HOW TO: Access Texts for Independent Reading Online

Using Libby to Check out EBooks and Audiobooks

Our strongest recommendation for accessing independent reading texts is using **Libby**, an app that allows you to check out ebooks and audiobooks from your local library (**for free**). See the instructions below for guidance on downloading and using Libby, and/or watch the linked videos.


GETTING A LIBRARY CARD

(If you have a library card, scroll down to the green box instructions on page 2!)

> *Note: Children under 13 cannot apply for their own virtual library cards, so a guardian or family member will need to complete this process.*

LYNN RESIDENTS:

1. Visit the Lynn Public Library* site → Click on "Get a Library Card" (*or your local library if you do not live in Lynn) Get a Library Card! | Lynn Public Library
   - A temporary library card will work for the foreseeable future. The library may reach out to verify your address, but for now, you do not need to send documentation of your address, and immigration status will not prevent you from getting a card.
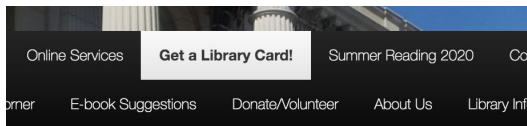
2. Fill out this Google Form to receive a temporary library card: Temporary Library Card
   - Once you have registered, a staff member will create your account and send you a confirmation email containing your new card number and a PIN.
   - If you do not receive a confirmation email within 48 hours, please register again, double checking your email address. Email at lyn@noblenet.org or message us on Facebook with any questions you may have.

Temporary Library Card

Please complete this form to register for a temporary library card at the Lynn Public Library

* Required

3. Go to the next set of directions in green!

BOSTON* RESIDENTS:
*ALL MA Residents can apply for a BPL eCard!

1. Visit the Boston Public Library site → Click on the "Services" drop-down menu → Click on "eCards" under "Library Card Registration" eCards
   - Children under 13 cannot register. All MA residents, employees, and students are eligible.

BOSTON PUBLIC LIBRARY →

Services ∨ →

--eCards

2. Fill out the survey to register for your eCard: eCard Registration

BOSTON PUBLIC LIBRARY

eCard Registration

Getting Started

You do not need an eCard if you have a physical Boston Public Library card. Your physical card allows you all the benefits of an eCard (and more). Only one card of either type is permitted per individual. Use the button below to get started.

You cannot renew a physical library card using this form. Please renew physical cards at one of our locations.

If you encounter any difficulty using this form, please email websupport@bpl.org.

Proceed

3. Once you receive your email with your eCard confirmation, *go to the next set of directions in green!*

SETTING UP YOUR LIBBY ACCOUNT

VIDEO INSTRUCTIONS: [Setting Up Your Libby Account](#)

SET UP YOUR LIBBY ACCOUNT:

1. Go to the Libby website: [Libby](#)

2. Select "Yes" to confirm you have a library card.

3. Search for your library using its name, your city, or your zip code.→ Select your library network.

4. Enter your library account details.
   - If you don't know your username, enter the number on your physical card or eCard.
   - Your password should be your PIN number.

5. Browse various categories to find what you'd like to read. (*See below for more guidance on selecting texts.*)

6. Click "Borrow" when you have found your text. → Click "Borrow" again.

7. Click "Open Book" to read on your web browser. Select "Libby" as your app to read.

8. Click on a page to turn it or use the arrows on your keyboard. Happy reading! :)

DOWNLOAD THE APP (*optional - for phone or tablet*):

1. Go to the OverDrive website: [Download the Libby App: ebooks & audiobooks FREE from your library](#)

2. Download the app on the Apple App Store or Google Play.

3. Search for your library and select your network.

4. Log in using your library card information.

5. Browse various categories to find what you'd like to read. (*See below for more guidance on selecting texts.*)

6. Click "Borrow" when you have found your text. → Click "Borrow" again.

7. Click "Open Book" to read with the Libby app.
   - You can also connect with a Kindle, if you or a family member has one. Reach out to Ms. Harvan from KAL at zharvan@kippma.org if you need support setting this up!

8. Tap on a page to turn it. Happy reading! :)

USING LIBBY FOR READING
Libby has lots of cool features to make checking out, reading, and sharing books easy and fun.
- To find new books to read (browse), click on **LIBRARY** at the bottom of your screen.
- To read the books you've chosen, click on **SHELF** at the bottom of your screen.

Note: *These directions are for using Libby on the computer (web browser), but they work for using the app on your phone, too!*

VIDEO INSTRUCTIONS: Browsing, Borrowing, Placing Holds, and Tagging Books

Browsing: Finding new books to read
1. Click "Library" at the bottom of the screen.
2. On the home page, scroll down until you see categories. To find books for kids, click on "Juvenile Fiction," "Young Adult Fiction," or "Young Adult Literature."

