

How to download eBooks, eAudiobooks & eMagazines using Libby.





www.randolphlibrary.org

Search for **Libby** in our app store.

- Use Google Play Store for Android devices.
- If you have a Windows computer, Mac computer, or a Chromebook, you can use Libby in your web browser at libbyapp.com.
- Use the Apple App Store for Apple devices such as iPhones or iPads.

Then follow the instructions to install the app on your device. This app will allow you to access ebooks from Randolph County Library's Digital Depot.





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.

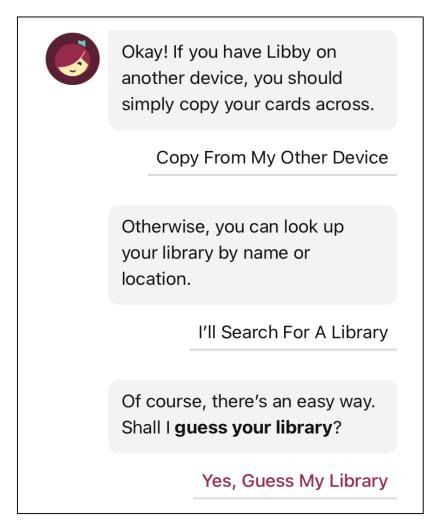
First question: do you have a library card?



Yes Not Yet

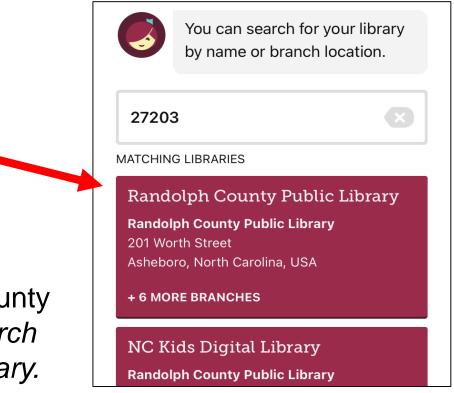
The first time you open Libby you will need to answer the first question to proceed.

Press the "Yes" button to be directed to the next page.

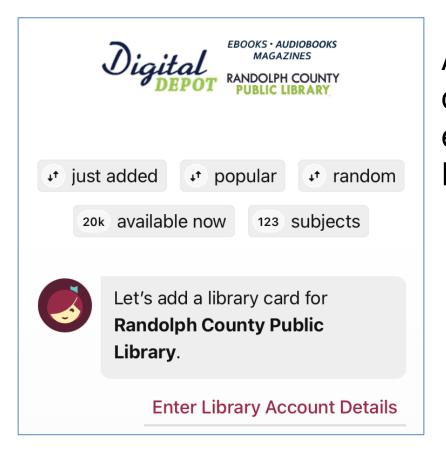


The next step is finding your library.

You can have them guess your library based on your current location or you can search by name, city or zip code.

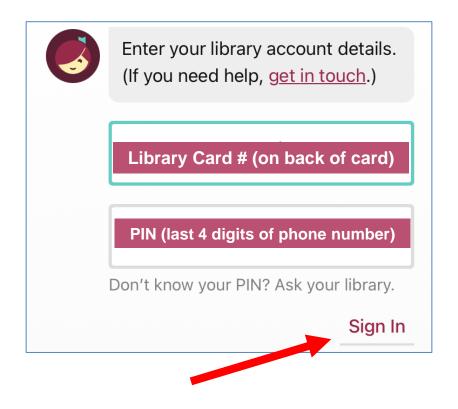


Make sure to select "Randolph County Public Library". The automatic search can sometimes pick the wrong library.



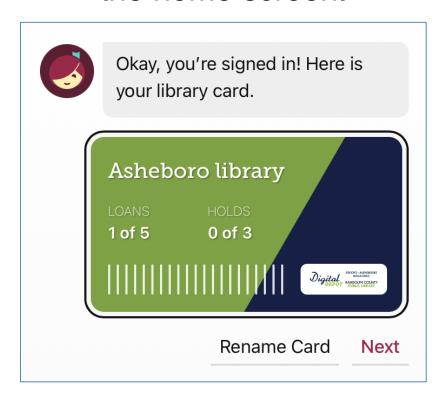
Students can sign in with their library card or their **REAL2** account using your Student ID#.

After you have successfully chosen your library, you will need enter your library card number and PIN to sign in.



*Students PIN is their birthday excluding the year (e.g. 03/12)

Select "Next" to continue to the home screen.



Searching

On the home page you can search for items using the magnifying glass at the bottom of the screen. In this example we are going to search for titles containing "go" in them.





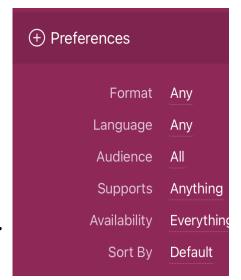
On the search screen, type "go" and press your Enter key to see search results.

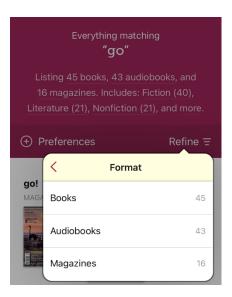


This shows all results in books, audiobooks, and magazines.

You can then refine your search based on your desired format.

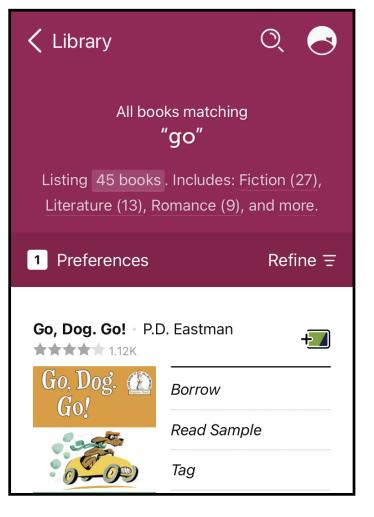
You can also add preferences to narrow your search.

