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Remember to turn on Wi-Fi before you begin.

Download the App

- ✓ go to the App Store on your tablet or smartphone. (Ex. Apple App Store, Google Play Store, Windows Store.)
- ✓ search for "Overdrive Libby".
- ✓ find the Libby App and install it to your device.
- ✓ tap **open** to open the App from the App Store.



Set up the App and find Wisconsin's Digital Library

- ✓ tap "Hi" to get started.
- ✓ tap "Find My Library" (you may need to scroll down). Libby will use the location services on your device to search. If it doesn't find our library, tap "No" and then "No, I'll Search for a Library" to search by zip code.
- ✓ you should see the Wisconsin Digital Library logo once you select a library.
- ✓ tap "Add a Library Card".
- ✓ where it says "Select Your Library from the List Below" select **Monarch Library System**.
- ✓ type in your **library card number** without spaces.
- ✓ type in your **pin number** (the last four digits of your phone number).
- ✓ once your card is entered it will be saved for future checkouts.
- ✓ You can add more than one card on your device.

Finding and downloading eBooks and eAudiobooks in Wisconsin's Digital Library

- ✓ tap the **Search** box in the upper left to search for specific titles, authors, or subjects.
- ✓ for more search options, tap "More" to get the advanced search area.
- ✓ to browse, scroll down on the main page to search for collections and recommendations.
- ✓ use the "+" (plus sign) to refine your search.
- ✓ tap the **book cover** to get more information about the book such as a summary, how many copies are available, read a sample, etc.
- ✓ note: if it says **Borrow** it is available to borrow now. If it says **Place A Hold** it is not currently available – tap place a hold to be added to the wait list.
- ✓ when you are ready to get a book, tap **Borrow**. On the next screen, you will have the option to change your lending period by tapping where it says "__ days". You can have eBooks up to 21 days and eAudiobooks up to 14. Tap **Borrow** again to complete your checkout.
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- ✓ you can look at your settings at any time by tapping the three-line menu in the upper right. 

(OVER)

Place a hold

- ✓ tap “**Place a Hold**” if the item is currently checked out and you want to be placed on the wait list.
- ✓ the first time you place a hold you will need to type in your email address.
- ✓ the item will automatically check out to you when it is available. You will receive an email notifying you that it has been checked out to your account. Go to your shelf to start reading or listening.

Renewing an item

- ✓ three days before your loan is due you will get the option to renew your item. (You will not be notified to renew, so keep track of your loans). Go to your shelf and tap on the book cover for this option. You will not be able to renew an item if there is a hold list.

Navigating eBooks on your Tablet or Smartphone

- ✓ go to your shelf to begin reading or listening.
- ✓ for eAudiobooks, use the play, pause, and fast forward options.
- ✓ for eBooks, turn the pages of your eBook by tapping to the left or right on your screen.
- ✓ tap in the center to adjust the settings, such as font size for eBooks and speed for eAudiobooks.
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- ✓ before you begin searching for books set your reading preference to Kindle. Tap the main 3-line menu in the upper right. Then, tap “Device Preferences”. Under “Reading Device” tap the underlined “in Libby” link. Tap “on my Kindle”
- ✓ When you borrow a title it will give you the prompt to send the book to your Kindle. This will take you to Amazon.com to complete the transaction. Click “Get Library Book” on the right side of the screen (you may need to scroll over). Then select which device you would like to send the book to. Once it is sent, sync your Kindle and the book will show up on your home screen.
- ✓ Grab the Yellow Kindle Directions for more information about Kindle Books.
- ✓ Keep in mind, not all eBooks in the Wisconsin Digital Library are available in Kindle format.

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- ✓ go to your shelf
- ✓ tap the book cover you would like to return. You will see the option to return your item to the library.

Please note that you can have a total of 10 titles checked out at once. Time periods for check out can be 7, 14, or 21 days. You can change this period after you tap **Borrow** and before you tap Borrow again to confirm. Most titles are also listed and can be checked out from MonarchCat at: <http://www.monarchcat.org>. For more complete information on installation, troubleshooting and the checkout process click on “help” on Wisconsin’s Digital Library website. You can also Call or stop by the Reference desk of the Grafton Public Library if you need additional help or information.

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