

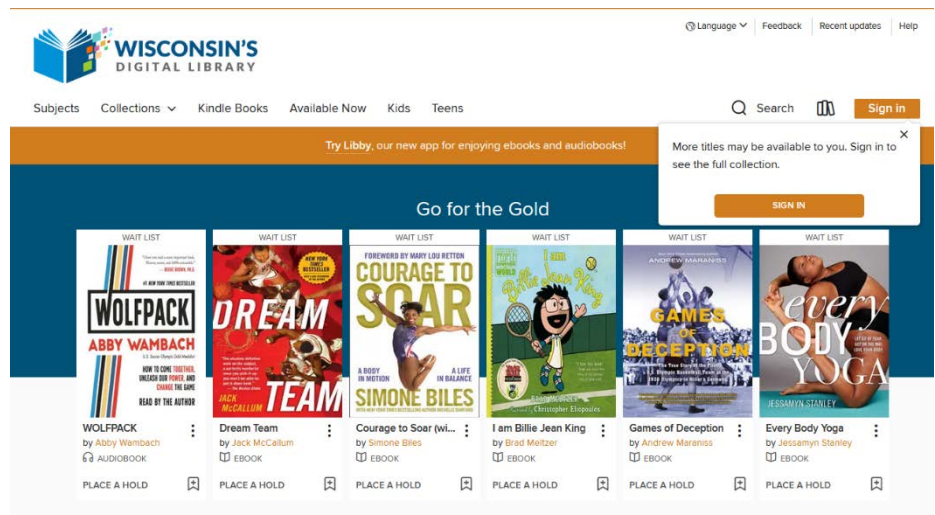


Website Navigation & Instructions

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

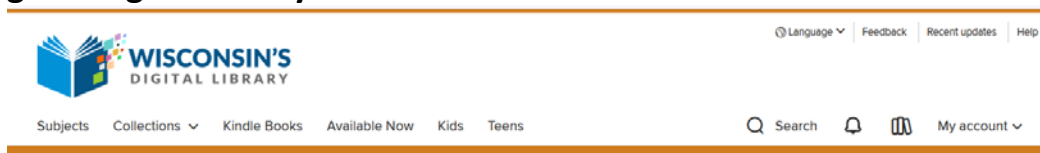
Signing In

Open your internet browser and type **wplc.overdrive.com** into your address bar or search for **Wisconsin's Digital Library**. The home page will prompt you to sign in in the upper right hand corner. Signing in will allow you to see the full digital collection.



Click the sign in button. You will be prompted to select your library. Choose **Bridges Library System**. Next, enter your **library card number** including CAFÉ and the PIN/Password associated with your account. If you are unsure of your password, please contact the Library.

Navigating the Digital Library



Once you've signed in, you're ready to start navigating. The first thing to note is the navigation bar at the top of the screen. On the left side of the screen, you can browse by subjects, collections, books specifically for Kindle, titles that are available now, and books for kids and teens.

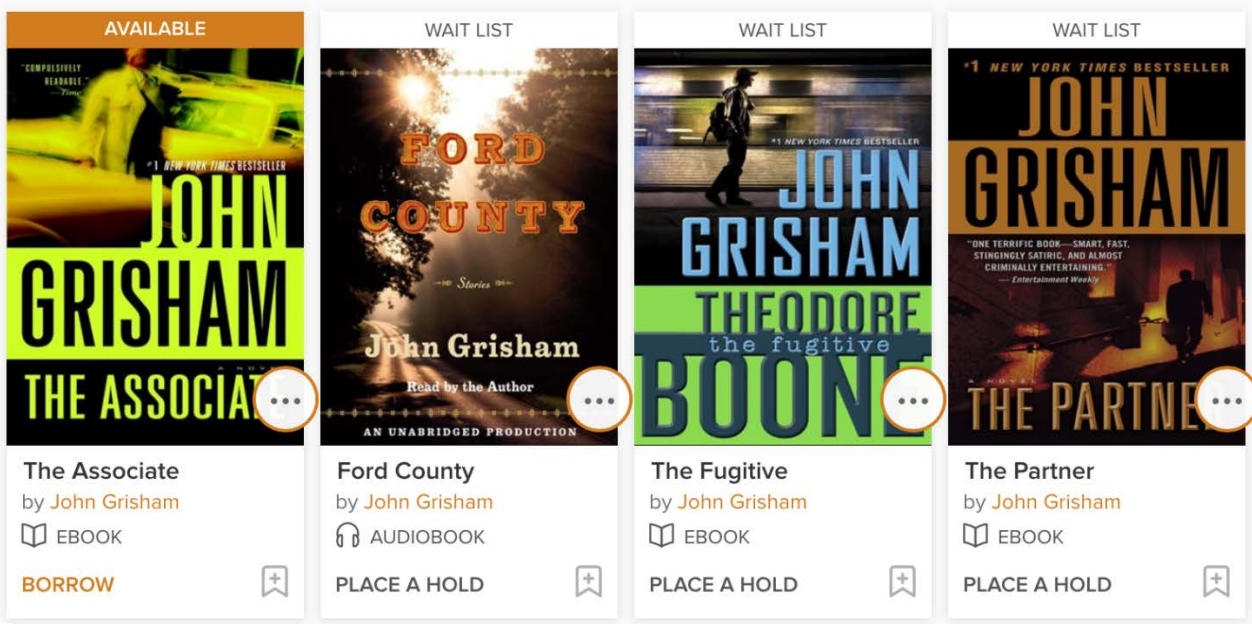
On the right side of the screen you will see several icons and options:

