

Cloud Library Help Guide

October, 2018



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Welcome!

The purpose of this help guide is to provide you with the information you will need to use Cloud Library.

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 you through an e-catalog.

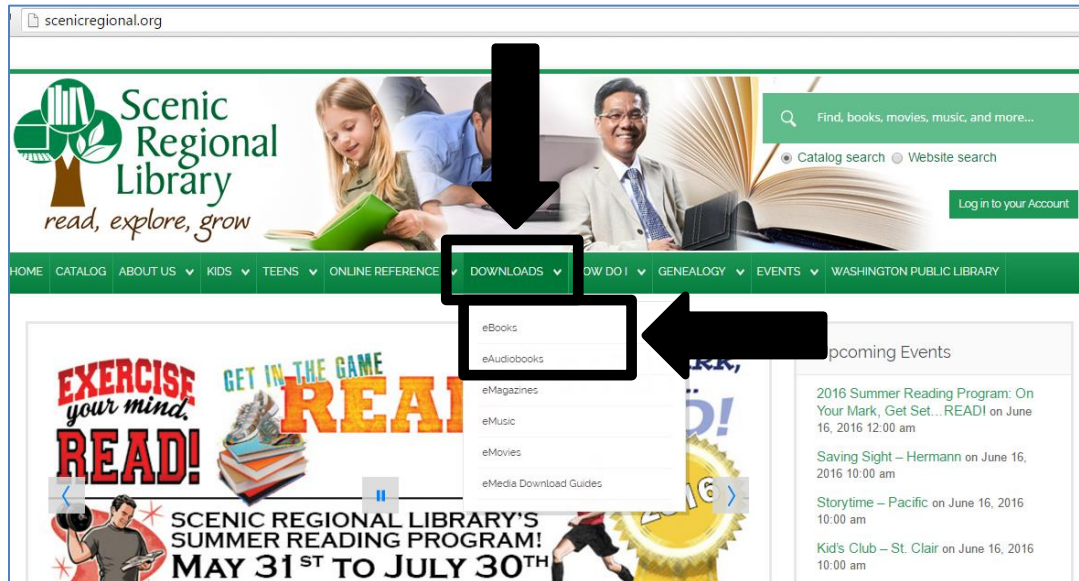
Cloud Library's Offerings to Patrons

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."



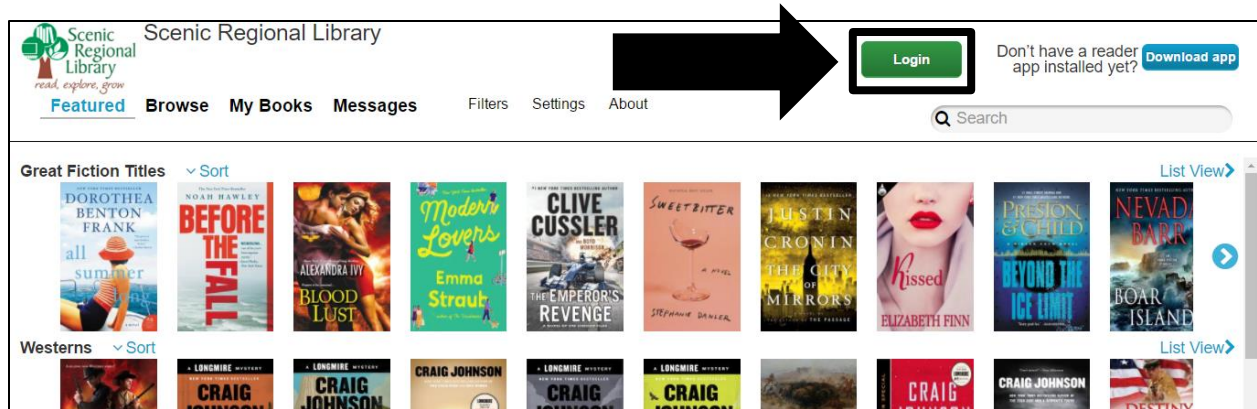
4. Click on the Cloud Library logo.



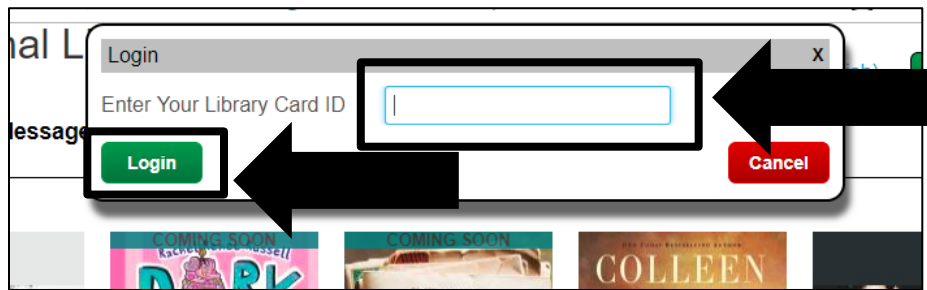
Logging into Cloud Library

Follow these steps to log into Cloud Library.

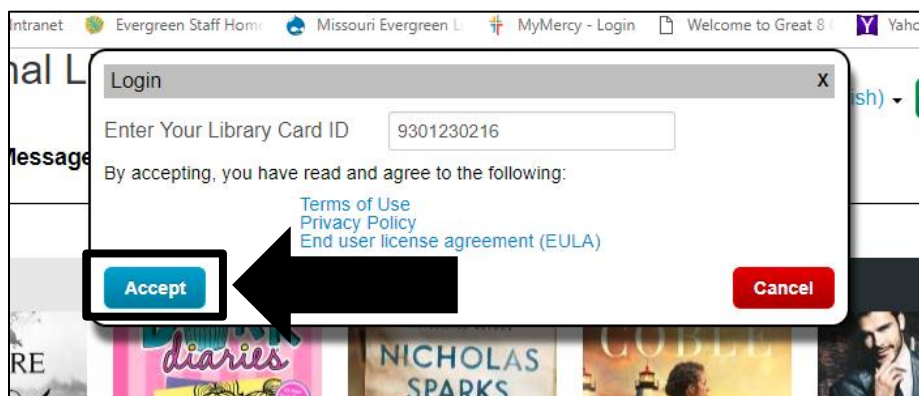
1. Click "Login."



2. Enter your library card number.
3. Click "Login."



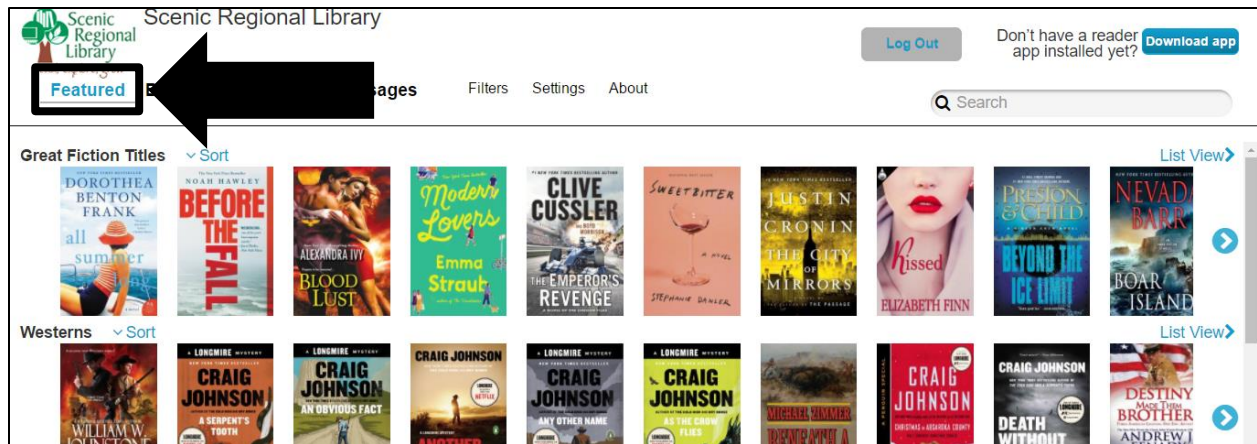
4. Click "Accept."



