

Grove City
Community Library



USING OUR LIBRARY 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

USE APPS THAT MAKE IT ALL EASY Pages 2-3

- Destiny Quest—A library catalog app that allows you to remotely access & use your account
- OverDrive—This app enables you to borrow & read and/or download E-Books and Audiobooks.

GAIN ACCESS TO DATABASES Page 14

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

TWO APPS TO USE WITH YOUR MOBILE DEVICES



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

It is available for Android (v. 2.1, 2.2, and 2.3 for phones and v. 3.0, 3.1, and 3.2 for tablets), iOS (v. 4.2 and higher, second generation iPod Touch and greater, iPhone 3G and later, and all iPads), and the Amazon Kindle Fire. The app can be downloaded from:

[Android Market/Google Play](#),

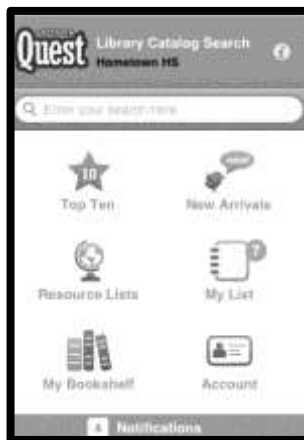
[iOS App Store](#), or

[Amazon Kindle App Store](#).

Once you have downloaded the app to your device, you will need to provide the URL:

grovecitycommunitylibrary.com
follettdestiny.com

for the Grove City Community Library Catalog.



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 name and password you use for your online account at our website (see page 5 for instructions on setting up an account).

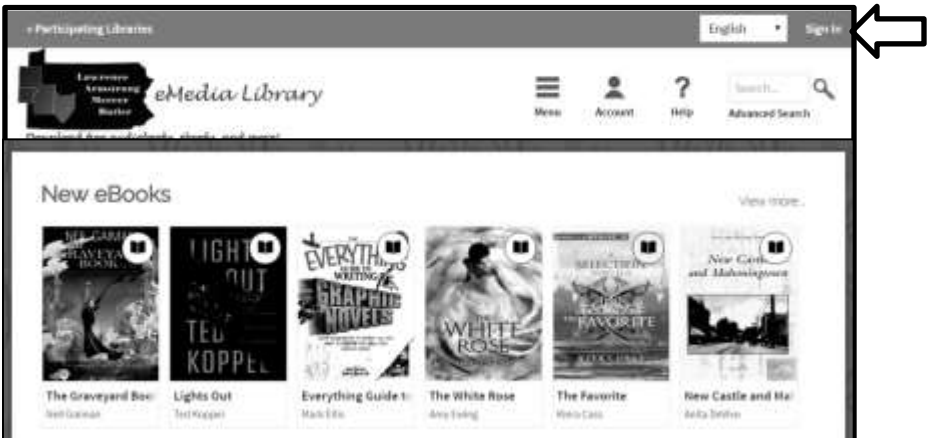


OverDrive—This app enables you to borrow and read and/or download E-Books and Audiobooks.

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 into your Follett Destiny account, which is the same username and password you use for signing into your account with our library website (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
- See titles that have been recommended for you by library staff and patrons.
- View your check-out history
- Recommend titles for other patrons and library staff
- Read book reviews posted by others
- Post book reviews
- Save booklists for later reference
- Have the option of a visual display (Destiny Quest) which (in addition to all of the above) allows you to:
 - Request and accept “friends” with whom you can share ratings and reviews, recommendations, and comments (My Quest)
 - Use “shelves” to keep track of books you have read, are reading, and want to read (My Quest and Quest Home)
 - View the top 10 items recently borrowed from the library (Quest Home)
 - View new additions/arrivals to the library collection (Quest Home)

*You may only renew 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 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”.

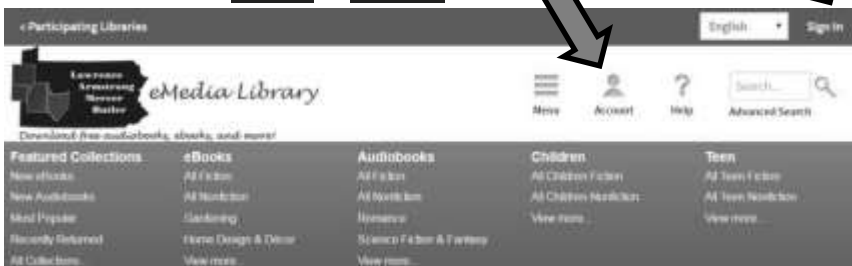
OR

If you are searching Destiny at <https://grovecitycommunitylibrary.follettdestiny.com> and you find an eResource you would like to check out, login to Destiny (see page 5 for instructions) and then 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 tab.

