Cloud Library Help Guide

December, 2016
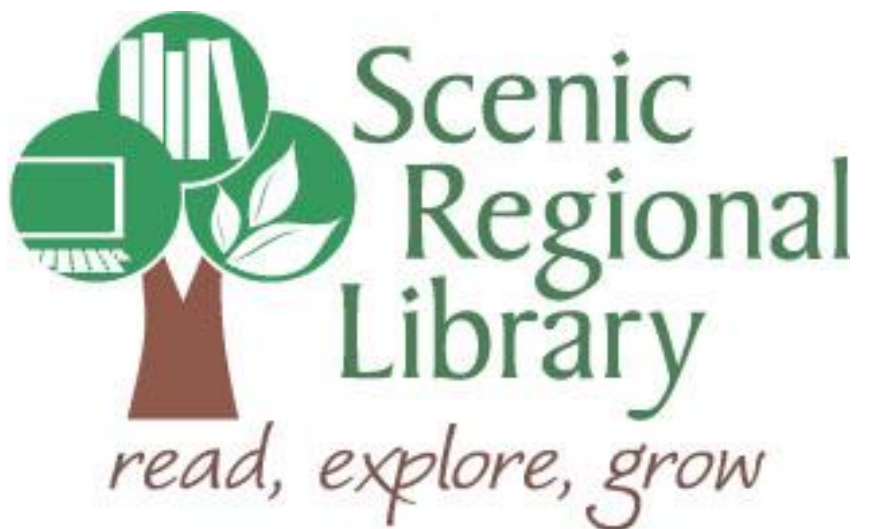
Table of Contents

Welcome!

Scenic Regional Library (SRL) has discontinued its partnership with Overdrive. We are now 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.
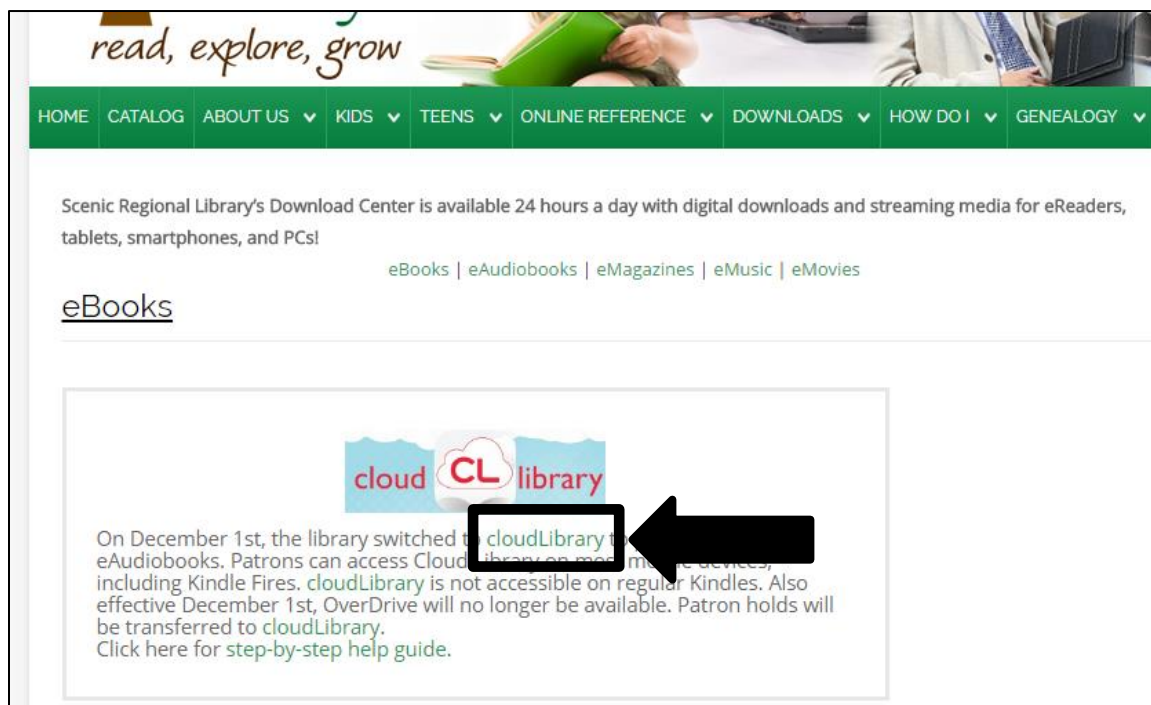
Accessing Cloud Library

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.
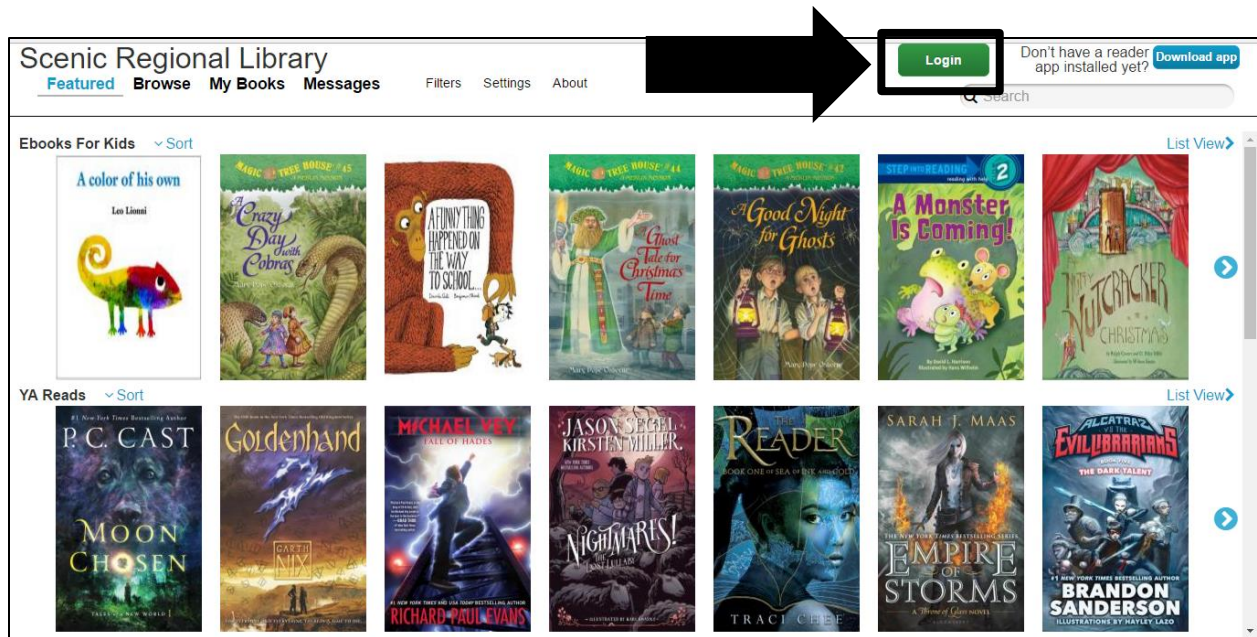3. Click on "eBooks" or "eAudiobooks."
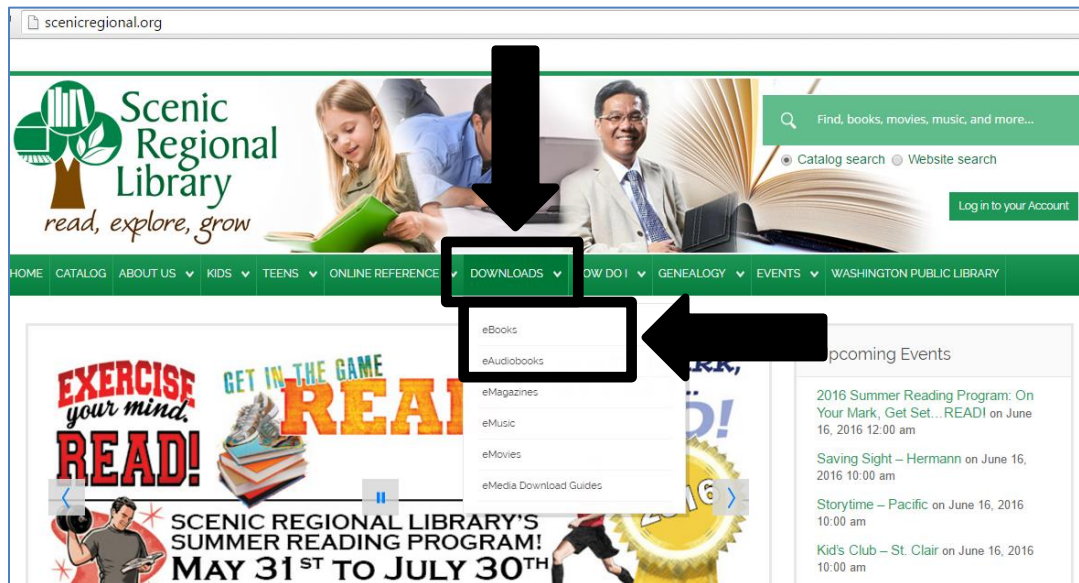
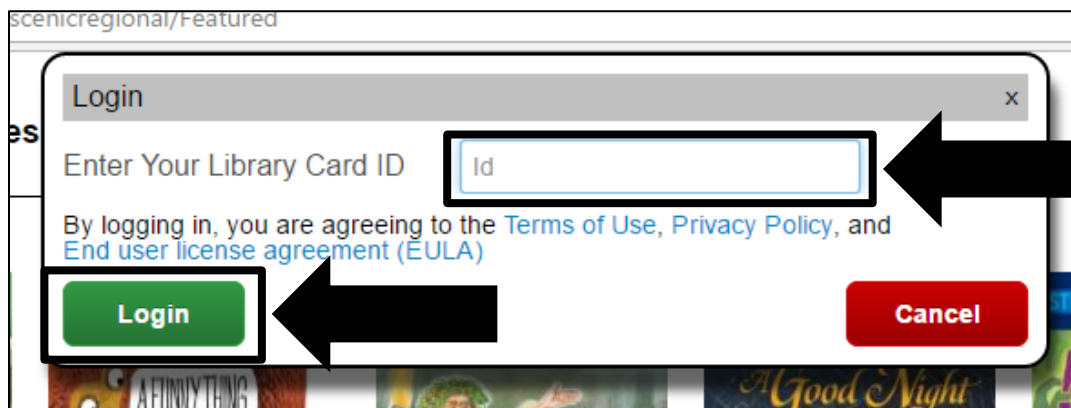

4. Click on the Cloud Library link.

Logging into Cloud Library

Follow these steps to log into Cloud Library.
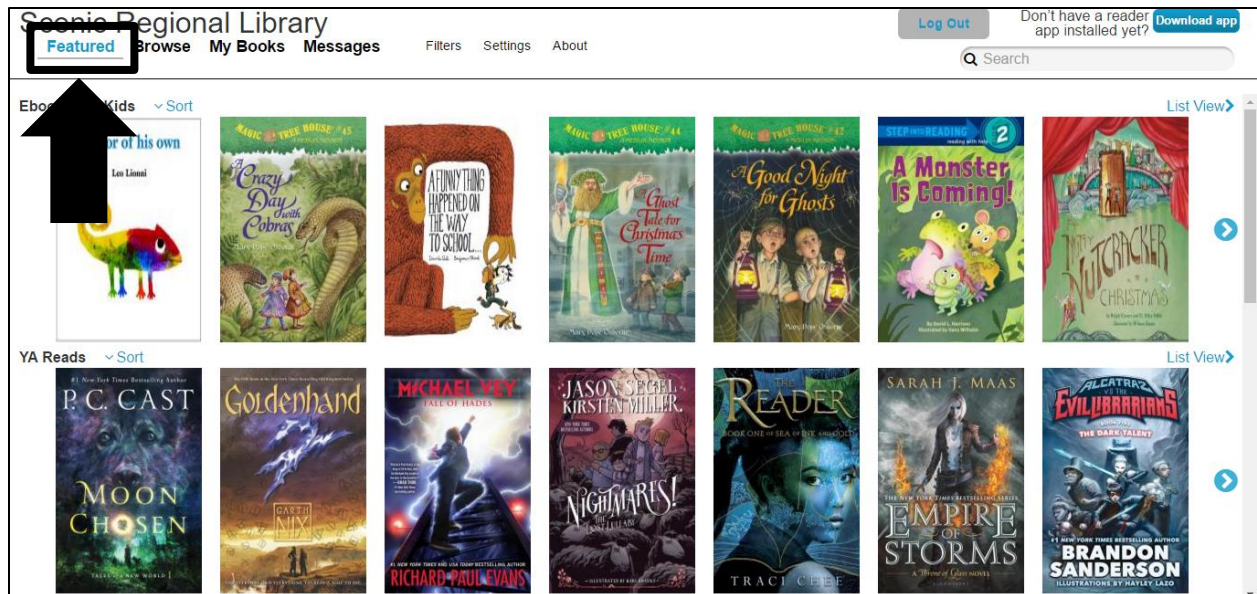
1. Click "Login."

2. Enter your library card number.
3. 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.
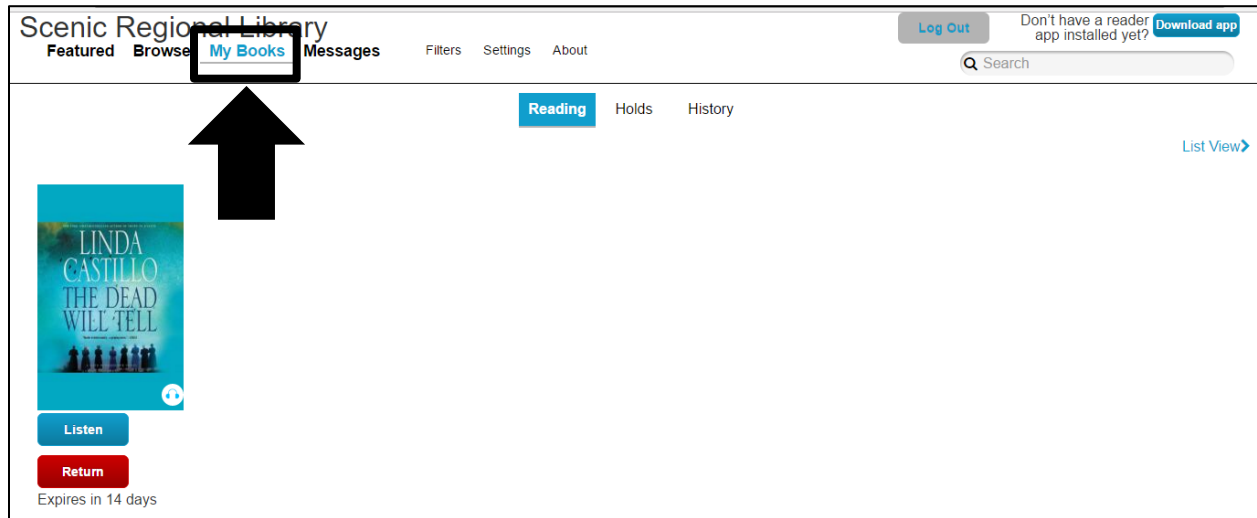

