

How to Access the *NEW & IMPROVED*

North Carolina Digital Library (NCDL) in Five Steps

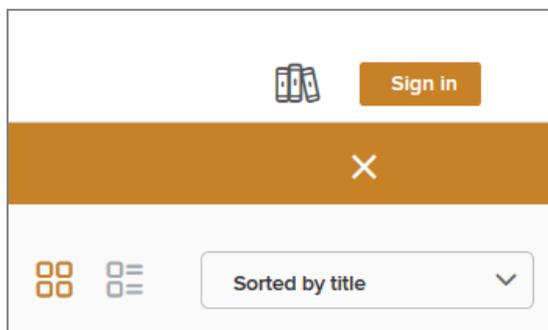
The screenshot shows the North Carolina Digital Library website. At the top left is the logo with a smartphone and headphones. Navigation links include 'Subjects', 'Collections', and 'Kids'. On the right, there are links for 'Language', 'Feedback', and 'Help', along with a search icon and a 'My account' dropdown. A blue banner below the navigation says 'New to the site? Learn more here and share your site feedback.' Below this is a 'Just added' section with six book covers: 'BRAD THOR A THRILLER HIDDEN ORDER', 'HIDDEN FIGURES' by Margot Lee Shetterly, 'THE STORYTELLER'S SECRET' by Carmine Gallo, 'DESTINY' by T.D. Jakes, 'THE FRACTURED REPUBLIC' by Yuval Levin, and 'LOVE WARRIOR' by Glennon Doyle Melton. Below the 'Just added' section is a 'NC Middle School Battle of the Books' section with a 'SEE ALL' link and six book covers: 'The WAR that Saved my Life', 'GYM CANDY', 'TO KILL A MOCKINGBIRD', 'TO KILL A WATCHMAN', 'GREENGLASS HOUSE', and 'THREE TIMES'.

HIGH POINT PUBLIC LIBRARY
Readers' Services
883-3638

For more information, troubleshooting assistance, or to set up a one-on-one demonstration on how to use NCDL, contact: **Julie Raynor at 883-3093 or julie.raynor@highpointnc.gov**



Step #1: Sign In



To start, in the top right, click **Sign In**, then select **High Point Public Library** from the list and enter your library card # (with no spaces). It will remember your information, as long as the **Remember my Card Number on this device** box is checked. You also have the option to sign in with your **OverDrive** or **Facebook** Account. Once you've signed in, the button will change to read **My account**, which will give you access to **Loans, Holds, Wish List, Recommendations** and **Settings** (more info. in **Step #4**).

Step #2: Browse and Search

Subjects: you can select from a list of a wide variety of subjects, narrowed down by format.

Collections: choose from the pull down list and select options by format (**eBooks, Audiobooks, Videos** and **Periodicals**).

Spotlight Collections: on the main page there lists of titles such as **"Just added"** or **"Your next great read"**. For these lists, not all of the titles are displayed on the screen, so you can click the title of the list or **SEE ALL** to see the entire collection (the same for all results lists).

General Search: the search box at the top of the screen that allows you to look for specific authors and titles. It now has an auto-complete feature for more intuitive searches. For more focused searching, choose **Advanced Search**.

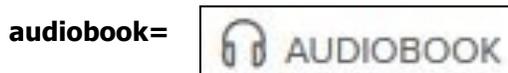
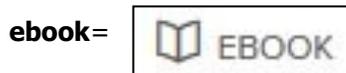
NOTE: You will not find all books by all authors because not all books are available as eBooks or are accessible for free through the digital library.



Step #3: Results Lists

All results lists work the same way. The titles are represented as book covers. Above the book cover there is a banner that describes its status: **AVAILABLE** = can be borrowed today, **BORROWED** = checked out to you, **WAIT LIST** = checked out with holds, **ON HOLD** = on your hold list, and **COMING SOON** = upcoming release available for holds.

