

# iOS (Apple) devices (e-book or Audio book)

Device used as an example for this instruction: iPad

## What do I need to start?

1. Apple ID – for app download
2. Valid Library Card (less than \$10 in fines)
3. Libby App

## Download Libby App on your iPad



1. Tap on App Store on your iPad.
2. In Search box, type in **Libby** and **Libby, by Overdrive** will show up among the result list.
3. Tap on **Get it** to install the **Libby, by Overdrive** App on your iPad. You may require to enter your password for your Apple ID. You should see the word **Open** next to the Libby App in your App Store screen once the App is on your iPad. And you should see the Libby icon on your iPad.



## Checking out e-Pub books or audio books

1. When you open the Libby app for the first time, there will be a question whether you have a library card or not. (Apply in person at any of our locations or online at <https://www.akronlibrary.org/account/library-card>)
2. Click **yes** or **Not Yet**. (This method demonstrates **yes**.)
3. If you chose **yes**, you have 3 options: Copy from other device; I'll search for a library; or Yes, guess my Library. (This method demonstrates Yes, guess my library.)
4. Akron-Summit County Public Library should come up on screen. Tap on **This is my Library**.
5. Tap on **Enter Library Account Details**.
6. Enter your library barcode and last 4-digits of your phone number in two slots coming up.
7. Tap on **Sign in**. You will see your card and you are now at the main screen of Overdrive/Libby collection of the library.
8. Browse collection for book by scrolling up. (Note: **Book Hot Picks** are popular books available immediately for 7-day and **EAudio Hot Picks** are for 14-day loan periods. No holds accepted on these.)

## How to Search

1. Tap on **Search**  **button** on the left of the Libby icon at the bottom. Search bar will show up on top of your screen.
2. Type in to search for any specific authors or titles.
3. You will see Place Hold icon  if the title is not immediately available or Borrow icon  if the title is available now. Tapping on those icons give you more information on waiting period or # of copies.
4. Selecting *Place Hold* will bring you to a screen to confirm placing hold and how many weeks to wait.
5. If the tile is available to check out, tap the Book Cover. You will see more description of the book.
6. Tap **Borrow**. Tap **Borrow** again on next screen.
7. You can set up notifications rule on next screen or skip it.
8. Tap **Open Book**.
9. Tap **Libby** to read in Libby App. The book should appear on your screen. Swipe from right to left to flip the pages.
10. Tap on **Bookshelf** icon  next to the Libby icon on the bottom of the screen to see what's on your shelf.

### ***How to Renew***

1. Tap on **Book Shelf** icon.
2. Select the **Renew** button under the title you'd like to renew. (Note: Renew icon will appear three days before the title expires.)
3. Choose an option for the length of the renewal (if available). Then, tap **Renew** again.  
Note: Any time left on your current lending period is canceled when you renew a title. If a title expires in 2 days and you renew it for 7 days, the new due date will be 7 days from the moment you renew.
4. After you renew the title, you'll see the new due date and options to open or download it.
5. If holds exist on the title, the Renew icon will be grayed out. Someone else has the book on hold. You'll see a **Place Hold** button instead, which means you need to wait to borrow the book again.
6. You'll be able to renew a book a few days before it's due. If it's too early, Libby will tell you how much longer you need to wait before you can renew it.
7. Sometimes you may not be able to renew a title as it is no longer in your library's catalog. This may happen because the book has expired or has been manually removed.

### **Return Early**

1. Tap on **Book Shelf** icon.
2. Find the title you want to return early.
3. Tap on **Manage Loan**.
4. Tap on **Return Early**. Then **Return**.

**Contact us with your questions at:**

[ehelp@akronlibrary.org](mailto:ehelp@akronlibrary.org)

or

330-643-9145