

# Holdings in Libby

A quick guide on how to view, manage, and see how much time is left while waiting for holds in your Libby library account.

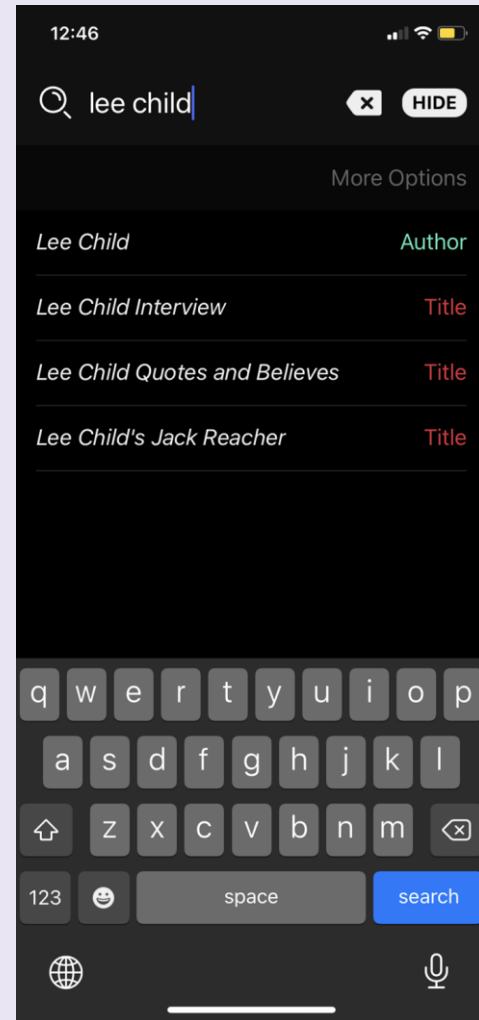
# 1. Download Libby and log in to your account.

- A complete set of step-by-step directions can found by copying and posting this link:

<https://plumascounty.us/DocumentCenter/View/25725/Libby-By-Overdrive?bidId=>

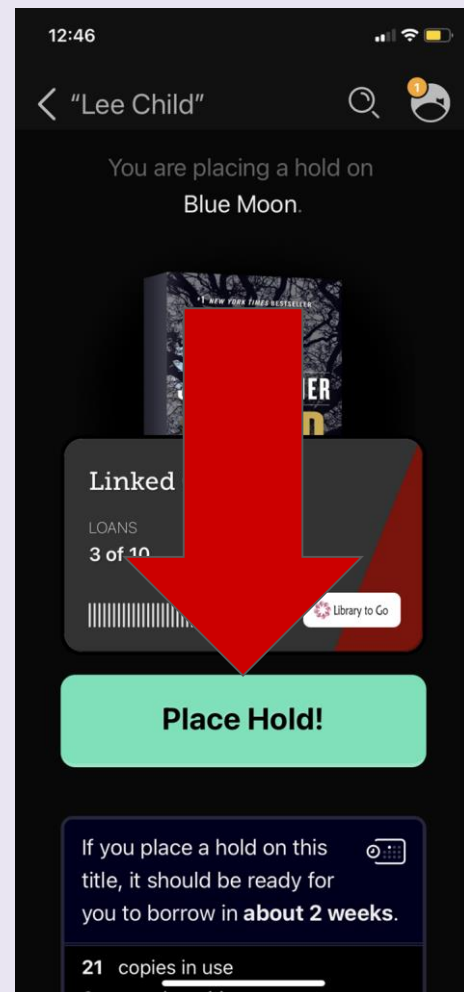
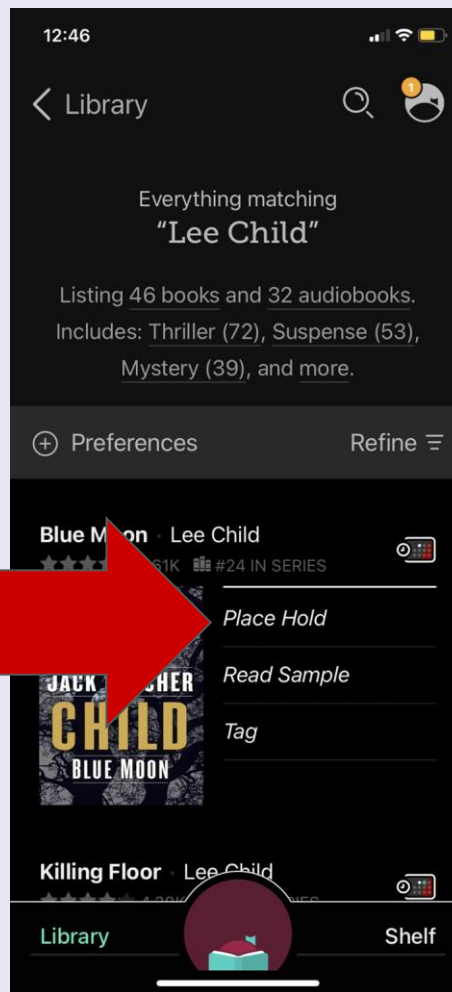
## 2. Search for a book to put on hold.

