Cloud Library Help Guide

November, 2016
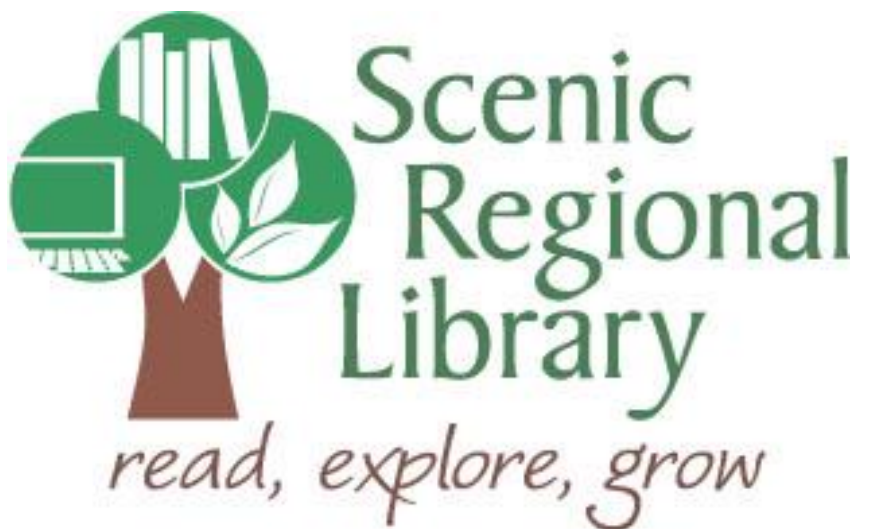
Table of Contents

Welcome!

Scenic Regional Library (SRL) is discontinuing its partnership with Overdrive. We will now be offering eBooks and eAudiobooks to patrons using Cloud Library and this guide will provide you with the information you'll need to use it.

What is Cloud Library?

Cloud Library is a digital collection company that partners with libraries. Currently, Cloud Library's collection includes eBooks and eAudiobooks. SRL's Collection Development Manager buys digital copies of titles from Cloud Library which are then made available to our patrons through an e-catalog.

Cloud Library's Offerings to Patrons

Any SRL patrons who have library accounts in good standing can access Cloud Library. Patrons can check out seven titles at a time and can keep them for two weeks. Patrons can also have seven titles on hold at one time.

Accessing Cloud Library

Follow these steps to access Cloud Library.

1. Go to www.scenicregional.org.
2. Point your mouse at "Downloads" to reveal a drop down menu.
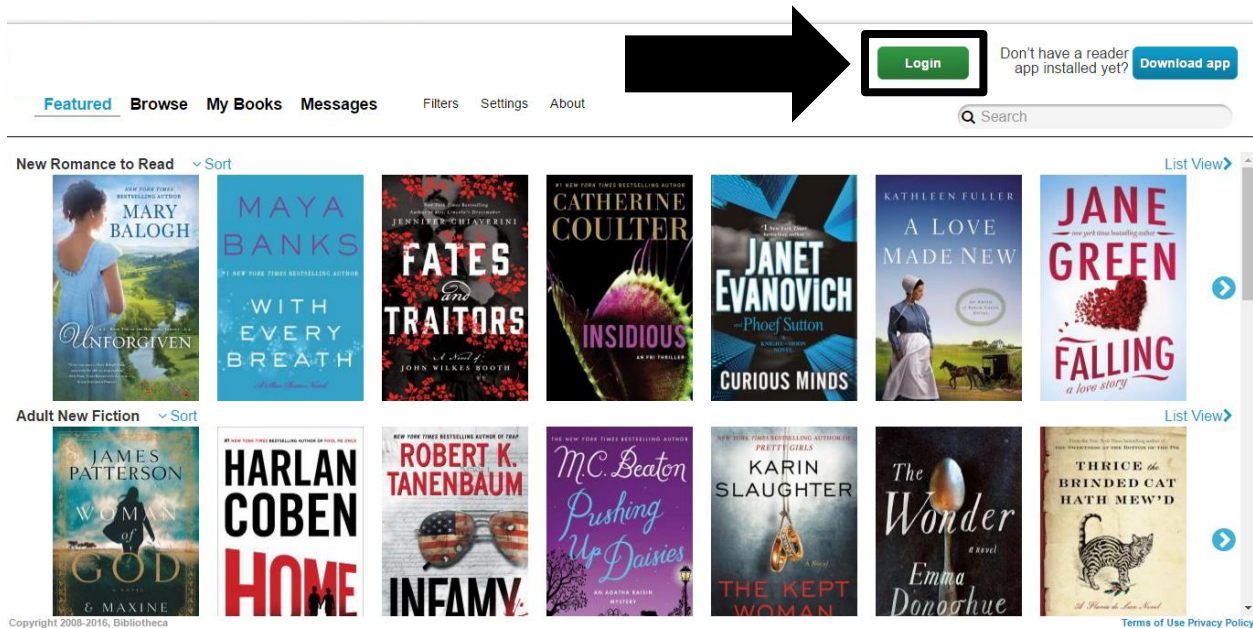3. Click on "eBooks" or "eAudiobooks."
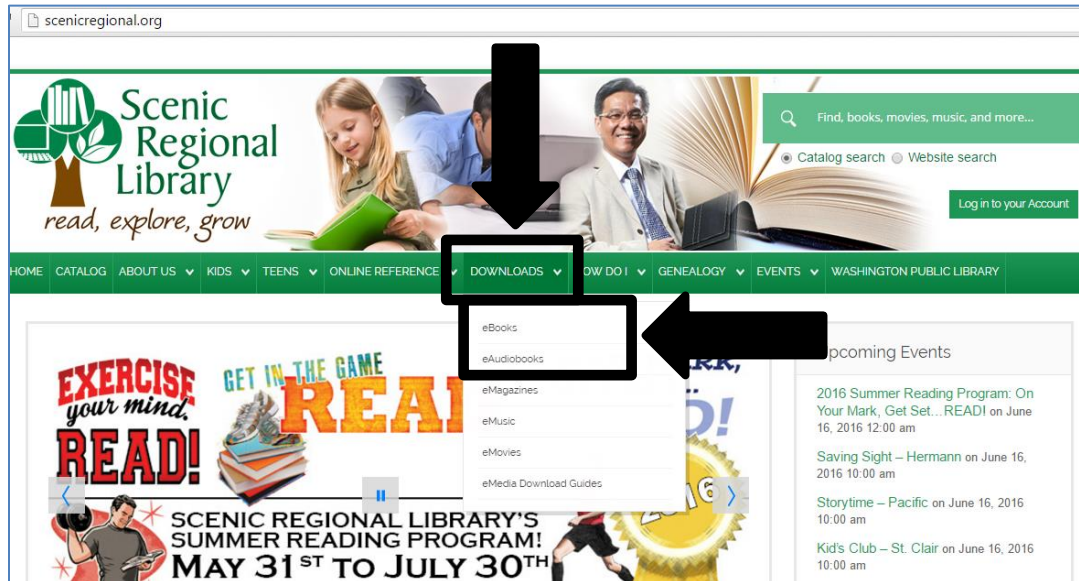
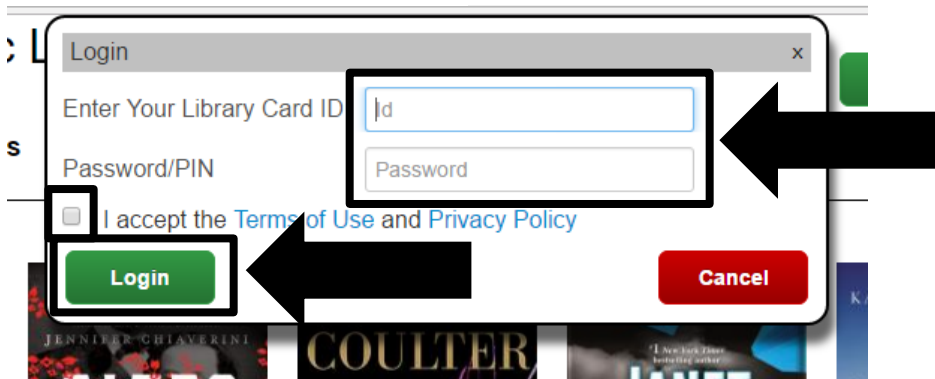

4. Click on the Cloud Library logo.

Logging into Cloud Library

Follow these steps to log into Cloud Library.

1. Click "Login."

2. Enter your library card number. SRL will not be requiring a password/pin.
3. Check the box for "I accept the Terms of Use and Privacy Policy."
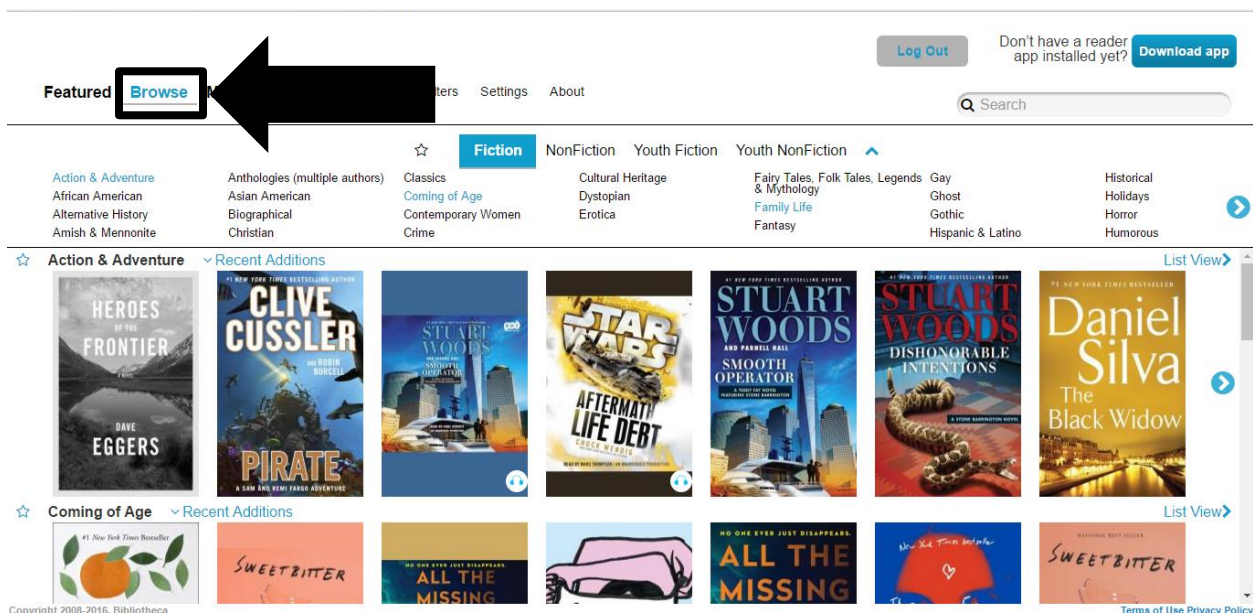4. Click "Login."

The Cloud Library Home Page

Most of the functions you will use in Cloud Library can be accessed from the home page.

Featured Button – Clicking on this displays the featured collection in the main viewing window.
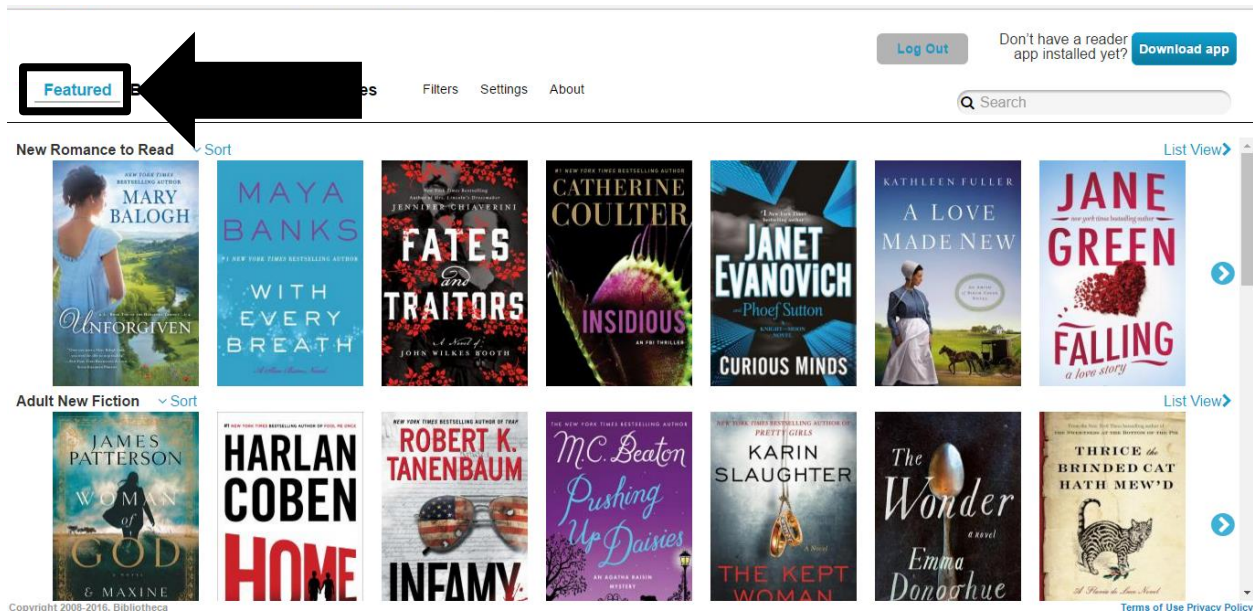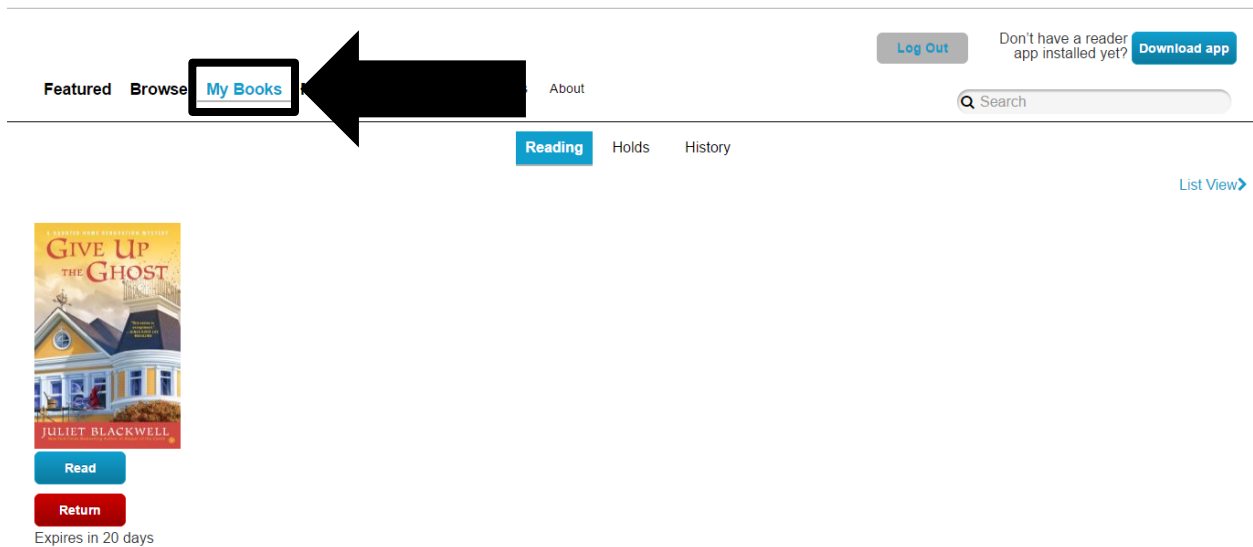

Browse Button – Clicking on this displays genre categories you can select and deselect to display in the viewing window.
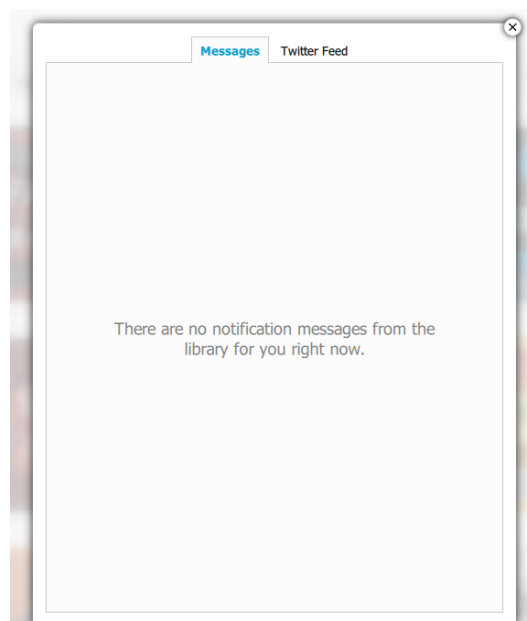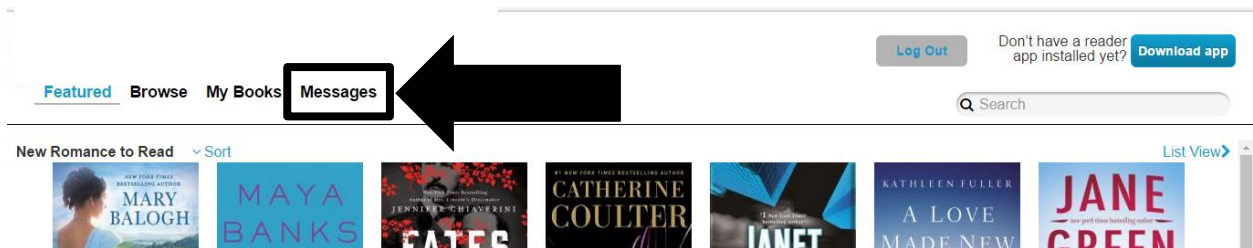
The Cloud Library Home Page, continued

My Books – Clicking on this takes you to a page that lists the books you have checked out. Note that you can also access your holds and history from this page.
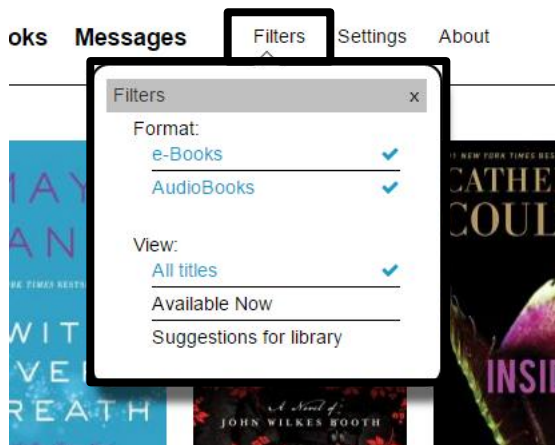
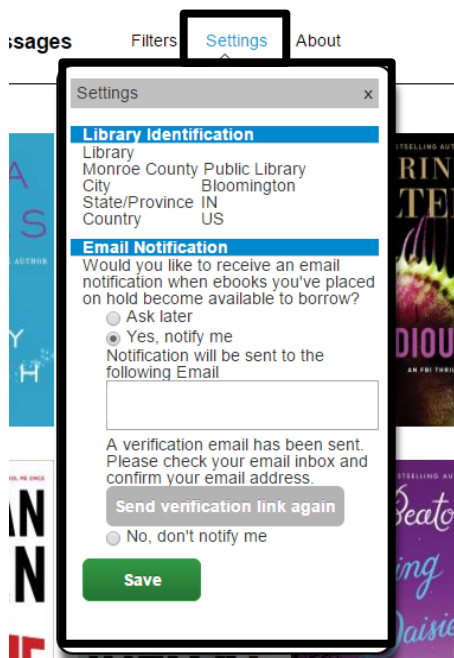Messages – Clicking on this takes you to a page that lists your messages.

