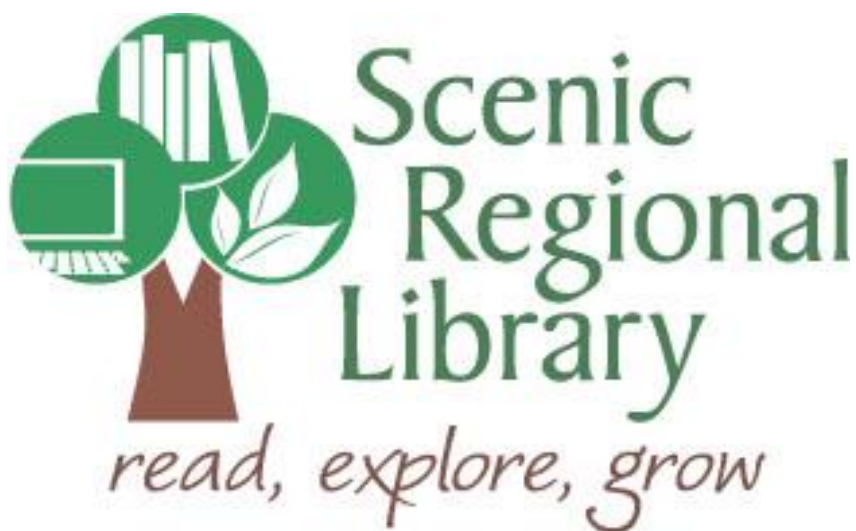


# Cloud Library Mobile App Help Guide

February 2020



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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.

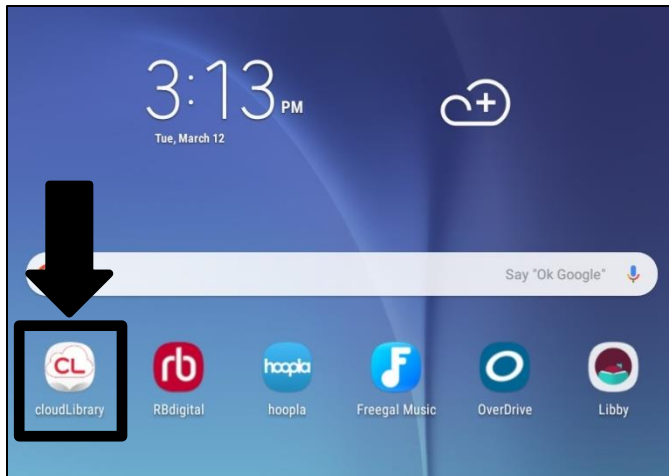
If you are using an Android device (Samsung, Tracfone, etc.), go to the Google Play Store and search for Cloud Library.

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.

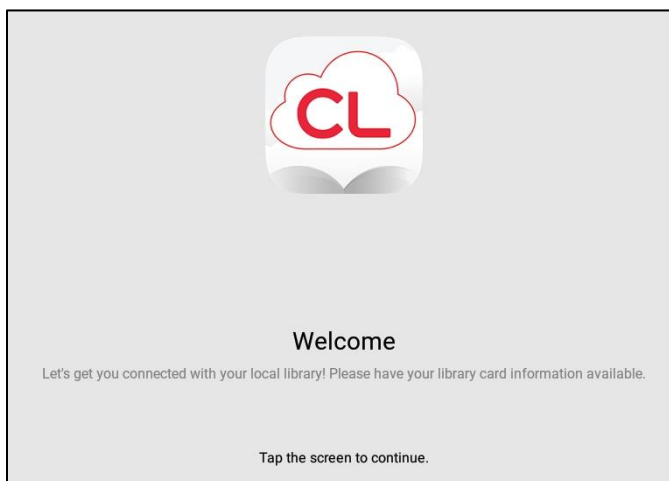
## Logging into the Cloud Library App

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

1. Tap on the Cloud Library icon.

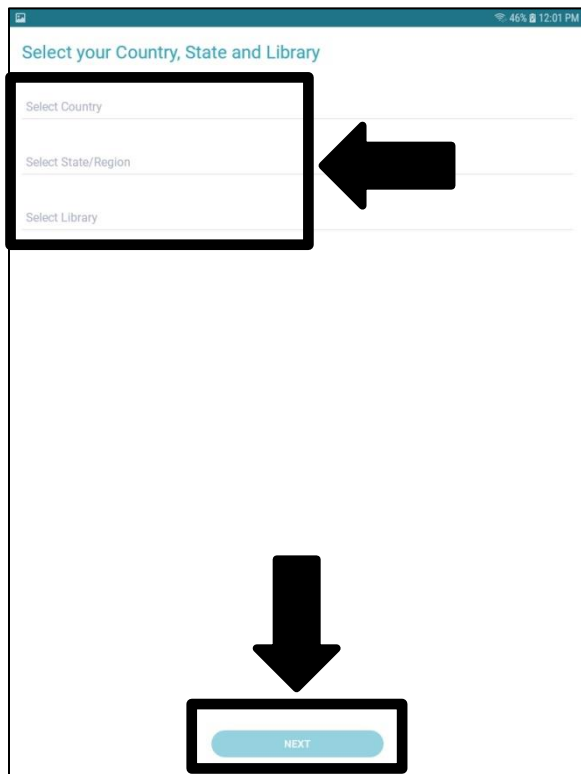


2. Tap the screen to begin.



## Logging into the Cloud Library App, continued

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



Select your Country, State and Library

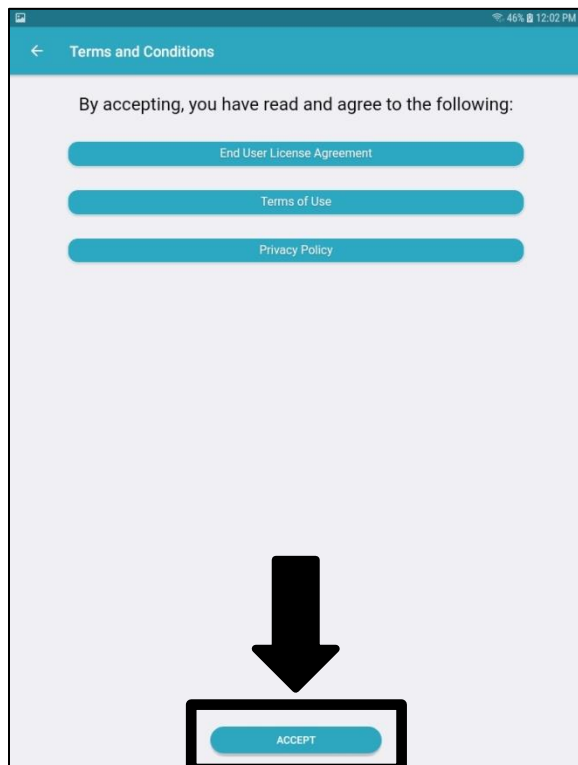
Select Country

Select State/Region

Select Library

NEXT

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



← Terms and Conditions

By accepting, you have read and agree to the following:

End User License Agreement

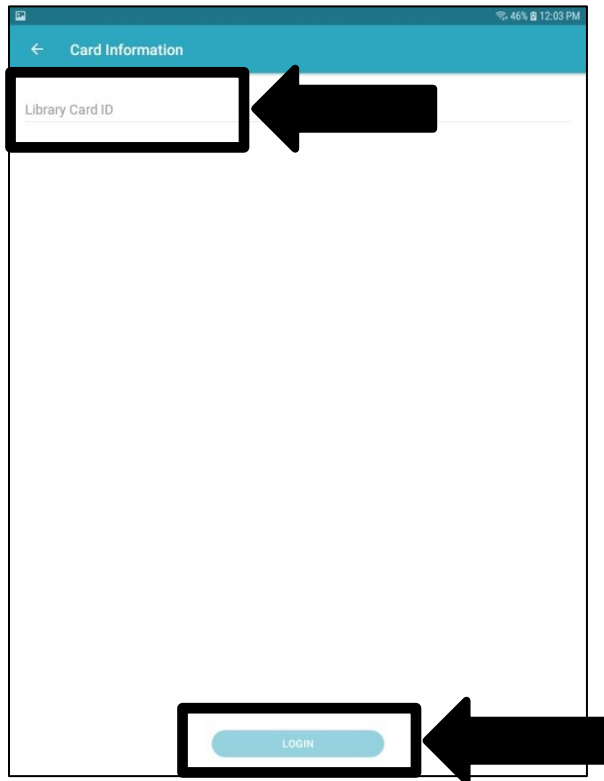
Terms of Use

Privacy Policy

ACCEPT

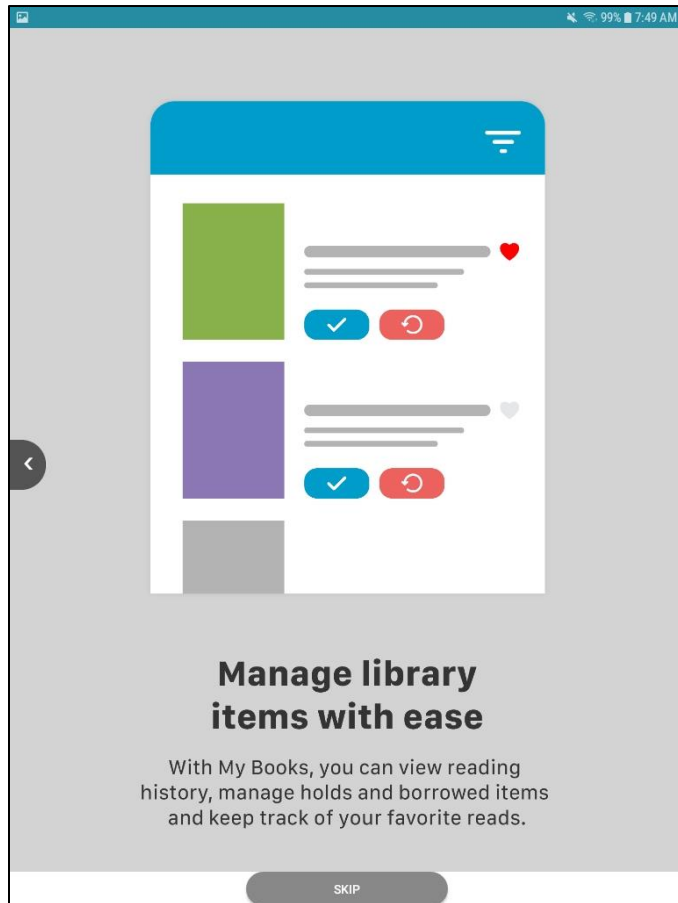
## Logging into the Cloud Library App, continued