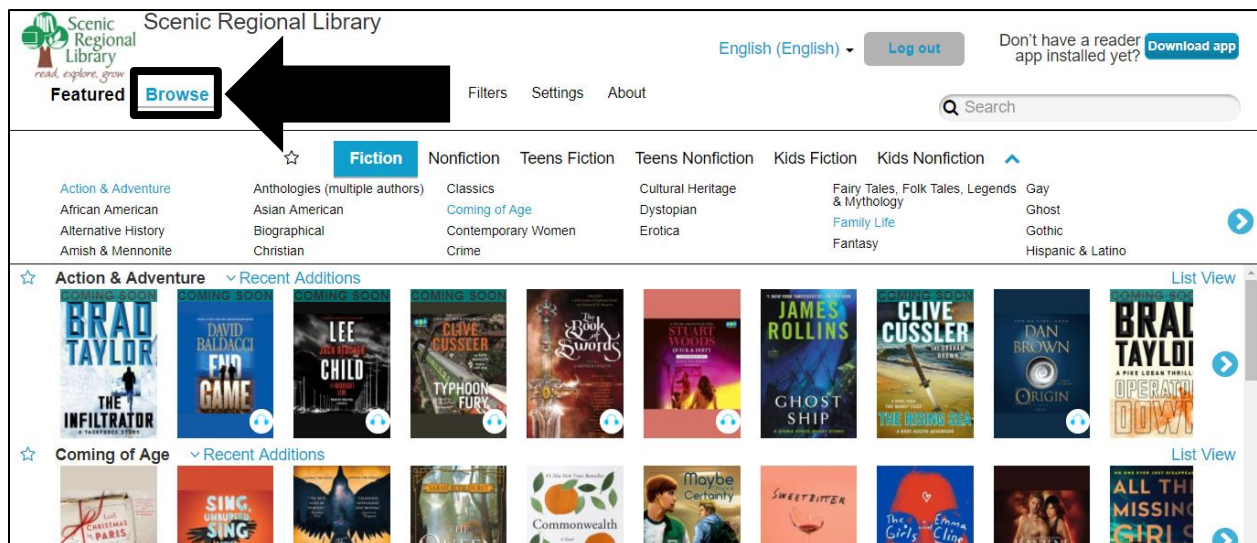
The Cloud Library Home Page

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.

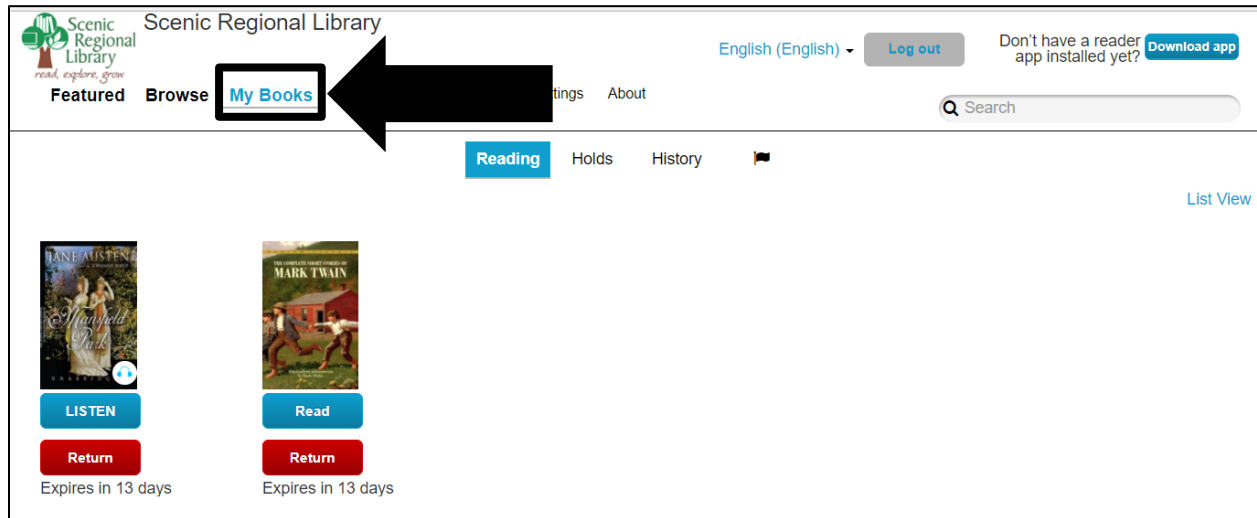


Browse Button – Clicking on this displays genre categories you can select and deselect to display in the viewing window.

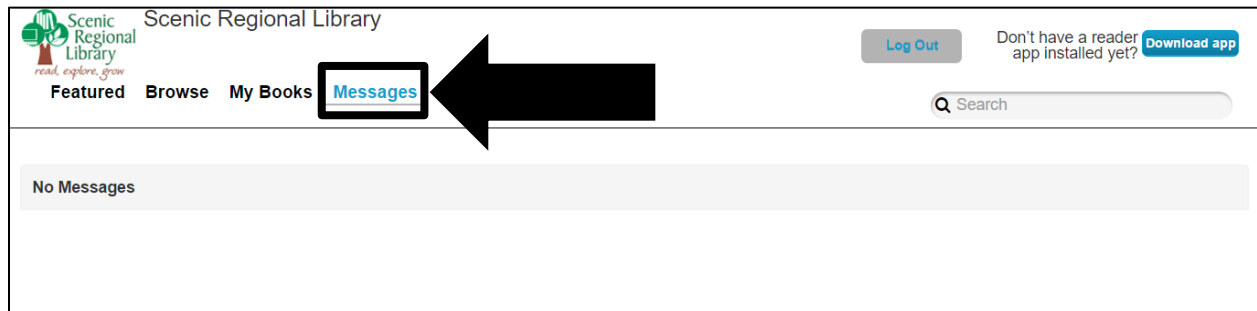


The Cloud Library Home Page, continued

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.

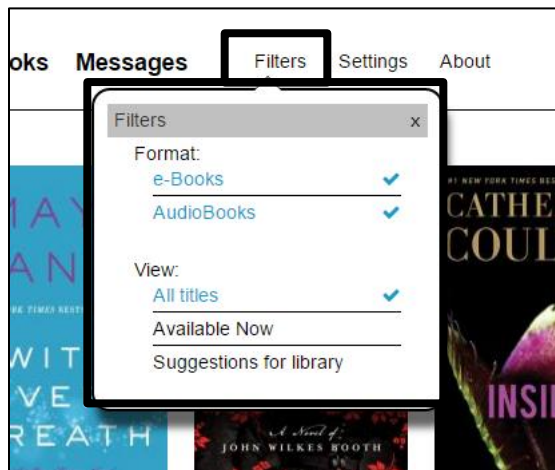


Messages – Clicking on this takes you to a page that lists your messages.

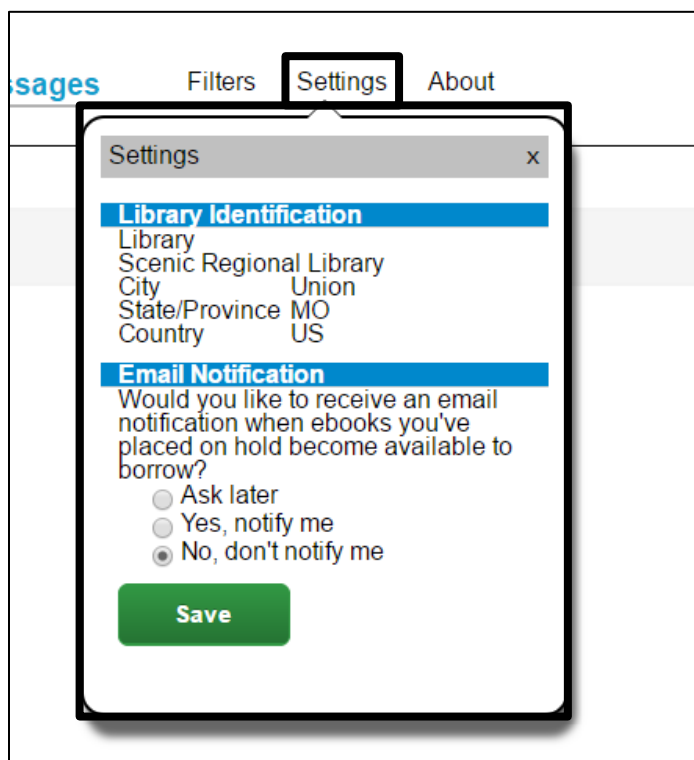


The Cloud Library Home Page, continued

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

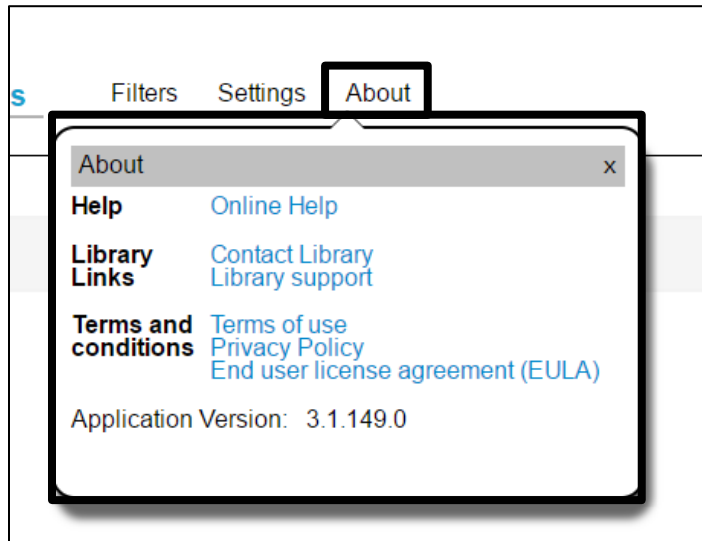


Settings – Clicking on this allows you to set email notifications for your account.

