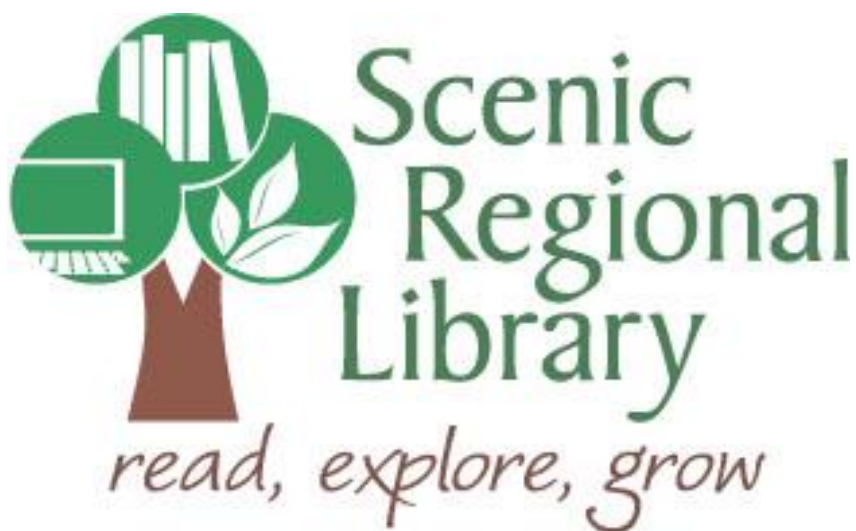


# Cloud Library Mobile App Help Guide

April 2019



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## **Welcome!**

Scenic Regional Library offers patrons eBooks and eAudiobooks through Cloud Library. The purpose of this help guide is to provide you with the information you will need to use the Cloud Library Mobile App.

## **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.

## **Downloading the Cloud Library App**

If you are using an Apple device (iPad or iPhone), go to the App Store and search for Cloud Library.

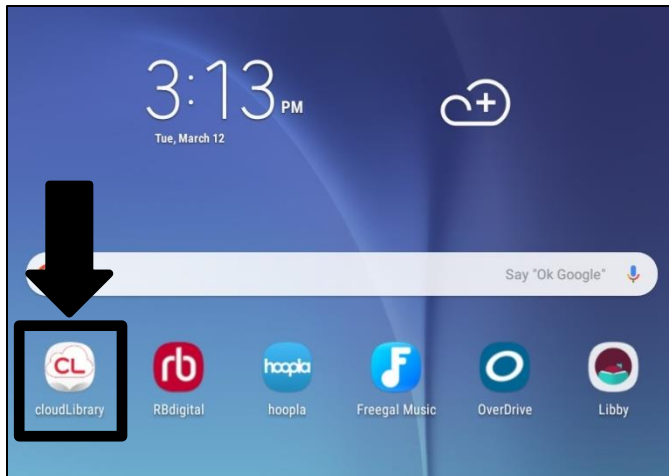
If you are using an Android device (Samsung, Tracfone, etc.), go to the Google Play Store and search for Cloud Library.

Currently, the Cloud Library App is not available in the Amazon App Store for Kindle Fires. Please see the Borrowing Titles from Cloud Library on Kindle Fires Tri-Fold Brochure for instructions on how to get the Cloud Library App onto your Kindle Fire. You may also ask a Scenic Regional Library Staff Member for assistance and we would be happy to help.

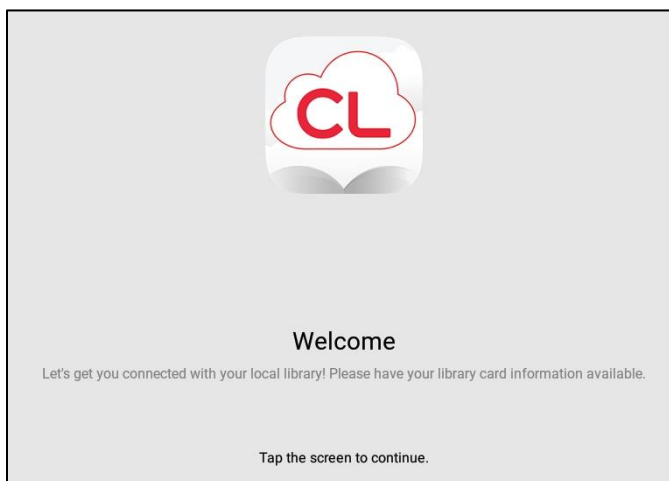
## Logging into the Cloud Library App

Follow these steps to log into the Cloud Library App on your device.

1. Tap on the Cloud Library icon.

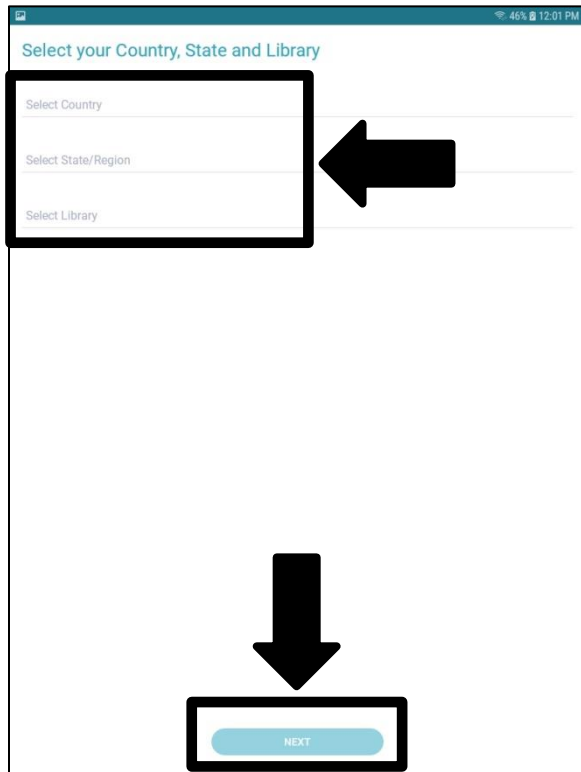


2. Tap the screen to begin.

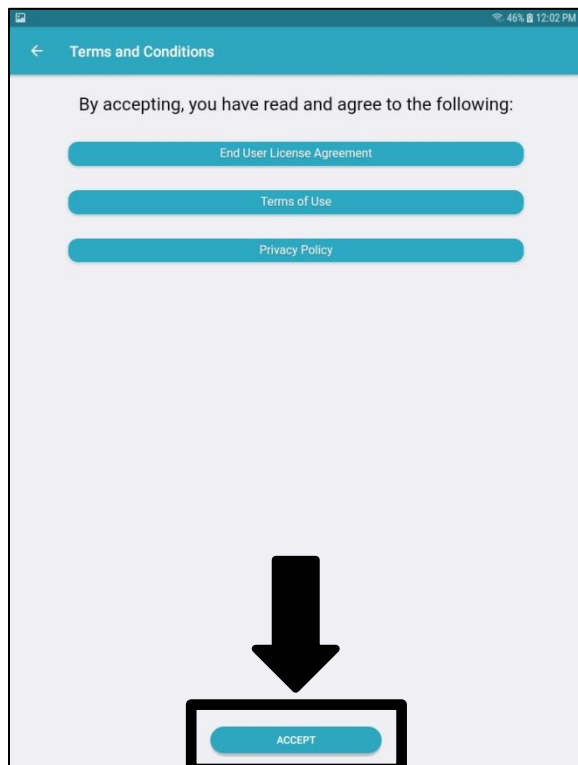


## Logging into the Cloud Library App, continued

3. Select your country, state, and library then click "Next."

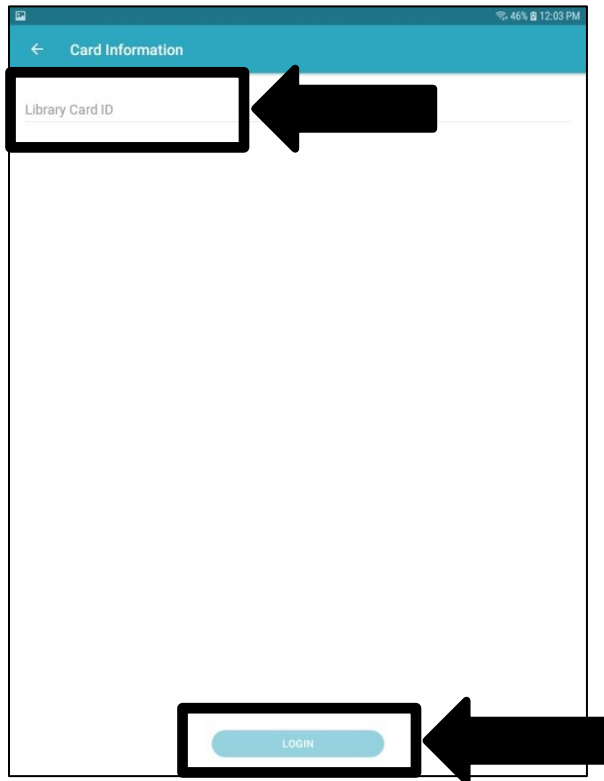


4. Accept the terms and conditions by tapping "Accept."



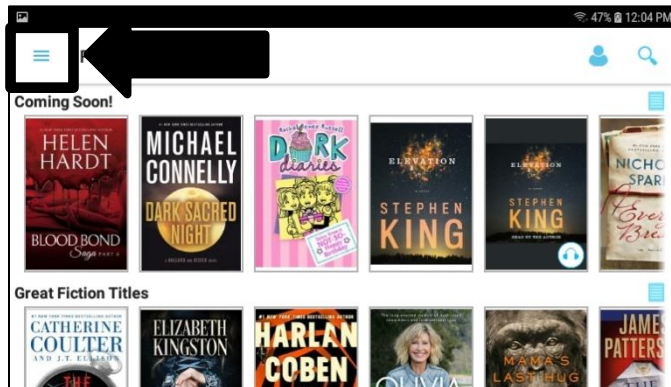
## Logging into the Cloud Library App, continued

