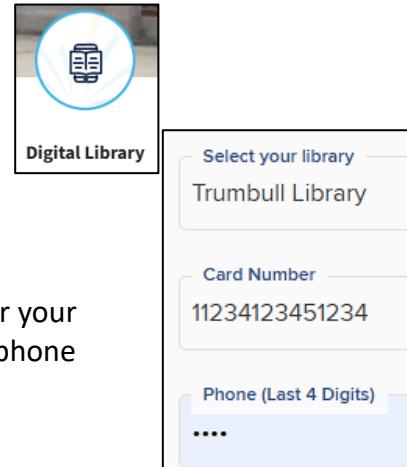




On your computer:

Start at www.trumbull-ct.gov/Library and click on the *Digital Library* button.



Click on *Libby* to expand the page section, and then click the link listed under *“Or log into the collection online.”*

On the Welcome screen, “Trumbull Library” should already be selected. Enter your 14-digit library card number, and 4-digit PIN (usually the last 4 digits of your phone number). Click *Sign in*.

Finding/borrowing items:

To Search: Enter a title/author in the search box at the top of the page.

To Browse: Click *Subjects* to browse by genre, or *Collections* to browse by item format.

If a book is available to borrow immediately, it will display a link saying *Borrow*. Click that link, then click the second *Borrow* link that comes up, and the book will be in your account for 21 days.

For **Ebooks**, you can choose how to read them:

- *Read now in browser:* The book will open in a new browser tab, and you can click through the pages with your mouse.
- *Read now with Kindle:* This takes you to an Amazon log-in page, where you can have the book added to your Kindle.

For **Audiobooks**, click *Listen Now in Browser* and it will begin playing in a new browser tab. You can pause, rewind and fast-forward by clicking the on-screen buttons with your mouse.

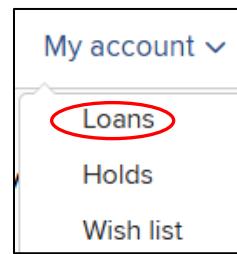
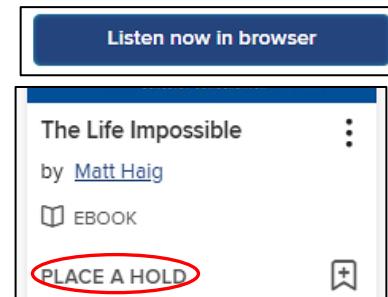
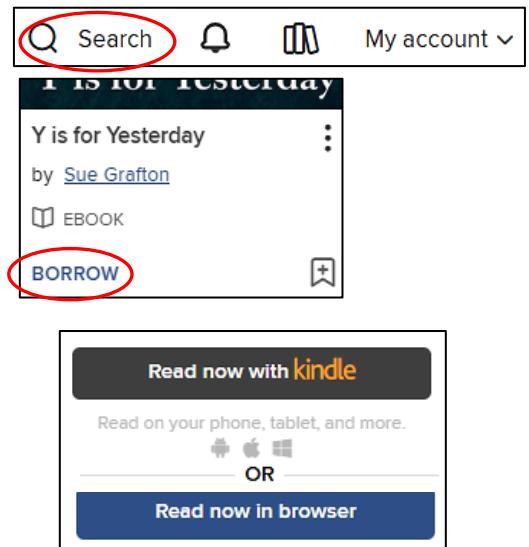
If a book is **not** available to borrow immediately, it will display a link saying *Place a Hold*. Click the link to be added to the waitlist, and enter your email address to be notified when it's available to borrow.

Seeing what you have borrowed:

Whenever you want to read one of your books, or see all the books you have currently borrowed, click *My Account* at the top right, and then click *Loans*.

Downloading ebooks & audiobooks:

To download items for reading/listening offline, you'll need to use the Libby app on your phone or tablet. See the other side of this handout for directions.





On your phone/tablet:

Search for and download the **Libby** app from the **Apple App Store** (iPhone), **Google Play Store** (Android) or **Amazon App Store**. Open the app and follow the steps below:



Using for the first time:

- Tap *Yes, I Have A Library Card*.
- Tap *Search For A Library* and enter “Trumbull.”
- Tap *Library Connection, Inc.: Trumbull Library*.
- Under the box saying “Add a library card for Library Connection, Inc.”, tap *Sign In With My Card*.
- Tap on *Trumbull Library*, then tap on the box saying “Card Number,” and enter the 14-digit number from the back of your library card. Then tap *Next*.
- Enter your 4-digit PIN, which is usually the last 4 digits of your phone number. Then tap *Sign In*.
- The app will display an image of a library card showing your number. Tap *Next*.
- If you have a Kindle and want to read your books with it, tap *Yes, I Read With Kindle*. Otherwise, tap *Skip*.

Using the app again later:

When you open the Libby app, you will automatically be logged in.

Finding/borrowing items:

To Search: Tap the magnifying glass icon at the bottom and enter a title/author.

To Browse: Click a category on the homepage.

If a book is available to borrow immediately, it will display a link saying *Borrow*. Tap that link, then tap the second *Borrow* link that comes up..

Next, you'll see a link with options for reading the book. If the book is only available for the Libby app, you'll see a link *Open in Libby*. Tap that link to open the book and start reading. If the book is also available for Kindle, you'll see a link *Read With*. Tap that link to choose which app to read the book in.

If a book is **not** available to borrow immediately, it will display a link saying *Place Hold*. Click the link to be added to the waitlist, and enter your email address to be notified when it's available to borrow.

Seeing what you have borrowed:

Whenever you want to read one of your books, or see all the books you have currently borrowed, click the book icon at the bottom of the screen, which will take you to your **Shelf**.

Downloading ebooks & audiobooks:

When you borrow items using the app on your phone or tablet, ebooks and audiobooks are automatically downloaded, so you can read/listen offline.

