WISCONSIN'S DIGITAL LIBRARY

Brought to you by WPLC

User Guide for **smartphones** or **tablets** with the **Libby app**

L.E. Phillips Memorial Public Library | SO MUCH MORE...

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 mobile devices work with Libby?

You can download Libby, by OverDrive on newer mobile devices, like a smartphone or tablet.

- iOS devices like iPhones or iPads running iOS 10 or higher.
- Android devices like a Samsung smartphone or tablet running Android 5.0 or higher.

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.

Set up your mobile device with Libby

- If you have an iOS device, open the Apple App store and download the Libby app.
- If you have an Android device, open the Google Play Store and download the Libby app.
- Once you have installed and opened the app, Libby will help you find your library. It will first ask if you have a library card, and then allow you to name your library or have Libby guess it. You will be accessing your books from the **Wisconsin Public Library Consortium**.
- When prompted, select **IFLS Library System** and enter your library card number.
- Tap "Next" to get to Libby's main page.

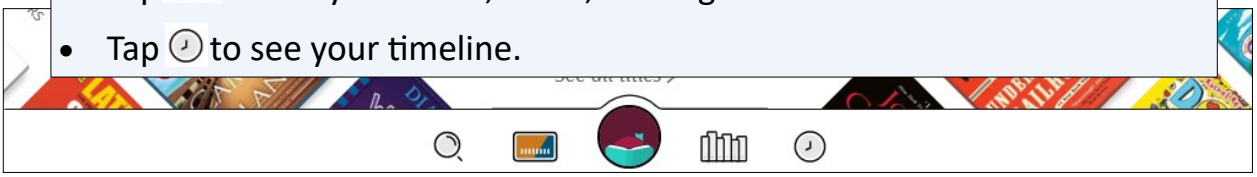
Navigating in Libby

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

WISCONSIN'S DIGITAL LIBRARY

In the Footer:

- Tap to search for a specific author or title.
- Tap to open the library collection you were most recently browsing.
- Tap to open the menu.
- Tap to see your loans, holds, and tags.
- Tap to see your timeline.



In the **Libby Girl Menu**

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

Finding titles and filtering the results

Browsing – Tap in the footer to explore the collection.

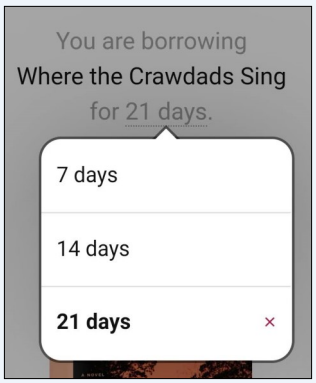
Searching – Tap in the footer to do basic author and title searches. To run an advanced search, tap > . This lets you search by subject, format, date added, and more.

Using "Preferences" and "Refine" to filter your results

- After you complete a search, you can tap "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

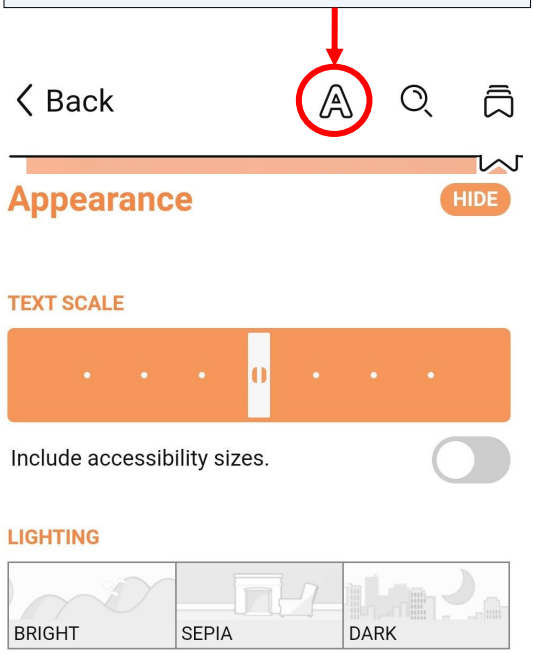
- When you find a title, tap the book cover. This takes you to the title's details page and a link to read or listen to a sample of the book.
- Tap "Borrow."
- Choose your loan period by tapping the underlined loan period. It will default to this selection next time. If desired, select a new loan period.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



Reading or listening – customizing tools

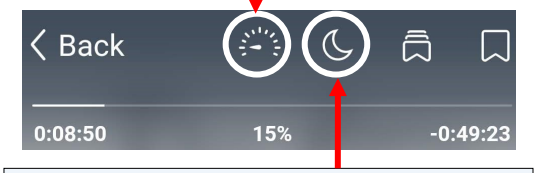
e-books:

To change text size, background lighting, or font, open the **Appearance menu** (tap once near the middle of the screen).



