



# Downloading Books Using the Libby App (version 1.2.0)

For use on Android devices running OS 4.4 or newer or Apple products running iOS v9.0 or newer. Images and steps may differ slightly depending on device.

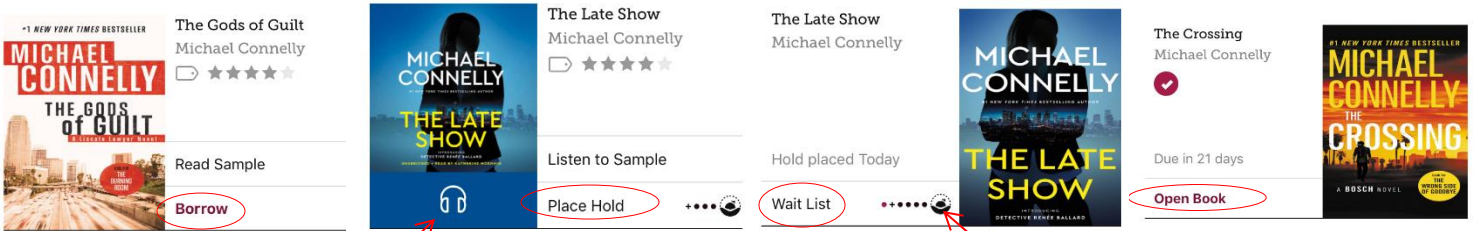
## Getting Started

- Download and install the Libby App from your device's app store.
- Open the Libby app and either allow Libby to find your location or search for your library.
- Select Wisconsin Public Library Consortium. You will be taken to Wisconsin's Digital Library.
- Tap **Add Your Card** on the middle right side of your screen. Select South Central Library System from the list and enter your complete library card number. *Your library card will be saved to the app.*
- You are now ready to begin looking for books. At the top of your screen, tap the magnifying glass to search by title, author, etc. (tapping **more** after you tap in the search box will let you set limits) OR scroll down to browse popular collections.



## Search Results

- Titles will have one of four statuses: **Borrow**, **Place Hold** (no copies currently available but you can add your name to the wait list), **Wait List** (you are already on the wait list) and **Open Book** (you have the title checked out). Make sure you also look for the format: eBooks show the book cover only, audiobooks show the cover with headphones across the bottom.



Tap "Borrow" to check out

This is an audiobook

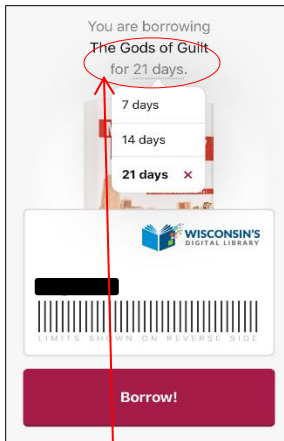
Tap "Place Hold" to get on waiting list

You are on the Wait List for this title

Tap to find out how long the wait list is

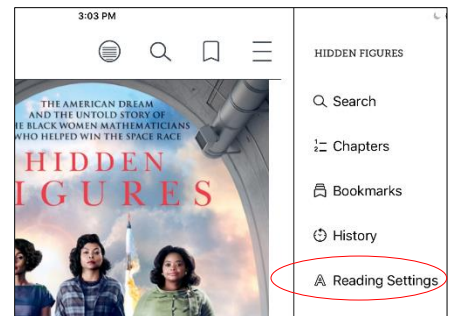
You have this book checked out

## Checking Out



Tap here to change the loan period

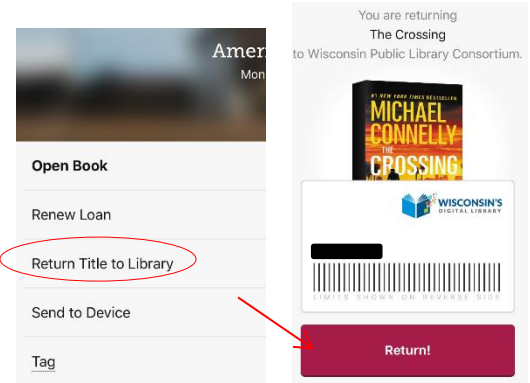
- Once you find a title you would like to check out, tap **Borrow**. On the next screen you can change the loan period (7, 14, or 21 days). Once you have the loan period selected, tap borrow to finalize checkout.
- You can then choose to Open Book, Keep Browsing or Go to Shelf.
- Once you have a book open, you can change the text size, brightness, and other reading settings by tapping in the center of the screen. Tap the three line menu that comes up in the top right corner and select Reading Settings. Make your selections and tap twice on the center of your screen to close out the menus.
- Swipe up from the bottom of the screen to go back to the library or your shelf.



