What is Wisconsin’s Digital Library?

Your MORE library card gives you access to Wisconsin’s Digital Library. It is a shared, statewide collection of e-books, audiobooks, and magazines. This digital collection has fiction and nonfiction titles for children, teens, and adults.

What computers work with Libby?

- If you have a Windows computer, Mac computer, or a Chromebook, you can use Libby in your web browser at libbyapp.com (Internet access is required).
- Libby recommends using the latest version of Chrome, Safari, Firefox, or Edge (Chromium).

How borrowing works

- A MORE library card or e-card is required.
- E-books, audiobooks, and magazines circulate like other library materials. The library owns a copy (or copies) of each title and they are checked out to one borrower at a time.
- If a title is available, you can check it out right away.
- If a title is checked out, you can place it on hold.
- You can choose how long you check out a title: 7, 14, or 21 days. The title automatically expires after the lending period is complete.
- If you prefer, you can return an item earlier than the due date.
- You may have up to 10 titles checked out at a time and 10 holds pending at a time.

Getting started with Libby on your PC

- Visit libbyapp.com in your Chrome, Safari, Firefox, or Edge (Chromium) browser.
- In Libby, follow the prompts to find your library and sign in with your library card. You will be accessing titles from the Wisconsin Public Library Consortium.
- When asked to choose a location, select IFLS Library System and enter your library card number.
Navigating in Libby

Use these tools to move around in the app, and manage your titles.

**In the Footer:**
- Click 🔍 to search for a specific author or title.
- Click 📚 to open the library collection you were most recently browsing.
- Click 📚 to open the menu.
- Click ⏳ to see your loans, holds, and tags.
- Click 🕒 to see your timeline.

**In the Libby Girl Menu**
- Click “Manage Notifications” to change your notification settings. Once set up, in-app (“menu badge”) notifications appear at the top of the menu.
- Click a library to browse their collection. Your library is **Wisconsin Public Library Consortium**.
- Click “See Library Cards” to see your library cards, see loan and hold limits, rename cards, add cards, and remove cards.
- Click “Read Books With…” to choose where you read your books (Kindle or Libby).
- Click “Get Some Help” to suggest an idea, search for answers to your questions, and find solutions to common problems.

**Finding titles and filtering the results**

**Browsing** – Click 📘 in the footer to explore the collection.

**Searching** – Click 🔍 in the footer to do basic author and title searches. To run an advanced search, click 🔍 > ⤓. This lets you search by subject, format, date added, and more.

**Using “Preferences” and “Refine” to filter your results**

- After you complete a search, you can click “Preferences” to filter your search results to provide only the content you want to see. **This will apply to all future browsing and search results** until you change your preferences again.
- To sort or filter a specific list or search results, use the “Refine” option. This will **temporarily** override your preferences. The most important “Refine” tool is “Availability.” Click this to change the results from “Everything” to “Available Now.”
Borrowing titles

- When you find a title, click the book cover. This takes you to the title’s details page and a link to read or listen to a sample of the book.
- Click “Borrow.”
- Choose your loan period by clicking the underlined loan period. It will default to this selection next time. If desired, select a new loan period. Now click “Borrow” again.
- The title will start downloading. When completed, click “Open Book.”
- Borrowed titles will show up in the Loans section under .

Reading or listening – customizing tools

**e-books:**

To change text size, background lighting, or font, open the Appearance menu.

![Appearance menu](image)

**audiobooks:**

To change the playback speed, click the dial icon.

![Playback speed dial](image)

To set a sleep timer, click the moon icon.

![Sleep timer](image)

To rewind or fast-forward, click the 15-second backward and forward buttons. You can also drag left on the book cover to skip forward or drag right to skip backward.

![Rewind and fast-forward buttons](image)

Click near the middle of the screen to bring up navigation options.
Placing holds
- You can place an item on hold if it is checked out.
- Click the book cover to open the details page.
- Click “Place Hold.” Libby will tell you how long you may have to wait to borrow the title. If you find the wait time acceptable, click “Place Hold!”
- The view will show you all your holds and tools to suspend or cancel your holds.

Checking out holds
- When a hold becomes available, you only have three days to act on it. Libby recommends setting up push notifications on your device.
- To manage push notifications, click the Libby girl menu icon. Click “Manage Notifications.” In this menu, you can select how to be notified.
- Once notified, find your waiting hold in the view under holds and click “Borrow.”
- If you’re not ready to borrow it, you can have it delivered later. Delivering a hold later keeps you at the front of the wait list, but passes the current copy to the next person in line. Go to > holds. Click “Deliver Later.” Use the slider to pick a “deliver after” date.

Returning titles early
Your title will return itself on its due date. You can also return it early.
- Go to > loans. Click “Manage Loan” located next to the book cover.
- Click “Return Early,” then “Return.”

Renewing titles
You can renew a title a few days before its due date.
- Go to > loans. Click “Manage Loan.” Click “Renew Loan,” then “Renew.”
There are a few reasons why you might be unable to renew a title:
- Someone else has the title on hold. In this case, you’ll see a “Place Hold” button (instead of “Renew”), which means you need to wait to borrow it again.
- It’s too early to renew the book. Libby will tell you how much longer you need to wait before you can renew it.

Using filters
To use the new filtering system, tap to sort and filter titles from your library’s home screen ( ), the search screen ( ), lists, catalog guides, or search results. Example sort and filter options include format, audience, language, availability, popularity, and date added to the collection.
Note: You can now find the subjects filter from the new button.

You can pin your favorite sort and filter options.

- Once you pin a sort or filter, it is automatically applied to all lists, catalog guides, and search results. For example, parents can pin the “Juvenile” or “Young Adult” audience filters for young readers, or you can pin the “available now” filter to always see content that is immediately ready to borrow.

- Preferences that you have previously set are automatically converted into pinned sorts and filters.

- Pinned sorts and filters appear on the library home screen for easy access.

Need more help? Ask Libby or your library

- For help within the app, click the Libby girl icon. Under Help & Support, click “Get Some Help.”

- Call the library at 715-839-5004 or email us at librarian@eauclaire.lib.wi.us