- If there is a title or author you are interested in, you can search for these directly in the search bar.
- If you want to browse for ideas, you can choose the “explore” option on the right to browse.



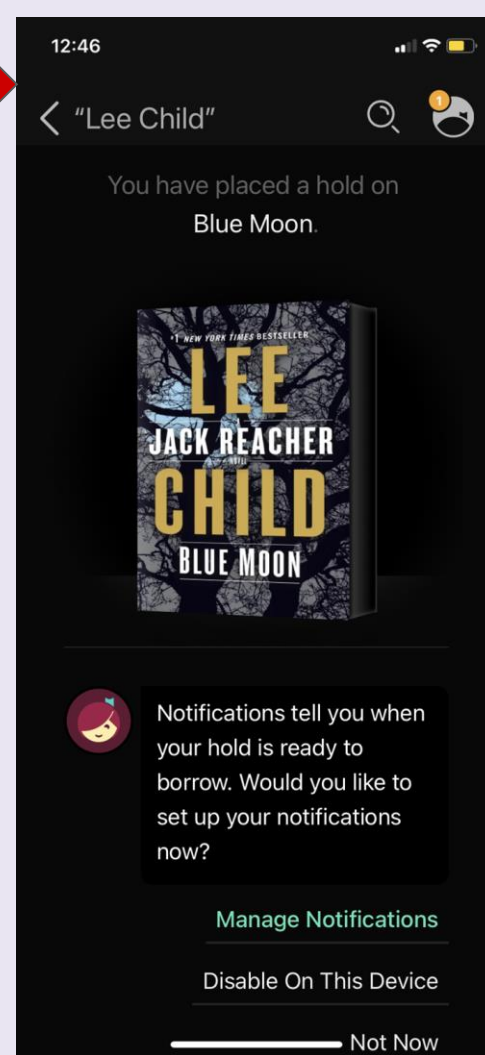
### 3. To place a book on hold, press “Place Hold.”

- On the right hand side of the book cover, press “Place Hold.”
- Then, confirm by pressing the green “Place Hold” button.



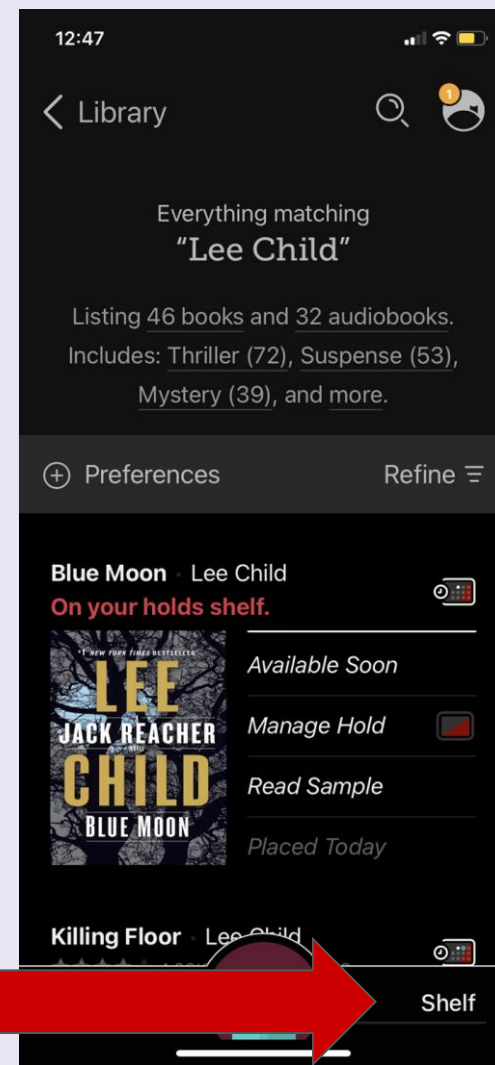
## 4. To go back to the Home screen, press the arrow in the top left corner of your screen.

- The arrow is on the top left hand of the screen, immediately beside the search bar.