Browse Button – Clicking on this displays genre categories you can select and deselect to display in the viewing window.
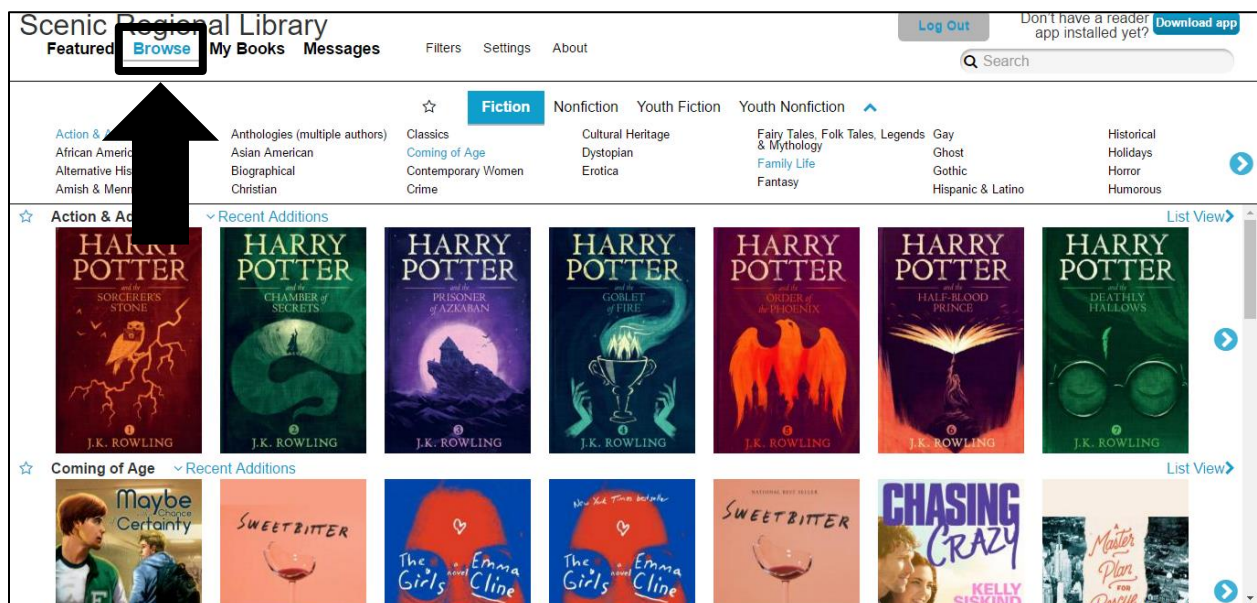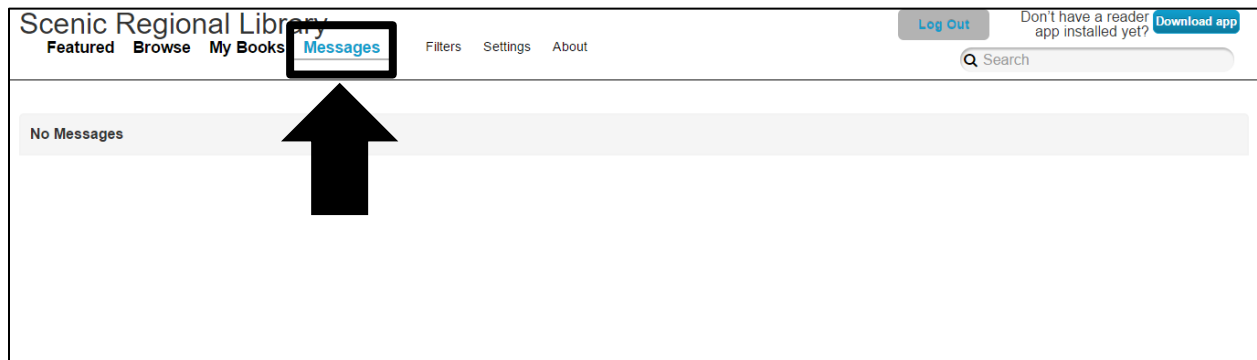
The Cloud Library Home Page, continued

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.
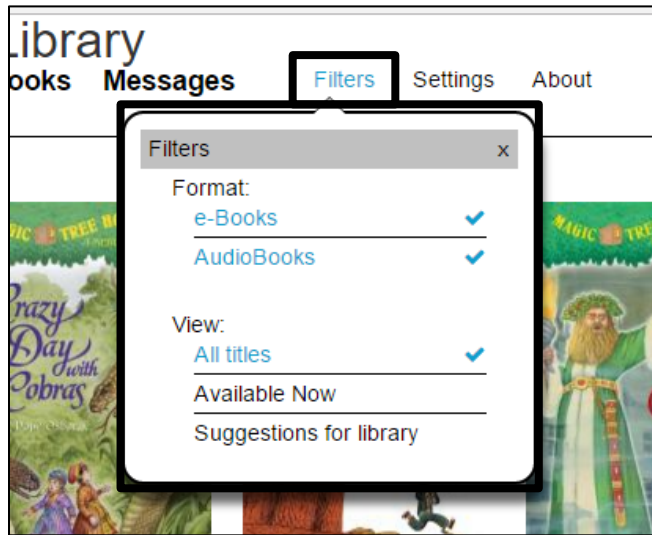

Messages – Clicking on this takes you to a page that lists your messages.
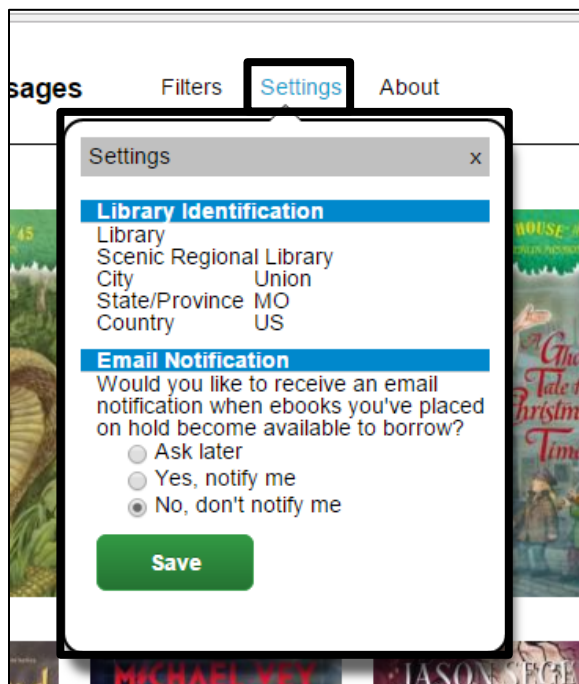
The Cloud Library Home Page, continued

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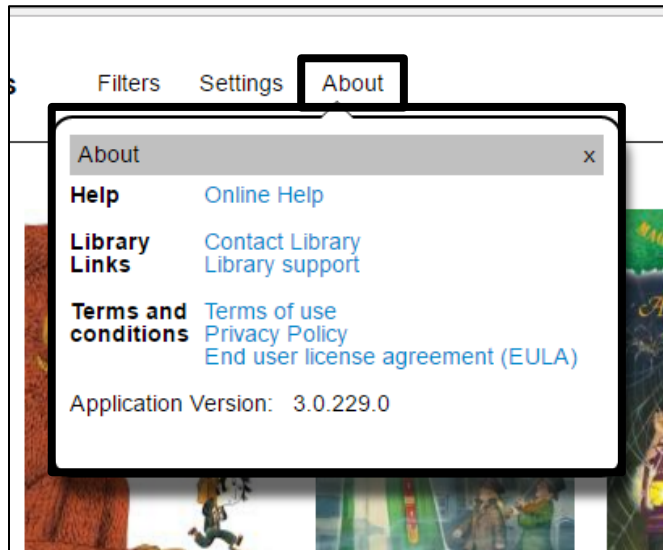

Settings – Clicking on this allows you to set email notifications for your account.
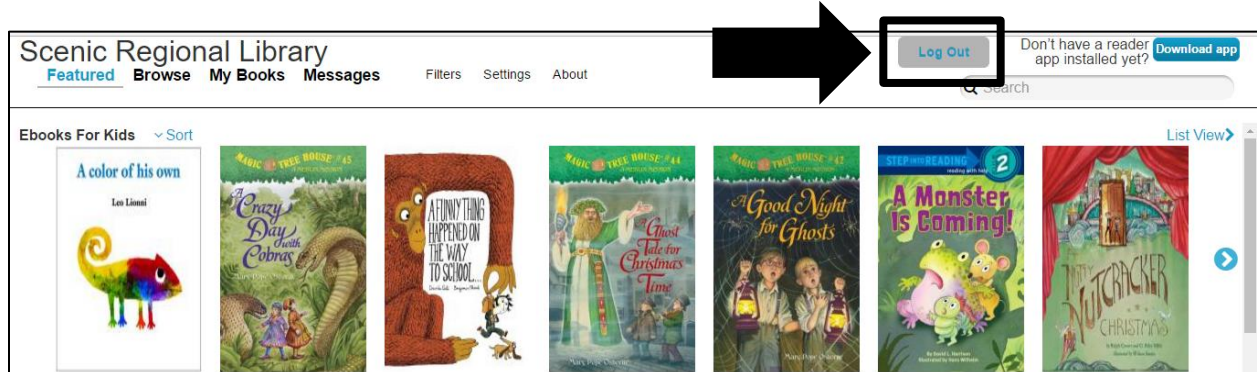
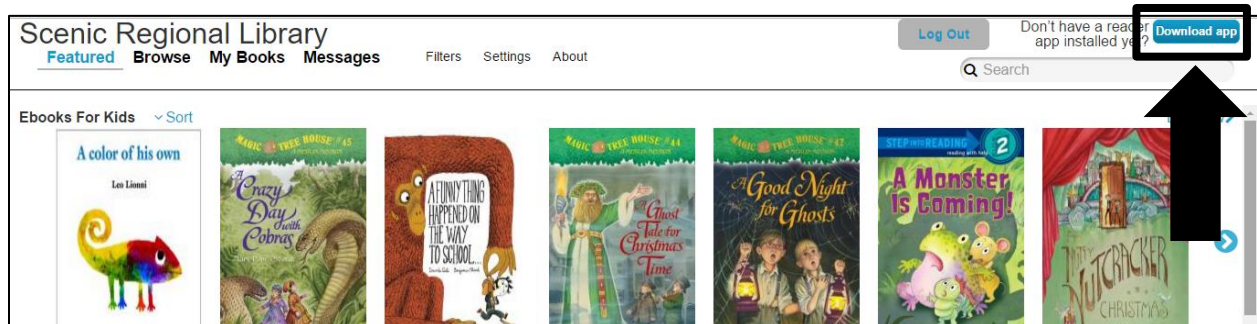## The Cloud Library Home Page, continued

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

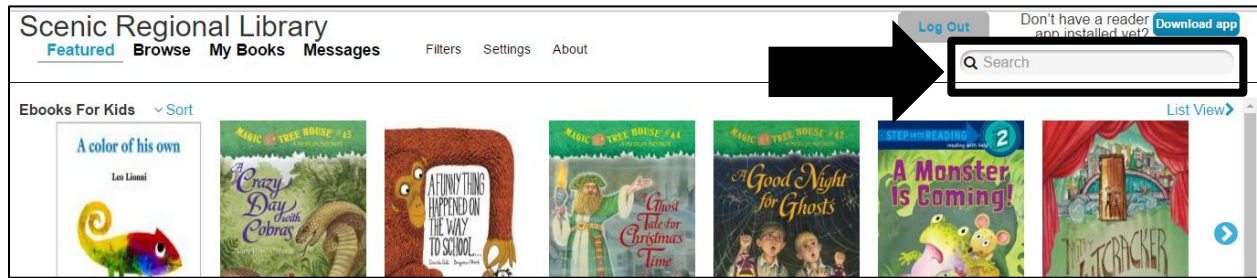Log Out – Clicking on this logs you out of your account.

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.
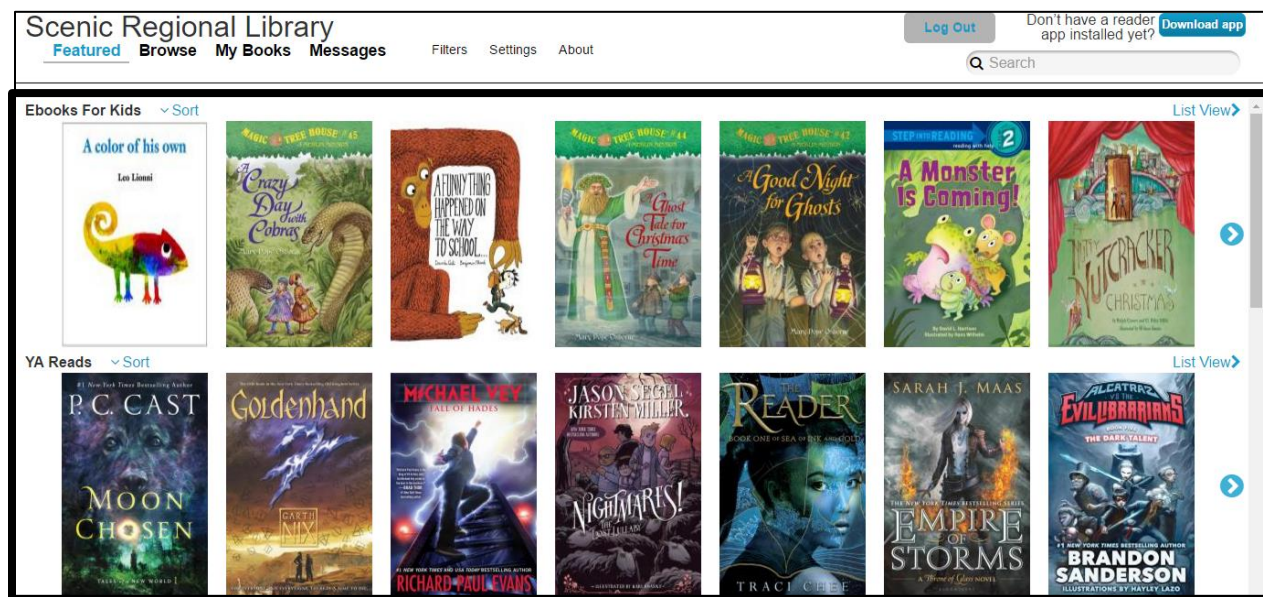
The Cloud Library Home Page, continued

Search – The search field allows you to search the collection.

