Cloud Library Help Guide

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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 <u>www.scenicregional.org</u>.
- 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."

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lessage	Enter Your Library Card ID	1	Cance	
		COMING SOON	COLLEEN	

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.

<u>Featured Button</u> – Clicking on this displays the featured collection in the main viewing window.



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



<u>My Books</u> – 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.

Scenic Regiona Library read, explore, grow	Scenic	Regional Library				English (English) -	Log out	Don't have a reader Download app app installed yet?
Featured	Browse	My Books		tings Abo	ut		Q Se	earch
			Reading	Holds	History) m		
								List View
LISTEN Return Expires in 13	days	Read Expires in 13 days						

<u>Messages</u> – Clicking on this takes you to a page that lists your messages.

Scenic Scenic Regional Library Library Featured Browse My Books Messages	Log Out Don't have a reader Download app app installed yet?
No Messages	

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



<u>Settings</u> – Clicking on this allows you to set email notifications for your account.

sages	Filters Settings About	_
		×
	Library Identification Library Scenic Regional Library City Union	
	State/Province MO Country US Email Notification	
	Would you like to receive an email notification when ebooks you've placed on hold become available to borrow? Ask later Yes, notify me No, don't notify me	
	Save	

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

	Settings About
About	x
Help	Online Help
Library Links	Contact Library Library support
	Terms of use Privacy Policy End user license agreement (EULA)
Application	Version: 3.1.149.0

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

Scenic Regional Library Featured Browse My Bo	nal Library poks Messages ^{Filters}	Settings About		Log Out Q Sea		eader Download app d yet?
Great Fiction Titles DOROTHEA BETTON FRANK all	Moderni Alexandra III		JUSTIN ČRONIN THEICITY		Presion s cuild	List View>

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



<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.



2. Scroll vertically to see all the genres.



3. Click on any title's cover.



4. Click "Borrow."



<u>Notes</u>

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





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.



The screenshot below illustrates the list view.

Regional Library Featured Browse My E		English (English) - Log ou	Don't have a reader Download app app installed yet? Download app
Great Fiction Titles V Sort		(C)	All Featured
Chand and Chand and Barry of Fission	Bound and Determined (Hearts Entwined Collection) By: Jennings, Regina ISBN: 9781493412044 Published By: Baker Publishing Group 2018 CHEPUB View book URL	ນີເວັດໂດນີ Place Ho Available	
	Edge of Chaos By: Moyo, Dambisa ISBN: 9781549197956 Published By: Blackstone Audio 2018 Narrator: Tyson, Pamala Duration: 08:28:17 MP3 View book URL	ជាជាជាជា Borrow	

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.



3. Click on any title's cover.



4. Click "Borrow."

		Stallou Yo
Book Details		×
NEW YORK TIMES BESTELLING AUTHOR	The Hidden	- î -
GRAHAM	By: Graham, Heather ISBN: 9781460390207	
	Published by: MIRA 2015-09-30	
America	Constant Con	
Book Description		
•	Graham.com Can the same killer strike again—a hundred and fifty years orado, is a place of serenity. But it wasn't always so serene. Shortly More	
More by this author		
HEATHER	HEATHER HEATHER HEATHER	

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.



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."



<u>Notes</u>

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

Regional Library read, explore, grow	ional Library Books Messages Filters Settings About	English (English) - Log out Don't have a reader Download app
Searching: james patterson		Q james patterson
	Saving the World and Other Extreme Sports By: Patterson, James ISBN: 9780316137539 Published By: Little, Brown and Company 2007 EPUB Vew 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

×	The Complete Short Stor	ries of Mark Twain	1	Aa		
1	 "Well,' Smiley says, easy and careless, 'he's good enough for one thing. I should judge—he can outjump any frog in Calaveras County.' "The feller took the box again, and took another long, particular look, and give it back to Smiley, and says, very deliberate, 'Well,' he says, 'I don't see no p'ints about that frog that's any better'n any other frog.' "'Maybe you don't, 'Smiley says. 'Maybe you understand frogs and maybe you don't understand 'em; maybe you've had experience, and maybe you ain't only a amature, as it were. Anyways, I've got my opinion, and I'll resk forty dollars that he can outjump any frog in Calaveras County.' "And the feller studied a minute, and then says, kinder sad-like, 'Well, I'm only a stranger here, and I ain't got no frog; but if I had a frog, I'd bet you.' 	him to this teller, and says: "Now, if you're ready, set him alongside of Dan'l, with fore paws just even with Dan'l's, and I'll give the word.' Th he says, 'One—two—three—git!' and him and the fe touched up the frogs from behind, and the new frog hopped lively, but Dan'l give a heave, and hysted up his shoulders- —like a Frenchman, but it warn't no use—he couldn't bud he was planted as solid as a church, and he couldn't no more than if he was anchored out. Smiley was a good deal surpris and he was disgusted too, but he didn't have no idea what matter was, of course. "The feller took the money and started away; and when was going out at the door, he sorter jerked his thumb over shoulder—so—at Dan'l, and says again, very deliberate, 'We he says, 'I don't see no p'ints about that frog that's any bette any other frog.'	hen ller off -so ge; stir the he his ell,'	3	4	5
	"And then Smiley says, 'That's all right—that's all right—if you'll hold my box a minute, I'll go and get you a frog.' And so the feller took the box, and put up his forty dollars along with Smiley's, and set down to wait. "So he set there a good while thinking and thinking to himself, and then he got the frog out and prized his mouth open	"Smiley he stood scratching his head and looking down Dan'l a long time, and at last he says, 'I do wonder what in nation that frog throw'd off for—I wonder if there as something the matter with him—I he 'pears to look mig baggy, somehow.' And he ketched Dan'l by the nap of the ne and hefted him, and says, 'Why blame my cats if he dc weigh five pound!' and turned him upside down and he belcl out a double handful of shot. And then he see how it was. '	the in't hty eck, on't hed			
	The Notorious Jumping Frog of C					

- 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

Book Progress:	1	Remaining: 07:48:42
Track Progress:	2	Position: 00:02:34
) 》
Track 1 (00:11:42) 🕪		
Track 2 (00:13:54)		
Track 3 (00:20:15)		
Track 4 (00:17:03)		
Track 5 (00:09:41)		
Track 6 (00:19:47)		
Track 7 (00:08:49)		
Track 8 (00:16:15)		
Track 9 (00:15:57)		
Track 10 (00:11:07)		
Track 11 (00:24:19)		
Track 12 (00:15:51)		
Track 13 (00:10:18)		
Track 14 (00:13:20)		

- 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."

Scenic Regional Library read, explore, grow		Soft	tings About	English (English) -	Log out	Don't have a reader Download app app installed yet?
Featured	Browse My Books	360	angs About		Q Se	arch
		Reading	Holds History) m		
						List View
LISTEN Return Expires in 13	Read Read Cays	s				

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.

	neca works with a huge range of eReading devices, and we're adding support all able to view and download content on to the following recognized devices:
iOS App	PC/Mac App
iPad© iPhone©	Windows" / Mac OS X
iPod touch®	NOOK" eReader (and some older NOOK tablets) Kobo" eReader
Android App	Kindle Fire App
Android [®] Phones	Kindle Fire"
Android"" Devices	Kindle Fire HD Kindle Fire HDX
NOOK App	NINGE FIELDX
NOOK" Tablets	

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