5. Enter your library card number and then tap “Login.”

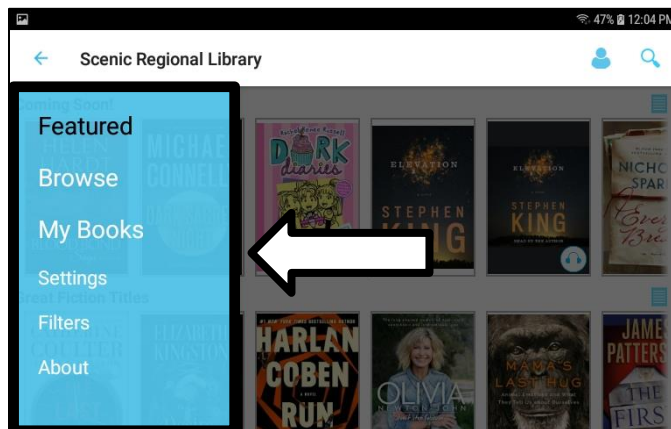


## Cloud Library Mobile App Tour

Menu – Displays a menu of app options.

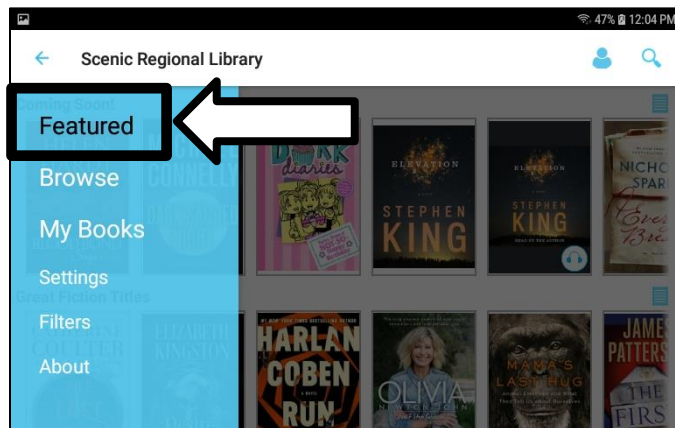


The screen shot below illustrates the app menu choices.

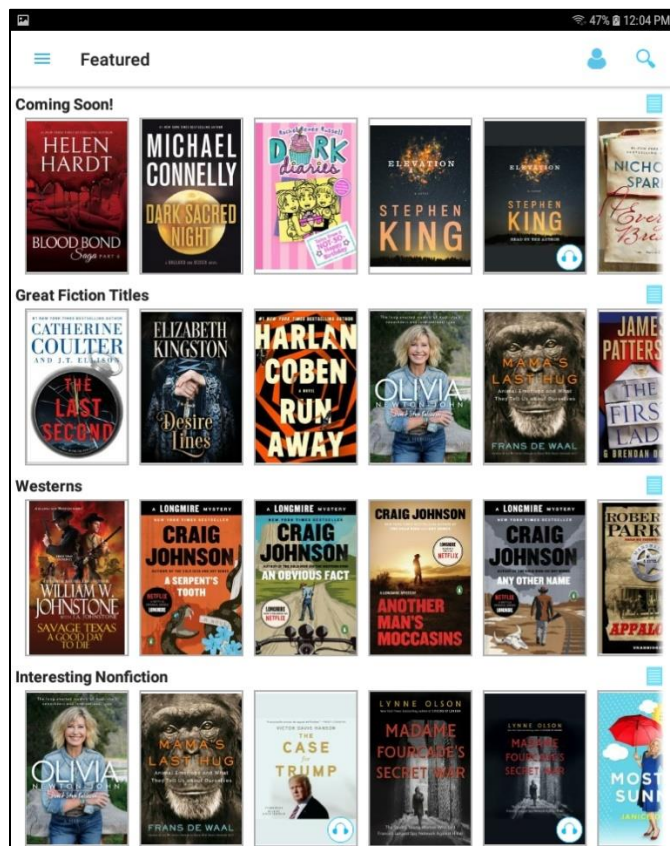


## Cloud Library Mobile App Tour, continued

Menu / Featured – Displays a page of featured titles.



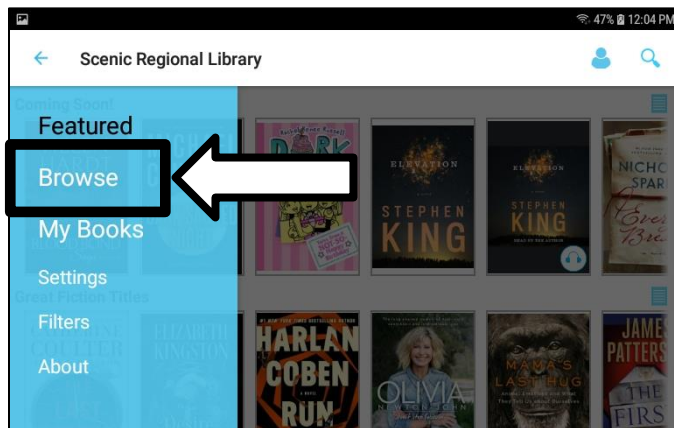
The screen shot below illustrates the featured titles page.



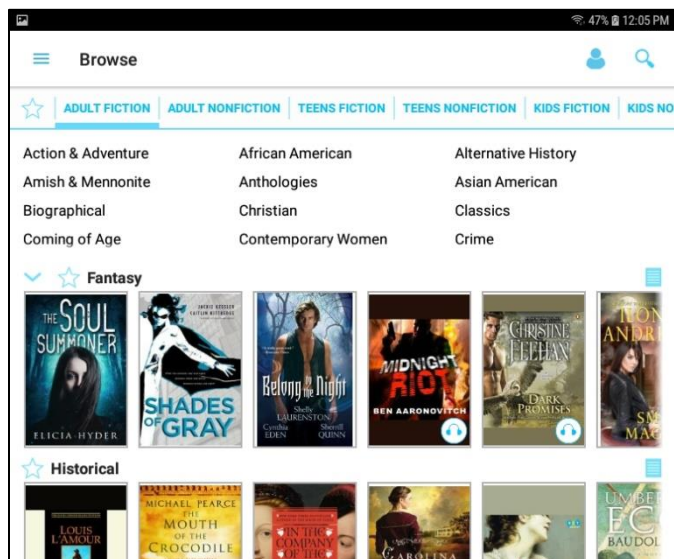


## Cloud Library Mobile App Tour, continued

Menu / Browse – Displays the entire collection of titles with filters you can apply.

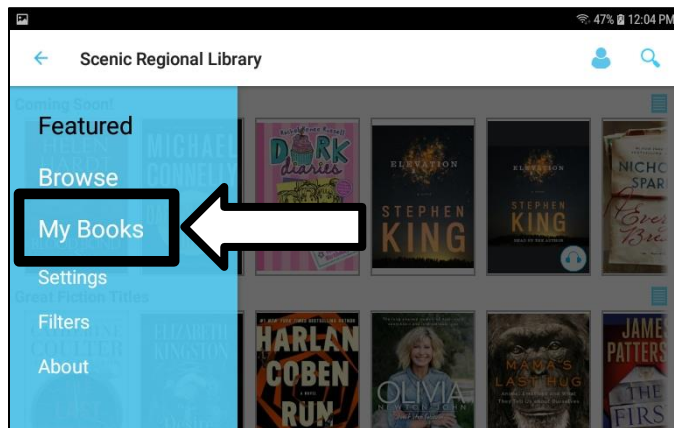


The screen shot below illustrates the browse page.

