Getting started with LibbyApp

Step-by-step instructions on how to access Libby online or via the app

Step 1

Download or open Libby on your device:

- iOS devices: [Apple App Store](#)
- Android devices: [Google Play](#)
- Amazon Fire tablets: [Amazon Appstore](#)
- Windows, Mac, and Chromebooks: https://libbyapp.com/library/newcastle
  ***Note:** [libbyapp.com](#) works best in up-to-date versions of Chrome, Safari, Firefox, and Edge.*

Step 2

For app users follow the prompts to find your library (Search for Newcastle University).

You will already be in the Newcastle University site if accessing online

Click/Tap on Sign In With My Card

Click/Tap on Next and sign in using your university login details.

You will be signed in and can start borrowing on your card.

Step 3

Browse our curated items, or use the search icon 🔍 to search for specific titles.

Click on Borrow 📕 to borrow a book or audiobook or open a magazine. You will be able to see how long you can borrow a title.
***Note:** You can borrow a maximum of 3 items, and titles are usually loaned for a 7 or 14 day period.*

Step 4

Borrowed titles appear on your **Shelf** 📚. You'll also find your magazine subscriptions and kept magazine issues on the Magazine Rack on your **Shelf**.

Book and audiobook loans are downloaded to the app automatically when you're connected to Wi-Fi, so you can read them when you're offline. To save space on your device, magazines don't automatically download, but you can manually download individual issues.

More information about LibbyApp

On your **Shelf** , you can:

- See all titles you have out on loan and how long is left on each loan.
- Click/Tap **loans** (at the top of the screen) to only see your book and audiobook loans.
    - Click/Tap **Open In Libby** or **Open Audiobook** to start reading or listening in the app.
    - Click/Tap **Manage Loan** to see options like **Renew Loan** and **Return Early**.
- Scroll down to the Magazine Rack to see your magazines:
    - Click/Tap a magazine's cover to start reading.
    - Click/Tap to see options, like **Download** (mobile app only) and **Subscribe**.

Returning titles

Titles are automatically returned on their due date. When they are returned, they are also removed from your shelf.

For information on returning a title early, see here.

Can I reserve a title?

Where a title can only be borrowed by one user at a time, the title will show as unavailable and users are able to add a **hold request**. You can place up to 3 holds at a time.

For more information on hold requests, how to view your holds, and how to cancel a hold see here.