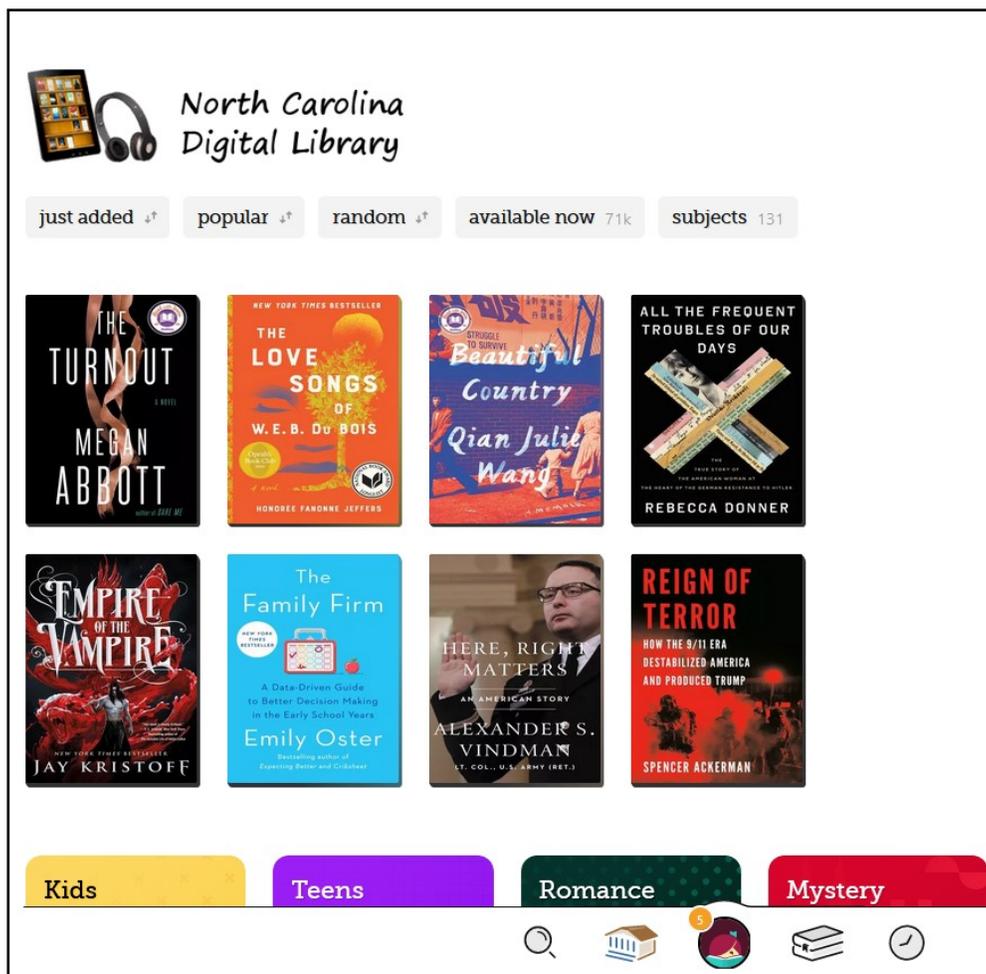


How to Access the North Carolina Digital Library (NCDL) in Five Steps



HIGH POINT PUBLIC LIBRARY
Readers' Services
336.883.3638

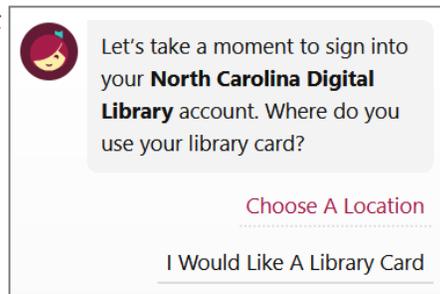
For more information, troubleshooting assistance, or to set up a one-on-one demonstration on how to use NCDL, contact: **Julie Raynor** at **336.883.3093** or **julie.raynor@highpointnc.gov**



