



# How to set up Libby

## Bolton Libraries' eMagazine service

### Using the Libby App

1. Download the Libby App from Google Play  for Android devices or the App Store  for Ipads and Iphones.

2. You will first be asked if you have a library card.

Click **Yes**.



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

3. You will then be prompted to search for you library.

Click **I'll Search For A Library**.

**BACK**

Okay! If you have Libby on another device, you should simply copy your cards across.

Copy From My Other Device

Otherwise, you can look up your library by name or location.

I'll Search For A Library

Of course, there's an easy way. Shall I **guess your library**?

Yes, Guess My Library

4. Type **Bolton** into the search box and chose **Bolton Libraries** from the list of matching libraries.

**BACK**

You can search for your library by name or branch location.

**MATCHING LIBRARIES**

**Bolton Libraries**  
Bolton Central Library, Le Mans Crescent  
Bolton, England, UK

**Southern Adirondack Library System**  
Bolton Free Library  
4922 Lake Shore Dr  
Bolton Landing, New York, USA

+ 36 MORE BRANCHES

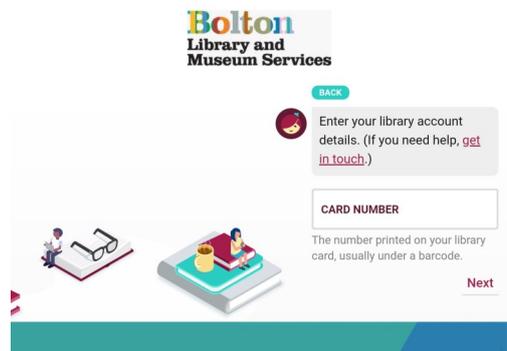
5. Click on **Enter Library Account Details**.



6. You will then be prompted to enter your **Card Number**.

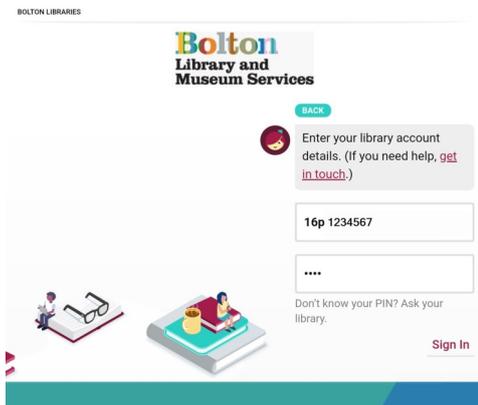
Type in your card number (remembering to add **16P** before the digits).

Click **Next**.



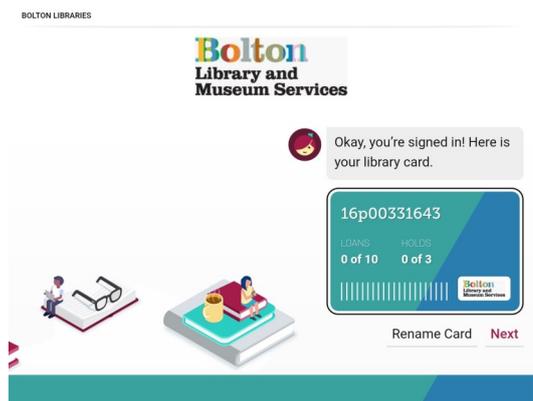
7. Now add your PIN.

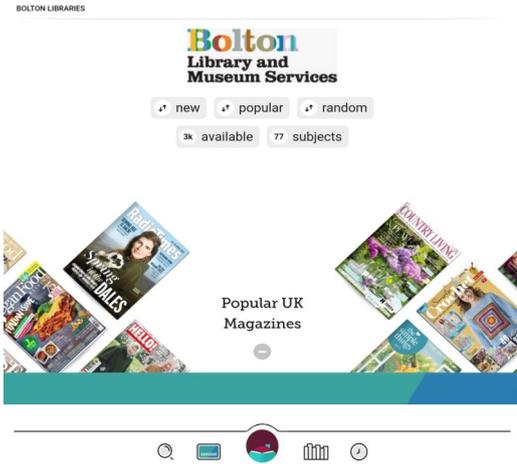
Click **Sign In**.