Viewing Window – 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.
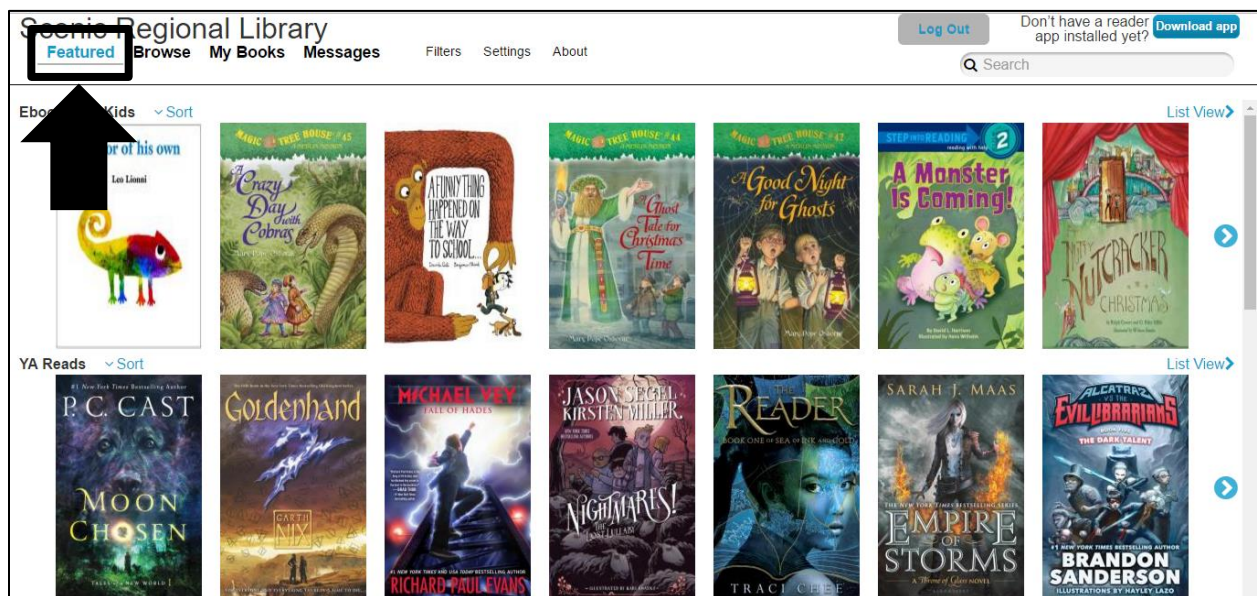
1. Featured Collection
2. Browse Button
3. Search Function

Featured

When you log into your account, Cloud Library features numerous titles in the viewing window.
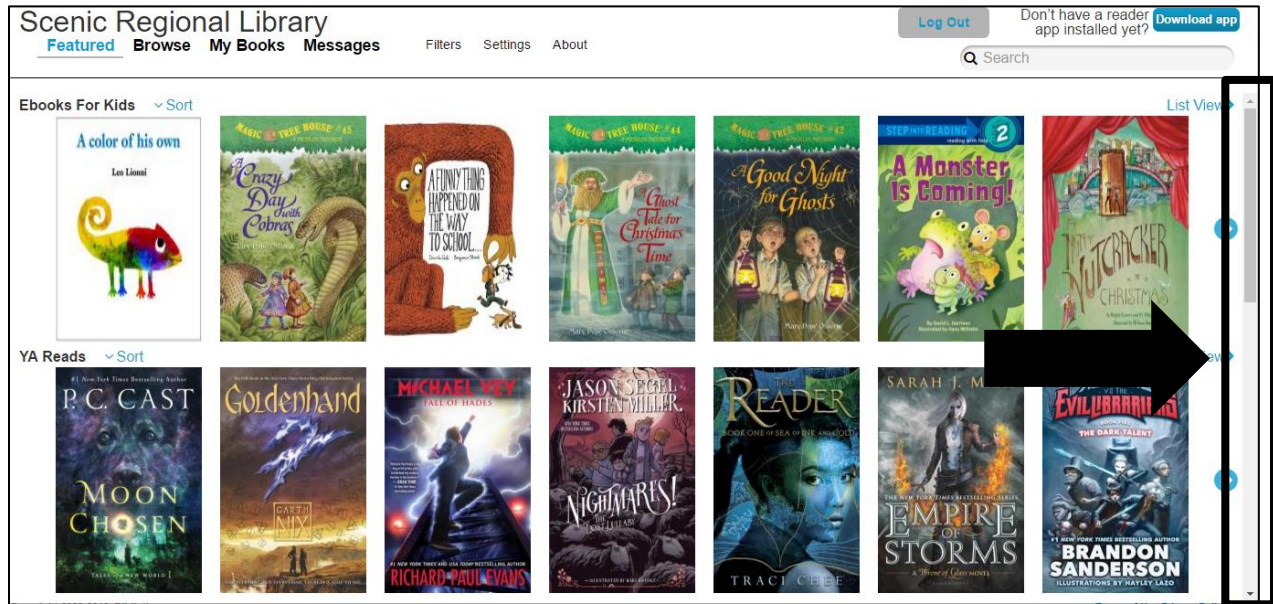
Follow these steps to browse and borrow a title from the featured collection.

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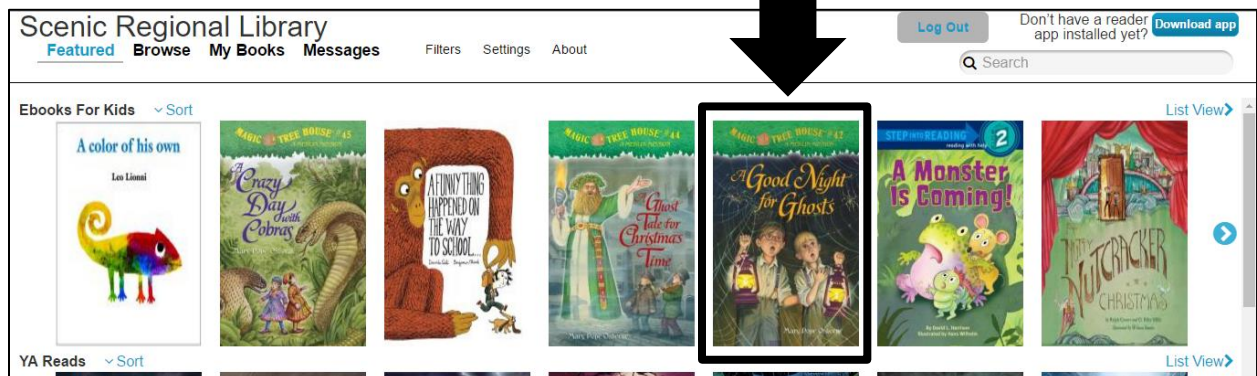
Browsing and Borrowing Titles, continued

2. Scroll vertically to see all the genres.

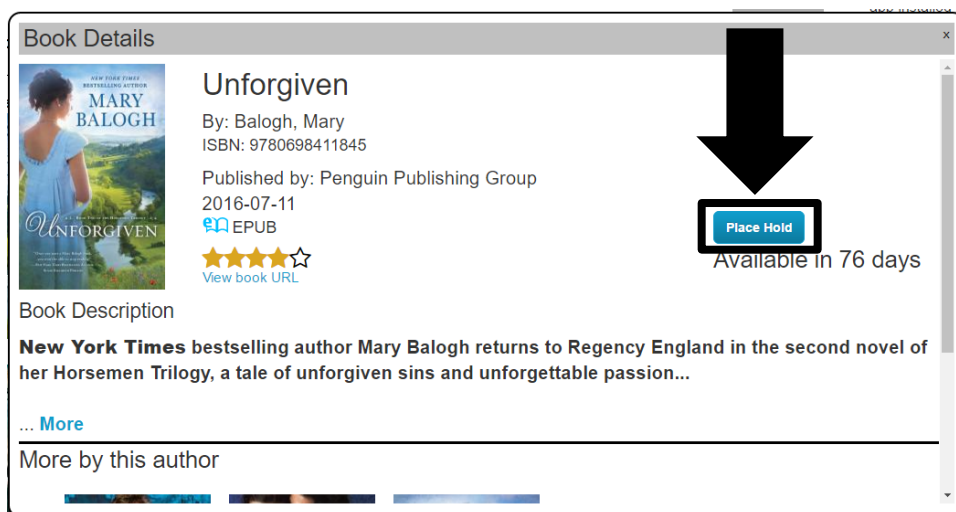3. Click on any title's cover.

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.
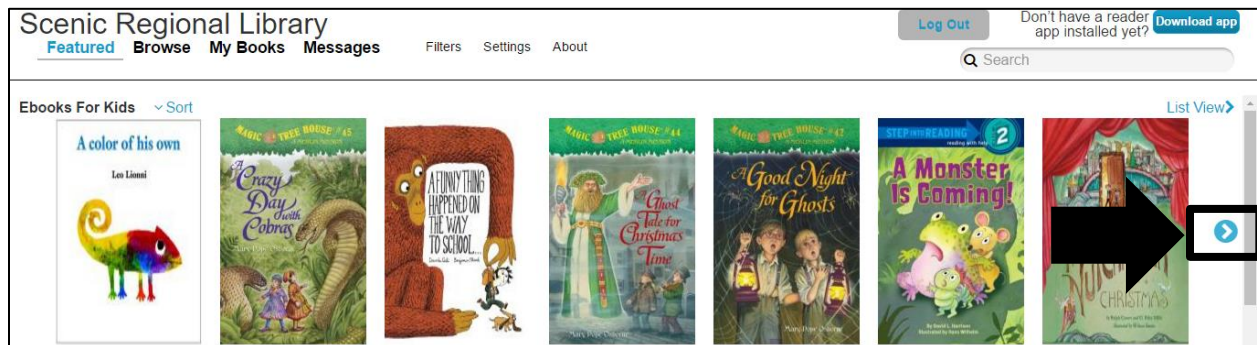
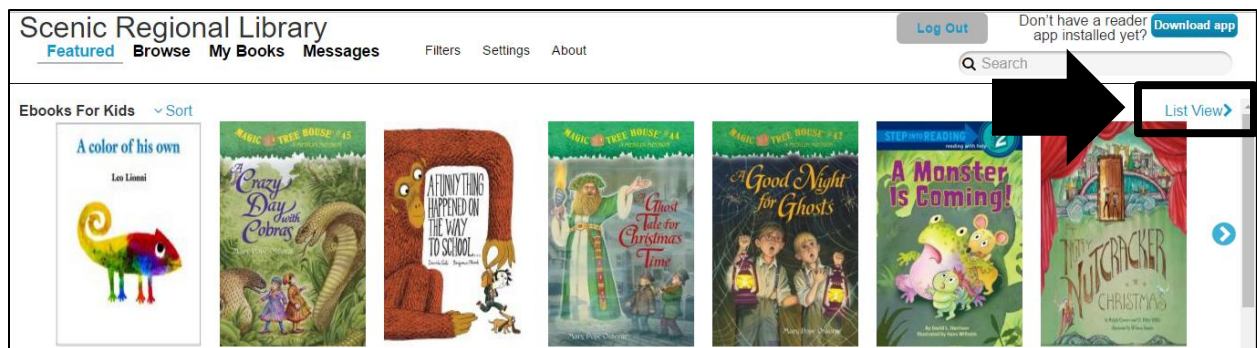# Browsing and Borrowing Titles, continued

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.

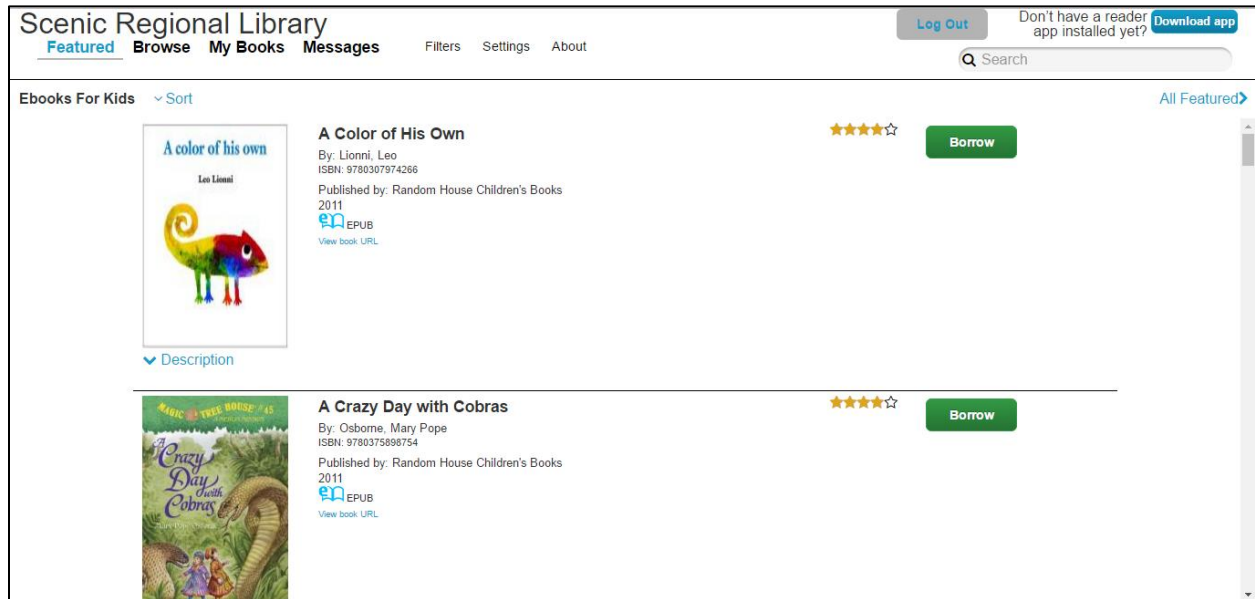You can change how the titles are displayed by clicking on "List View." When you select this view, the Place Hold and Borrow buttons will be displayed as well.
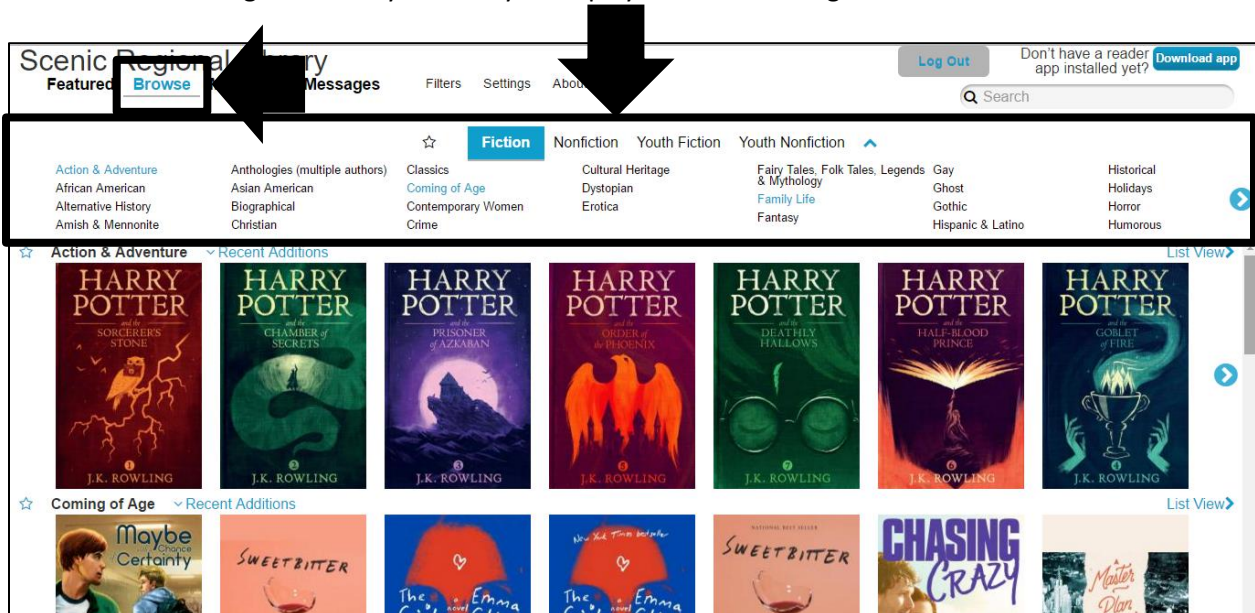
Browsing and Borrowing Titles, continued

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
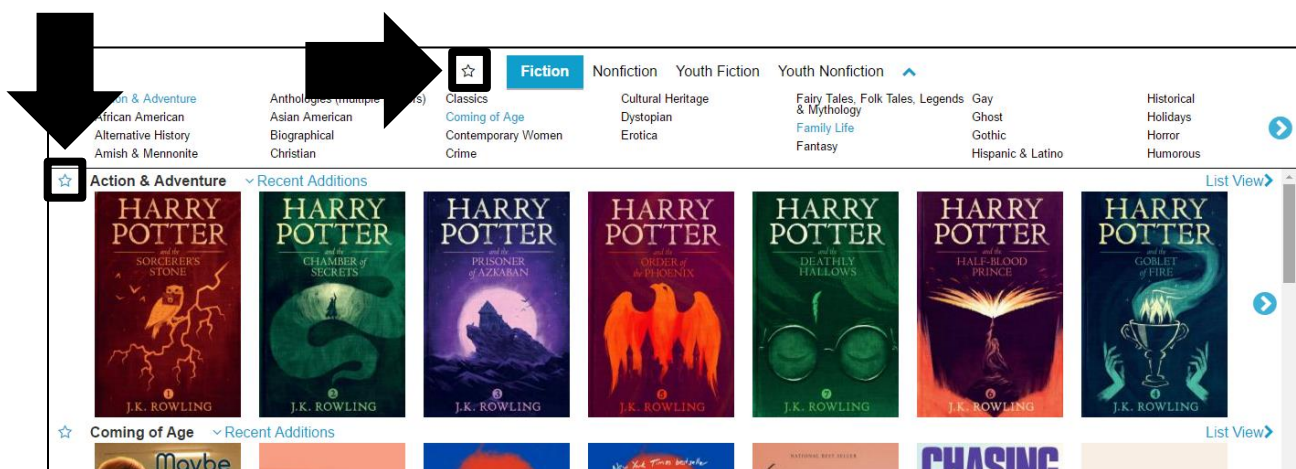
3. Click on any title's cover.

