

## Digital Services at the Forsyth Public Library

The library has 7 public computers with free internet access for patron use. Patrons sign in at the circulation desk for an open computer.

Printing from these computers defaults to the public copier by the circulation desk. Printing is 10 cents per page black and white. Color printing is available for 50 cents per page – please ask staff for assistance.

The copier can also:

- Send and receive faxes (\$1 per page to send; 10 cents/page to receive)
- Reduce, enlarge, and copy/print double-sided
- Scan documents or photos to email or a USB drive

Please feel free to ask staff for assistance with any of these features.

**Wi-Fi** – Free public Wi-Fi is available in the library. Simply select **ForsythPL** from the available Wi-Fi sources. No log-in is required.

Wireless printing is also available. Select the **Brother MFC-39950W** printer (which is in the library office). Printing costs are the same as with the copier.

**Please ask any of our staff if you have questions or need help with any of these applications.**



268 S. Elwood  
Forsyth, IL 62535  
217-877-8174  
www.forsythlibrary.com



## Online Resources

library catalog   audiobooks   eBooks  
download   music files   databases   log-in  
digital magazines

The Forsyth Public Library (FPL) subscribes to a number of online resources which patrons can access from their computer, smartphone, e-reader, or tablet. For most, access requires that you have two things:

- 1) Your Forsyth library card barcode number (found on the back of the card):

21749000 \_\_\_\_\_  
(fill in remaining digits)

- 2) Your 4-digit password or PIN:

\_\_\_\_\_

If you don't know your PIN, library staff can set it for you.

(If you have a card from another library, check with your home library about accessing their online services.)

For some, you also need a working email address.

You should access all online resources from links on the Forsyth Public Library's home page:

**www.forsythlibrary.com**

You'll find links on the home page, or under **Materials Search**.

From the FPL homepage, click on **Materials Search**. To the right of **Online Catalog** click **GO**. The search box on the opening page of the catalog will look like this:



Quick library search:

Limit by:

The **Quick Library Search** can be used to search for the title of a book, DVD, or other item within our library system. Enter the title, author, publisher, subject or any combination of these.

The **Limit by** drop-down box allows you to limit your results to a certain type of material (book, DVD, Large Print, etc.) If you select the first limit choice, **My library**, you'll only see items at the Forsyth library.

The **Search** drop-down menu provides more options. A **Keyword** search is useful if you're looking for a particular subject. A **Phrase** search is useful if you know all or part of the exact title of an item.

The **My Account** drop-down menu allows you log-in, using your library barcode and password (PIN). Once logged-in, you can view all the items you have checked out, renew them online (if permitted), and request items for delivery to you at Forsyth Public Library or any other in the system.

### A typical catalog entry:

9. **Arctic drift [text (large print)]** ①  
by Cussler, Clive. ⑤

... Arctic drift [text (large print)] / Clive Cussler and Dirk Cussler. ...

Publisher, Date: [Waterville, Me.] : Wheeler, 2008. ④

Description: 663 p. ; 23 cm.  
Series: Cussler, Clive. Dirk Pitt adventure. ⑥

Copies at THIS Library: 1 (of 1) ②  
Copies at ALL Libraries: 88 (of 103)

③ Where is it?  
More About It  
④ Request It

2008  
Add to List

If the ① **title** is in bold type, FPL owns it. ② Check to see if it's currently in (in this case, 1 copy is in). Click ③ **Where is it?** to find the FPL call number. Click ④ **Request It** to request a copy from any library. You can also click ⑤ the author's name to find more by that author, and the ⑥ series to find other titles in the series.

The Forsyth Public Library subscribes to various online databases, which patrons can use to search for authoritative information on a variety of topics. To access these, click on **Materials Search** from the library webpage (forsythlibrary.com), then scroll down.

Anyone can use these databases from within the library (whether on library computers or via Wi-Fi). From outside the library, most require a log-in or password, which is your library card barcode number. Some are listed here.