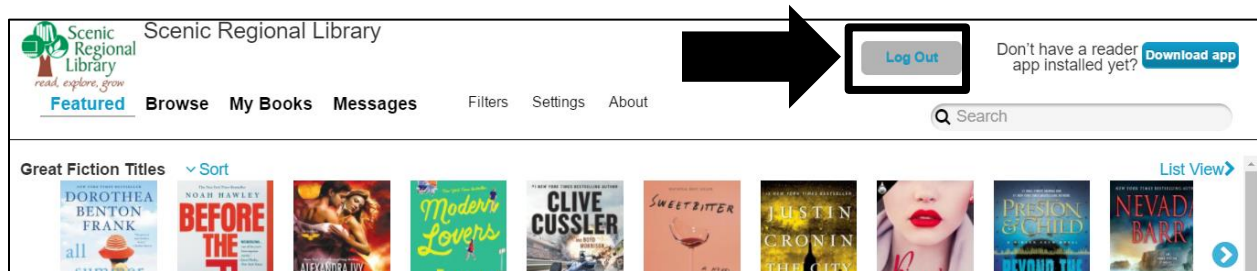


The Cloud Library Home Page, continued

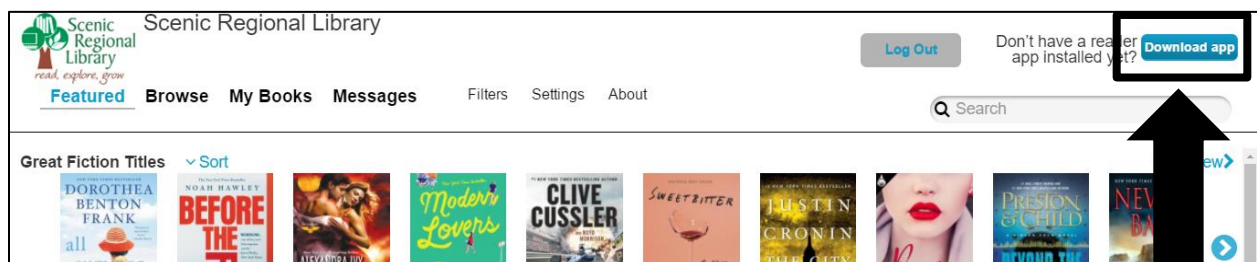
About – Clicking on this allows you to access various help functions as well as the legalities of using Cloud Library.



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

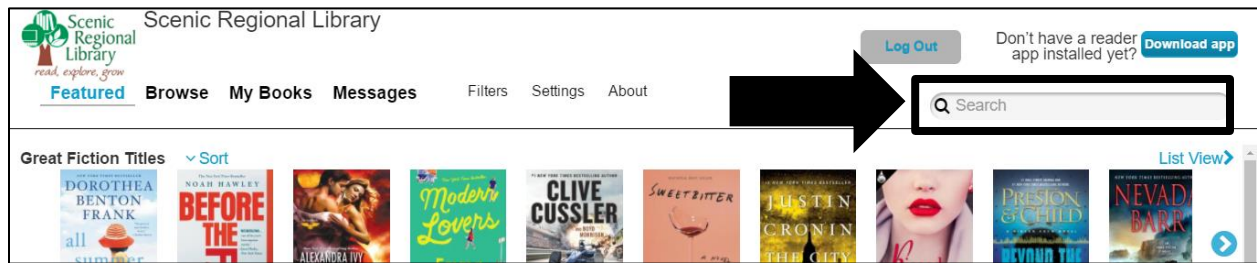


Download App – Clicking on this takes you to Cloud Library's website, where you can access information on all of Cloud Library's Apps.

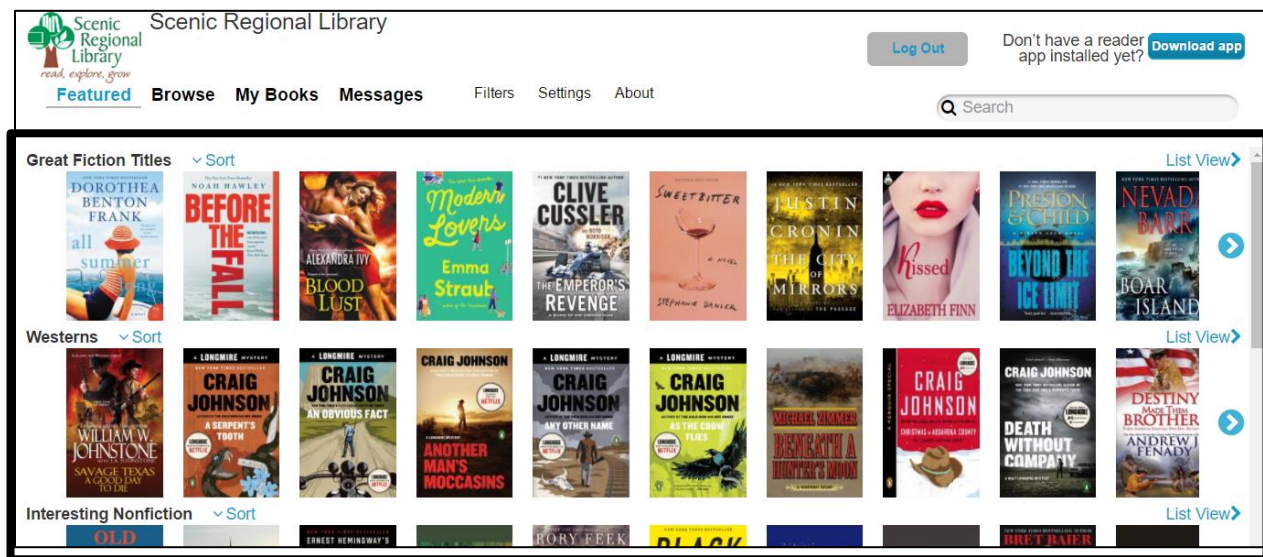


The Cloud Library Home Page, continued

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.

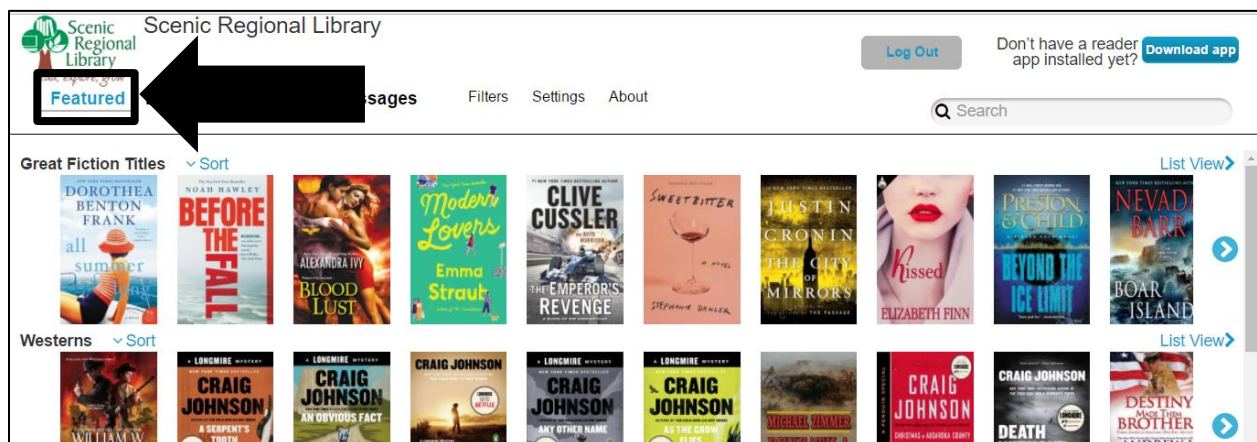
1. Featured Collection
2. Browse Button
3. Search Function

