



To borrow an e-book from the Ocean County Library system, you need to have a valid Ocean County Library card (less than \$25 in fines), a Google account, a device meeting system requirements (v 2.2.2. or higher), and Internet access. You will need to install a free app called **cloudLibrary** onto your device.

Please note that cloudLibrary may not work with all Android devices. Make sure that your operating system is up to date.

TO INSTALL THE **cloudLibrary** APP :

- 1) Go to the **Google Play Store** on your device.
- 2) Tap  . Type in **cloudLibrary** and then tap **Enter**.
- 3) Tap  , tap **Install**, and then tap **Accept**.

TO BORROW A LIBRARY BOOK:

Tap  to open the app.

If you are opening the app for the first time, follow steps 1 through 5.

- 1) Tap **Connect to Your Library** on the Welcome screen.
- 2) Tap **United States** and then **Next**.
- 3) Scroll down to and tap **New Jersey**. Tap **Next**.
- 4) Scroll down to and tap **Ocean County Library**. Tap **Next**.
- 5) Type in your library card number and the password that you use to reserve items at the library and tap **Login Now**. If you can't login, visit the library.

To search for and check out a book:

- 1) When you open **cloudLibrary** for the first time, you will see a blue **Menu Bar** on the left side of the screen. Tap the word **Featured** to view categories of books (i.e. – **Most Popular**).
- 2) To check out a book, tap the picture of the book.
- 3) If the book is available to check out, you can tap **Borrow**. The book will download and open automatically. If there is a waiting list, tap **Hold**.

Other Ways to Search:

- 1) Tap  on the top left side of the screen.
- 2) Tap **Browse**.
- 3) Tap the subject of the books that you want to look through. You can tap the star next to the subject to add that collection to your favorites!
- 4) Use your finger or stylus to scroll through the list of books (tap **See All** to view all of the titles in that category). Tap the picture of the book that you are interested in to view more information about that title.
- 5) If the book is available, you can tap **Borrow**. The book will download and open automatically. If there is a waiting list, tap **Hold**.

Or:

- 1) Tap  on the top right side of the screen.
- 2) Type the title or author of the book that you are looking for in the white search box at the top of the page. You can also go to the library's main catalog (which includes the ability to search the entire library's collection, not only e-books) by tapping **go to full library catalog** in the center of the screen.

NOTE: You can limit your search to books that can be checked out right away. To do this, tap  in the top left corner of the screen. Tap **Filters** and then tap **Available Now**. Tap the center of the screen to return to your search.

READING A LIBRARY BOOK:

1) To “turn the pages” of the book, swipe your finger across the screen.

To follow steps 2 through 7, you need to bring up the Menu Bar.

To do this, tap the center of the screen while your book is open.

2) To add a bookmark, tap **Bookmark** at the top of the screen. Your bookmarks will sync across all of the devices that you read the book on!

3) To change the size of the text, tap **Font** at the top of the screen.

4) To adjust the margins or the brightness of your screen, tap  on the top right side of the screen. Then tap **Margin** or **Brightness**.

5) To search for a specific word or phrase in the book, tap  on the top right side of the screen. Next, tap **Search**. Type in the word(s) that you’re looking for and tap **Enter** on the keyboard.

6) To go to a different chapter, tap  on the top right side of the page. Then tap **Go To**.

7) To look up a word in the dictionary, touch that word.

8) To close the book that you're reading, tap  on the top left side of the screen. This takes you back to the **My Books** screen, where you can view all of the books that you have checked out. You can also tap the back arrow on your device to close the book.

TO RETURN A LIBRARY BOOK:

1) Tap .

2) Tap  on the top left side of the screen.

3) Tap **My Books**.

4) Press and hold the cover of the book you wish to return.

5) Tap the **Return** button at the bottom of the screen.

OTHER THINGS TO KNOW:

- 1) To view the books that you have checked out, the titles that you have reserved, and your reading history, go to the **My Books** section. To see this area, tap  on the top left side of the screen and then tap **My Books**. Beneath the list of books that you have checked out is the number of days that you have left to read them.
- 2) There is a limit of 5 e-books that can be checked out at one time.
- 3) **CloudLibrary** e-books have a 21-day borrowing period (*this can't be changed*). They are returned automatically.
- 4) **CloudLibrary** e-books cannot be renewed.
- 5) There is no need to logout of your account, unless you don't want someone else who uses the device to access your books. To logout, tap  on the top left side of the screen. Tap **Settings** and then tap **Logout**. Please note that if you do this, you will have to follow steps 1 through 5 under the **To Borrow a Library Book** section above in order to search again.
- 6) In order to be notified that books you placed on hold are ready to be checked out, you must provide **cloudLibrary** with your e-mail address. To do this, tap  on the top left side of the screen. Next, tap **Settings** and then tap **E-mail Notifications**.

7) **CloudLibrary** automatically keeps track of books that you've previously read. To view this list, tap **History** at the top of the **My Books** screen.

To delete your reading history, tap  on the top left side of the screen, tap **Settings**, and then tap **Clear Reading History**.

8) To contact the Ocean County Library for technical assistance, tap the  on the top left hand corner of your screen. Tap **Settings** and then tap **Support** to send an e-mail to the library staff. You will receive a response as soon as possible. You can also contact the library by phone.

ws 9/2016