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.

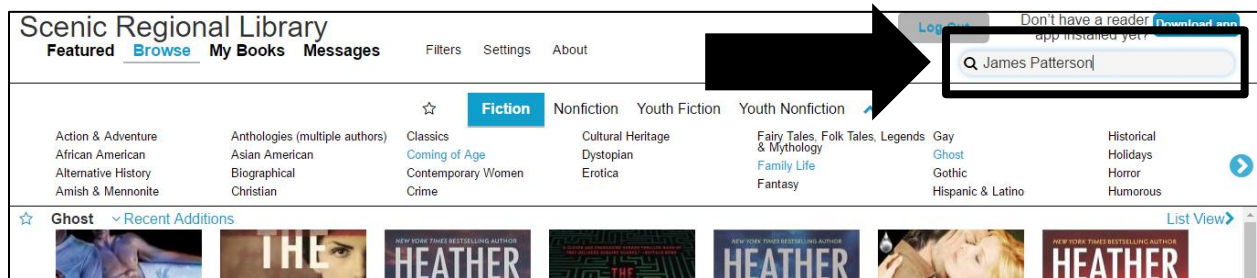## Browsing and Borrowing Titles, continued

Clicking on "Recent Additions" allows you to select a different sort order for that genre.
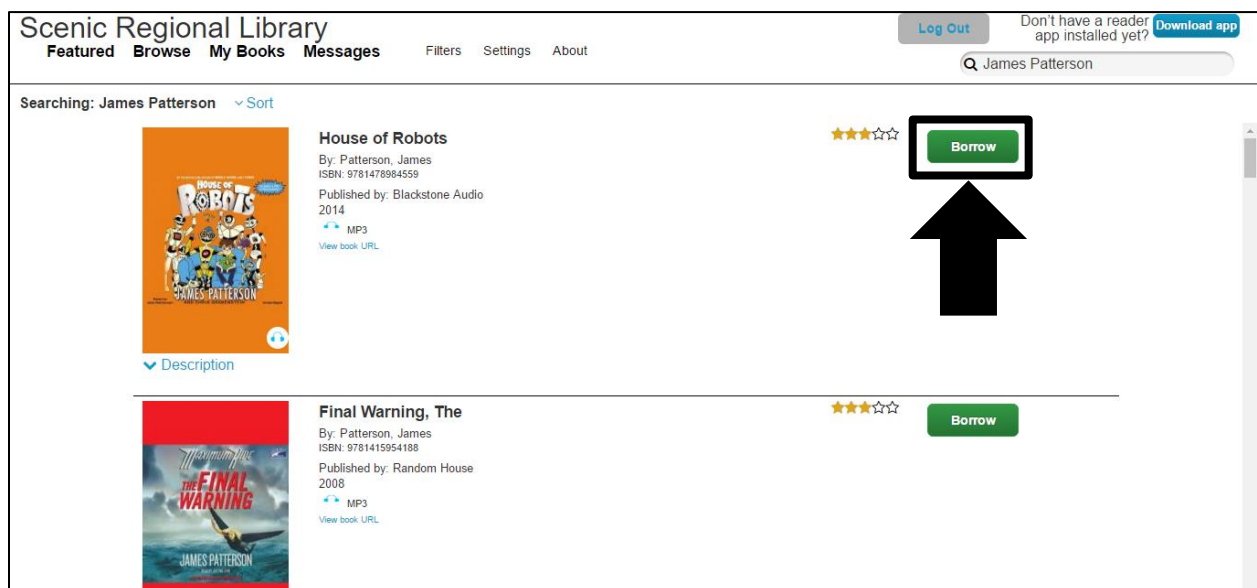

Follow these steps to browse and borrow a title using the search feature.

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

Notes

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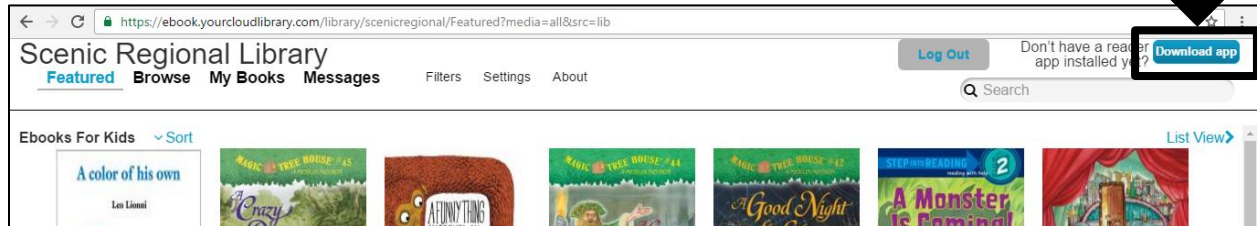
2. Click on the box for your computer's operating system.
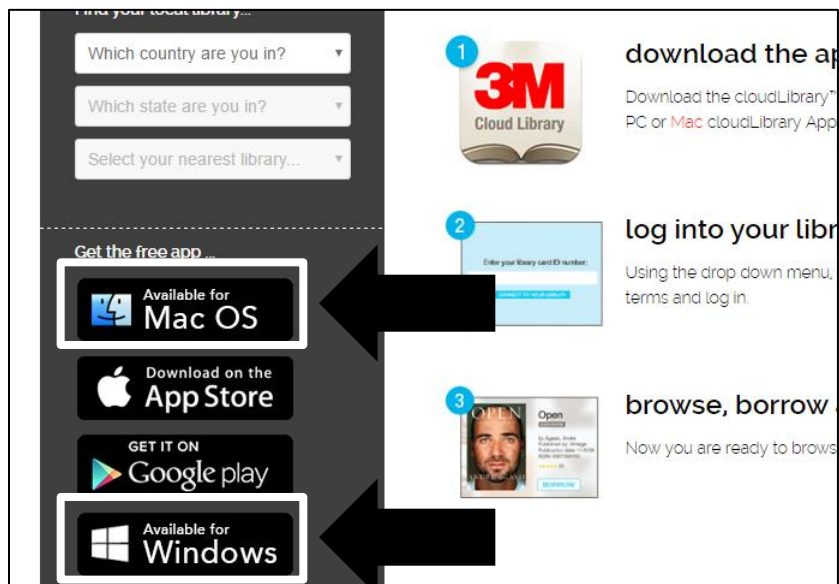
Reading an eBook, continued

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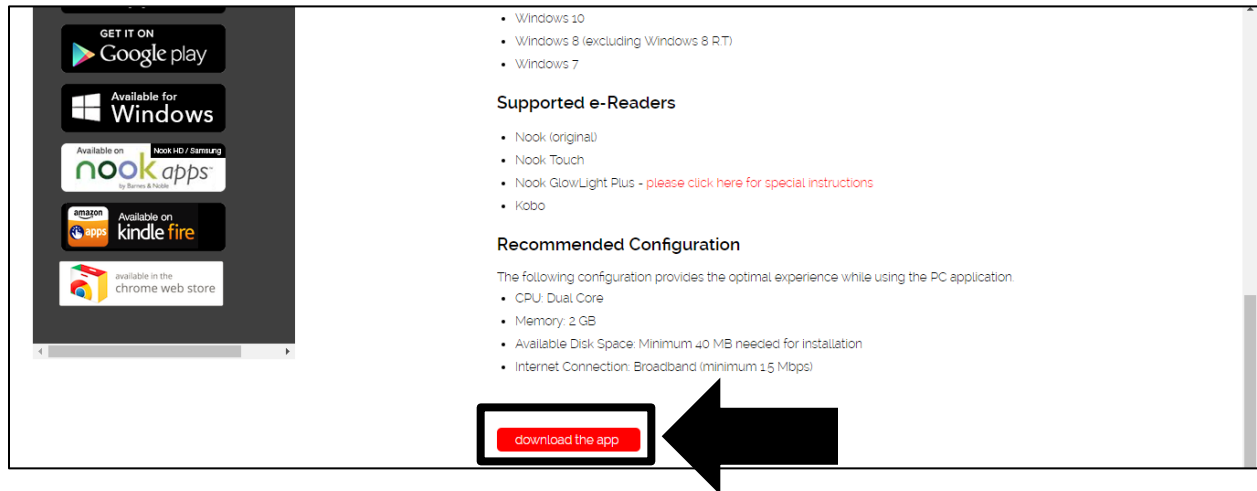
4. Click on the download box. You may have to go into File Explorer and find the Downloads folder to double click on the Cloud Library software program.
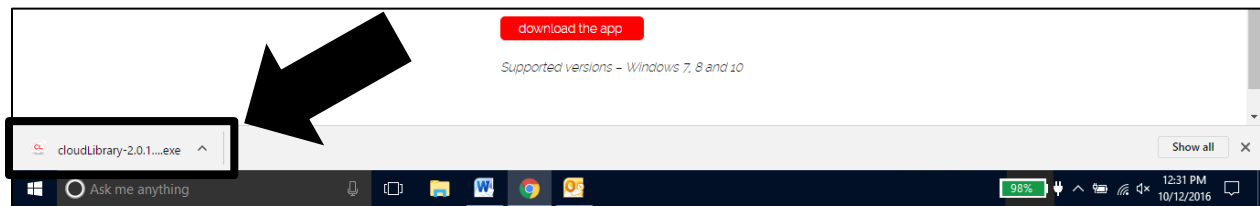
If you get a warning message such as the one pictured below, click "Run Anyway." You may need to click on "More Info" link to get the Run Anyway button to appear.
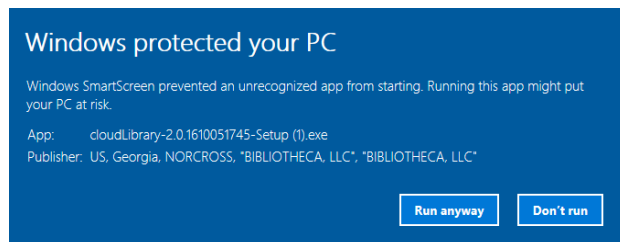
Reading an eBook, continued

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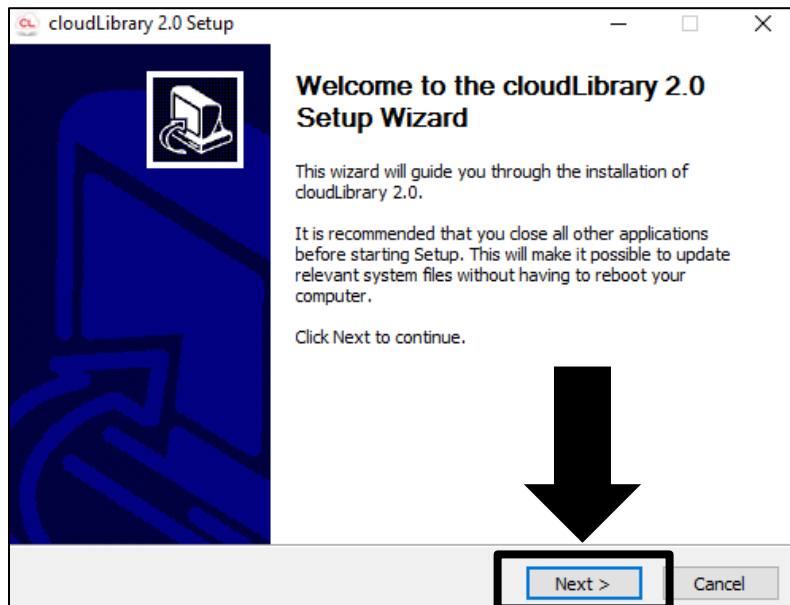
6. Click "I Agree."
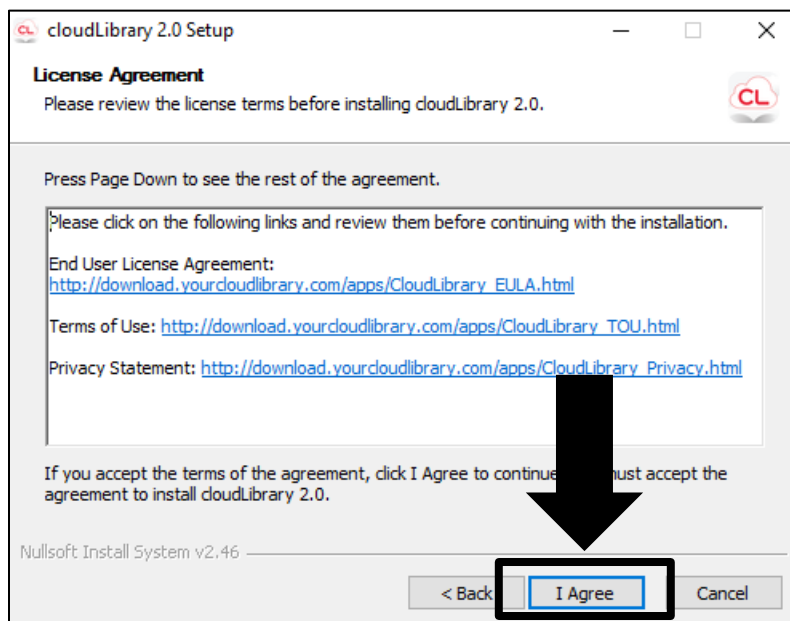
Reading an eBook, continued

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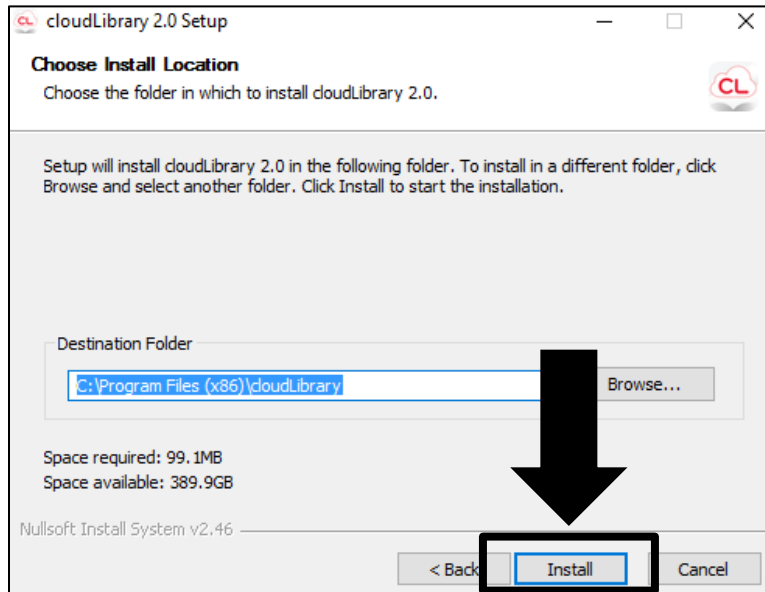
8. Click "Finish."
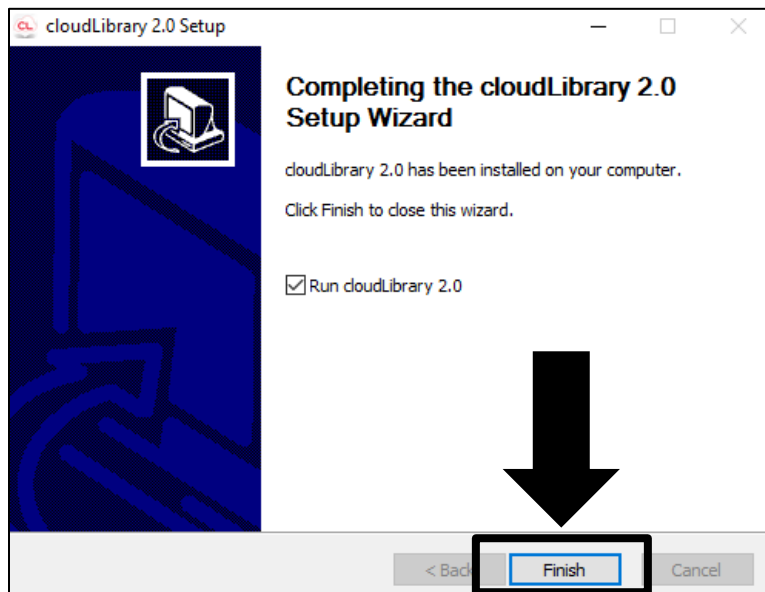
Reading an eBook, continued

Follow these steps to log into the app.

