

Downloading eMagazines from BRIDGES for iPads, Tablets, & Smartphones

01.02.19

iPads, Smartphones, and tablets can borrow eMagazines using the Libby app from your App Store. This app can be downloaded for free. *Note: at this time, magazines cannot be borrowed using the Kindle app.* Magazines can be borrowed for 2 weeks at a time and there is no limit to how many one can borrow. Also, magazines do not count toward the 3 item borrowing limit on BRIDGES.

Before you start borrowing books from the library you will need the following items:

- A library card from the James Kennedy Public Library
- The Libby app installed on your device

Borrowing magazines using the Libby app:

1. Make sure your Wifi is connected.
2. Touch the **Libby** app to open it
3. If this is the first time you've opened the app, you'll need to register your library card with Libby. Follow the prompts to sign in with your library card and choose **James Kennedy Public Library** as your home library.
 - a. Note: You will need to enter the number underneath the barcode on your library card to register.
4. Magazines are linked out from the Home page of BRIDGES. Follow the link to view the entire collection.
5. When you find a magazine you want to borrow, click on **Borrow** next to the title to open up the magazines page.
 - a. Click the colored **Borrow!** Button to borrow the magazine.
6. Click on which option you want after you borrow the magazine: Read, browse, or go to your borrowed items shelf.
7. If you want to be able to read the magazine when you are not connected to Wifi, you will need to download the magazine. To do this,
 - a. Go to your **Shelf**
 - b. Next to the magazine click on **Manage Loan** to option options.
 - c. In the dark header, click on **On-line Only** then on **Download**.
 - d. A little circle will show you the status of the download. The On-line Only line will change to Downloaded (with a checkmark next to it) once the download is complete.
 - e. Repeat for every magazine you want to read when not connected to Wifi.
8. To return to your bookshelf, click on **Shelf**. If it doesn't show, touch at the bottom of the magazine to bring up the menu.

9. Touch on the picture of the magazine cover to open it and start reading.
10. Tap on the right or left side of the page to turn the page forward or backward.
11. To access the menu options while reading a magazine, touch at the bottom of the magazine to bring up the menu.
12. If you want to change your settings so items automatically download:
 - a. Click on the icon of Libby's head
 - b. Set up Libby
 - c. Choose Download Behavior
 - d. Choose the option you want

To return a magazine early:

1. Touch the **Libby** app to open it. You should be looking at your Shelf.
 - a. If you're looking at the magazine you are reading then touch the word **Shelf** at the bottom of the page.
2. Next to the magazine you want to return, touch **Manage Loan** to bring up options.
3. Touch **Return Loan to Library**.
4. Touch colored **Return** button.
5. Once returned, the magazine will delete from your bookshelf and return to BRIDGES.