Featured

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

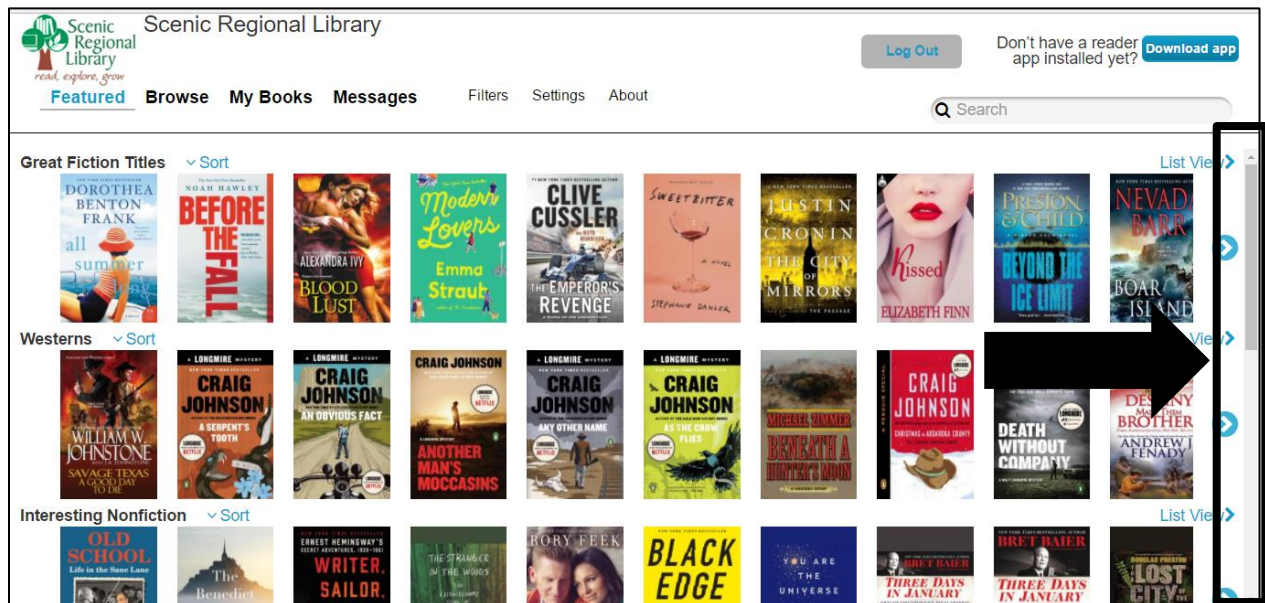
Follow these steps to browse and borrow a title from the featured collection.

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

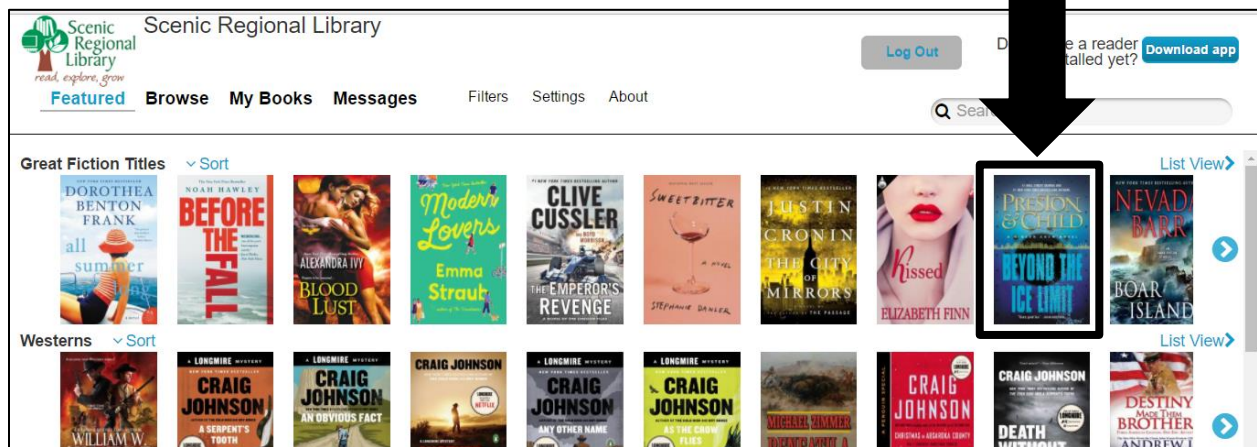


Browsing and Borrowing Titles, continued

2. Scroll vertically to see all the genres.

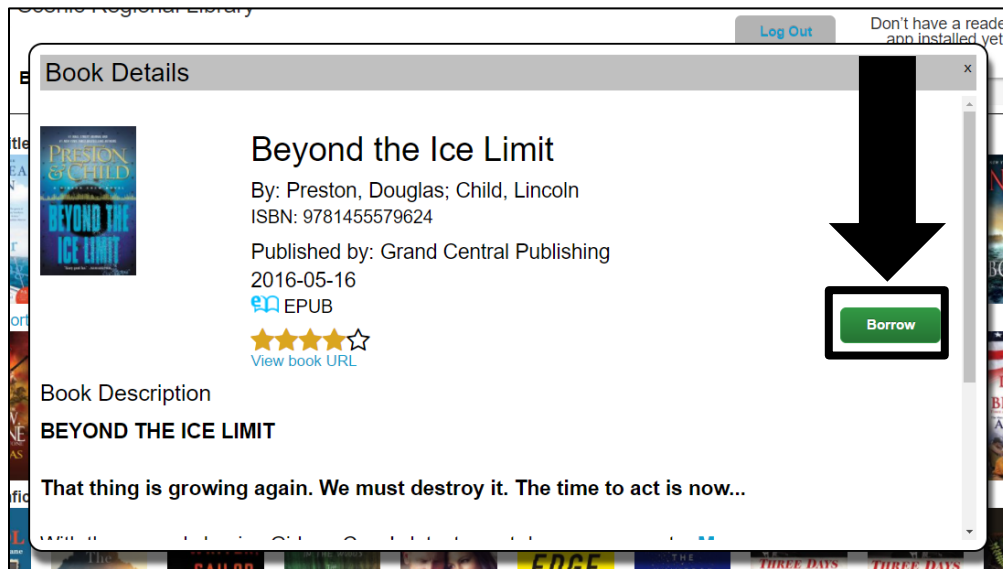


3. Click on any title's cover.



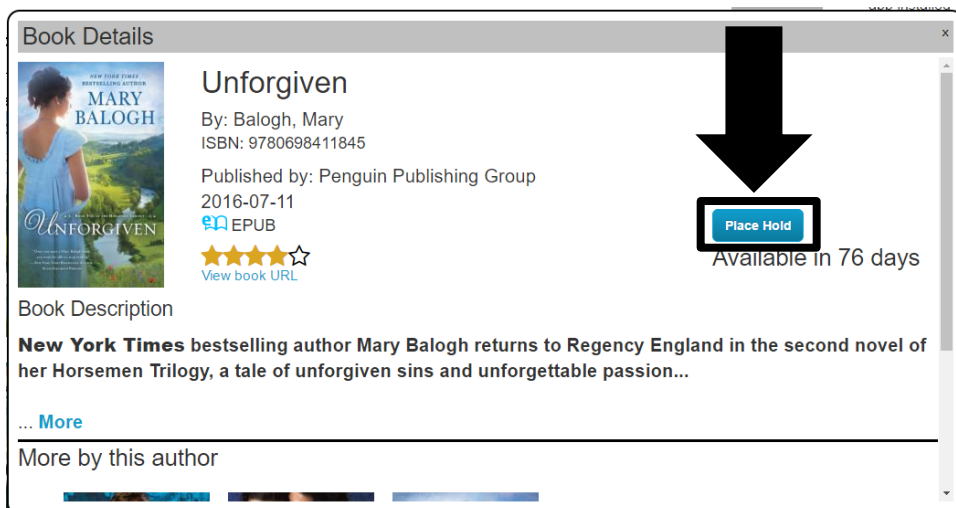
Browsing and Borrowing Titles, continued

4. Click "Borrow."



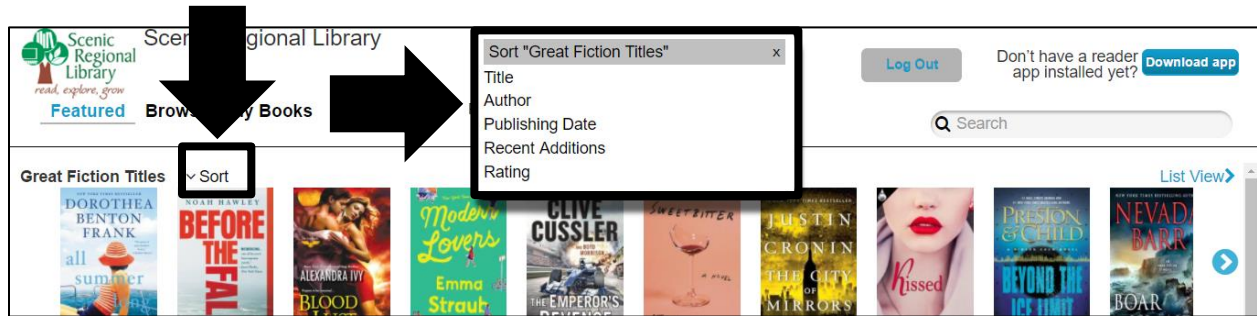
Notes

If the title is checked out, the Borrow button will be replaced with a Place Hold button.