Step #1: Sign In

To access the **NCDL page**, go to: <https://libbyapp.com/library/ncdigital>

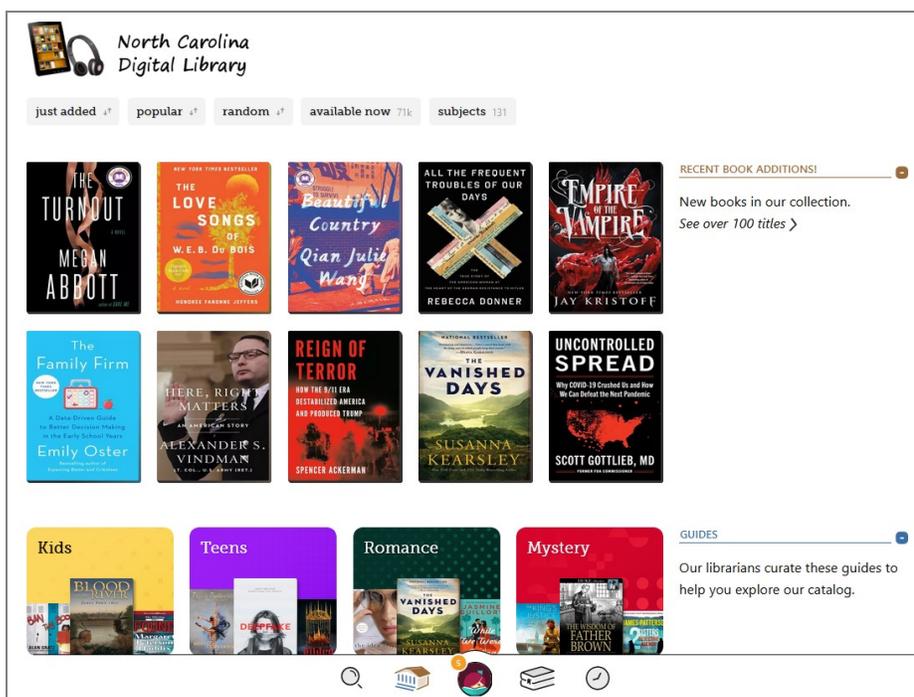
To start, look for the sign in message on the right. Click **Choose A Location**, select **High Point Public Library** from the list, then enter your **Card Number** (with no spaces) and click **Sign In**. Once you've signed in, you'll have access to your **Account**, **Shelf**, and **Timeline** (more info. in **Step #5**).



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



Collection: On the main collection page you can use the **Spotlight options** (just added, popular, available now, subjects, etc.), **Curated collections** (“Recent Book Additions!”) or **Guides** (Kids, Teens, Romance, Mystery).



Within those lists you will be able to narrow your results with **Preferences** (search criteria saved and applied to all searches) & **Refine**. *Format* and *Availability* are the most useful.

Search (looking for a favorite author or title): type an author's name or favorite title in the search box.

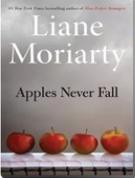
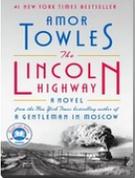
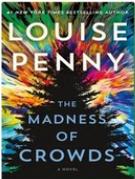
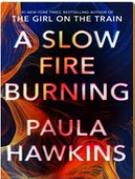
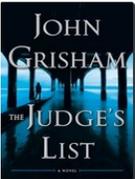
You can narrow your search with the “filters” and it will save your recent searches.

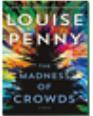


NOTE: You will not find everything because not all books are available digitally or are accessible for free through the digital library.

Step #3: Results, Hold Lists & Loan Periods

All results show titles represented as book covers. Beside the book cover you have options: **Borrow/Place Hold**, **Read Sample** (get a preview of the book & narrator for audiobooks), and **Tag** (add to a wish list). If Borrow is the option, you'll be able to borrow it today; **Place Hold** means that you'll be put on a waitlist.