- **Magnifying glass** – click here to search for a title or author
- **Bell** – any notifications you may have will show up here

- **3 books** – This is your virtual book shelf. Click here to see what you have checked, items you have on hold or are waiting for, your wish list, and more.
- **My Account** – Selecting this will give you the same options as clicking on the 3 book icon.

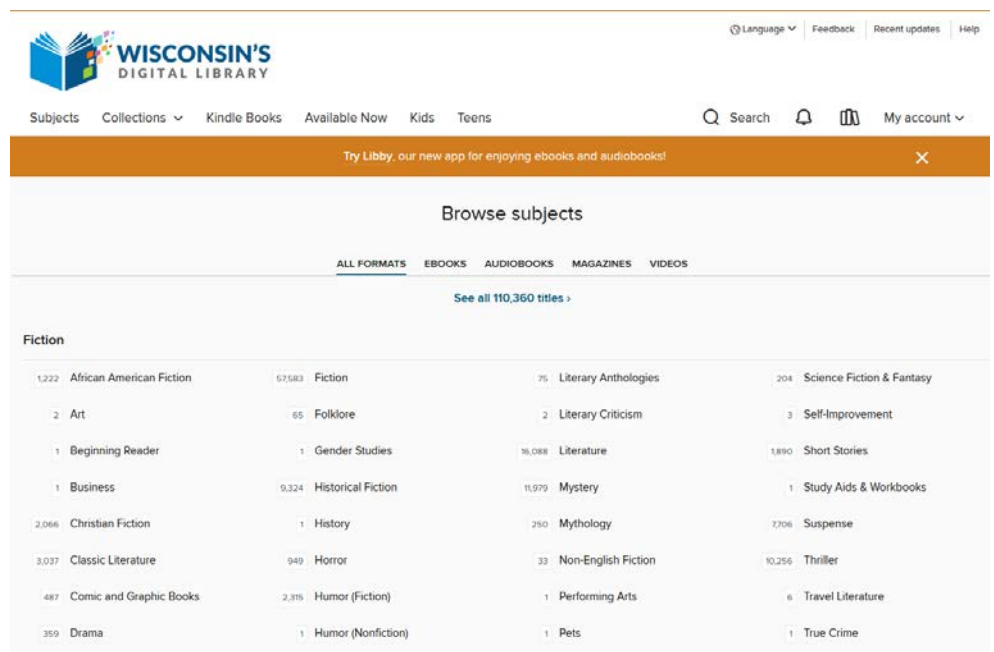
Searching for Items

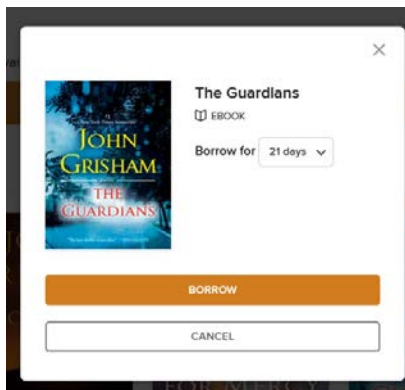
You're now ready to start searching for items. If you have a specific title or author that you would like to search for, click the magnifying glass to open the search box. Type in your search terms and tap **the Magnifying Glass Icon or enter on your keyboard**. Your results will appear with cover images. Items that are available for checkout are marked **Available** at the top and those that require you to place a hold are marked **Wait List**. The format of each item is noted below the image. Also, below the image is the option to either **Borrow** an item or **Place a Hold**. Next to that is an icon that allows you to put an item on your wish list.



Browsing for Items

If you don't have a specific title or author that you are looking for, but would like to browse by subject, select **Subjects** in the upper left corner. You will be given an extensive list of subjects from which you can choose. Before you choose your subject, you can also limit your browsing to a specific format by selecting the **Format** at the top of the page. This will allow you to choose eBook, Audiobook, Magazine, or Video.



