






Wisconsin's Digital Library

SETTING UP:

- Download Libby from the App Store (on Apple devices) or the Play Store (on Android devices).
- Open the app. Libby will greet you and ask if you have a library card. Tap **Yes**.
- Next, Libby will try to find your library. Tap **I'll Search for a Library**.
- Type in **Frank L Weyenberg**. In the list that appears, tap on **Wisconsin Public Library Consortium: Monarch Library System**.
- Now, Libby will prompt you to sign in to the Wisconsin Public Library Consortium. Tap **Choose A Location**. After a moment, a drop down menu will open. Select "**Monarch Library System (MLS)**."
- Enter your **library card number** (located on the back of your library card), then tap **Next**.
- Enter your **PIN number** (usually the last 4 digits of your telephone number). Tap **Sign In**.
- You'll be asked if you prefer to read with Kindle. Tap **Skip**. Your library account is now connected to Libby.

FINDING BOOKS:

- To search for and check out **books, magazines, and/or audiobooks**, tap the **magnifying glass** in the bottom left corner of the screen. Then type a title, author, or series and tap the **magnifying glass** to complete the search.
- You can also **browse for books** by subject or genre. To do this, tap  near the bottom left corner of the screen. Next, tap the gray **subjects** button beneath the Wisconsin's Digital Library logo. Finally, tap on your topic of interest.
- To **browse** the full list of **magazines**, tap  near the bottom left corner of the screen. Next, tap the gray **available** button beneath the Wisconsin's Digital Library logo. Finally, tap **[X] magazines** near the top of the screen. You can refine the list by subject by tapping **Refine**, and then **Subject**.
- Tap **Borrow** beside any available item to check it out. Libby will prompt you to choose a loan period (**7 days, 14 days, or 21 days**). Choose one, or leave the default as-is. Then tap **Borrow!**
- All magazines can be checked out anytime. However, if there is a waitlist for the book or audiobook you want, tap **Place Hold** to request the title. Then tap **Place Hold!** to finalize the hold request. Libby will email you when the item becomes available.
- You can access your **Loans** and **Holds** by tapping  at the bottom of the screen. Then tap **Loans** or **Holds**.
- In your **Loans**, items marked with a **black checkmark** have been downloaded and can be accessed without an internet connection.
- However, items marked with a **cloud** have not yet been downloaded. To download an item, tap the cloud, followed by **Download**. When the item has finished downloading, a **black checkmark** will appear.
- Tap **Read With...** to choose how you'd like to read or listen to the item. To read or listen to it on your current device, tap **Libby**.