



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), an e-mail address, and an Apple ID. You will need to install a free app called **cloudLibrary** onto your device.

TO INSTALL THE cloudLibrary APP  :

- 1) Go to the **App Store** on your device.
- 2) Tap in the **Search** box in the top right corner of the screen. Type in **cloudLibrary** and tap **Enter** on the keyboard.
- 3) Tap **Get** next to . Next, tap **Install**.
- 4) Type your Apple ID into the **Password** box. Tap **OK**.

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**.
- 3) Scroll down to and tap **New Jersey**.
- 4) Scroll down to and tap **Ocean County Library**.
- 5) Type in your library card number and the password that you use to reserve items at the library and then 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, 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.
- 2) To add a bookmark, tap the top right corner of the screen. A red ribbon will appear, saving your place in the book.
- 3) To change the text size, margins, or brightness, you need to access the **Settings Bar**. To do this, tap the center of the screen. Tap **Aa** and select your preferences. You can also put the book into **night mode** to make it easier to read in the dark. Tap the center of the screen again to make the **Settings Bar** disappear.
- 4) To search for a specific word or chapter in the book, tap the center of the screen to access the **Settings Bar**. Tap  and then type the word(s) that you’re looking for. You can also tap  to access the **Table of Contents** and your bookmarks. Tap the center of the screen again to make the **Settings Bar** disappear.

- 5) To close the book that you're reading, tap the center of the screen to access the **Settings Bar**. Tap **X** in the upper left corner to close the book. This takes you back to the **My Books** screen, where you can view all of the books that you have checked out.

TO RETURN A LIBRARY BOOK:

- 1) Tap  .
- 2) Tap  on the top left side of the screen.
- 3) Tap **My Books**.
- 4) Tap **Reading** at the top center of the screen.
- 5) Tap **Return Books** at the top right side of the screen.
- 6) Tap the red **Return** button next to the title that you want to return.
When the **Return Book** window appears, tap **Yes**. The book will disappear from your **My Books** list.

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 your 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 your screen. Next, 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 your screen. Then, tap **Settings**. Under **Notifications**, tap **Email** and enter your e-mail address.

7) **3M Cloud Library** automatically keeps track of books that you've previously read. To view this list, tap , then **My Books**, then **History**.

8) To contact the Ocean County Library for technical assistance, tap  and then tap **About**. Tap **Library 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.

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