



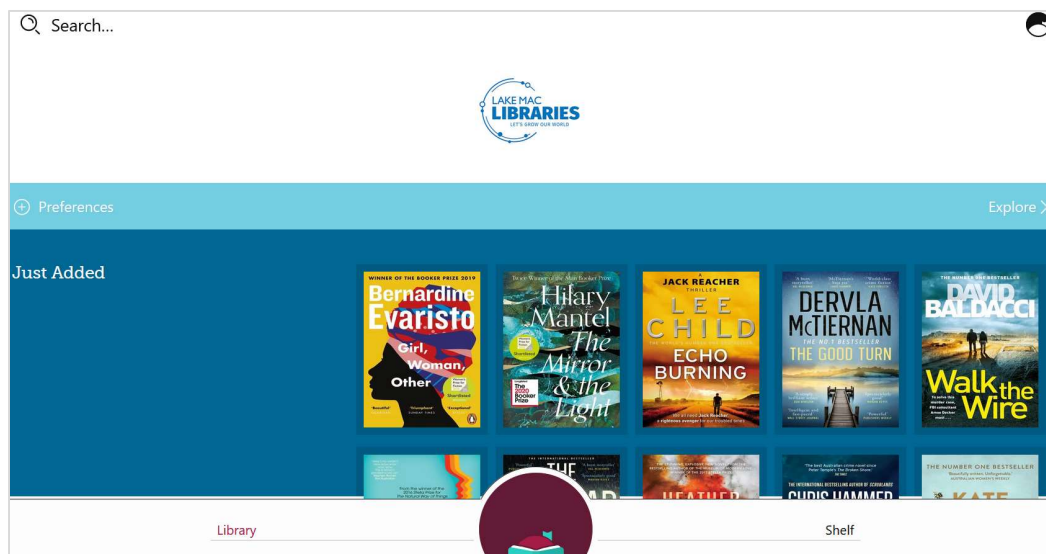
Libby

Computer & eReader

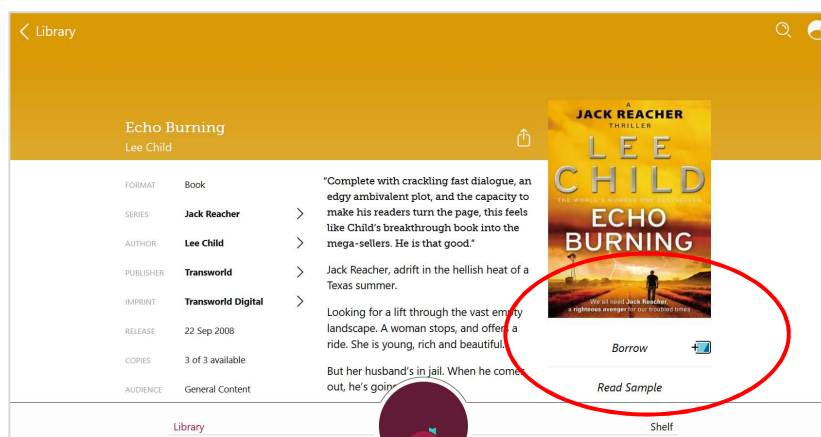
loan limit of 10 – holds limit of 10 – 21 day loan

1. Borrow eBooks and eAudiobooks

- Navigate your web browser to the library website at library.lakemac.com.au
- Click the **Explore** menu and select the **E-Library** option
- Select the **Libby** option to load the collection
- Scroll through the collection to browse, click **Explore** or click **Search**
- Click on a book cover to view a summary and more information about the title
- Click on **Borrow** to borrow an item. **Read Sample** gives a small sample of the book to read

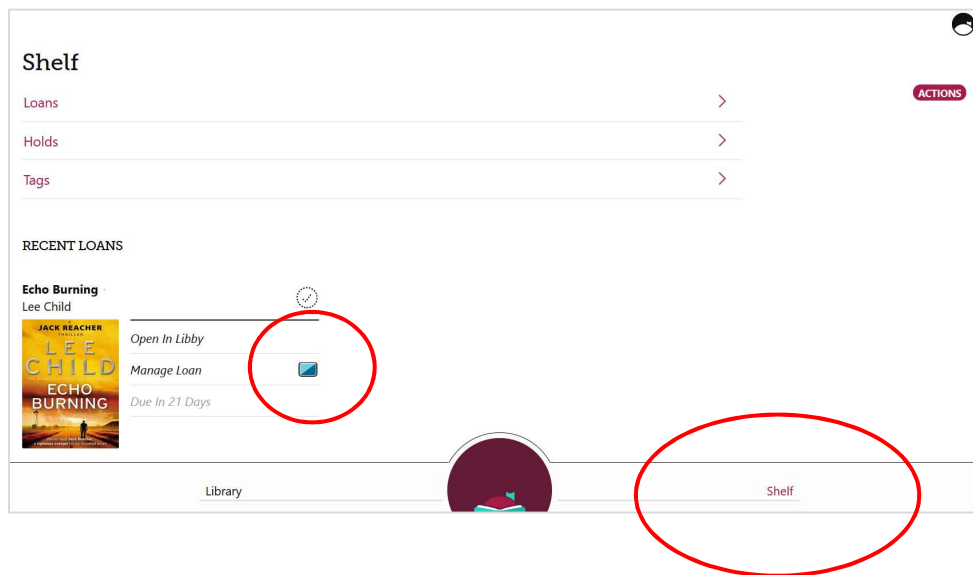


- You will be prompted to enter your **Library Account Details** and sign in with your library card number and PIN and click **Next**
- Click the **Borrow!** button to confirm the loan



