

Grove City
Community Library



USING GCCL ONLINE

WE HAVE AN APP!
Go to your App Play Store &
look for
GCCL Grove City Library



**WITH YOUR COMPUTER,
SMARTPHONE,
E-READER, TABLET OR IPOD**



Grove City Community Library

125 West Main Street

Grove City, PA 16127

Phone: 724-458-7320

Fax: 724-458-7332

E-mail:

gccl@grovecitypalibrary.org

www.grovecitypalibrary.org

WHAT CAN I DO WITH MY ONLINE DEVICES AND OUR LIBRARY?

INTERACT WITH YOUR OWN LIBRARY ACCOUNT

- See what items you have checked out Pages 4-7
- See when your items are due & renew them
- See your fines
- Much more!

ENJOY eBOOKS & AUDIO BOOKS

SEE IT, READ IT Pages 8-11

- Read eBooks or listen to Audio Books in your browser
- This can be done without downloading

DOWNLOAD eBOOKS & AUDIO BOOKS Pages 8-13

- Download in your preferred format of Kindle, PDF, EPUB, or MP3
- Read them on your computer, MP3 player, eReader, tablet, iPod & other devices
- Sync your book between devices

GAIN ACCESS TO DATABASES Page 14

- Newspapers
- Reference libraries
- Mango languages
- Much more!

TWO APPS TO USE WITH YOUR MOBILE DEVICES

**Destiny
Discover**



OverDrive
MEDIA CONSOLE™



Destiny Discover—This app allows you to remotely access and use your account with your mobile devices.

It is available for Android (v.4.4 and up), iOS (v8.0 or later), the Amazon Kindle Fire (2nd, 3rd, 4th, and 5th generation devices only), Nook (compatible with Barnes & Noble Nook HD / Nook HD+ supported tablets and devices), Windows (Windows supported desktop and laptops), and Mac OS X (Mac and Mac OS X supported desktops and laptops). The app can be downloaded from:

[Google Play](#), [iOS App Store](#),
[Amazon Kindle App Store](#), [Windows](#), or [Mac OS](#).

Once you have downloaded the app to your device, you will need to select your state (Pennsylvania) from the drop down menu then enter “Grove City Community Library.”



In order to access all the features the Destiny mobile app has to offer, you will need to log into your Follett Destiny library account—the same username and password you use for your online account at our website (see page 5 for instructions on setting up an account).

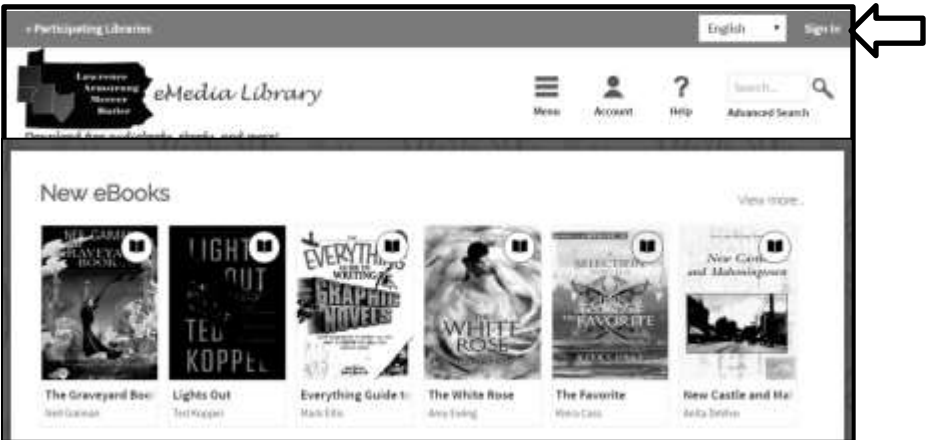


OverDrive—This app enables you to borrow and read and/or download E-Books and Audiobooks.

The 1st time you download this app onto a device, you will be asked to create an OVERDRIVE ACCOUNT. This is a one-time event for each mobile device you have, and it will enable your Overdrive Account to sync between all the devices on which you've downloaded the app.

- **DO NOT** choose the option to “Sign up using a library card.” Sign up using either your Facebook account or create an Overdrive account. Each time you download the app to a new device, sign in using the same method. If you choose to sign in using different methods on different devices, your Overdrive Account will not sync among all the devices.
- Select “Add a library” and search for Grove City Community Library. GCCL will be listed under the New Castle District Library Center.

The next step will be for you to sign in using your library card number (see page 5 for instructions).



WHY CREATE AN ONLINE ACCOUNT WITH OUR LIBRARY?

You will be able to:

- See books you currently have checked out, along with their due dates
- Renew books currently checked out*
- See any fines you owe
- See any existing Holds you have placed, and the status (“pending” or “ready”)
- Place Holds for items that GCCL owns
- View your check-out history
- Read book reviews posted by others
- Post book reviews
- View new additions/arrivals to the library collection
- Save collections for later reference (Destiny Discover)
- View collections (Destiny Discover)

*You may only renew some of your items 4 times. If you have any existing fines or any items that are currently overdue, you will NOT be able to renew. Please contact the library if you need assistance with this.