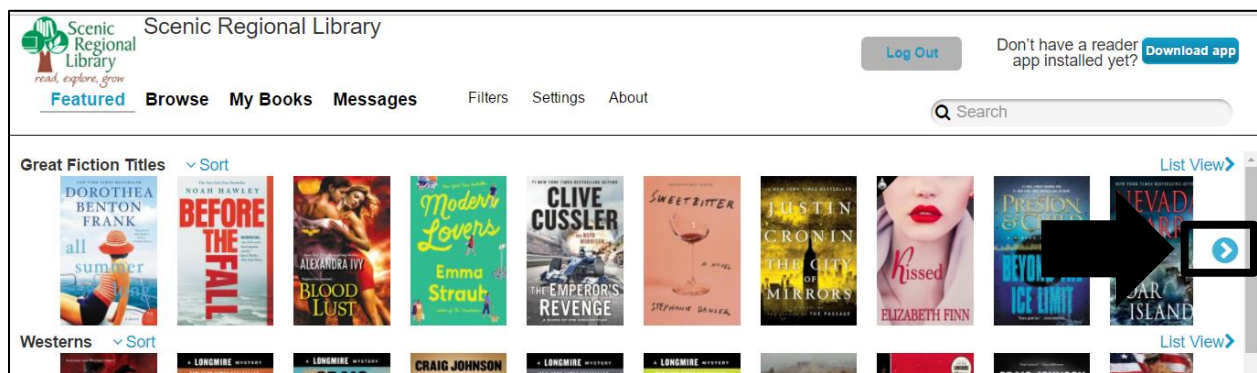


Browsing and Borrowing Titles, continued

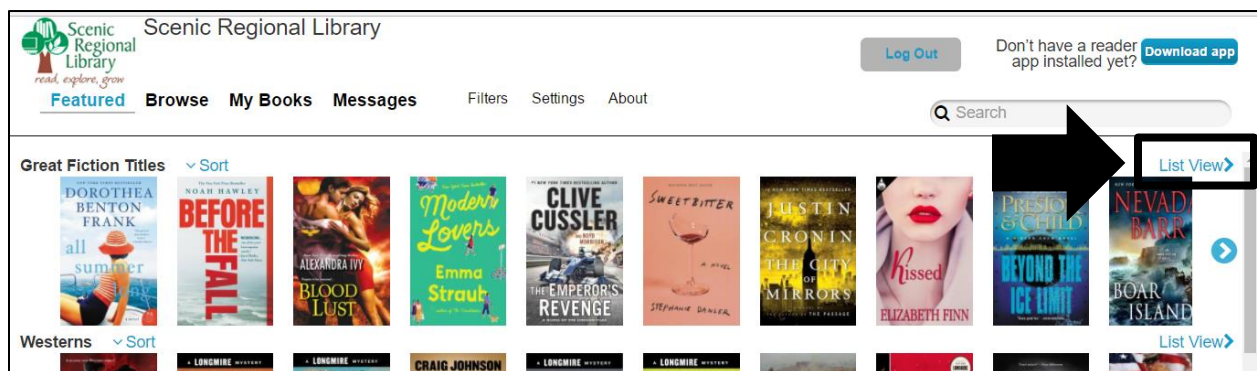
You can change the order of the titles by clicking on “Sort” and choosing a different sorting order.



You can see additional titles by clicking on the blue arrow.

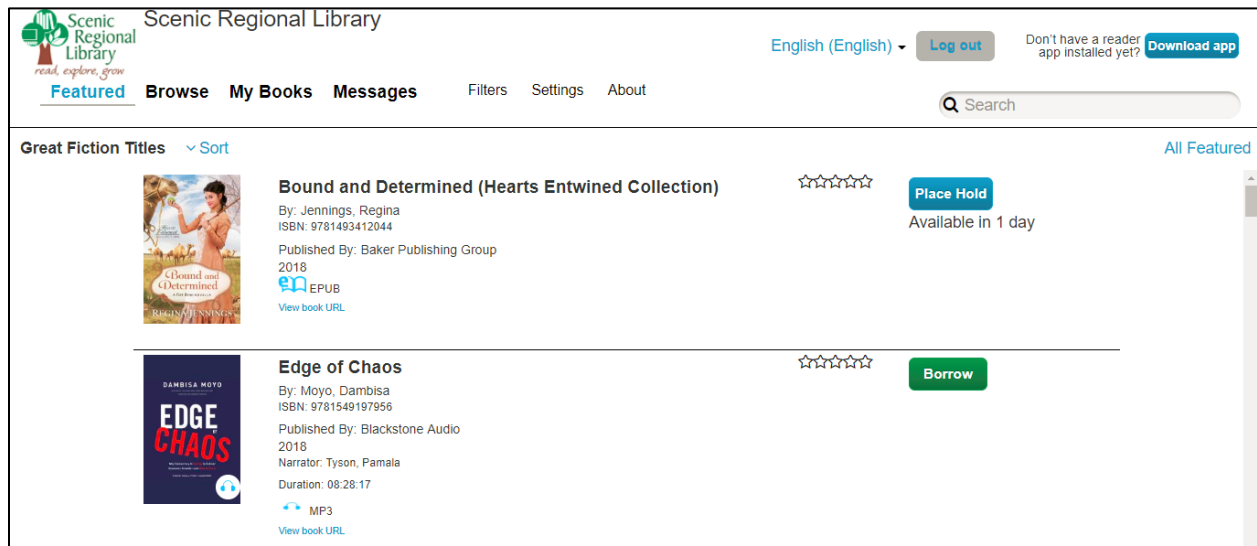


You can change how the titles are displayed by clicking on “List View.” When you select this view, the Place Hold and Borrow buttons will be displayed as well.



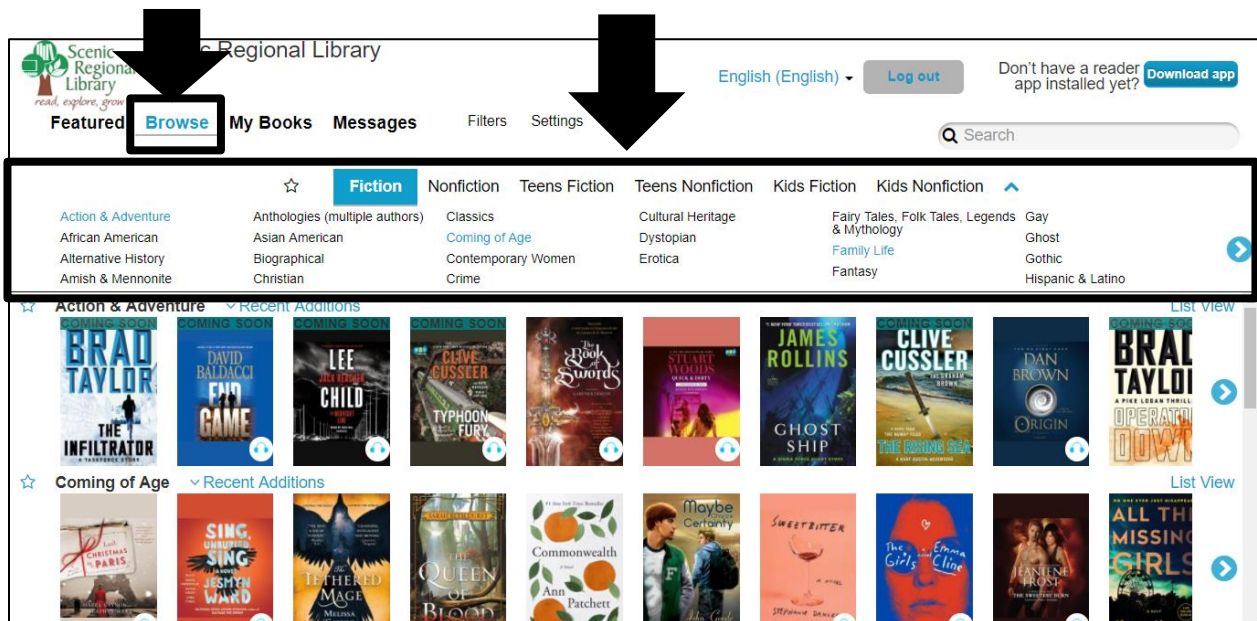
Browsing and Borrowing Titles, continued

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.