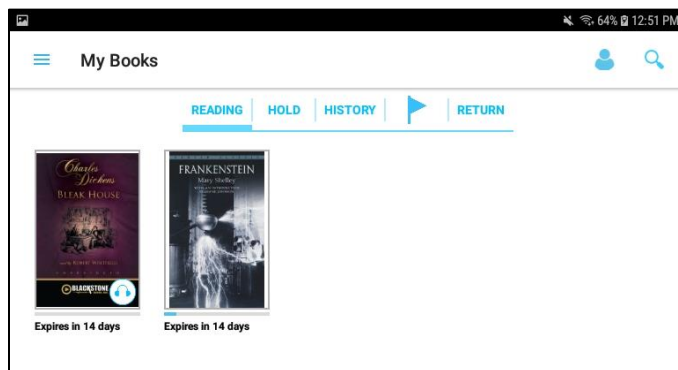


## Cloud Library Mobile App Tour, continued

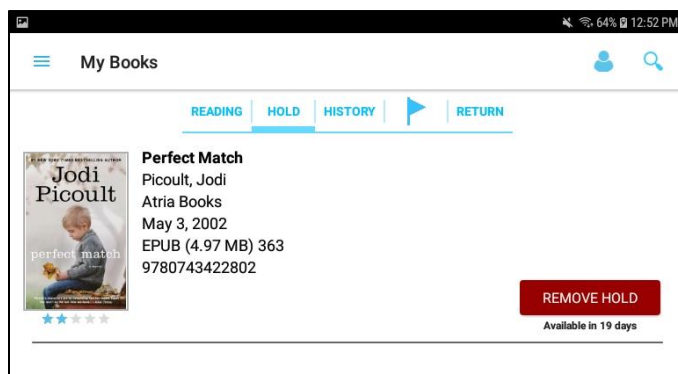
Menu / My Books – Displays the titles you currently have borrowed, have on hold, checked out in the past, are interested in reading (flag), and can return early.



The screen shot below illustrates the My Books / Reading page.

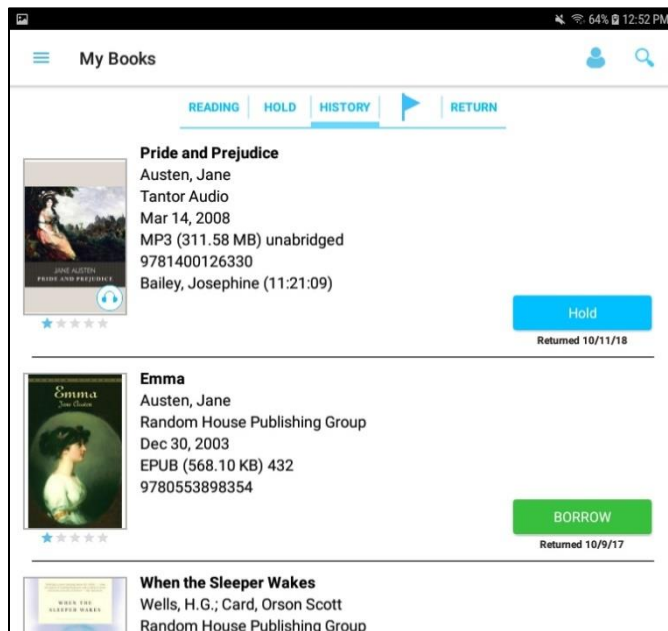


The screen shot below illustrates the My Books / Hold page.

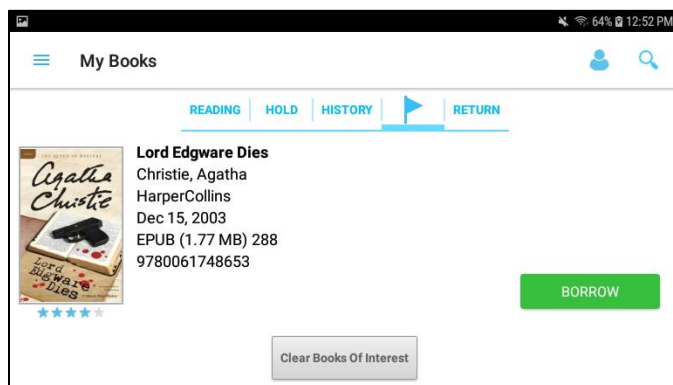


## Cloud Library Mobile App Tour, continued

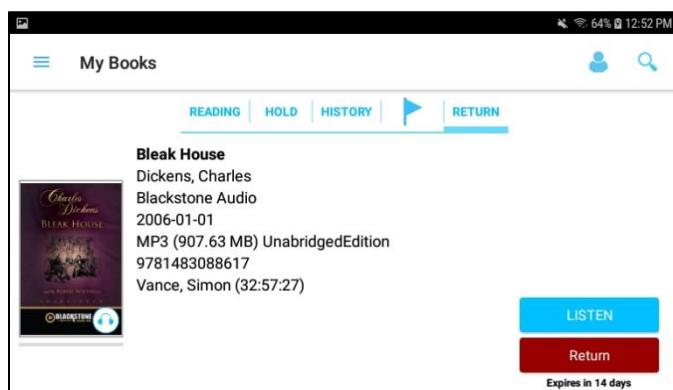
The screen shot below illustrates the My Books / History page.



The screen shot below illustrates the My Books / Interested in Reading (flag) page.

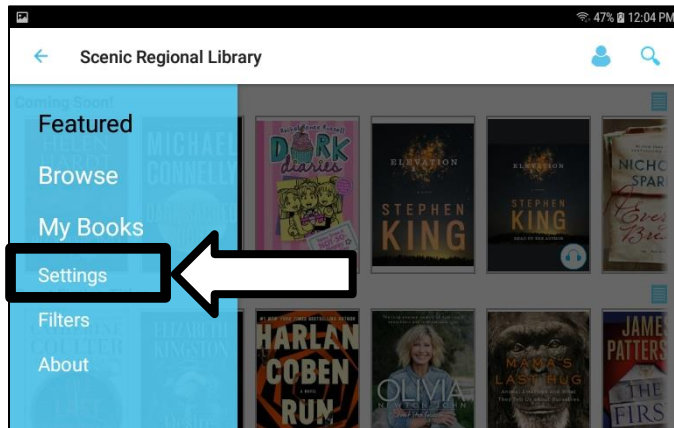


The screen shot below illustrates the My Books / Return page.

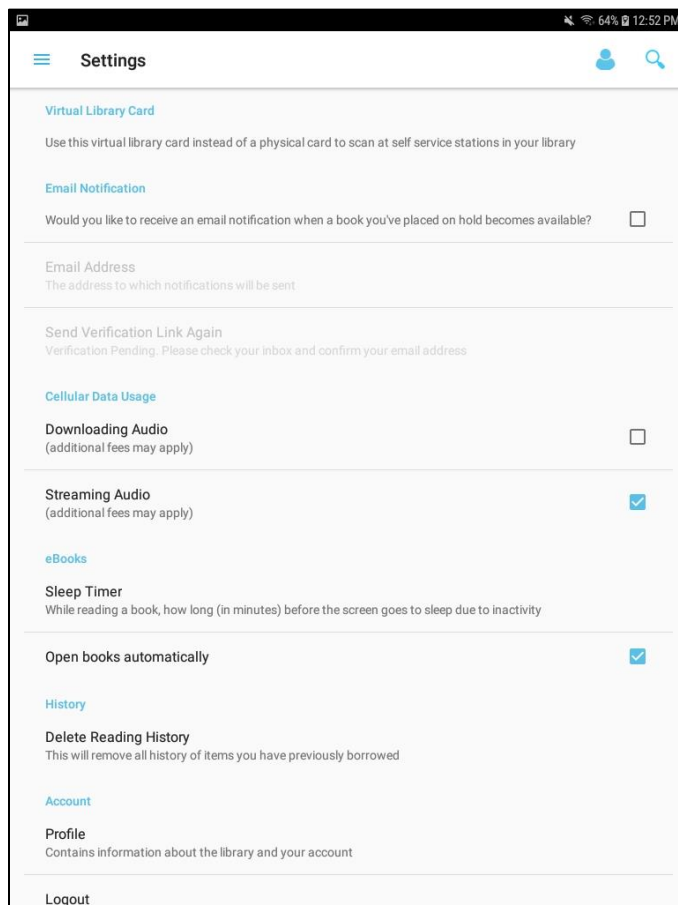


## Cloud Library Mobile App Tour, continued

Menu / Settings – Displays various settings that you can change in your Cloud Library account.

