

# How to Locate and Download Digital Items

## Overview:

- Patrons of the Greensboro Public Library can check-out and download digital items from the Greensboro Public Library's digital collection onto their personal computer/tablet/phone.
- Customers can search for items in our digital collections on several websites:
  - From the Greensboro Public Library website
  - From the North Carolina Digital Library (NCDL) website
  - From the new "BC PAC" catalog
  - From the BookMyne app

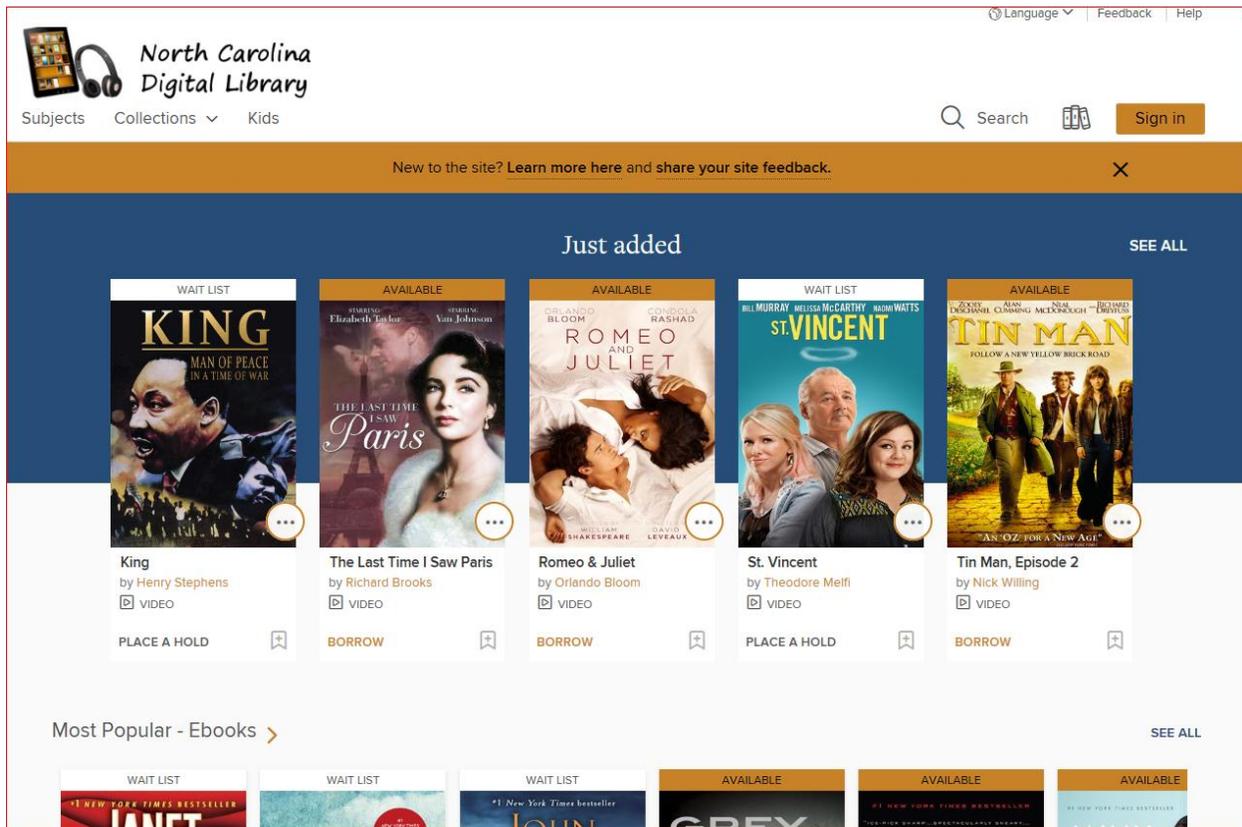


# Downloading items from the Library website

The screenshot shows the City of Greensboro Library website. At the top, there is a navigation bar with links for Home, Translate, About Us, City Council Mtgs., and Jobs, along with a search bar. The main header includes the City of Greensboro Library logo and the text "City of GREENSBORO LIBRARY North Carolina". Below the header, there is a navigation menu with options like "I Want to...", "City News", "City Government", "Living", "Visiting", and "Business & Development". The left sidebar contains a "Library" menu with various categories such as "About Us", "Books and