1. Double click on the Cloud Library icon on your desktop.
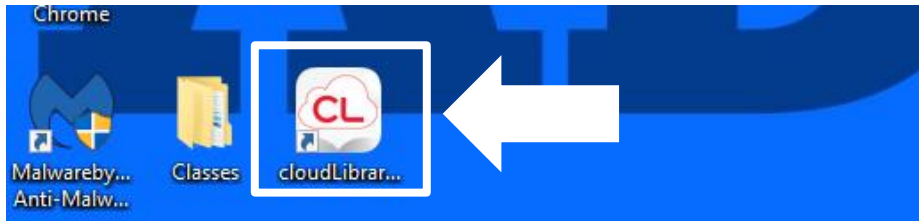
2. Select your country, state, and library.
3. Enter your library card number.
4. Click the box in front of "I accept the legal terms above."
5. Click "Login."

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."
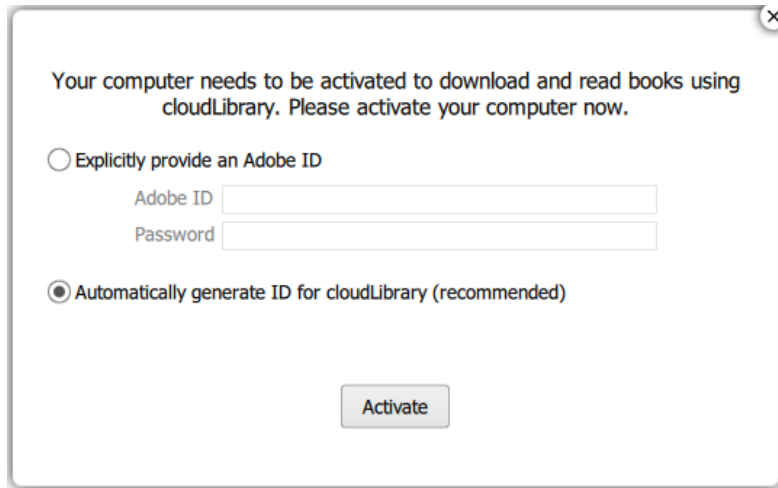
Follow these steps to open and read your eBook.

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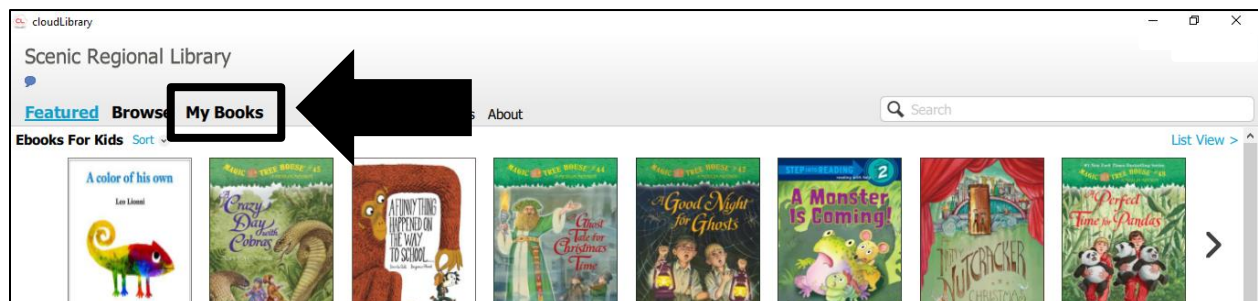
2. Click on the book cover.

Reading an eBook, continued

Scenic Regional Library

Featured   Browse   My Books   EBook   Messages   Filters   Settings   About   Search

3 4 5 6 7
i Q A **A** 🔖

close   ☰ 2   **Chapter 2**

1

"A body. Female." He's doing his best to maintain his cop persona, but his hand shakes as he points toward the field. I know those tremors aren't from the temperature. "Thirty feet in by those trees."

"You sure she's dead?"

T.J.'s Adam's apple bobs twice. "She's cold. No pulse. There's blood all over the fuckin' place."

"Let's take a look." We start toward the trees. "Did you touch anything? Disturb the scene?"

He drops his head slightly, and I know he did. "I thought maybe she was . . . alive, so I rolled her over, checked."

Not good, but I don't say anything. T.J. Banks has the makings of a good cop. He's diligent and serious about his work. But this is his first job in law enforcement. Having been my officer for only six months, he's green. I'd lay odds this is his first dead body.

We crunch through ankle-deep snow. A sense of dread staggers me when I spot the body. I wish for daylight, but it will be hours before my wish is granted. Nights are long this time of year. The victim is naked. Late teens or early twenties. Dark blonde hair. A slick of blood two feet in diameter surrounds her head. She'd once been pretty, but in death her face is macabre. I can tell she'd originally been lying prone; lividity has set in, leaving one side of her face purple. Her eyes are halfway open and glazed. Her tongue bulges from between swollen lips, and I see ice crystals on it.

I squat next to the body. "Looks like she's been here a few hours."

"Starting to get freezer burn," T.J. notes.

Though I was a patrol officer in Columbus, Ohio, for six years, a homicide detective for two, I feel as if I'm out of my league. Columbus isn't exactly the murder capital of the world, but like every city it has a dark side. I've seen my share of death. Still, the blatant brutality of this crime shocks me. I want to think violent murder doesn't happen in towns like Painters Mill.

But I know it does.

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8 ‹

I remind myself this is a crime scene. Rising, I fan my flashlight beam around the perimeter. There are no tracks other than ours. With a sinking sensation, I realize we've contaminated possible evidence. "Call Glock and tell him to get out here."

"He's on va—"

My look cuts his words short.

The Painters Mill PD consists of myself, three full-time officers, two dispatchers and one auxiliary officer. Rupert "Glock" Maddox is a former Marine and my most experienced. He earned his nickname because of his fondness for his side arm. Vacation or not, I need him.

"Tell him to bring crime scene tape." I think about what else we're going to need. "Get an ambulance out here. Alert the hospital in Millersburg. Tell them we'll be transporting a body to the morgue. Oh, and tell Rupert to bring coffee. Lots of it." I look down at the body. "We're going to be here a while."

Dr. Ludwig Coblentz is a rotund man with a big head, a balding pate and a belly the size of a Volkswagen. I meet him on the shoulder as he slides from his Escalade. "I hear one of your officers had a close encounter with a dead body," he says grimly.

"Not just dead," I say. "Murdered."

He wears khaki trousers and a red plaid pajama top beneath his parka. I watch as he pulls a black bag from the passenger seat. Holding it like a lunchbox, he turns to me, his expression telling me he's ready to get down to business.

I lead him into the bar ditch. It's a short walk to the body, but his breathing is labored by the time we climb the fence. "How the hell did a body get all the way out here?" he mutters.

"Someone dumped her or she dragged herself before she died."

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8 ›

9

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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
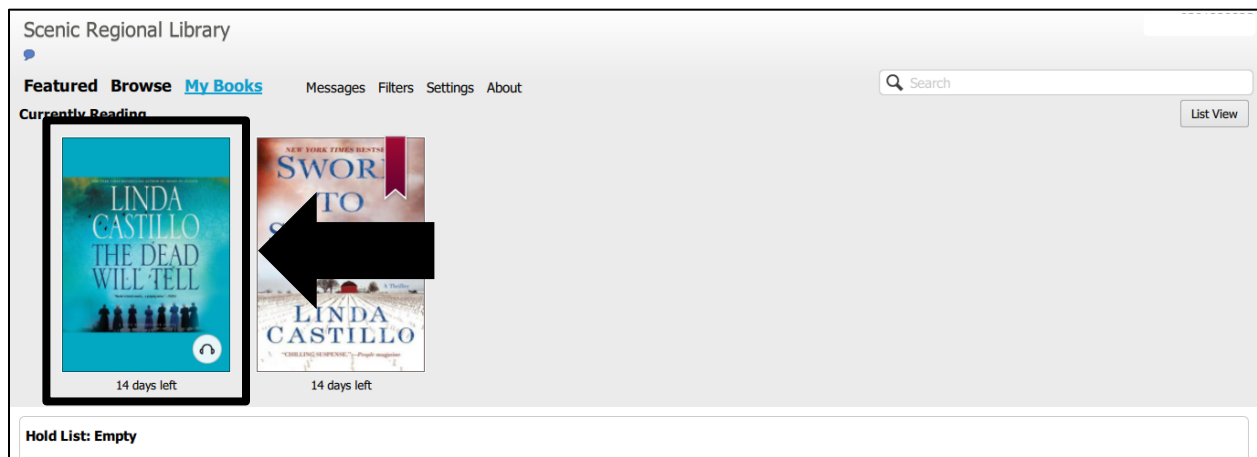
Listening to an eAudiobook

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.

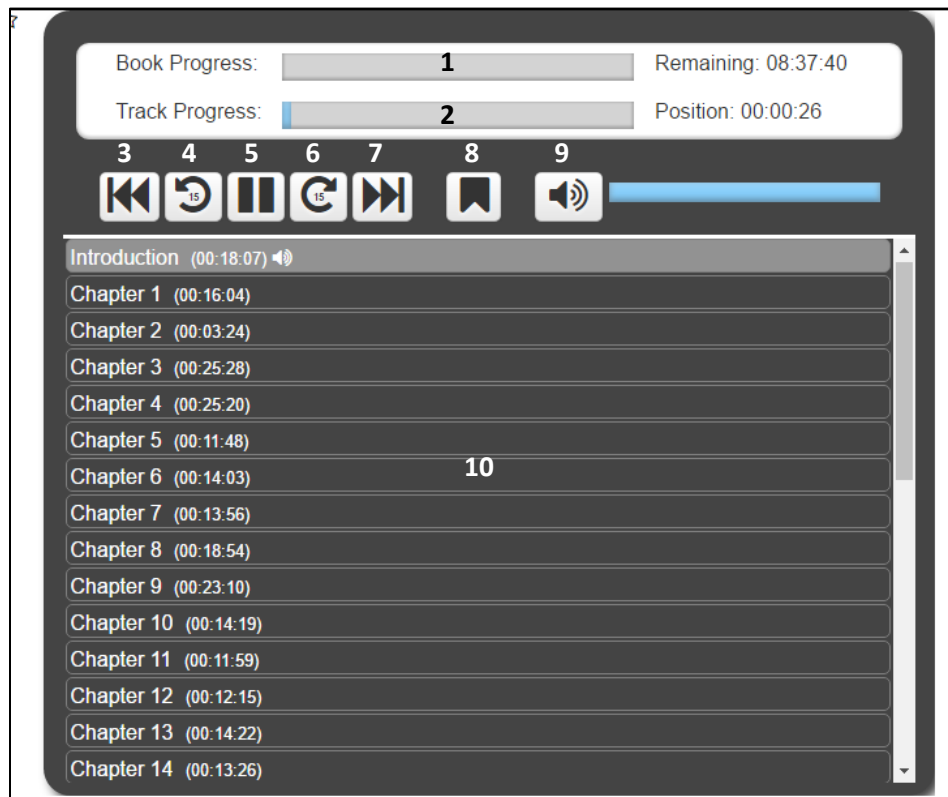Follow these steps to open and listen to your eAudiobook.

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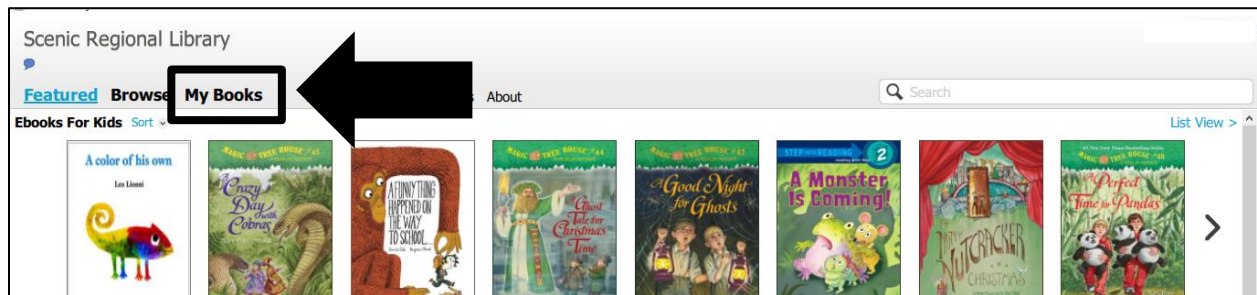
2. Click on the book cover.

Listening to an eAudiobook, continued

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

Note

- 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.
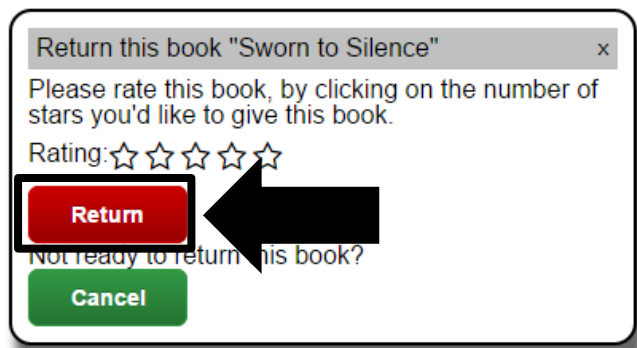
Returning a Title Early

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.

Support for multiple devices

cloudLibrary™ by biliotheca works with a huge range of eReading devices, and we're adding support all the time. Right now, you are able to view and download content on to the following recognized devices:

iOS App
iPad®
iPhone®
iPod touch®

Android App
Android™ Phones
Android™ Devices

NOOK App
NOOK™ Tablets

PC/Mac App
Windows™ / Mac OS X
NOOK™ eReader
Kobo™ eReader

Kindle Fire App
Kindle Fire˙
Kindle Fire HD
Kindle Fire HDX

˙ Not supported by all versions.

