

# How to Access the North Carolina Digital Library (NCDL) in Five Steps

The screenshot shows the North Carolina Digital Library website. At the top, there is a navigation bar with 'Subjects', 'Collections', 'Kindle Books', 'Kids', and 'Teens'. A search bar and a 'Sign in' button are also present. The main content area features a section titled 'Romance between the Pages' with a 'SEE ALL' link. Below this, there are six book covers displayed in a row, each with a 'Borrow' button and a bookmark icon. The books are: 'Everything, Everything' by Nicola Yoon (EBOOK), 'Tricky Twenty-Two' by Janet Evanovich (AUDIOBOOK), 'Starry Night' by Debbie Macomber (EBOOK), 'The Best of Me' by Nicholas Sparks (AUDIOBOOK), 'The Longest Ride' by Nicholas Sparks (AUDIOBOOK), and 'Never Love a Highlander' by Maya Banks (EBOOK).

**HIGH POINT PUBLIC LIBRARY**  
**Readers' Services**  
**336.883.3638**

For more information, troubleshooting assistance, or to set up a one-on-one demonstration on how to use NCDL, contact:



**Julie Raynor at 336.883.3093 or  
julie.raynor@highpointnc.gov**



## Step #1: Sign In



To access the NCDL page, go to:

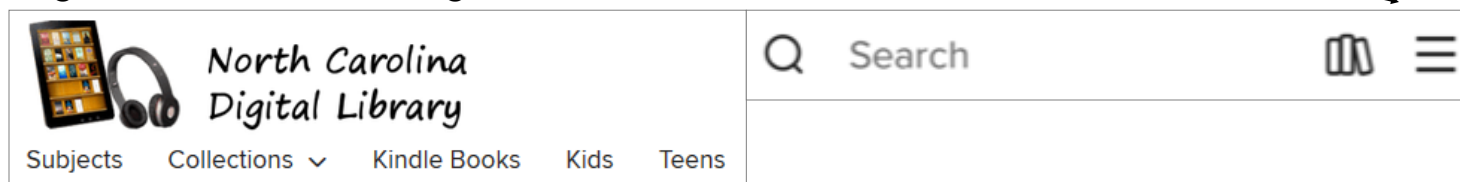
<https://ncdigital.overdrive.com/>.

To start, click **Sign In** (top right), select **High Point Public Library** from the list and enter your library card # (with no spaces). Once you've signed in, you'll have access to **Loans, Holds, Wish List, Recommendations** and **Settings** (more info. in **Step #4**).

**NOTE:** You will get a message once a year that your library card has “expired” that prevents you from accessing NCDL. Call the library and we will update your contact information with us. Once you do that, you will have full access again.

## Step #2: Browse and Search

**NOTE:** If you're using the OverDrive app, click the menu button (three horizontal lines; top right) to access these categories.



**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 or Audiobooks**).

**Kindle Books:** choose this to see books compatible with your Kindle device or app. You can narrow down to availability and subjects/genres from there.



**Spotlight Collections** (perfect for browsing): on the main page there are categories of titles such as “**Most Popular-eBooks**”. For these lists, not all of the titles are displayed on the screen. Click **SEE ALL** for the full list (same for all results lists).

**General Search** (looking for a favorite author or title): the search box at the top of the screen 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

