

# cloudLibrary™ by bibliotheca User's Guide

Revision Date: February 2017



**This manual provides information on using the cloudLibrary™ patron reading application (app), which include apps for iOS and Android devices, Chromebooks, PCs and MACs.**

## What you can do with the cloudLibrary™ app

The cloudLibrary™ app enables you to locate, check out, read eBooks and listen to eAudiobooks from the cloudLibrary™.

## Where to Download apps

You can download the cloudLibrary™ apps at [www.yourcloudLibrary.com](http://www.yourcloudLibrary.com) website. There are links to all of the apps on the left hand side of the page. These links will bring you to the appropriate app market where you can download and update any of the patron apps.

## Starting the cloudLibrary™ app

After you have downloaded and installed the cloudLibrary™ app, click on the app icon within your device or computer. This will open up the app to the login screen. Then choose your **country**, state, library and enter your username and PIN/Password if required. Users will only need to login once unless they log out of the system.

\*If no PIN/Password is required leave field blank.

A screenshot of the cloudLibrary login interface. At the top center is the cloudLibrary logo. Below it, the text reads "Please select your library and provide your login credentials". There are three dropdown menus for "Country", "State", and "Library", each with "-- none --" selected. Below these are two text input fields for "Library Card ID" and "Pin/Password". Underneath the input fields, there is a line of text: "By accepting you are agreeing to the following:" followed by three blue links: "End User License", "Terms of Use", and "Privacy Policy". Below the links is a checkbox with the text "I accept the legal terms above". At the bottom center is a "Login" button.

## User Controls

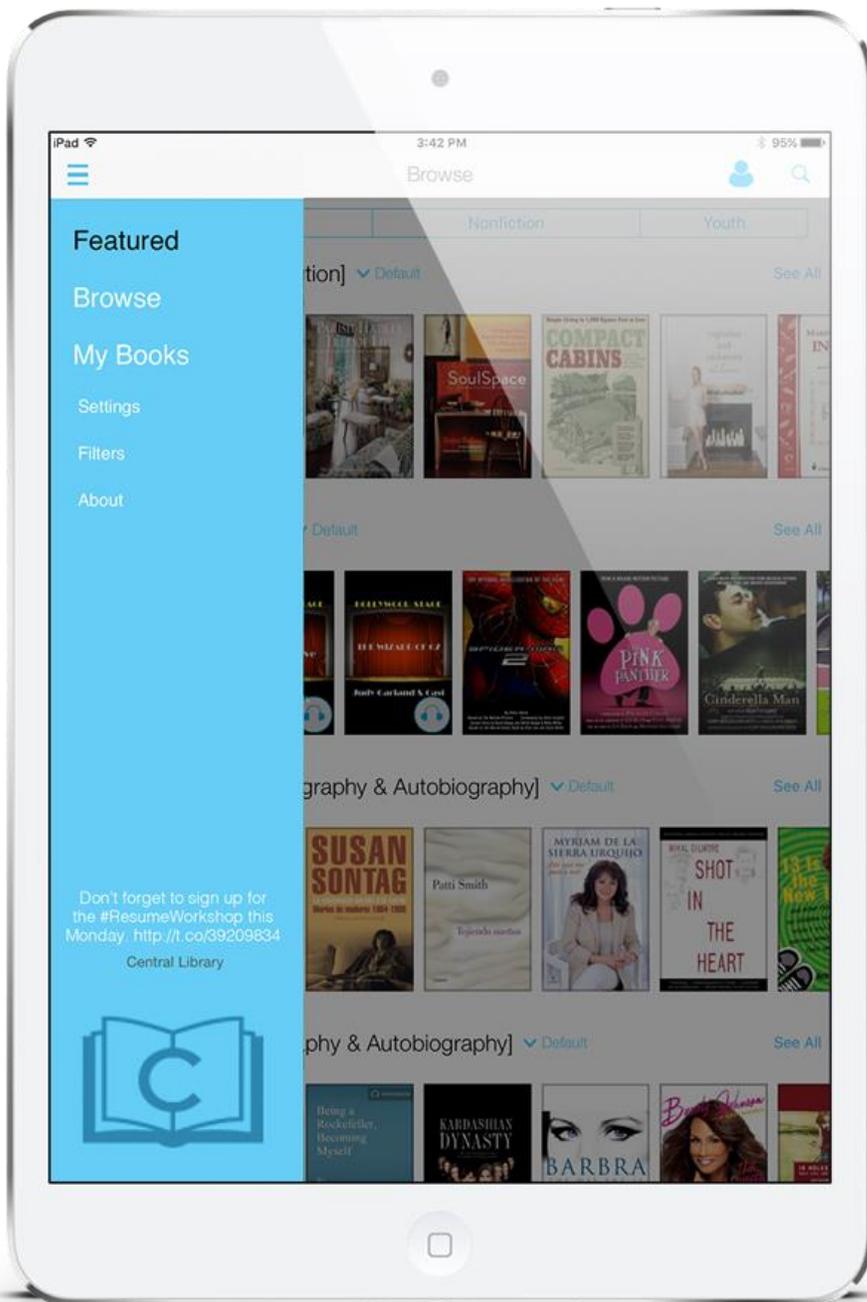
The reading apps provide the user controls for locating material in the cloudLibrary™, checking books in and out, and reading access. The apps are designed to have a consistent look and feel with only minor differences between apps and devices.