**Small Business Resource Center** is a comprehensive database that covers all aspects of starting and operating a business, including accounting, finance, human resources, management, marketing, tax, and more.

**MORNINGSTAR**® **Morningstar** is all-inclusive investment research database. It features data and analysis on over 15,000 international and domestic stocks, 25,000 mutual funds, and more than 1500 exchange traded funds.



The **Legal Forms Library** includes thousands of legal forms, including federal, business, personal, real estate and general forms covering hundreds of legal subjects and issues.



Looking for a good book, but not sure where to start? Check out **Books & Authors**. Browse by Character, Subject, Location and Time Period, and get a visual representation of your matching books.



The **Testing & Education Reference Center** includes a variety of college and graduate school tools, scholarship information, and online practice tests and prep for GED, ACT, SAT, GMAT, GRE, and various career exams.



**Kids InfoBits** is an information resource for beginning researchers in kindergarten through 5th grade, featuring a kid-friendly graphic interface. Topics include animals, geography, history, science, and others of interest to elementary students.



## Music File Downloads

Freegal is a service which allows FPL patrons to permanently download up to 5 MP3 music files per week.

To access the service:

- 1) From the Forsyth library webpage (forsythlibrary.com) click on **Materials Search**. Scroll down and click **GO** at the Freegal entry.
- 2) In Freegal, click on **log-in** in the upper right hand corner. Enter your library card barcode number and click the **log-in** button. You will be asked to provide your email address. Then click submit.

Now you can browse music files by genre, artist, or album. Or use the **Search All** box at the top of the page to enter any combination of album, artist, composer, genre, or song. (The pull-down menu allows you to select any single search type.)

### The Essential Billy Joel

Song	Artist	Time
Piano Man	Billy Joel	5:36
You're My Home	Billy Joel	3:11

When you have found titles of interest, your options are:

- Click the blue arrow to **play a sample** from the piece.
- Click this icon to choose to **Download now** or **Add to Wishlist**.

Select a download destination on your device, and the file is yours permanently to transfer to any MP3 device you own. The counter in the upper right corner of the screen will reflect how many you have downloaded this week. For example "2/5" means you have downloaded 2 of your limit of 5. (Counter is reset Monday at 12 a.m.)

If you have already reached your limit of 5 items for the current week, you can add titles to a wishlist for future download.

There is also a Freegal app which works the same way, but titles can only be played through the app, and not transferred to another device.

For more help, see: <http://www.freegalmusic.com/questions>.



Library-on-the-Go (Overdrive) allows FPL patrons to check out ebooks and audiobooks on various devices. The check-out limit is 6 items at a time.

### For Apple devices (iPhone & iPad) and Android devices that use the Google Play Store:

Download the **Libby** app from your device's app store. The icon will look like this:



- 1) Open the Libby app and tap the **Hi!** button.
- 2) Tap **Find my Library**. The app may find our library. If not, click **No** and type our zip code, 62535, to search for the Forsyth library, and select "Rolling Prairie Digital Consortium."
- 3) Tap **Add Your Card**. Select your library from the list, then log in with your library card number (no spaces) and PIN/password.
- 4) Search or browse for a title to check out. Tap **Borrow** to check out, or tap the cover to learn more about the title. If no copies are currently available, you can tap **Hold** to get on the request list.
- 5) Confirm, then tap **Borrow!** You can tap **Start Reading**, **Go to Shelf** (to view all your checkouts, or **Keep Browsing** to look for more items.
- 6) Within the app, the menu at the bottom displays these choices:



### For Kindle Fire tablets

The Libby app is not currently available for Kindles. You can download the **Overdrive Media Console** app from the Kindle app store. As an alternative, use the browser on your tablet or any device to go to [rpls.overdrive.com](http://rpls.overdrive.com) (or click **Library on the Go** on [forsythlibrary.com](http://forsythlibrary.com)). The sign up and check-out process is similar. You will go through Amazon to **get library book** sent to any device you have registered with your Amazon account. This is also the process for all Kindle e-readers (white screen). Ask us for detailed device-specific help, or see: [help.overdrive.com](http://help.overdrive.com).



