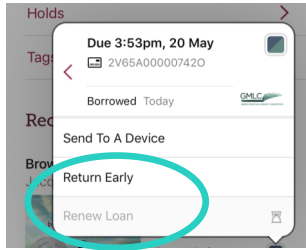
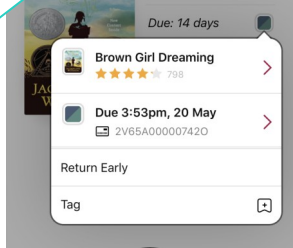
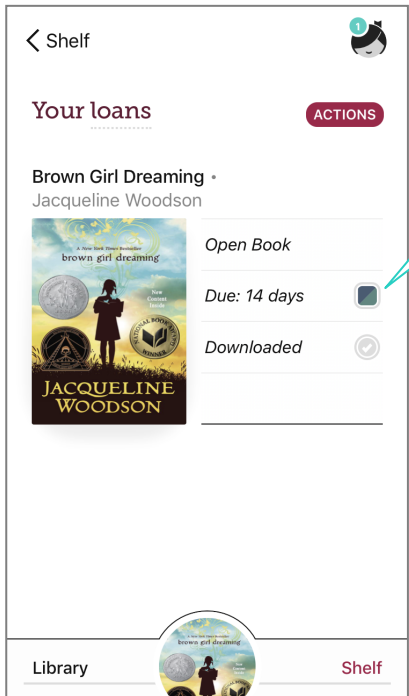


# RETURN & RENEW

**DUE DATE**  
Tap for return early option. Tap again to get the option to renew (available a few days before due date if it is not on hold.)



# LIBBY APP GUIDE

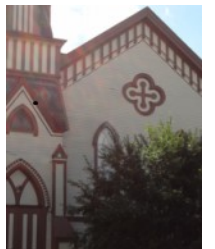
## BORROW AUDIOBOOKS & EBOOKS WITH YOUR LIBRARY CARD



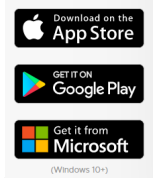
**MORE QUESTIONS?**

- Tap **Libby** icon for Help & more.
- Drop in or call for us for help.

**Richmond Free Library**  
201 Bridge Street · Richmond, VT 05477  
p: 802.434-3036 · e: rfl@gmavt.net www.richmondfreelibrary.org



## GET STARTED



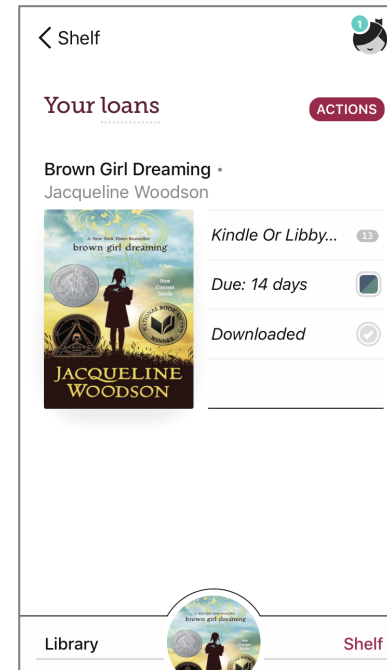
You can download the Libby app through the Apple Store, Google Play, or Windows Apps store. Search for "Libby, by Overdrive" and then follow the on screen instructions to download the app onto your device.

- Install the free Libby app from your device's app store. Compatible with iOS 9+, Android 4.4+, and Windows 10.
- Open the app and Libby will walk you through the setup process. It is easiest to find the library by selecting **I'll Search For a Library** and typing in the zip code.
- Tap **Green Mountain Library Consortium** and then tap **Richmond Free Library**.
- **Sign in.** To complete this step you'll need a valid library card and your password (your last name with standard capitalization e.g. Smith, McGregor, Ng-Howe). Tap **Sign In**.
- Tap **Next** to start finding a book.

### FORGOT YOUR PASSWORD?

You can reset your password by going to [rfl.kohavt.org](http://rfl.kohavt.org). Click on FORGOT MY PASSWORD on the right hand side. Enter your library card number in the Login field. You can also call the library at 434-3036 to reset your password.

