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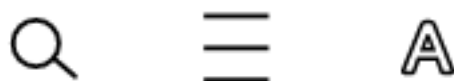
CNH 9/23

Reading and Listening

On your Shelf is a list of checked out items. Tap 'Open Book' or 'Resume' to start.

Open Book Resume

You can change pages by tapping on the left or right side. Tap the center to show the menus. You can adjust the font, skip to a chapter, and change other options at the top.



Renewing Or Returning

Items can be renewed 3 days before they are due as long as no one has a hold on them. Go to Libby and click "Shelf". Find the item you want and tap the cover to find the Renew options. If you can't renew the option is greyed out.

Renew Loan DUE IN 1 DAY >

Items automatically return themselves on the due date. You can return them early by tapping the cover and hitting 'Return'. Kindle items must be returned on Amazon.

Holds and Tags

If an item is not available, you will be given the option to put it on hold. You will get an email when it is ready. You can also use 'Tags' to keep track of books that you've liked or want to read in the future.

Frequently Asked Questions

Q: How long can I check out an item?

A: The default is 14 days for most items.

Q: How many items can I have?

A: The limit is ten items.

Q: Where can I check things out?

A: Anywhere in the world as long as you have an internet connection. You will need your own tablet or computer.

Q: Why do things have to be 'checked out' anyways?

A: Like physical books, we buy a certain number of digital copies and can only lend that many at a time. There are some free items under 'always available' that don't have limits and can be kept forever.

Q: Can I use multiple library cards?

A: Yes, you can log in with several cards.

Q: I also have a West Lafayette card. Can I use both download sites?

A: Yes! Just add them as an additional library on the app or visit their website.

Libby

Downloadable ebooks,
audiobooks, magazines



**INDIANA
DIGITAL
LIBRARY**



TIPPECANOE COUNTY
PUBLIC LIBRARY

Getting Started

TCPL is part of Indiana Digital Library to provide free eBooks and audiobooks online. An app, **Libby**, lets you use it on your mobile device.



Tablet, Phone, or Kindle Fire

If you are on a tablet or a smart phone, including a Kindle Fire, you can get the Libby app from the app store.

Kindle Paperwhite

You will need to be able to access the Libby website and Amazon.com on a computer or tablet, and have a Wi-Fi connection for the Kindle itself.

Find the Library

When you open the Libby app, you will be asked to find your library. It will suggest based on location or you can search by name. Then hit “Add your card”. You will need your card number and PIN.

Add Your Card 

Finding Materials

There are several ways to find materials. From the Indiana Digital Library home page, you can browse through new releases and popular items. You can browse by genre using the collections. The most popular show up on the first page, but you can explore the full set.

[Explore our collections >](#)

When browsing or looking at search results, you will see the covers of the different items. Libby carries eBooks, magazines, and audiobooks.




Items that are available have a ‘Borrow’ link, while items that are checked out say ‘Place Hold’.

Borrow Place a hold

Searching

You can search for a specific author, title, or subject. Click on the magnifying glass in the upper left. You can enter a general keyword search here. You also have the option for an advanced search by hitting ‘More’.

 Search the catalog...

[MORE](#)

Refining Results

Sometimes when browsing or searching, you get a lot of results. You can narrow these down using the Refine options, which show up at right side of the screen. Especially useful is the “Hide unavailable” option for when you want something right now.



Above the results, you also have options to show just eBooks or just audiobooks, or to include another genre to narrow results.

Item Information

Clicking the title or cover will bring up a detailed description. This includes a summary, reviews and awards, reading levels, and a sample that you can read online.

Starting from TIPCAT?

If you’re using TIPCAT, Libby items show up as “Electronic” books or audiobooks. There will either be a ‘borrow’ or ‘place hold’ button. Checking out works much the same way as it does directly through the Libby website.

Shelf

To view what other books you have checked out, tap the “Shelf” link at the bottom of the screen. This is where you can renew or return items, see holds, and change your preferences.

Borrowing

After finding an item you want, it only takes a couple of steps to download it.

Step 1: Click Borrow

When you click the ‘borrow’ button, you will be able to keep browsing, visit your shelf, or start reading immediately. Items you have checked out change position on the search screen.

Step 2: App

If you use the Libby app, you can start reading immediately! It will automatically download on Wi-Fi. Audiobooks may take a while to fully download depending on size. By default, Libby will not use your cell connection.

Step 2: Kindle

If you want to read on a Kindle, go to your shelf and click the cover, then choose “Send to Device”. When you click the Kindle option, you will be taken to Amazon.com. You must log in with the Amazon account linked to your Kindle. There will be a link in a green box that lets you choose which Kindle to send the book to. It will temporarily add this title to your Kindle library and the book will download over the wifi. You may need to tell your Kindle to sync or wait a few minutes for it to appear.

That’s it! You are ready to go. You can start reading immediately, or come back to find the item on your Shelf later.