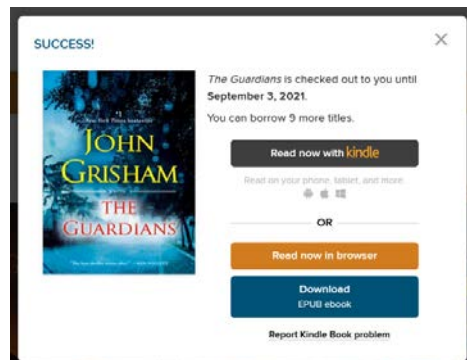


Checking Out eBooks & Audiobooks

To check out an item that is immediately available, click **Borrow** below the cover image. A pop-up window will appear that tell you what you are borrowing and for how long. If you would like to change your checkout length, click the drop-down menu and select your desired length. Click **Borrow**.

Another pop-up window will appear telling you that you have checked out your item and the due date. It will also have options for opening and reading or listening to your item.

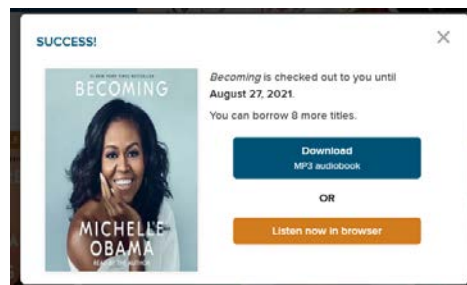
For an eBook on a Kindle: Select **Read Now with Kindle**. You will be taken to Amazon and prompted to sign in with your Amazon account. Sign in with the account that is associated with your Kindle device. Select your device and click **Get Library Book**. The book should appear on your kindle now or after you sync it.



To Read in your web browser: Select **Read Now in Browser**. Please note that selecting this will not download the title to your computer or device and will not save where you are in the book.

To Download on a Computer: Select **Download EPUB ebook**. Selecting this will download the book to your computer or device. Please note that you must have Adobe Digital Editions to download. You will be prompted to download this if you do not already have it.

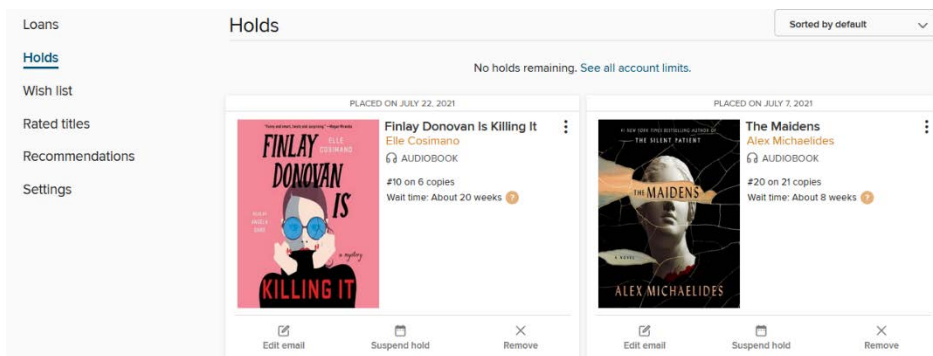
Audiobooks – After clicking Borrow and selecting your checkout length, a pop-up window will appear that will give you the option to either **Download MP3 audiobook** or **Listen now in browser**.



Placing and Managing Holds

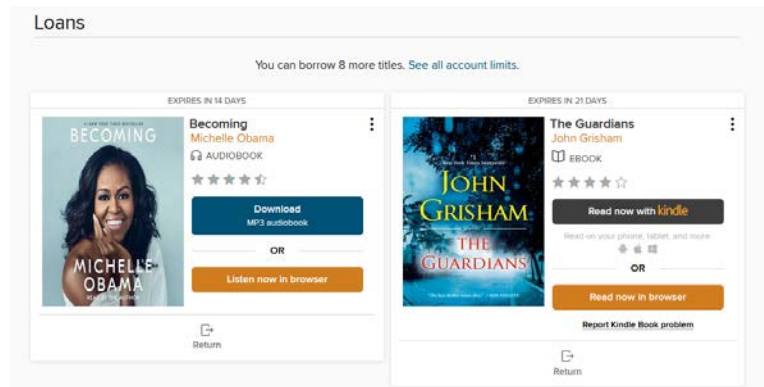
Items that are not immediately available for checkout require that you be put on a wait list. To do so, click **Place a Hold** below the cover image. Enter your email address and you will be notified via email when the title is available to borrow.

To view what you have on hold, click the small image of three books in the upper right corner. Then select **My Account** and **Holds**. You will be able to view all titles on hold, what number you are in line for a title, edit the email associated with the hold, suspend, or remove the hold.



Returning eBooks & Audiobooks

Sometimes you may want to return items early. To do so, click the small image of three books in the upper right corner. Then select **My Account** and **Loans**. Click **Return** located below the book's cover image.



Please note that library cards require an address check every 18 months. 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, x925 for assistance.