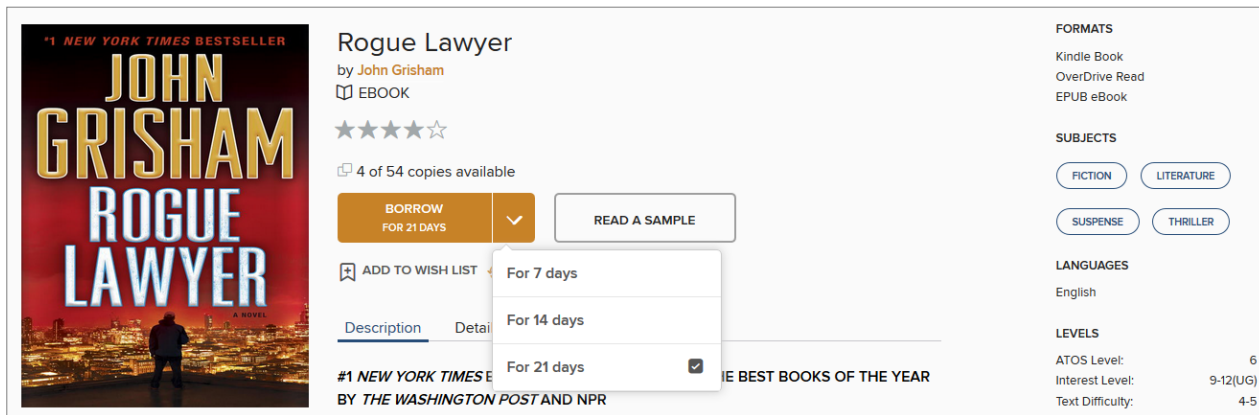
All results lists work the same way. The titles are represented as book covers. Above the book cover there is a banner that describes its status: **AVAILABLE** (can be borrowed today), **BORROWED** (checked out to you), **ON HOLD** (on your hold list), etc.

Below each book cover there is an **icon** indicating format: **ebook**=  **EBOOK** or **audiobook**= 

Click the ribbon below the book cover to place the book on your **Wish List**.

To borrow an **AVAILABLE** book from this list, click **BORROW** and you can choose your loan period and format (See **Step 4**).

Click the book cover or the **Ellipsis** button  for more options: **Read a sample** (read an excerpt before you borrow it), **View details**, **View series** (see other books in the series that are available from **NCDL**). When you choose **View details**, you are taken to the “title information” page.



On the title information page, you’ll be able to Borrow, Read a Sample, Add to Wish List, etc. and you’ll see the available **Formats** (EPUB, Kindle Book, MP3 audiobook), **Subjects**, and **Languages** options.

**Borrowing:** You can have **\*6\*** titles **Checked out (through April 30, 2020)** and **6 titles on Hold** at a time.

**Checkout (Loan) periods: eBooks & Audiobooks = 7, 14, or 21 days.** At the end of the loan, the book is automatically returned to the collection (you can also return titles *early*—See **Step #5**).

## Narrowing Results Lists

You can choose from a variety of categories to narrow your search:

### **Audience filters**

You can choose to see titles for different age ranges (**Juvenile, Young Adult, General Adult**)

### **Availability**

**All titles** all the books in the collection)  
**Available now** (books that can be borrowed today), **Coming Soon** (books to be purchased)

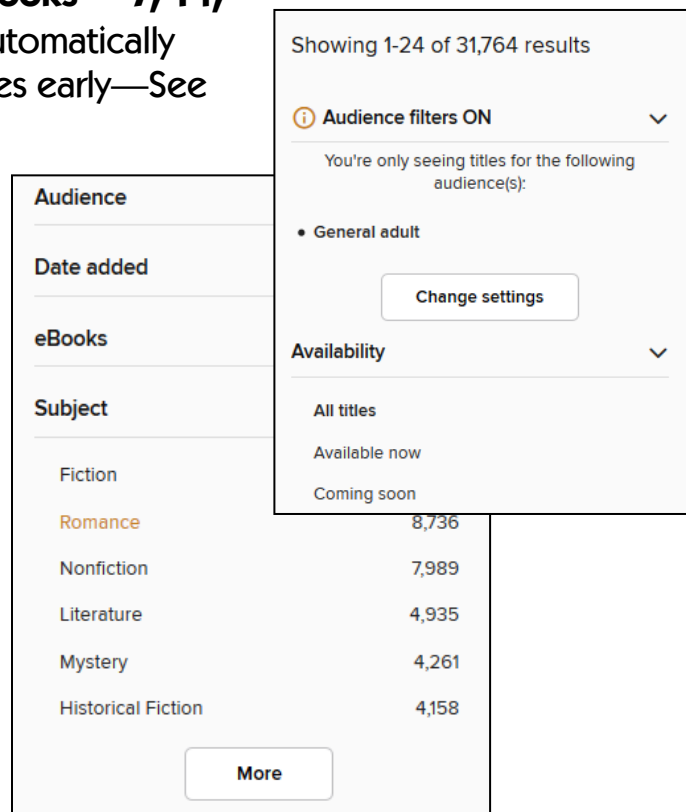
**Audience** = reading interest/age level