## Cloud Library eBooks & Audiobooks

The Cloud Library [formerly 3M Cloud Library] is another service which offers FPL patrons the ability to check out ebooks and audiobooks. The check-out limit is 5 books at a time.

Cloud Library books are available for nearly all tablets, e-readers, computers, and smartphones EXCEPT older Kindles or Kindle Paperwhite readers (with black & white screens).

- 1) Download the **Cloud Library** app for your device. The icon will look like this:  Most are available through your device's app store (except for Kindles), and links to all (including Kindles) are at:

[www.yourcloudlibrary.com](http://www.yourcloudlibrary.com)

- 2) Once installed, tap the Cloud Library icon to open. The first time you will need to log in. Select your country and state. For **Select Library**, choose **Illinois Heartland Library System**. Enter your library card number and PIN or password.
- 3) Now you can browse titles. Tap a book to find more information. Tap the green **Borrow** button, and the book will be downloaded under the **My Books** menu. You can read or listen to it via the app. If a copy of the book is not currently available, the button will be blue and read **Hold**. You will be notified via the email address on your account when the book is available for check out.
- 4) Once you have downloaded the app and logged in the first time, you can also browse and check out books via the library's online catalog. **FIRST**, log into the catalog with your barcode and PIN/password. **THEN** include "**CloudLibrary**" (no spaces) in your keyword search for a title, author, or subject. (You can further limit your search to just **Ebook** or **Audio Ebook** format.) Cloud Library books will have the  logo in the catalog entry. Click **Check Out**, and the next time you open the Cloud Library app on your device, your book will be waiting for you to download.

For detailed help with particular questions, see:

[www.yourcloudlibrary.com/index.php/en-us/support](http://www.yourcloudlibrary.com/index.php/en-us/support)  
or ask our staff for assistance.



## Digital Magazines

RBdigital is a service that allows FPL patrons to read or permanently download full copies of many popular magazines. RBdigital works on any device (computer, tablet, smartphone). The **first time** you access RBdigital, you will need to create an account. You can do this on either the computer or a mobile device/tablet.

### On the computer:

1. Go to FPL's homepage ([forsythlibrary.com](http://forsythlibrary.com)). Click on "Materials Search". The third option on the page is RBdigital. Click the "Go" button next to it.
2. Now you should be on the RBdigital site. In the upper right corner, click "Create New Account". You will be asked for your library card number first. Then you will need to enter your name, email address, and create a username and password. The username should **NOT** be your library card number because it is public.
3. Check the box that states you accept the terms and conditions and click "Register". You should be directed to the homepage and are ready to browse titles.

### On the tablet or mobile phone:

1. Open your Google Play or App Store and search for RBdigital app. Download it, then open the app and select "Register Now",
2. Choose your country, state, and library from the drop down menus. When selecting a library, you will have to select "Illinois Heartland Library System".
3. Enter your library card number, email, and name. You will be asked to create a username and password. The username should **NOT** be your library card number because it is public.
4. Check the box that says you accept the terms and conditions, then click "Register". You should be directed to the home screen and are ready to browse titles.

### Checking Out Magazines:

**On any device:** Click/tap on the magazine you want. There will be an option to "Check Out". Click that and the magazine will go to your collection for a 2-week period. Once you download a magazine on a tablet or mobile device, it can be read offline. Computer users must have internet access to view their magazines.

### Accessing Your Magazines:

**On the computer:** Click "My Collection" in the upper right side of the screen, then click the issue you want to read.

**On your mobile device/tablet:** Your checked out items should appear when you open the app. If not, select the menu on the right side (three lines) and select "Checked Out" which will direct you to your items.

**Note:** RBdigital also offers a selection of audiobooks.

For more help, visit <https://www.rbdigital.com/illinoisheartland/help>.