Reading", "Branches", "Business", "Calendar of Library Events", "Children and Parents", "Computer Classes and Electronic Device Instruction", "Continuing Education and Lifelong Learning", "Databases and Online Services", "David and Rachel Caldwell Historical Center", "Download e-Books and Free Music", "Disabilities", "Español", "ESOL and Multicultural Resources", "Facility Evaluation Survey", "Frequently Asked Questions", "Genealogy", "Getting a Library Card", "Government", "Greensboro Historical Museum", and "Job & Career". The main content area features a large image of the library building, a search catalog with a search bar and dropdown menus, and a "News" section with several articles. A yellow circle highlights the "DOWNLOAD eBooks and Music" button in the center of the page.

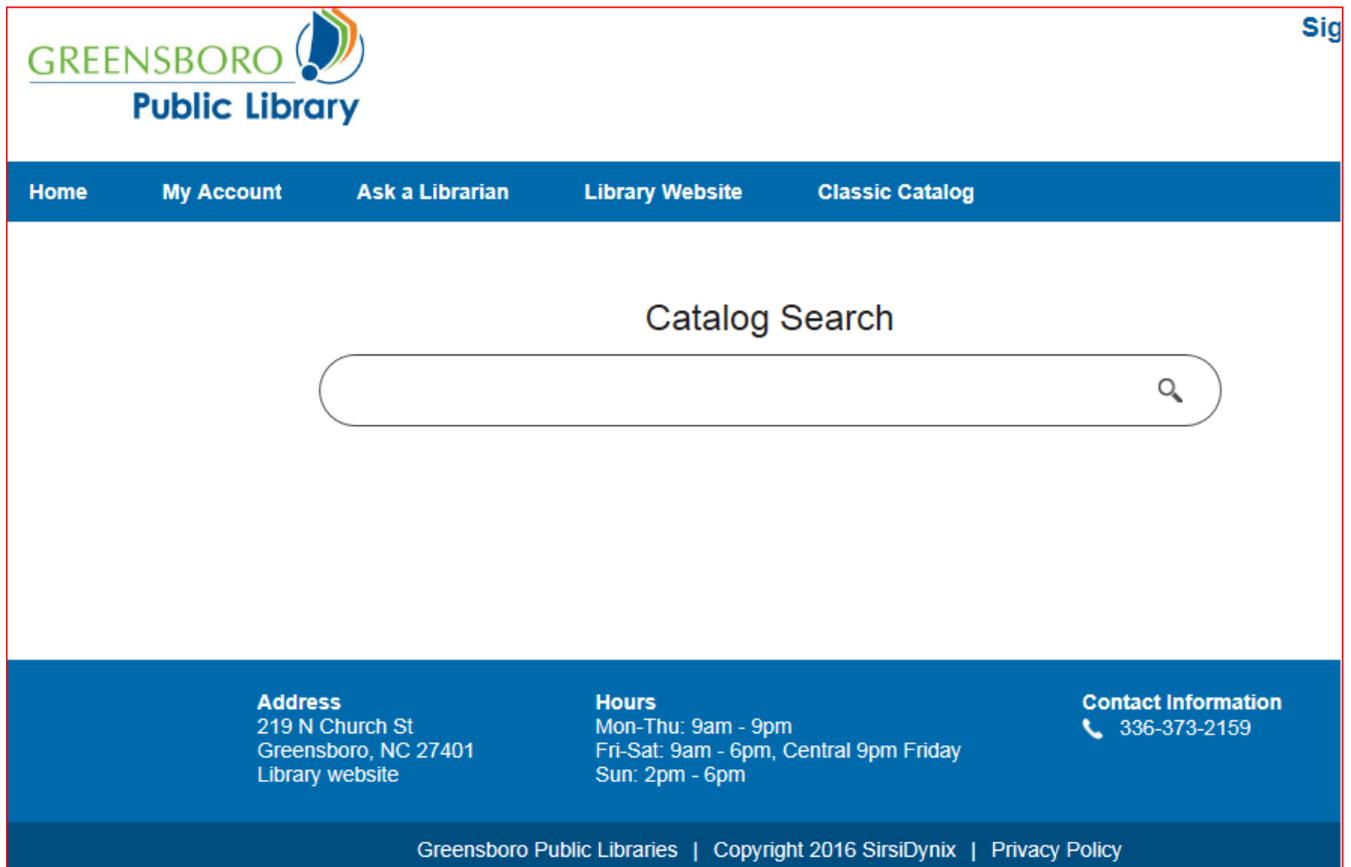
1. Open a web browser and enter the following URL,  
<http://www.greensboro-nc.gov/index.aspx?page=780>
2. Click on “DOWNLOAD eBooks and Music” in the middle of the screen
3. For further help, please click on Frequently Asked Questions on the left-hand toolbar and then click on “How do I download Audiobooks and e-Books from the library?”