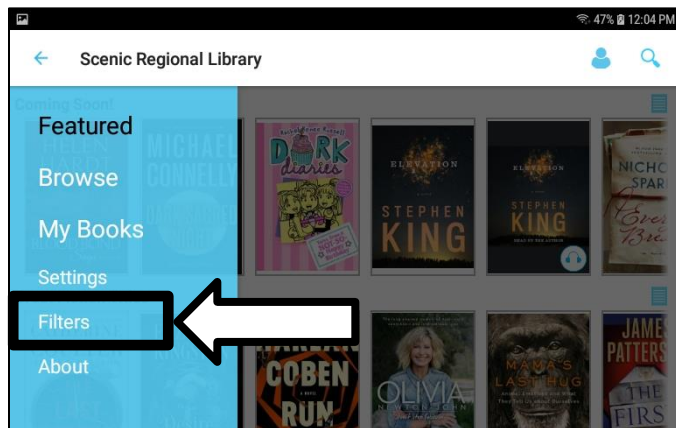


The screen shot below illustrates the settings page. Note that this page also has the Logout command for logging out of the app.

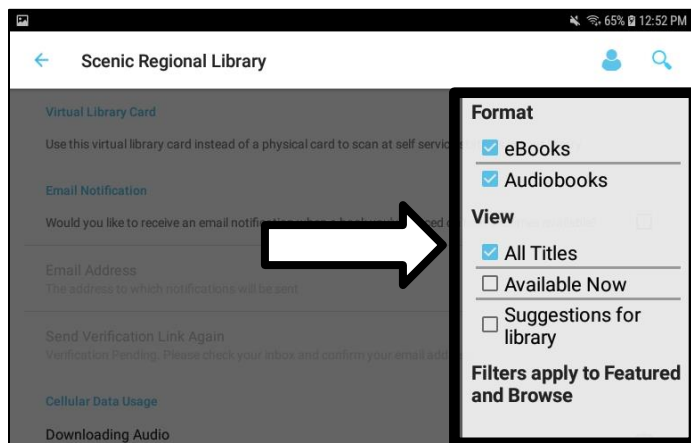


## Cloud Library Mobile App Tour, continued

Menu / Filters – Displays a side menu with options for filtering the collection.

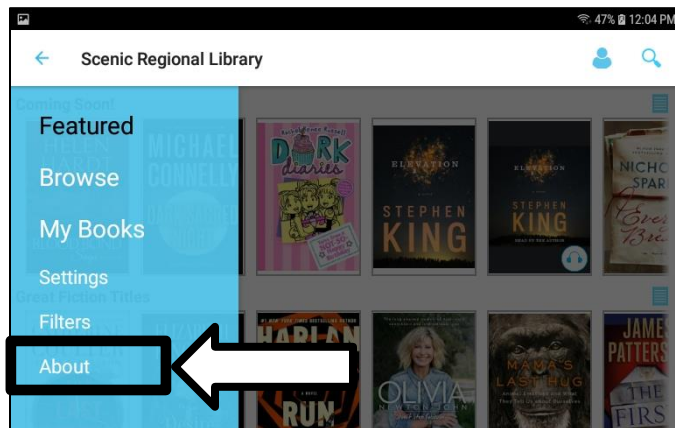


The screen shot below illustrates the filters menu.

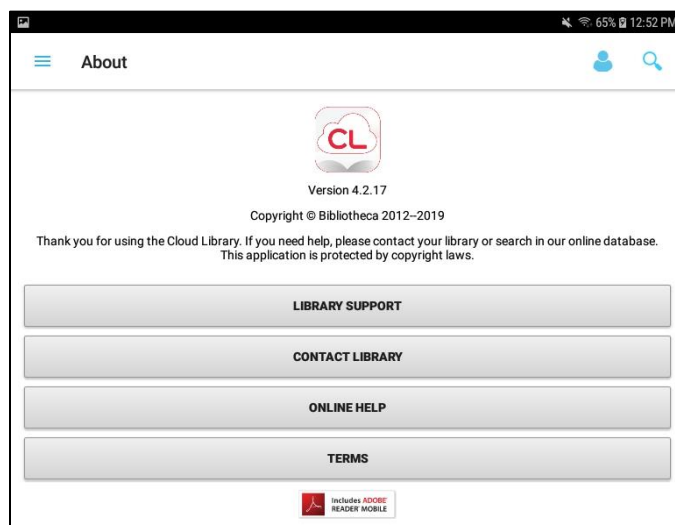


## Cloud Library Mobile App Tour, continued

Menu / About – Displays additional menus for support options for the app as well as the terms of using the app.

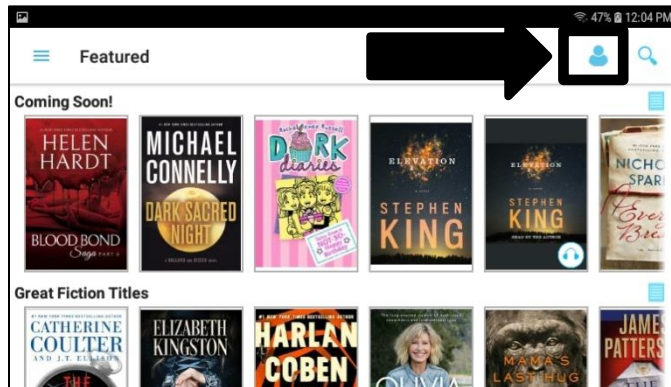


The screen shot below illustrates the about page.

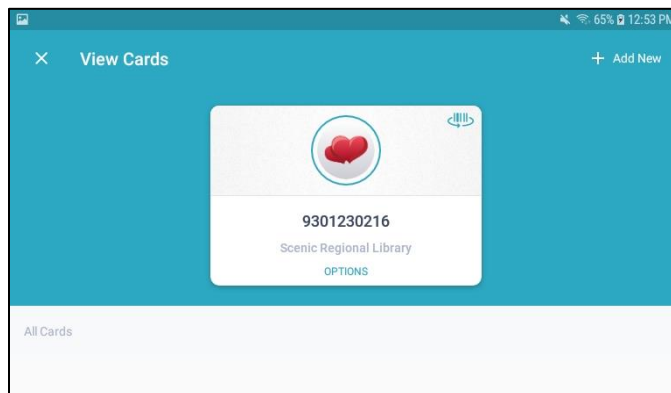


## Cloud Library Mobile App Tour, continued

Cards – Displays the library cards that are loaded into the app and allows you to add more.

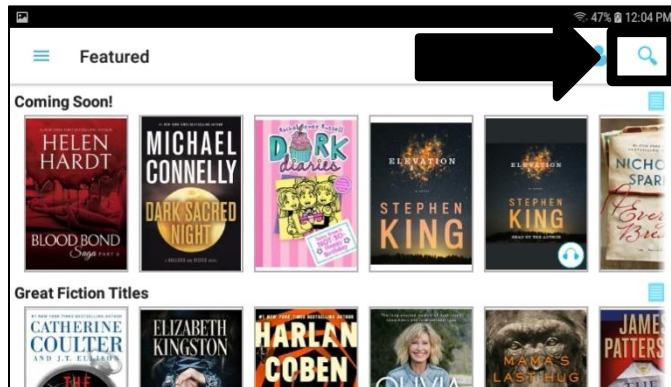


The screen shot below illustrates the cards page.

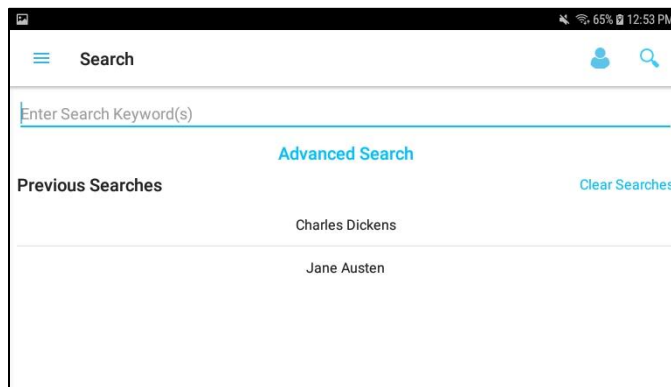


## Cloud Library Mobile App Tour, continued

Search – Displays a search function that allows you to search the collection by title, author, or keyword.



The screen shot below illustrates the search page.

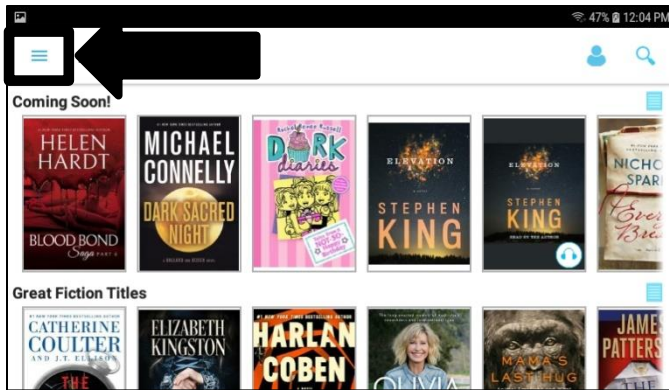




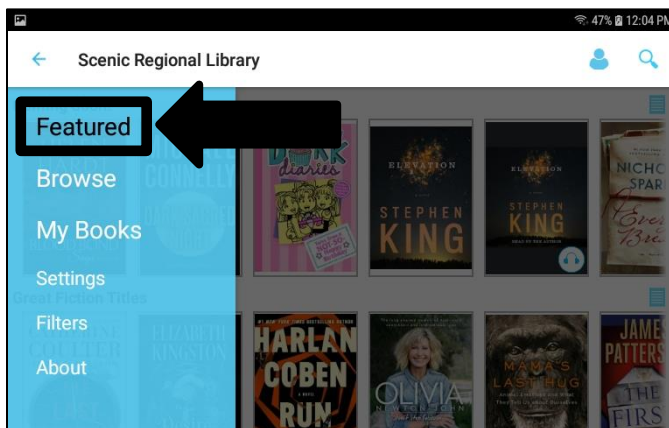
## Borrowing Titles from the Featured Page

Follow these steps to borrow a title from the Featured page.

