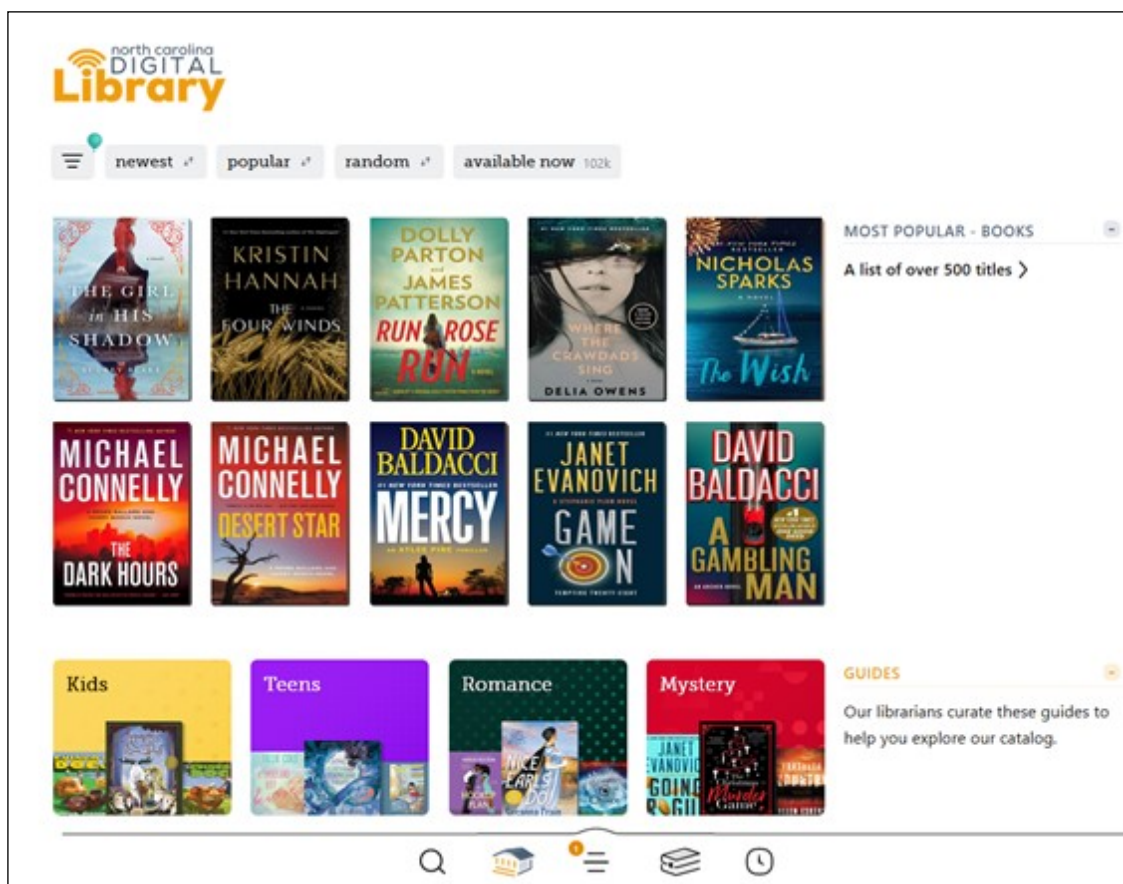


How to Access the North Carolina Digital Library (NCDL) / Libby in Five Steps



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**).



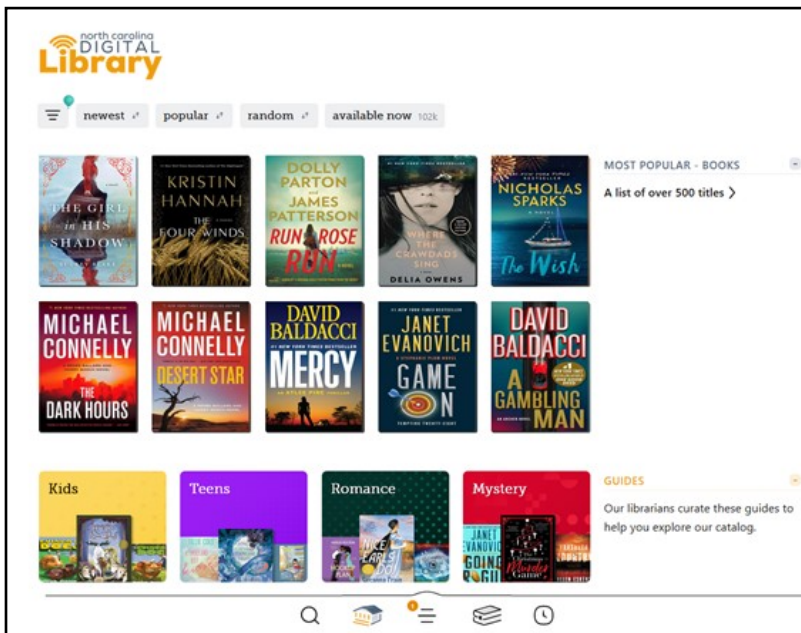
Let's take a moment to sign into your **North Carolina Digital Library** account. Where do you use your library card?

[Choose A Location](#)

[I Would Like A Library Card](#)

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

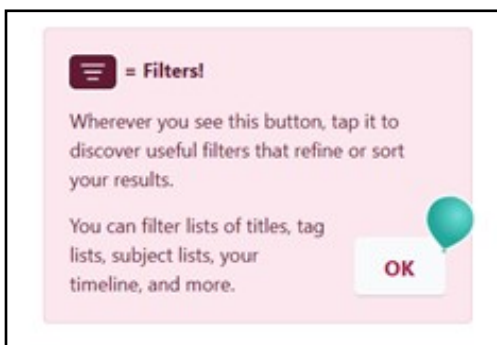


Library: On the main library page you can browse:

Spotlight collections (newest, popular, available now, subjects, etc.)