HOW TO CREATE AN ONLINE ACCOUNT (*FOLLETT DESTINY*) WITH US

Go to the GCCL website at www.grovecitypalibrary.org and select (click) Login To Your Account. Then click Create Account.



At this point, you will be prompted to enter your last name and your GCCL library card barcode number. Do this and select Next.



On the next screen, you will be prompted to create a user name and a password. You will then need to confirm your password. Finally, you are requested to enter an email address. While an email address is not required to create an account, we strongly encourage you to provide an email address so that we can communicate information regarding your account with you, via email. After you have entered the necessary information, select Save to create the account.



WHAT YOU CAN DO AT YOUR (FOLLETT DESTINY) ACCOUNT

Once your account is created and you are logged in to Destiny, you will have two tabs available to you: the “Catalog” tab and the “My Info” tab. When you select the **My Info** tab, you will see what is currently checked-out on your account. It is here that you will have the option to **renew** individual items or all items currently checked out. **Fines** lists any outstanding fines on your account. **Holds** lists all holds you have placed on your account and whether they are pending or ready for pickup. **Recommended Titles** lists titles that have been recommended to you by library staff or library patrons you have accepted as a “friend.”

NOTE: You may only renew most of your items four (4) times. If you have any existing fine or any items that are currently overdue, you will NOT be able to renew. Please contact the library if you need assistance.



View History lists all of the books you have checked-out previously, by checkout date and title. To search the list, first select **Show All** and then use your internet browser’s “find” function (usually <Ctrl> and <F> depending upon browser and browser version) to search by title.



To place a **Hold** on an item which the library owns, you need to first log into your account. Once you are logged in, search the catalog for the item. When the item is found, select **Details** to see more about the item.



You will have the option to **Hold It** if the item is currently checked-out. Once you place the Hold, you will receive a message that you will be notified when the requested item is ready to be picked up. You will **NOT** be able to place a hold on an item that is sitting on our shelf (it is not checked-out by someone else). If the item is available and on our shelf, you are welcome to stop by the library and check it out there.



HOW TO SIGN IN TO:



TO BORROW E-BOOKS & AUDIOBOOKS

TO BEGIN:

1. Go to the eLibrary site at <http://lamb.lib.overdrive.com>

OR

search for Grove City Community Library through your OverDrive App. NOTE: With the OverDrive App, after searching and selecting Grove City Community Library, the library will be listed as “New Castle District Library Center”.

OR

If you are searching Destiny at <https://grovecitycommunitylibrary.follettdestiny.com> and you find an eResource you would like to check out, select OPEN next to the title of the eResource you would like to borrow.

OR

Go to our library website at www.grovecitypalibrary.org and click on the Resources in the banner, then click on eLibrary (OverDrive).

2. Click either [Sign In](#) or [Account](#).

A screenshot of the OverDrive website interface. At the top, there is a dark navigation bar with the text "Participating Libraries" on the left, a language dropdown menu set to "English", and a "Sign In" button on the right. Below this is a banner for "eMedia Library" with a logo on the left and navigation icons for "Home", "Account", "Help", and "Advanced Search" on the right. The main content area is divided into several columns: "Featured Collections", "eBooks", "Audiobooks", "Children", and "Teen". Each column lists various categories and items available for borrowing. Two large grey arrows point from the right side of the page towards the "Sign In" and "Account" buttons in the navigation bar.

3. Choose **Grove City Community Library** from the drop-down menu and select **GO**.



4. Sign in using your library card number (include the letter, space, and number(s)).

A screenshot of the 'Grove City Community Library' sign-in page. It features a 'Switch library' button, a 'Library Card Number (include letter and numbers)' input field, a 'Last Name' input field, a 'Sign In' button, and a checked checkbox for 'Remember my login information on this device.' A large grey arrow points to the 'Library Card Number' input field.

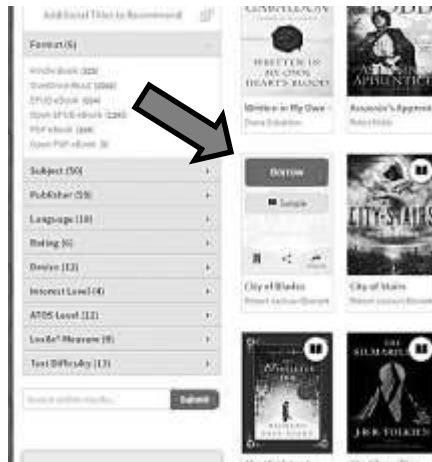
5. If you have problems signing in after following these instructions, please contact the library at 724-458-7320 or email us at support@grovecitypalibrary.org.