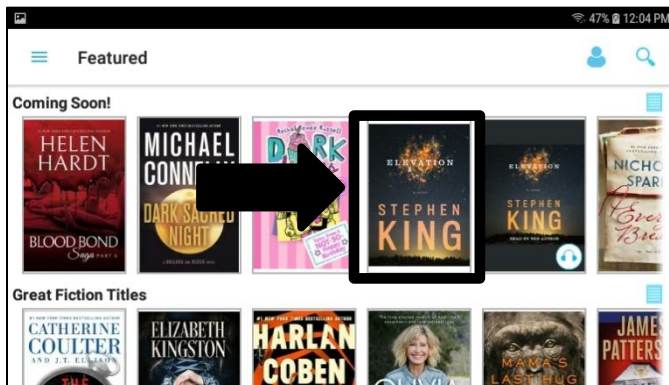
1. Tap the menu button.



2. Tap "Featured."

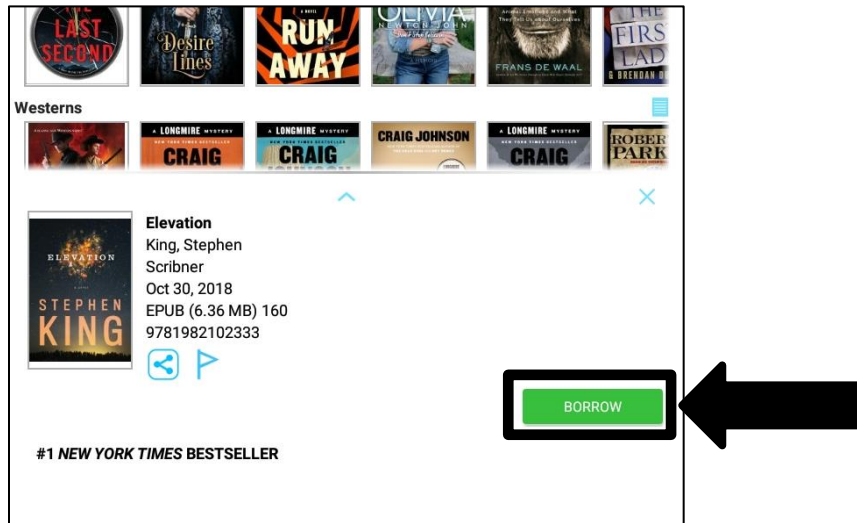


3. Scroll vertically and horizontally through the titles.
4. Tap on a title.



## Borrowing Titles from the Featured Page, continued

5. Tap “Borrow.”



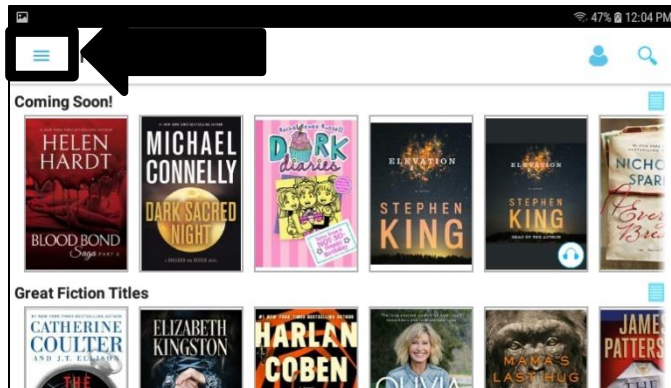
### Notes

- Tap on the arrow pointing up to see more information about a title.
- Tap on the flag to add the title to your “interest list.”
- If the title is not available, a blue “Place Hold” button will replace the “Borrow” button. The number of days you will have to wait for the title will be beneath the “Place Hold” button.
- Tap on the “x” to close the title’s pop up window.

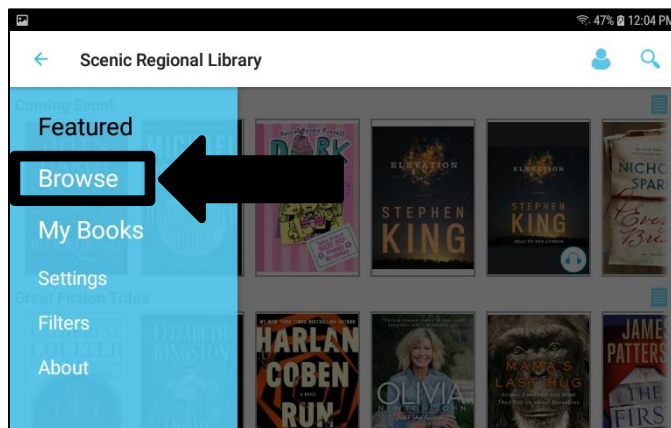
## Borrowing Titles Using the Browse Feature

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

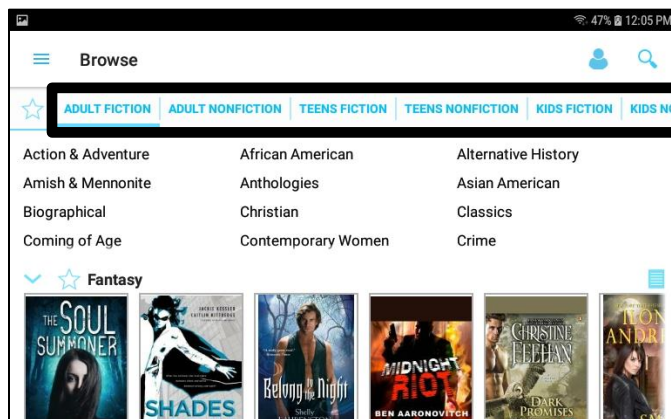
1. Tap the menu button.



2. Tap "Browse."

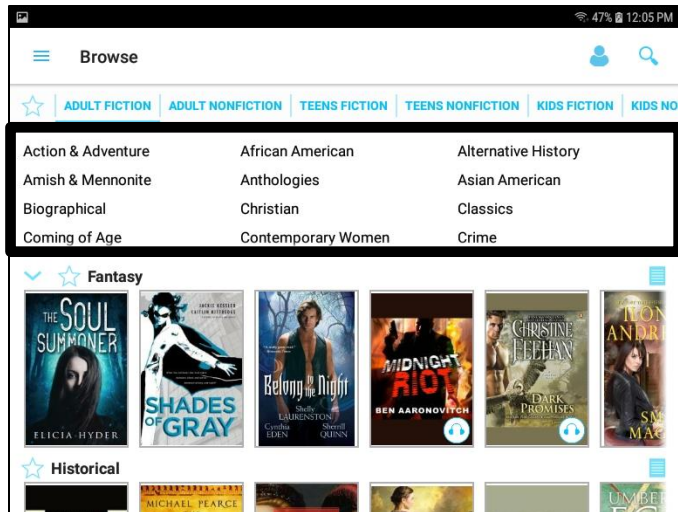


3. Tap a broad title choice such as "Adult Fiction" or "Adult Nonfiction" etc. Note that this section of the page is horizontally scrollable to reveal more choices.

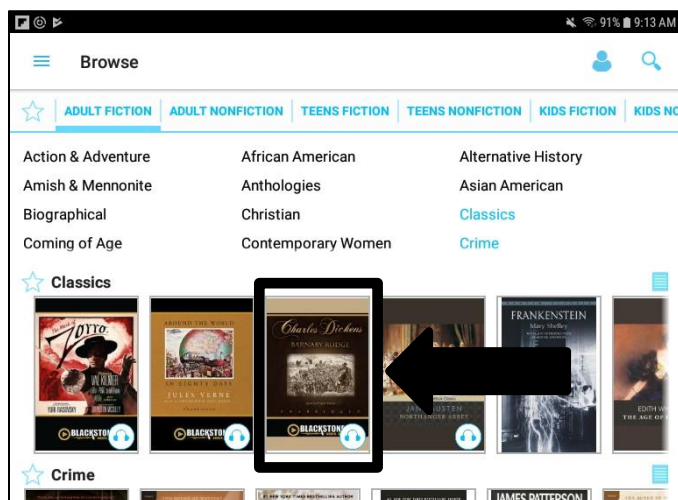


## Borrowing Titles Using the Browse Feature, continued

4. Tap a genre. Note that this section of the page is vertically scrollable to reveal more genres. The genres that are displayed in the collection are in blue text and the ones that are not are in black text.