27,852 Fiction	16,756 Nonfiction	15,429 Juvenile Fiction	9,884 Young Adult Fiction
9,662 Romance	9,177 Literature	8,498 Fantasy	8,389 Juvenile Literature
7,533 Mystery	6,512 Historical Fiction	6,240 Thriller	5,409 Biography & Autobiography
4,853 Young Adult Literature	4,521 Suspense	4,402 Humor (Fiction)	3,931 History

3. From there, you can check out audiobooks or ebooks. You can select "Preferences" → "format" to choose which you'd like to see.
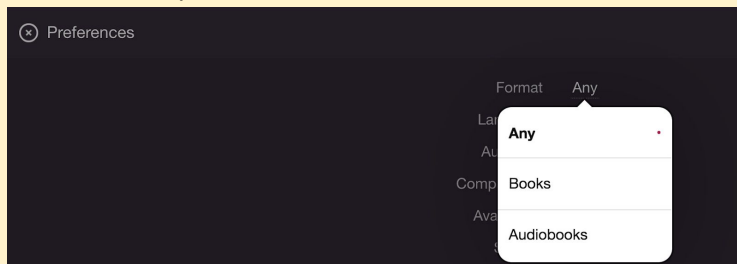
4. *To make sure you only see books that are currently able to be checked out*, you can go to "What's Available" on the main page and select the category you want (like "Juvenile Fiction"). This means any book you borrow is available to be read right away.
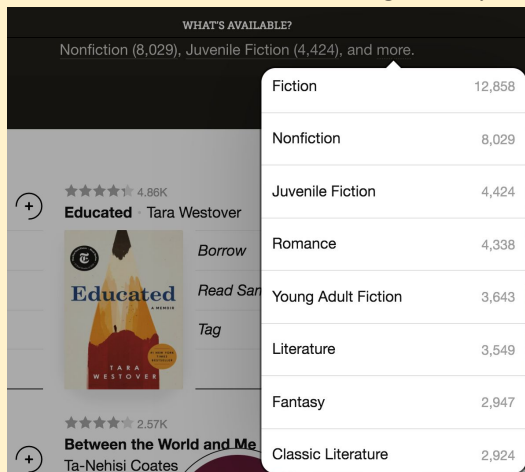

5. To search for a specific book or author, use the magnifying glass on the top right corner of the screen.
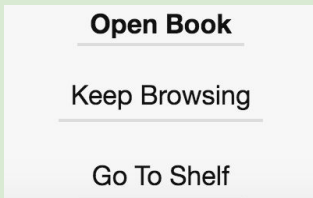
Borrowing: Checking out a book to read
- *Note: All loans last 14 days, and your book will disappear automatically when it is due back to the library.*
1. When you find a book you'd like to read, click on "Borrow," and then "Borrow" again on the next page. (If you cannot click "Borrow," that means you'll need to place a hold -- see the next set of directions!)
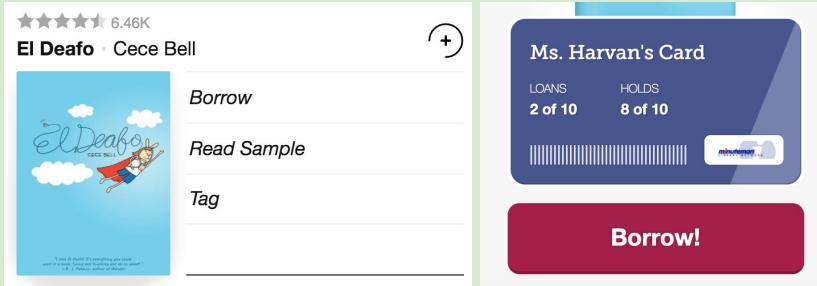
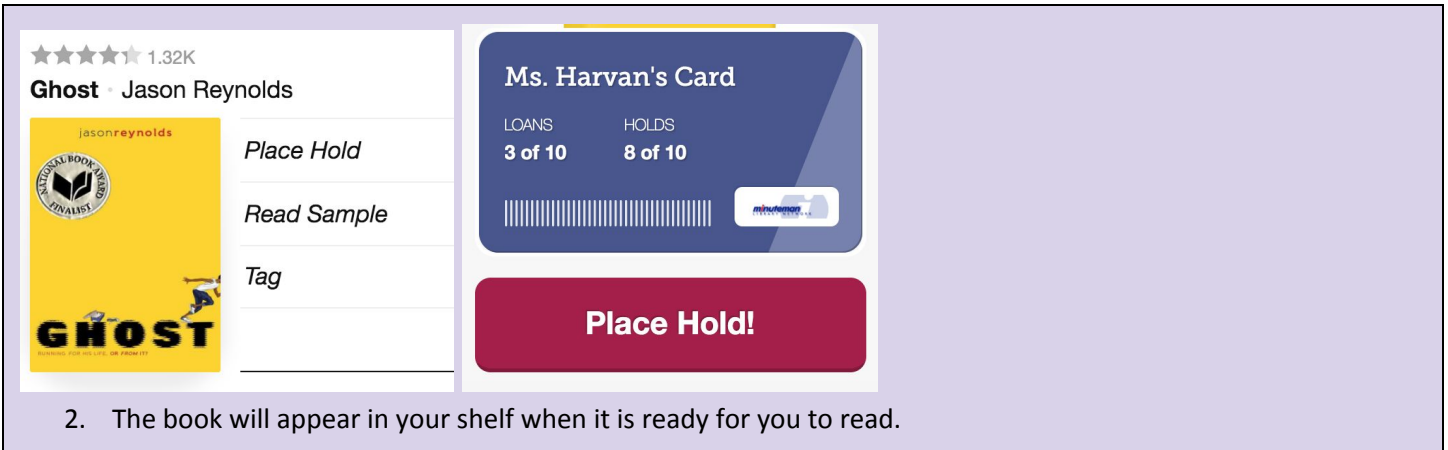2. To read right away, click "Open Book."

