Get Books from **Libby** for

Windows 10

All you need is an Ocean County Library card (<$25 in fines), a Microsoft account, an email address and Internet access.

To read eBooks or listen to audiobooks on your computer, install the Libby App

1. On your computer, go to the Windows Store. Click in the search box and 'Libby.'
2. Choose 'Libby by OverDrive.' Click the 'Get' button, click the download arrow, then 'Launch.'

Next, create your Libby settings

The first time you open Libby, answer the questions that appear.
If you have Libby on another device, select 'Copy from my other device.'
If not, look up library by name or zip code. Select 'Ocean County Library.' At the next screen, select '**I'll Mostly Read in Libby**.'

Sign into Libby

Click 'Sign in With My Library Card.' Enter your entire library card number without any spaces. Click 'Sign In.' You will see a digital image of your library card.

Next, Search for, Check Out and Download Books

There are many ways to **find books**. One way is to view the book covers on the home page. Another is to browse Collections or Subjects. You can also click 'Search' at the top of the page next to the magnifying glass. Here you can enter an author's name, a title or a keyword.

To use an **Advanced Search**, click "Advanced" beneath the search box. Here you can narrow results by subject, date added to the collection, format (eBook or audiobook) language, audience, device compatibility, and/or availability.

If the book can be checked out, you will see the word 'Available' above the book cover. If there is a waiting list, you will see 'Wait List.' To get details about the book before checking it out, click the book cover. To add the title to your Wish List, tap the ribbon with a plus sign.

To check out the book, click 'Borrow.' Choose your loan period (7, 14, or 21 days), then click 'Borrow.' Click 'Read now in Browser'

If the title is unavailable, click 'Place a Hold,' enter your email address. You will receive an email when it is available.

To Read a Book

In the browser, to turn the pages, click the right page to advance and the left page to go back.

To access additional features, click the center of the page. This will reveal several options:

To bookmark a page, click the ribbon

To search within a book, change the font settings, view bookmarks, click the menu button.

To Return a Book:
Library eBooks and audiobooks are **automatically returned** at the end of the lending period. You don't have to worry about late fees. However, if you finish a book early or decide you no longer want it, you can return it to free up 1 of your 5 allotted checkouts and make the book available to other customers.

To return a book early, open the Libby app**.** Click 'Shelf' at the bottom of the screen. Click 'Loans,' then 'Manage Loan' beside the book that you want to return. Click 'Return Loan to library,' then click 'Return' again.

Other useful information—you can:
- **Check out** 5 items and **place holds** on 5 items at a time.

- **Renew books one time**. The Renew option will appear 72 hours before a title's expiration date. Go to your Shelf, tap 'Manage Loan,' then tap 'Renew Loan.' If there are existing holds on the item, you can still place a hold on the book.

- **Make a reading list.** You can tag books to read in the future to create a wish list by clicking on the ribbon icon, then tapping the picture of stacked books. You can also create new tags in the Libby app to make customized lists. Note: the titles you bookmark on the OCL OverDrive website are not currently synched to the tag list on the Libby app.

- **Cancel, edit or suspend your hold**. Tap Shelf, then 'Manage Hold' next to the cover of the book. Tap 'Cancel Hold,' then 'Cancel' to cancel. Tap 'Edit Hold' to change the email address where the hold notice is sent, check the box if you want your holds to be automatically checked out when they become available. To suspend a hold, tap the word 'Active' next to Hold State. Select the amount of time you wish to suspend the hold.

- **Limit your search to audiobooks.** Tap 'Preferences' on the OverDrive home screen. Next to the word Format, tap 'Any', then select Audiobooks from the drop down menu. Then tap the 'Apply Preferences' button.

- **Change the default setting for your lending period**. On the **ocl.overdrive.com** website, go to Account, then Settings. Under Lending Period, click on the number of days that you would like to borrow books in the future (7, 14, or 21).

For technical assistance, first, refer to the Help & Support page in Libby, where you can submit a question, report a problem or offer an idea. Or go to help.overdrive.com, which has answers to many common questions. If that doesn't resolve the issue, contact your local branch.