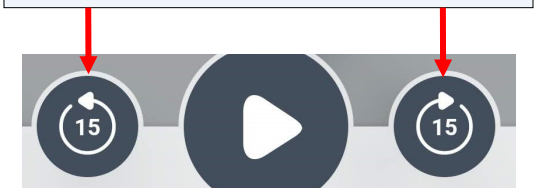
audiobooks:

To change the playback speed, tap the dial icon.



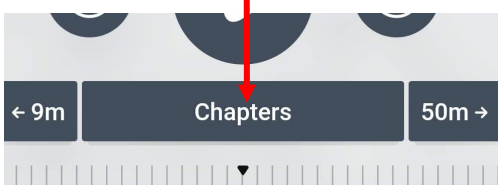
To set a sleep timer, tap the moon icon.

To rewind or fast-forward, tap 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.



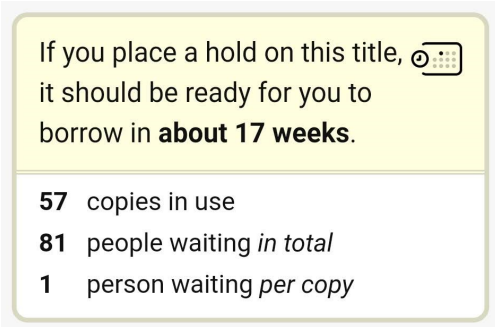
BOOK DESIGN

To navigate to different sections of the book, tap Chapters.



Placing holds

- You can place an item on hold if it is checked out.
- Tap the book cover to open the details page.
- Tap “Place Hold.” Libby will tell you how long you may have to wait to borrow the title. If you find the wait time acceptable, tap “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, tap the **Libby girl** menu icon. Tap “Manage Notifications.” In this menu, you can select how to be notified.
- Once notified, find your waiting hold in the view under **holds** and tap “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.** Tap “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**. Tap “Manage Loan” located next to the book cover.
- Tap “Return Early,” then “Return.”

Renewing titles

You can renew a title a few days before its due date.

- Go to > **loans**. Tap “Manage Loan.” Tap “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.
- The title may have expired or been manually removed from the library’s catalog.

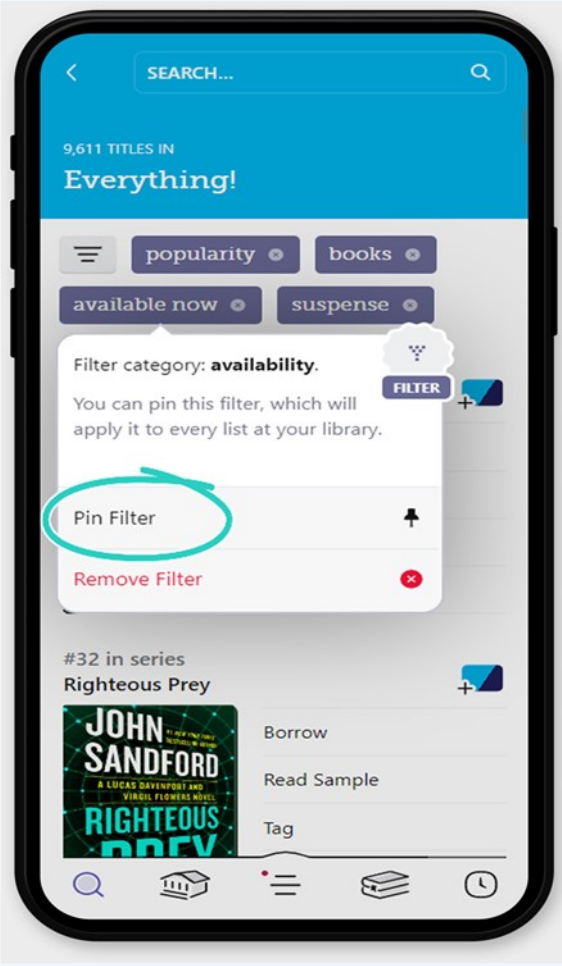
Using filters

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, tap the **Libby girl** icon. Under **Help & Support**, tap “Get Some Help.”
- Call the library at 715-839-5004 or email us at librarian@eauclaire.lib.wi.us