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



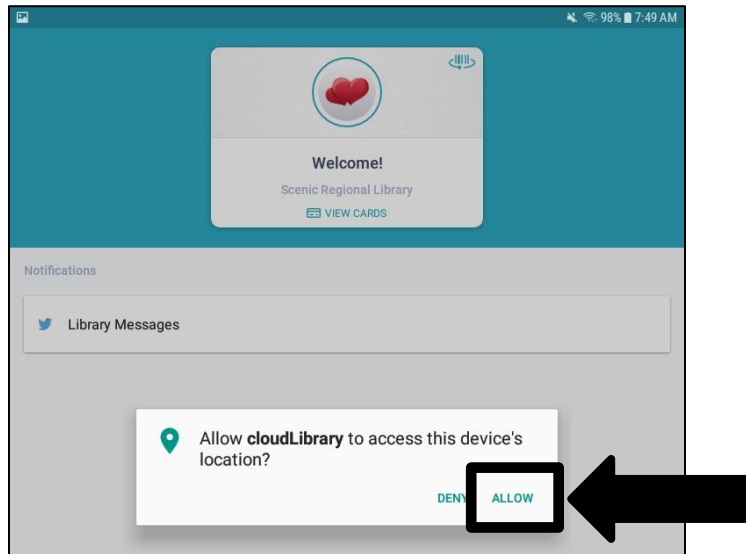
## Cloud Library Mobile App Tour

When you first log into the mobile app, you can view a series of screens that highlight the features of the app. You can tap the arrows on the left and right to see all of the tutorial screens. You can also tap “Skip” at any time. An example of one of these tutorial screens is pictured below.

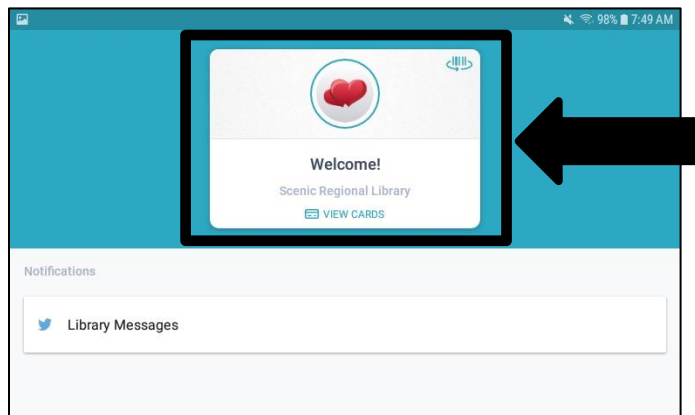


## Cloud Library Mobile App Tour, continued

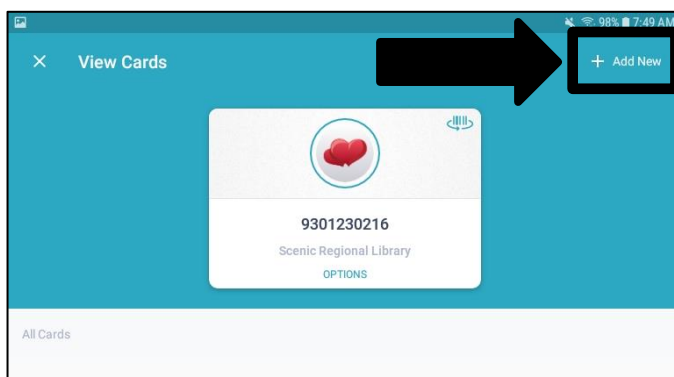
After you have finished with the tutorial screens, the app will ask if it can access the device's location. Tap "Allow."



Library Card – Displays the library card that is currently being used in the app. Tapping on the card allows you to add new cards to the app.



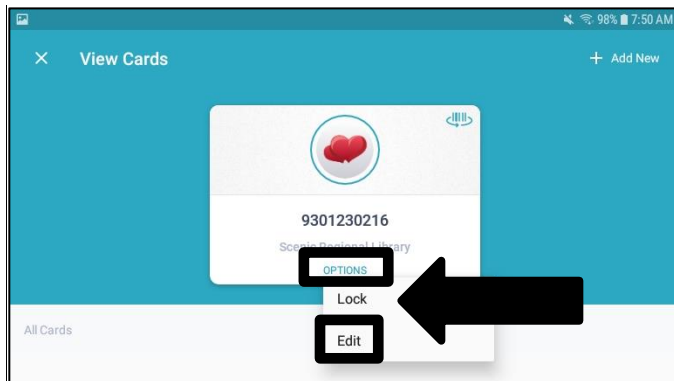
Tap "Add New" to add cards to the app.



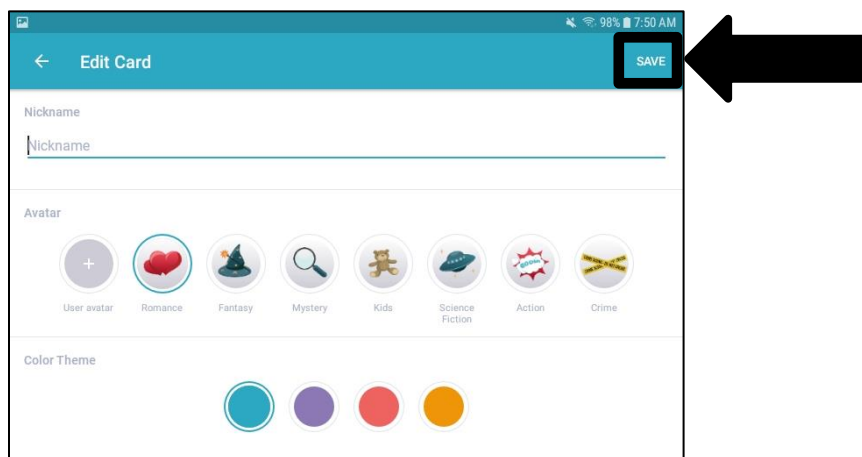


## Cloud Library Mobile App Tour, continued

Tap “Options” and then “Edit” to customize a card.

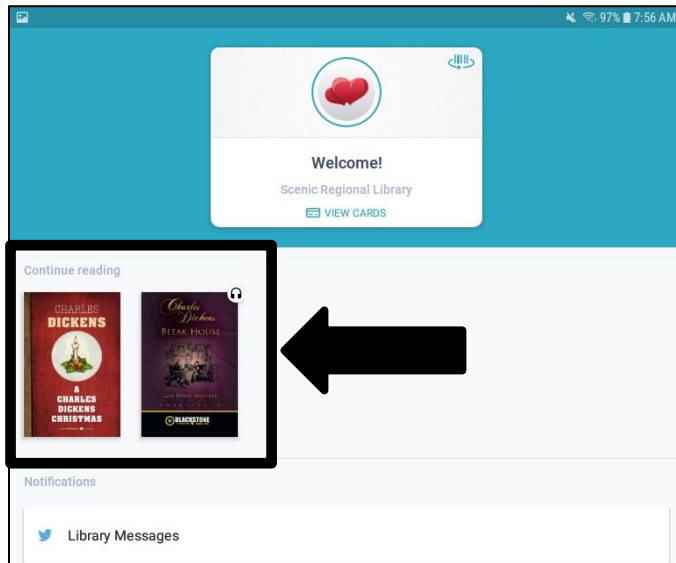


You can name a card, choose an avatar, and choose a color theme. When finished, tap “Save.”

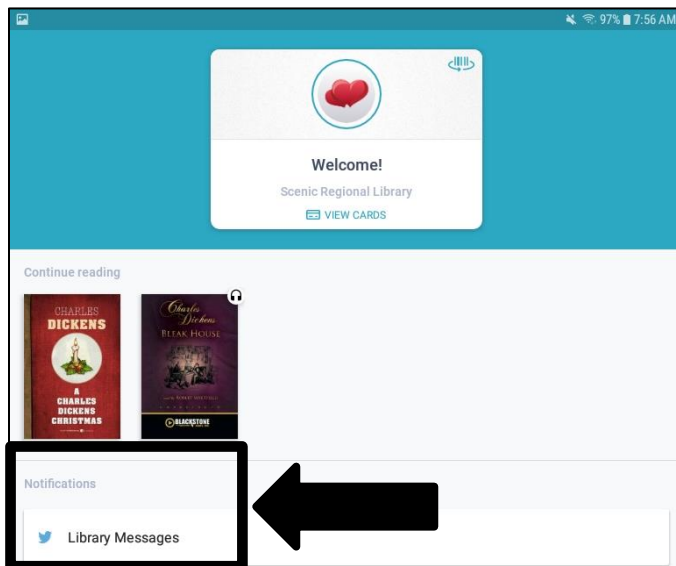


## Cloud Library Mobile App Tour, continued

Continue Reading – Titles that you are currently reading or listening to will appear here on the homepage.