8. You're now registered with Libby.

Click **Next**.





- From the main screen, you can organise lists of titles that are **New** or **Popular**, or lists of **Random** or **Available** magazines.

There is also an option to view magazines by **Subject**.

- At bottom of the screen are a series of icons you can use to navigate the app.



Search titles



Return to main screen



Your account details

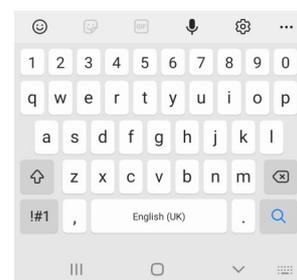


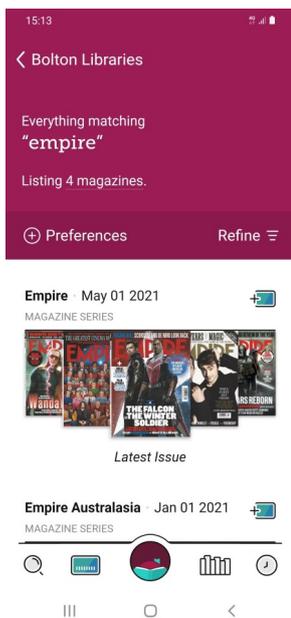
Your shelf of magazines



Your timeline of loans and returns

- You can search for magazine titles using the **Search** function.



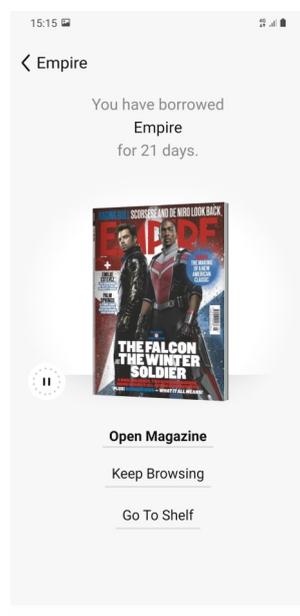
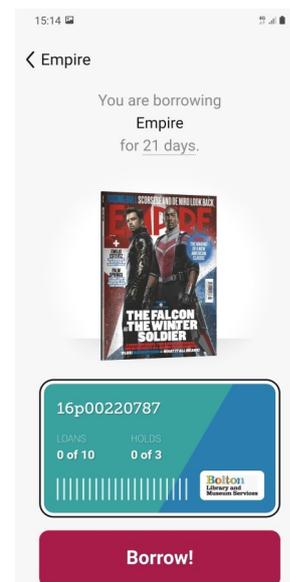


12. To select one of your search results, tap on the title or cover of the magazine.

13. To borrow or read the magazine, click **Borrow**.

You can also **Read Sample** or **Tag** the magazine for future reference.

Click **Borrow!** To confirm your selection.



14. To read the magazine, tap the cover or click **Open in Libby**.

At the next screen, you have the option to **Open Magazine**, **Keep Browsing**, or **Go To Shelf**.

Click **Open Magazine**.



15. You can browse the magazine by swiping left and right on the pages, or tap the page/swipe up or down to bring up the menu bar and page previews.



Zoom in on page



Change text size and contrast



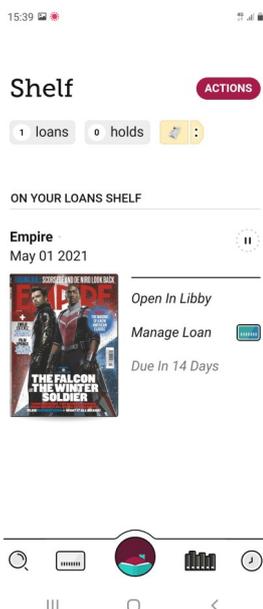
Search within the magazine



Add a bookmark

16. Tap a page to make it full screen.

Click **Read The Article** to make the article full screen.



17. Click on **Back** on the menu bar to show all the magazines you have on loan.

You can return any title early by clicking on the library card icon

