

The Libby Library

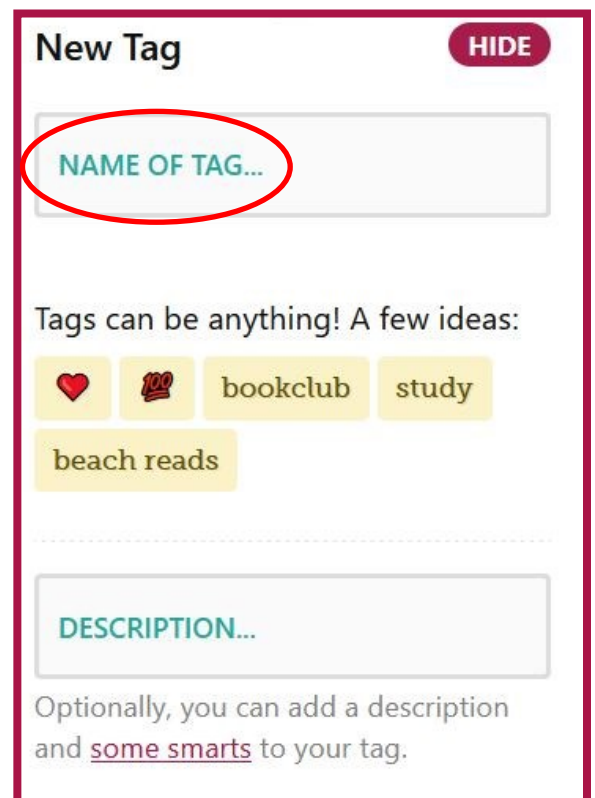
Tags

1. You can use tags to categorize books and audiobooks. Tags have many uses including tagging books you enjoyed or disliked, creating a wish list for items you want to read, or adding recommendations to share with a friend. **Disclaimer: Tags will not save across multiple devices.**



2. To create a tag, search for the title and next to the cover will be an option to “Tag.”

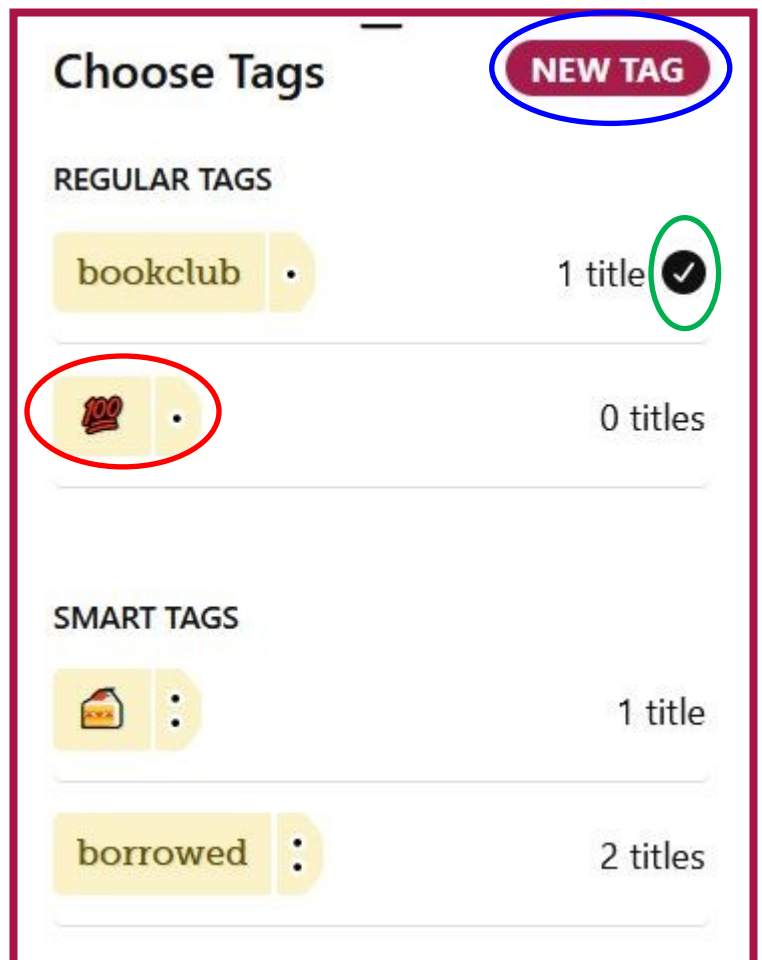
3. A new window will pop up to give your list a title (“Name of Tag”) or choose from the options given. You can add a description, which is optional.

A screenshot of the 'New Tag' form. The form has a 'NAME OF TAG...' input field circled in red, a 'DESCRIPTION...' input field, and a 'HIDE' button. Below the input fields, there are several tag suggestions: a heart icon, a book icon, 'bookclub', 'study', and 'beach reads'. The text 'Tags can be anything! A few ideas:' is visible above the suggestions. At the bottom, there is a note: 'Optionally, you can add a description and some smarts to your tag.'