# Downloading items from NCDL



1. Open a web browser and enter the following URL,  
<https://ncdigital.overdrive.com/>
2. For further help, click on “*learn more here*” in the top brown bar.
3. For 1-on-1 help, please contact Stephen Culkin, Digital Literacy Librarian, at 336-373-4119

# Downloading items from BC PAC



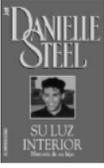
The screenshot displays the Greensboro Public Library website. At the top left is the logo for Greensboro Public Library, featuring the word "GREENSBORO" in green and "Public Library" in blue, with a colorful circular graphic to the right. In the top right corner, the word "Sig" is partially visible. Below the logo is a blue navigation bar with white text links: "Home", "My Account", "Ask a Librarian", "Library Website", and "Classic Catalog". The main content area is white and features the text "Catalog Search" centered above a large, rounded rectangular search input box with a magnifying glass icon on the right side. At the bottom of the page is a dark blue footer containing contact information in white text. The footer is divided into three columns: "Address" (219 N Church St, Greensboro, NC 27401, Library website), "Hours" (Mon-Thu: 9am - 9pm, Fri-Sat: 9am - 6pm, Central 9pm Friday, Sun: 2pm - 6pm), and "Contact Information" (336-373-2159). At the very bottom, a thin dark blue bar contains the text "Greensboro Public Libraries | Copyright 2016 SirsiDynix | Privacy Policy".

1. Open a web browser and enter the following URL,

<https://pac.bc.sirsiDynix.net/GSO#!/home>

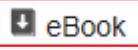
2. Enter search criteria (title, author, etc.) into box underneath “Catalog Search”

## Downloading items from BC PAC (cont.)

 **Su luz interior : historia de su hijo** Place Hold  
**Author:** Steel, Danielle.  
**Format:** Books  
**Publication Date:** 2001  
**ISBN:** 9781400000920  
**Availability:** Available at Central Library (Total copies: 1)

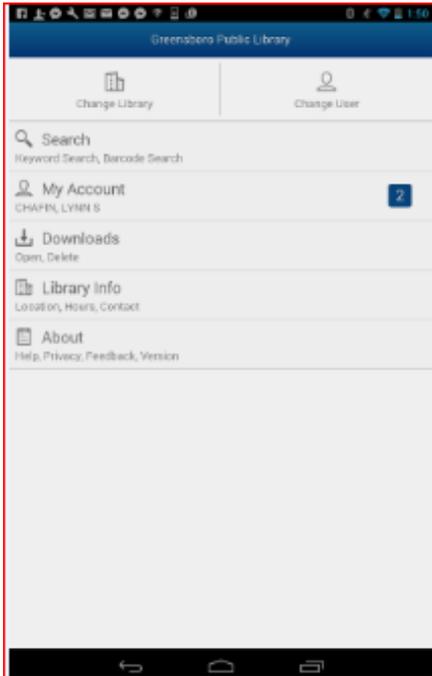
Library ▾	Call Number ▾	Available ▾	Status ▾	Item Holds ▾
CENTRAL LIBRARY	Sp 616.895009 T76S	Yes	Checked In	<a href="#">Request this copy</a>