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.
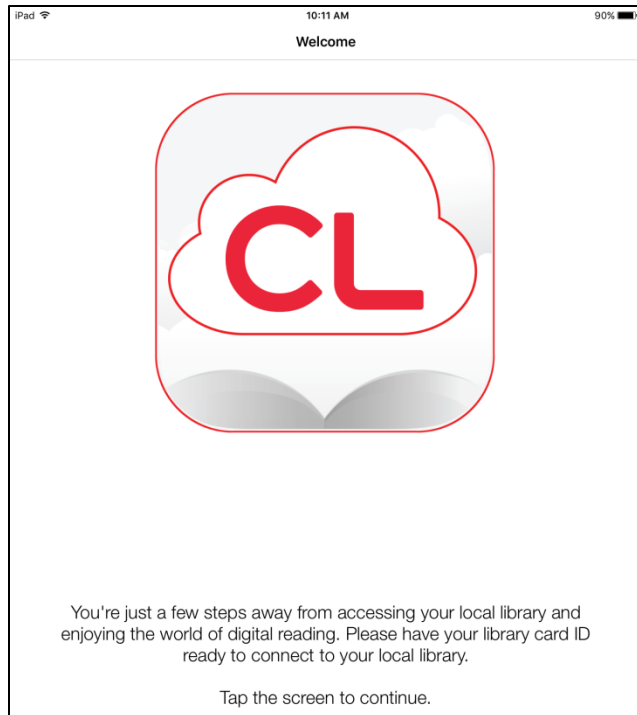
2. Select your country.
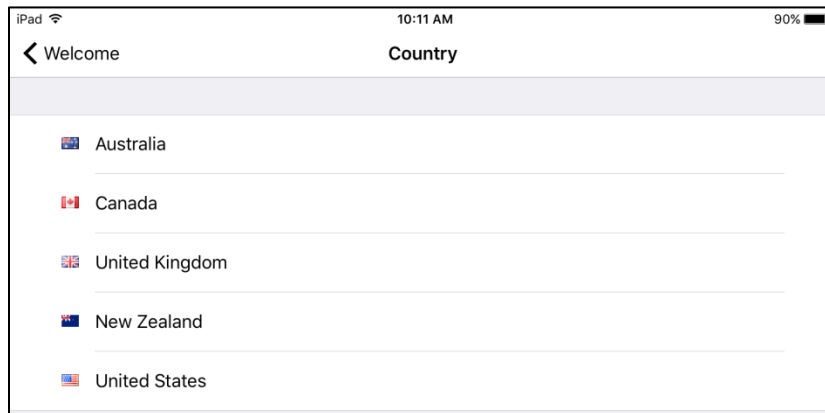
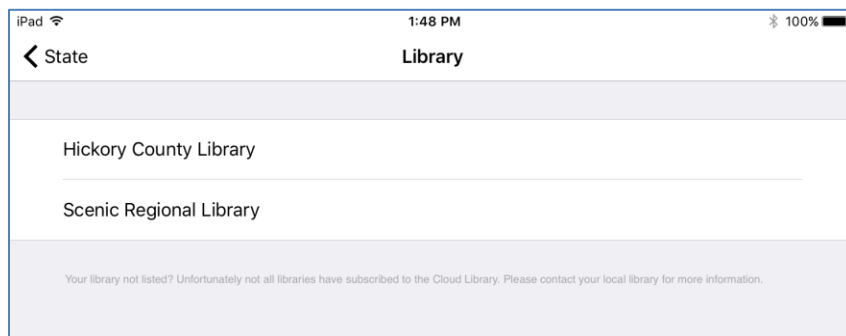# Logging into the Mobile App, continued

3. Select your state.

4. Select your library.

Logging into the Mobile App, continued

5. Enter your library card number.
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.
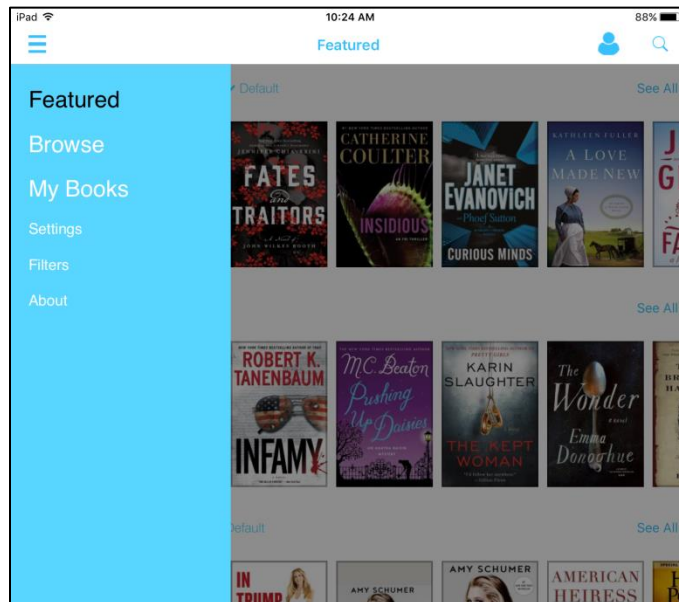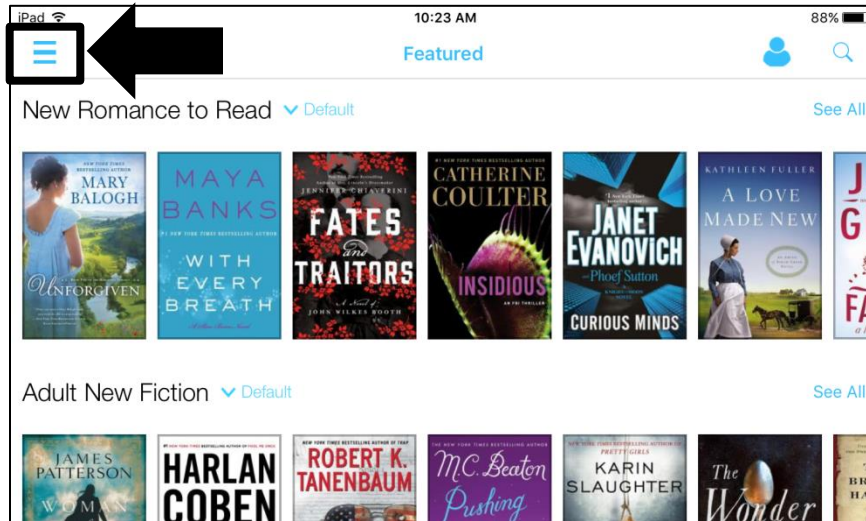
Cloud Library Mobile App Home Page, continued

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.
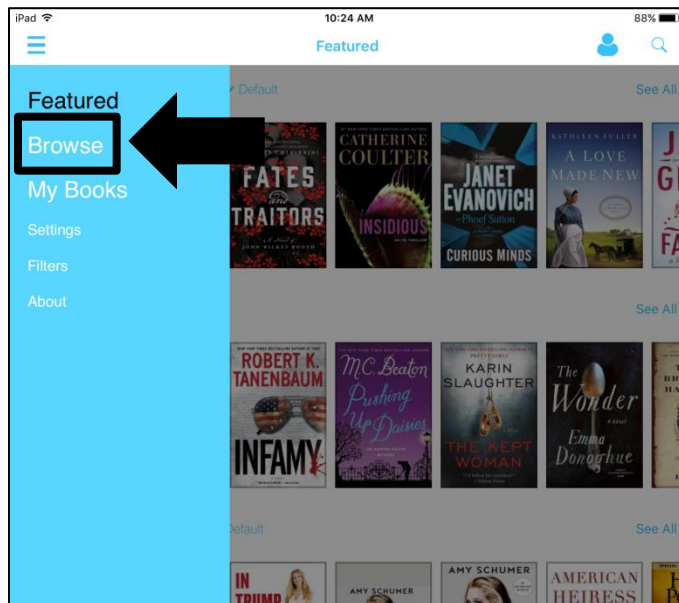
The screenshot below illustrates the browse feature.

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.
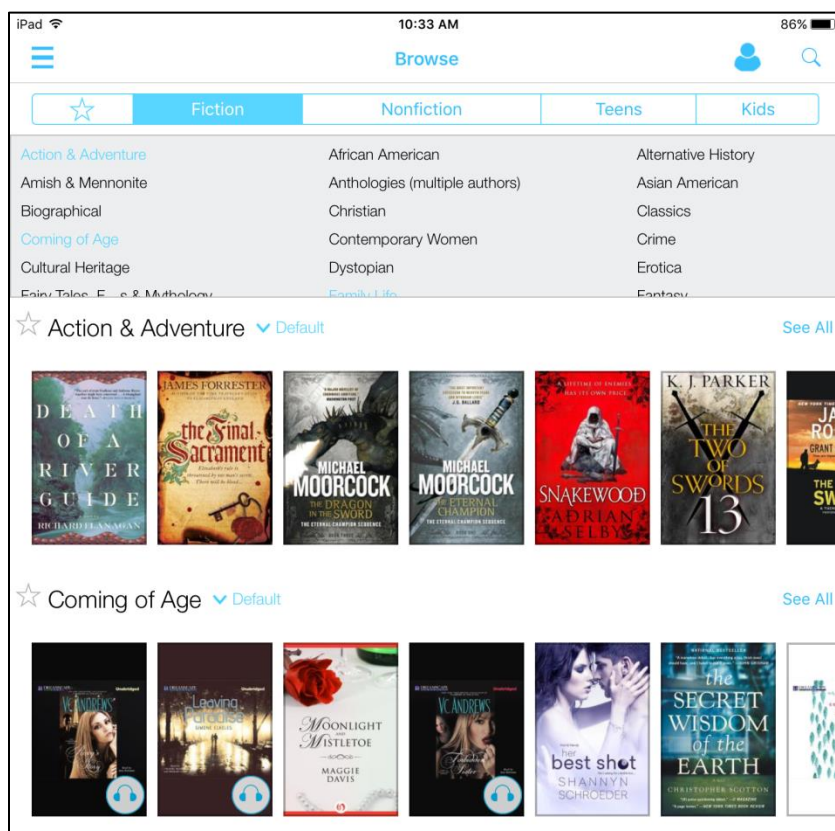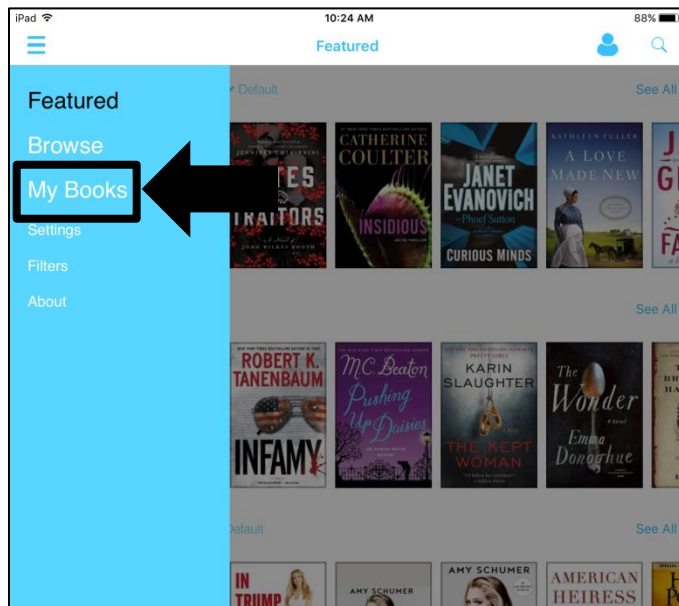

The screenshot below illustrates the My Books page.
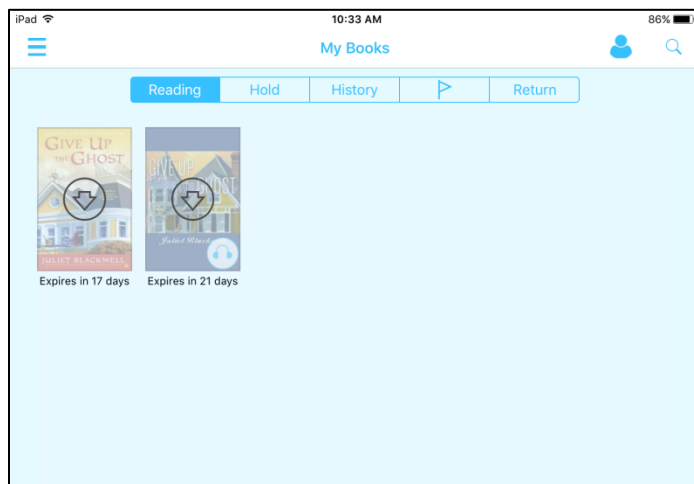
Cloud Library Mobile App Home Page, continued

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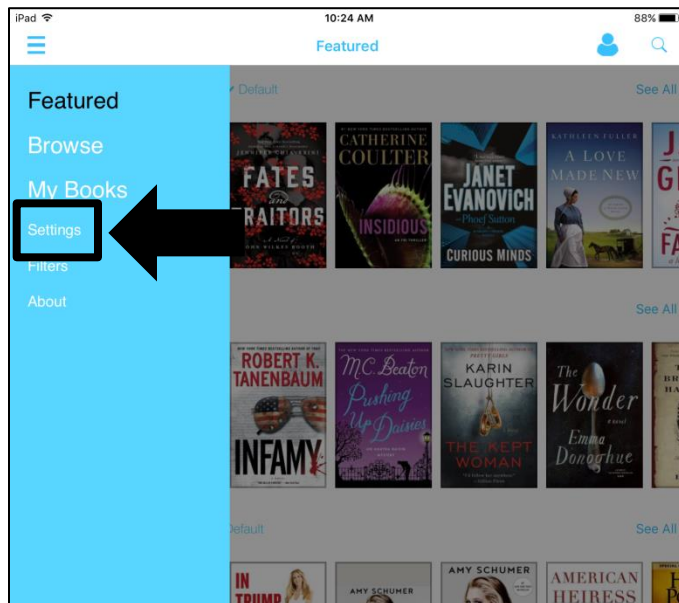
The screenshot below illustrates the settings page.
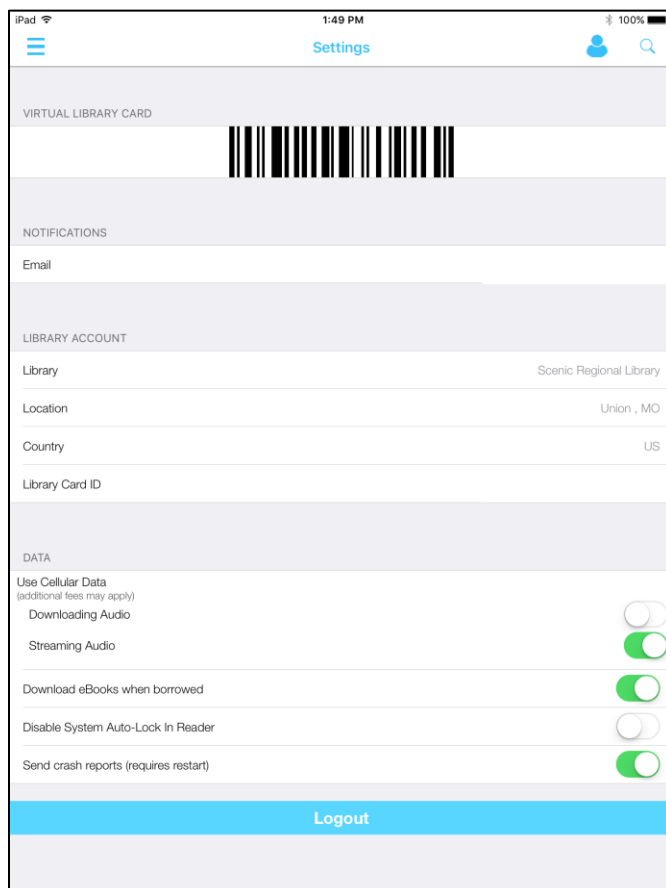
Cloud Library Mobile App Home Page, continued