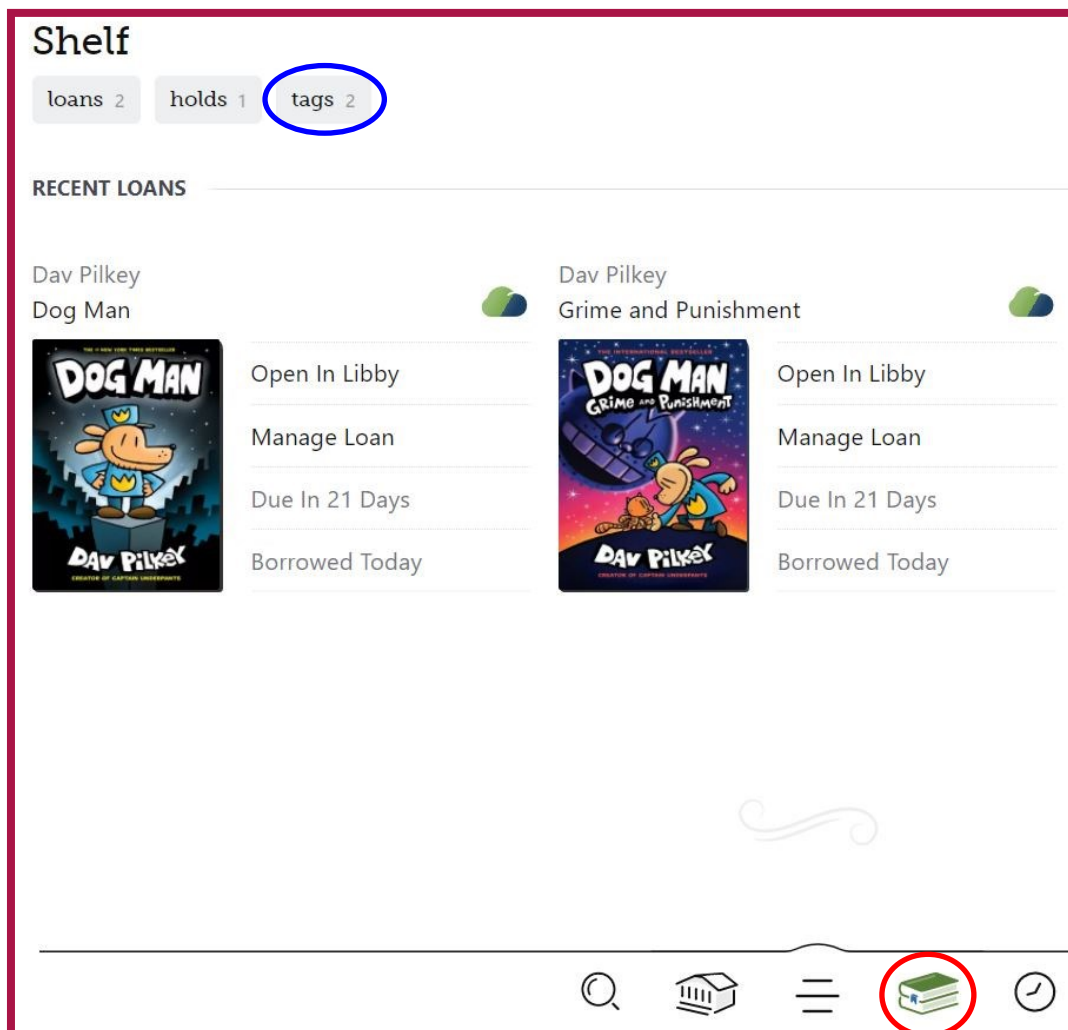
4. Once a tag is added, it will show up next to the cover of the title. Each title can have multiple tags. To add another tag, click on one of the tags already created.



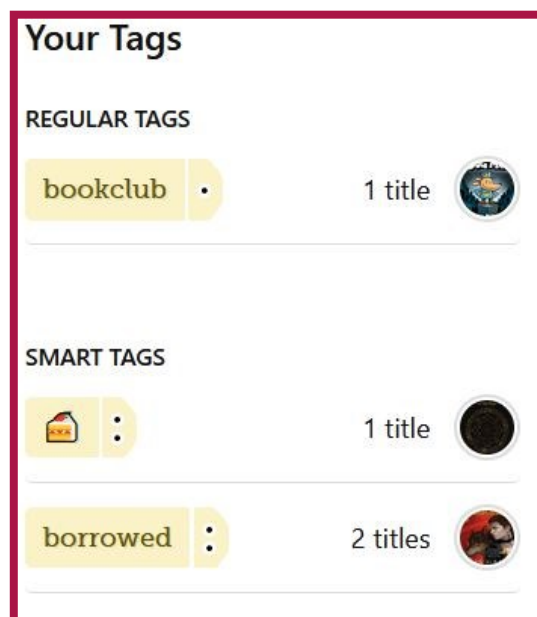
5. A new window will pop up to Choose Tags from your Regular or Smart Tags, or create a "New Tag." A checkmark will appear next to any current tag lists. Select the tag you wish to add, for example 100, and all tags will appear next to the cover.