 **Daddy** Download  
**Author:** Steel, Danielle  
**Format:** eBook  
**Publication Date:** 2009  
**ISBN:** 9780307566409  
**Availability:** Available for download

- Both paperback and digital items appear in the search criteria.
- Digital items have the format,  eBook
- Check the white box to the left of the title and then click on the  button
- You will be prompted to sign in if you haven't done so already; please enter your library barcode and PIN.
- Select desired format (Adobe Digital Editions, Kindle, HTML, etc.) \*

\*Note: Typically people choose "HTML" format when using a device that's always on wi-fi; otherwise, people use Adobe Digital Editions or Kindle if they wish to download the item onto their tablet; these formats require installation of the software/app onto the tablet beforehand.

# Downloading items from the BookMyne app



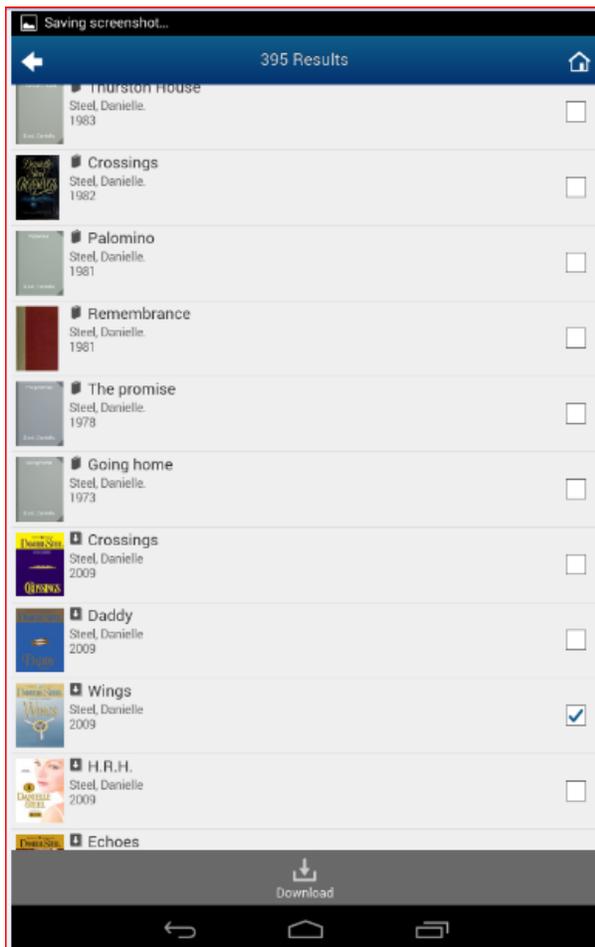
## 1<sup>st</sup> time:

1. Install the BookMyne app on your device using GooglePlay (for android devices) or AppStore (for apple devices)
2. Search on Greensboro to locate/select our library
3. Enter your library card # and PIN

## Thereafter:

4. Click on "Search"
5. Enter search criteria (title, author, etc.) into box underneath "Catalog Search"

## Downloading items from the BookMyne app (cont.)



6. Both paperback and digital items appear in the search criteria.
7. Digital items a “down-arrow” beside the title, 
8. Check the white box to the right of the title and then click on the  button at the bottom of the screen
9. You will be prompted to sign in if you haven't done so already; please enter your library barcode and PIN.
10. Select desired format (Adobe Digital Editions, Kindle, HTML, OverDrive, etc.) \*

\*Note: Typically people choose “HTML” format when using a device that's always on wi-fi; otherwise, people use OverDrive, Adobe Digital Editions or Kindle if they wish to download the item onto their tablet; these formats require installation of the software/app onto the tablet beforehand.