



**USING cloudLibrary TO
DOWNLOAD LIBRARY BOOKS
ONTO YOUR NOOK E-READER
(black-and-white model)**



Please note that the following instructions are specifically designed for all models of the Nook e-ink (black-and-white) e-Reader. Those who have other e-ink readers (except for the e-ink Kindle, see the next paragraph) may follow these basic instructions. However, some steps may be slightly different for each type of device.

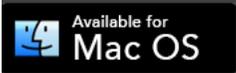
CloudLibrary e-books are not compatible for black-and-white Kindles. If you want to use a basic Kindle to borrow library books, please see a library staff member to get instructions for using ELibraryNJ.

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 a Barnes & Noble account. You will also need to have access to a laptop or desktop computer, on which you will install a free app called **cloudLibrary**.



TO INSTALL THE cloudLibrary APP ONTO YOUR COMPUTER:

- 1) Go to the Internet. Type www.yourcloudlibrary.com into the white **Address Bar** at the top of the screen and hit **Enter** on your keyboard.

- 2) Click  or  on the left side of the page.
- 3) Read the information on the screen and then click  at the bottom of the page. Follow the instructions for installing the program.

TO BORROW A LIBRARY BOOK:

- 1) Connect your Nook to your computer using the USB cord that came with the device (the same cord that you use to charge your Nook).
- 2) Double-click  on your desktop to open the program.

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.

The Next Step – The Activation Screen:

- 1) The next step that you follow depends upon whether you have previously created an **Adobe ID** and have activated software called **Adobe Digital Editions** on your computer (if you have used **ELibraryNJ**, OCL's other ebook service, then you have).
 - **If you have an Adobe ID and have activated Adobe Digital Editions on your computer**, your Adobe ID will be detected automatically. Simply click **Activate**.
 - **If Adobe Digital Editions is installed but not activated on your computer**, click in the circle next to **Explicitly Provide an Adobe ID**. Type in your e-mail address and password, then click **Activate**. If you have forgotten your password, you can retrieve it by going to **www.adobe.com** on your computer.
 - **If you do not have an Adobe ID**, click in the circle next to **Automatically Generate ID for cloudLibrary** and then click **Activate**.

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**.

To open the book:

- 1) If you selected **Automatically Generate ID for cloudLibrary** on the **activation screen**, click the green **Transfer to Device** button that appears under the cover of the book that you want to read. The book will be transferred from your computer to your Nook. Safely eject your Nook from the computer to read your new library book on your device. Go to the next section, *Other Ways to Search*.
- 2) If you typed in an **Adobe ID** on the **activation screen** (or if the **cloudLibrary** app automatically detected **Adobe Digital Editions** on your computer), you must wait for the book cover to appear as a ghost image (that is, not bold) on the **My Books** section of the app to make sure that it has completely downloaded to your computer. You must wait for this even if you see the **Transfer to Device** button at the bottom of the book cover.
 - If you have a Windows 7 computer, click the **Windows** button in the lower left corner of the screen.
 - Click the word **Computer**.
 - In the left-hand column, click the word **Documents** (which is beneath the **Libraries** heading).
 - Double-click **My Digital Editions**.
 - You will see the title of the book that you want to read. Use your mouse to drag and drop the book's title to your Nook (which appears in the left-hand column). You may notice that the book appears in multiple parts; if that is the case, transfer each part separately.

- Safely eject your Nook from your computer.
- Press the **Home** button (the upside-down “U”) on your Nook. Then tap **My Library**. Your new library book should appear.

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 change the font size or brightness, you need to access the **Settings Bar**. To do this, tap the top center of the screen. Tap the image of the double **A** that appears at the bottom of the screen to adjust the font size, font style, line spacing, and margin size. Tap the top center of the screen again to make the **Settings Bar** disappear.
- 3) To search for a specific word or section in the book, tap the top center of the screen to access the **Settings Bar**. Tap the image of the magnifying glass. Type in the word(s) that you’re looking for and tap the arrow on the keyboard to search.
- 4) To add a bookmark, tap the right corner of the screen.
- 5) To close the book that you’re reading, tap the **Home** button (the upside-down “U”) at the bottom of your Nook. This takes you back to **My Library** – the list of books that you have stored on your device.

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.

TO DELETE A LIBRARY BOOK FROM YOUR NOOK:

- 1) Connect your Nook to your computer.
- 2) When the Nook window appears, click **Open Folder to View Files**.
- 3) Right-click the title that you want to delete. Click **Delete** on the drop-down menu.

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 10/2016