The Cloud Library Home Page, continued

Filters – Clicking on this allows you to apply various filters when browsing the collection.
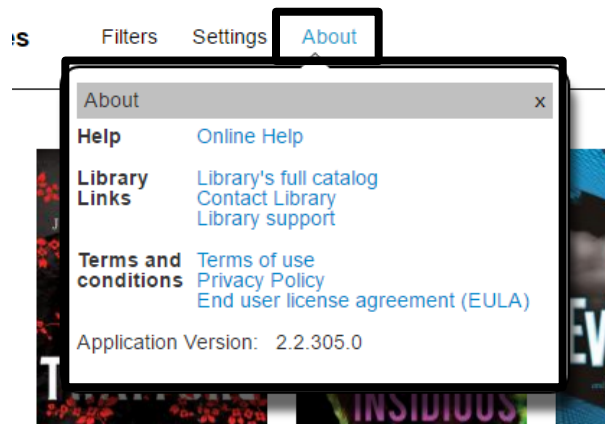

Settings – Clicking on this allows you to set email notifications for your account.
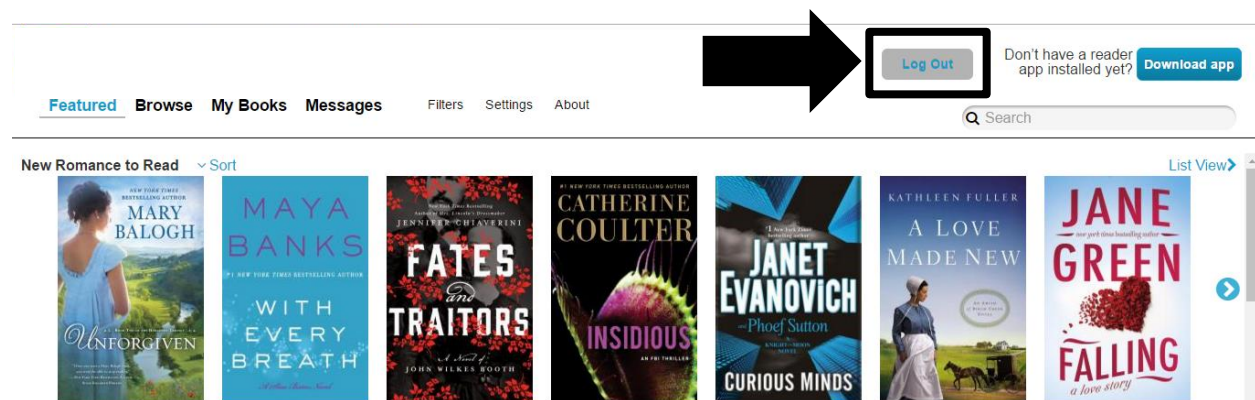
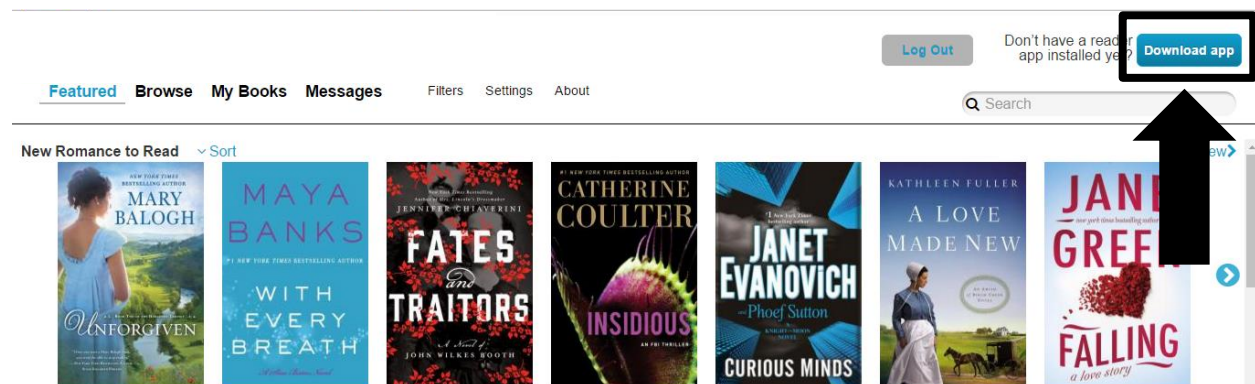## The Cloud Library Home Page, continued

About – Clicking on this allows you to access various help functions as well as the legalities of using Cloud Library.

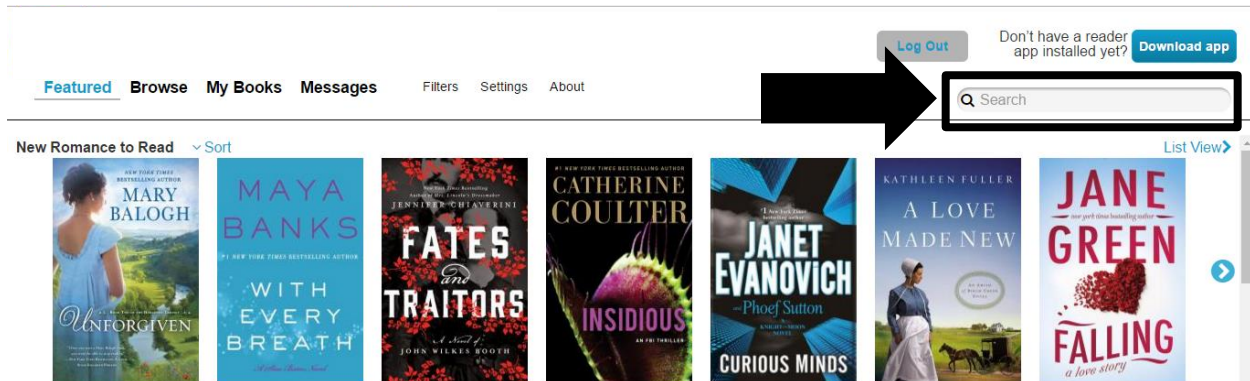Log Out – Clicking on this logs you out of your account.

Download App – Clicking on this takes you to Cloud Library's website, specifically to the page with information on all the Cloud Library's Apps.
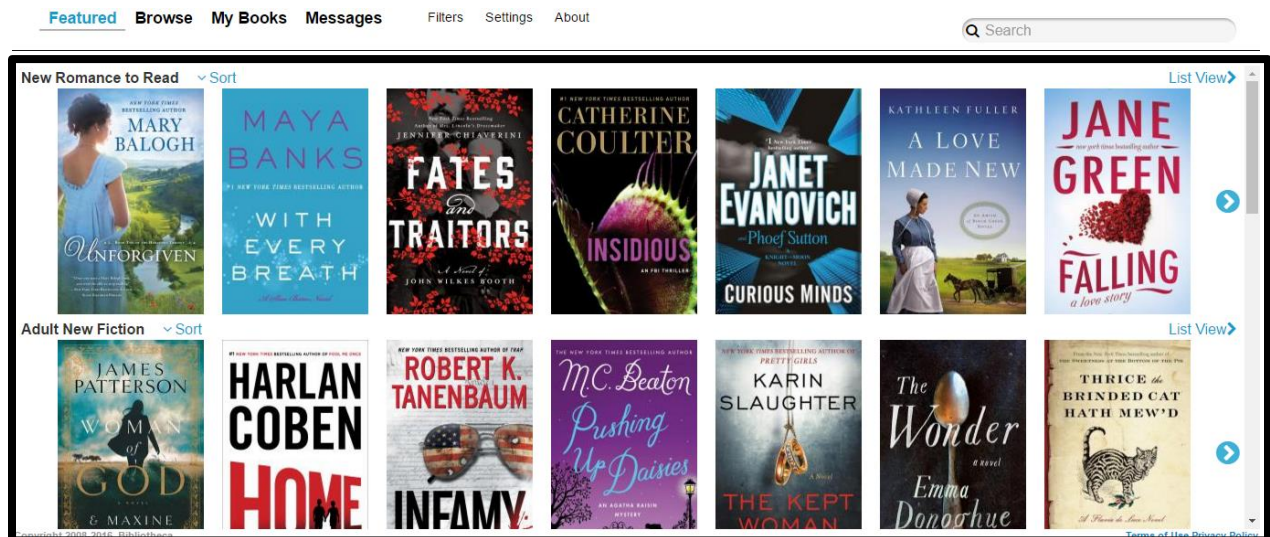
The Cloud Library Home Page, continued

<u>Search</u> – The search field allows you to search the collection.

<u>Viewing Window</u> – This is where all the titles are displayed.

Browsing and Borrowing Titles

There are three ways to browse the collection and then borrow a title.

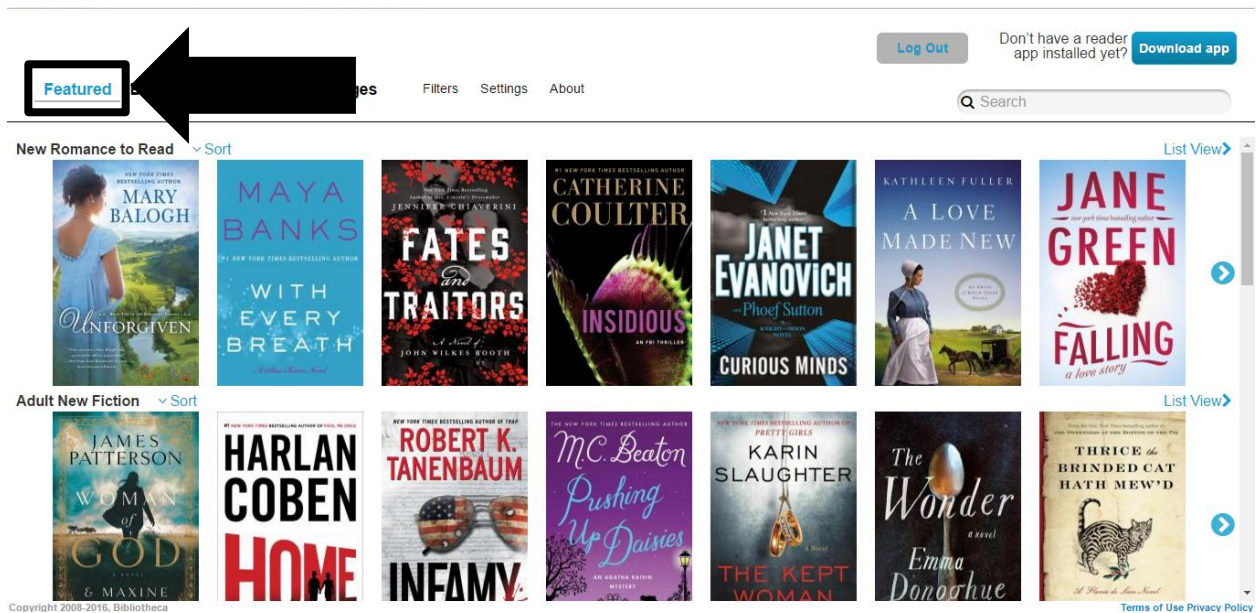1. Featured Collection
2. Browse Button
3. Search Function

Featured

When you log into your account, Cloud Library features numerous titles in the viewing window.

Follow these steps to browse and borrow a title from the featured collection.

1. Click "Featured" if applicable. If you just logged into your account, the featured collection may already be displayed.

