


## How To:

### SEND BOOKS TO KINDLE—

- Go to your “Shelf”
- **TAP** the title jacket/cover
- **TAP** “Send to Device”
- **TAP** “Select your device” then “Kindle”
- **TAP** “Send to Kindle!”

You’ll be taken to Amazon’s website to finish getting the book. **TAP** “Get library book,” sign in, and choose a device to deliver the title to.

### RETURN KINDLE BOOKS—

- Go to your “Manage Your Content and Devices” page on Amazon
- Find the title in the “Your Content” list, then **TAP** 
- **TAP** “Return this book” in the pop-up window

### MAKE KINDLE YOUR PREFERRED WAY TO READ—

If you always want to send books to Kindle, you can change your device preference in Libby to make Kindle your default

- Go to  > “Device Preferences”
- Under “Reading Device,” **TAP** the underlined “in Libby” link
- **TAP** “on my Kindle”

### After you adjust this setting:

- You’ll see a “Send to Kindle” link immediately after borrowing a Kindle-compatible book
- You’ll still need to select “Send to Kindle” to finish sending each book to your Kindle or Kindle reading app.

### HOW TO EXTEND LOAN PERIODS!

The max loan period for eBooks is 21 days and eAudiobooks is 14 days.

### 2-TAP RENEWALS!

If your loan period appears to be less than the maximum:

- Select the underlined date before borrowing a book to extend your loan

OR

- Log in to the WDL website—[wplc.overdrive.com](http://wplc.overdrive.com)— and select “My account> settings” to view & edit loan period default options

1. **TAP** the cover of the title from your Shelf in the Libby App
2. **TAP** “Renew Loan”

You may renew a title 72 hours prior to the expiration time if there are no other holds.

### Need more help with Libby?

Visit [help.libbyapp.com](http://help.libbyapp.com) or contact us at

**Mukwonago Community Library**  
(262) 363-6411

[www.mukwonagolibrary.org](http://www.mukwonagolibrary.org)



**MUKWONAGO**  
COMMUNITY LIBRARY

Libby is brought to you by your local library and OverDrive



**WISCONSIN'S**  
DIGITAL LIBRARY

# Libby

One-tap reading app  
from your library

**3**  
steps

**BORROW LIBRARY**  
**eBooks &**  
**eAudiobooks**  
**FOR FREE**  
**3 Step Guide**



**Smartphones**

**Tablets**

**Windows 10 Computers**

# DOWNLOAD APP

FIRST TIME USE ONLY

Download the Libby app from the app store on your device:



1

**NOTE:** To read on a Kindle, please see the “LIBBY and KINDLE” section

## Open Libby app:

- Select “Hi!” to get started
- Select “Find My Library”
  - If Libby guesses your library incorrectly,
- Select “No...” then
- Select “No. I’ll Search For A Library”
  - Search by library name, city, or zip code
- Click on your library

2

## Add your library card:

- Select “Add Your Card”
  - On the right side of the Wisconsin’s Digital Library Collection homepage
- Select “Bridges Library System”
  - From the drop down menu
- Type your CARD NUMBER and PIN in the appropriate boxes
  - Include any letters and numbers for the CARD NUMBER
- Select “Sign In”

3

### DID YOU KNOW?

Add multiple library cards by selecting ☰ from the library side of your Libby app. Then select “Library Cards” > “Add Another Card”

# DOWNLOAD eBooks & eAudiobooks

1

## OPEN THE LIBBY APP

- Libby will take you to Wisconsin’s Digital Library (WDL) Homepage
- If your library card is not linked to the app, please see step 3 of DOWNLOAD APP

## BROWSE | SEARCH

Option #1: Browse Wisconsin’s Digital Library Collection—

- Scroll down the WDL homepage until you find “Popular Collections”
- Select one of the genres or select “Explore our Collections” to see more genre options
- View all results or add filters by tapping on your preferred format or genres
- Select the ⊕ icon to set preferences such as availability, audience, and more

Option #2: Search Wisconsin’s Digital Library Collection—

- Select “Search the Catalog...” on the upper left of the WDL homepage
- Type the name of a title, author, or genre
- View all the results or add filters by tapping on your preferred format or genres

2

## BORROW | PLACE HOLD

Option #1: Borrow a book—

- If a book is available right away, it will have a “Borrow” option next to it
- Select “Borrow” to get this book right away
- Select “Open Book” to begin reading
- Select “Go to Shelf” to view/access your loans, open a book, or send a book to a device
- Select “Keep Browsing” to look for additional titles

Option #2: Place a hold on a book—

- If a book is not available right away, select “Place Hold” to be added to the queue
- Enter an email address to receive an email notification when the book is ready for you
- Select “Place Hold!”
- Select “Keep Browsing” to look for additional titles

3



**CLICK TO ACCESS MANY FEATURES**

Including Settings, Preferences, and Tips & Secrets!

**HAPPY READING!**