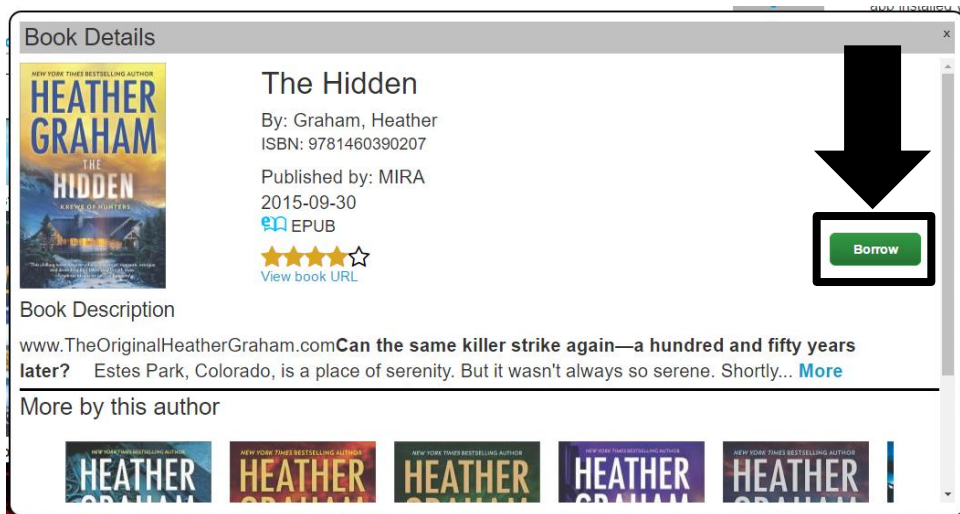


Browsing and Borrowing Titles, continued

3. Click on any title's cover.

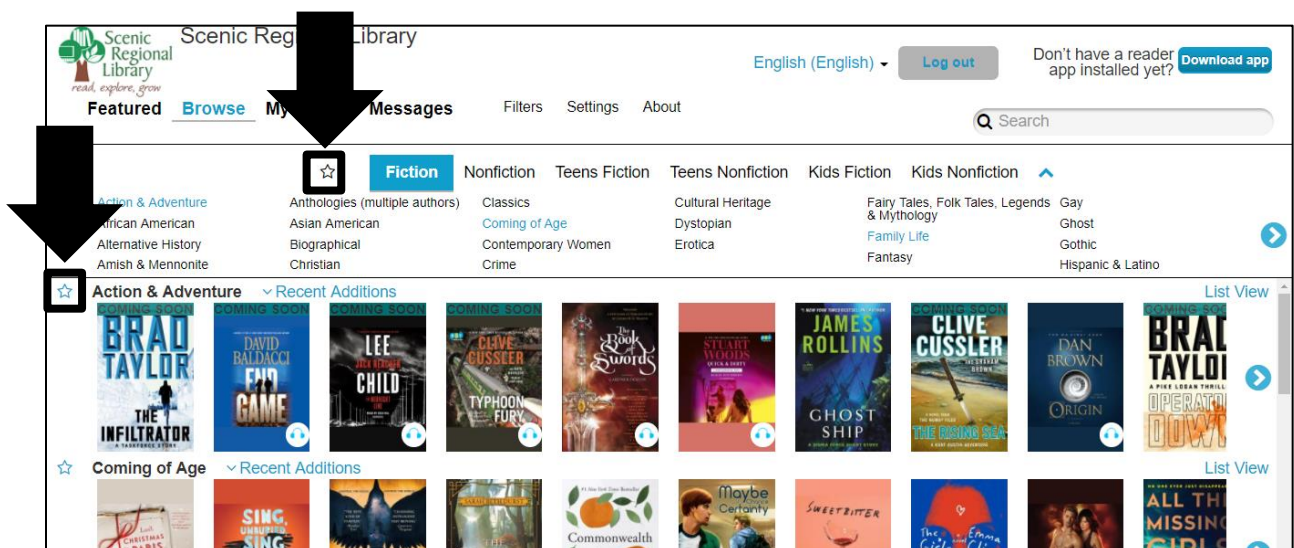


4. Click "Borrow."



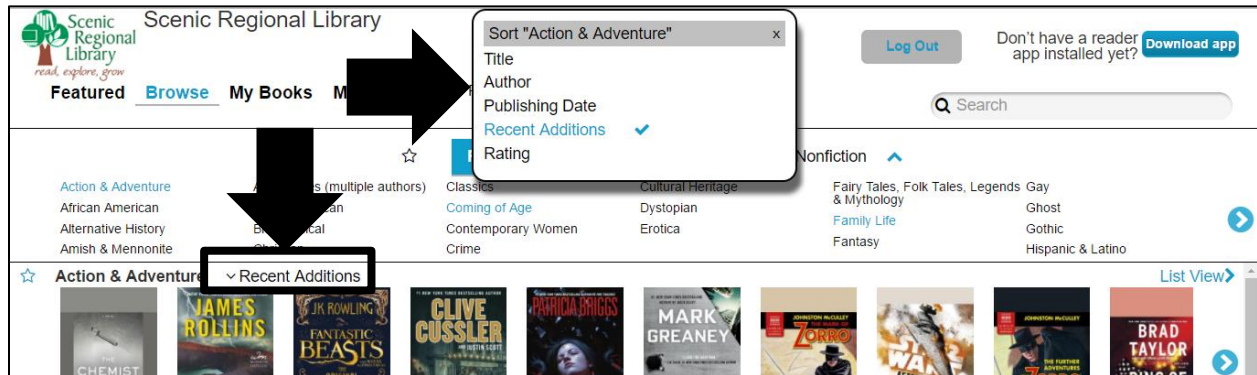
Notes

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.



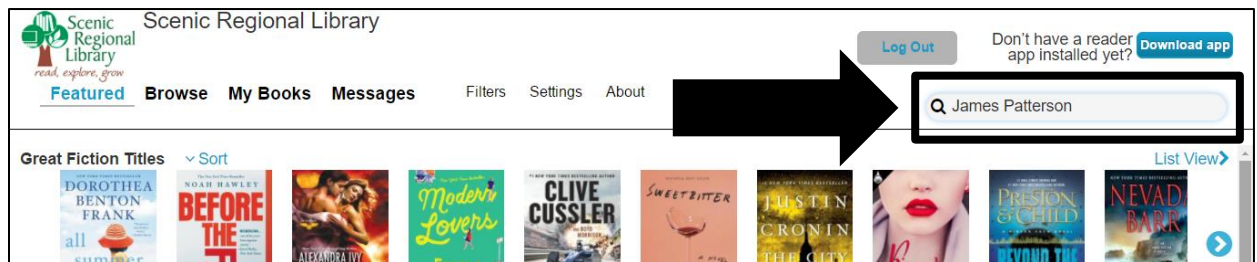
Browsing and Borrowing Titles, continued

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

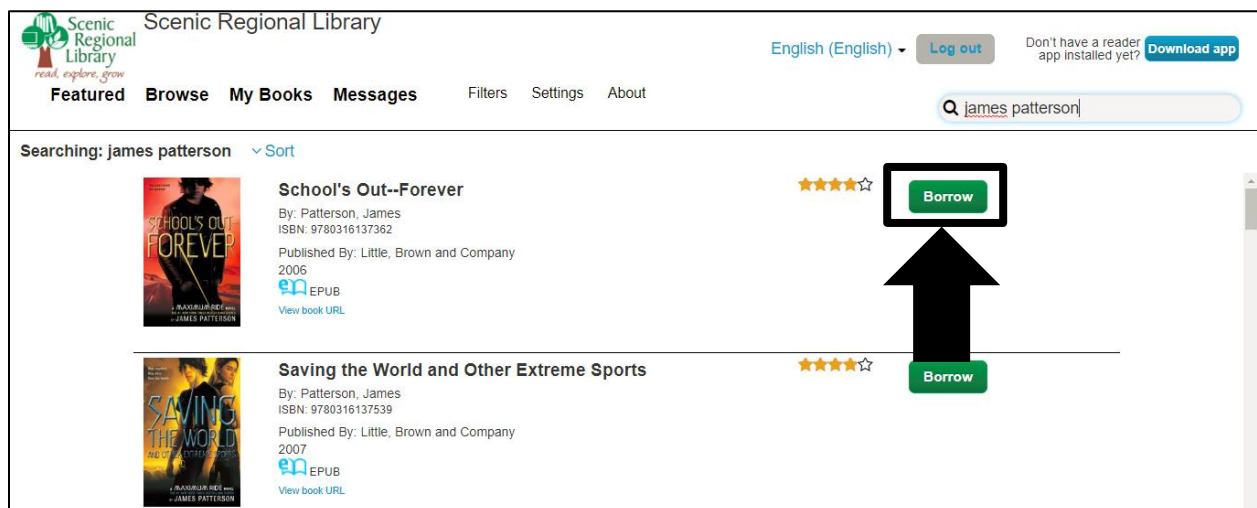


Follow these steps to browse and borrow a title using the search feature.