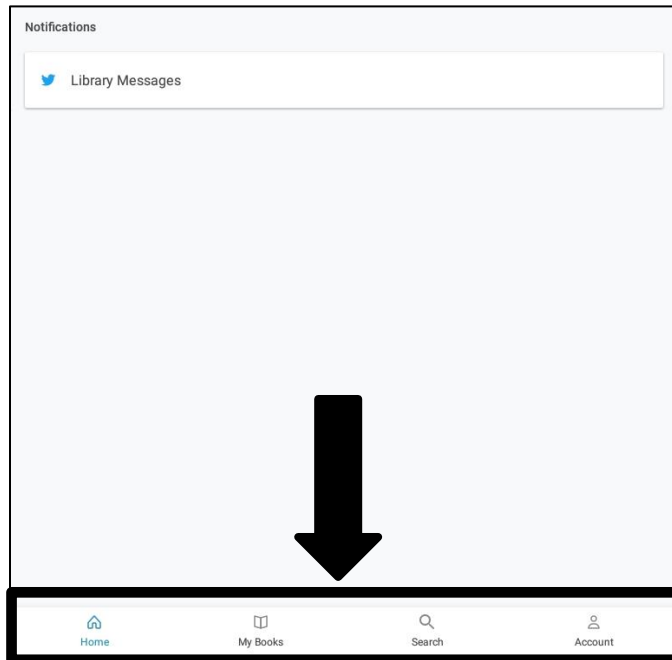


Notifications – There will not be any messages here because Scenic Regional Library does not use Twitter.

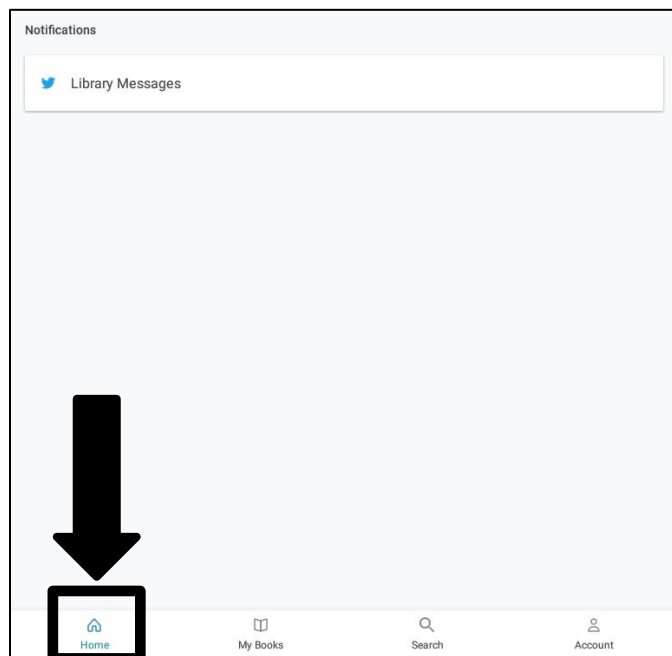


## Cloud Library Mobile App Tour, continued

Menu – Contains several app options. It is found at the bottom of the screen.

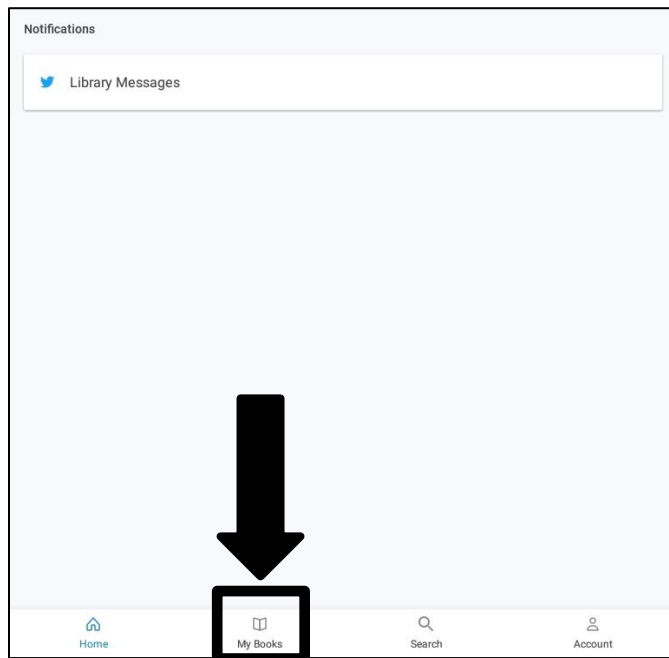


Menu / Home – Displays the home page of the app.

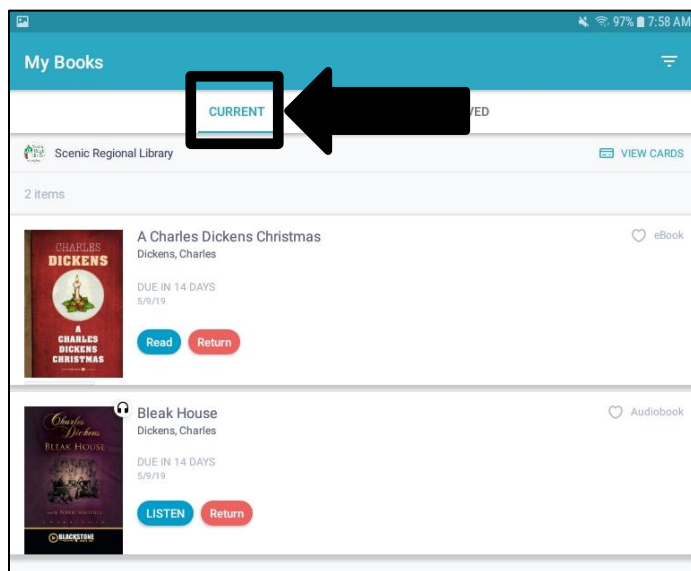


## Cloud Library Mobile App Tour, continued

Menu / My Books – Displays the titles you currently have borrowed. It also gives you access to your borrow history, the titles you have on hold, and the titles you have saved.

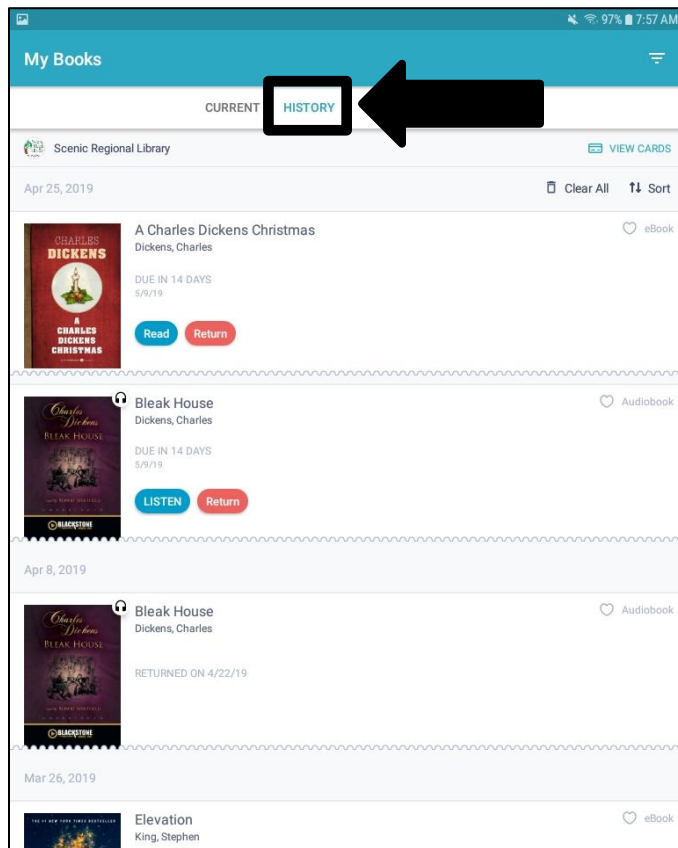


Menu / My Books / Current – Displays the titles you currently have borrowed.

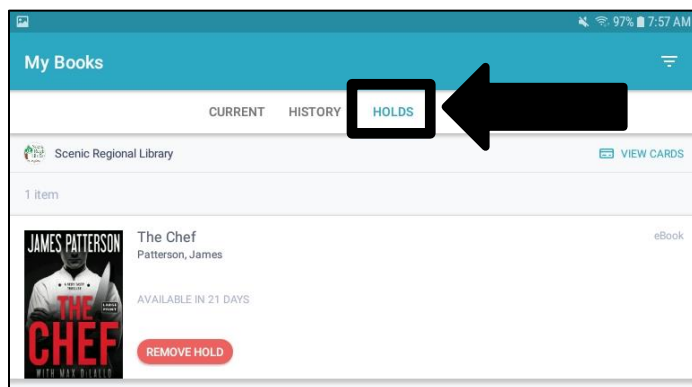


## Cloud Library Mobile App Tour, continued

Menu / My Books / History – Displays titles you have borrowed in the past. It includes titles you currently have borrowed.

