

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; free 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 **HP Officejet 6100** 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 we can 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
digital magazines
log-in

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:



LIBRARY INFO ▼ SEARCH ▼ MY ACCOUNT ▼ HELP ▼

Quick library search: Go!

Limit by: All formats ▼

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)]** ❶
by Cussler, Clive. ❺

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

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

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

Local Availability: 1 (of 1) ❷
System Availability: 50 (of 51)

Available? ❸
More About It
Request It ❹

2008
Add to List

If the **title** ❶ is in bold type, FPL owns it. Check ❷ to see if it's currently in (in this case, 1 copy is in). Click **Available?** ❸ to find the FPL call number. Click **Request It** ❹ to request a copy from any library. You can also click the author's name ❺ to find more by that author, and the series ❻ 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.



The **Grolier Online Encyclopedia** is an excellent resource for researching report topics. Results can be filtered by reading or grade level, and can include pictures, maps, and other graphics. Included are *America the Beautiful*, *Lands and Peoples*, and *The New Book of Popular Science*.



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.



The **Health & Wellness Resource Center** provides integrated access to medical, statistical, health, and related information.



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.

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, or just wish to reserve a song for a future download, add it to your wishlist. Once logged in, your wishlist is available from the link in the left column.

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







Library-on-the-Go

eBooks & Audiobooks

Library-on-the-Go allows FPL patrons to check out ebooks and audiobooks on various devices. The check-out limit is 5 items at a time.

For most color screen devices

(Kindle Fire, iPad, iPhone, Nook Color, Android-based phones and tablets)

- 1) Download the **Overdrive Media Console App** from your device's app store. The icon will look like this: 
- 2) Open the app. You may need to first create an Overdrive account with your email address — follow the prompts. Then open the menu and tap on **Add a library**. Search for **Forsyth Public Library**, and tap the star next to **Rolling Prairie Digital Consortium** to add it.
- 3) Browse or search for titles. Ebooks have a book icon  on the cover, audiobooks a headphone icon.  A black icon means a copy is available. A gray icon means all copies are checked out, but you can still place a hold to get a copy as soon as one is available. You can tap on the bookmark tag  to add a book to your wish list for future reference.
- 4) Tap the cover of the book you want, then tap the blue **Borrow** button.
- 5) If you are not already signed in, you will be asked to select **Forsyth Public Library** from the drop-down menu. Then enter your card number and PIN/password, and tap the **Sign In** button.
- 6) Once you are signed in and select **Borrow**, you'll go to your **Bookshelf**. Here you can choose to **Download** the item or **Read** it online. If you download, select a **Format** compatible with your device:
 - a) EPUB formats (some devices): For the first time only, you may need to authorize your device with a free Adobe ID.
 - b) Kindle format (Kindles, or any device with a free Kindle Reader app): You will be redirected to Amazon. Sign in to your Amazon account, and then tap **Get Library Book**. It will be delivered to your device registered with Amazon. Or you can **Download** the book and transfer via USB cable to a device if wi-fi is not available.

For detailed device-specific help, see: <http://help.overdrive.com>.



3M Cloud Library eBooks & Audiobooks

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

3M Cloud Library books are available for nearly all tablets, e-readers, computers, and smartphones EXCEPT older Kindle devices (with black & white screens).

- 1) Download the **3M Cloud Library** app for your device. Most are available through your device's app store, and links to all are at:

www.ebook.3m.com

- 2) Once installed, tap the 3M icon to open. The first time you will need to log in. For **Select Library**, choose **Illinois Heartland Library System**. Enter your library card number and PIN/password, and **Agree** to the user agreement.
- 3) Now you can browse titles. Tap a book to find more information. Tap the green **Check Out** button, and the book will be downloaded under the **My Books** tab. You can read it via the app. If a copy of the book is not currently available, the button will be gray and read **Add to Hold List**.
- 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 online catalog with your barcode and PIN/password. **THEN** simply include "**3M**" in your keyword search for a title, author, or subject. All 3M books will have the **3M** logo in the catalog entry. Click **Check Out**, and the next time you open the 3M Cloud Library app on your device, your book will be waiting for you.

For detailed, device-specific help and a list of Frequently-Asked-Questions, see: <http://www.3m.com/us/library/eBook/support.html>.



Digital Magazines

Zinio is a service which allows FPL patrons to read or permanently download full copies of many popular magazines. Zinio works on any device with a browser (computer, tablet, smartphone).

The **first time** you access Zinio, you will need to create an account:

From the Forsyth library page (forsythlibrary.com), click on **Materials Search**, then click on the Zinio icon. (Alternately, you can go directly to: <https://www.rbdigital.com/illinoisheartland>.)

Click **Create New Account** at the top of the page. Enter your **FPL library card number**. Then create an account, entering name, email address, and a password for your Zinio account.

You can now browse and select magazines via your Zinio library account (through the link on the Forsyth library site). Once you find a magazine you want, click **Checkout**.

There are two ways to read your magazines:

- 1) **On your computer or laptop.** Click **My Collection**, then click the magazine issue you want to read, and the Zinio reader will open. (You must have internet access to do this.)
- 2) **On your mobile device or tablet.** If you are accessing Zinio via the browser of your device or tablet, click the appropriate link after "Get the NEW APP to read offline:" at the bottom of the page.

Or you can download the Zinio app from your device's app store. (For Kindle Fire, the app will not appear in the app store. See links and instructions at: imgs.zinio.com/faq/kindlefire.html.)

Log in to the app with the same email address and password you used to create your Zinio account. You will see your checked out magazines. Click the down arrow to download a magazine (wi-fi connection required). Once downloaded, magazines can be read offline.

Note that you cannot check out magazines with the app. You must do that through the Zinio account link on the Forsyth library website.

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