



West Boynton Branch



cloudLibrary[™]
by bibliotheca

iPads or iPhones

This handout will cover:

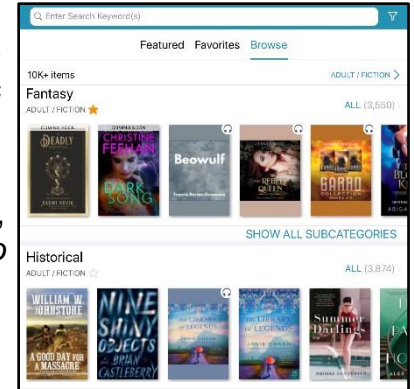
- Getting started with cloudLibrary
- Navigating cloudLibrary
- My Books and Account
- Playing eBooks and Audiobooks

In accordance with the provisions of the ADA, this document may be requested in an alternate format.

Getting started with **cloudLibrary**™

cloudLibrary is a digital content platform for reading eBooks and listening to Audiobooks. Available to Palm Beach County Library members, there are currently ~140,000 titles available! As with most of our electronic media services, cloudLibrary's catalog is available 24/7, anywhere with Internet access.

You will need **(1)** a library card and **(2)** Personal Computer, Tablet, Smartphone or Kindle Fire. *ePUB capable E-ink devices such as Kobo and Nook Glowlight are also included (not Kindle e-readers).*



Borrowing Limits and Renewals

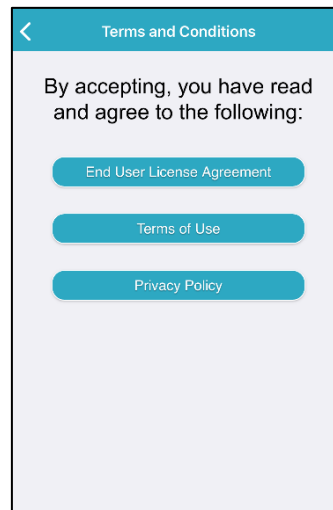
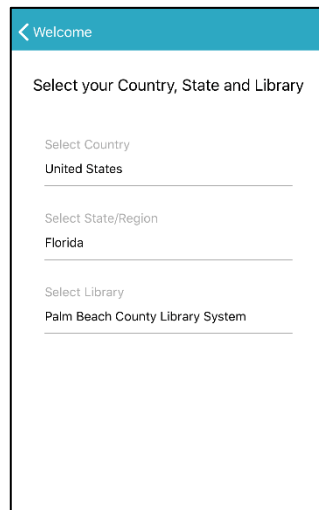
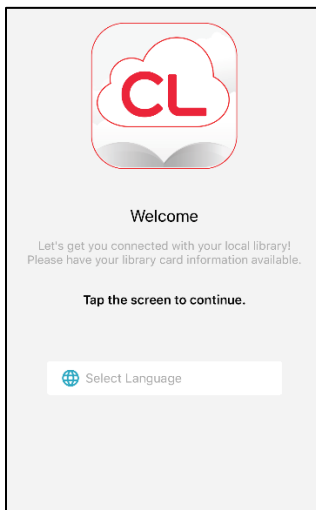
cloudLibrary allows members to checkout up to 7 titles at any time. Each borrowed eBook or Audiobook is available for 21 days and will afterwards be automatically returned. There is no need to worry about late fees! Not everything, however, is immediately available. There are limited electronic copies of each book so members may be waitlisted. Up to 5 titles can be placed on hold as well. Users will be emailed when items become available and have roughly 4 days to open the book or lose their hold. Once any title is borrowed for 18 days or more it may be eligible for an additional 21 day renewal if there is no one else waiting.

Set up the App

1. Download and open cloudLibrary from the App Store.



2. Select **Tap the screen to continue.**
3. Choose the appropriate Country, State and Library
4. Agree to the Terms and Conditions
5. Insert your Library Card Number (ex. D0xxxxxxx) and **Login**.



6. Tap **Skip** or follow the introductory tutorials then **Get Started**.

Navigating **cloudLibrary**[™]

Screens Overview

Use the *bottom* icons to switch between screens:



Home The default app screen. Provides quick access to your virtual library card(s), titles currently reading, book recommendations and messages from the library's twitter account.