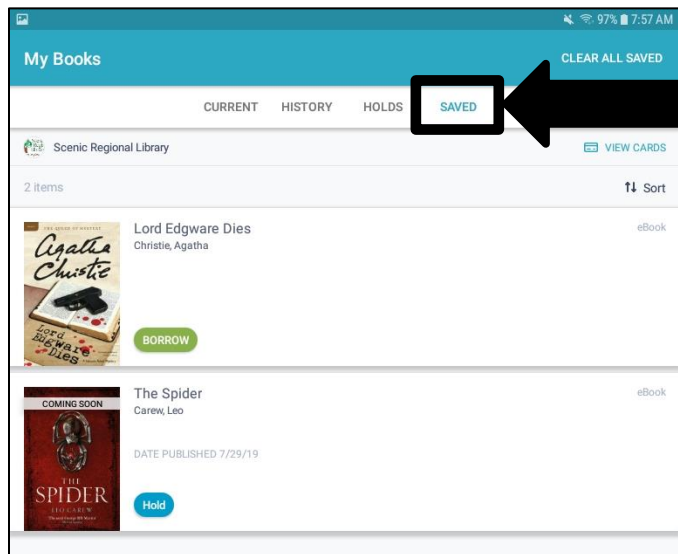


Menu / My Books / Holds – Displays the titles you have on hold.

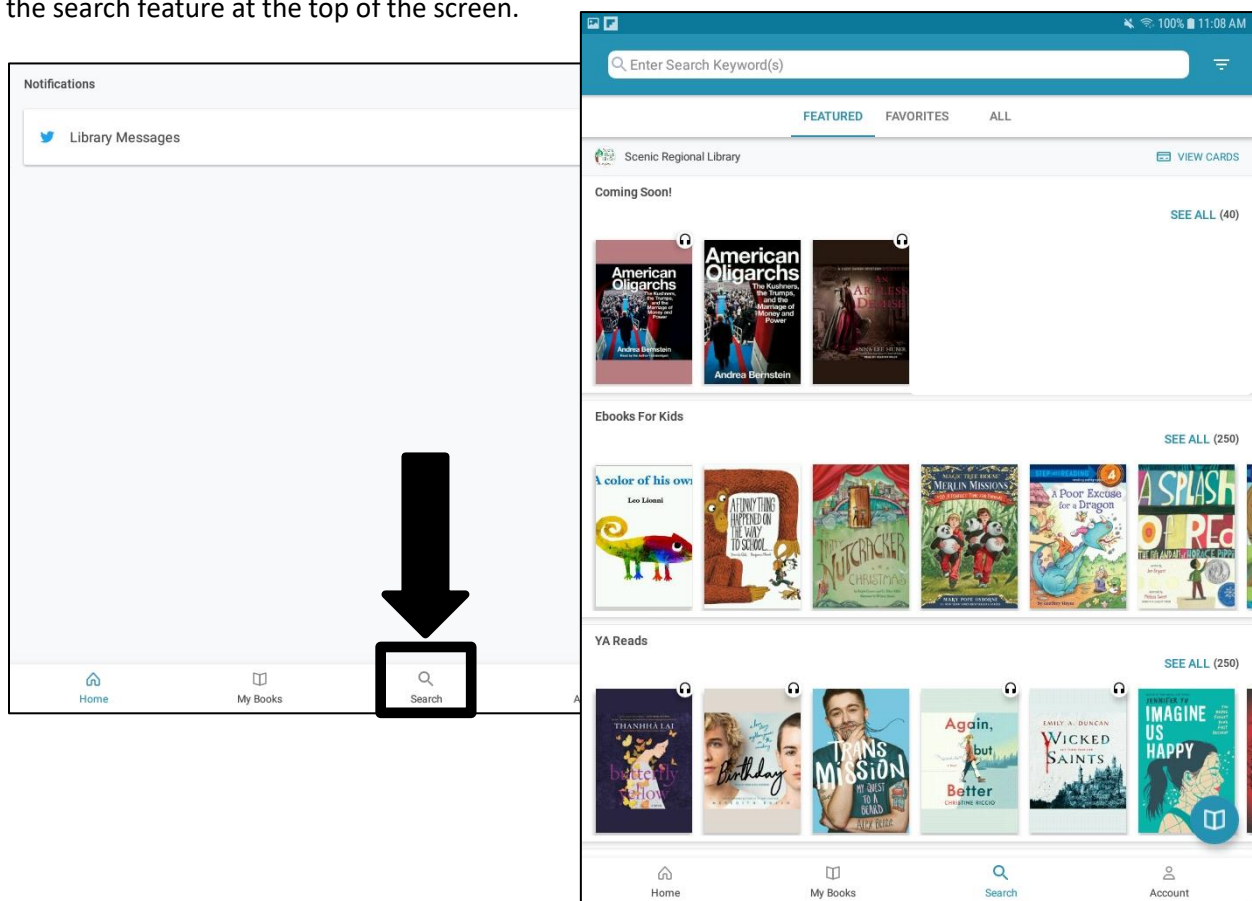


## Cloud Library Mobile App Tour, continued

Menu / My Books / Saved – Displays titles you have saved.

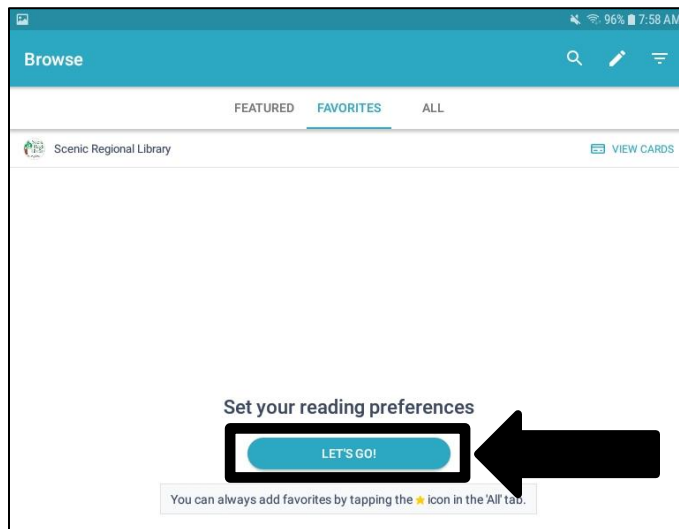


Menu / Search – Displays the titles in the collection. The Featured collection displays first, but you can also choose to browse your Favorite genres, or the entire collection by tapping “All.” You can also use the search feature at the top of the screen.

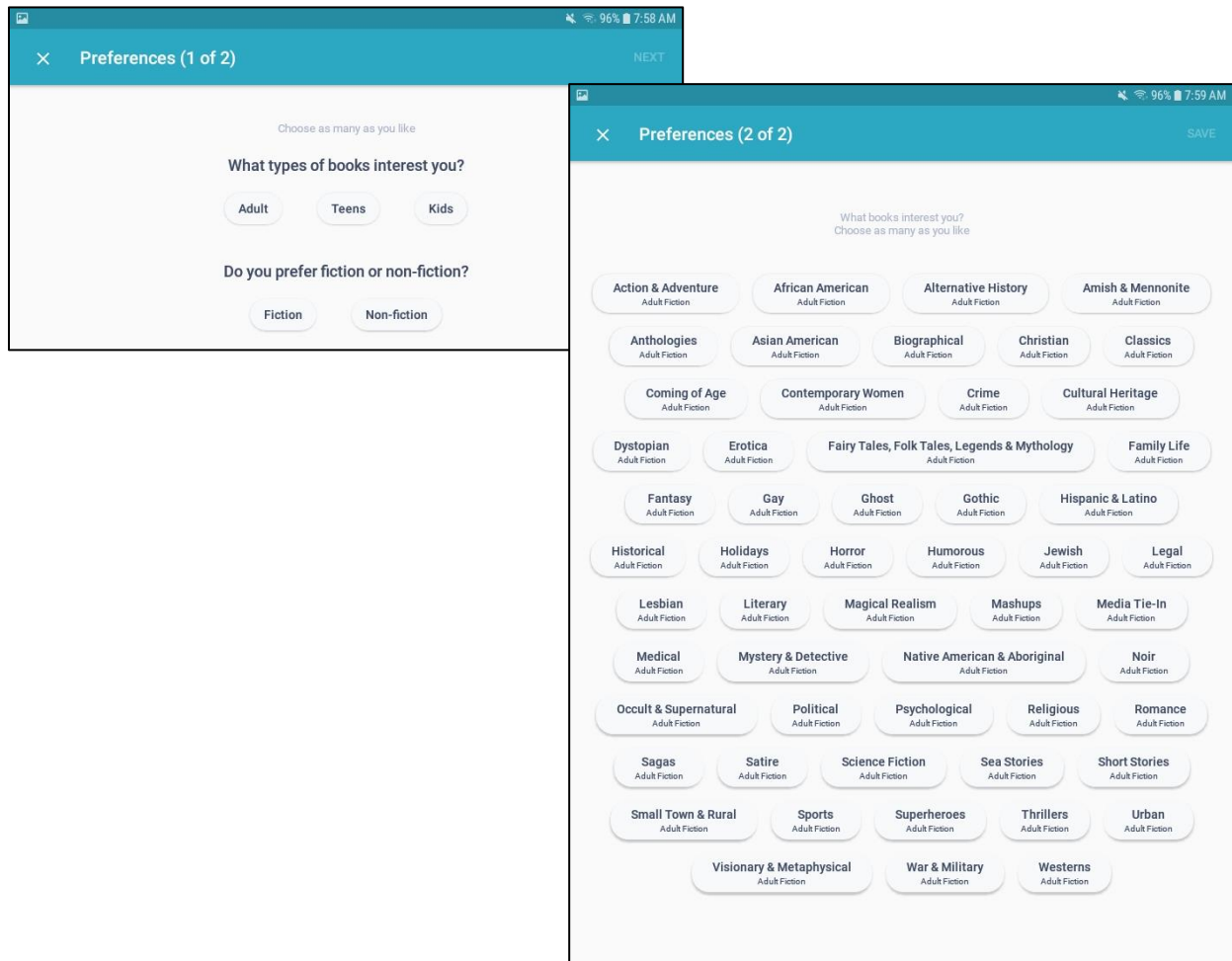


## Cloud Library Mobile App Tour, continued

Menu / Search / Favorites – The first time you access your “Favorites” from the Browse page, you can follow the prompts to set up your favorite genres. Tap “Let’s Go!”

