses your library incorrectly
- Select "No..." then
- Select "No, I'll Search For A Library"
Search by Library name, city or zip code
- Click on your library


Hi!

2

Add your library card—

- Select "Add Your Card"
On the right side of the Ontario Library Service collection homepage
- Select West Grey Libraries from the drop down menu
- Type your CARD NUMBER in the appropriate box
- Select "SIGN IN"

3

DID YOU KNOW? You may add multiple library cards by selecting  from the Library side of your Libby app interface. Then select "Library Cards" > "Add Another Card"

Need more help with Libby?

Visit help.libbyapp.com
or contact us at

West Grey Public Library
519-369-2107

www.westgreylibrary.com
info@westgreylibrary.com

libby

One-tap reading app
from your library

3
steps

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3 Step Guide



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1

OPEN THE LIBBY APP

- Libby will take you to the 'Ontario Library Service' homepage
- If your library card is not linked to the app, please see step 3 of **DOWNLOAD APP** (on reverse side)

2

BROWSE | SEARCH

Option #1: Browse the collections in Ontario Library Service's homepage –

- Scroll down the OLS homepage until you find "Popular Collections"
- Select one of the genres or select "Explore our collections" to see more genre options
- View all results or add filters by tapping on your preferred format or genre(s)
Filtering options are underlined and listed by the number of items that match your search
- Select the ⊕ icon to set preferences such as availability, audience, and more

Option #2: Search Ontario Library Service's collection –

- Select "Search the catalog..." on the upper left of the OLS homepage
- Type the name of a title, author, or genre
- View all results or add filters by tapping on your preferred format or genres
Filtering options are underlined and listed by the number of items that match your search
- Select the ⊕ icon to set preferences such as availability, audience, and more

3

BORROW | PLACE HOLD

Option #1: Borrow a book–

- If a book is available right away, it will have a "Borrow" option next to it
- Select "Borrow" to get this book right away
- Select "Open Book" to begin reading
- Select "Go to Shelf" to view/access your loans, open a book, or send book to a device
- Select "Keep Browsing" to look for additional titles

Option #2: Place a hold on a book–

- If a book is not available right away, select "Place Hold" to be added to the queue
- Enter an email address to receive an email notification when the book is ready for you
- Select "Place Hold!"
- Select "Keep Browsing" to look for additional titles
- Select "Edit Hold" to make changes to your hold



CLICK TO ACCESS MANY FEATURES
Including Settings, Preferences, and Tips & Secrets!

**HOW TO
EXTEND
LOAN
PERIODS!**

The maximum loan period for eBooks & Audiobooks is 14 days.

If your loan period appears to be less than this–

- Select the underlined date before borrowing a book to extend your loan

**2-TAP
RENEWALS!**

1

TAP the cover of the title from your Shelf in the Libby app

2

TAP "Renew Loan"

You may renew a title 72 hours prior to the expiration time only if there are no other holds

HAPPY READING!