

## FAQs (continued)

### How many items can I check out? How many can I have on hold?

- You may have 10 items checked out at once and 10 items on hold.

### Do I need to return my checked out items?

- No. Everything you check out will be automatically returned at the end of your checkout period, and you'll never have fines. However, you can return items early so that they will be available for others.

### What does "automatic hold checkout" mean?

- If you choose "automatic hold checkout," the items you have on hold will be checked out to you as soon as it is your turn for the item. You will still need to download the item to your device. Your checkout period will start as soon as the item is checked out to you.

### Can I renew my items?

- Three days before your item is due, you can renew the item if no one else is waiting for it. In the app, go to the **Shelf** screen. Tap the item cover and then tap **Renew Loan**. If others are waiting for the item, you will see an option to **Place a hold** instead.



### How can I control what the app downloads?

- Look for the **Menu** icon in the upper corner of the app.
- Tap **Set up Libby** and then **Choose download behavior**.
- You can choose what size files (if any) will automatically download.
- By default, the app is set to not use mobile data to download loans.

### Why can't I check out some items for 21 days?

- Items in high demand may be limited to a 14 day checkout so that more patrons will have a chance to read them.

### Can I continue reading the same item on multiple devices?

- Yes. You will need to install the Libby app on your devices using the same card/PIN combination. You will also need to download the item to each device. When your devices are connected to the internet, your reading progress will sync between your devices.

### Why do I have to wait to read a digital book?

- Just like physical books, only one person can use an ebook at a time.

### Can I use Libby with my Kindle Fire?

- Currently, the Libby app is not available for Kindle Fire.
  - The OverDrive app can still be used on Kindle Fire.

HELP.LIBBYAPP.COM

Using OverDrive with...

# THE LIBBY APP

iOS, ANDROID, WINDOWS 10 DEVICES

## SETTING UP THE APP

### Step 1: Visit the library to get a library card and a PIN

- Your PIN will be the last four digits of your phone number.

### Step 2: Install the Libby app

- Go to the **App Store** on your device:
  - App Store for iPad, iPhone (iOS version 9+)
  - Google Play Store for Android devices (version 4.4+)
  - Windows Store for Windows 10 devices
- Search for **Libby** and install the **Libby, by Overdrive** app.

### Step 3: Set up the app

- Open the Libby app.
- Tap **Yes, I have a library card**.
- Tap **Guess my library** if your device has your location function turned on and you are near your home library.
- Tap **I'll search for a library** if your device does not have your location function turned on or you are not near your home library.
  - Searching by ZIP code works best.
- Select **Wisconsin Public Library Consortium (Platteville)**.
- Tap **I'll mostly read in Libby**.
- Tap **Sign in with my library card**.

### Step 4: Set up your account




- Scroll through the list of libraries and select **Platteville Public Library (Southwest Wisconsin Library System)**.
- Enter your **card number** and **PIN** and tap **Sign in**.
  - Your card number is the 14 digits on the back of your library card.*
  - Do not include any spaces.*
  - Your PIN should be the last 4 digits of your phone number.*
  - See library staff if you have problems with your library card or PIN.*

BENTON PUBLIC LIBRARY

48 W MAIN ST | BENTON, WI | 608-759-2665

*OverDrive is brought to you by the Wisconsin Public Library Consortium and the Southwest Wisconsin Library System.*

## FINDING AN ITEM TO CHECKOUT

- Open the **Libby app**. 
- Make sure you are looking at the **Library** screen.
  - *If you are in the middle of reading or listening to a book*
    - ◆ If you don't see any menus, tap the middle of the screen.
    - ◆ Tap **Library** at the bottom of the screen.
  - *If you are looking at your shelf (items you have checked out)*
    - ◆ Tap **Library** at the bottom of the screen.
- To find something to read or listen to:
  - Tap **Search...** at the top of the screen.
  - Search for a title, author, series, or subject.
  - You can browse the library collection by looking through the featured collections on the front page of the **Library** screen.
  - You can browse by genre by tapping **Actions** near the top of the screen, tapping **Explore all subjects**, and selecting a subject. 
- To only see items available to check out right now:
  - After searching, tap **Refine** .
  - Under Refine, tap **Exclude unavailable titles**.
- To see only books or only audiobooks:

## CHECKING OUT & READING ITEMS

- If the item you want is available, you can check it out immediately.
  - Tap **Borrow** next to the item's cover.
  - To change your loan period, tap the underlined loan period and select a different number of days.
  - Tap **Borrow**. The item is now checked out to you.
  - To read the item, go to your **Shelf** and tap **Open Book**.
- If the item you want has a wait list, you can place a hold on it.
  - Tap **Place a hold** next to the item's cover.
  - On the next screen, tap **Place hold**.
  - You may be prompted to enter your email address.
  - You will receive an email when the item is available for you.
- To read your book:
  - If you are currently reading a book, you will see the cover displayed in the **Title circle** at the bottom of your screen. Tap the **Title circle** to resume reading your book.
  - If you need to open a book or switch to a new book:
    - ◆ Tap **Shelf** at the bottom of your screen.

## NAVIGATING THE APP




- **Library** lets you search the library catalog for books.
- The **Title circle** (center) lets you resume reading your current book.
- **Shelf** lets you see what you have checked out and what you have on hold. You can also switch between books via your shelf.
- If you don't see any menus, tap the middle of the screen.

## RETURNING ITEMS

- Items are automatically returned at the end of your checkout period. However, you can return items early so that others can read them.
- Make sure you are looking at the **Shelf** screen.
  - *If you are in the middle of reading or listening to a book*
    - ◆ If you don't see any menus, tap the middle of the screen.
    - ◆ Tap **Shelf** at the bottom of the screen.
  - *If you are looking at your library (searching for books)*
    - ◆ Tap **Shelf** at the bottom of the screen.
- Tap the cover of the item you want to return.

## FAQs

### How can I change the font size of my book?

- Open up the book you are reading.
- Tap the middle of the screen.
- In the top right corner, tap the  **Menu** button.
- Tap **Reading Settings**.
- You can change your font size, font style, and background color. The **custom** option will also let you change your line spacing.
- Tap **Done** to save your changes.

### How can I find out what I have on hold?

- Go to your **Shelf** and tap **Holds** at the top of the screen.
- Tap the item cover to see approximately how long your wait will be or to cancel your hold.
- You can suspend your hold(s) if you decide that you have too many holds and too little time. Tap **Edit Hold** and change your hold state from **Active** to