3. To read later, click "Keep Browsing" or "Go to Shelf" to see all the books you have chosen.
4. On your shelf, the book will show up under "Recent Loans," and you can click "Read with…" to read!
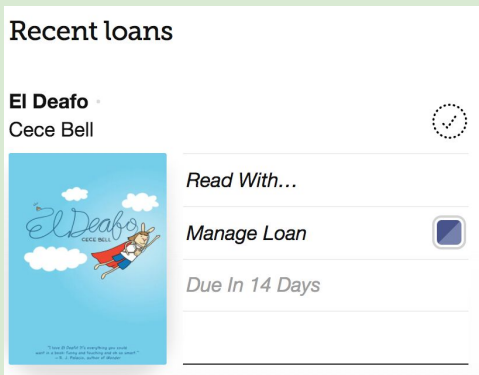
5. To return early, click "Manage Loan." (But it will disappear automatically when due.)

**Placing Holds:** Putting yourself on a waitlist when a book is not available to read yet
1. If a book is being read by too many other people, it will show up as "Place Hold." Click through to be put on a waiting list to read the book. You can only take out 10 holds at a time.
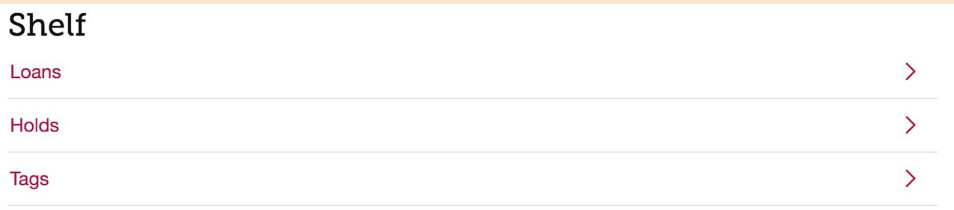
★★★★☆ 1.32K

Ghost · Jason Reynolds

Place Hold

Read Sample

Tag

Ms. Harvan's Card

LOANS   HOLDS
3 of 10   8 of 10

Place Hold!

2. The book will appear in your shelf when it is ready for you to read.

Tagging Books: Saving a book for later

1. You can use the "Tag" option to save books for later (books emoji), or mark it as previously read (thumbs up or thumbs down!). You can also click "Add…" to create your own category, like "Books to recommend to friends."
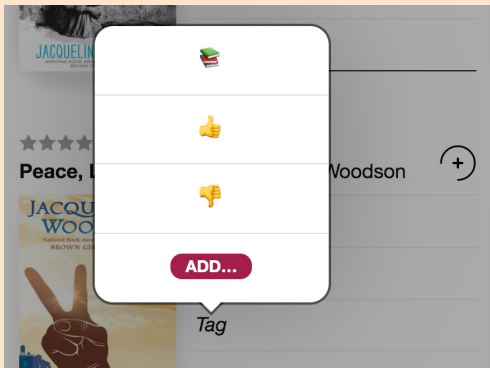
2. To find what you have tagged, go to "Shelf" at the bottom of the screen, then click on "Tags."

Shelf

Loans   >

Holds   >

Tags   >