Curated collections (“Most Popular Books” or “Most Popular Audiobooks”) or

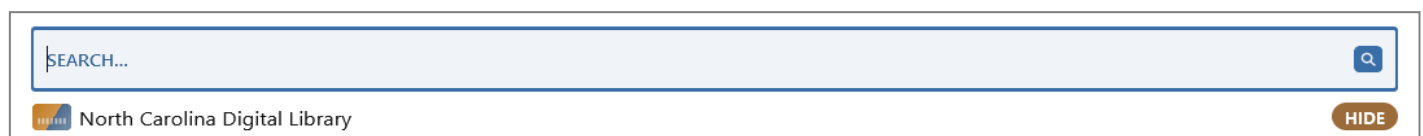
Guides (Kids, Teens, Romance, Mystery).



On the main collection page you can use the Filter to refine (subject, format, availability) and sort (popularity, release date, title, author) your results. You can also use the Filter with your tag lists and timeline.



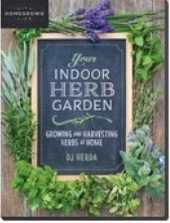
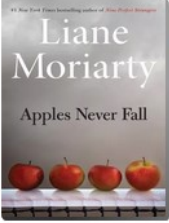
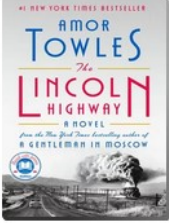
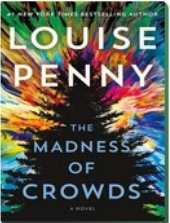
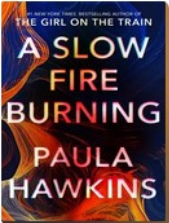
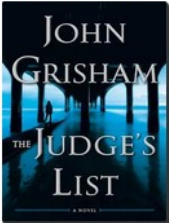
Search (looking for a favorite author or title): type an author's name or favorite title in the search box.




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.

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


Danielle Steel
Without a Trace

About 6 weeks wait
 at North Carolina Digital Library

6 copies in use. 2 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.

Checkout (Loan) periods: You can **Borrow 6 titles** and have and **6 titles on Hold** at a time. You can borrow titles for **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**).

Notify Me (Libby's Recommend to Library): When searching, you may discover titles that aren't in our collection. These titles will have a **Notify Me** button. If you see a title you're interested in, tap **Notify Me** (envelope with a bell). The first time you tap this button, you'll be given a quick tutorial to set up a *Notify Me smart tag*.



deep search

Include titles that are not owned by your library. This is activated automatically when there's no results for a regular search.

Reset Filters

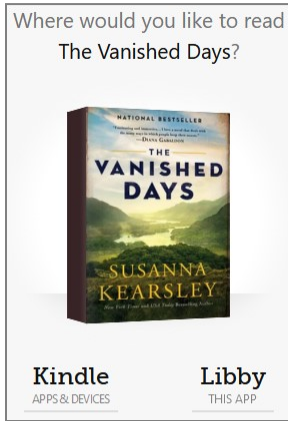
Cancel

If you don't see a title you're looking for & there are fewer than 100 results, tap **deep search**. This filter adds titles that match your search & are not in your library's collection. Tap **Show Titles**. Titles not in the collection are now added to your search results. If you want to be notified when titles are purchased, under **Menu > Manage Notifications**, select the option for **Notify Me: Title**.

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.

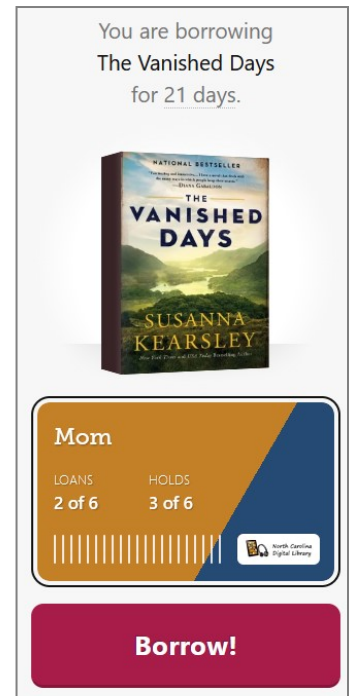
You'll get a confirmation that the book has been borrowed, then you can **Open Book**, **Keep Browsing**, or **Go to Shelf**. To begin reading, choose **Open Book**.



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.

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



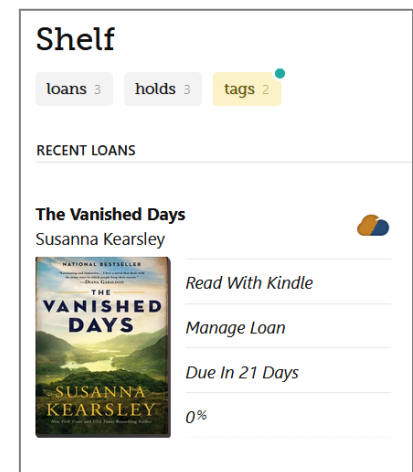
You'll also manage your library loans sent to Kindle from your **Amazon Account & Lists > Content & Devices**.

Step #5: Shelf Timeline & Menu

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.

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



Navigation Tip: To label the navigation panel at the bottom, click on **Menu**, choose **Settings**, then **Custom Navigation**. Under **NAVIGATION BAR**, slide the button beside **Labeled Icons** to the right. Now the panel icons are labeled.