Filters – Tapping on this allows you to apply various filters when you browse the collection.
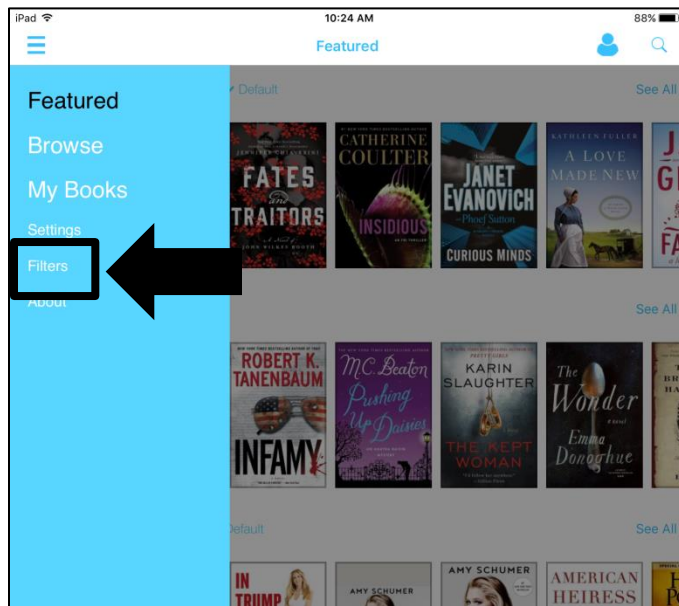
The screenshot below illustrates the filters page.
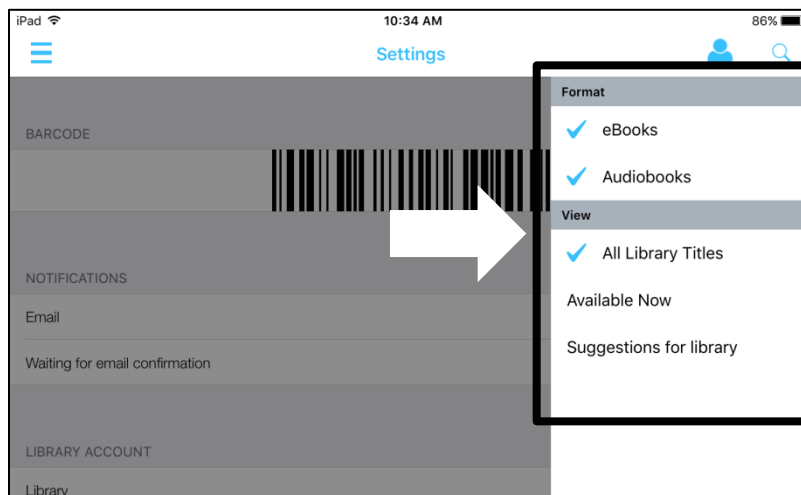
Cloud Library Mobile App Home Page, continued

About – Tapping on this takes you a page that lists the various menus within Cloud Library's database.
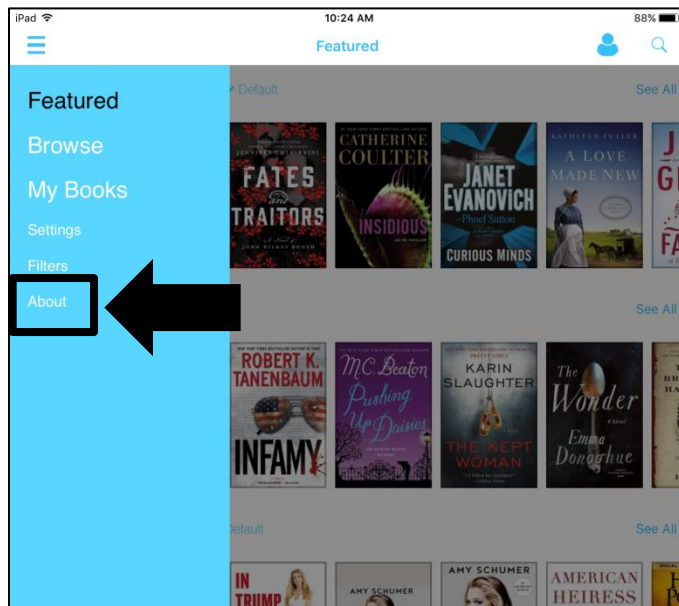
The screenshot below illustrates the about page.
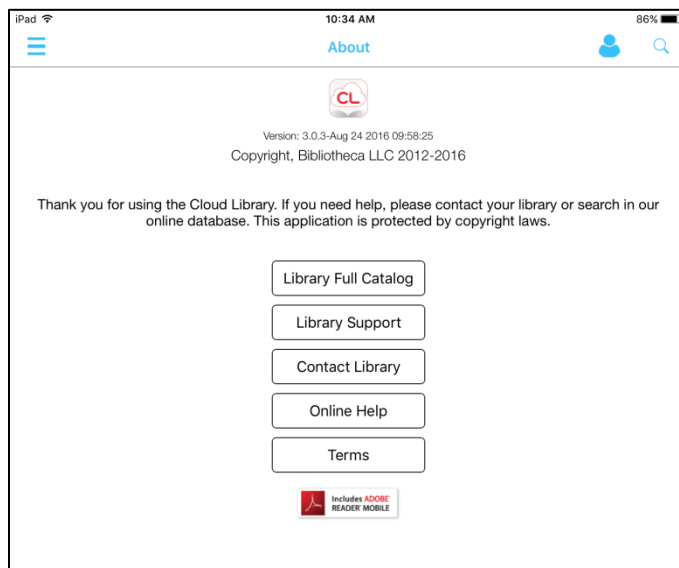
Cloud Library Mobile App Home Page, continued

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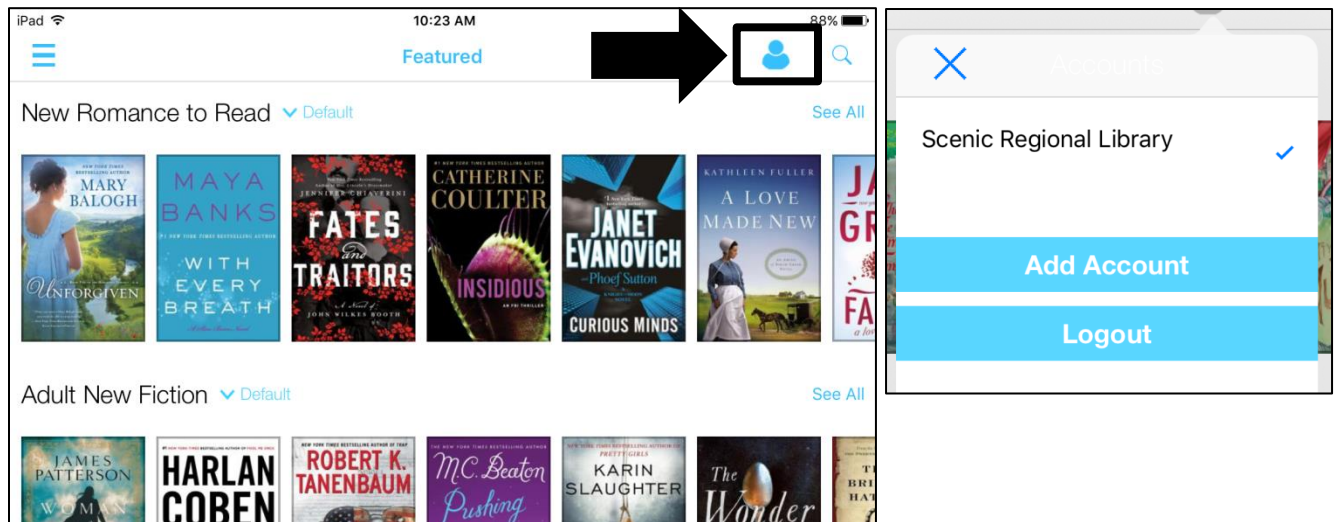
Search Button – Tapping on the magnifying glass opens a search window.
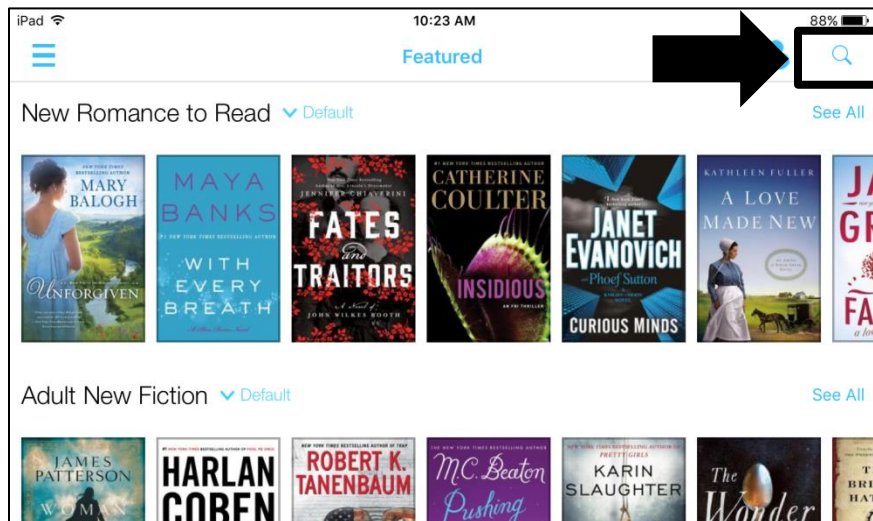
Browsing and Borrowing Titles in the Mobile App

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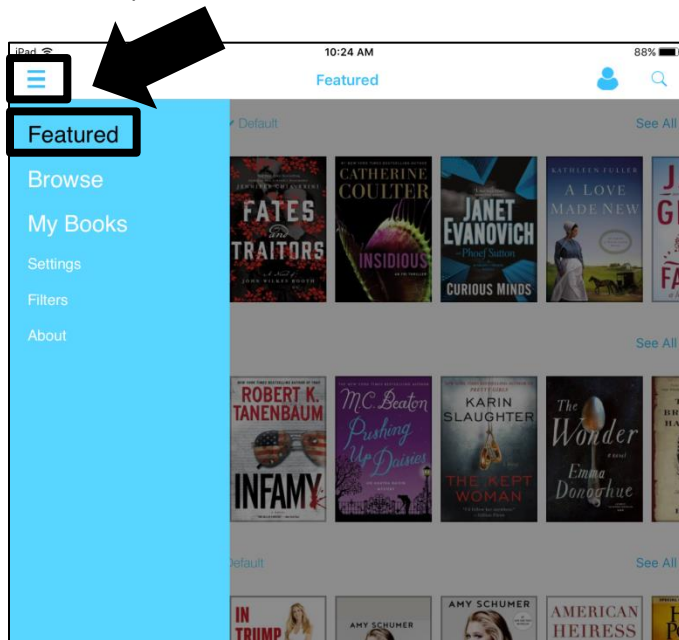
3. Scroll horizontally to see additional titles in any genre.
4. Scroll vertically to see additional genres.

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

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

1. Tap the menu button.
2. Tap "Browse."
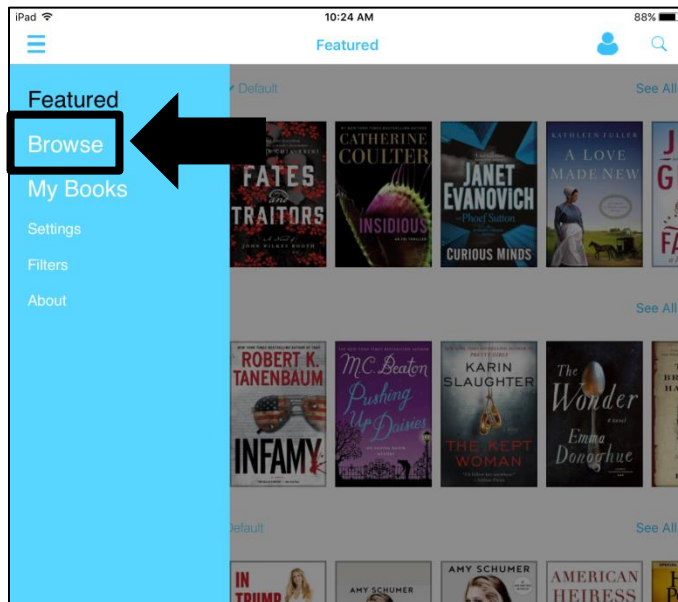
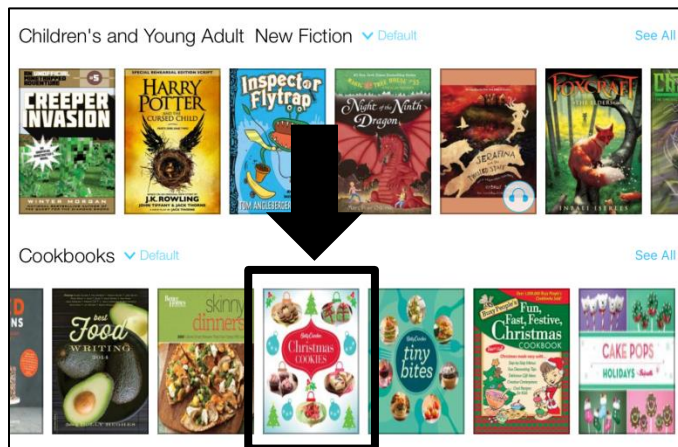3. Tap the genres you want displayed.
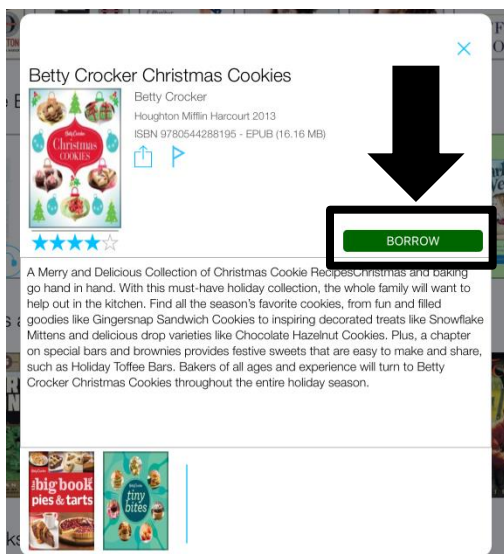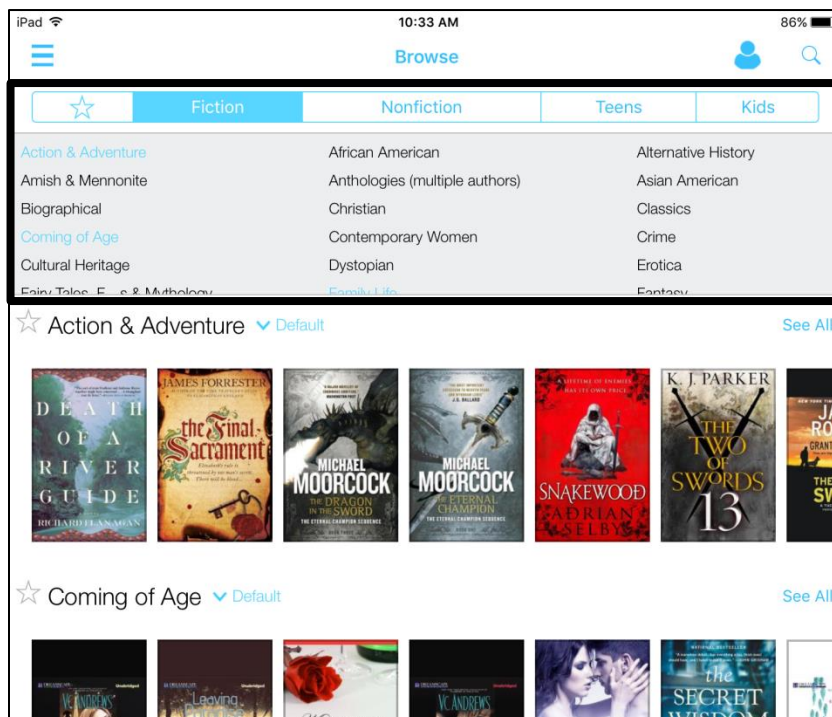
Browsing and Borrowing Titles in the Mobile App, continued