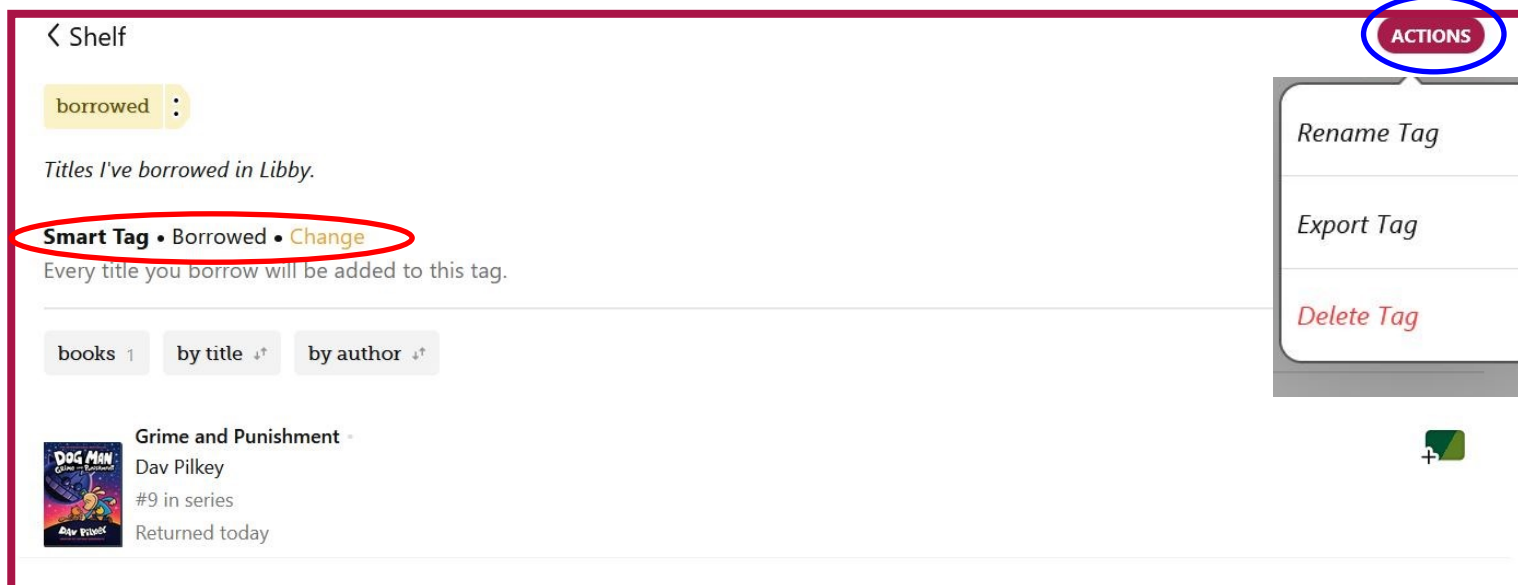
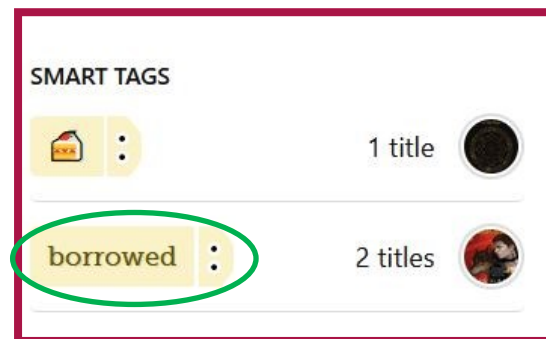
6. To view your tags, from your “Shelf” (the book logo will be highlighted in green at the bottom), choose the “tags” tab in the top left corner.



7. A new window will pop up to show all of your “Regular Tags” (lists you created) and “Smart Tags.” Smart Tags, for example, will automatically be set to titles you’ve “sampled” or “borrowed.” Each tag will show how many total titles are in the list.



8. If you wish to change a tag, choose the list from “Your Tags” (picture example “borrowed”). A new window will pop up to show all of the titles under that tag.



9. If you wish to “Rename,” “Export,” or “Delete” the tag, click the “Actions” button in the top right corner.

10. To change the type of tag, click “Change” that appears next to “Smart Tag” or “Regular Tag.”

11. A new window will pop up to choose whether the tag is a “Regular Tag,” or the type of “Smart Tag,” (Notify Me, Borrowed, or Sampled).