1. Click on the search field.
2. Enter your search words.
3. Click the magnifying glass.



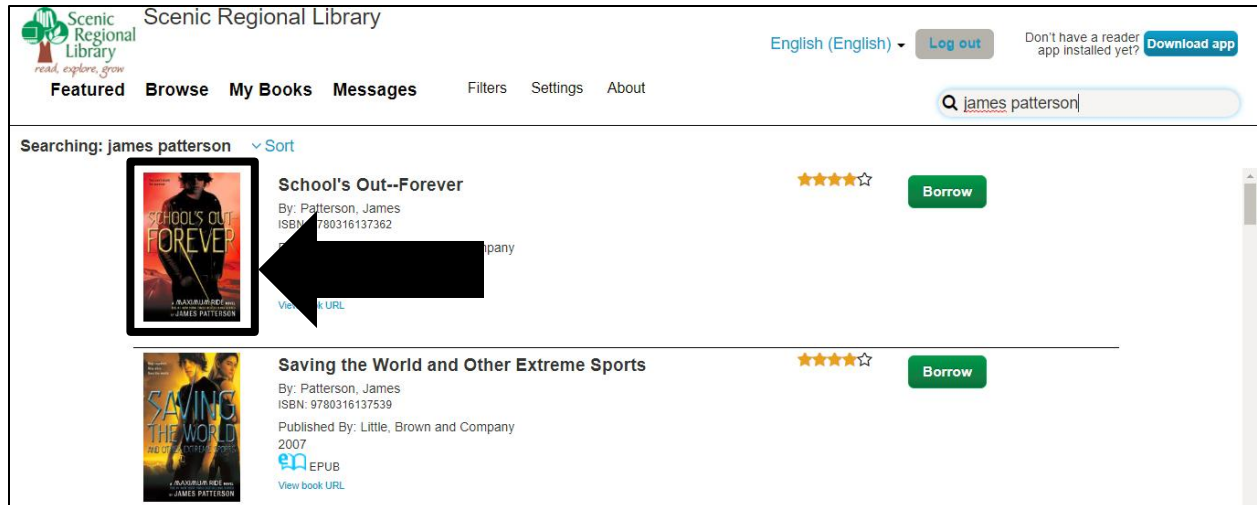
4. Vertically scroll through the results until you find a title you want.
5. Click “Borrow.”



Browsing and Borrowing Titles, continued

Notes

Clicking on any title's cover will reveal a book details pop up with window with a description of the title.



Scenic Regional Library

English (English) Log out Don't have a reader app installed yet? Download app

Featured Browse My Books Messages Filters Settings About

Q james patterson

Searching: james patterson Sort

School's Out--Forever
By: Patterson, James
ISBN: 9780316137362
View book URL

★★★★☆ Borrow

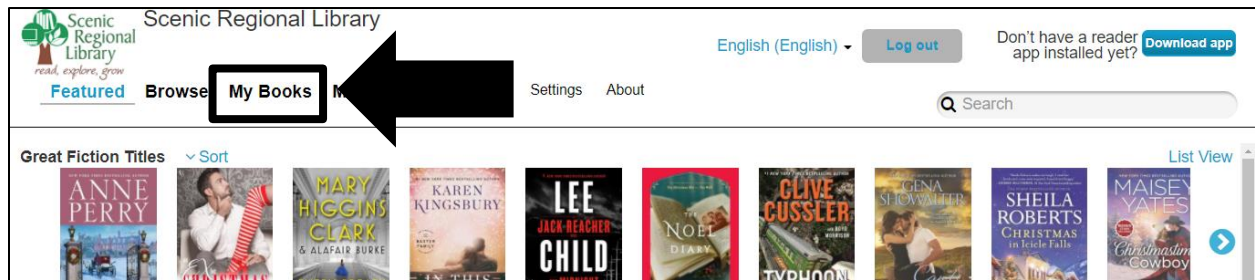
Saving the World and Other Extreme Sports
By: Patterson, James
ISBN: 9780316137539
Published By: Little, Brown and Company
2007
EPUB
View book URL

★★★★☆ Borrow

Reading an eBook

Follow these steps to stream your eBook on your laptop or computer.

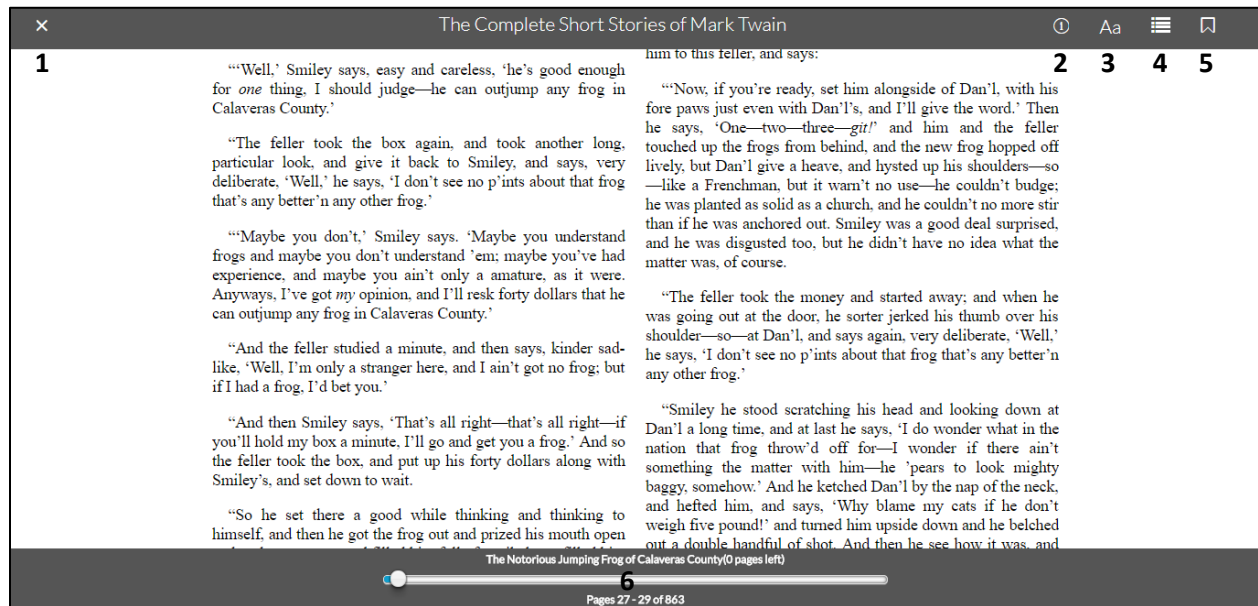
1. Click "My Books."



2. Click "Read."



Reading an eBook, continued



- 1 – Close button: click to exit your eBook
- 2 – Information button: click to access details about the title
- 3 – Text Size button: click to change the text size and other options (theme, layout, font type)
- 4 – Table of Contents button: click to access an interactive table of contents and your bookmarks
- 5 – Bookmark button: click to bookmark the page you are reading
- 6 – Progress Bar: click, hold, and drag the circle to move quickly forward or backward in the book

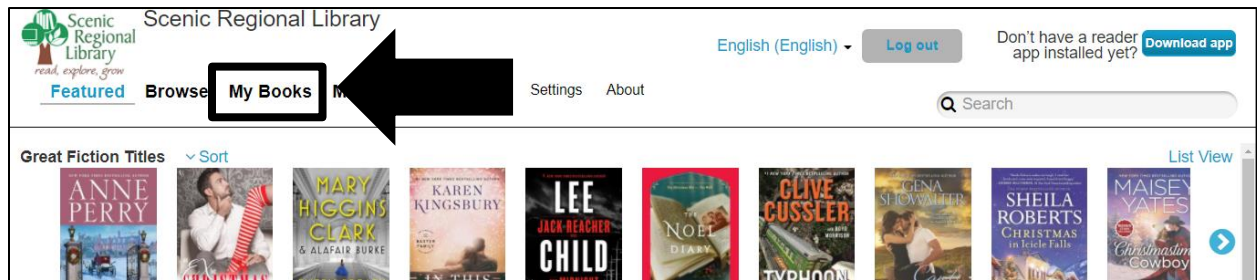
Notes

- Click on the right side of the screen to turn the page forward.
- Click on the left side of the screen to turn the page back.
- Click in the center of the screen to display the top and bottom menus. Click in the center of the screen again to hide the top and bottom menus.