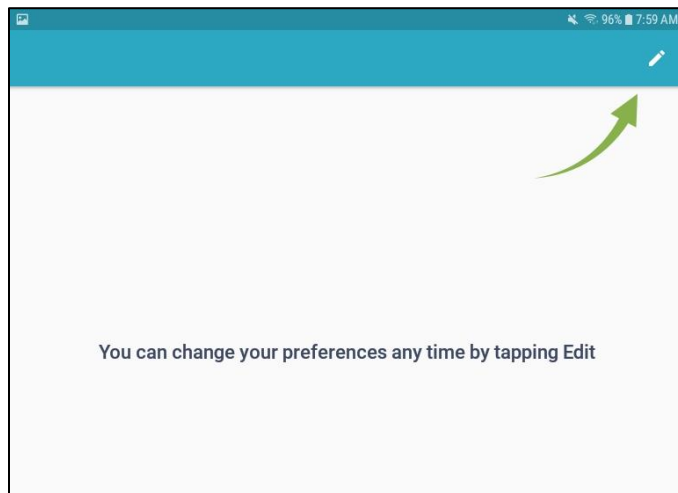


Choose an age group and then fiction or non-fiction and then tap “Next.” Then tap the genres you prefer and tap “Save” when you are finished.

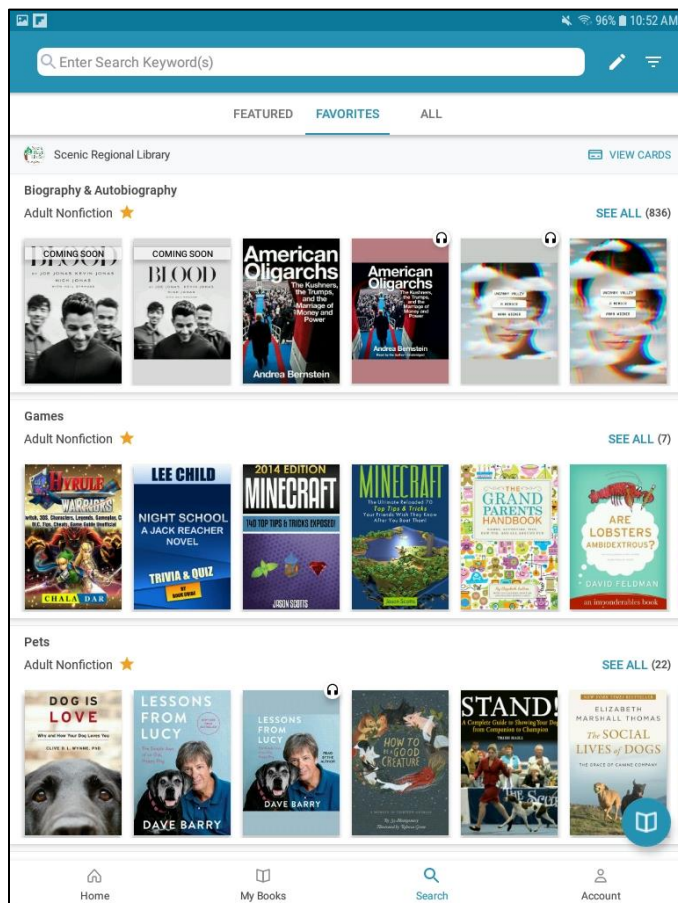


## Cloud Library Mobile App Tour, continued

After you have saved your favorites, the app will let you know that you can change them at any time with the edit button. Tap “OK” at the bottom of the screen.



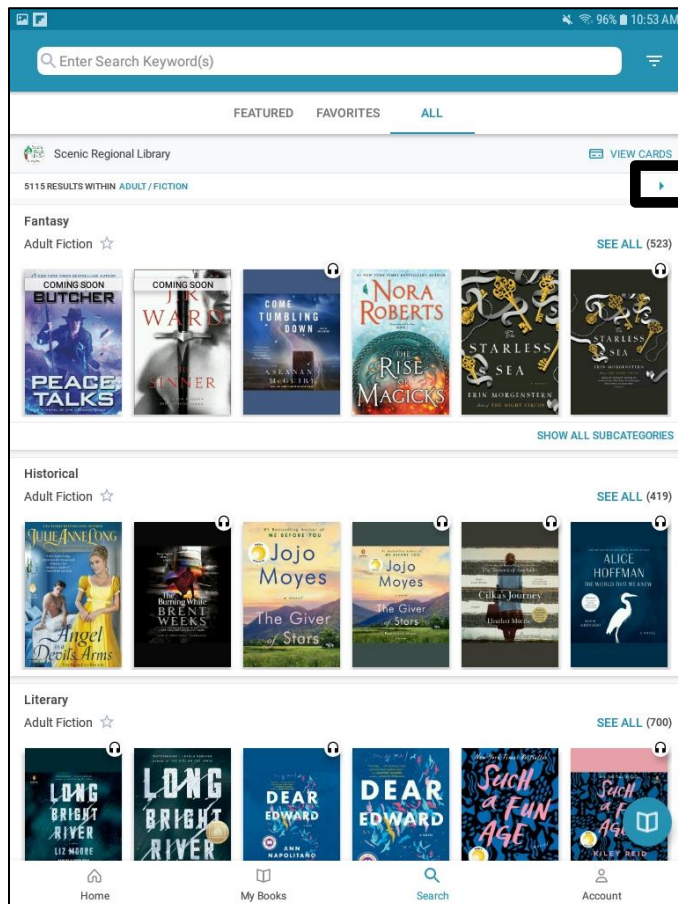
From that point forward, your “Favorites” screen will resemble the screen shot below.





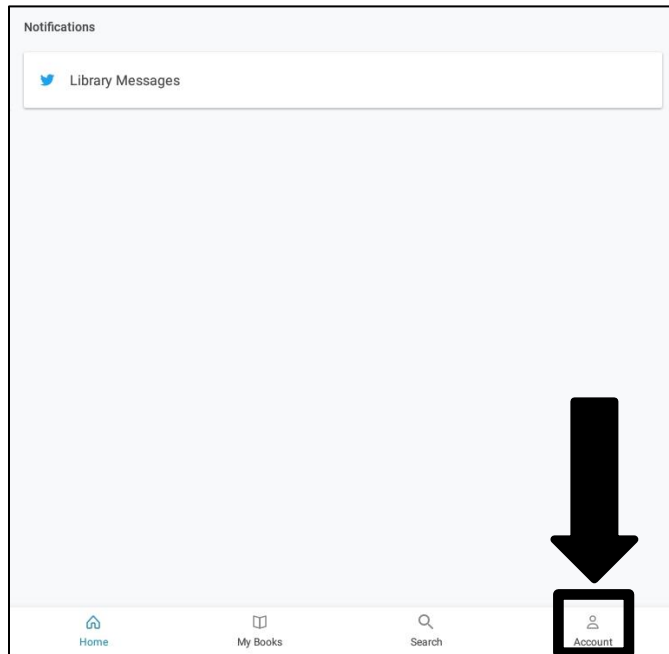
## Cloud Library Mobile App Tour, continued

Menu / Search / All – Displays all the titles in the collection with certain genres that appear by default. You can tap the arrow that points to the right to change which genres are displayed.

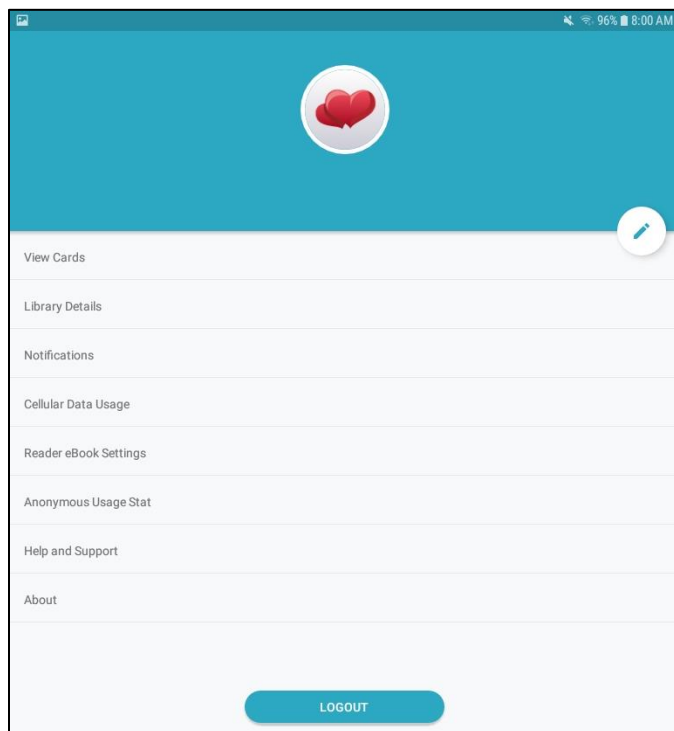


## Cloud Library Mobile App Tour, continued

Menu / Account – Displays a menu of account options.