<p>Your Indoor Herb Garden DJ Herda</p>  <p>Borrow</p> <p>Read Sample</p> <p>Tag</p>	<p>Apples Never Fall Liane Moriarty</p>  <p>Place Hold</p> <p>Read Sample</p> <p>Tag</p>	<p>The Lincoln Highway Amor Towles</p>  <p>Place Hold</p> <p>Read Sample</p> <p>Tag</p>
<p>#17 in series</p> <p>The Madness of Crowds Louise Penny</p>  <p>Place Hold</p> <p>Read Sample</p> <p>Tag</p>	<p>A Slow Fire Burning Paula Hawkins</p>  <p>Place Hold</p> <p>Read Sample</p> <p>Tag</p>	<p>The Judge's List John Grisham</p>  <p>Place Hold</p> <p>Read Sample</p> <p>Tag</p>

 **The Madness of Crowds**
Louise Penny

North Carolina Digital Library

About 6 weeks wait
at North Carolina Digital Li...

23 copies in use. 5 people waiting in total. <1 person waiting per copy.

To determine your position in the list, click the card icon with the clock (top right) and you'll see an estimate of your wait time.



NOTE: Books with the card icon (and "+") are available to borrow today.



Loan Periods: You can **Borrow 6 titles** and have 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**).

ACTIONS **BACK** **HIDE**

NOTE: To move between the Menu options on most pages, use **BACK** and **HIDE**.

ACTIONS gives you more choices.

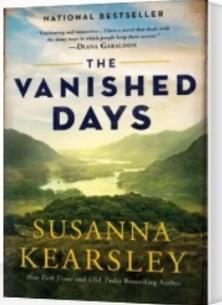
Also, see the general navigation guide on the right.

- Tap  to search for titles.
- Tap  to open the library collection you were most recently browsing.
- Tap  to see your loans, holds, and tags for all your libraries.
- Tap  to see your timeline.

Step #4: Borrowing Options

Once you find a book you'd like to read, click **BORROW** or click the title or book cover for more details. You can choose your lending period (click the underlined date), then click the **Borrow!** button.

You have borrowed
The Vanished Days
for 21 days.



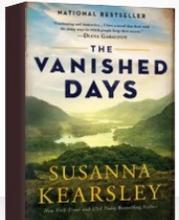
[Open Book](#)

[Keep Browsing](#)

[Go To Shelf](#)

You'll get a confirmation that the book has been borrowed, then you can **Open Book**, **Keep Browsing**, or **Go to Shelf**. To begin reading, choose **Open Book**.

Where would you like to read
The Vanished Days?

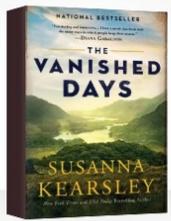


[Kindle](#)
APPS & DEVICES

[Libby](#)
THIS APP

You then select where you will read the book: **Kindle** or **Libby**. If you have a Kindle device or use the Kindle app, click Kindle. Choose **Libby** to read in your browser (not available for all titles) or in the Libby app.

You are borrowing
The Vanished Days
for 21 days.



Mom

LOANS 2 of 6

HOLDS 3 of 6



Borrow!

If you choose **Kindle**, a browser window will open into your Amazon account, where you verify where to send the book (choose your Kindle device or app), then click



You'll also manage your library loans sent to Kindle from your **Amazon Account & Lists > Content & Devices**.

Step #5: Library Shelf Timeline

& Account Management

Shelf See your loans, holds and any books you've "tagged". You will also be able to **Manage Loan**, see the loan period, and check your reading progress.

Under **Manage Loan**, you can choose where to read, return the title early, and see other titles in the series.

Timeline Allows you to see your current borrows and borrowing history.

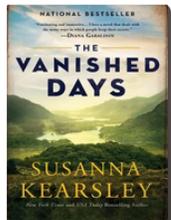
Account Manage your libraries, library cards, and access **Libby Help & Support**.

Shelf

loans 3 holds 3 tags 2

RECENT LOANS

The Vanished Days
Susanna Kearsley



[Read With Kindle](#)

[Manage Loan](#)

[Due In 21 Days](#)

0%