

From the MTZ homepage, click on **Search the Library Catalog** or 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 Mt. Zion 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 Mt. Zion Library or any other in the system.

A typical catalog entry:

3. **The hit [text (large print)]** 1
by Baldacci, David, author. 5

Summary: Skilled assassin Will Robie is asked by the U.S. government to track down fellow assassin Jessica Reel, who has gone rogue, but during his pursuit of Reel, Robie realizes that her betrayal may be concealing a larger threat that could impact the whole world. 4

Edition: First Edition.
Publisher, Date: New York, New York : Grand Central Publishing, 2013. 3

Description: 580 pages (large print) ; 24 cm
Series: Baldacci, David: Will Robie series ; 2. 6

Local Availability: 1 (of 1) 2
System Availability: 41 (of 51)

Available? More About It Request It Add to My List

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

Online Databases



Mango Languages teaches real conversations in over 70 languages (foreign and ESL) Sign up on the Library's website or download the Mango app to your mobile device.



Is the world's most comprehensive collection of royalty-free downloadable maps for schools, academic institutions, and public libraries. Students, teachers, library users, and businesses can use more than 100,000 maps in school reports, school lesson plans, personal research projects, and business reports.



Library staff can help you log in.

Digital Services at the Mt. Zion District Library

The library has 8 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 15 cents per page black and white. Color printing is available for 50 cents per page — please ask staff for assistance.

The copier can also:

- 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 **MTZLibrary** from the available wi-fi sources. Wireless printing is also available. Select the **Toshiba Universal Printer**.

You may need to download and install a free driver.

Please ask any of our staff if you have questions, or if we can help with any of these applications.



Digital books and audiobooks, movies and music

Mt. Zion District Library card-holders can instantly explore, borrow and enjoy dynamic content on their smartphones, tablets and PCs, 24/7.

Borrowing

Checkouts are limited to five items per month. The month resets on the first of each month. Items cannot be renewed, but you may re-borrow.

Music titles may only be borrowed twice during the month.

Checkout times

- eBooks, Audiobooks, and Comics – 21 days
- Music – 7 days
- Movies – 3 days

Downloading the App

For Nook Colors, Android tablets and phones, iPads, and iPhones, follow these steps:

Go to your device's App Store, and install Hoopla Digital.

Open the app and choose sign up to get started. If you allow the app to access your location, Mt. Zion District Library should be listed in "Nearby Libraries", or you can search for your library.

You will need to give your email address and create a password for Hoopla. You will also need your MTZ library card # and PIN.

You can search for eBooks, audiobooks, movies/television, and music by title, author, or keyword in the search box and narrow by filter, or just browse through their pre-established categories.

Click on the cover for more information about the item or to borrow.

Once you've chosen an item, click 'borrow'. You will have the option to read or play, otherwise the item will be in "My Titles" for you to access later.

You can see the items you have out under "My Titles". Tap on the item you wish to read/play, and then click read/play to start or continue. The selection should pick up from where you last left off.

You can also see when a title is going to return automatically, or return the item from this screen.

Tutorials: If you want to see all that Hoopla has to offer, [check out Hoopla's YouTube page: https://www.youtube.com/watch?v=eHGo0Yk07W8](https://www.youtube.com/watch?v=eHGo0Yk07W8)

Support: If you need help using Hoopla, please feel free to stop by the Mt. Zion Library for assistance.



Library-on-the-Go eBooks & Audiobooks

Library-on-the-Go allows MTZ 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 **Libby, by Overdrive Labs app** from your device's app store. The icon will look like this: 
- 2) Open the app, and tap on **Find My Library**. You should see **Mt. Zion District Public Library** under "Is this your library?" Tap **Yes**, then scroll through the list of libraries and tap **Mount Zion Public Library District**. Fill in your library card number and PIN.
- 3) Select **Library at the bottom of you screen to search for books**. Once you find a book you want, tap **Borrow**. Then tap **Borrow** again. The book downloads and you can Start Reading, Keep Browsing or Go to Shelf (to see what you have checked out so far).

For Kindle tablets other than Kindle Fire, you will need to download the Libby app



from your app store. Follow the prompts to sign up with your Library, Library card number and PIN. Once your account is set up, you can search for books by Title, Author, Subject, format, etc. When you find a book you want, select **Borrow** and the book is immediately checked out to you. To **Download** the book onto your device, go to your **Loans** and download the book as a **Kindle Book**. Once downloaded, you can read the book on your device .



Cloud Library — eBooks & eAudiobooks

The Cloud Library is a second service which offers MTZ patrons the ability to check out digital books 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:

<https://www.yourcloudlibrary.com>

The Amazon app store does not offer a 3M app for Kindle Fire tablets, but the 3M site above provides detailed instructions for downloading and installing theirs.

- 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, 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. **THEN** simply include "**3M**" in your keyword search for a title, author, or subject. All 3M books will have the **3M** or  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.



Digital Magazines and more

RBdigital is a service which allows MTZ patrons to read or download full copies of many popular magazines as well as digital books and audiobooks. RBdigital works on any device with a browser (computer, tablet, smartphone). To use on your smart phone or tablet you must download the  app from your app store.

The **first time only** that you access RBdigital, you must create an account. If using a smart phone or tablet, you can create your account once you have downloaded the RBdigital app. If using a computer, go to <https://illinoisheartland.rbdigital.com> or click the  link on the Library's website: www.mtzion.lib.il.us.

Click **Register** at the top of the page, and enter the required information: Country, State, and Library, and your Library Card number. You can then create your RBdigital account.

You can now browse and select magazines via your RBdigital library collection account (the link on the Mt. Zion Library site). Click **Checkout**.

There are two ways to read or listen:

- 1) **On your computer or laptop.** Click **Go to My Checked-out Magazines**, click the magazine issue you want to read, and the RBdigital reader will open. (You must have internet access to do this.)
- 2) **On your mobile device or tablet.** From your device's app store, download the free **RBdigital app**. Log in with your email address and password. You will see your checked out items. Click on the down arrow to download (with a wi-fi connection). Once downloaded, you can read or listen offline.