Browsing and Borrowing Titles, continued

2. Scroll vertically to see all the genres.
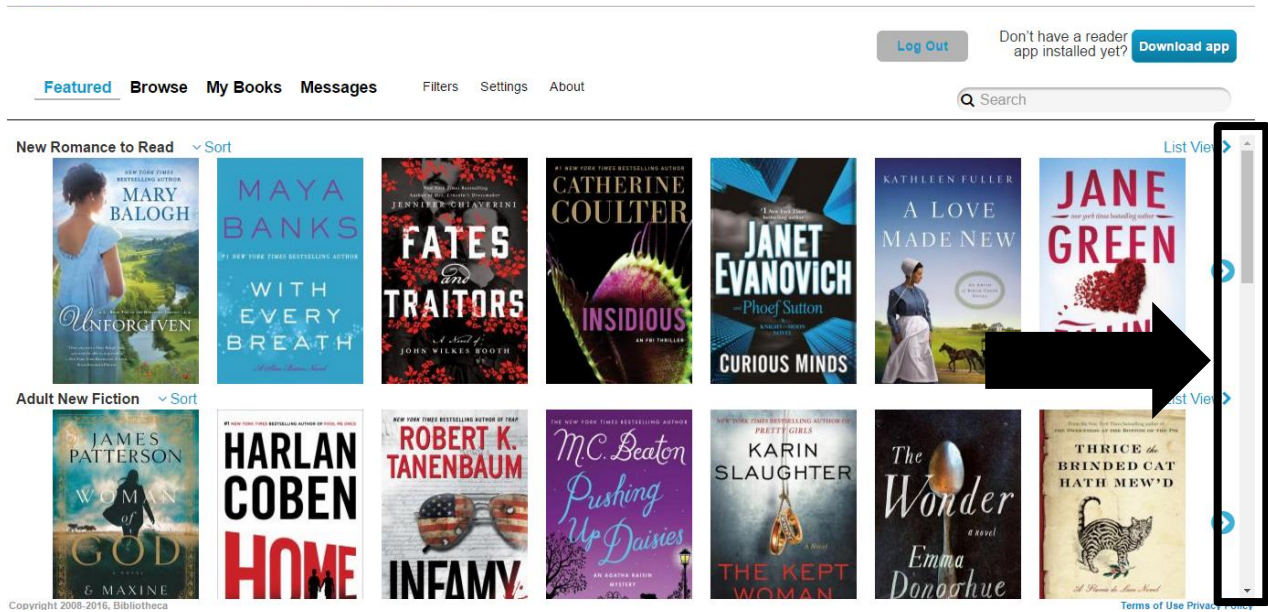
3. Click on any title's cover.

Browsing and Borrowing Titles, continued

4. Click "Borrow."
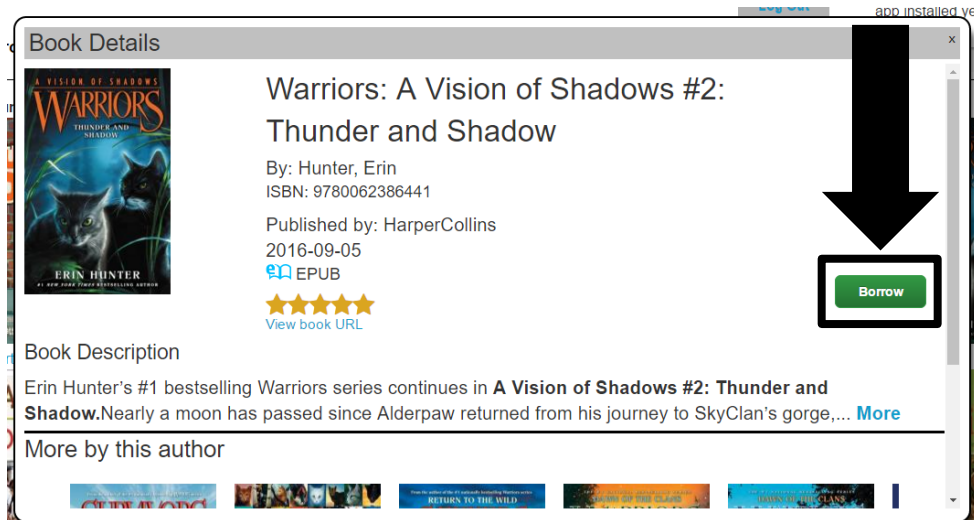
Notes

If the title is checked out, the Borrow button will be replaced with a Place Hold button.
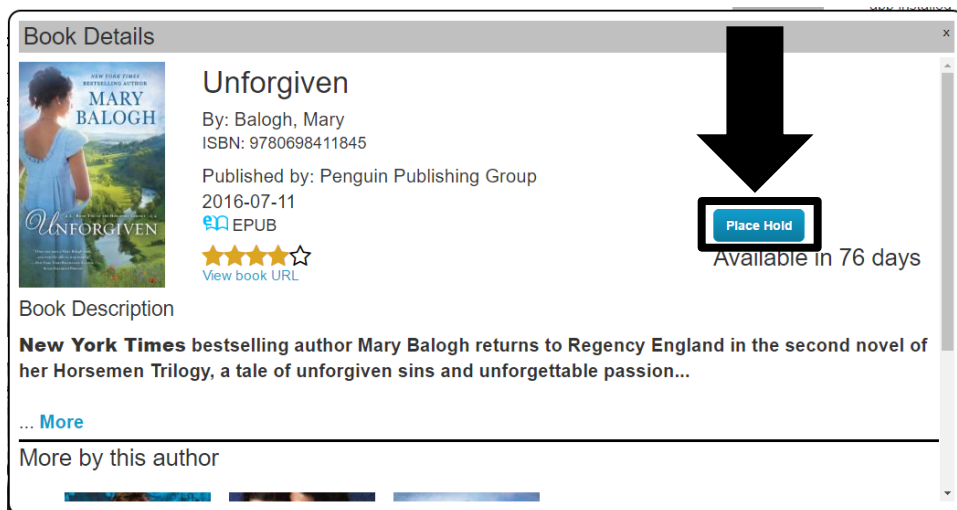
Browsing and Borrowing Titles, continued
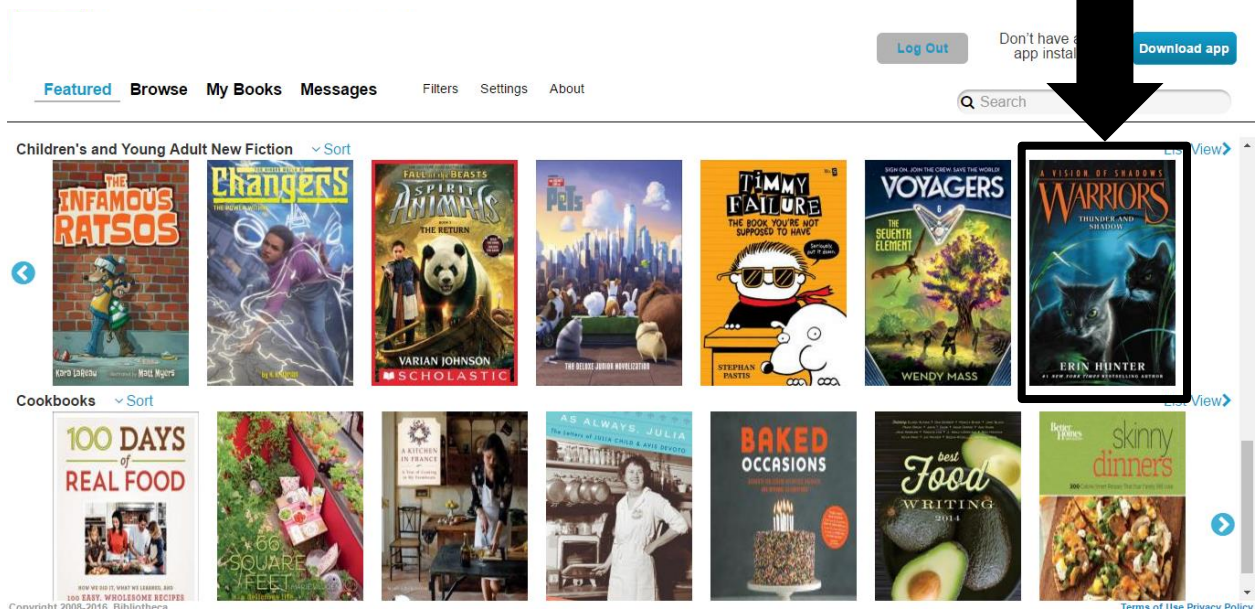
You can change the order of the titles by clicking on "Sort" and choosing a different sorting order.
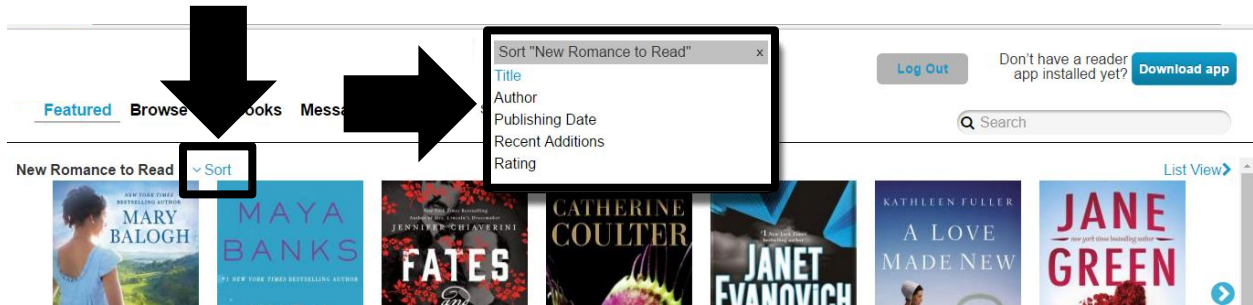
You can see additional titles by clicking on the blue arrow.
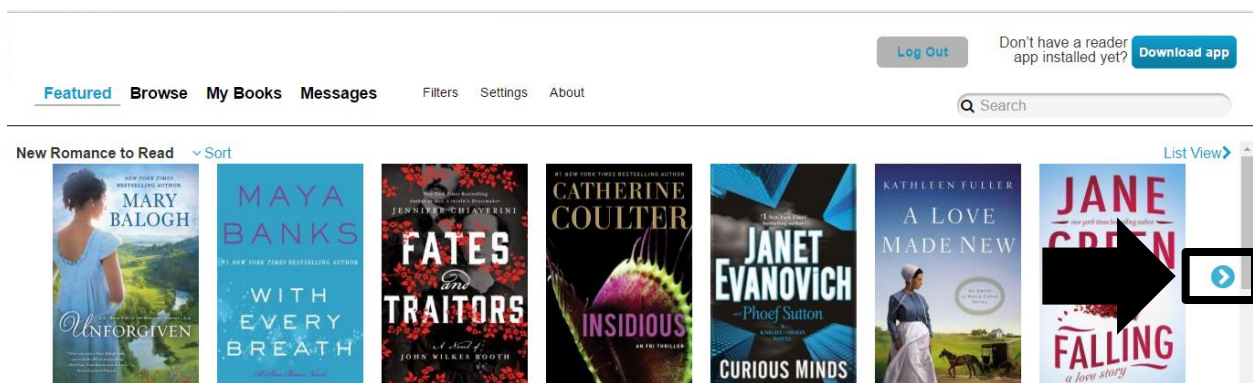
You can change how the titles are displayed by clicking on "List View." When you select this view, the Place Hold and Borrow buttons will be displayed as well.
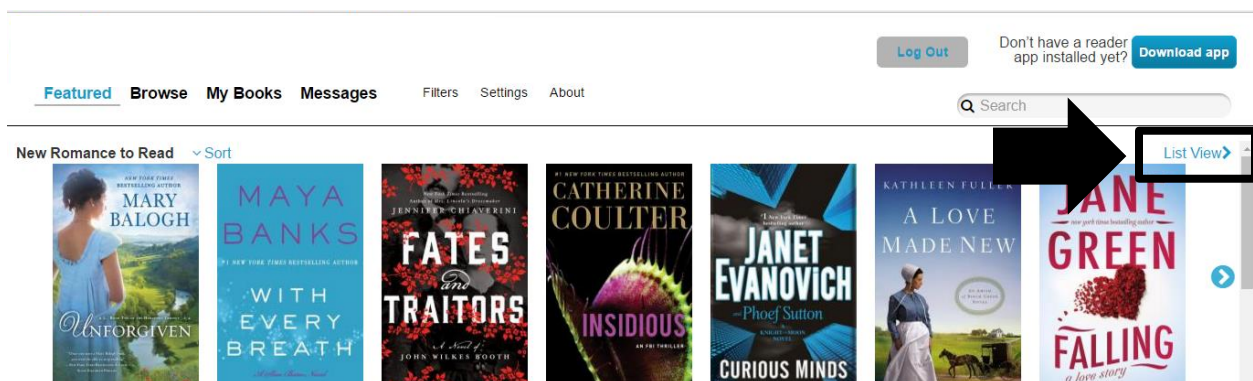
Browsing and Borrowing Titles, continued

The screenshot below illustrates the list view.
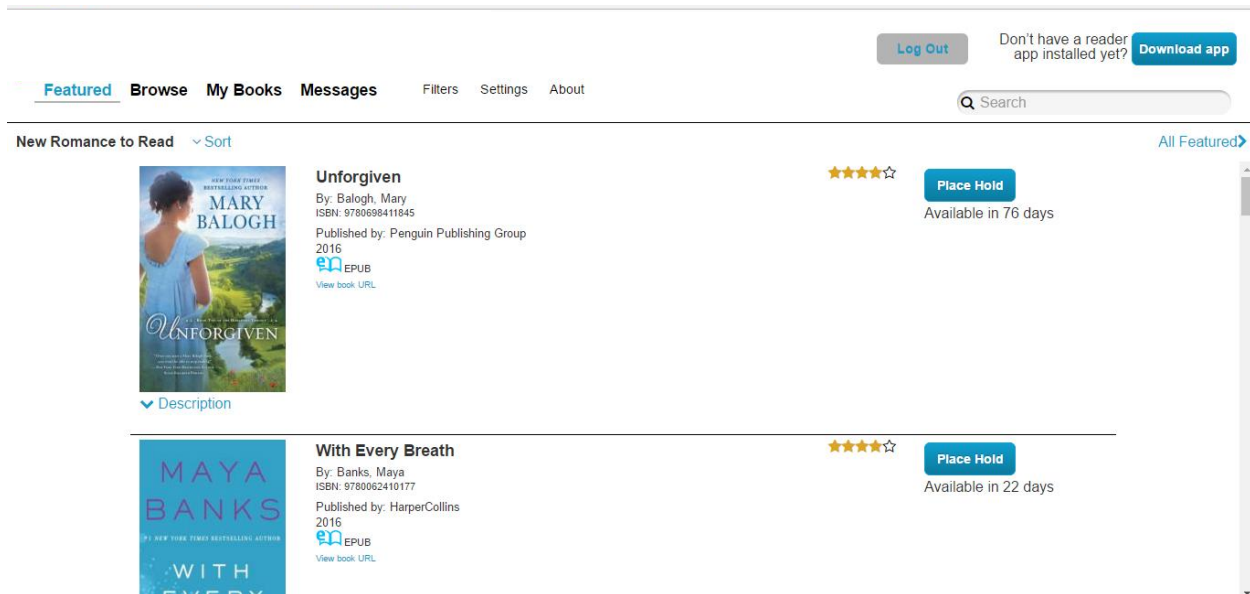
Follow these steps to browse and borrow a title using the Browse feature.

1. Click "Browse."
2. Choose the genres that you want you displayed in the viewing window.
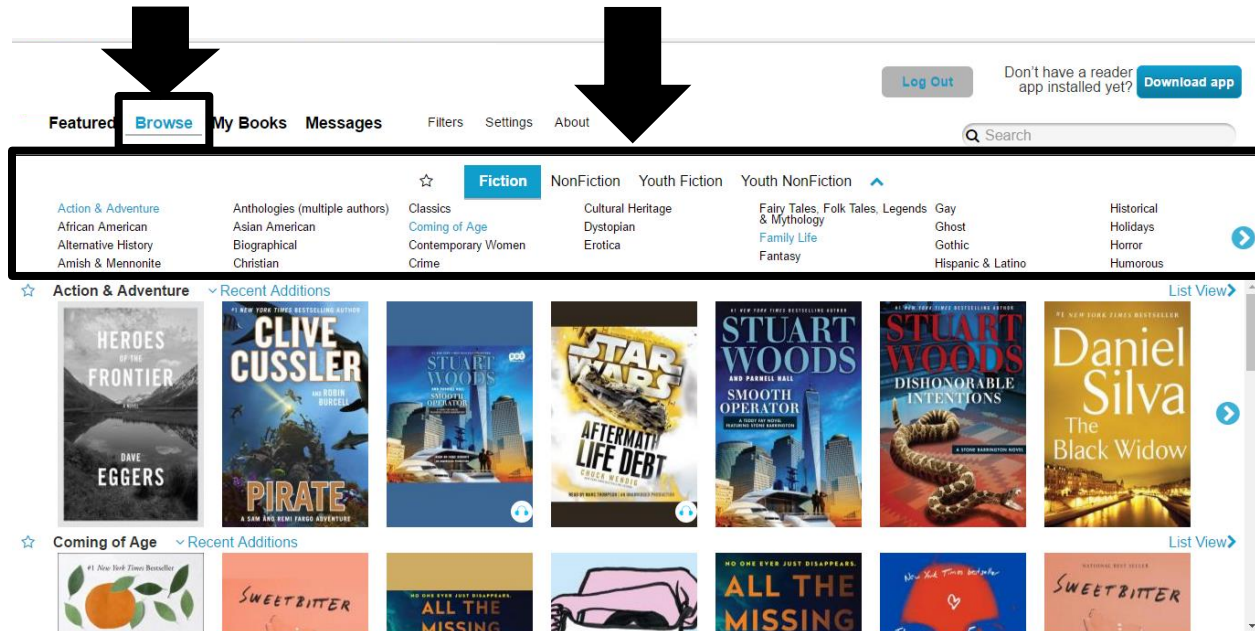
Browsing and Borrowing Titles, continued

3. Click on any title's cover.

4. Click "Borrow."
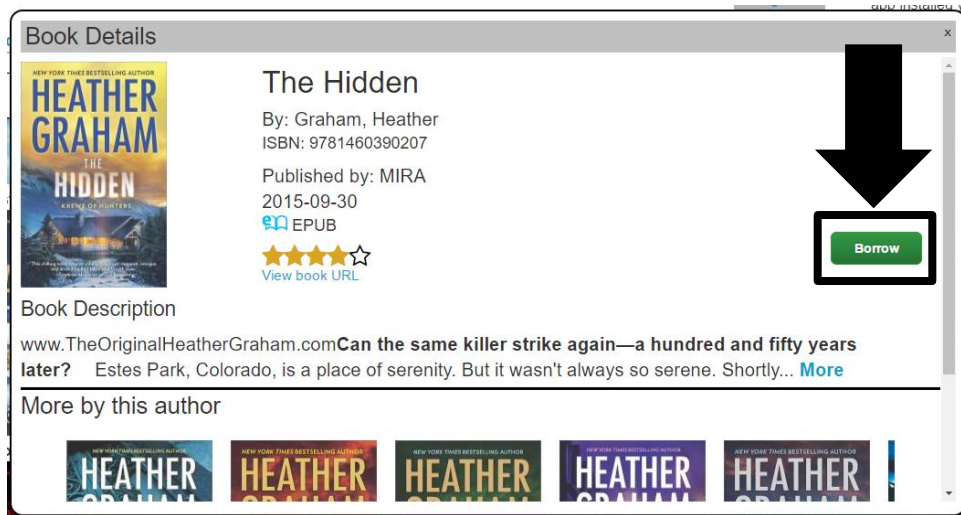
Notes

Clicking on a star in front of any genre makes that genre a favorite. All your favorite genres will display in the viewing window when you click on the star to the left of "Fiction" in the browse menu.
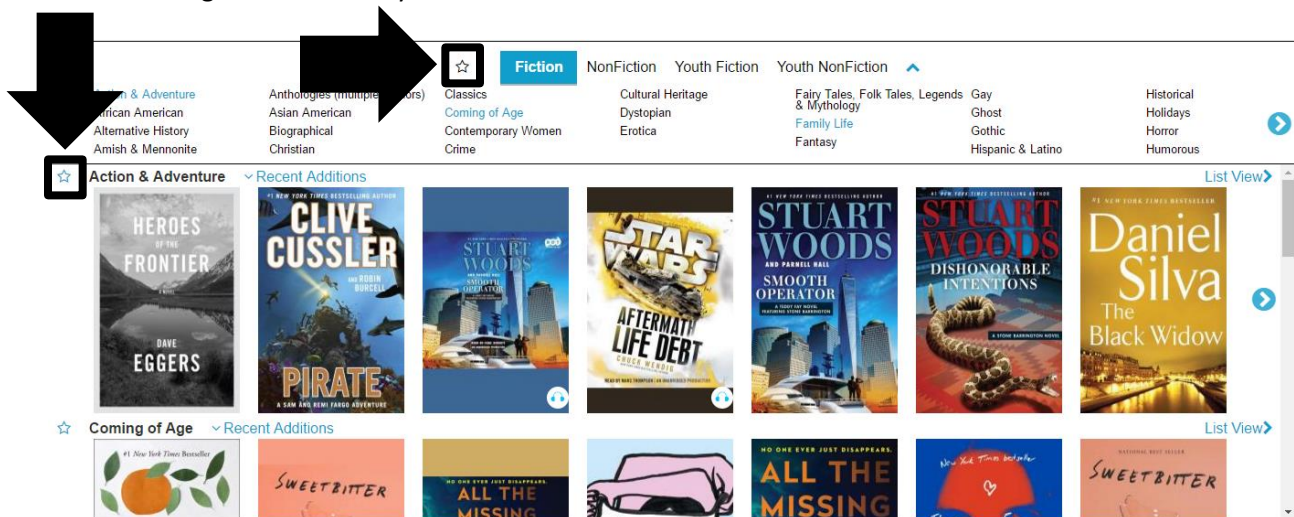
Browsing and Borrowing Titles, continued

Clicking on "Recent Additions" allows you to select a different sort order for that genre.
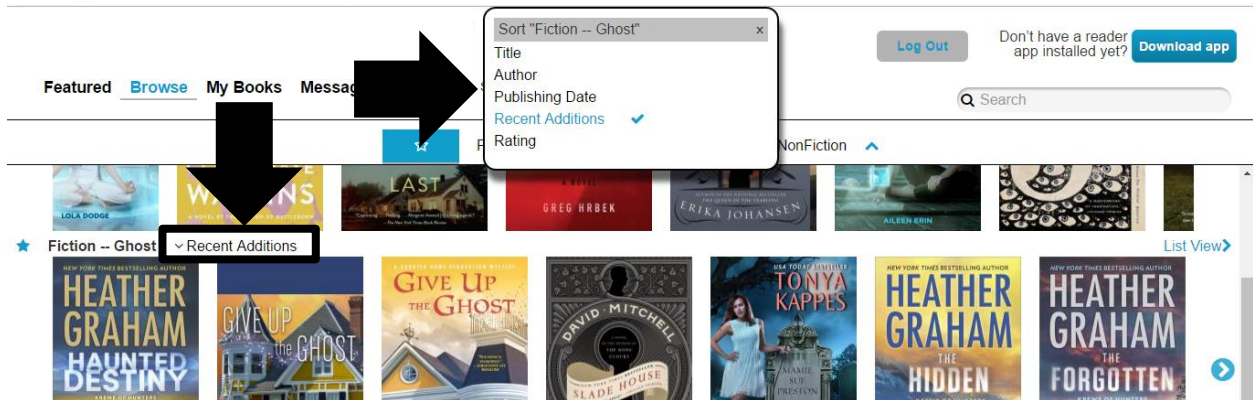
Follow these steps to browse and borrow a title using the search feature.

