

Borrowing eAudiobooks from BRIDGES for iPads, Tablets, & Smartphones

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iPads, Smartphones, Kindle Fires, and Android tablets can borrow eAudiobooks using the Libby, by Overdrive app from your App Store.

- The app can be downloaded for free.
- Please note: if you have the Overdrive app, that app will still work but it is being phased out.

Before you start borrowing books from the library you will need the following items:

- A library card from the James Kennedy Public Library
- The Libby, by Overdrive app installed on your iPad or tablet

Borrowing:

1. Make sure your Wifi is connected.
2. Touch the **Libby** app to open it
3. If this is the first time you've borrowed an item you'll need to link your library account with Libby.
 - a. When you open the app for the first time the app will prompt you with questions to get your account set up and linked to our library.
 - i. You will need to enter the number from underneath your barcode on your library card to get set up (they call this your library patron number).
 - b. Once done the app will take you to the BRIDGES homepage.
4. To locate a specific item or author, type the name of the author or the title of the book into the search box with the magnifying glass. All the results will come up.
 - a. Titles with the word "audio" and the icon of earbuds underneath the picture are eAudiobooks.
 - b. If nothing is listed underneath the picture then the item is an eBook.
5. To narrow the results by format, availability, etc. then touch on **Refine** on the right side of the header bar. Select your criteria and then the results will reload based on how you filtered.
6. For each item in the collection you can touch on the picture to bring up more information about that title. Under the author's name (or located to the right) it says either "Borrow" (then the item is available to check out) or "Place Hold" (then the item is currently checked out but can be put on hold.)
7. Touch on **Borrow** to check out the book. You will be brought to a new page to confirm the title you are checking out. Touch on **Borrow!** again to complete.

8. You should get a confirmation message that the item has been borrowed. Underneath the picture of the title you will be given the option to open the audiobook, keep browsing for more titles, or to go to your shelf.
 - a. If you want to find another book to listen to, repeat the steps above by touching on **Keep Browsing**.
 - b. If the book downloads immediately (you will see the circle next to the picture change to a checkmark) and you are ready to listen to it then touch **Open Audiobook**.
 - c. If you are done browsing and are unsure if the audiobook downloaded, touch on **Go To Shelf** to go to your bookshelf and view everything that you have borrowed.
 - d. In order to listen to the book you will need to download the book. Once downloaded you can listen to this book even when you are not connected to Wifi.
 - i. Next to the title of the item you just borrowed there will be either a circle or a checkmark. The checkmark means the item is fully downloaded.
 - ii. Touch on the circle to start the download. It will turn to a checkmark when done.
9. To listen to an audiobook on your shelf:
 - a. Touch on the picture of the book cover to open the book or touch **Open Audiobook**.
 - b. The controls for the audiobook (play, pause, stop, etc.) will show at the bottom of the screen.
 - c. At the bottom of the screen will be your options to return to the BRIDGES library (**Library**) or to go to your bookshelf (**Shelf**).
10. When at your shelf, touch on **Library** to return to BRIDGES to view your account or borrow more items.

To return an eAudiobook early:

1. Touch the **Libby** app to open it. You should be looking at your shelf.
 - a. If you're looking at the book you are reading then return to your shelf (see step #9 above).
2. Next to the title you want to return, touch **Manage Loan**. Then touch **Return Early**. Then touch **Return!** to confirm.
3. Once returned, the book will delete from your shelf and return to BRIDGES.