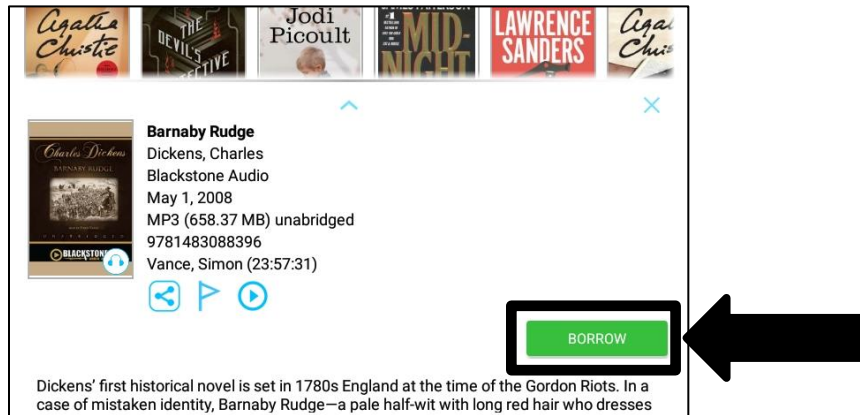


5. Tap on a title. Note that the collection is vertically scrollable to see more genres in the collection and each genre is horizontally scrollable.



## Borrowing Titles Using the Browse Feature, continued

### 6. Tap “Borrow.”



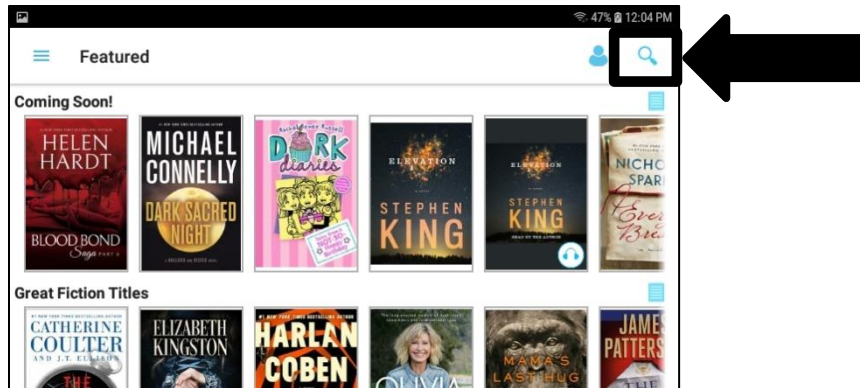
### Notes

- Tap on the arrow pointing up to see more information about a title.
- Tap on the flag to add the title to your “interest list.”
- If the title is not available, a blue “Place Hold” button will replace the “Borrow” button. The number of days you will have to wait for the title will be beneath the “Place Hold” button.
- Tap on the “x” to close the title’s pop up window.
- Tapping on the star in front of any genre makes that genre a favorite. From that point forward, you can tap “Browse” in the menu and then tap the star in front of “Adult Fiction” and all the genres that you have marked favorites will appear below.

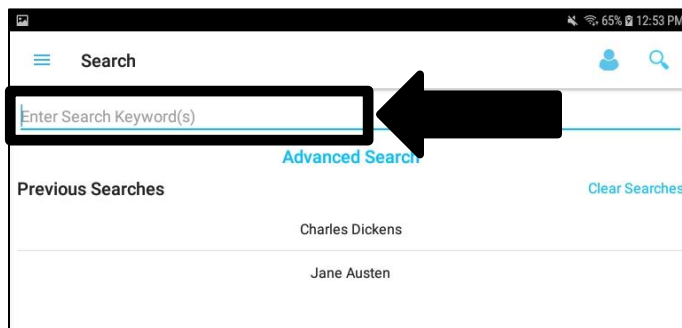
## Borrowing Titles Using the Search Feature

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

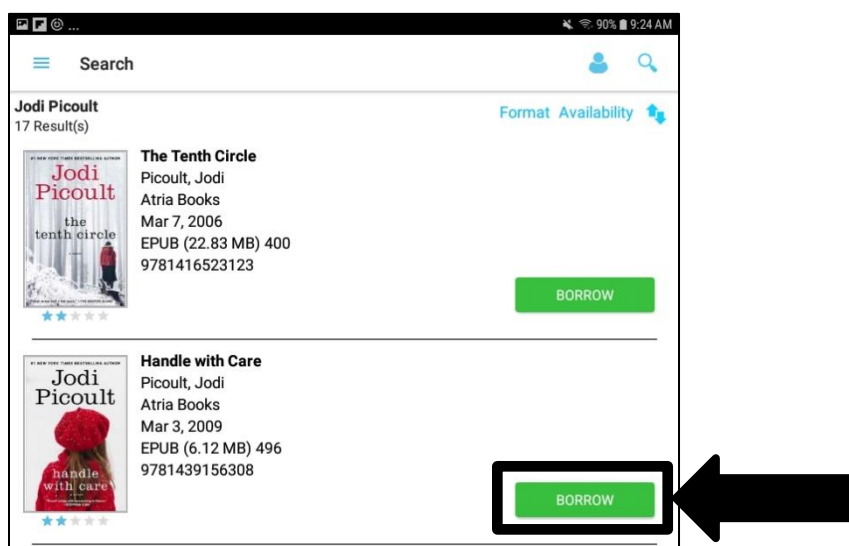
1. Tap the magnifying glass.



2. Enter your search words and tap the magnifying glass on the keyboard.



3. Tap "Borrow."



## **Borrowing Titles Using the Search Feature, continued**

### **Notes**

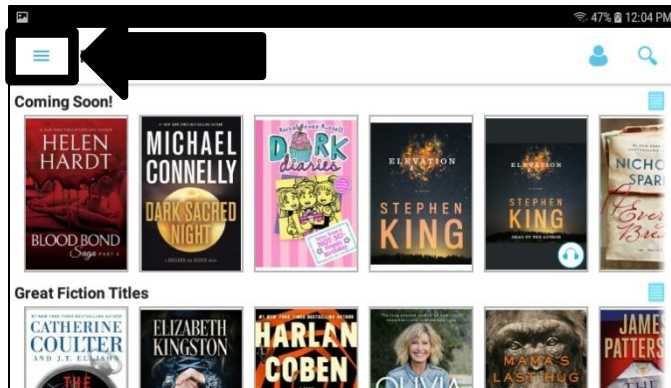
- Tap on a title to see more information about the title. Then tap on the arrow pointing up.
- Tap on the flag to add the title to your “interest list.”
- If the title is not available, a blue “Place Hold” button will replace the “Borrow” button. The number of days you will have to wait for the title will be beneath the “Place Hold” button.
- Tap on the “x” to close the title’s pop up window.



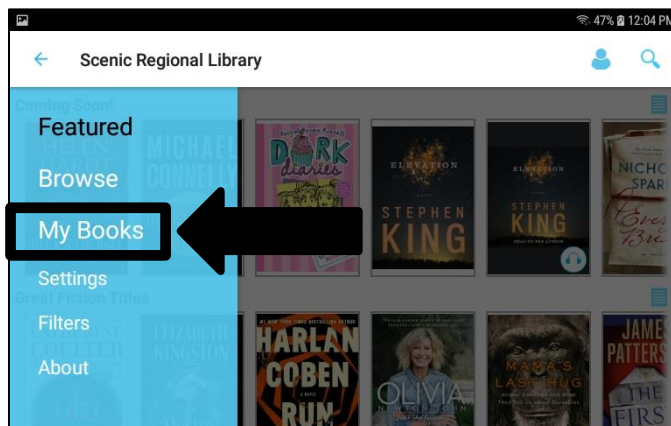
## Reading an eBook

Follow these steps to open and read an eBook.

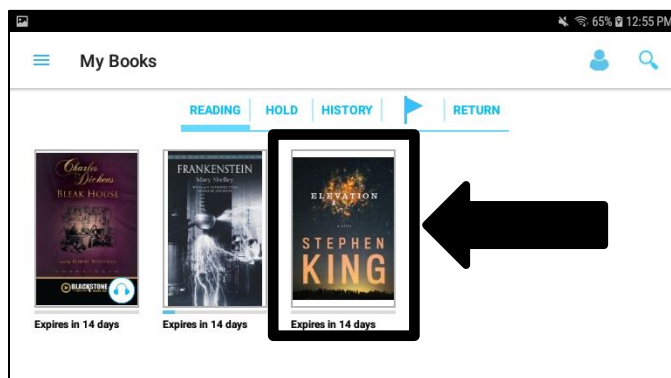
1. Tap the menu button.



