



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 Amazon account. You will need to install a free app called **cloudLibrary** onto your device.

Please note that the **cloudLibrary** app is only available for Kindles running the following operating systems: Android 4.0.3 and up OR FireOS 10.5.1.

TO INSTALL THE cloudLibrary APP  :

Please note that it is not possible to download this app through the App Store on the Kindle. You need to enable your device to download apps from “unknown sources.” The location of this feature depends on the type of Kindle that you have.

Go to the Internet on your device and type the following website address into the search box: www.yourcloudlibrary.com. On the left side of the

screen, click  . Follow the instructions.

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) 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.
- 5) On the Legal Terms screen, tap **Accept**.

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 special 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  at 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 the right of each list 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, author, or subject 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 library's entire catalog, 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 small window will appear, allowing you to add a note to your bookmark (or to save the bookmark or remove it). When you tap **Save**, the window will disappear and the right hand side of the page will be folded down (saving your place in the book).
- 3) To change the font size, brightness, or margins, you need to access the Kindle’s **Menu**. To do this, tap the arrow at the bottom of the screen (beneath the text). Tap  and then make the appropriate selection. Tap the center of the screen to make the **Menu** disappear.
- 4) To search for a specific word or section in the book, tap anywhere in the white space surrounding the text. Tap **Search** at the top right corner of the screen. Type the word(s) that you’re looking for in the search box and tap **Search** on the Kindle’s keyboard. To make the search bar disappear, tap the white space surrounding the text.
- 5) To close the book that you’re reading, tap the white space that surrounds the text. Tap  in the top 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 (as well as your holds and your reading history).

Comment [SW1]:

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 your 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) **Cloud Library** 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 Notification**.

- 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  on the top left corner of the 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.

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