My Books 4 *top-middle* tabs: **Current** - currently borrowed content, **History** - your loan history, **Holds** - titles placed on hold specifying how long till available and **Saved** - titles saved for later.

Search Use the Enter Search Keyword(s) field to search for titles or the 3 *top-middle* tabs to browse the collection: **Featured** - shelves created by the library (new releases, just added, popular, etc.), **Favorites** - set up your own genre reading preferences and **Browse** - navigate all 300+ genres available on cloudLibrary.

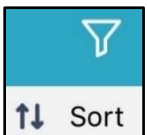
Account Customize your cloudLibrary account: nickname, avatar, theme color, virtual library card, notifications, data usage, eBook settings, analytics, help or sign out of account.

Search

Select the **Search** screen. Use this to access the catalog and borrow content with an Internet connection at any time of the day, not limited by the library's hours of operation. Once borrowed then downloaded, content will be available offline for the remaining loan period. If preferred, titles may also be synced between multiple electronic devices for optimal reading.

Filter and Sort

Shelves and lengthy search results can be refined at the *top-right*.

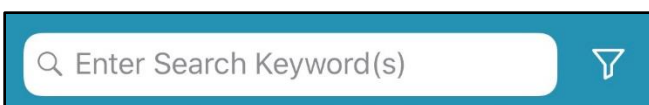


Filter by preferred Format (eBook or Audiobook), Availability (Available Now, All Library Titles or Suggestions for library) and Language.

Sort by Title, Author, Publication Date (default), Date Added and Rating.

Filters in **Search** stay active in Featured, Favorites and Browse, even if the app is closed.

Search Content



If you already know the title or author select the Enter Search Keyword(s) field at the *top*, type it in and press **Search**. For example, enter "James Patterson" then scroll through the results. There is also an **Advanced Search** feature that allows multiple filters and title criteria (Title, Author/Narrator/Editor, Series, ISBN, Date Published and Category).

Titles will have a **Borrow**, **Hold** or **Suggest** button.

Borrow are currently available and transfers the title to **My Books > Current**. Next, tap **Read** to initiate the download! Download over Wi-Fi instead of cellular, some titles can be large files.

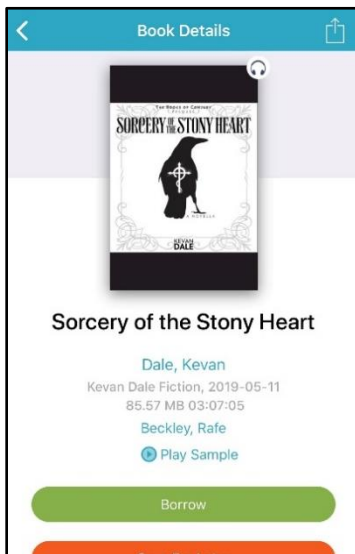
Hold displays an estimated wait time and moves titles to **My Books > Hold**. cloudLibrary requests an email address the first time a hold is placed to contact you when the title becomes available.

Remember to check your email regularly. Once the message is received, there is a 4-day window to open cloudLibrary, the **My Books** screen and select **Read** or **Listen**, otherwise you lose the hold. *The 21 day counter begins when cloudLibrary emails you, not when you begin reading!*

Suggest titles are not currently available to borrow through the Palm Beach County Library account. If you select one, however, our collection development team evaluates the request.

Search results are used to locate exactly what you want with keywords instead of browsing. If you have located your book, press **Borrow** or **Hold**. Otherwise, use the 3 *top-middle* tabs to browse the collection shelves.


Book Details



Select a book's cover art for a short written synopsis. *Audiobooks* are identifiable by the *top-right* headphone icon. They provide a **Play Sample** button. *Hearing this does not constitute borrowing the actual Audiobook, just streaming a short preview!* Once everything has been reviewed to your satisfaction press **Borrow**, **Hold**, **Save For Later** or < to continue.