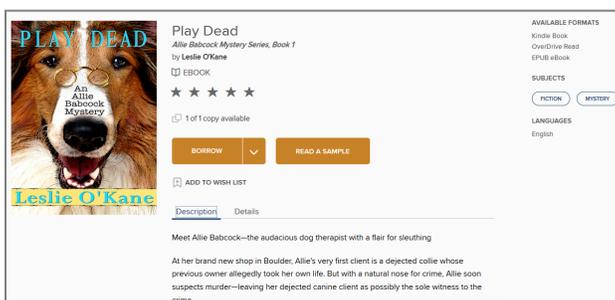
Below each book cover there is an **icon** indicating format:



There is also a ribbon you can click to place the book on your **Wish List**. To borrow an **AVAILABLE** book from this list, click **BORROW** and the title will be added to your Loans page. From there, you can choose your format.

Or, click on the **Ellipsis** button  for additional options: **Read a sample** = read an excerpt from a book before you borrow it, **View details** = see more details about the book, and **You may also like** = see titles similar to this book.

When you choose **View details**, you are taken to a page that provides in-depth information about the title.



You'll be able to do everything that you can on the Results page (Borrow the title, Read a Sample, Add to Wish List, etc.), but you'll also see the **Available Formats** (EPUB, Kindle Book, MP3 audiobook), **Subjects**, and **Language** options. Also, when you borrow from this page you can choose a loan timeframe from the pull-down list on the **Borrow** button (you can choose a default timeframe on your **Account** page, too).

Checkout Details: You can have **5 titles Checked out** and **6 titles on Hold** at a time. Checkout periods: **eBook = 7, 14, or 21 days; Audiobook = 7 or 14 days; Video = 3, 5, or 7 days** (your choice). At the end of the loan, the book is automatically returned to the NCDL collection (you can also return titles early—See **Step #5**).

The sidebar contains the following categories and counts:

- Availability: All titles, Available now
- Audience
- Date added
- eBooks
- Audiobooks
- Subject:
 - Young Adult Fiction: 11
 - Fiction: 10
 - Young Adult Literature: 6
 - Literature: 4
 - Classic Literature: 3
 - African American Fiction: 3

A "More" button is located at the bottom of the sidebar.

Narrowing Results Lists: You can choose from a variety of categories to narrow your search.

Availability: **All titles** = all the books in the collection, **Available now** = books that can be borrowed today; **Coming soon** = upcoming releases that can be placed on hold,

Audience = Juvenile to Mature Adult content, **Date added** = Last 7 days to Last 6 months, **Format** (eBook or Audiobook), and **Subject**.

To customize your list you can choose how it is sorted: **Date added, Popularity, Relevance, Release date, Title, or Author.**

The dropdown menu shows "Sorted by author" as the selected option. Other visible options include Date added, Popularity, Relevance, Release date, and Title.

Step #4: Borrowing Books

Once you find a book, click **BORROW** and the title is added to your **Loans page** (part of your **Account** page). On your **Loans** page you will have two options: **CHOOSE A FORMAT** or **READ NOW** (you can start reading the book immediately).

Or if you want to send the book to a device, click the **CHOOSE A FORMAT** button that will give you the options of: **Kindle Book, EPUB eBook, or PDF eBook** (for Audiobooks you have the MP3 audiobook option for downloading).

Once you choose the format, **Kindle Book, EPUB eBook** or **MP3 Audiobook** (**PDF eBook** and **Open EPUB eBook** are less common) the book will be delivered to your device. You can also choose to read it on your computer. See the **"At Home"** handouts for download info.

The screenshot shows the "Loans" page for the book "Me Before You" by Jojo Moyes. It includes a "Wish list" button, a "Settings" button, and a "Return" button. The book's cover is displayed, along with the text "EXPIRES IN 21 DAYS" and "EBOOK". The "CHOOSE A FORMAT" button is highlighted.

READ NOW or LISTEN NOW: A flexible reading option available, especially helpful for accessing a book on more than one device. It requires an internet or Wi-Fi connection. This is also how **Read/Hear a sample** is experienced.

Account page: From your account page you can access your **Loans, Holds, Wish List, Recommended to you** list, and **Settings**.

Step #5: Returning Books Early

You can return books early, if you finish them before the end of the lending period. From the Loans page, you can click **Return** before you've downloaded the title. After you download it, the **Return** button on the Loans page changes to read **How to return** which gives you instructions, based on your device or see the instructions in the **"At Home"** handout for your device(s).