CLOUDLIBRARY GETTING STARTED AND HELP SHEET

The cloudLibrary allows you to borrow and read eBooks and eAudiobooks from Welland Public Library for free, all you need is your library card and PIN to access the content. The newly redesigned app includes all new navigation and personalization, making it easier than ever to find eBooks or Audiobooks. This app includes a fully functional reader allowing the user to read their eBook directly in the app, as well as bookmark and save the position of their book across devices. It also includes an Audiobook player, allowing the user to download, play and listen to their books offline. CloudLibrary gives patrons access to thousands of available eBooks and Audiobooks.

WHAT DEVICES SUPPORT CLOUDLIBRARY?

CloudLibrary is available for Android, iOS, Kindle Fire, PC/Mac and Kobo/eReaders.

HOW IT WORKS PC AND MAC

- Go to Welland public Library website at http://wellandlibrary.ca.
- Click Digital Media then CloudLibrary.
- Enter your library card number then your PIN number and accept the terms of use.
- You can also go directly to http://www.yourcloudlibrary.com/ - and select Canada, Ontario and Welland Public Library from menu – then library card number and PIN.
- Install the CloudLibrary App for Windows PC https://www.yourcloudlibrary.com/windows/or Mac OS X https://www.yourcloudlibrary.com/mac/.
- PC/Mac App allows full access to CloudLibrary and allows users to transfer eBooks to eReaders like Kobo.

SEARCH AND BORROW PC AND MAC

- Once logged in you may search for books and audiobooks.
- Use the "Featured" or 'Browse" by category tab.
- Use the "Filters" tab to specify the format of "ebooks" or "audiobooks" and the "View" tab to show items "available now" or the "whole collection".
- Click on the book cover you wish and click "Borrow".
- Click "Read" to read book in your browser.

SEARCH AND BORROW FROM THE CLOUDLIBRARY APP (ANDROID, IOS, KINDLE FIRE)

- Download the CloudLibrary App directly from the Apple App Store, Google Play, or Amazon Fire.
- Click on language then select Country, Province and Library.
- Enter your library card number then your PIN number and accepts the terms of use.

SEARCH AND BORROW FROM THE CLOUDLIBRARY APP (ANDROID, IOS, KINDLE FIRE) (CON'T)

- The Home Page shows your Library and cards associated with the account.
- Use the Browse/Search feature along the bottom to search books etc. The filter at the top right will specify the format of "eBooks" or "Audiobooks" and Availability to show items "Available Now" or "All Library Titles".
- Click a book cover and you can borrow or save it for later. If you borrow the item it will automatically download to your device. (Watch the bar load across the screen as it does).
- The item is now downloaded to your device.
- Press the Home icon and you will see your books on the home shelf. They are also under "My Books" on the bottom with the option to read or return them.
- When reading an eBook title from the App press the middle of the screen to bring up the "Book Menu". From here you can bookmark a page, change font size, search the table of contents and use search features. Press the X in the upper left hand corner to end the reading or listening session.
- Next time you open a book it will open to the last page you read.

FREQUENTLY ASKED QUESTIONS

CAN I LISTEN TO MY E-AUDIOBOOK OFFLINE?
Yes, offline listening is available in the mobile apps once an e-Audiobook has been fully downloaded.

CAN I CANCEL A HOLD?
If you want to cancel a hold, go to the 'My Books 'page and click on 'Holds'. This will show you the books you have on hold. Tap on the title that you would like to take off Hold and tap on the button 'Remove Hold 'button.

HOW CAN I SWITCH TO ANOTHER LIBRARY OR SELECT A DIFFERENT ACCOUNT?
Tap on the blue person icon. Add another library or account by tapping 'Add New'. Once the account has been added, simply tap on the account to switch to that account.

HOW LONG CAN I KEEP AN E-BOOK? HOW MANY E-BOOKS CAN I HAVE OUT AT ONE TIME?
You may have 10 books out at one time and the loan time is 3 weeks.

HOW MUCH SPACE DO I NEED ON MY DEVICE FOR AN E-AUDIOBOOK?
Files sizes of e-Audiobooks vary. However, most e-Audiobook files are less than 2 GB. The size of the book is displayed when selecting the book details of the title. This can be done by selecting the book cover art in multiple places in the apps.

MORE HELP WITH CLOUDLIBRARY
- Visit the cloudLibrary help pages: https://www.yourcloudlibrary.com/
- Contact the Welland Public Library: (905) 734-6210 ext. 2521

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