4. Scroll horizontally to see additional titles in any genre.
5. Scroll vertically to see additional genres.
6. Tap on any title.
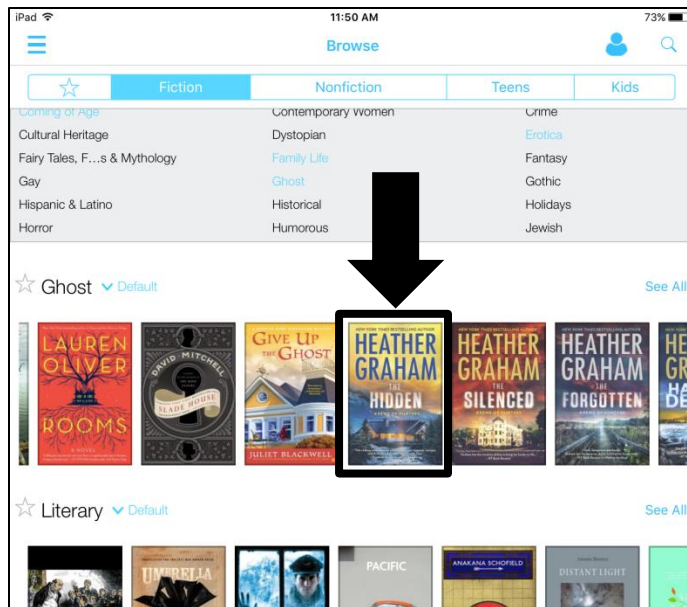
7. Tap "Borrow."
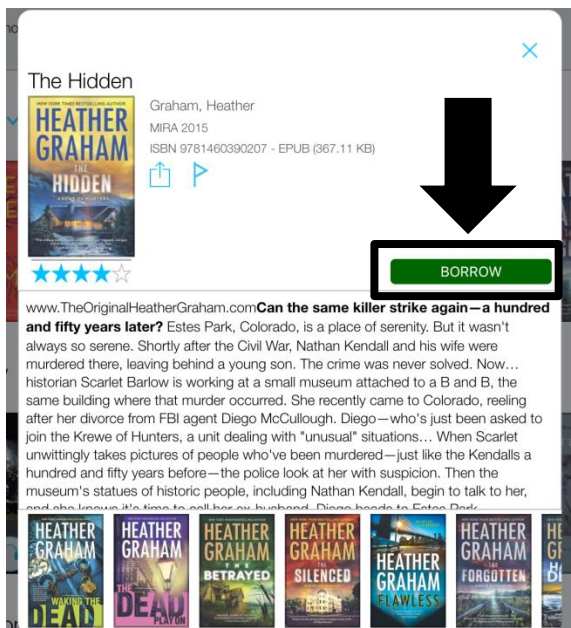
Notes
- Tapping on a star in front of any genre makes that genre a favorite. All of your favorite genres will display when you tap on the star to the left of "Fiction" in the browse menu.
- Tapping on "Default" allows you to select a different sort order for that genre.

Browsing and Borrowing Titles in the Mobile App, continued

<u>Search Feature</u>
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."
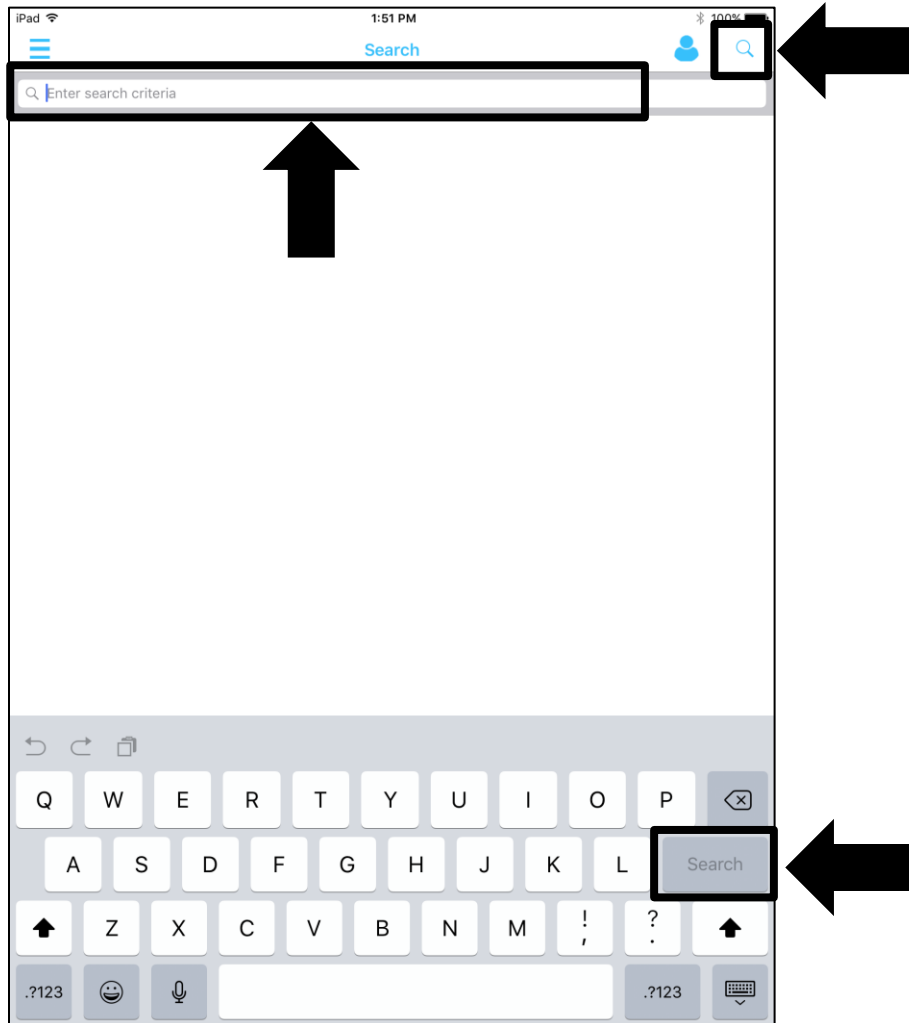
Browsing and Borrowing Titles in the Mobile App, continued

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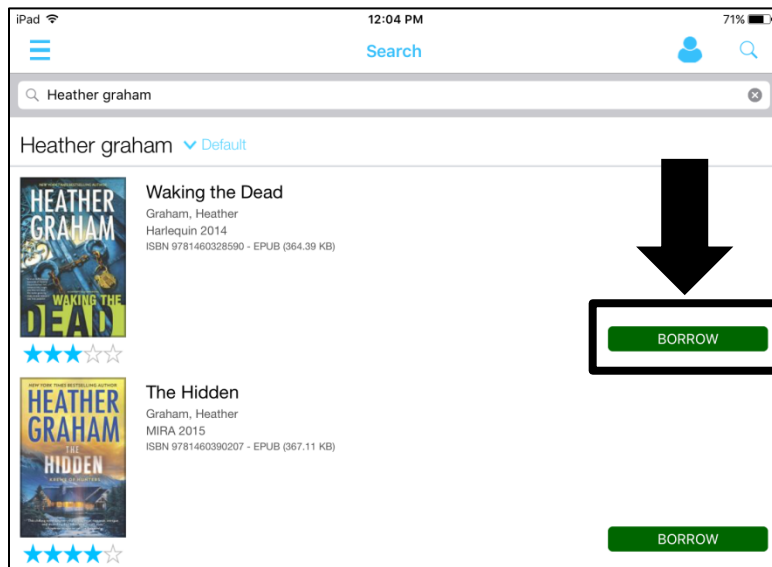
Note that you can tap on any title's cover to see additional information about the title.

Reading an eBook in the Mobile App

Follow these steps to read an eBook.

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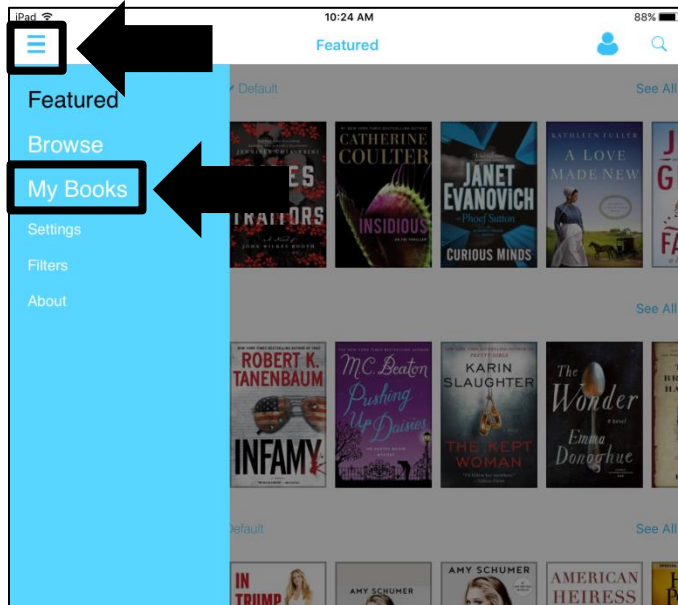
3. Tap the title.

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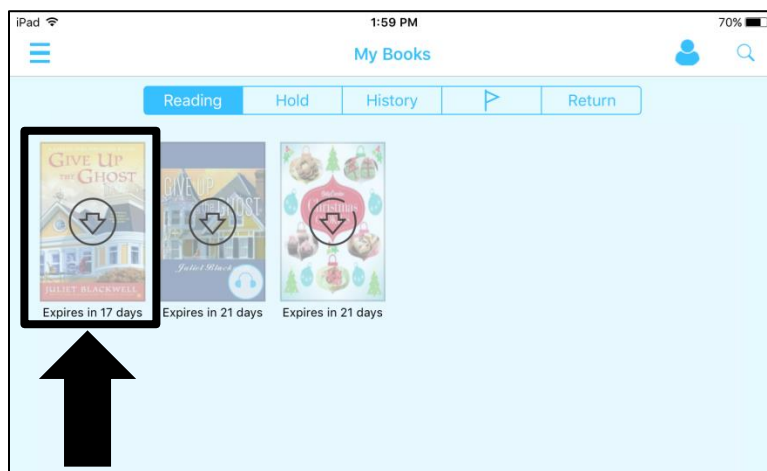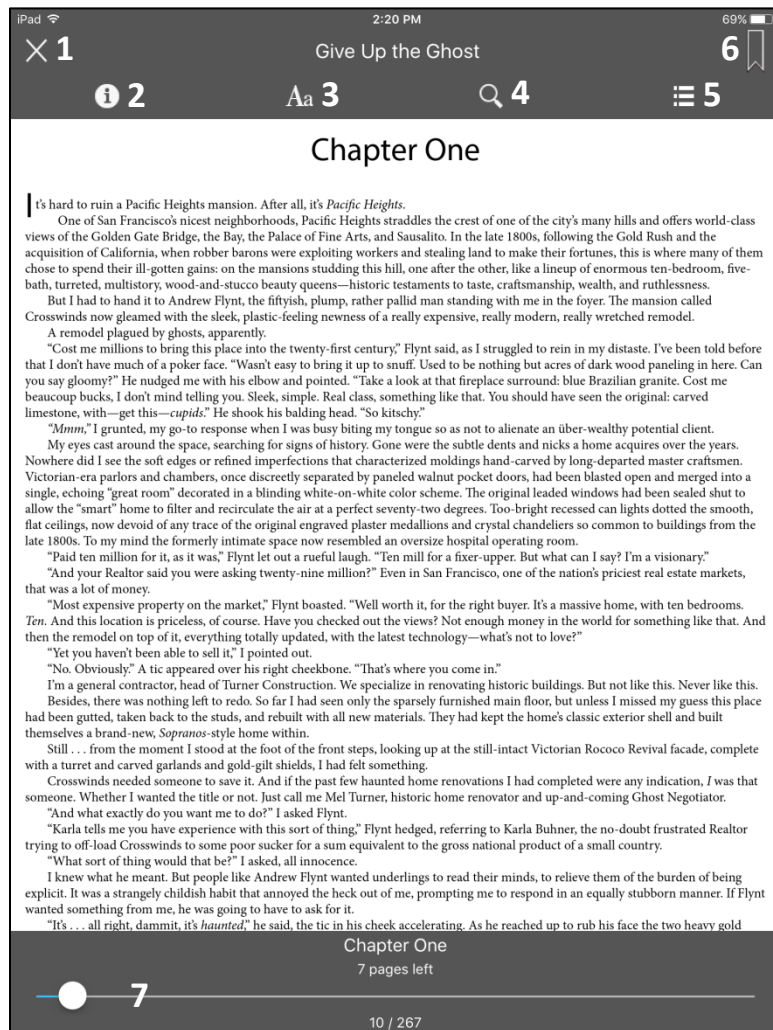
3 – Font Button: Opens a pop up window allowing you to change the brightness, font size, margins and the color scheme. It also allows you to lock the page orientation and to turn off the page curl feature.

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."
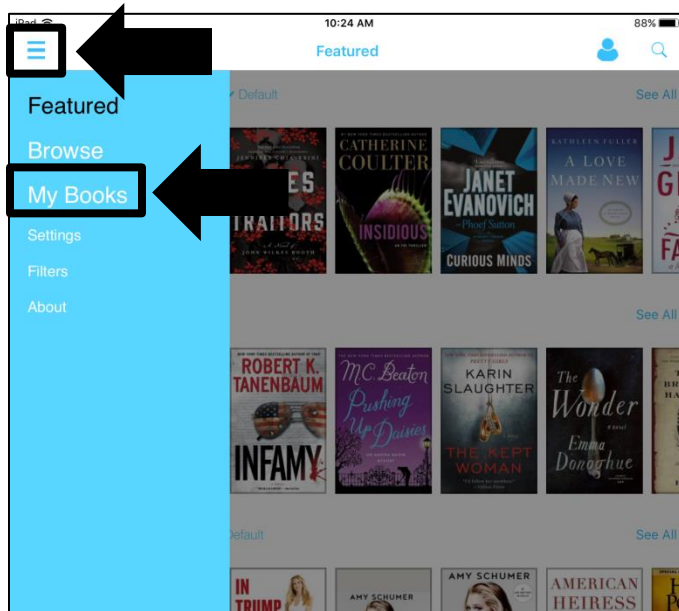
3. Tap on the eAudiobook. This begins the downloading process as well as the playing of the eAudiobook.

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.

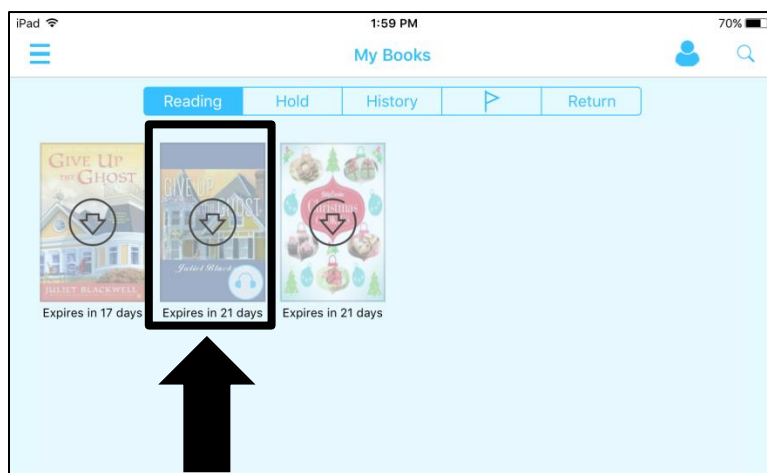6 – Bookmark Button: Creates a bookmark on your current page.

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.