1. Click on the search field.
2. Enter your search words.
3. Click the magnifying glass.
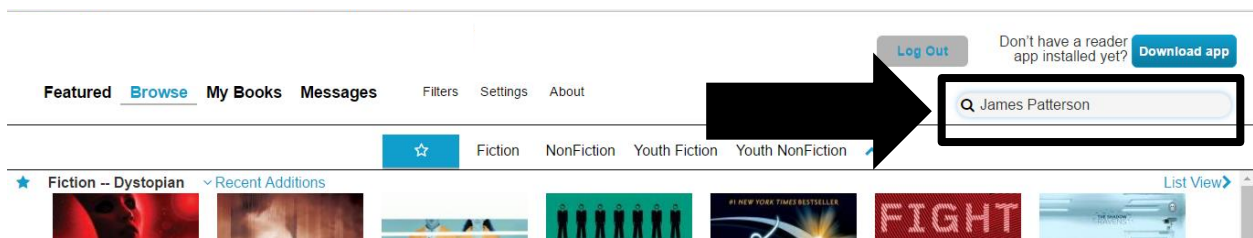
4. Vertically scroll through the results until you find a title you want.
5. Click "Borrow."
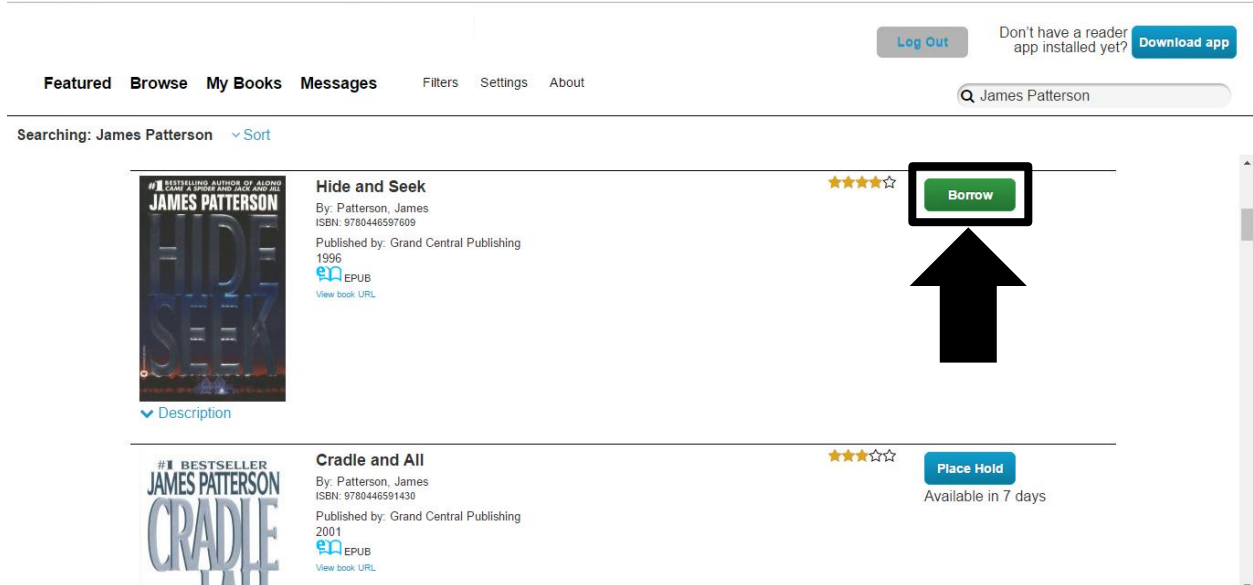
Browsing and Borrowing Titles, continued

<u>Notes</u>

Clicking on description will drop down a description of the title.

Reading an eBook

In order to read an eBook on a pc or laptop, you must download the Cloud Library application for your computer's operating system.

Follow these steps to download the application.

1. Click on "download app."
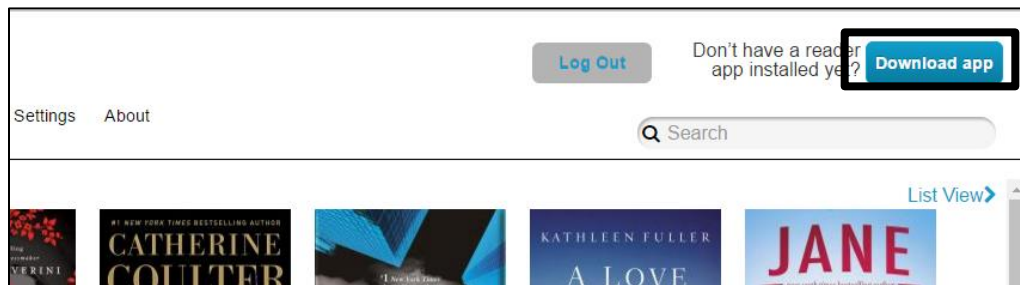
2. Click on the box for your computer's operating system.
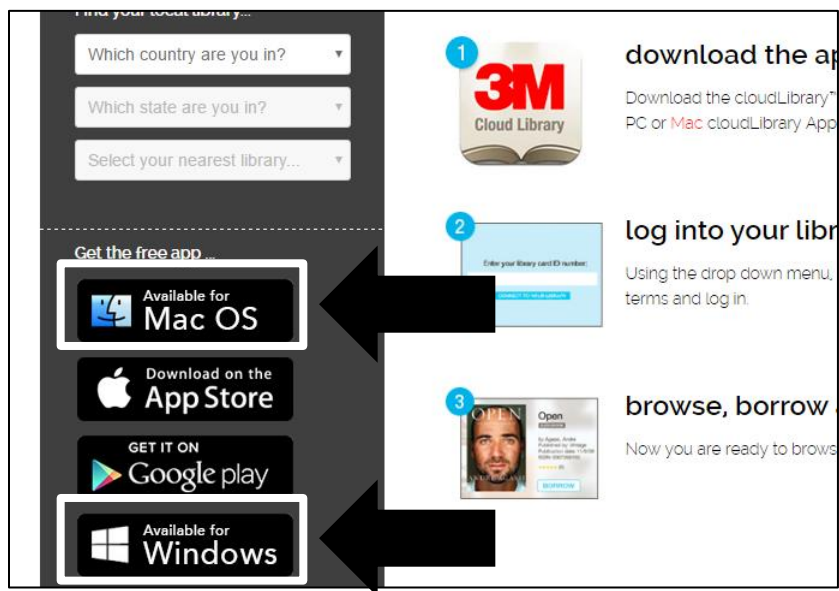
Reading an eBook, continued

3. Click "download the app."
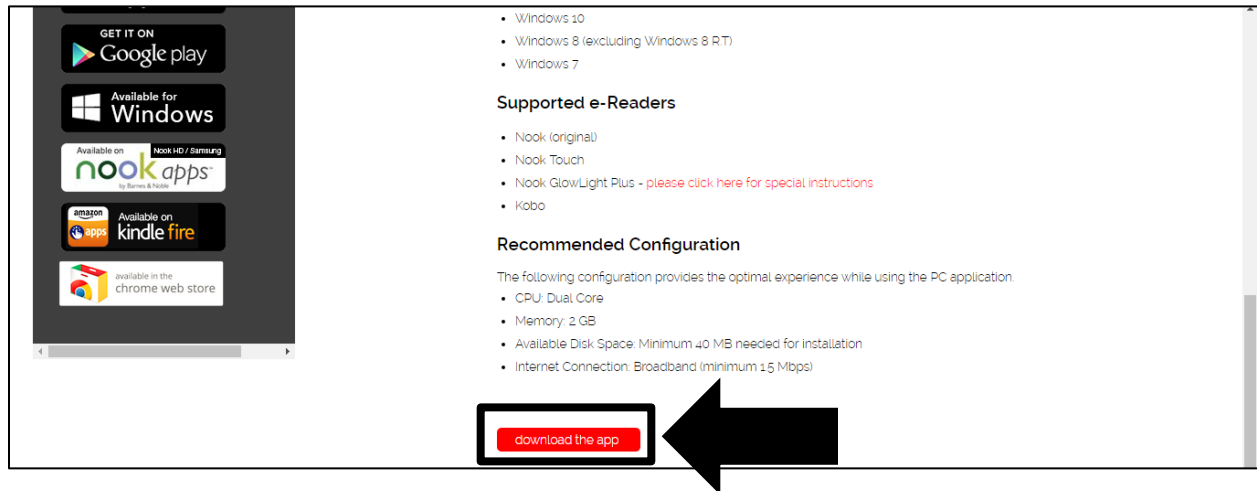
4. Click on the download box. You may have to go into File Explorer and find the Downloads folder to double click on the Cloud Library software program.
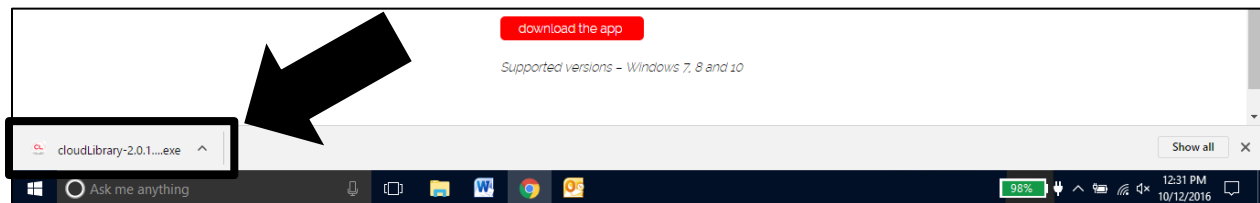
If you get a warning message such as the one pictured below, click "Run Anyway." You may need to click on "More Info" link to get the Run Anyway button to appear.
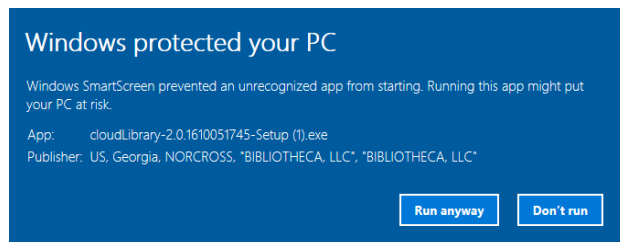
Reading an eBook, continued

5. Click "Next."
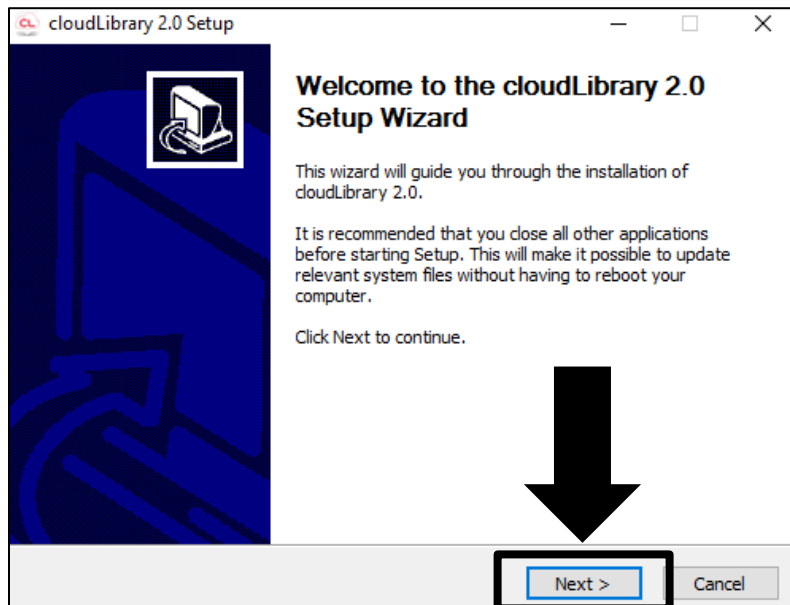
6. Click "I Agree."
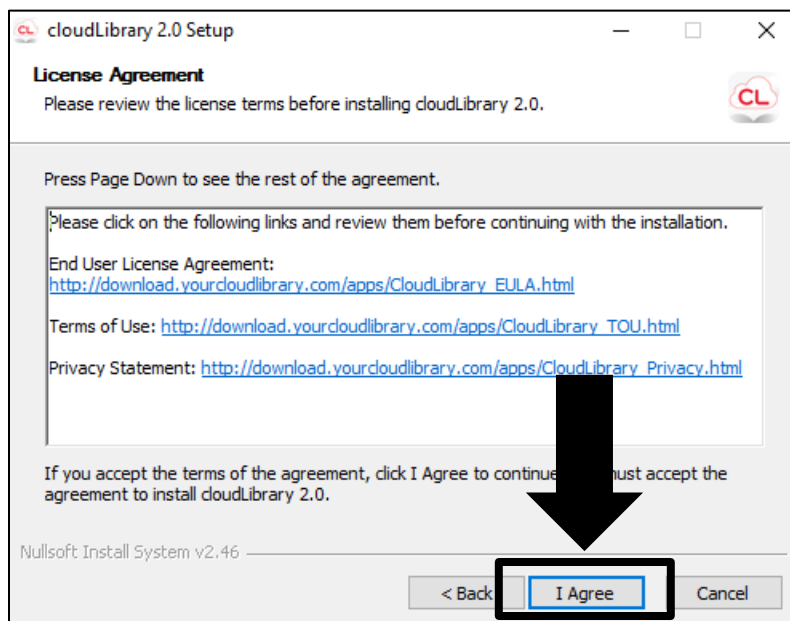
Reading an eBook, continued

7. Click "Install."
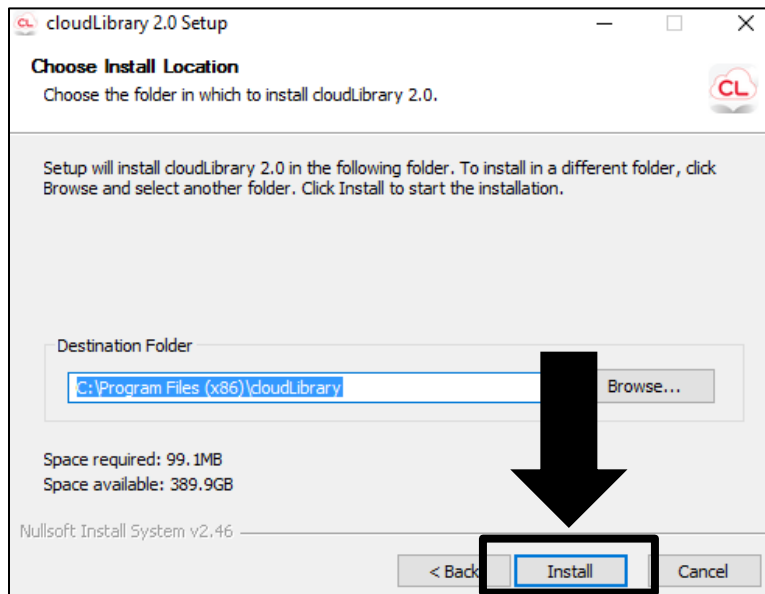
8. Click "Finish."
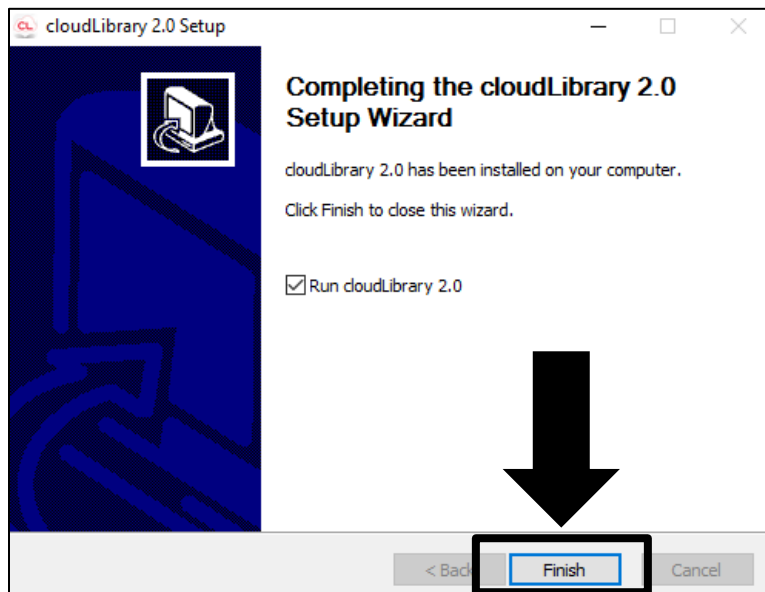
Reading an eBook, continued

Follow these steps to log into the app.