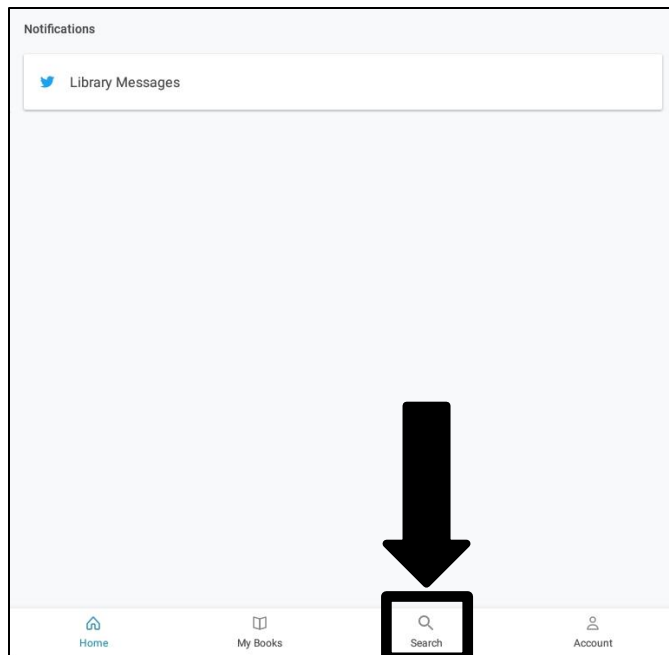
The screen shot below pictures the Account menu.



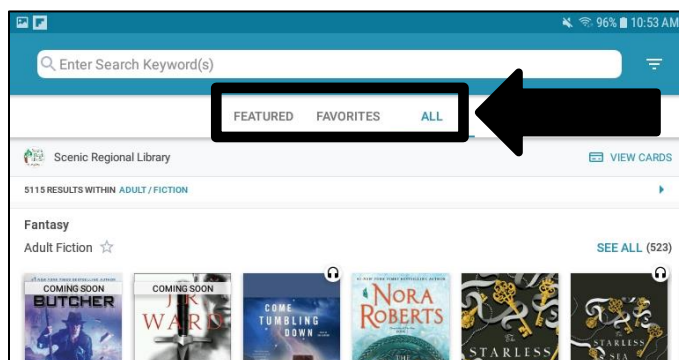
## Browsing and Borrowing Titles

Follow these steps to borrow a title.

1. Tap “Search.”



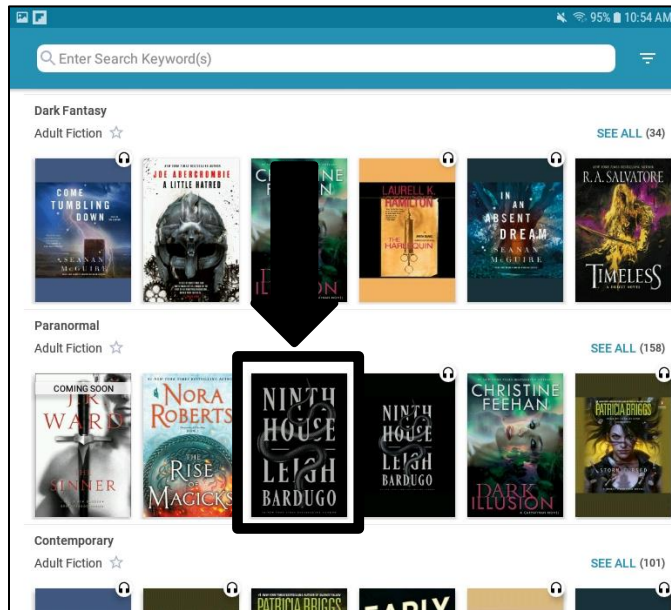
2. Tap “Featured,” “Favorites,” or “All.”



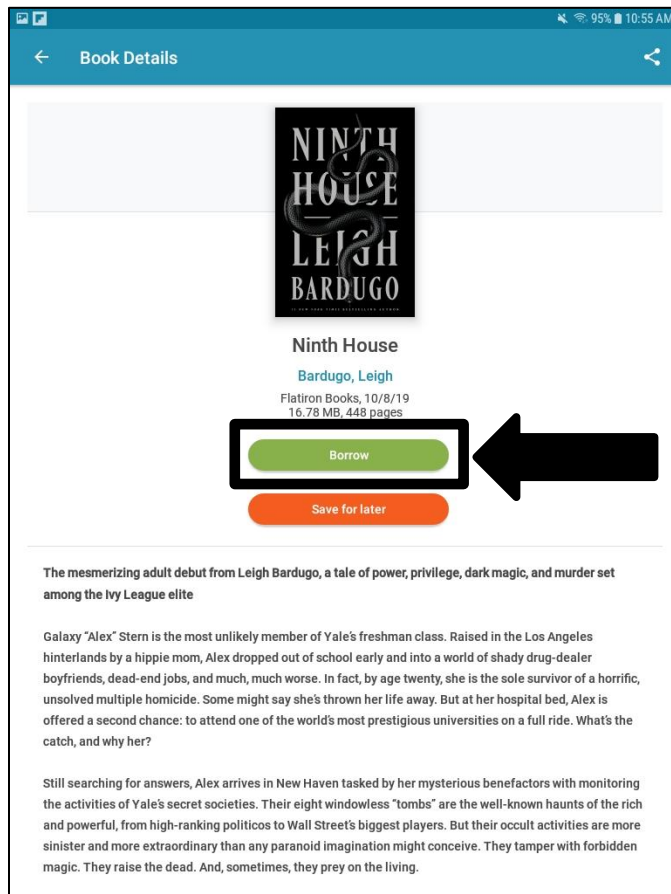
3. Scroll vertically and horizontally through the titles.

## Browsing and Borrowing Titles, continued

4. Tap a title.



5. Tap "Borrow."



## Browsing and Borrowing Titles, continued

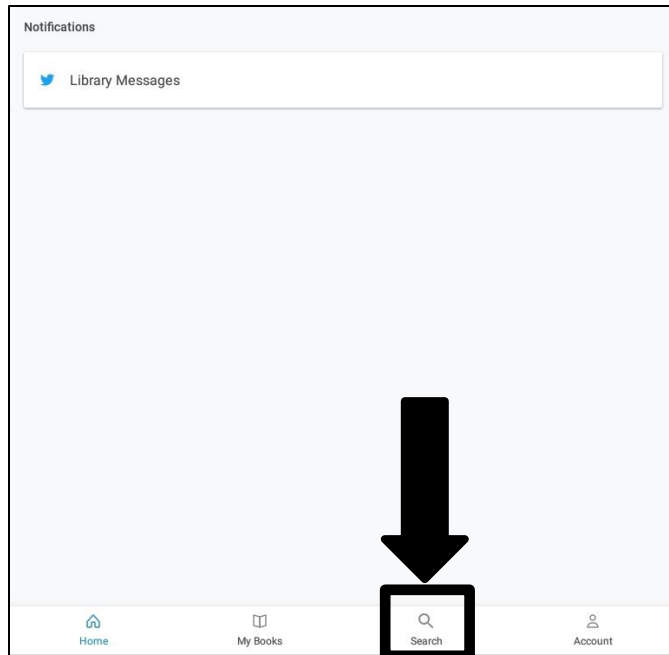
### Notes

- “Save for later” will add the title to your “Saved” list.
- If a title is not available, a blue “Hold” button will replace the “Borrow” button.
- You can see additional titles in any genre by tapping “See All.”
- You tap the filter button to apply a variety of filters to narrow down the titles that display.

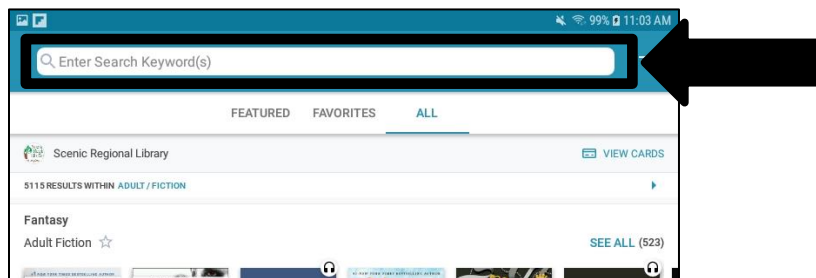
## Borrowing Titles Using the Search Feature