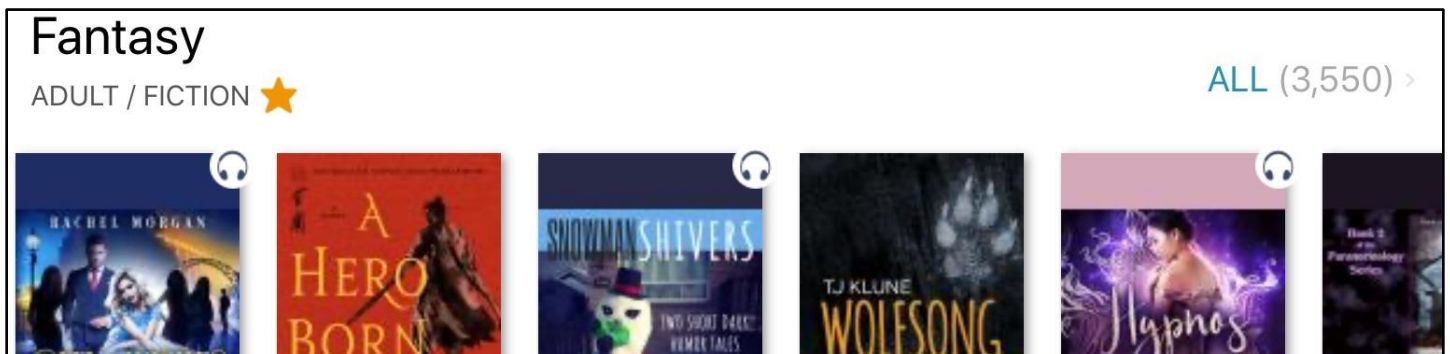
Save For Later compiles titles you flag for future reference in **My Books > Saved**. This is great for creating a list of books to borrow later.

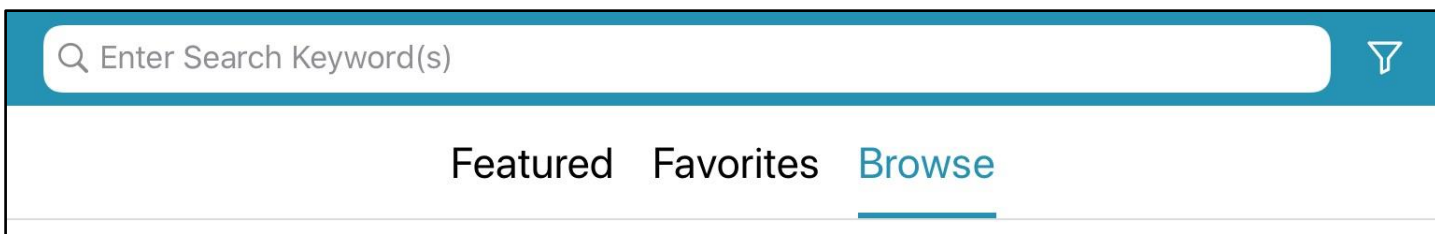
Book details provide quick access to linked titles. These might include titles by the same author, narrator and books in that series. The links are always **blue**. For example, tapping **Dale, Kevan** in this book details preview generates a list of all cloudLibrary books by that author.

iPad and iPhones provide the *top-right*  icon for share and action extensions.

Browse Titles

Swipe through collection categories in shelf (*horizontal*) or list view (*vertical*). Shelf is the default orientation and indicates a title's eBook or Audiobook format. Select **ALL** for list view. This provides more details, links and quick access to the **Borrow**, **Hold** or **Save For Later** buttons. It is similar to navigating search results. The default sort settings is always publication date. Use < to exit the list view and return to shelf.





Featured Featured shelves are created by the library to highlight our electronic collection. Includes: New Releases, Just Added, Popular Titles, Book in Spanish and other categories. Swipe through the shelves, tap cover art for book descriptions or **ALL** to access a list view.

Favorites There are over 300 genre categories in cloudLibrary! These are broken down by audience (**Adult**, **Teen**, **Kids**) and then literary type (**Fiction**, **Nonfiction**). You will therefore find the genres listed under **Adult/Fiction**, **Teen/Fiction**, **Kids/Fiction**, **Adult/Nonfiction**, **Teen/Nonfiction** and **Kids/Nonfiction**.

