

Libby Cheat Sheet



Getting Started





Download the Libby App on your mobile device or use Libby in your computer's web browser at libbyapp.com.


You can download Libby on the Apple App Store, Google Play Store for Android devices, and Amazon Appstore for Kindle Fire devices.

When you open Libby for the first time, follow the prompts to find your library and sign in with your library card number.




Navigating the App

Using the icons in the footer, you can:

- Tap  (**Search Icon**) to search for titles.
- Tap  (**Library Icon**) to open the library collection you were most recently browsing.
- Tap  (**Shelf Icon**) to see your loans, holds, and tags for all your libraries.
- Tap  (**Timeline Icon**) to see your timeline.


If you'd like, you can turn on labels for the footer icons. Go to  (**Menu Icon**) and tap **Settings**. Then tap **Customize Navigation** and turn on **Labeled Icons**.

How Do I Search For Something Specific?

1. Tap  in the footer.
2. Enter your search term (such as a title, author, or series name) in the search bar at the top.
3. Select a search suggestion (if available), or tap  to see all results.
4. After searching, you can sort and filter your results:
 - In a list of search results, tap  (Filter Icon) if you wish to apply filters to narrow down the results.
 - For example, you can sort results by publication date, or filter for format (book or audiobook) or current availability.
 - Adjust your filters and sorting options, then tap **Show Titles**.



How Do I Browse When I Don't Know What I Want?

Tap  (Library Icon) to find:


- Filters to browse new, popular, and currently available titles in the library's catalog.
- Curated lists that share a common theme, like summer reading books or autobiographies, for example.
- Featured titles (like Big Library Read) chosen by the library or by Libby.
- Guides that feature segments of the library's catalog, like kids' content, magazines, language-specific collections, and more.
- Extras, which are extra learning or entertainment resources from the library. This includes another access point to Kanopy, a video streaming service available to Tarpon Springs Library card holders.

How Do I Borrow Titles and Place Holds?

When you find a title you're interested in, tap it to see its details screen. Here you'll see a brief description, the title's format, the number of copies in the library, and more.

If the title is available, tap **Borrow**. On the confirmation screen, tap the loan period next to "Borrowing for..." if you want to change it to a different time period. Then, tap **Borrow** again to check out the title. If you change your loan period, that will be your default for future checkouts in this format.


If no copies are available, tap **Place Hold** to be added to the title's wait list. You'll receive a notification when your hold is ready to borrow.

You can see all of your current loans and holds on your Shelf ()

How Do I Save Titles For Later?


In Libby, you can tag titles that you'd like to save for later.

To tag a title, tap **Tag** while browsing the library or on a title's details screen, then select or create a tag.


To see titles you've tagged, go to your Shelf ()







How Do I Read An Ebook?

1. Tap **Shelf** () in the footer and then tap **Loans** at the top of the screen.
2. Tap **Read With...** to choose where you'd like to read the book (Libby or Kindle). Then start reading in Libby or finish sending it to Kindle. (If continuing to Kindle, you'll be taken to Amazon's website. If prompted, sign into your Amazon account. Verify the "Deliver to:" device and tap Get Library Book to finish getting the book.)
3. When the book opens in Libby:
 - Tap the center of the screen to dismiss the navigation bar and start reading.
 - Tap **A** (near the top of the screen) to change the font, adjust the text size, enable dark mode, and more.
 - You can also define words, highlight text, and add notes.

How Do I Listen To An Audiobook?

1. Tap **Shelf** () in the footer and then tap **Loans** at the top of the screen.
2. Tap **Open Audiobook**.
3. While listening, you can set a sleep timer, change the playback speed, and more.

How Do I Read a Magazine?

1. Tap **Shelf** () in the footer and then tap **Loans** at the top of the screen.
2. Tap **Open Magazine**.
3. Tap the center of the screen to dismiss the navigation bar and start reading.
4. While reading a magazine, you can tap the article button () to open and read an individual article.
5. Libby can also notify you about new issues of magazines:
 - You'll be prompted to create a "Notify Me" smart tag when you borrow or return a magazine. You can also use the steps below to manually create a "Notify Me" smart tag in Libby.
 - Tap **Shelf** () in the footer and then tap **Tags** at the top of the screen.
 - Tap **Actions**, then **New Tag**.
 - Name your new tag, add a description (optional), then tap **Create**. We recommend a name like "Notify" or "Magazines."
 - Select **Notify Me** when prompted about the type of tag you'd like.
 - Slide the panel down to close it and save your selection.
 - Libby will prompt you to add other magazines to this tag when you borrow or return them.
 - To choose how you get notified about new magazine issues, go to the Menu Icon () . Select **Settings**, then **Manage Notifications**, and update **Notify Me: Series**.