

## FREE E-BOOKS AND E-AUDIOBOOKS WITH YOUR LIBRARY CARD

### Download & Set Up the App

Computer Users: go to <http://libbyapp.com>

Mobile/Table Users:

- a. Visit your device's app store (Google Play, Apple App Store, etc.)
- b. Type "Libby" in the search bar. Look for an app called Libby by OverDrive:
- c. Download the app



Once you are at the website or have downloaded the app, begin answering the questions as they come up on the screen.

Cudahy Family Library appears as

"Wisconsin Public Library Consortium: Milwaukee Federated – Cudahy"

Type in your library card number and PIN when prompted to do so.

If you don't have a card, register for a digital access card here:

<https://countycat.mcfls.org/screens/online.html>

If you don't have a PIN or can't remember your PIN, you can request/reset it here:

<https://encore.mcfls.org/iii/encore/myaccount>

If you are still having trouble with your PIN, please email us at [cpl.reference@mcfls.org](mailto:cpl.reference@mcfls.org)

Once your account is confirmed, you'll be taken to the home screen of Wisconsin's Digital Library.



### Library and Shelf Views

At the bottom of the screen are two tabs: Library and Shelf.

**Library** is where you search for and borrow books.

**Shelf** is where all the items you have checked out or placed on hold can be accessed. When you are ready to read or listen to something you have checked out, tap on Shelf.

## Search for Books

At the top of the screen is a search bar. You can search by author, title, series name, or subject.

You can also browse for books by scrolling down. You can choose from categories like Mystery, Fantasy, or Romance, or you can see What's New, What's Popular, or What's Available.

Tap on **Refine** to narrow down your options.

## Borrow Books

Tap on **Borrow** to check out a book.

At the top of the window, you will see how long you can have the book. Tap on the time if you want to change it.

Tap the Borrow! button to confirm the checkout. The book should begin to download right away.

You can keep browsing for books or go straight to your Shelf to start reading or listening right away.

You can have 10 books or audiobooks checked out at one time.

## Place Holds

If all copies of a book are checked out, you will have the option to Place Hold.

Your estimated wait time will be shown on the title information screen.

Tap on the Place Hold! button to confirm.

You can place up to 10 items on hold at one time.

Your book will automatically be downloaded when it is ready for you to borrow.

You can **suspend** or **cancel** your holds on your Shelf, under the Manage Hold tab. Suspending holds keeps your place in line but doesn't check the book out to you.

## **Return Books**

Books will automatically be deleted from your device when they are due, so you will never have fines or fees.

If you want to return your book early, tap on Manage Loan in the Shelf tab.

Tap on Return Early when the information box opens.

Tap on the Return! button to confirm.

## **Renew Books**

If there are no holds on a title, you can renew items.

Go to your Shelf.

Click Renew next to the book if it is an option.

Click the Renew! button.