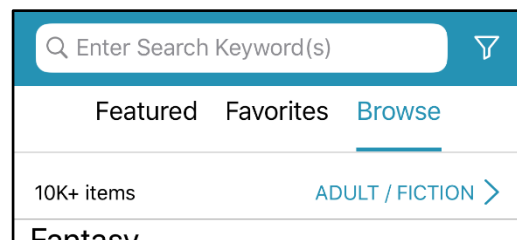
Open favorites to set initial genre preferences. Choose an audience, literary type, genre categories and press **Save**.

Tap the **top-right** pencil icon if you want to modify favorite genre preferences or deactivate the adjacent star ★ in a genre shelf.

Browse The entry point to all cloudLibrary genres. The **Favorites** tab keeps lasting preferences, use **Browse** to temporarily explore additional categories.

Adult/Fiction is the default view. This will include some, but not all, adult fiction genres since there are over 50. Select **ADULT / FICTION >** button to change listed genres or the audience / literary type.

Shelves can be added to the **Favorites** tab from **Browse** listings by activating the adjacent ★ star.



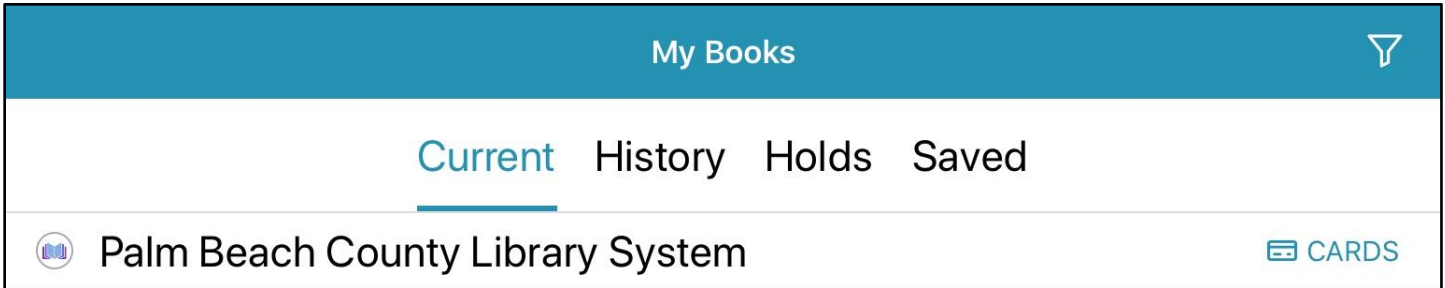
cloudLink

A great benefit of using cloudLibrary is the reciprocal access system known as cloudLink. You may come across titles that are technically owned by other Florida libraries. These are available to borrow for Palm Beach County library system members but never place on hold. They cannot be found through our regular pbclibrary.org catalog, there is no indication in the app record who owns them and they will disappear once every copy in that other library system is checked-out.

This means the cloudLibrary catalog is constantly updating so keep checking it! You might find copies of hot new and popular books that would otherwise be checked-out.

My Books and Account

My Books



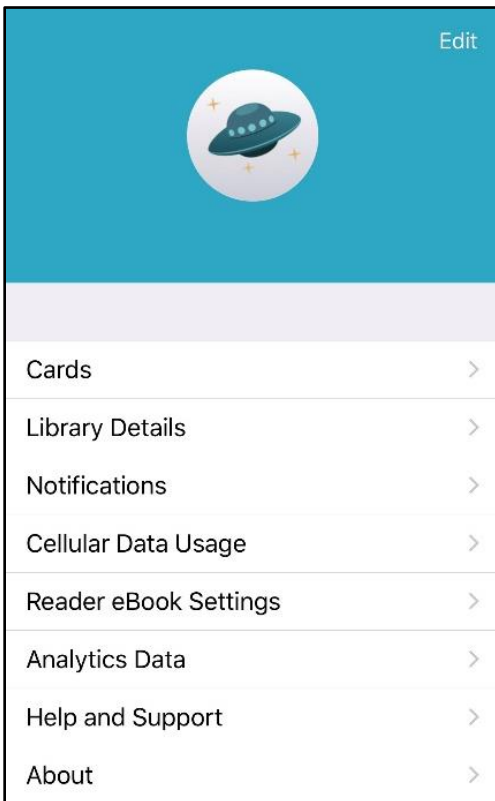
Current Titles currently borrowed. Select **Read** or **Listen** to download and open books. **Return** will remove books before the 21-day loan period expiration. Beneficial for freeing up storage space on your electronic device or if you have reached the maximum 7 book borrowing limit and don't want to wait.