2. Tap "My Books."



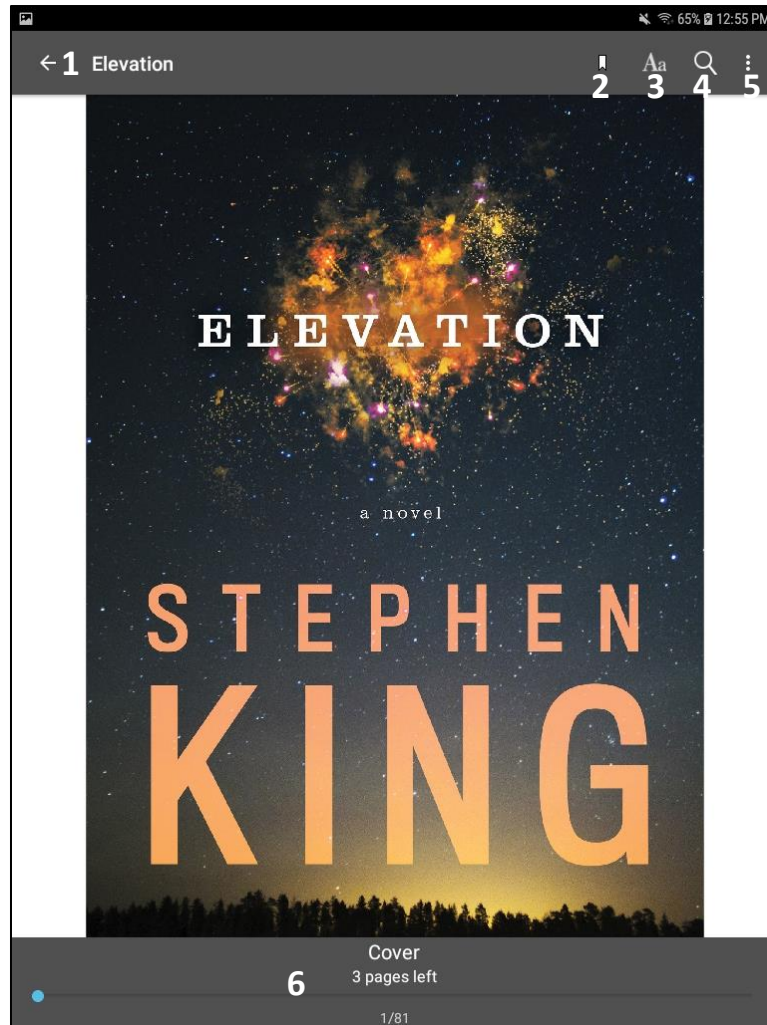
3. Tap the title.





## Reading an eBook, continued

The screen shot below shows what the eBook looks like when opened in the reader. The top and bottom menus appear when you tap in the center of the screen. Tap in the center again to make the menus disappear. Swipe left and right to turn the pages.

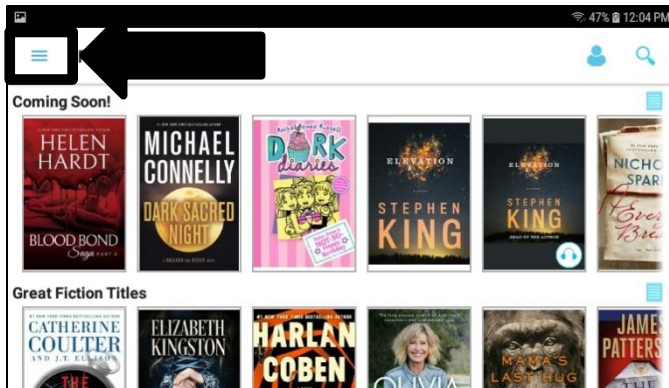


- 1 – Back Button: Takes you back to your “My Books” page.
- 2 – Bookmark Button: Bookmarks the page you are currently reading.
- 3 – Text Button: Displays a pop up window allowing you change text settings such as size, margins, etc.
- 4 – Search Button: Displays a pop up field allowing you to search for keywords in the title.
- 5 – Menu Button: Displays a drop down menu allowing you access to the table of contents and bookmarks you created.
- 6 – Status: Displays your status in reading the title.

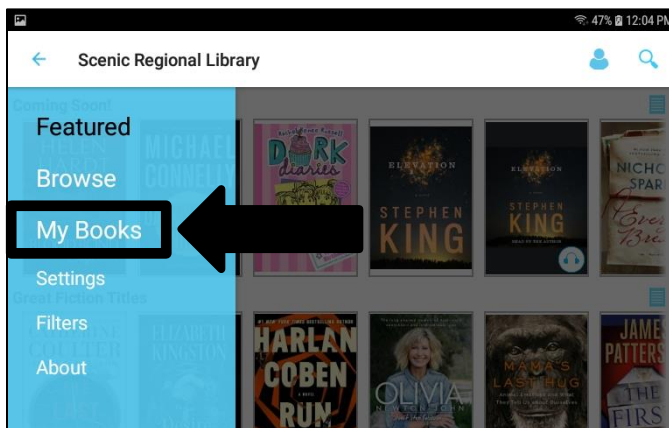
## Listening to an Audiobook

Follow these steps to open and listen to an audiobook.

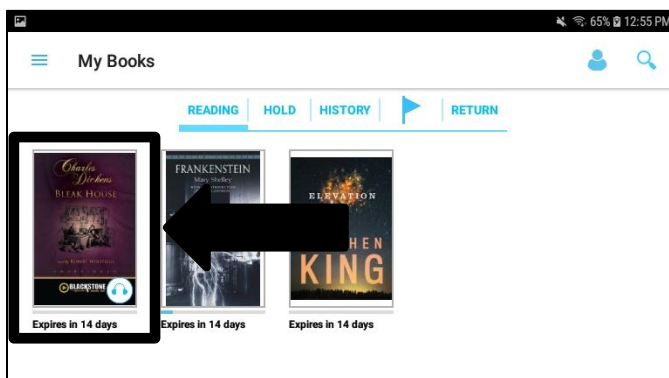
1. Tap the menu button.



2. Tap "My Books."

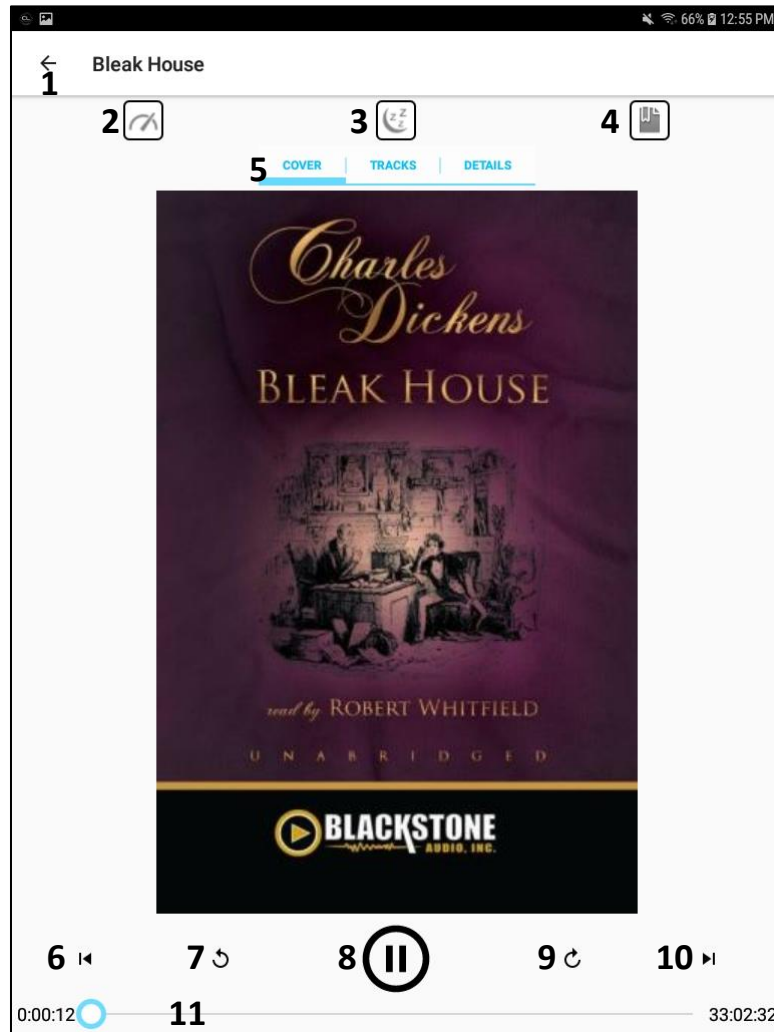


3. Tap the title.



## Listening to an Audiobook, continued

The screen shot below shows what the audiobook looks like when opened in the player.