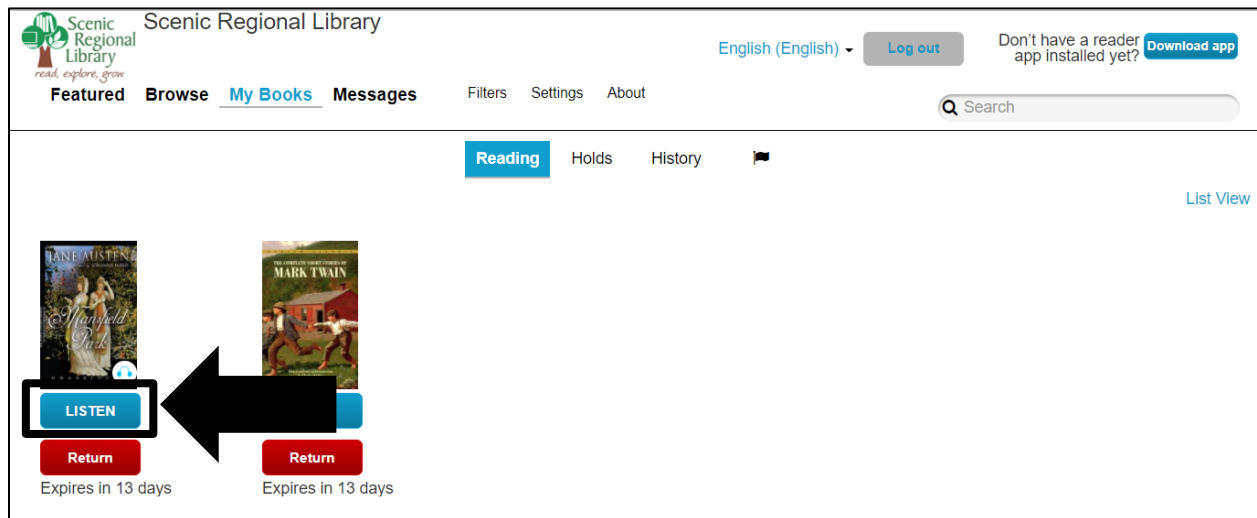
Listening to an eAudiobook

Follow these steps to stream your eAudiobook.

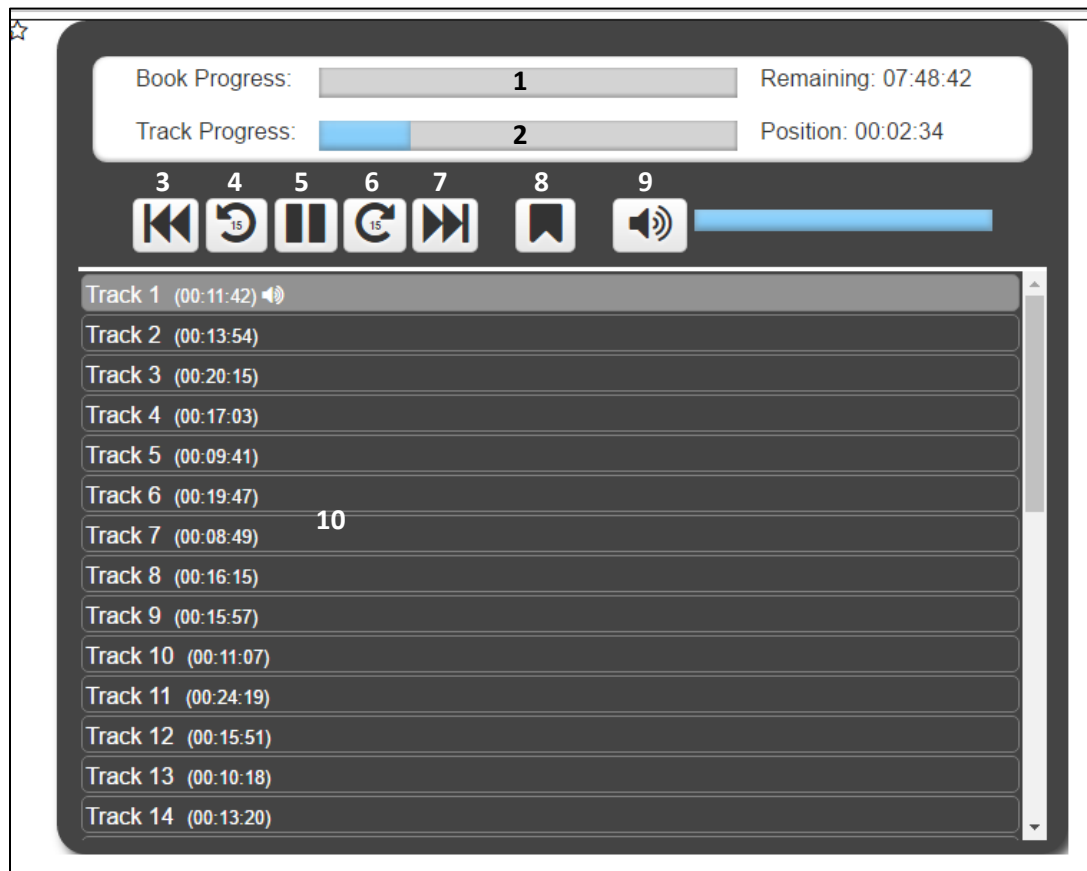
1. Click on “My Books.”



2. Click “Listen.”



Listening to an eAudiobook, continued

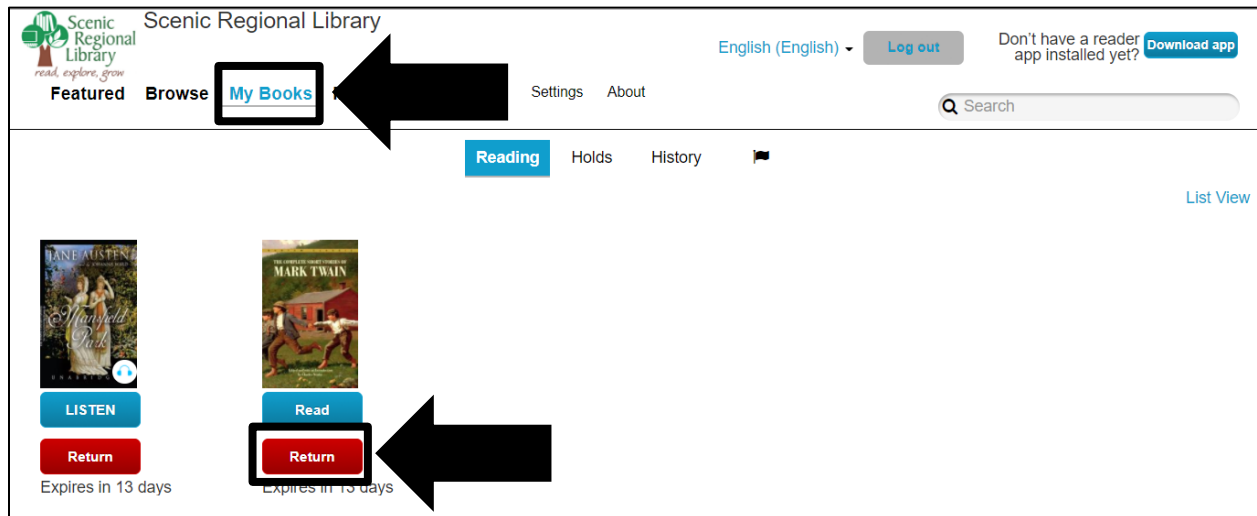


- 1 – Book Progress Bar: reveals your book progress and remaining listening time
- 2 – Track Progress Bar: reveals your track progress and remaining listening time
- 3 – Previous Track button: click to go to the previous track
- 4 – 15 Second Rewind button: click to rewind the track in 15 second increments
- 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

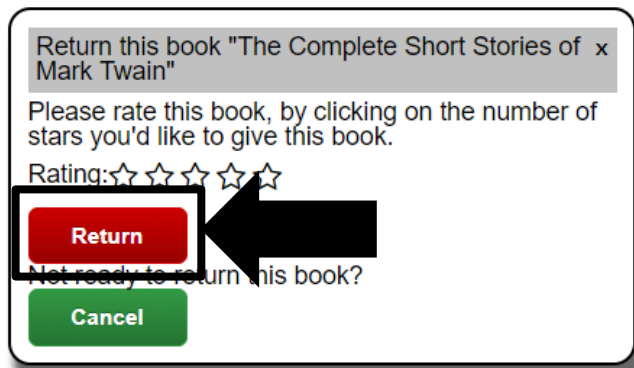
Returning a Title Early

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 bibliotheca 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®	PC/Mac App Windows™ / Mac OS X NOOK™ eReader (and some older NOOK tablets) Kobo™ eReader
Android App Android™ Phones Android™ Devices	Kindle Fire App Kindle Fire™ Kindle Fire HD Kindle Fire HDX
NOOK App NOOK™ Tablets	

* Not supported by all versions.

Please see our device brochures for additional help with Cloud Library on devices.