History Your personal cloudLibrary history of returned items.

Holds Titles placed on hold. Estimates how long until available. Can be used to cancel holds with **Remove Hold**.

Saved Titles flagged for future reading may be added to this list by selecting the same flag icon in a book detail window! Can be used to remove saved title with **Unsave**.

Account



Edit Add a nickname, avatar and color theme to your card.

Cards Add or modify multiple library system cards.

Library Details lists library card number

Notifications modify in-app and email notification settings. Used primarily to notify when holds become available.

Cellular Data Usage choose to download or stream audio over cellular.

Reader eBook Settings disable device lock while reading and automatically open borrowed eBooks.

Analytics Data send anonymous usage stats to cloudLibrary.

Help and Support get additional support and tutorials on cloudLibrary.

About details which version of Cloud Library you are using.

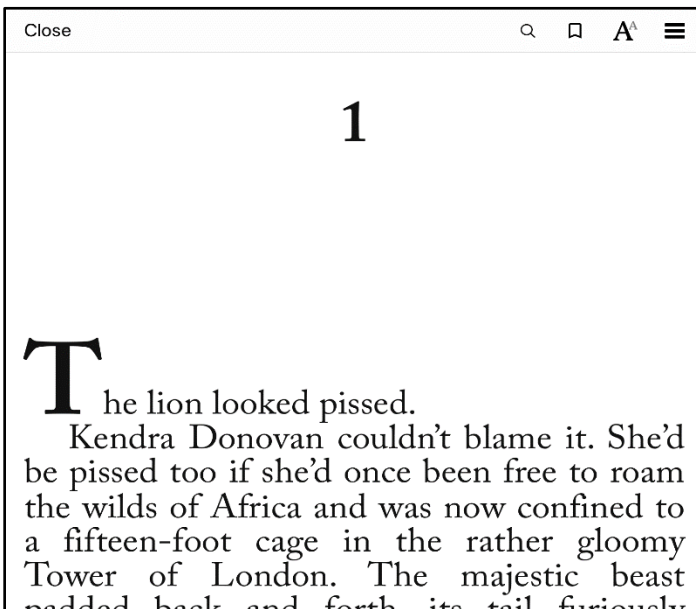
Logout Completely sign-out of your Cloud Library account.

Playing eBooks and Audiobooks

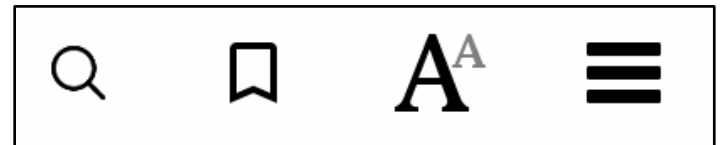
You will need a WiFi connection or cellular data to navigate the CloudLibrary app and download titles. Once they are downloaded to your device, however, no Internet will not require to read or listen.

eBooks

To change eBook pages, swipe across from the left and right of the screen or tap on the far left and right edges. Touch and hold any text to **Copy**, **Look Up** (research words or phrases), **Highlight** or **Note** (add notes). If you tap in the middle of the screen, however, the control menu appears. Tap again to make it disappear.