1. Double click on the Cloud Library icon on your desktop.
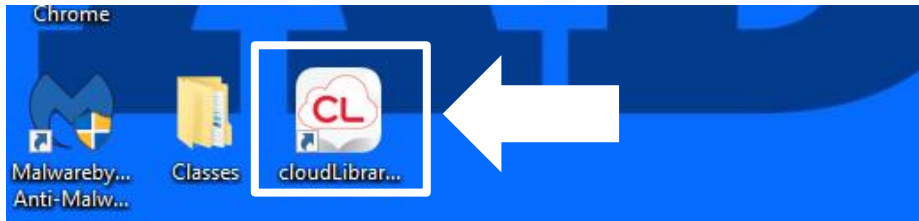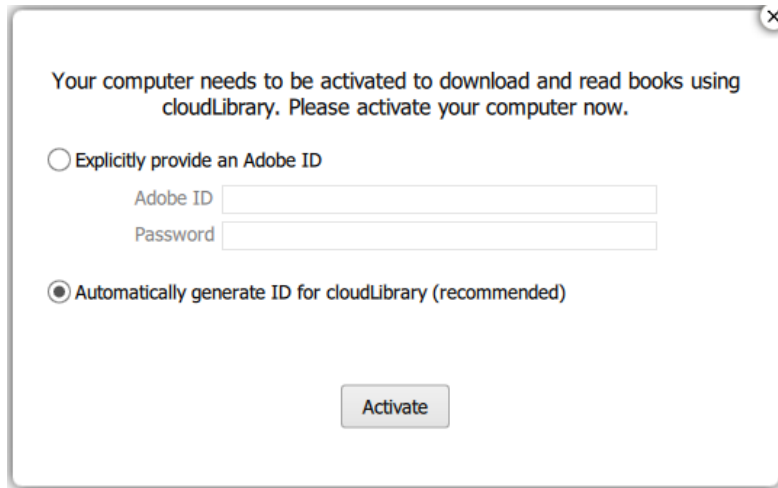
2. Select your country, state, and library.
3. Enter your library card number. SRL will not be requiring a password/pin.
4. Click the box in front of "I accept the legal terms above."
5. Click "Login."

Reading an eBook, continued

6. Designate your Adobe ID. If you have one, click the first button and enter it along with your password. If you don't have one, click the second button.
7. Click "Activate."

Follow these steps to open and read your eBook.

1. Click "My Books."
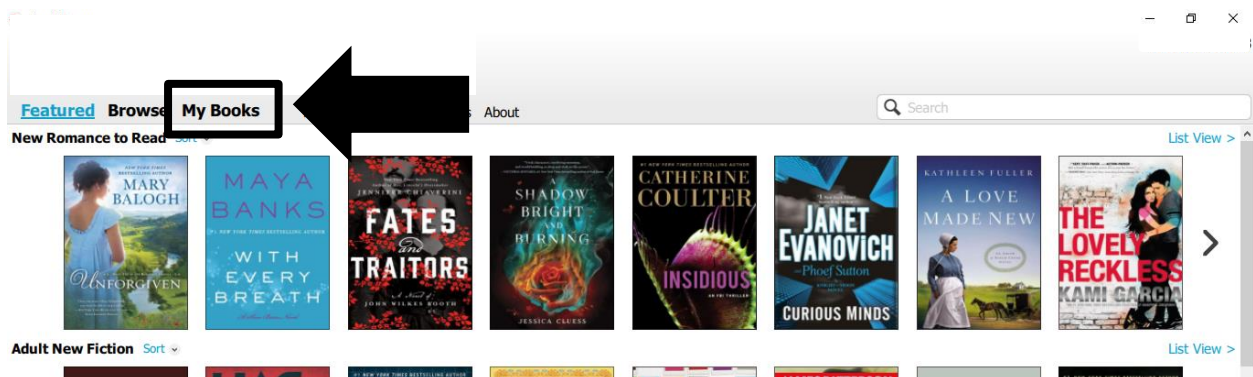
2. Click on the book cover.

Reading an eBook, continued

Q Search

3 4 5 6 7
i Q A **A** ⌖

close ☰ **2**

1

One: Madeleine

13

"No," I say without hesitation. "Of course I'm not. I love you for who you are. There's no one else I'd want to be with."

Relief flashes across his face. He stretches his arms up to the ceiling, brings one down around my shoulders. "Okay, then," he says, like everything is settled.

"But, Aidan, what if something like that happens again and you're not so lucky?"

His arm is still around my shoulders, and I can feel the tension seep back into it. He drums his fingers on the back of the couch. "If it does, then it does. That's why we get emergency training, so that we'll know how to handle tough situations. Skill and experience count for a lot up there. And I just happen to have a considerable amount of both. As do Roma and J.C. and Jesse." He wiggles his eyebrows at me, runs his free hand along my thigh.

I know he's trying to make light of this, to make me smile, but it doesn't work this time. "You can't control the weather," I say. "You can't tell the mountain what to do."

Aidan gives up on being charming and folds his arms over his chest. "Jesus, Maddie. Let it go, would you please? I'm getting on a plane tomorrow morning. I don't want to leave like this."

"So don't leave," I say.

"You know I have to," he says. "Don't make it worse."

I shake my head, and he takes my face between his hands and holds me still. "Have faith. You remember when I told you that, the first time?"

"I remember everything," I say, and it has the flavor of prophecy, like soon memories will be all I have.

"Have I ever let you down?"

"No, Aidan, but—"

"And I won't. Why can't you believe me?" He strokes my hair. His blue eyes are wet, the lashes matted. "Listen," he says. "I swear I'll come back to you, all right? I promise I will come home."

I know this is supposed to make me feel better, but it has the opposite effect, like he's shaking a fist in the face of fate. "You can't make a promise like that, Aidan," I say, my voice uneasy. What I really want to say is *Take it back*.

He holds his fingers to my lips, shushing me. "Don't worry, Maddie, okay? Don't worry, honey. Don't worry." His mouth takes the place of his fingers, and he kisses me like he is pouring out everything he wants to say, like he is trying to leave part of himself here with me. "I love you," he says. He says it again and again. "You're my life," he says, kissing my neck, my breasts, my face. "You and Gabe are all I've got. I can't lose you. Do you hear me?"

"Yes."

"Tell me it's going to be all right, then."

"No," I say. "I can't tell you that."

He gives a long, frustrated sigh. "Then tell me you love me, at least. Say it now so I can hear."

"I love you," I tell him. "I love you more than you know."

8 ◁   ▷ **8**

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1 – Close button: click to exit your eBook
2 – Table of Contents button: click to access an interactive table of contents
3 – Information button: click to access details about the title
4 – Search button: click to search the book for key words
5 – Font Size Decrease button: click to decrease the font size
6 – Font Size Increase button: click to increase the font size
7 – Bookmark button: click to create a bookmark
8 – Page Turner Arrows: click to turn pages
9 – Progress Bar: click, hold, and drag the blue square to move quickly forward or backward in the book

Listening to an eAudiobook

In order to listen to an eAudiobook on a pc or laptop, you must download the Cloud Library application for your computer's operating system. Follow the steps on pages 18 -23 to download the Cloud Library application and log into it.
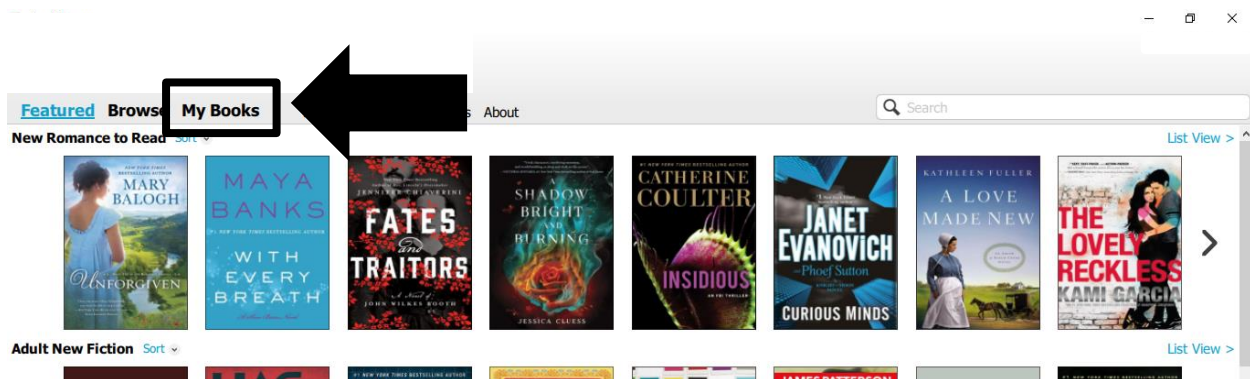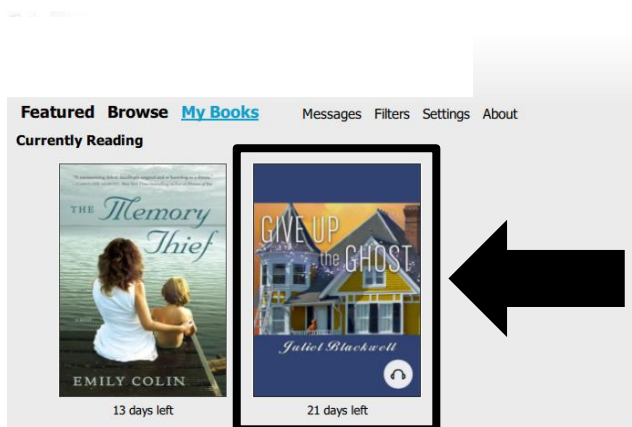
Follow these steps to open and listen to your eAudiobook.
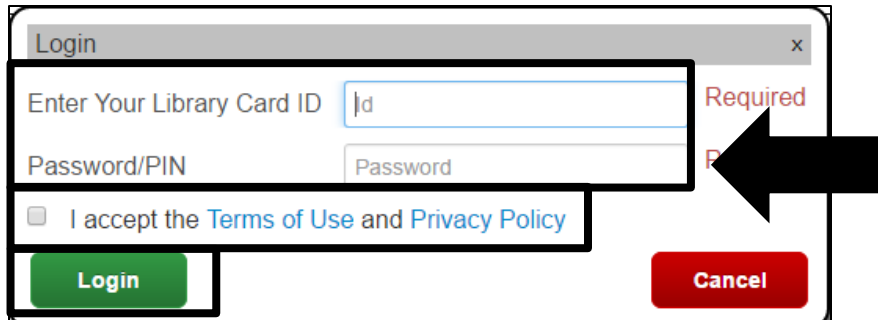
1. Click on "My Books.


2. Click on the book cover.

Listening to an eAudiobook, continued

3. If prompted, enter your library card number. SRL will not be requiring a password/pin.
4. Check the box "I accept the Terms of Use and Privacy Policy."
5. Click "Login."

Login   x

Enter Your Library Card ID |d   Required

Password/PIN   Password

☐ I accept the Terms of Use and Privacy Policy

Login   Cancel

Listening to an eAudiobook, continued
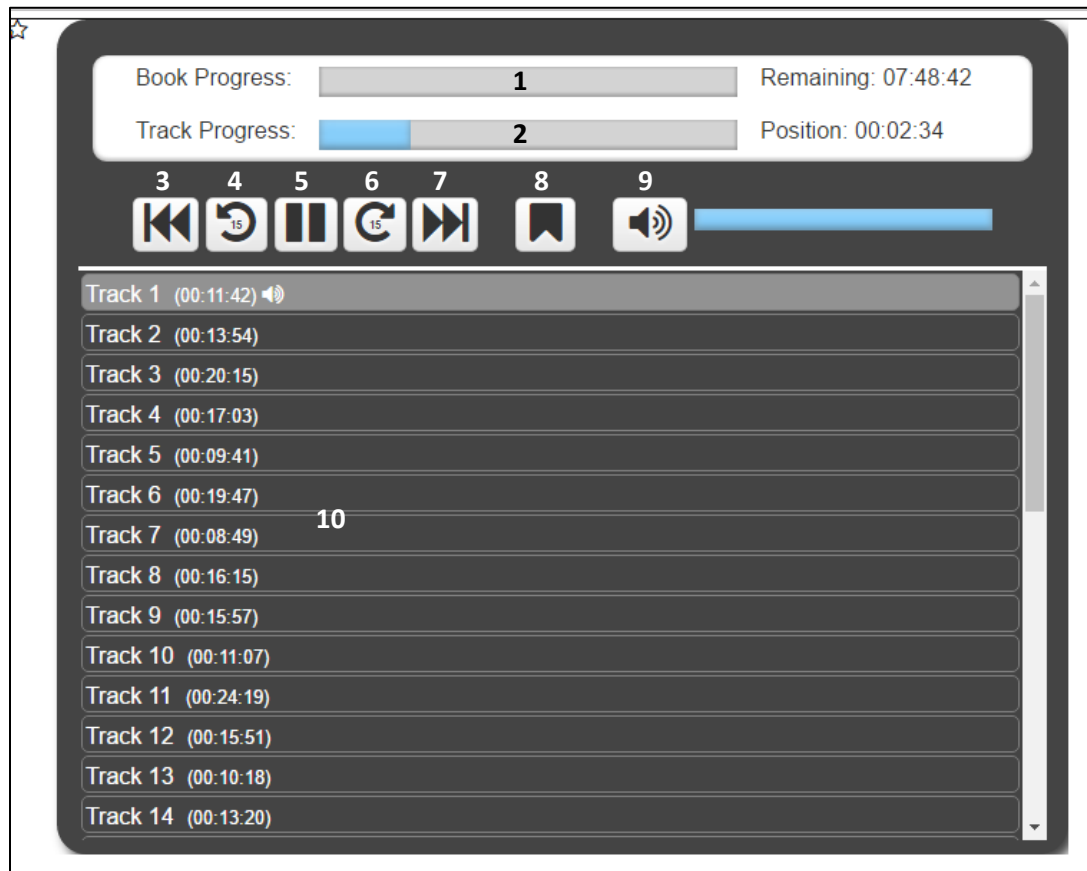
1 – Book Progress Bar: reveals your book progress and remaining listening time

2 – Track Progress Bar: reveals your track progress and remaining listening time

3 – Previous Track button: click to go to the previous track

4 – 15 Second Rewind button: click to rewind the track in 15 second increments

5 – Play / Pause Toggle button: click to play and pause the book

6 – 15 Second Fast Forward button: click to fast forward the track in 15 second increments

7 – Next Track button: click to go the next track

8 – Bookmark button: click to create a bookmark

9 – Mute / Unmute Toggle button: click to mute and unmute the book

10 – Track List: Click on any track to begin playing it

Notes

- Once you have the app installed on your computer or laptop, you can do everything in it that you can do on the website with the exception of returning a title early.
- Your library card number will be displayed in the upper right corner of the app screen. Click on it to log out of the app.
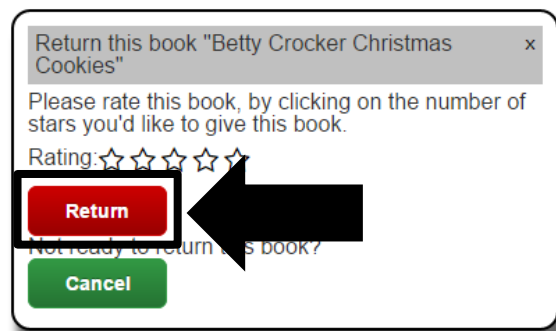
Returning a Title Early

Please note that titles must be returned early from the website, not the PC app.

After logging into your account through the website, follow these steps to return a title early.

1. Click "My Books."
2. Find the title you want to return.
3. Click "Return."
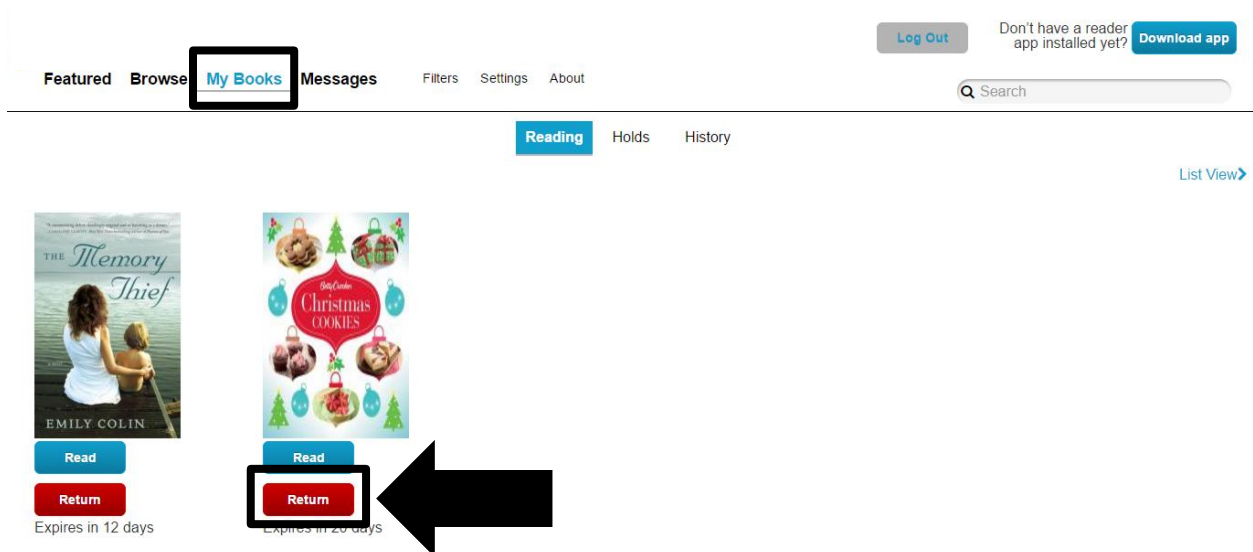
4. Click "Return" again to verify the return.