2. Your checkouts and holds

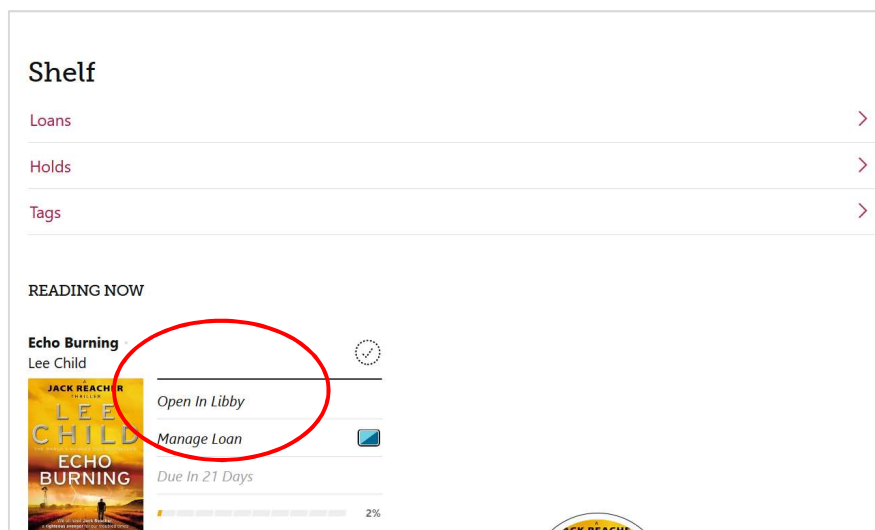
- Click **Shelf** in the bottom right of screen to download titles, manage your account and view your Loans and Holds



- Click **Manage Loan** to **Return Early** or **Renew Loan** otherwise the title will automatically expire at the due date
- In your **Shelf**, click **Actions** or the **Libby profile icon** to view and manage further account settings
- Click **Library** in the bottom left of screen to return to the main catalogue page at any time


3. Read and listen to eBooks and eAudiobooks

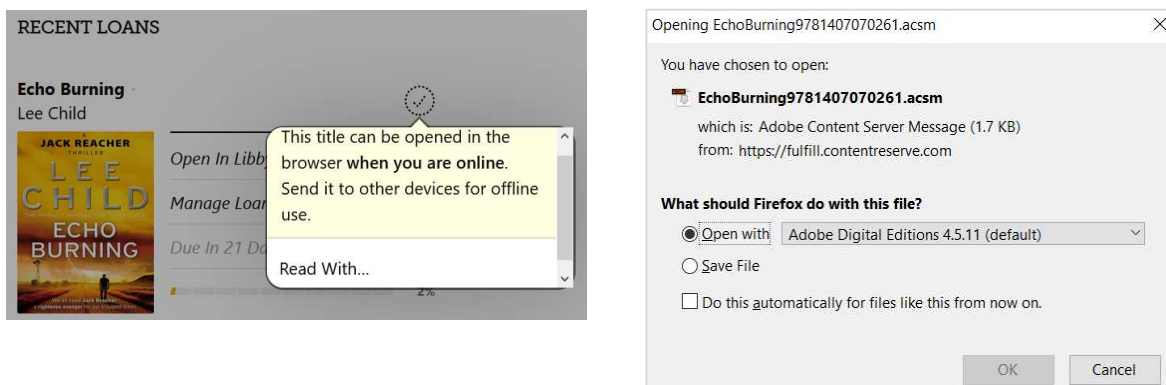
- To read your book directly in the web browser, click **Open in Libby**




- To listen to an eAudiobook, click **Open Audiobook** or **Open in Libby**. eAudiobooks are streamed only and cannot be downloaded

4. Downloading to your computer

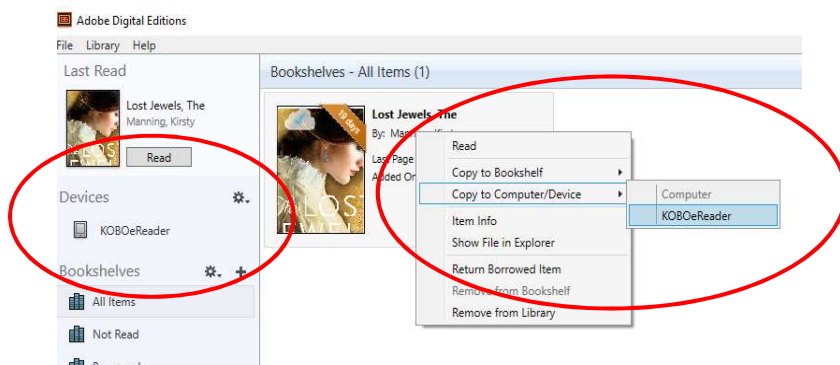
- To download an eBook click the  icon beside the title and select **Read With...**
- At the next screen, select the **EPUB option**
- At the pop up box, select to open the file with **Adobe Digital Editions** and click **OK**



- Once the book has successfully opened in Adobe Digital Editions, **double click on the book cover** to open it and begin reading
- Click the  icon to bookmark your place and return to the home page
- To return a title early, on the homepage, **right click on the cover** and select **Return borrowed item**
- To delete the title from your homepage, **right click on the cover** and select **Remove from Library**

5. Transferring to your eReader

- Ensure you have Adobe Digital Editions open and have downloaded the eBook
- Connect the eReader to your computer and wait for it to appear under **Devices** on the left hand side
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- Do not disconnect your eReader until all transfers are complete
- When titles expire, on some eReaders, titles may still remain on your device. You will need to manually delete these files off your eReader.



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- Click on the name of your eReader, then click the **Cog** icon beside the device name and select **Authorise Device**
- At the pop up box, click **Authorise Device** to copy your Adobe ID account to the eReader
- Click **OK**