

Place a Hold:

Tap on the cover of a title at the bottom of the title it will say Place Hold. It will also tell you how long of a wait it is. When you Place Hold, it will say Hold placed and your spot in line. You can keep browsing, search similar titles, or Go to Shelf.

Manage a hold:

Tapping on Shelf which is the stack of books at the bottom bar. It says holds on top, tap on it. It will show you which items you have on hold. Next to the image tap on Manage Hold. A window will appear that says delivering later or cancel hold. Tap on the one you prefer.

Returns & Early Returns :

Items are automatically returned on their due date and there are no late fees. To return a title early, tap on My Shelf. In loans, right next to the item cover, tap on Manage Loan and Tap on Return early. A message will appear that says Returning “title” and shows you where. Underneath the library card in a box it will say Return Loan. Tap on Return Loan. A message will then appear that says the title of the item and “Returned. Thanks!” Go to shelf or find your next read by tapping on Similar Titles.

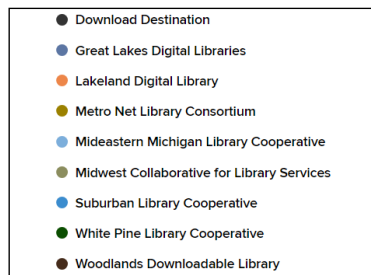
Renewing:

If a title does not have holds, you can renew as many times as you’d like. You will have the option to renew within three days of its due date.

Partner Libraries:

You can now use your Up North card to borrow titles from 9 other libraries. In the home (three lines) at the bottom bar tap on add library, and search the name of our partner libraries. Once you found the correct library, it will change to their screen and tap on sign in with my card. It will say partner libraries and show UNDC– Jordan Valley District Library with your name. Tap on card number and enter your barcode and enter your last name in all capitals. You will receive a “Okay, you’re signed in! Here is your library card message. Tap next and you can start using the partner library.

- Once you have connected all of the partner libraries. In the home section you can go back and forth between the libraries to find material. The star next to the library name will tell you which Library you are currently in.



- If a title or author is not in one library, please make sure to check the other libraries catalogs. Also if a book is on hold, if you tap on the calendar, it will show you if other libraries have it and you can put a hold on the book with the lowest checkout or if its available with no hold time. Another new feature is if a book you are reading is part of a series. On top where it says # in series. Tap on that, and it will show you the rest of the series and if other libraries have them available, so its easy for you to now continue a series.

Q/A

I don’t know my library card number or pin?

If you don't know your card number, it will be the number located on the back of your library card underneath the barcode. Your pin is your last name in all capital letters. If you have lost your card please contact the library to get a replacement.

I entered my last name and its not working?

Make sure it’s in all capitals and if it still will not working, contact your library to make sure we have the correct name.

When I place an item on hold, how can I tell where I am in line?

On the hold list within “Shelf (stack of books) it will provide your current hold position, as will the estimated hold period.



Welcome



Jordan Valley District Library



Already using Libby App Instructions

One Library Lane

P.O. Box 877

East Jordan MI 49727

(231) 536 -7131 phone

Monday-Friday : 9am-5pm

<http://jvdl.info>

Getting started with



- In your App Store Search “Libby, by Overdrive”
- Click on the App and Download it.
- Once installed, open the app. It will ask if you have a library card, select Yes. To look up your library by name or location, select I’ll Search for a Library. In the box that says Library name, type in Jordan Valley District Library, tap on the Up North Michigan Consortium purple box that appears below with our library name and information.
- Libby will ask where do you use your library card? And below in purple letters it should say Jordan Valley District Library. Tap on it. Libby will ask you to enter your library account details. In the card number box, tap it and type your library barcode number in. Tap next. A box that says “last name” will appear. Tap in the box and type your last name in all capital letters. Then tap on the sign in.
- Libby will say you’re signed in, here is your library card. Tap on next.
- Libby may ask if you prefer to read with Kindle or Libby, or no preference, tap on the one that fits your device.
- It then will appear with the home page, with books that can be found in categories. Click on any category that is of interest.
- To manage notifications go to Menu in the middle of the tool bar at the bottom of your screen. Scroll to Settings and tap on Notifications. Turn on green notifications so you don’t miss any notifications.

Ways to search and browse :

- Search for items you want with the magnifying glass that says Search. Tap it and a search box will appear on the top to search. Type the author, title or genre of a book and tap the magnifying glass at the bottom or search depending on your phone, and titles will appear.
- You can apply filters to limit the search or browse results by tapping on Catalog Filters already showing or the green three line box underneath Catalog Filters has additional filters. You can filter by Subject, Format, Availability, Sort By, Audience, Language, Read with (this changes where you can read the item from like Kindle).
- To keep the filter you want, tap on the filter and select show titles on top. Tap the filter again to pin the filter. Once you pin it, this keeps the filter on. You can remove it by tapping it again and removing the filter, or go back to filters in the green three lines box and scroll down to reset filters.
- You can also search by tapping on the library building at the bottom of the bar. Click on any category to see more titles.
- The icons that have headphones and the hours at the bottom of the book cover will be Audiobooks and the other titles will be eBooks.

Reading or Listening to a book:

- Tap on the cover of the item you want. At the bottom of the book it will say Borrow. Tap on Borrow. A page will then appear that shows the picture of the book says you are borrowing “title” for (X) days . Underneath that your library card will appear and in a box it will say Borrow. Tap on Borrow.

- When borrowing an item. Tap Read with, keep browsing or go to shelf will appear. If you tap on Read With, the item will appear and ask where you want to read it from each time, unless you already have a filter. Click on Libby this app and swipe right on your phone to read. Tap in the middle of the book to get the back arrow to get out of the book.
- In a book you may change the appearance at any time, if you tap on the center of the book, a bar at the top will appear with Zoom, “A”, tap on the A. An appearance bar will appear at the bottom of the phone. Swipe the text scale to change the size if it’s available for that book, tap on lighting to change the background and click on book design to change the font style. Tap anywhere on the book to close that window.
- When listening to Audiobooks, press the play button in the middle to start listening. At the top there is a bar to filter the speed, add a sleep timer, or Bookmark. You can also scroll at the bottom to find your spot. There is a back button or forward button next to the play button.

Checkout:

- Titles check out for 14 days and may be renewed unless another patron has placed a hold, items are automatically returned on their due date and there is no late fees. 5 items are allowed to be checked out through Up North Digital. It may vary by library.

Checking out a hold:

- You will receive a notification to your device when your hold is ready to check out. Click on the notification or Open the Libby app. In the Shelf tab the book will appear in your shelf. Tap on borrow to check out the book. If you miss your hold, you can have it be delivered at a later date. You have 3 days to check out a hold once it becomes available.