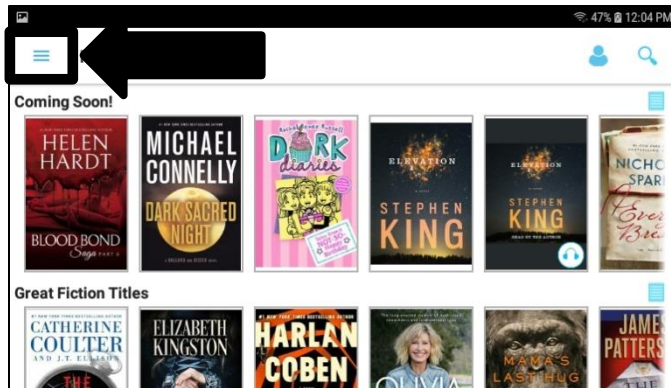


- 1 – Back Button – Takes you back to your “My Books” page.
- 2 – Speed – Displays a menu allowing you to change the playback speed.
- 3 – Sleep Timer – Displays a menu allowing you to select a timer to stop the playback.
- 4 – Bookmark – Displays a screen allowing you to create a time-stamped bookmark.
- 5 – Display Options – Allows you to choose what displays in the center of the screen.
- 6 – Previous Track – Takes you back one track in your audiobook.
- 7 – Rewind – Takes you back 15 seconds in your audiobook.
- 8 – Play / Pause – Plays and pauses your audiobook.
- 9 – Fast Forward – Takes you forward 15 seconds in your audiobook.
- 10 – Next Track – Takes you forward one track in your audiobook.
- 11 – Status – Displays your status in listening to your audiobook.

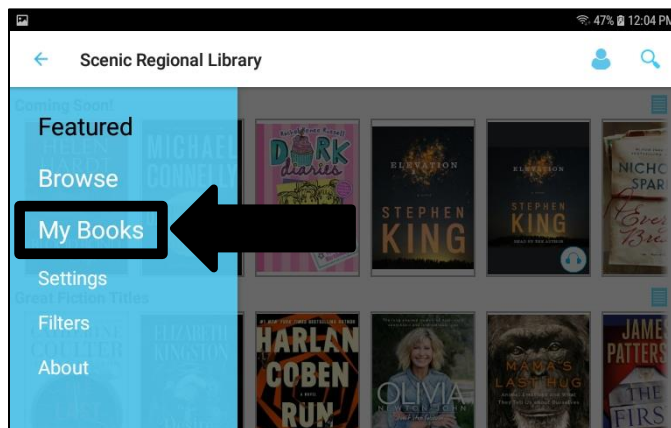
## Returning a Title Early

Follow these steps to return a title early.

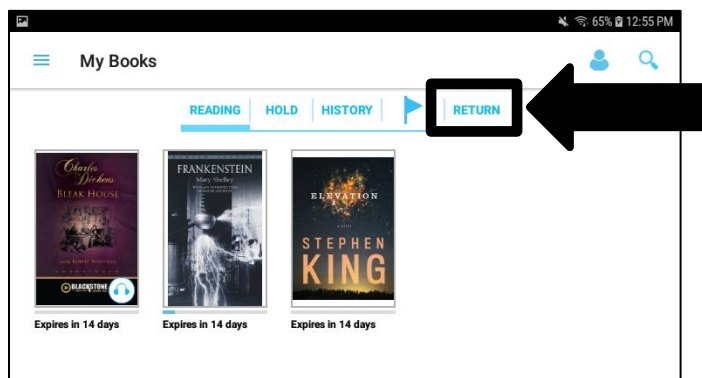
1. Tap the menu button.



2. Tap "My Books."

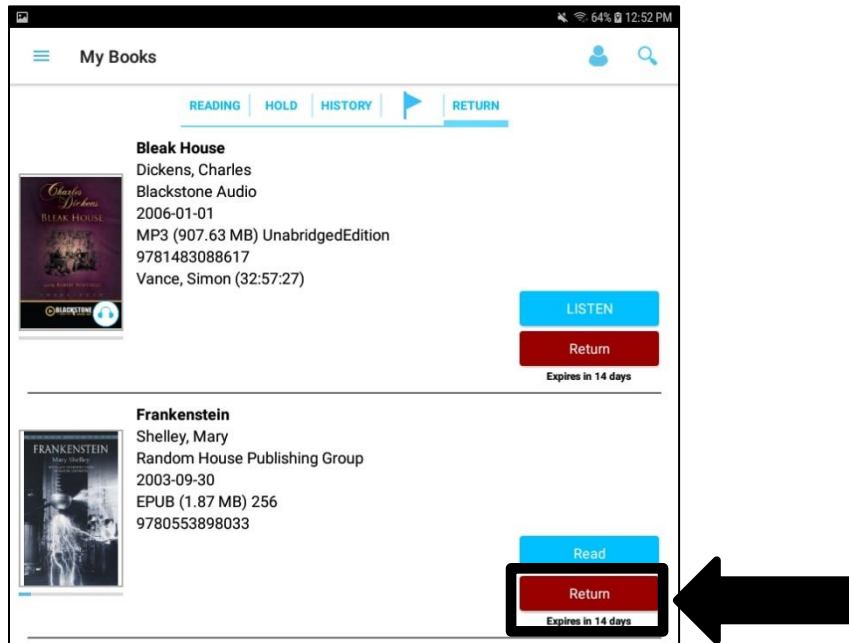


3. Tap "Return."

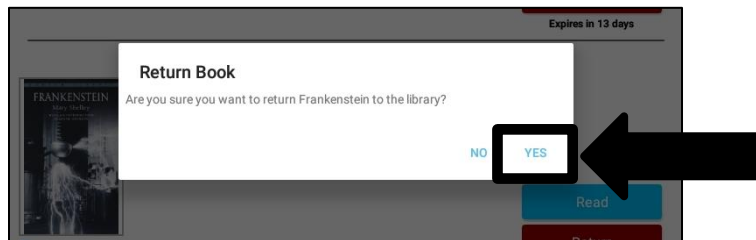


## Returning a Title Early, continued

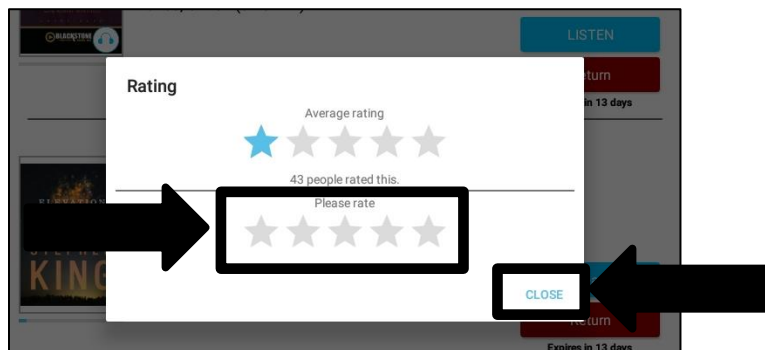
### 4. Tap “Return.”



### 5. Tap “Yes.”



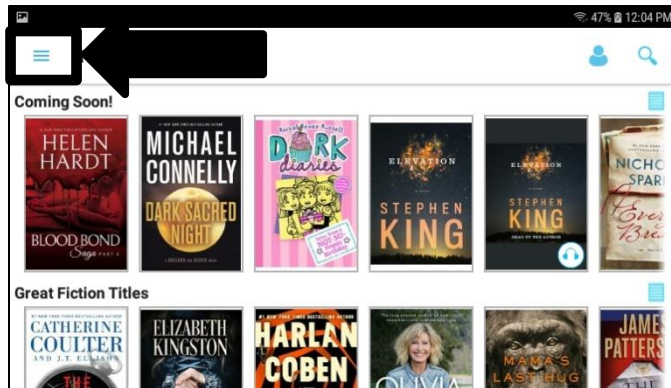
### 6. Rate the title by tapping stars, if desired. If not, tap “Close.”



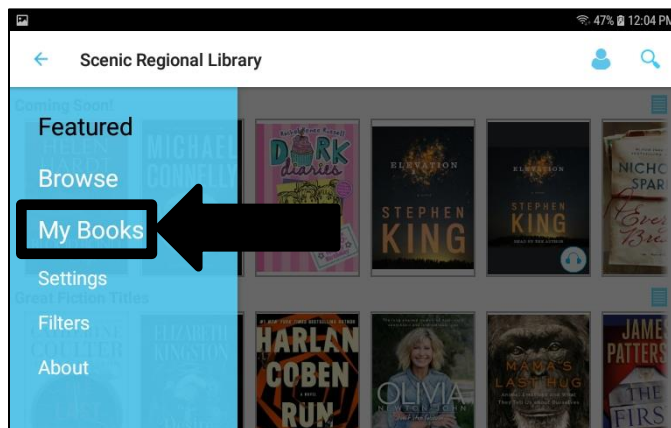
## Renewing a Title

Follow these steps to renew a title.

1. Tap the menu button.



2. Tap "My Books."



3. Tap "Renew."

