Adding additional library cards to your Libby account

1. A really great feature of Libby is adding additional library cards to your account. By doing this, your entire family (or just yourself) can be maintained in a single account. While you can do this on the app, it is much easier to do it on the website. So, we’re going to go to libbyapp.com and click ‘yes’ if you have a library card. If you don’t, you can either come into the library to get one or you can apply for a digital card through Libby!

There are several ways I can help you find your library. How would you like to continue?

- **Copy From Another Device**
  - If you already use Libby, choose this. It will keep all your data in sync.
- **Search For A Library**
  - You can look up your nearest library by name or city or zip code.
  - **Search For A Library**
    - Midwest Collaborative for Library Services
    - Troy Public Library
    - 510 W Big Beaver Rd
    - Troy, Michigan, USA
    - and 58 other branches
  - Find the nearest library using your (probable) approximate location.
  - Guess My Library

You can search for your library by name or branch location.

2. Now we’re going to find our library. There are a few ways to do: if you already have a Libby account and are just switching devices, you can just copy your information over. You can have Libby guess your library by using your location or you can search for your library. We’re going to use ‘search for a library’ and input our zip code since there are several Troy Public Libraries in the country. Once you do so, you should see the Midwest Collaborative for Library Services (MCLS) and our address. That’s where you’ll click.

3. Now, we’re going to click ‘Sign In With My Card’. When we do this, we’ll see a list of libraries but our library will have a star next to it which we will click.

Enter your library account details. (If you need help, get in touch.)

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The number printed on your library card, usually under a barcode.

4. Go ahead and enter your library card number into the box and click ‘sign in’. If you get an error message, just click back (double your card number) and hit sign in again. If you’re still getting an error message, please call us at the library to see if your card needs to be updated. But once you sign in, you should see your card number on a virtual card—you’re just going to click ‘next’. We’re going to skip the kindle setting for now.
5 Along the bottom of your screen, there is a taskbar. This is also functions as your navigation between your shelf, the search button and the MCLS landing page. We’re going to click the three little lines in the middle of the taskbar.

6 You will see everything that is connected to your account. To add another card, you’ll click on ‘manage cards’ - this will take you to a page where you will click on ‘add a card’. This allows you to add any card to your account.

7 Go ahead and follow the same prompts as you did when you put in your library card number but instead of using your number, you will enter the number of the other card being used. In this case, I’m using another Troy card so I want to pick Troy as the library.

8 Once you've entered in the new card number, you will be notified that you're signed in—if you get an error message: something might entered in wrong or other possible errors. Go ahead and click ‘next’ - this will take you to the page with all over your library cards. The card you just entered will be the one that's active. If you want to switch cards, just click 'activate' on the greyed out card and it'll switch over.

9 Now we're going to enter another card, this time from a different library. So, follow the same steps as before: click 'manage cards' then 'add cards', find the library (in this case: Sterling Heights Public Library) and enter in your details. Because Sterling Heights Public Library requires a pin number, we will enter that as well.
10 We also can change the name and colors of the different cards to help distinguish them from each other. We can also remove cards if need be. To rename one of your cards, click on the 'actions' button on the card itself. Then click the 'rename card' option, type in the name you want and hit save. Now your card has been renamed!

11 To change the color of your cards, you'll follow the previous steps but will click on 'change library colors' instead. You can choose two different colors but it will apply to every card that is part of that consortium. Once you choose your colors, you can click out of it (to the side is fine) and your card has changed!

12 To remove a card, you will go to that card and click the 'actions' button. Choose the 'remove card' option—it will tell you that if you remove the card that it will wipe anything downloaded with that card so if you're not sure, you can go back. We are sure so we will hit the button to remove the card. Once you select this option, the card will be removed!

If you need any more help, please contact Digital Services at Troy Public Library at 248.524.3542.