## KINDLE

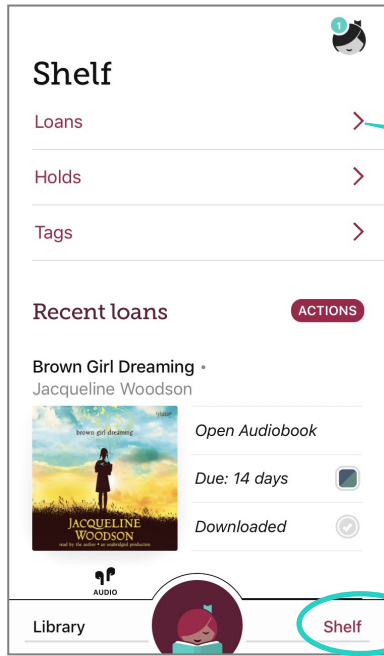


You can read an ebook on the **Libby app** on your device or send it to a **Kindle**.

### SENDING TO KINDLE

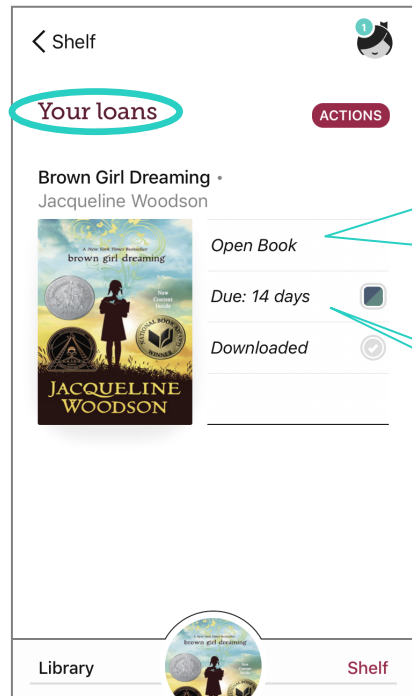
- Tap **Open Book**. Tap **Kindle**.
- You'll be taken to Amazon's website to finish getting the book.
- If you're signed into your Amazon account, verify the "Deliver to:" device and tap **Get Library Book**. If not signed in, tap **Get Library Book**, and **sign in**.
- You can return Kindle Books like any other book in Libby.
- If you'd prefer, you can return them on Amazon instead: Go to your "Manage Your Content and Devices"

# READ & LISTEN



**SHELF**  
Borrowed titles appear on your **Loans Shelf** and download to the app automatically so you can read them offline.

**TIP** **CAN'T FIND CHECKED OUT TITLES?**  
Make sure **all loans** is selected to see both audio and ebooks on your loan shelf.



**OPEN BOOK**  
Tap to start reading or listening.

**DUE DATE**

# NAVIGATE LIBBY

**SEARCH**  
Look for books by title or author.

**PREFERENCES**  
Adjust your filters (availability, format, language, audience and compatibility) and default sorting options.

**HELP**  
Tap for help, tutorials, add a library and more.

**EXPLORE**  
Browse by categories.

**BOOK COVER**  
Tap book cover for more information or to borrow.

**LIBRARY**  
Browse, search and check out books.

**READING NOW CIRCLE**  
Open what you were most recently reading (will show Libby icon if you're not currently reading a book).

**SHELF**  
View your loans, holds, and tags.

# SEARCH & BORROW

**SEARCH**

**ADVANCED SEARCH**  
Tap More Options.

**SEARCH RESULTS**  
Narrow by tapping on a link.

**REFINE**  
results by format, language, audience, compatibility, or availability.

**BORROW**

**LOAN PERIOD**  
Make sure to choose before you tap **Borrow**.

**BORROW**

**OPTIONS**

# HOLD

**PLACE HOLD**  
If a book is not available you can place a hold. You will receive an email when your hold is ready.

**WAIT TIME**  
Tap on the **calendar** to see how long until your hold time will be.

**TIP**

**SUSPEND A HOLD & KEEP YOUR PLACE IN LINE**  
A good option if you have too little time to read or too many books in progress.

- Go to **Shelf > Holds**.
- Tap **Manage Hold**, then **Suspend Hold**.
- Tap **Active**, then choose how long you'd like to suspend your hold.
- Tap **Update Hold**.

**“Deliver Later”** - When a hold becomes available for you, you'll now have the option to borrow it or have it delivered later. The "deliver later" option keeps you at the front of the wait list but passes that copy of the title to the next person in line. This feature gives you more control over your holds, so you can borrow and read titles when it's most convenient for you.

**TIP**

**AVAILABLE NOW**  
If you would like to find a book that is available right now, tap **Refine > Availability** and select **Available Now**