**Date added** (to the collection)

**Format** = *eBooks* or *Audiobooks*

**Subject** = Fiction (**genre**) or Nonfiction (**subject area**)

**And more...**



Subject	Count
Romance	8,736
Nonfiction	7,989
Literature	4,935
Mystery	4,261
Historical Fiction	4,158

## Step #4: Borrowing Books

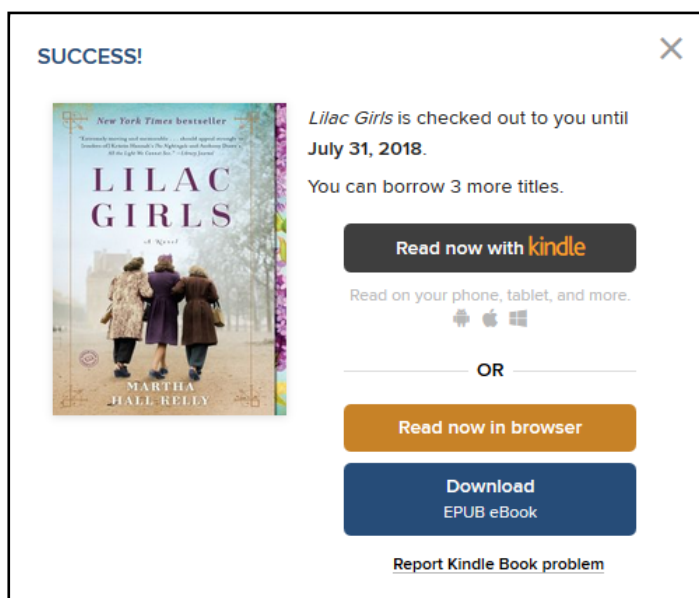
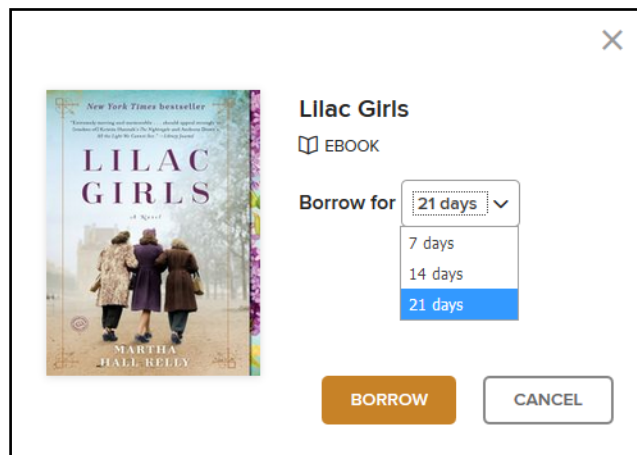
Once you find a book you'd like to read, click **BORROW**.

You will be given the option to choose your lending period, then the title is added to your **Loans page**.

AFTER YOU CHOOSE **BORROW**, you have three options for reading the book:

**Read now with kindle:** for Kindle eReaders

**Read now in browser:** A reading option that allows you to access titles without needing to download any programs. It does require an internet or Wi-Fi connection. This is also how you access **READ A SAMPLE**.



**Download EPUB eBook:** for mobile devices (smartphone or tablet) and non-Kindle eReaders.

**For Audiobooks:** the two options are **Download MP3 audiobook** and **Listen now in browser**.

**Account page:** you can access your **Loans, Holds, Wish List, History,** and **Settings**.

Under **History**, you can see a list of the books you've borrowed from NCDL (if its enabled). Under **Settings**, you can set a default lending period for each format, choose for items on hold to automatically be borrowed for you as they become available, enable the **History** option, and turn on your **Audience filter**.

For more detailed instructions, See the **"At Home"** handout for your mobile device or computer.

## Step #5: Returning Books Early

You can return books before the end of the lending period. From the **Loans** page, click **Return** (below the book cover) **before** you've downloaded the title. After you download it, see the **"At Home"** brochure for your device/program.