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



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



4. Click on the **Grove City, Please Click Here** text.



5. Login using the same username and password you created for your Follett Destiny account (See page 5 for instructions).



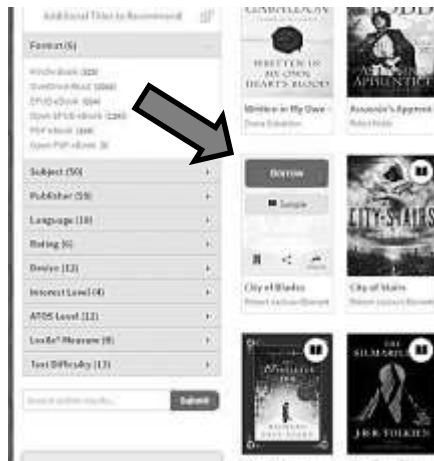
6. If you have problems signing in after following these instructions, please contact the library at 724-458-7320.

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



- Once you have found an e-book you would like to read, hover over the book's picture to see your options. 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 book, 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**.



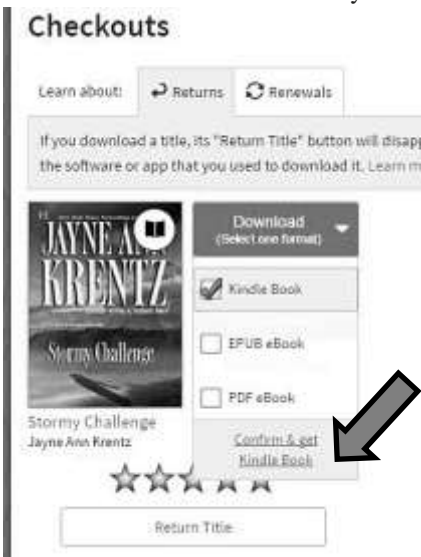
- 3A. If you want to read the book in the browser on your smart phone, laptop, iPad, PC, or other digital, Wi-Fi enabled device, click on the **Read (in your browser)** button and start reading!



- 3B. Otherwise, if you would like to read the book from an e-Reader device, such as a Kindle or Nook,
1. click on the **Download (select one format)** button and
 2. select the appropriate option from the drop-down menu:

*Kindle Book OR *EPUB eBook OR *PDF eBook

3. Click **Confirm & Download** or **Confirm & Get Kindle Book**—whichever option comes up, depending upon the format choice you made.



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

- **Kindle** reads “Kindle eBook” files best; but if you download a PDF file converter, then it can also read PDF files—the quality varies, and there may be a small fee to wirelessly upload them to your device
- **Nook** devices read “PDF eBook” and “EPUB eBook” files
- **Kobo** devices read “PDF eBook” and “EPUB eBook” files
- **Mac (Apple)** devices read “PDF eBook” and “EPUB eBook” files

PDF vs. EPUB: The EPUB file advantage is that it has the ability to reflow text in order to fit the size of the screen where it is being viewed. So small-screen users do not have to keep zooming in and out, while large-screen users can see more words at the same time. PDF files, in comparison, have a more “fixed” appearance that cannot be easily changed. However, using PDF files allows users to access nearly any file they have on their computer, (including images), because many different types of files can be converted to PDFs.

4A. If you clicked **Confirm & Download** for an PDF or EPUB, it will immediately download onto your device for you to read.

4B. 1. If you clicked **Confirm & Get Kindle Book**, it will take you to Amazon.com.

2. On Amazon, click **Get Library Book**. (You will be asked to sign into your Amazon account if you have not already done so).



3. The book will be delivered to your Kindle via Wi-Fi if (or when) you have the Kindle’s Wi-Fi connected.

To install free software needed to download other formats, click **Help** at the top of the page and select **Software Download**:

- Adobe Digital Editions (ADE) to read on your computer.
- OverDrive Media Console (OMC) for smartphones and tablets.

To transfer eBooks from a computer to an eReader, connect your device to your computer and open **ADE**. Drag your downloaded eBook from the ADE “Library” view to your device when it appears on the left panel.

To transfer a downloaded Audio Book in OMC to an MP3 Player, connect your device and click **Transfer**.

WHEN YOU ARE DONE READING/LISTENING:

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

If you are finished before the due date, you can return the book by going to your Overdrive account and looking into your Checkouts page to find instructions—instructions will vary depending upon what type of file you borrowed.

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: p12275 **
- 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: p12275 plus 5 digit barcode **
- Testing and Education Reference Center: p12275 **
- World Vital Records: 019020000 plus 5 digit barcode

** 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.