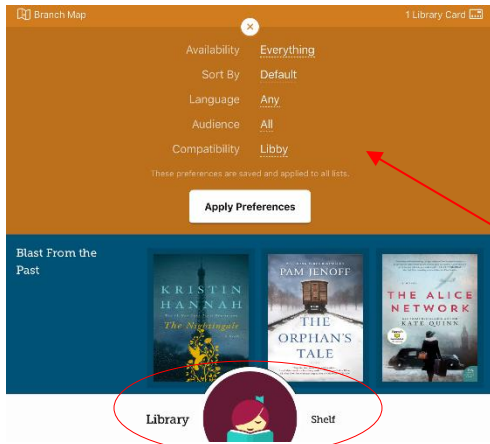
## Returning Titles Early

(Titles are automatically returned on the due date. Follow these steps to return a title early.)

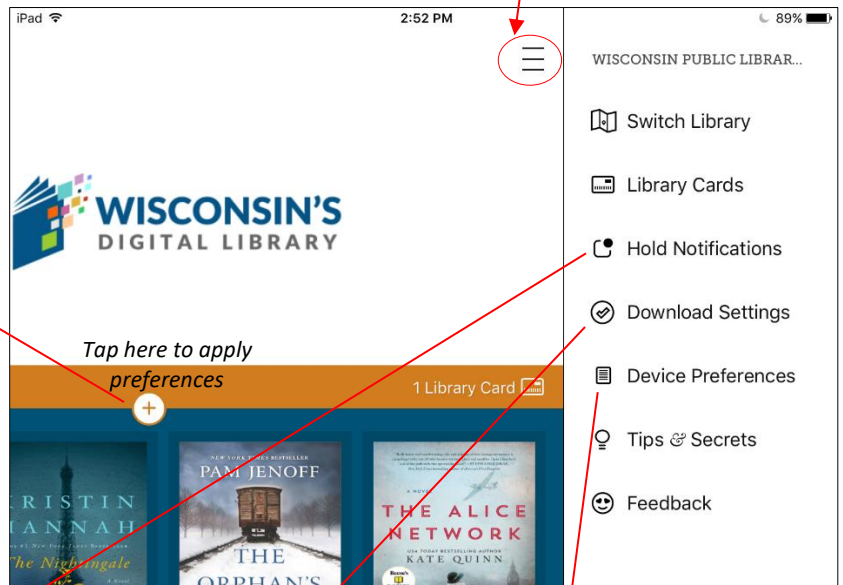
- From your Libby shelf tap the cover of the title you want to return.
- Select **Return Title to Library**.
- Tap the **Return!** button to confirm returning the title early.



# Libby Tips & Tricks



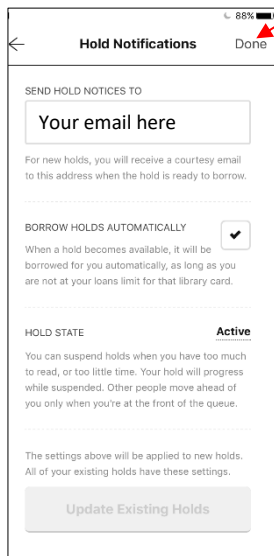
This menu is accessible on the bottom of most screens. Use to go between searching the library and viewing your checkouts.



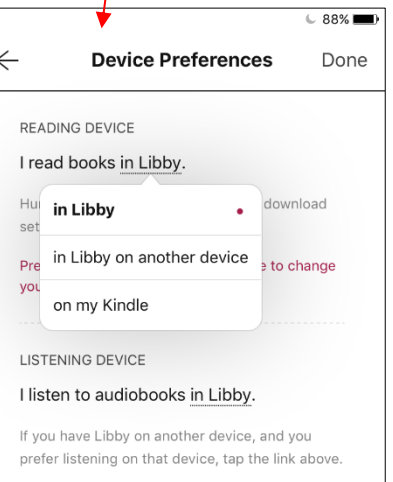
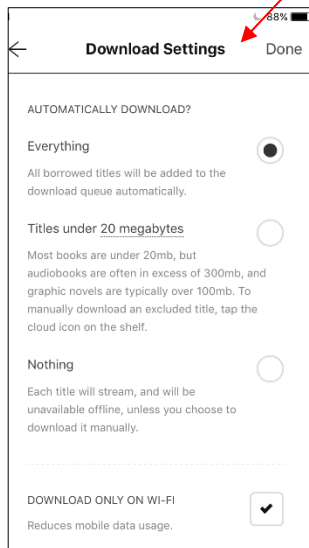
Tap here to get the choices on the right

Tap here to apply preferences

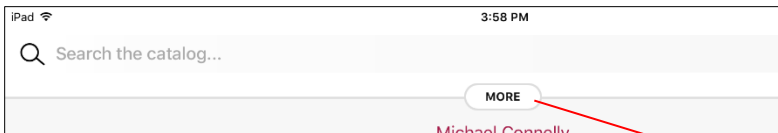
Update your email address and change your other Holds settings.



Choose options for automatically downloading titles. You can limit by file size and Wi-Fi access.



Set your default device preferences for each book format.



After tapping in the search box at the top of the screen, you can tap MORE to get advanced search options. This includes the ability to limit the format and subject. You can also search for pre-release titles to get your name on the waiting list early!

