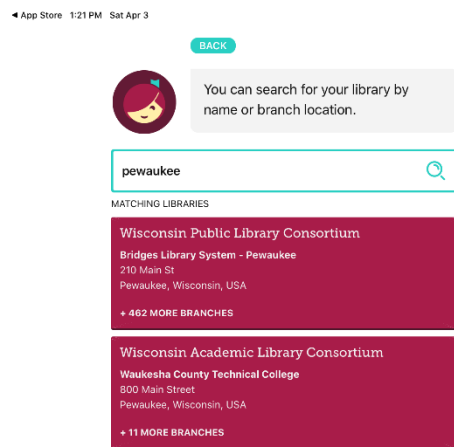




This free app is available for Android, iOS (iPhone/iPad/iPod touch), and Windows 10 devices.

\*Before you get started, you will need a valid Bridges Library System (Waukesha or Jefferson County) Library card and an Internet connection.

### Getting the App & Signing In

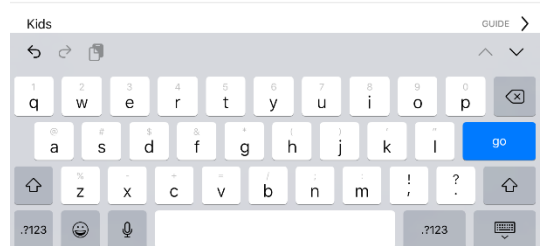


Go to your device's app store and search for and install the Libby app.

Open the app and answer the questions as you are prompted. Libby will want to know if you have a library card and ask about your location to find your library. Search for Pewaukee and select the **Wisconsin Public Library Consortium - Bridges Library System – Pewaukee**.



The screen will now have prompts for you to add your library card. Type in your Library Card number including the CAFÉ before the numbers. Tap Next and type in the password associated with your account. Contact the Library if you need assistance.



## Navigating the App

Once the app is open and you've added your library card, you're ready to start navigating. The first thing to note is the icons at the bottom of the screen. From left to right you will see:

- **A magnifying glass** – This is the search function. Search for specific author and titles here.
- **A library building** – Browse the collection here.
- **The Libby Logo** – This is the main menu. You can add additional library cards, get help, and see what library cards are already on your device.
- **A stack of books** – Go here to find what you have checked out and what's on your hold list.
- **A clock** – Find your timeline here. This will show you what you've previously had checked out.

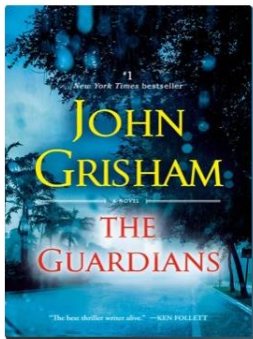


## Searching for Titles

Tap the **Magnifying Glass** in the bottom left corner to search for titles or authors. Your results will appear with cover images. Items that are available for checkout will say **Borrow** next to the cover and those that require you to go on a wait list will say **Place Hold**. Tapping the calendar image next to the item that requires a hold will tell you approximately how long you will be waiting before being able to check out the item.

### The Guardians

John Grisham



Borrow

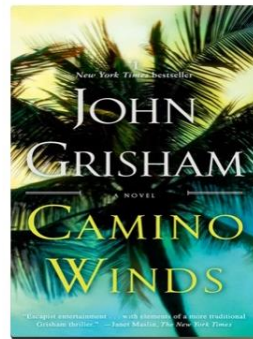
Read Sample

Tag



### Camino Winds

John Grisham



Place Hold

Read Sample

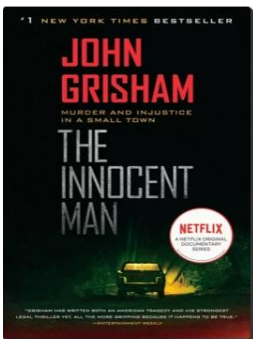
Tag



Additionally, titles that are Audiobooks will show earbuds underneath the cover image; eBooks will not.

### The Innocent Man

John Grisham



Borrow

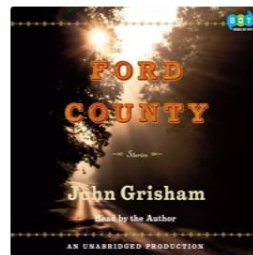
Read Sample

Tag



### Ford County

John Grisham



Place Hold

Play Sample

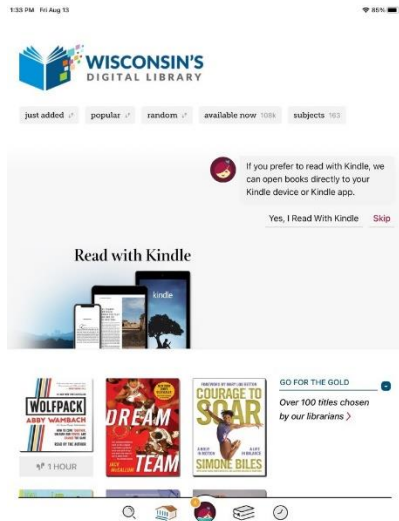
Tag



9 HOURS

## Other Searching Tips – Preferences and Explore

You can limit your searches to a specific format, language, audience, or availability by selecting **Preferences**. From there, select the preference that you're looking for and tap **Apply Preferences**. Your searches going forward will be limited to the preference you selected.

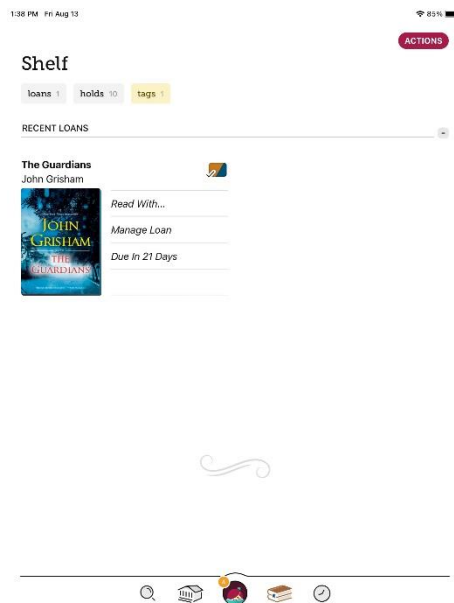


If you don't have an author or title you want to search for, but instead would like to browse by subject, go to the **Library Building Icon** at the bottom of the screen. You can select subjects, new, or popular near the top or scroll to see other guides.

## Placing Holds and Borrowing Titles

To place a hold, tap **Place Hold** and your hold will be placed. You will be alerted via email when the title is available for checkout.

To borrow a title, tap **Borrow**. You will be given a notification stating that you are borrowing the title for a certain amount of time. To change the length of time for borrowing a title, tap on the days listed and choose a different lending length. Tap **Borrow** and you can now open the book and start reading or listening!



## Managing Your Shelf

From the **Book Stack Icon** at the bottom of the home screen, you will be able to see what you have checked out and the titles you have on hold. Tap **Loans** at the top of the page to see what you have checked out. Tap **Holds** to view what titles you are waiting for.

Items can be returned from your shelf at any time. From the **Loans** tab of your shelf, select **Manage Loan** next to the item you want to return. Select **Return Early**. You will be alerted that your title will be returned. Titles that are not returned manually, will be returned automatically on the due date. There is never a late fee with these items.

Please note that library cards require an address check periodically. If you are unable to login, you may need to update your information. Contact the library to get updated.

Questions? Feel free to call the Pewaukee Library at 262-691-5670, ext. 925 for assistance.