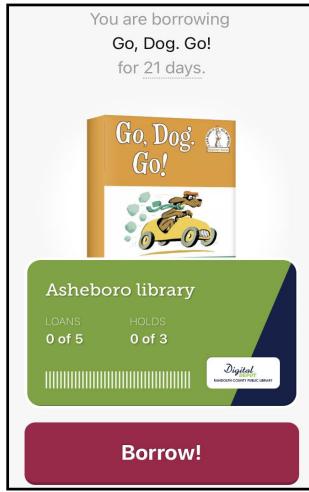


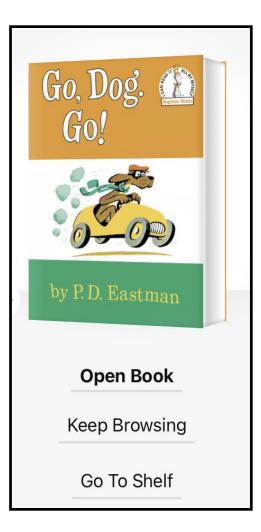


Reading e-Books

To read a book, search for a title you like and follow the steps to borrow and begin reading. You can return to the catalog if you are not ready to start the book and want to continue browsing.

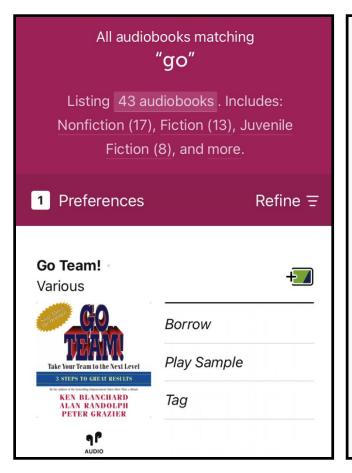


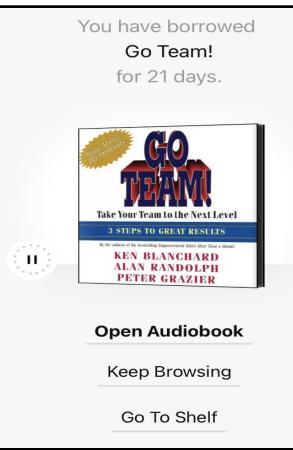


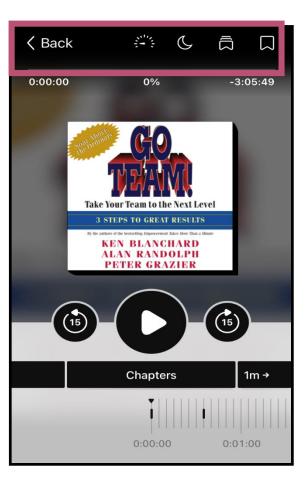


Listening to e-Audiobooks

Audiobooks are played strictly though the Libby app. You have several options when listening. You can select a sleep timer, playback speed, skip around by chapter and see the entire length of the item. Select **Back** to return to your library shelf and the catalog.

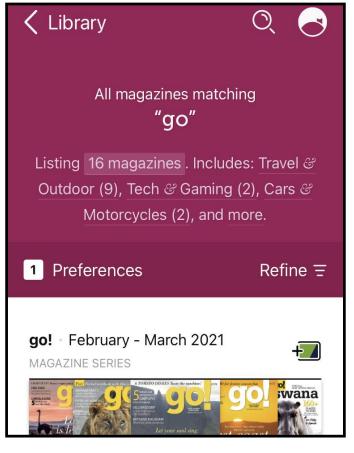






Reading e-Magazines

There is no limit on magazine checkouts. Search for a magazine you like and follow the steps to borrow and begin reading.



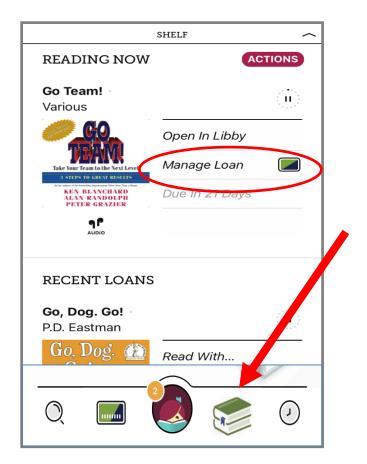


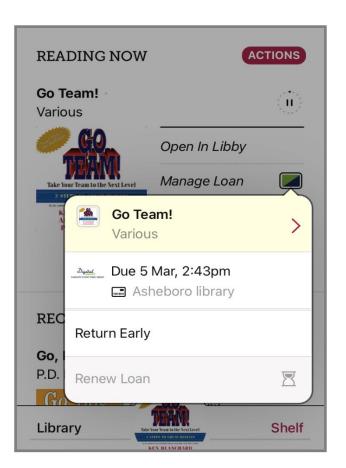


Returning Items

Items are automatically returned at the end of the checkout period. You do not accrue fines for digital materials.

If you want to return the book early, select the shelf button states at the bottom right to your Loans page. Click on **Manage Loan** to show the due date as well as the option to return your item early.





RANDOLPH COUNTY PUBLIC LIBRARY

You check out **5 items** at a time. Magazines are unlimited. The loan period is **3 weeks**. If you have not returned the books by the end of the loan period, they simply disappear from your device. No late fees! Renewals are available during the last few days of your loan as long as no other patron has put your item on hold.

If you need help, call the Library reference desk at 336-318-6803. You can also make an appointment to bring your device to the Library for free one-on-one assistance, or view our digital media at www.randolphlibrary.org/digitalmedia.html