



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



**ALTOONA**  
PUBLIC LIBRARY



### **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.

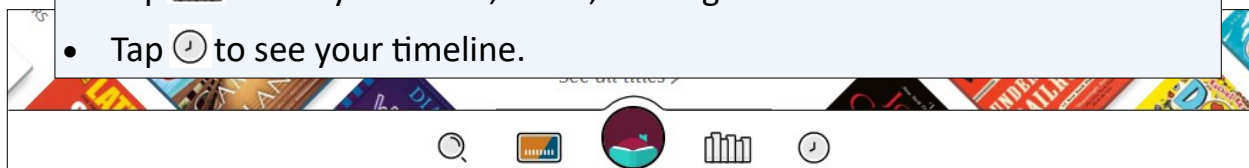
## Navigating in Libby

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



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 solutions to common problems.

## Finding titles and filtering the results


**Browsing** – Tap  in the footer to explore the collection.

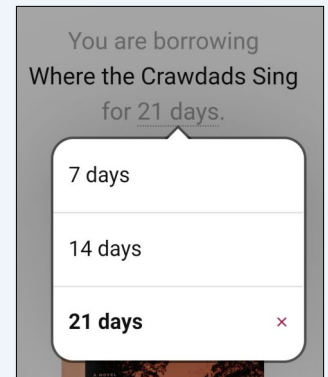
**Searching** – Tap  in the footer to do basic author and title searches. To run an advanced search, tap  > . This lets you search by subject, format, date added, and more.

## 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

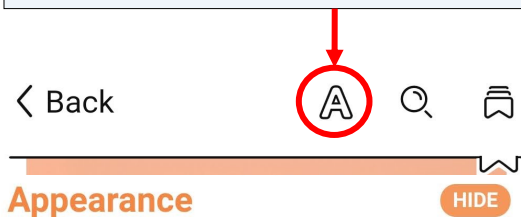
- When you find a title, tap the book cover. This takes you to the title's details page and a link to read or listen to a sample of the book.
- Tap "Borrow."
- Choose your loan period by tapping the underlined loan period. It will default to this selection next time. If desired, select a new loan period. 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).



#### TEXT SCALE



Include accessibility sizes. ☐

#### LIGHTING



#### BOOK DESIGN

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



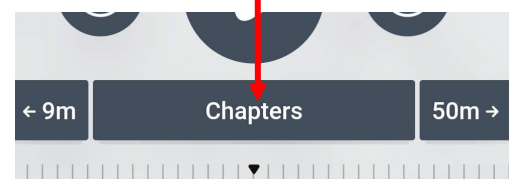
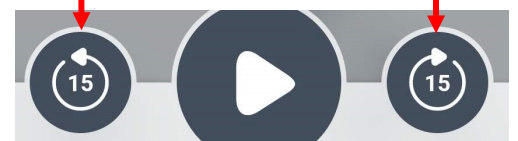
### audiobooks:

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.





## 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.

If you place a hold on this title,  it should be ready for you to borrow in **about 17 weeks**.


57 copies in use  
81 people waiting *in total*  
1 person waiting *per copy*

## 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.

## 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 715-839-5029 or email us at [altoonapl@altoonapubliclibrary.org](mailto:altoonapl@altoonapubliclibrary.org)