HOW TO READ and/or DOWNLOAD e-BOOKS & AUDIOBOOKS



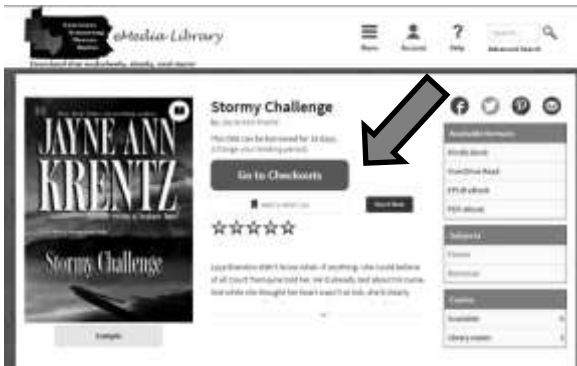
- Once you have found an item you would like to read or listen to, hover over the item's picture to see your options. If the item is available, click on **Borrow**

NOTE: The book is then “borrowed” whether or not you go to Checkouts and whether or not you download it. No other patron can borrow it until your borrow time is up or you return it. If you made a mistake and do not want the book after all, you must go to Checkouts and “return” the book there.

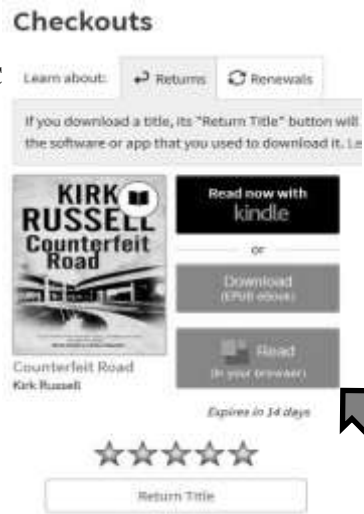


NOTE: If someone else is already using the item, your option will be **HOLD** instead of **BORROW**. If you choose HOLD, you will be notified by email when the patron is done with it and you can download it at that time.

- Click **Go To Checkouts**.



3. If you want to read or listen to the book in the browser on your smart phone, laptop, iPad, PC or other digital, Wi-Fi enabled device, click on the **Read (in your browser)** or **Listen (in your browser)** button and start reading or listening!



4. If you would like to download the book to an e-Reader device, such as a Kindle or Nook select a file type to download:
- Click on the **Download (EPUB eBook)** button. The title will be downloaded to your Bookshelf if you are using the OverDrive App or to your device; **OR**
 - Click on the **Read Now With Kindle** button. You will be redirected to the Amazon site where you will need to sign in with your Amazon account to complete the check-out.
 - On Amazon, click **Get Library Book**. (You will be asked to sign into your Amazon account if you have not already done so).
 - The book will be delivered to your Kindle via Wi-Fi if (or when) you have the Kindle's Wi-Fi connected.



WHICH FORMAT? Select a file type to download based on what kind of eReader device you intend to use:

- **Kindle** reads “Kindle eBook” files in the Kindle App. If you are able to download the OverDrive app to your Kindle, the OverDrive app reads “EPUB eBook” files
- **Nook** devices read “EPUB eBook” files
- **Kobo** devices read “EPUB eBook” files
- **Mac (Apple)** devices read “EPUB eBook” files

To install free software needed to download other formats:

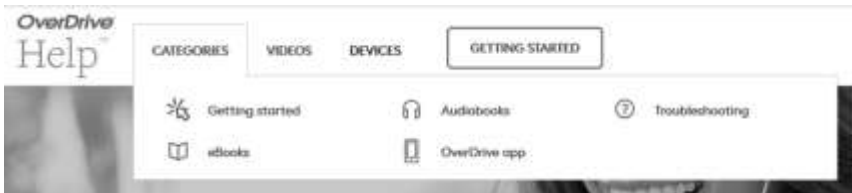
- Click **Help** at the top of the main OverDrive page
- Select **OverDrive Help**
- Select **Devices:**
- Select your device.
- Select the App/Software for your device.

WHEN YOU ARE DONE READING/LISTENING:

When the return date is reached (it is usually 14 days), the item will automatically be returned and you need do nothing.

If you are finished before the due date, you can return the item—instructions will vary depending upon what device you are using:

- Click **Help** at the top of the main OverDrive page
- Select **OverDrive Help**
- Select **Categories**



- Select either **eBooks** or **Audiobooks**
- Select either **Returning and removing eBooks** or **Returning and removing Audiobooks**



- Select **How to return titles before the end of your lending period**
- Select and follow the instructions for the specific software or app that you used to download the title

INFORMATIONAL DATABASES ONLINE



Your library card provides you access to a wealth of informational databases online. To access these databases, go to the GCCL website at <http://www.grovecitypalibrary.org>. Select the **Resources** tab and then select the database you wish to access. Enter the password information that is provided to you here in the following list:

- America's News: 019020000 plus 5 digit barcode
- Ebsco eBooks linked from catalog: 5 digit barcode **
- Gale Virtual Reference Library: pl2275 **
- Hoovers: 019020000 plus 5 digit barcode **
- Mango: P plus 6 digit barcode (initial authenticate outside library)
- Mergent Archives: 019020000 plus 5 digit barcode
- Power Library: P plus up to 5 digit barcode **
- Testing and Education Reference Center: pl2275 **

** If you are inside the library and are using our IP address—either by being on our Wi-Fi or on our public computers, then you do NOT need to use these special passwords.