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

1. Tap "Search."

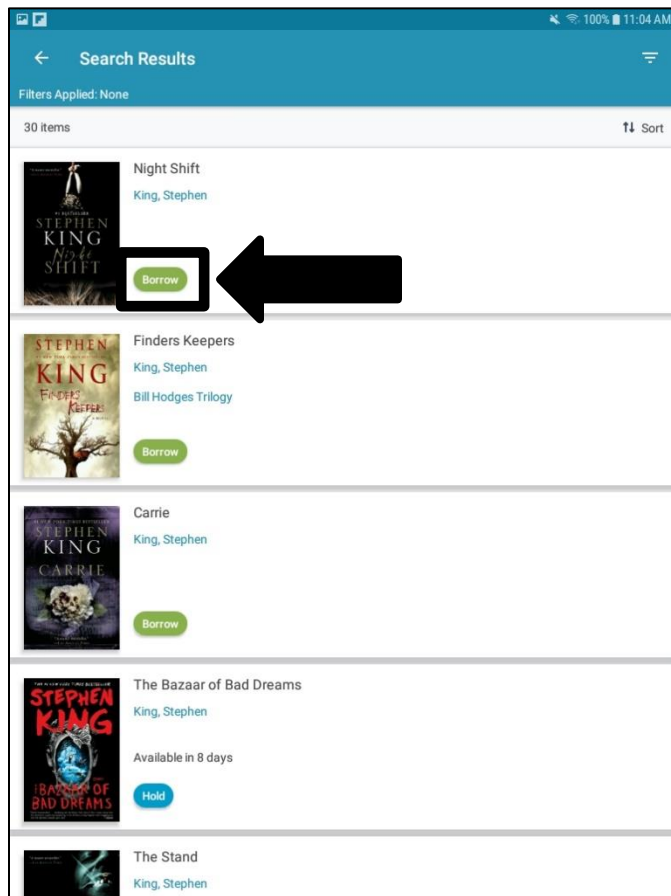


2. Enter your search words.



## Borrowing Titles Using the Search Feature, continued

### 3. Tap “Borrow.”



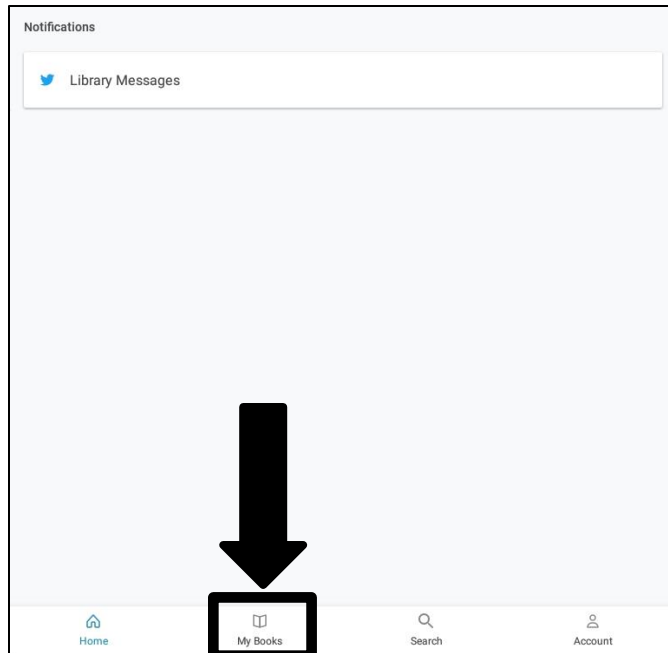
### Notes

- If a title is not available, a blue “Hold” button will replace the “Borrow” button.
- You tap the filter button to apply a variety of filters to narrow down the titles that display.
- You can change the sort order by tapping the “Sort” button and selecting an option.
- You can tap on any title to see more information.

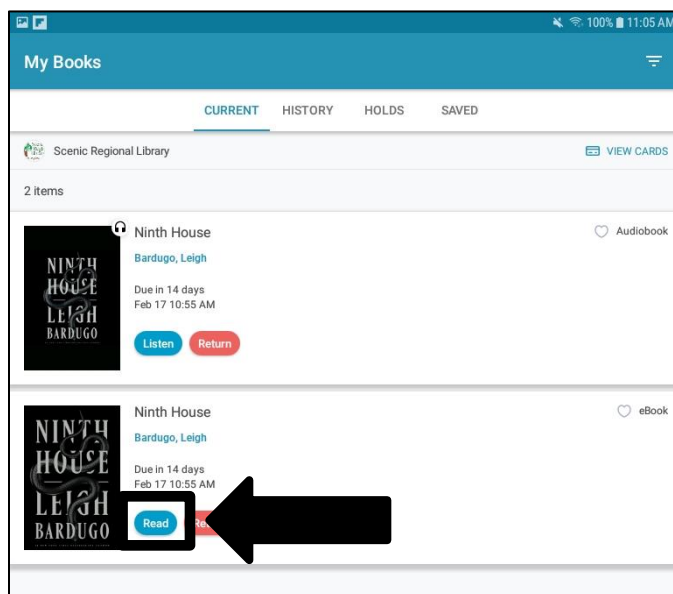
## Reading an eBook

Follow these steps to open and read an eBook.

1. Tap “My Books.”



2. Tap “Read.”

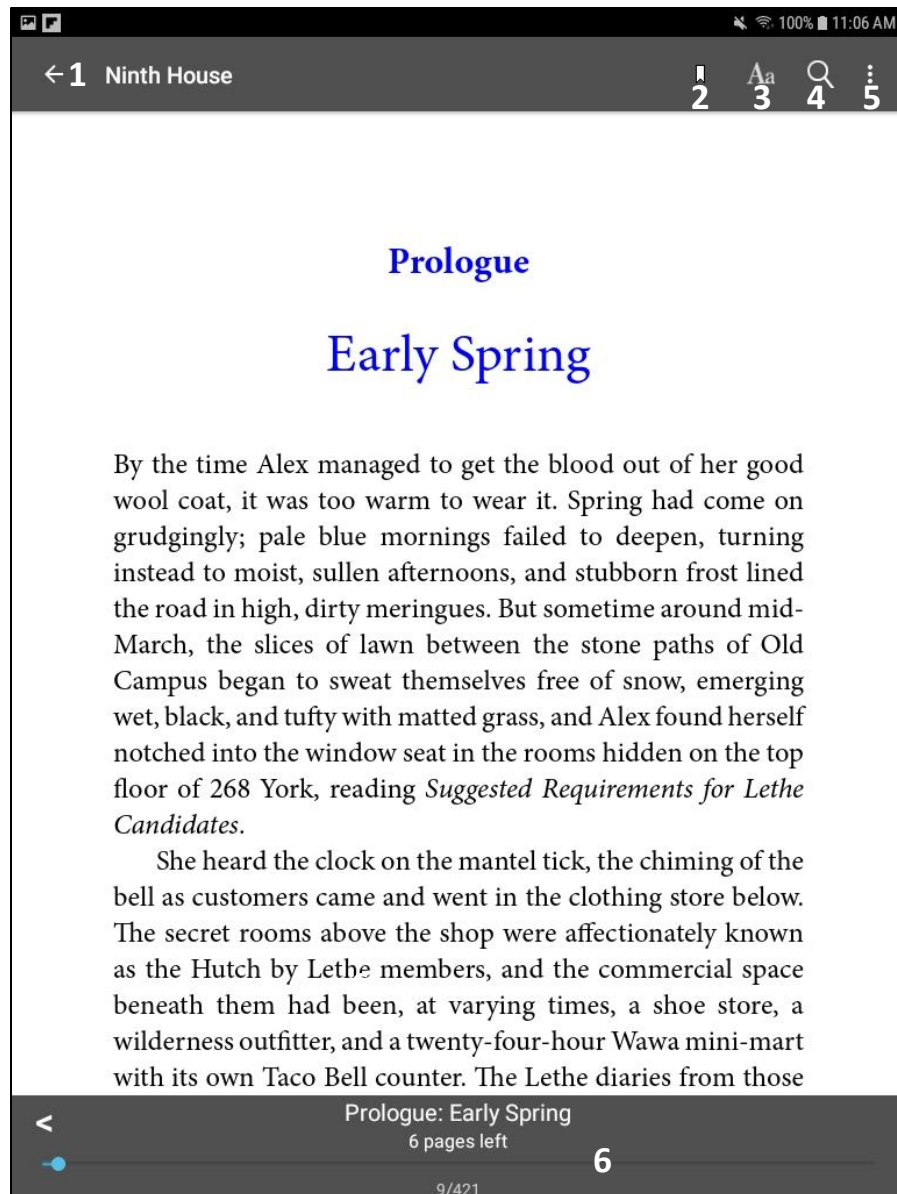


Note that after tapping “Read,” the eBook will begin to download. An active internet connection must be maintained until the download is complete.



## 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.

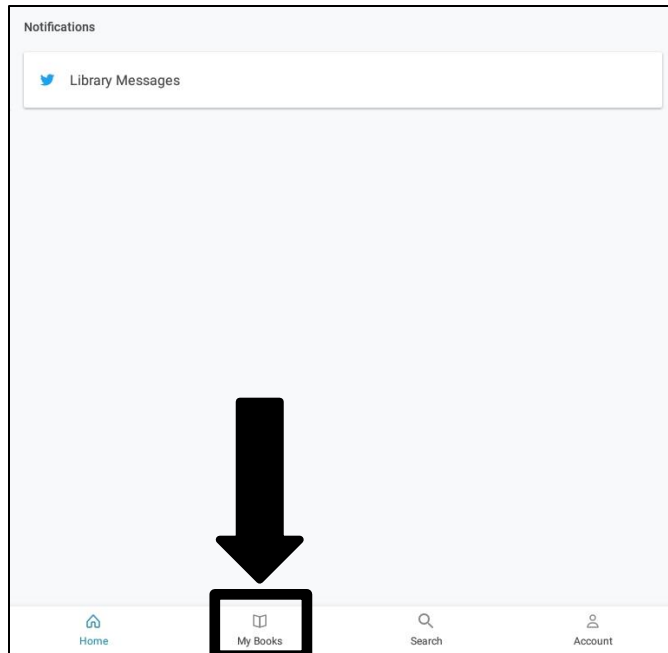


- 1 – Back Button: Takes you back to your “My Books” page.
- 2 – Bookmark Button: Bookmarks the page you are currently reading.
- 3 – Text Button: Displays a pop up window allowing you change text settings such as size, margins, etc.
- 4 – Search Button: Displays a pop up field allowing you to search 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.

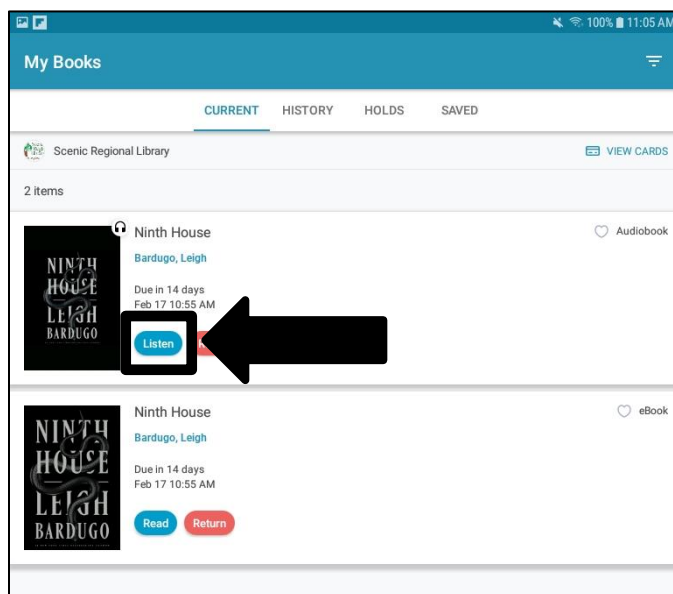
## Listening to an Audiobook

Follow these steps to open and listen to an audiobook.

