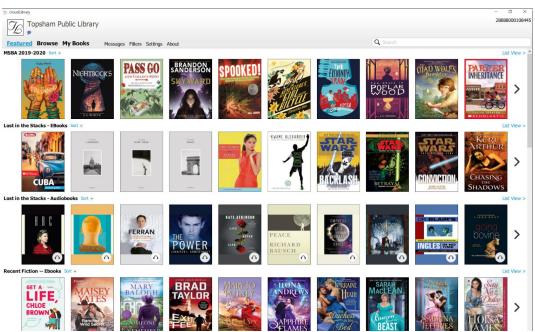
CloudLibrary beginner's guide

Download & Install the App

- 1. Go to yourcloudlibrary.com in your web browser (use safari for Mac).
- 2. Scroll down to get started and select Windows or Apple iOS
- 3. The next screen will give you information on what Windows or Apple Operating Systems the App will work on and the download button is at the bottom of the page.
- 4. Once you have downloaded the file open it and install the app.
- 5. You should now have an icon for Cloudlibrary on your computer.
- 6. Open the app and follow the steps to create your account. Remember to enter your 14 digit library card number without adding the spaces.

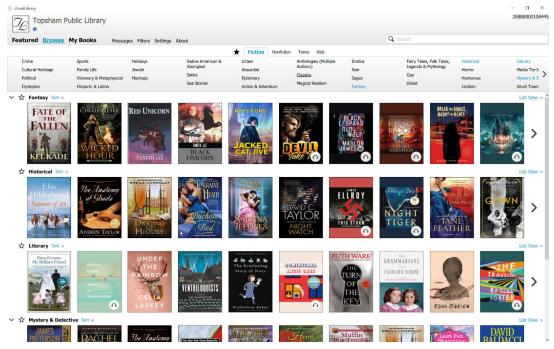
Using CloudLibrary

When the App opens you should see the Featured page which will look something like this.

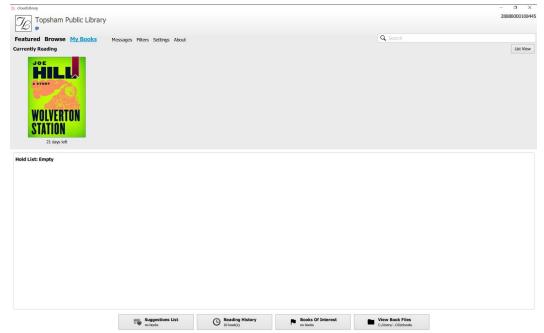


There are options along the top left of the screen each allowing you to do different things. The Featured tab page shows the ebooks and eaudiobooks that CloudLibrary is featuring at the time (it doesn't always stay the same).

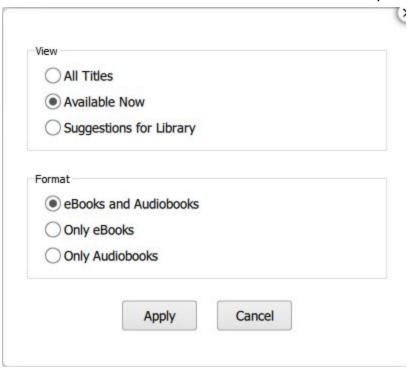
The Browse tab is where you can filter your choices by selecting the different genres that you would like to view.



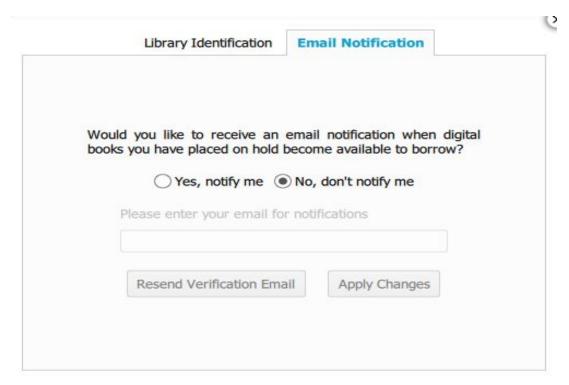
The My Books tab is where you can see what you have currently checked out, have on hold, and even the history of the items that you have previously checked out.



Filters is the option for changing what types of titles you would like to see e-books only, e-audiobooks only, or both. You can also choose to see all titles or just what's Available Now. If you select available now remember you will be limited to those titles only and must switch back to all titles to see full collection and place holds.



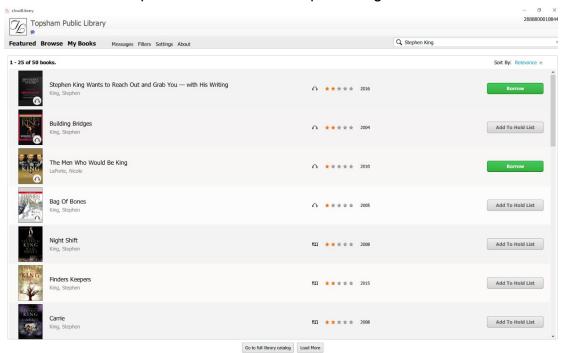
Message and Settings have only one option. Message is the email message you will receive to notify you that your hold is ready for checkout. You will need to enable email notification in Settings.



Then of course there is the Search bar for looking up specific titles or authors.

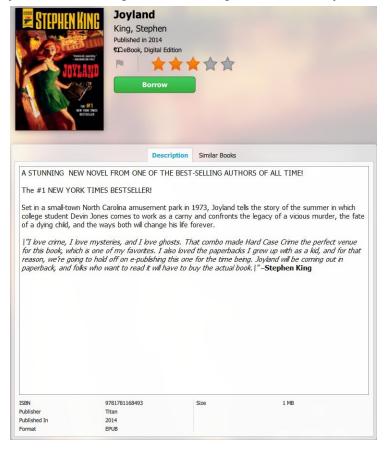
How to borrow a book in CloudLibrary.

I used the Search option and searched "Stephen King"



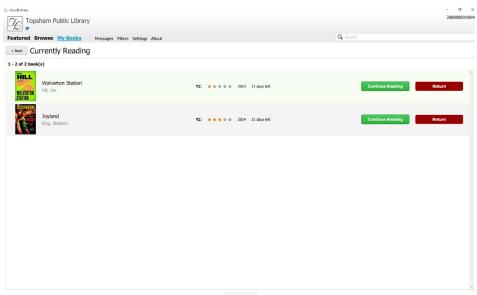
Depending on the availability of the item you are interested in, you will click on Borrow or Add to Hold List. The books that have a little headset icon in the bottom right corner are audiobooks (if you don't want them remember you can always change the filter settings).

When you click on borrow the next page will give you a quick description of the book you are selecting, hit Borrow again to confirm you would like that specific book.



Once you Borrow the book will download to your My Books tab and you can start to read/listen to the book.

To return books go to My Books on the right side of the screen and click List View. The option to Return will appear on the right side of the screen.



All books loaded!