



## 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**."
- 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**.
- Your library account is now connected to Libby. Tap **Next** to enter the library.

## FINDING BOOKS:

- You can search for specific titles, authors, or series using the **Search For a Book...** bar in the **Library** part of the app.
- You can also browse by subject or genre. To do this, scroll down on the **Library** homepage until you see a list of genres. Choose any of those, or tap **Explore more subjects** to see them all.
- Tap **Borrow** beside any available book 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!**
- If there is a waitlist for the book you want, tap **Place Hold** to request the title. Then tap **Place Hold!** to finalize the hold request. Libby will email you when the book becomes available.
- You can access your **Loans** and **Holds** by tapping **Shelf** at the bottom of the screen. Then tap **Loans** or **Holds**.
- You can toggle freely between the **Library** and your **Shelf** at any time.
- In your **Loans**, books marked with a **black checkmark** have been downloaded and can be accessed without an internet connection.
- However, books marked with a **grey circle** have not yet been downloaded for offline use. To download a book, tap **Download**. When the book has finished downloading, a **black checkmark** will appear.
- Tap **Read With...** to choose how you'd like to read or listen to the book. To send the book to your Kindle, tap **Kindle Apps & Devices**. To read or listen to it on your current device, tap **Libby**.