Cloud Library Mobile App

The Cloud Library Mobile app is available on numerous devices. The screen shot below was taken from Cloud Library's website and displays all of the mobile devices for which the app is available.
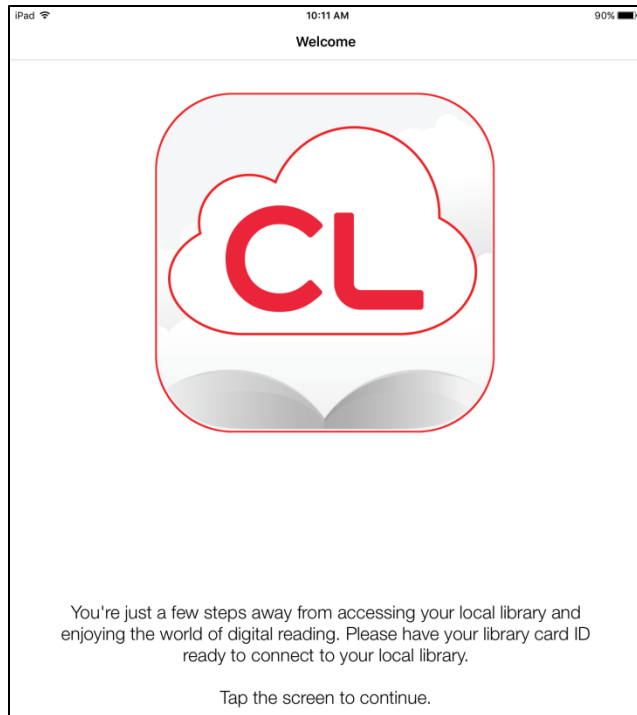

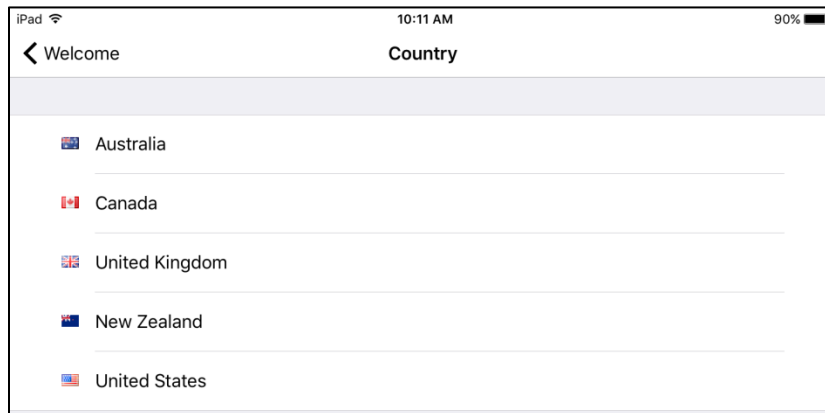Please note that the screenshots for this section were made using an iPad.

Logging into the Mobile App

After installing the app, follow these steps to log into your account.

1. Tap the welcome screen.

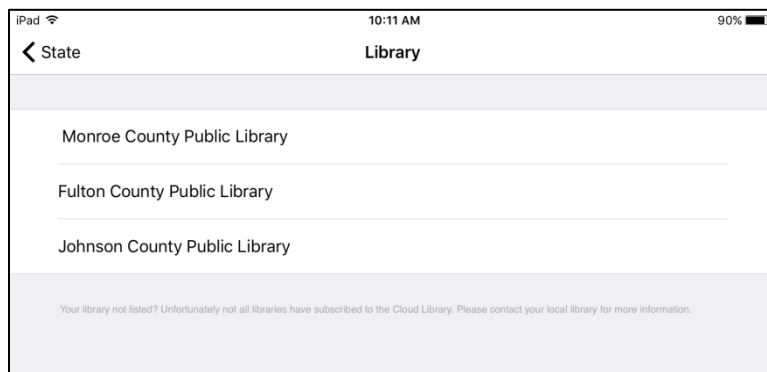2. Select your country.

Logging into the Mobile App, continued

3. Select your state.

iPad 🔋   10:11 AM   90% 🔋

❮ Country   **State**

Alabama

Alaska

American Samoa

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

Georgia

Guam

Hawaii

Idaho

Illinois

Indiana

4. Select your library.

iPad 🔋   10:11 AM   90% 🔋

❮ State   **Library**

Monroe County Public Library

Fulton County Public Library

Johnson County Public Library

Your library not listed? Unfortunately not all libraries have subscribed to the Cloud Library. Please contact your local library for more information.

Logging into the Mobile App, continued

5. Enter your library card number. SRL will not be requiring a password/pin.
6. Tap "Login Now."

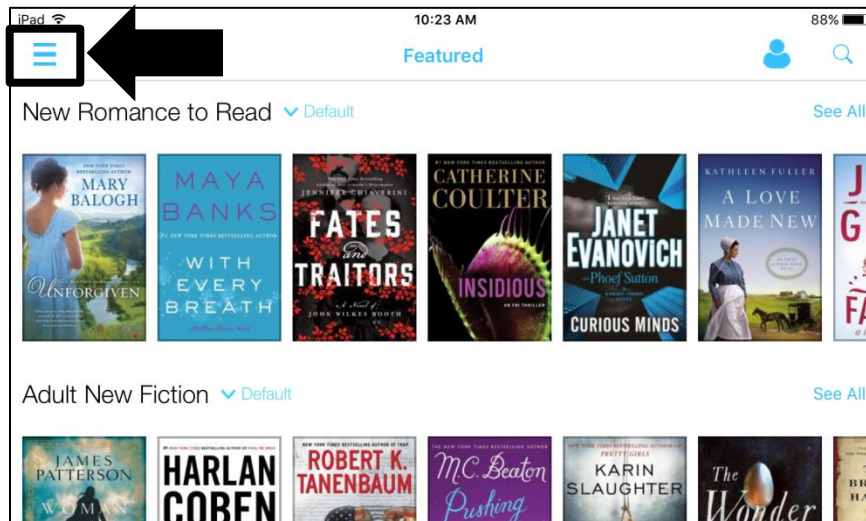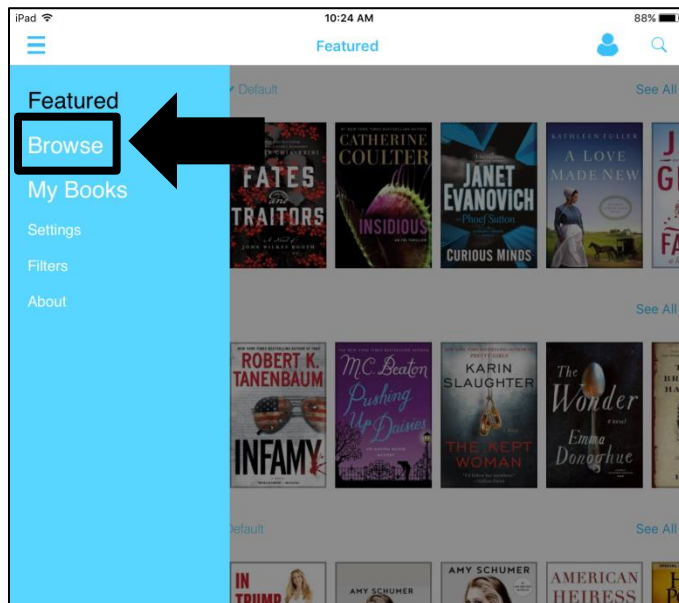# Cloud Library Mobile App Home Page

When you log into the mobile app, the featured collection will be displayed by default. Most of the functions you will use in the app can be accessed from the home page.

Menu Button – Tapping on this will reveal a slide drawer menu.
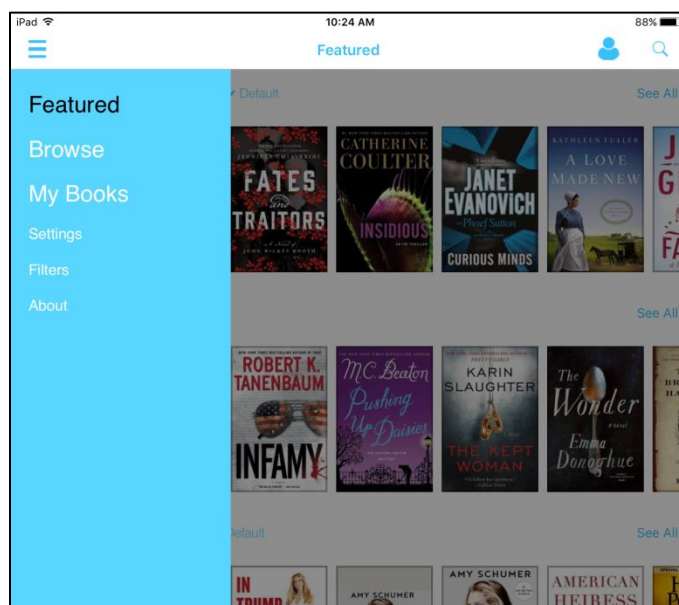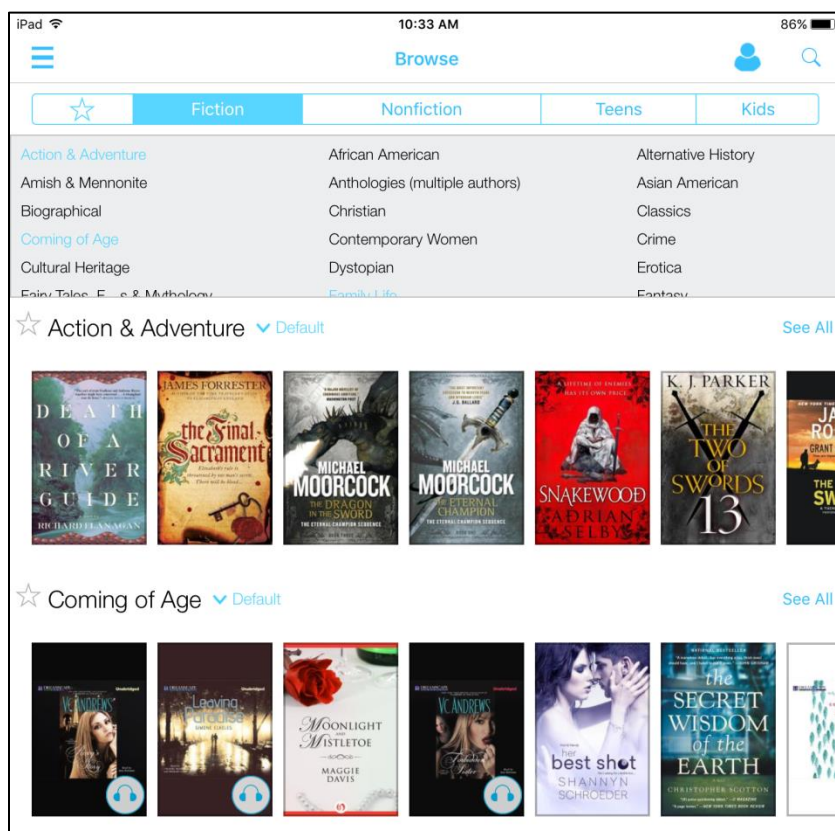
Cloud Library Mobile App Home Page, continued

Browse – Tapping on this will take you to a page that allows you to select genres in the collection and to eventually borrow a title.
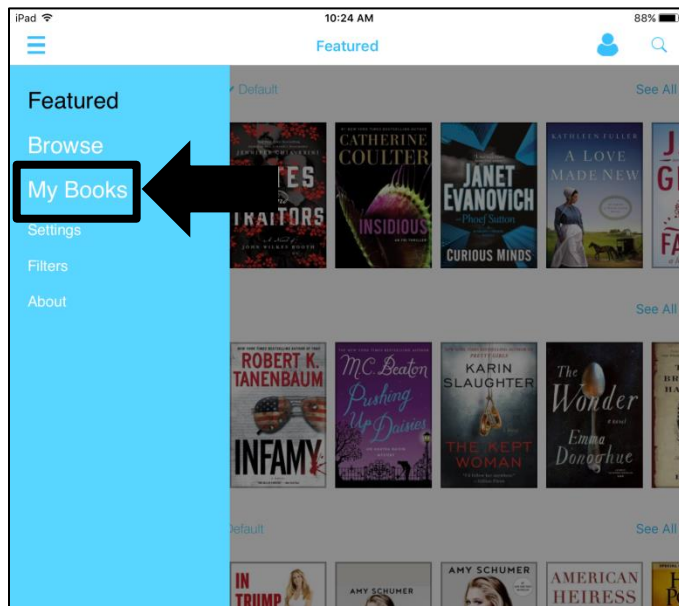

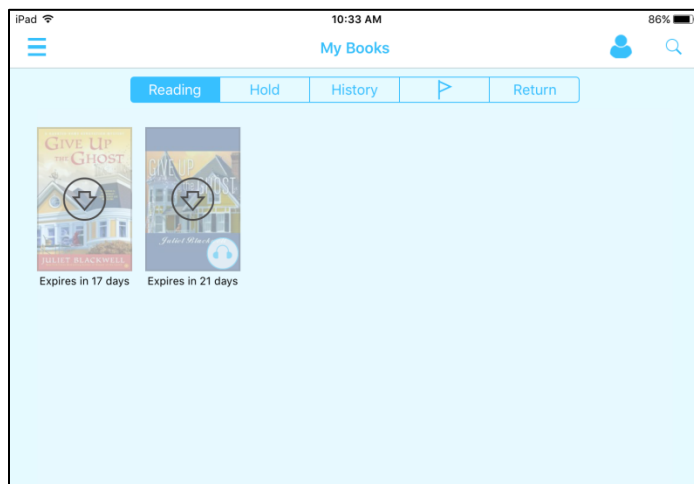The screenshot below illustrates the browse feature.

Cloud Library Mobile App Home Page, continued

<u>My Books</u> – Tapping on this will take you to a page that lists all of the titles you have checked out.
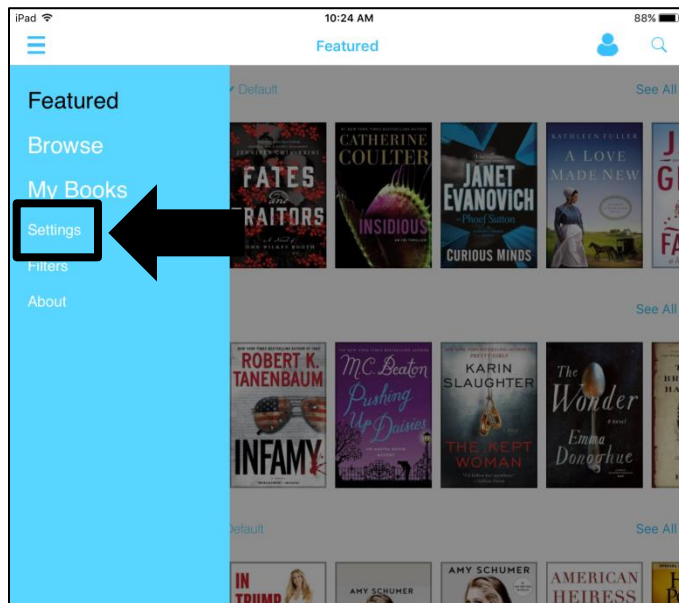

The screenshot below illustrates the My Books page.

Cloud Library Mobile App Home Page, continued

Settings – Tapping on this will take you to a page that allows you to change the default settings for your account and log out of the app.

The screenshot below illustrates the settings page.
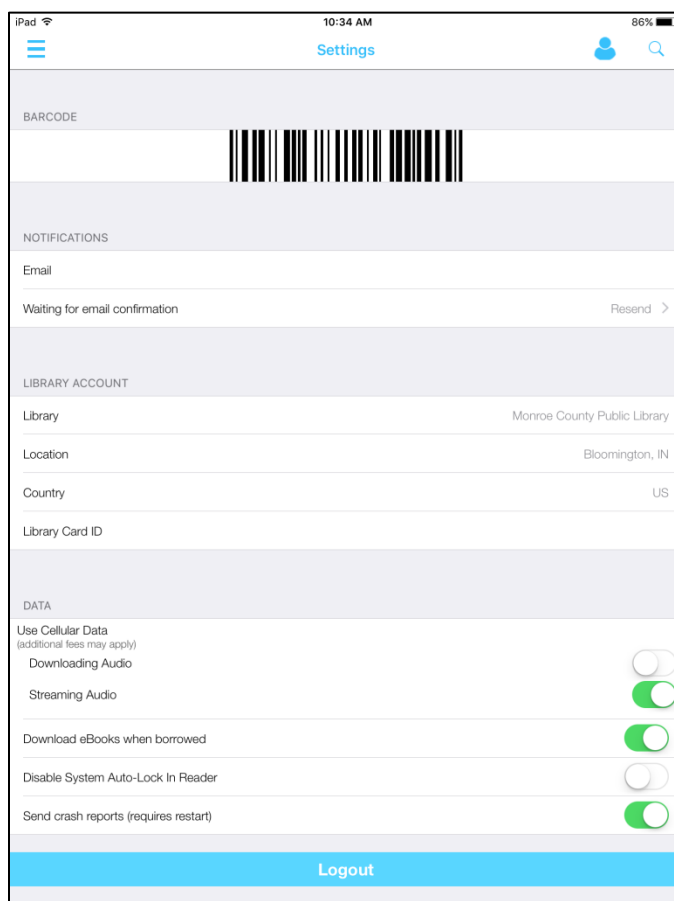
Cloud Library Mobile App Home Page, continued

Filters – Tapping on this allows you to apply various filters when you browse the collection.