1. Tap “My Books.”



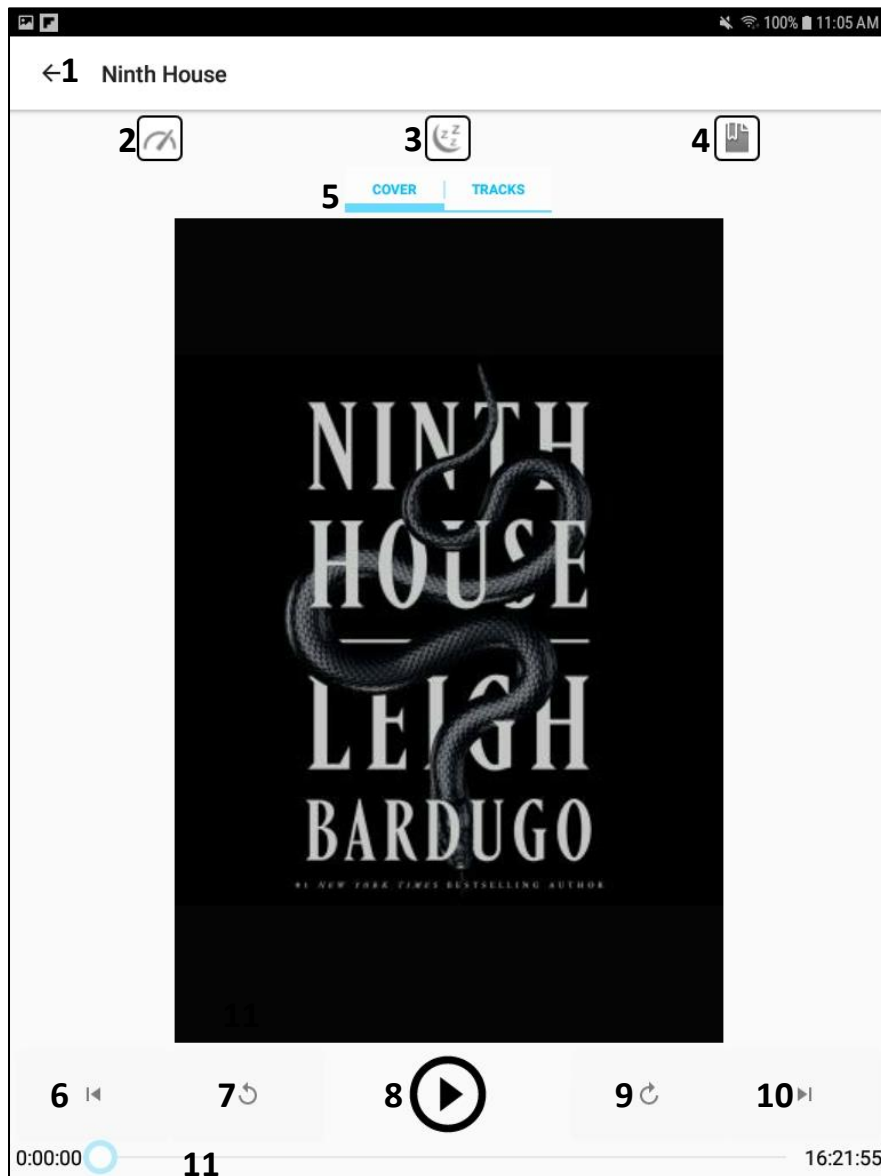
2. Tap “Listen.”



Note that after tapping “Listen,” the audiobook will begin to download. An active internet connection must be maintained until the download is complete.

## Listening to an Audiobook, continued

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

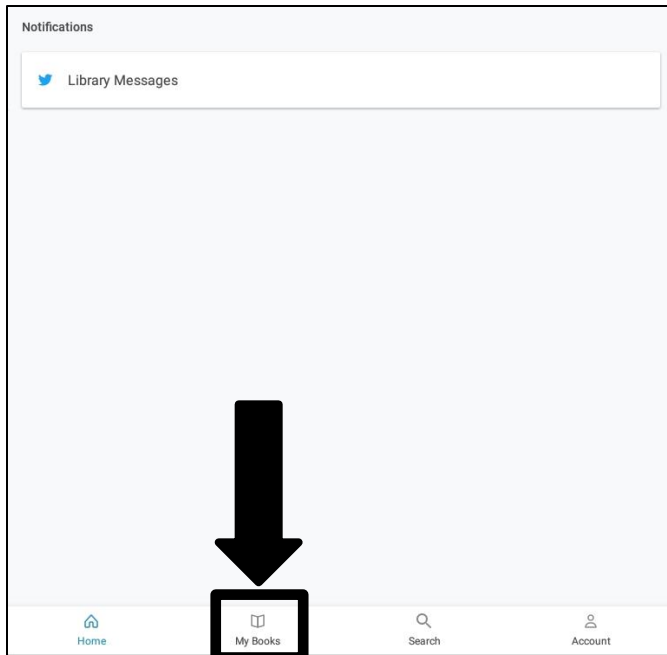


- 1 – Back Button – Takes you back to your “My Books” page.
- 2 – Speed – Displays a menu allowing you to change the playback speed.
- 3 – Sleep Timer – Displays a menu allowing you to select a timer to stop the playback.
- 4 – Bookmark – Displays a screen allowing you to create a time-stamped bookmark.
- 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.

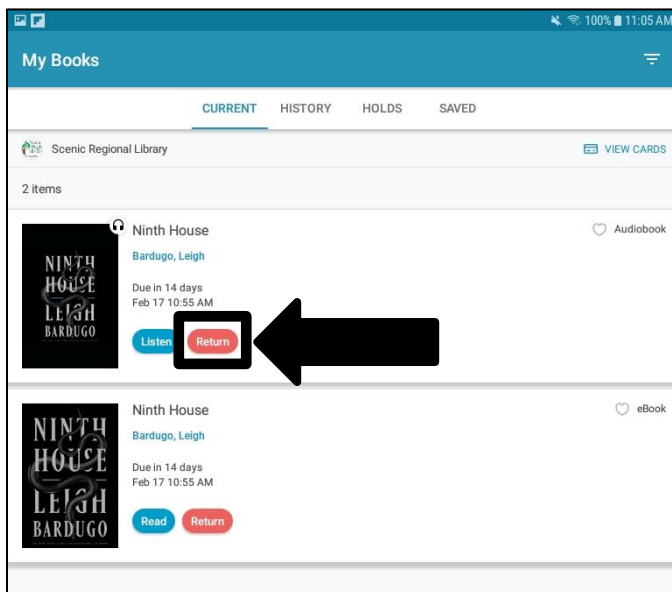
## Returning a Title Early

Follow these steps to return a title early.

1. Tap “My Books.”



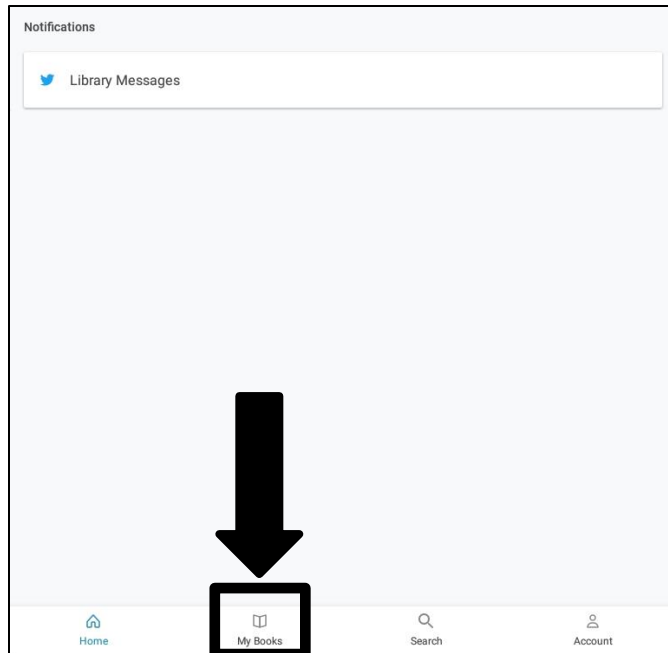
2. Tap “Return.”



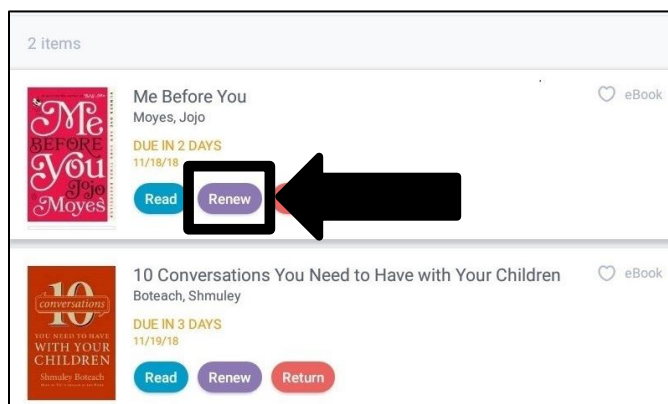
## Renewing a Title

Follow these steps to renew a title.

1. Tap “My Books.”



2. Tap “Renew.”



Note that if the Renew button does not appear, it means that another patron has the title on hold. Therefore, it cannot be renewed.