Here is a closer look at the top menu:



Close Close the eBook, return to **My Books**

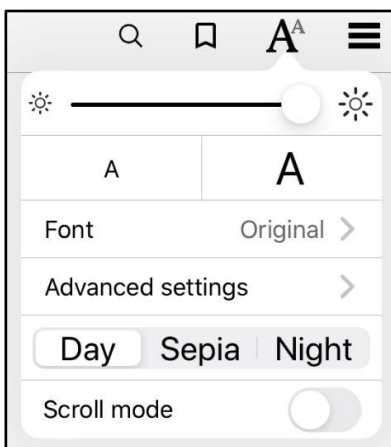


Search for specific word(s) or phrases



Create a *bookmark of the page

*Ribbon bookmarks save pages for future reference. They are not the same thing as Current Position, which will always be auto-saved!



change screen brightness

A A set the font size. Tap small A for lesser size, big A for larger

Font change font type

Advanced settings set the number of columns, page margins, line height, word spacing and letter spacing

Day, Sepia, Night change the page background

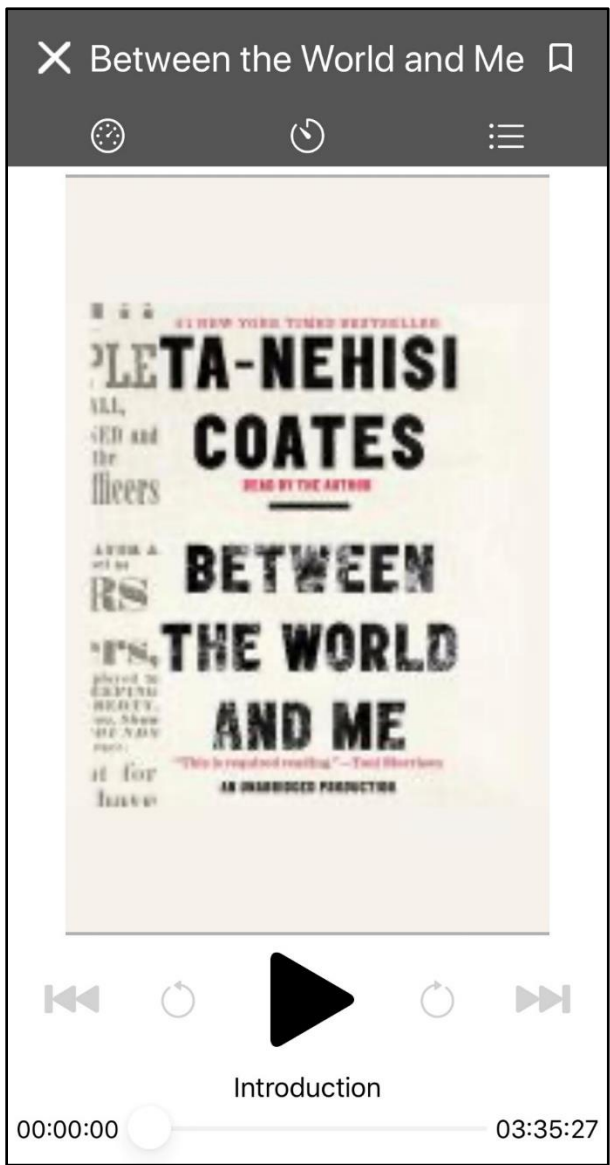
Scroll mode page navigation is horizontal by default. Scroll mode changes it to vertical, swiping up and down. Horizontal navigation can now be used to move between chapters.









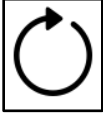
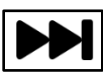



Navigate by *Table of Contents*, Bookmarks and Highlights. Remember, bookmarks are set by tapping the ribbon bookmark icon and highlights with touch and holding text.

Audiobooks

X closes the audiobook screen. Return to **My Book** screen. If you do not pause the audiobook before exiting, it will continue to play in the background.



-  Change the narration speed
-  Set up a sleep timer. Make sure your screen is also off or an Auto-lock is set above never.
-  Navigate by Table of Contents or *Bookmarks & Notes
-  Save the current timing mark to Bookmarks (and make notes!).
-  Backwards 1 chapter or section
-  Back 15 seconds
-  Play
-  Pause
-  Forward 15 seconds
-  Forward 1 chapter or section
-  Quickly navigate through the entire Audiobook.

*Ribbon bookmarks save pages for future reference. They are not the same thing as Current Position, which will always be auto-saved!