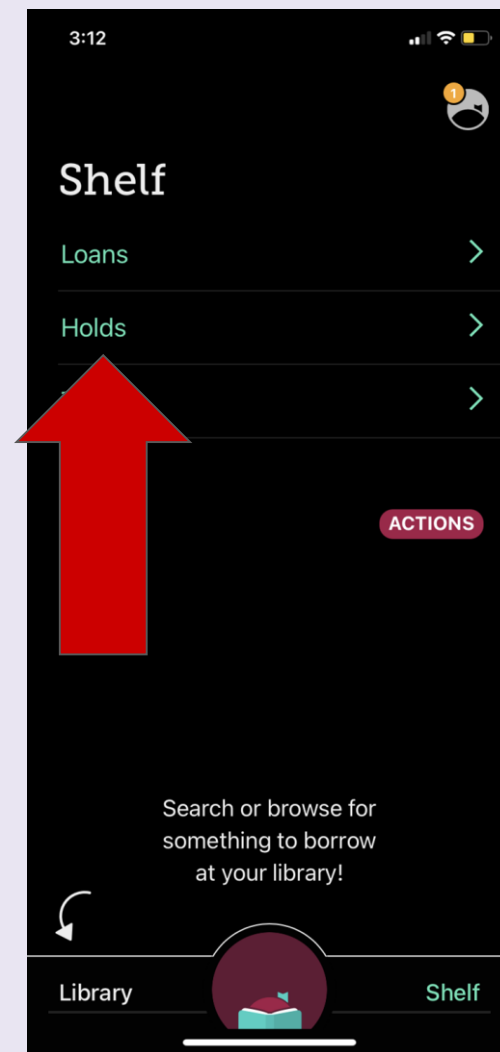
## 5. Now that you're at the Home screen, press "Shelf" on the bottom right hand corner.

- The "Shelf" is where you can see your loans and holds!



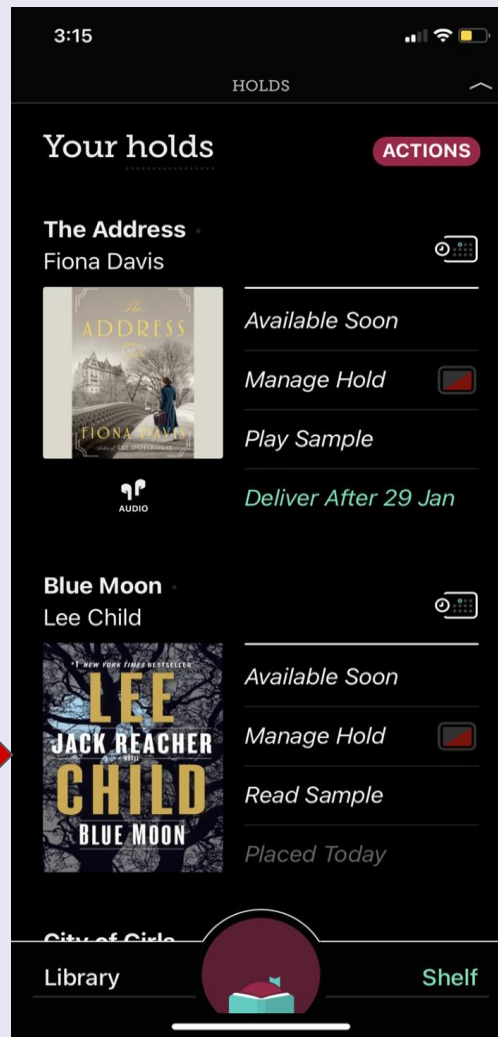
## 6. From the Shelf screen, press “Holds.”

- This is the second option, right underneath the word “Loans.”