The screenshot below illustrates the filters page.

Cloud Library Mobile App Home Page, continued

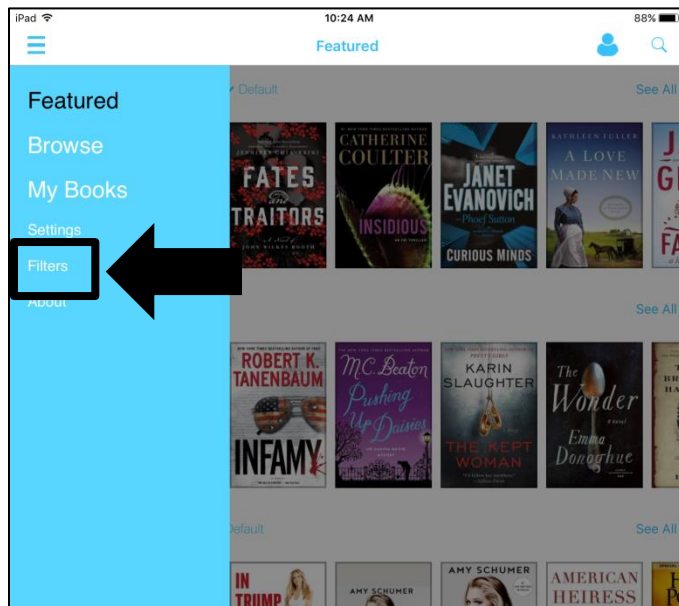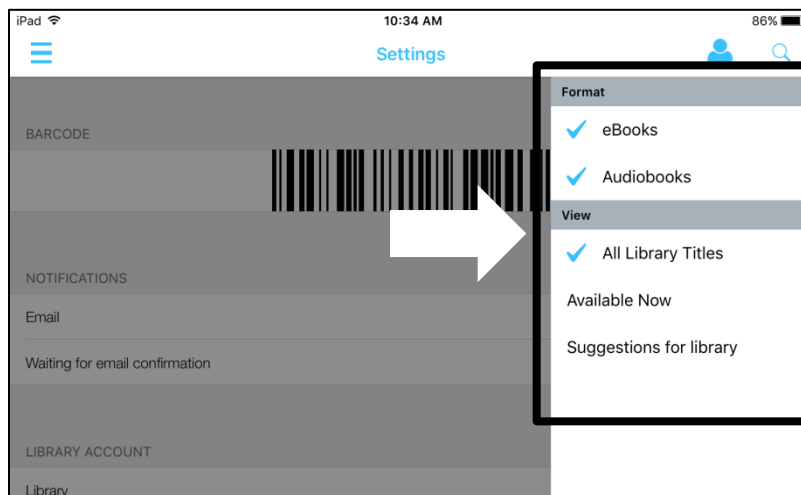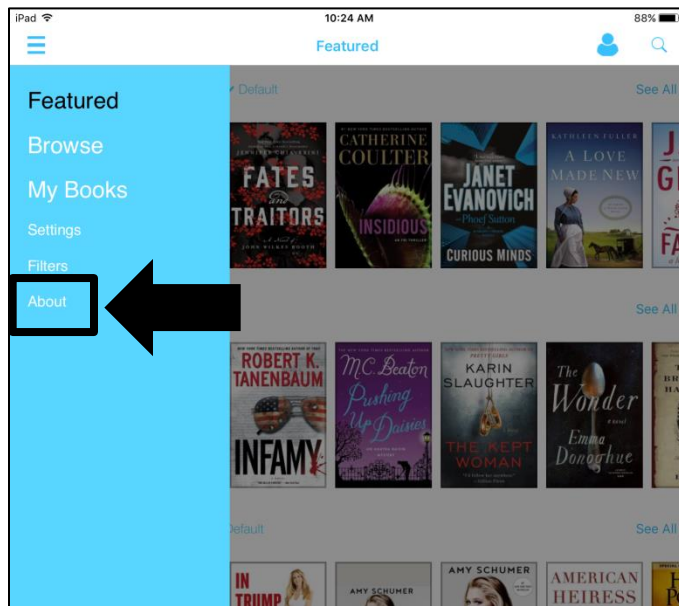<u>About</u> – Tapping on this takes you a page that lists the various menus within Cloud Library's database.
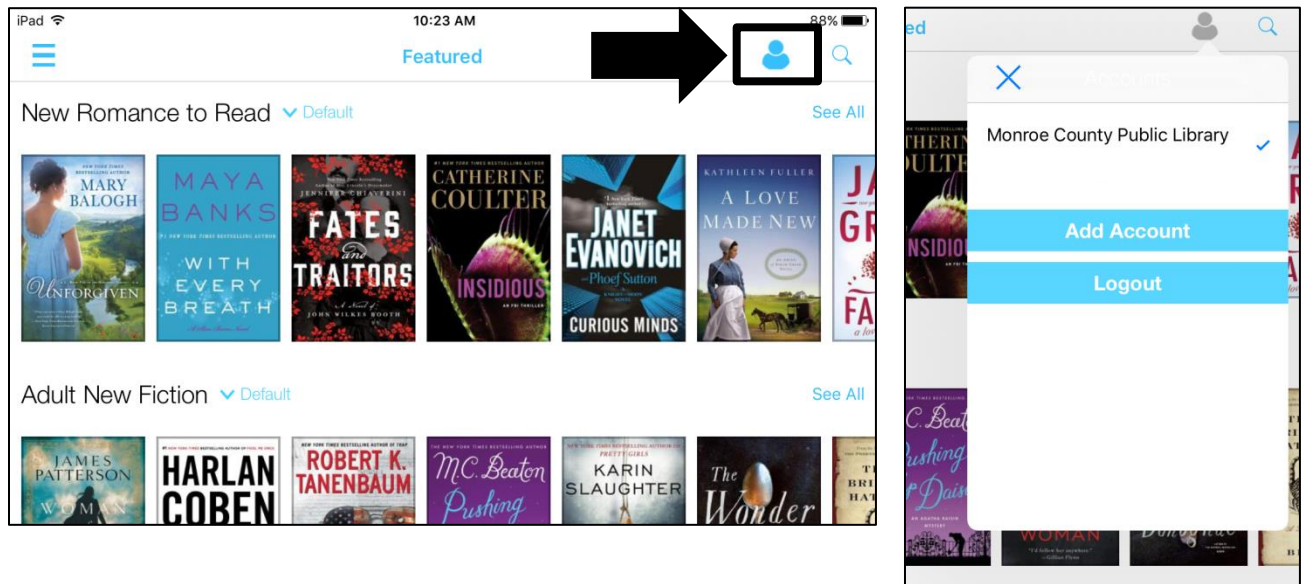

The screenshot below illustrates the about page.
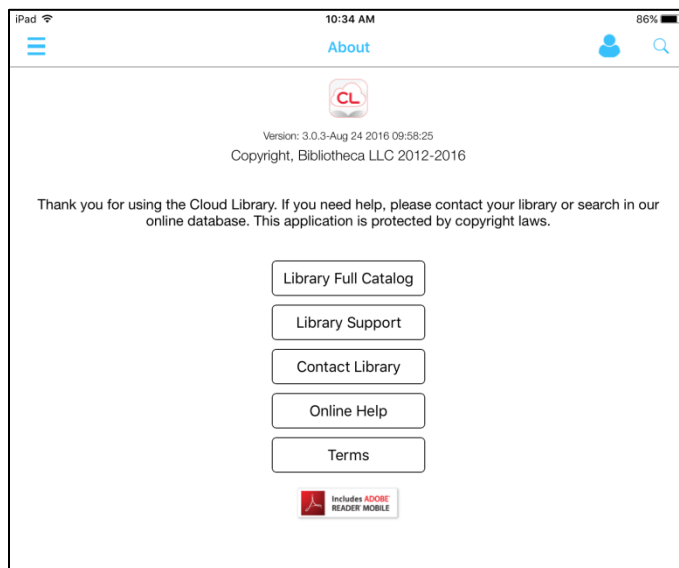
Cloud Library Mobile App Home Page, continued

Account Button – Tapping on this allows you to see what account you are logged into, add an additional account to the app, and logout of the app.

Search Button – Tapping on the magnifying glass opens a search window.
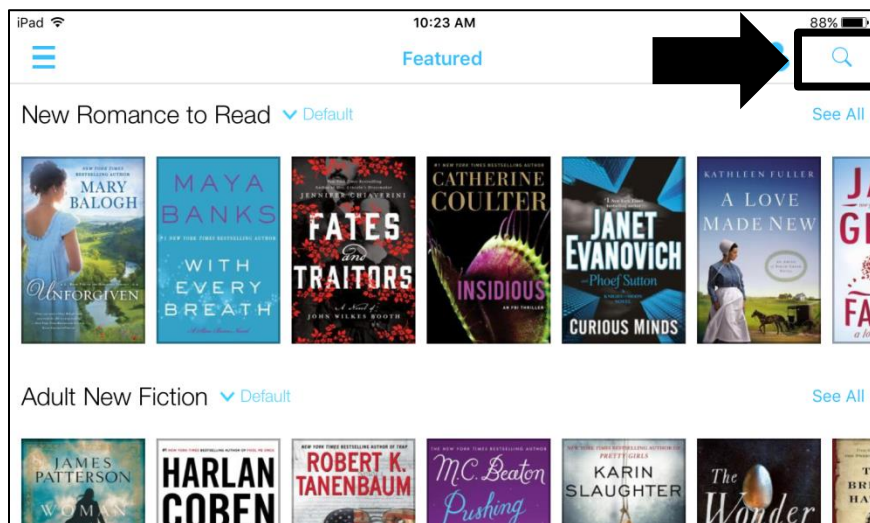
Browsing and Borrowing Titles in the Mobile App

There are three ways to browse the collection and then borrow a title.
1. Featured Collection
2. Browse Feature
3. Search Feature

Featured
Follow these steps to browse and borrow a title from the featured collection.

1. Tap the menu button.
2. Tap "Featured."

3. Scroll horizontally to see additional titles in any genre.
4. Scroll vertically to see additional genres.

Browsing and Borrowing Titles in the Mobile App, continued
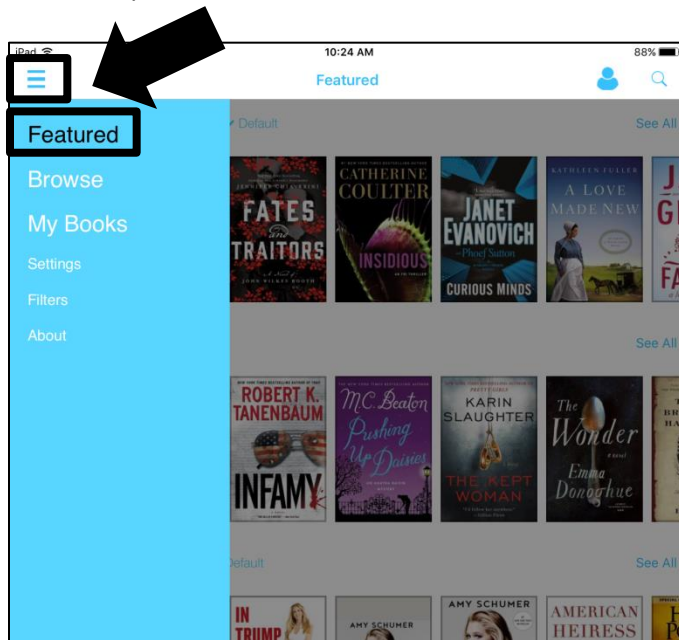
5. Tap on any title.
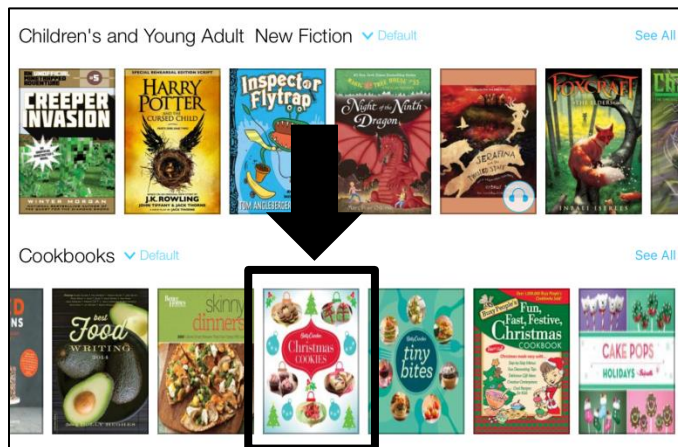
6. Tap "Borrow."

Notes
- If any title is already checked out, a "Hold" button will replace the "Borrow" button.
- You can tap on the share icon if you'd like to share this title with friends via text message, email, Facebook, etc.
- You can tap on the flag icon to add the title to your books of interest list.

Browsing and Borrowing Titles in the Mobile App, continued

<u>Browse Feature</u>
Follow these steps to browse and borrow a title using the browse feature.

1. Tap the menu button.
2. Tap "Browse."
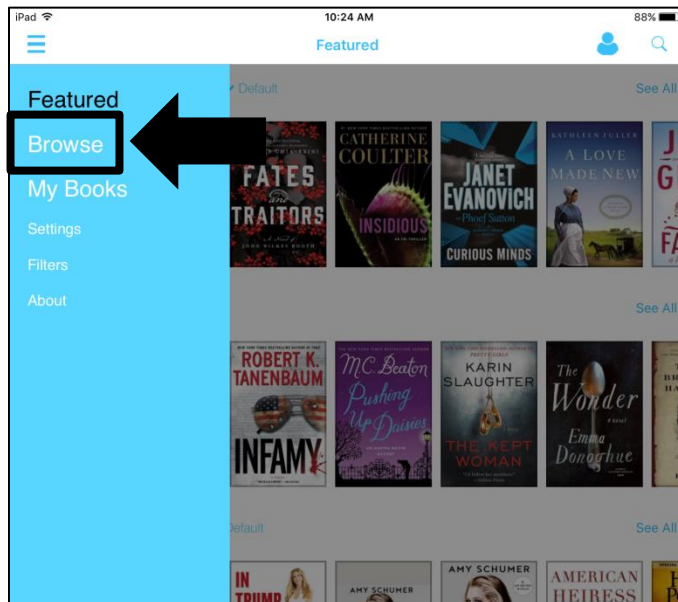
3. Tap the genres you want displayed.
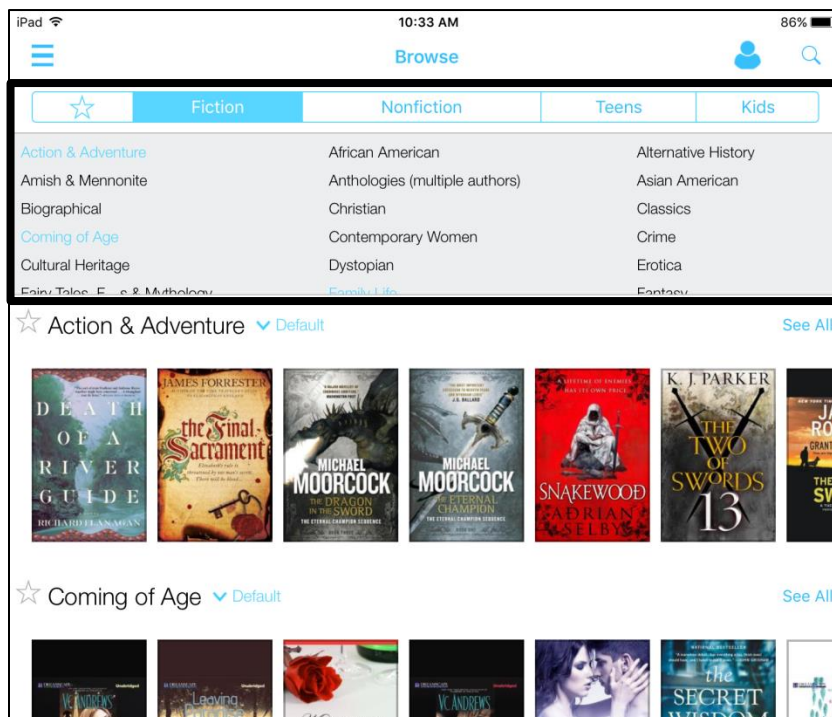
Browsing and Borrowing Titles in the Mobile App, continued
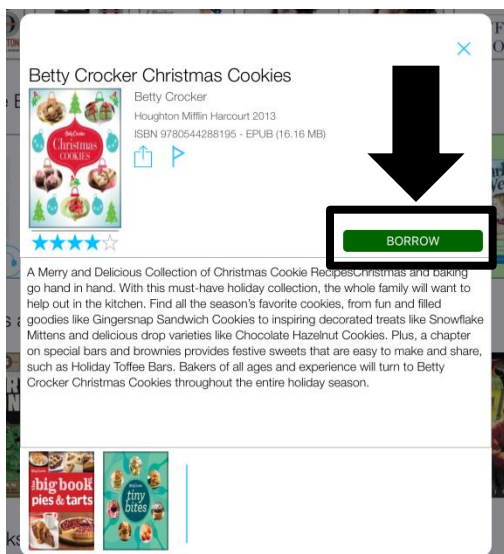
4. Scroll horizontally to see additional titles in any genre.
5. Scroll vertically to see additional genres.
6. Tap on any title.
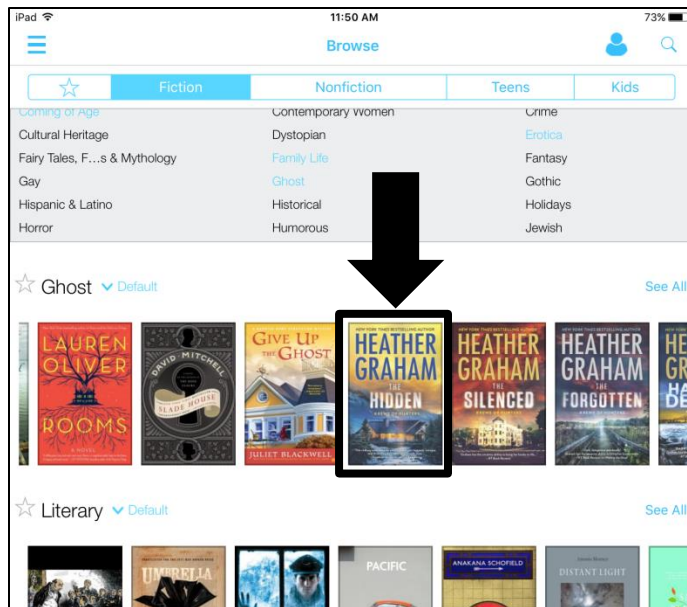
7. Tap "Borrow."
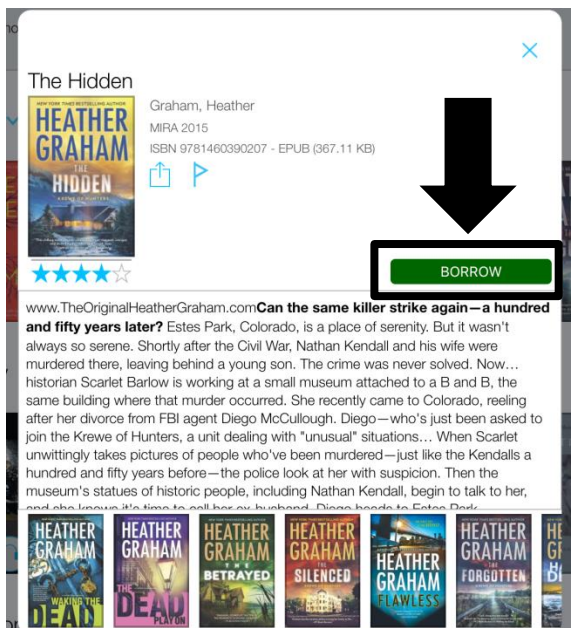
Notes
- Tapping on a star in front of any genre makes that genre a favorite. All of your favorite genres will display when you tap on the star to the left of "Fiction" in the browse menu.
- Tapping on "Default" allows you to select a different sort order for that genre.

