



User Guide for Kindle eReaders with Libby



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 Kindle devices work with Libby?

- Kindle Fire, Fire 7, Fire HD 8, Fire HD 10, Fire HDX.
- Kindle (newer generation), Kindle Paperwhite, Kindle Oasis, Kindle Voyage.
- Do have an older Fire or e-reader? Refer to the Older E-Reader User Guide.

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.
 - **Note:** Kindle eReaders are only compatible with e-books. Please contact the library to learn how to access audiobooks and magazines.
- 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 computer and Kindle device to work with Libby






- On your computer, not your e-reader, go to libbyapp.com. Want to use your smartphone or tablet instead? Download the Libby, by OverDrive app in the Apple App store (iOS) or Google Play Store (Android). Once installed, open the app.
- 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.

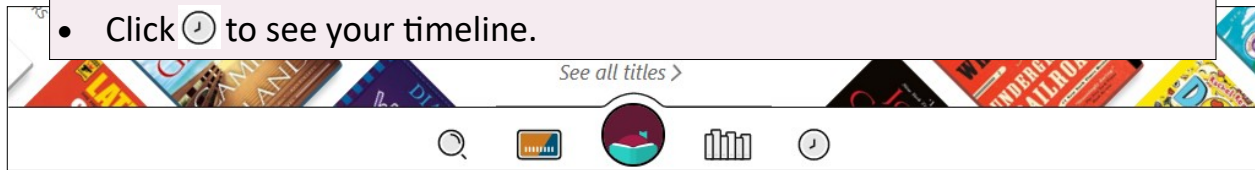
Navigating in Libby

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 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.

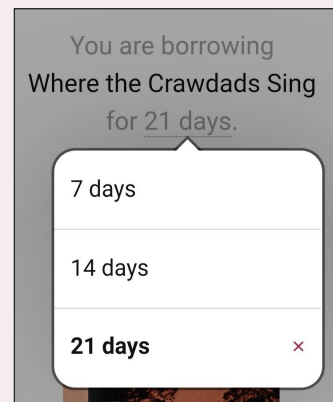
Searching – Click  in the footer to do basic author and title searches. To run an advanced search, click  > . This lets you search by subject, format, date added, and more.

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.”

Downloading Books to Kindle


- **First**, change your reading preference for e-books to Kindle. This is different from setting your search preference noted on the previous page.
 - Go to  > **Read Book With...**
 - Select “Kindle.”
- 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 tap “Borrow” again.
- Click “Read With Kindle.”
- A new tab will open in your browser, taking you to your Amazon account. Sign in, if necessary.
- Click the “Get Library Book” button. **Make sure the name of your Kindle is selected.** This delivers the e-book to your Kindle e-reader.
- Turn on your Kindle e-reader and connect to your Wi-Fi. The title should appear. If it does not, you may need to go to your Kindle e-reader tools and tap “Sync My Kindle.”





Reading titles

- Tap the cover of the downloaded book in your Kindle e-reader to open.
- You should be able to access reading tools on a Kindle e-reader by tapping in the upper third of the screen (adjust font size, margins, and spacing, as well as jump to chapters).

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, 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, click the **Libby** icon. Select “Manage Notifications.” Select how you want to be notified.
- Once notified, find your waiting hold in the  view under **holds**. 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 Kindle e-reader books 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.”
- To remove the book from your Kindle, press and hold your finger on the book cover. A menu should appear that will allow you to “Delete this title” or “Delete this letter.” If your Kindle is older, there may be other methods to remove the title.

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.
- 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** icon. Under **Help & Support**, tap “Get Some Help.”
- Call the library at 715-839-5029 or email us at altoonapl@altoonapubliclibrary.org