## 7. Locate the book cover of your hold.

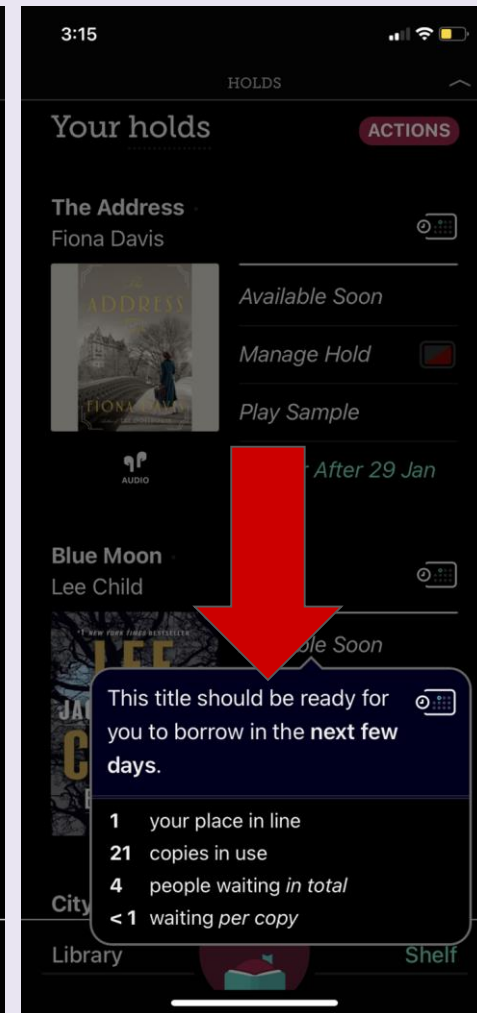
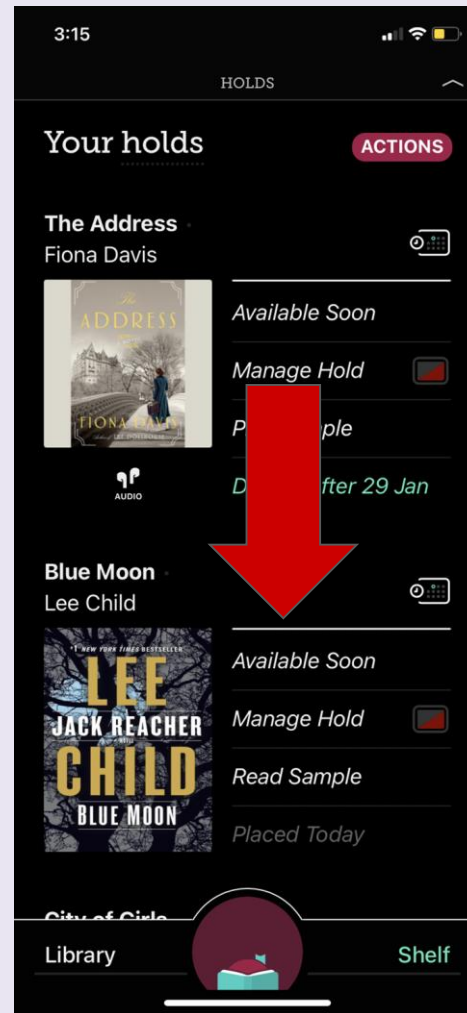
- If you have multiple holds, you may need to scroll until you find it.





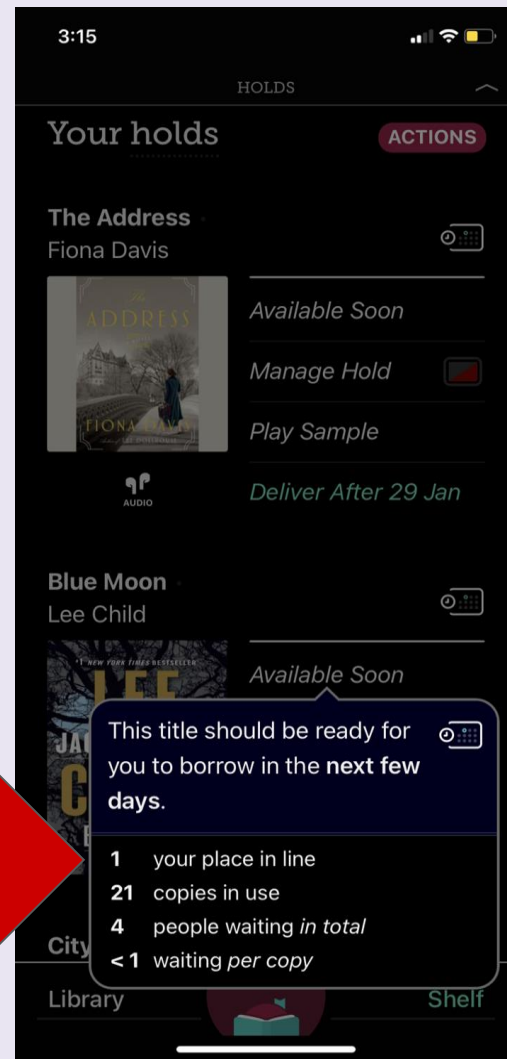
## 8. To see how long your wait will be, press the first option on the right hand side of the book cover.

- On our example, it says “Available Soon.”
- This may also say “2 weeks” or “14 weeks.” This will vary based on how long the Holds List is for a book and where you are on the list.



# Now you can learn more about your book on hold!

- Find out when the book will be available, along with:
  - Your place in line
  - How many copies the library owns
  - How many people total are waiting for a copy of the book
  - How many people waiting per copy there are



# Ever wonder why you moved down on the holds list and your wait time just got longer?

- Our Libby (Overdrive) collection comes from two sources:
  - The first consists of items bought by the consortium that are shared equally with every library system.
  - The second consists of items bought by a specific library system and then shared.
- When a library system buys items, their patrons get automatic priority on the holds list. Unfortunately, this will bump you further down the list. But this also works in reverse—items bought by our library system means you as Plumas and Sierra County patrons get first priority for those items.
- We apologize for the inconvenience and longer wait times this cause, but it gives us access to a lot more items we wouldn't otherwise be able to offer.