Browsing and Borrowing Titles in the Mobile App, continued

Search Feature
Follow these steps to browse and borrow a title using the search feature.

1. Tap the magnifying glass.
2. Enter your search words and tap "Search."
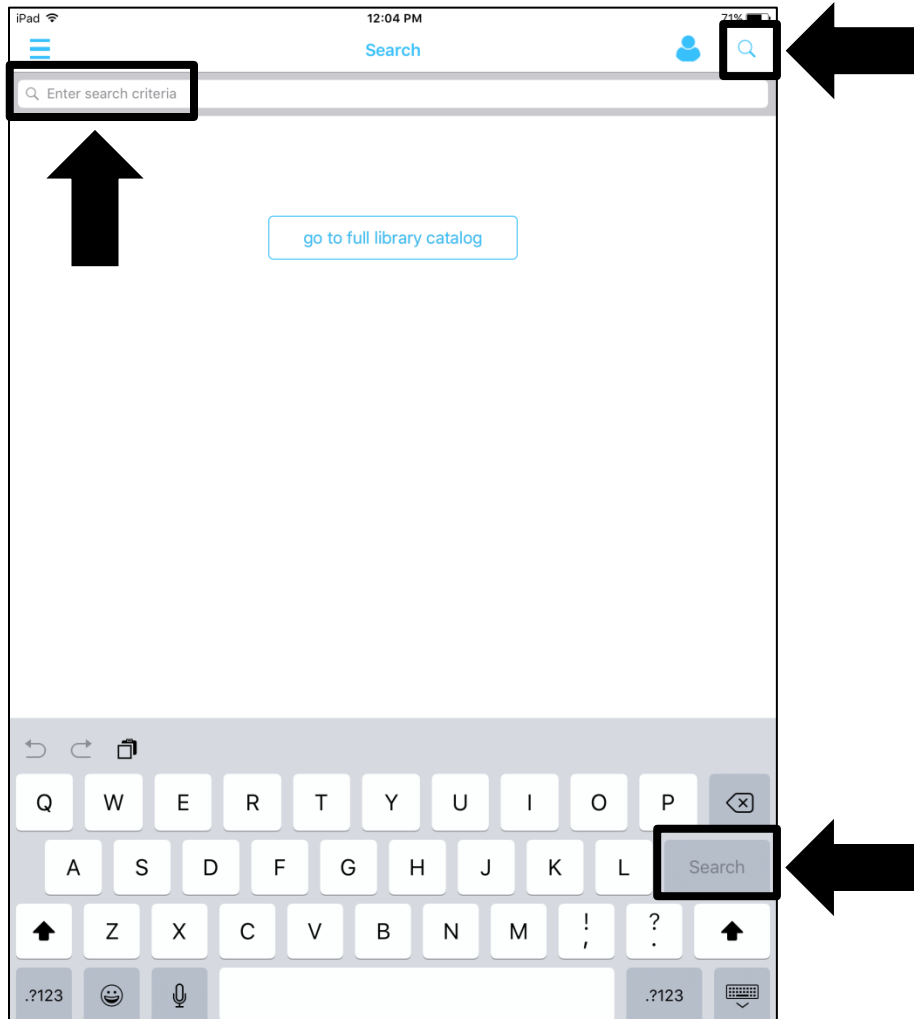
Browsing and Borrowing Titles in the Mobile App, continued

3. Tap "Borrow."

Note that you can tap on any title's cover to see additional information about the title.

Reading an eBook in the Mobile App

Follow these steps to read an eBook.

1. Tap the menu button.
2. Tap "My Books."
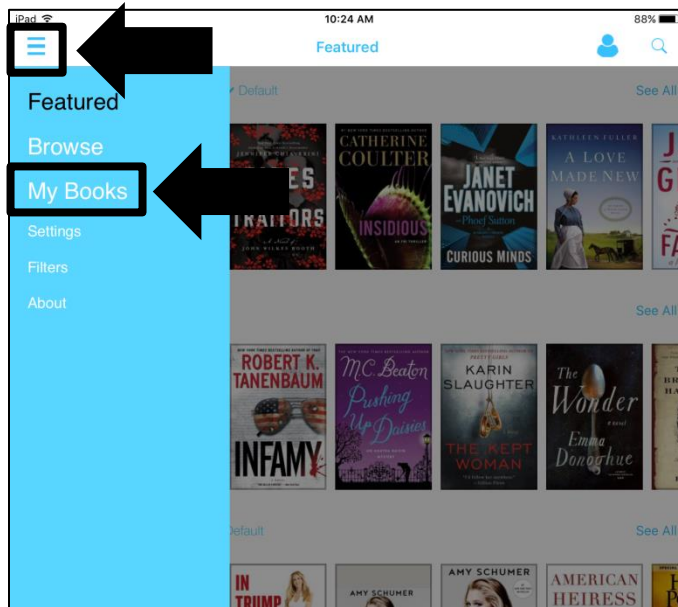
3. Tap the title.
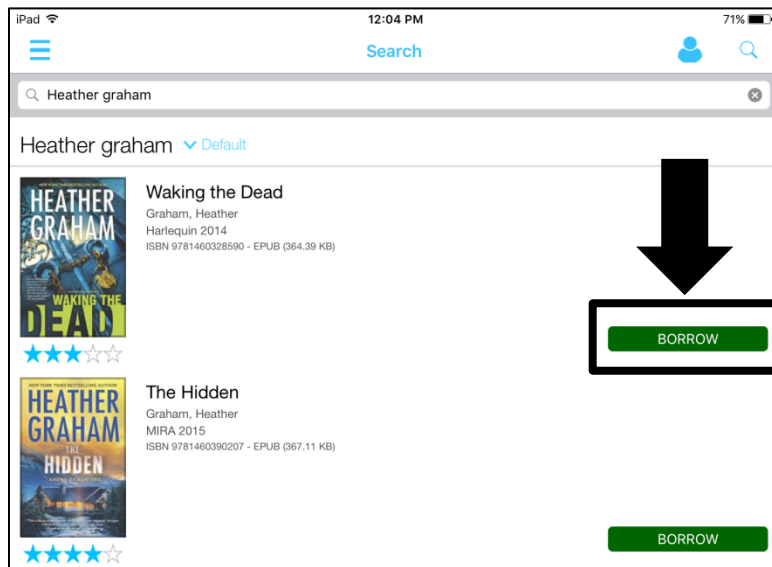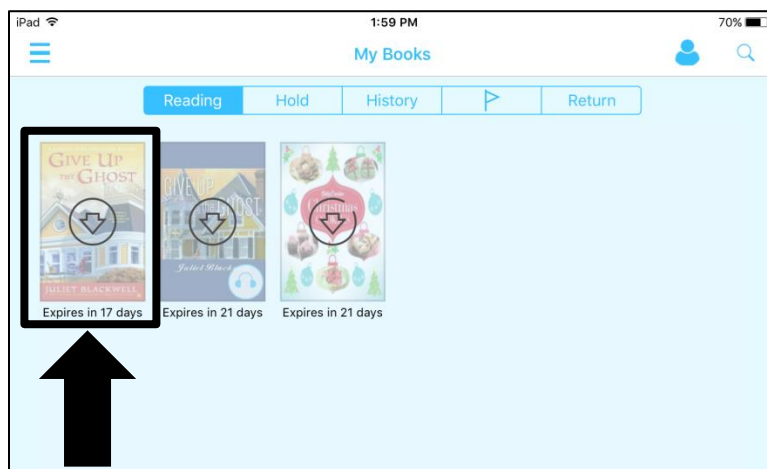

Notes
- Tapping on the book cover begins the downloading process and also opens the book so that you can begin reading it.
- You can also access your holds list, your borrowing history, and your books of interest list from this page.
- You can return a book early by tapping the return button.

Reading an eBook in the Mobile App, continued

The screenshot below illustrates the reader in the app.
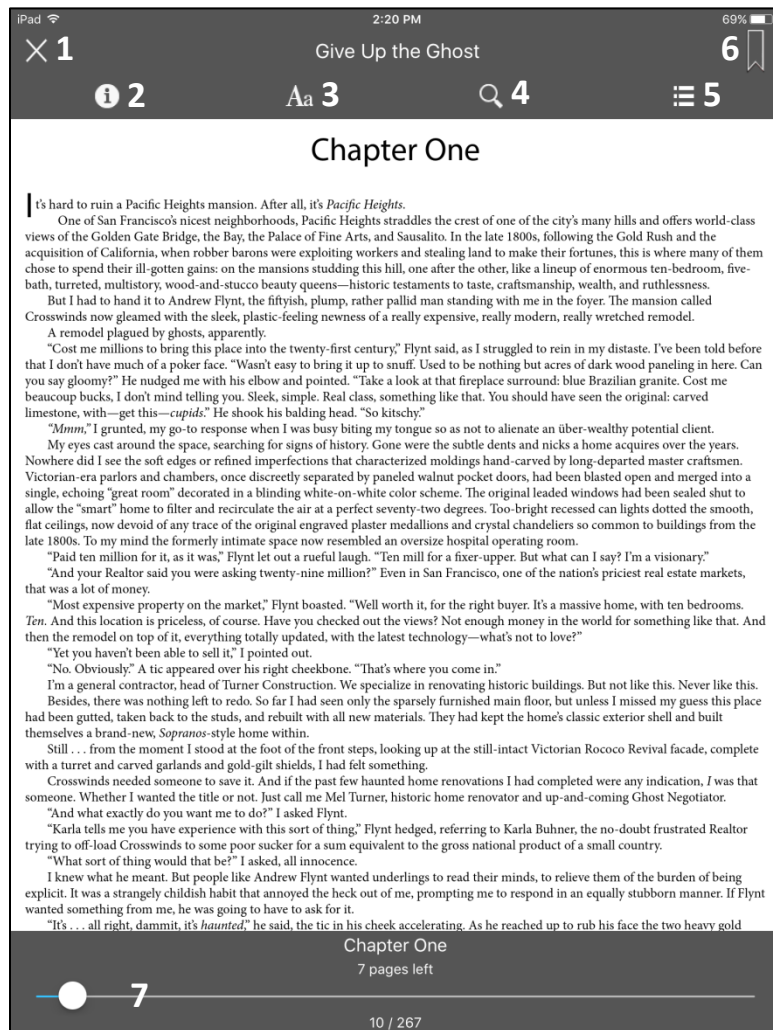
1 – Close Button: Closes the book and returns you to your "My Books" list.

2 – Information Button: Opens a pop up window with all of the book's details.

3 – Font Button: Opens a pop up window allowing you to change the brightness, font size, margins and the color scheme. It also allows you to lock the page orientation and to turn off the page curl feature.

4 – Search Button: Opens a search window allowing you to search the book for keywords.

5 – Table of Contents Button: Opens a page allowing you access to an interactive table of contents and your list of bookmarks.

6 – Bookmark Button: Creates a bookmark on your current page.

7 – Scrub Bar: Allows you move forward and backward in the book by holding the round button and dragging it to the left or right.

Listening to an eAudiobook in the Mobile App

Follow these steps to listen to an eAudiobook.

1. Tap on the menu button.
2. Tap "My Books."
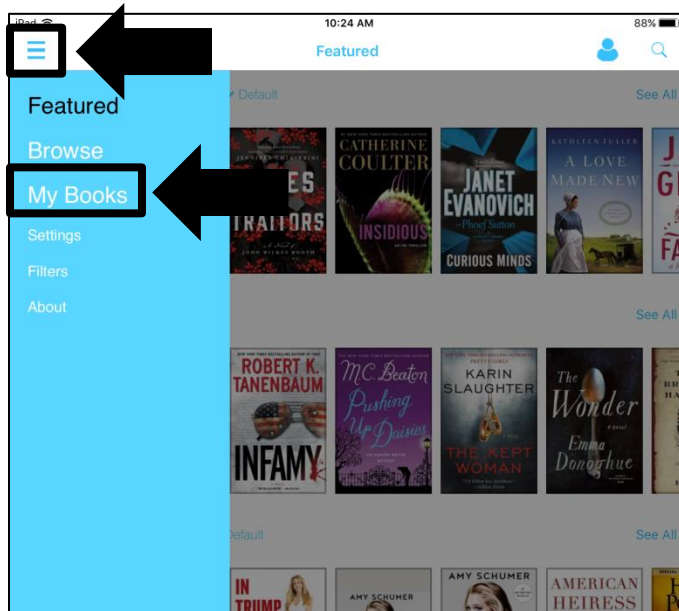
3. Tap on the eAudiobook. This begins the downloading process as well as the playing of the eAudiobook.

Listening to an eAudiobook in the Mobile App, continued

The screenshot below illustrates the reader in the app.

1 – Close Button: Closes the book and returns you to your "My Books" list.

2 – Information Button: Opens a pop up window with all of the book's details.

3 – Speed Button: Allows you to change the speed at which the eAudiobook plays.

4 – Sleep Timer Button: Allows you to set a sleep timer.

5 – Table of Contents Button: Opens a page allowing you access to an interactive table of contents and your list of bookmarks.

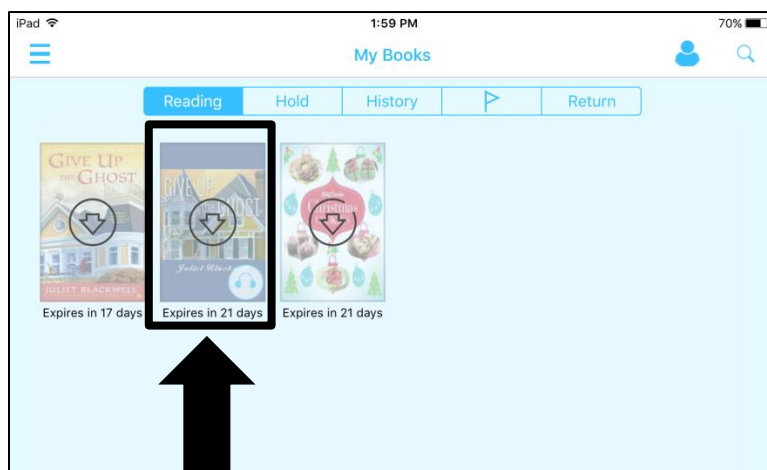6 – Bookmark Button: Creates a bookmark on your current page.

7 – Previous Track Button: Takes you one track backward.

8 – Rewind Button: Rewinds the current track in 15-second increments.

9 – Play / Pause Toggle Button: Plays and pauses the eAudiobook.

10 – Fast Forward Button: Fast forwards the track in 15-second increments.

11 – Next Track Button: Takes you one track forward.

12 – Scrub Bar: Allows you move forward and backward in the book by holding the round button and dragging it to the left or right.