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## Main Menu

1. **"Featured"** area showcases titles highlighted by your library. Patrons can browse and borrow titles from these featured shelves.
2. **"Browse"** area allows you to search all of the titles available from your library and customize what categories you want to see. You can also save "Favorite" categories for future browsing.
3. **"My Books"** tab provides access to your borrowed titles, holds, flagged titles and reading history.
4. **"Filter"** area allows you to filter out any content you do not want to see. (details on page 4).
5. **"Settings"** button allows you to manage email notifications, logout, Clear Reading History and other settings.
6. **"About"** area provides links to your Library's catalog, access Support, or to view your End User License Agreement and App version.
7. **"Search"** area allows you to search for titles or authors using keywords.
8. Blue person icon at the top right allows you to add and toggle between your cloudLibrary accounts if you have multiple library cards at your library or another library.





### Book Detail

1. User generated star ratings.
2. Status button shows the status of the book, either available to "Borrow", "Add to HoldList" or "Suggest".
3. Share this book on social media such as Facebook.
4. Flag of Interest to remember titles you want to borrow at a later date. Find flagged titles under My Books section.
5. "More by this author:" will display other books by the author of the book you are looking at.

**Featured**

**Eat, Pray, Love**  
 Gilbert, Elizabeth  
 Published: 2007

★★★★★ **1**

**3** **4** **2**

**Borrow**

**A transformational journey through Italy, India, and Bali searching for pleasure and devotion—the massive bestseller from the author of *The Signature of All Things***

This beautifully written, heartfelt memoir touched a nerve among both readers and reviewers. Elizabeth Gilbert tells how she made the difficult choice to leave behind all the trappings of modern American success (marriage, house in the country, career) and find, instead, what she truly wanted from life. Setting out for a year to study three different aspects of her nature amid three different cultures, Gilbert explored the art of pleasure in Italy and the art of devotion in India, and then a balance between the two on the Indonesian island of Bali. By turns rapturous and rueful, this wise and funny author (whom *Booklist* calls "Anne Lamott's hip, yoga- practicing, footloose younger sister") is poised to garner yet more adoring fans.

ISBN 9781101010914  
 Publisher Penguin Group US  
 Published 2007-01-29  
 Format EPUB E-Book, 1 MB

**More by this author:**

NEW YORK TIMES BESTSELLER  
**ELIZABETH GILBERT**  
 THE SIGNATURE OF ALL THINGS

**STERN MEN**  
 ELIZABETH GILBERT  
 READ BY ALICIA VIKER

**ELIZABETH GILBERT**  
 THE SIGNATURE OF ALL THINGS

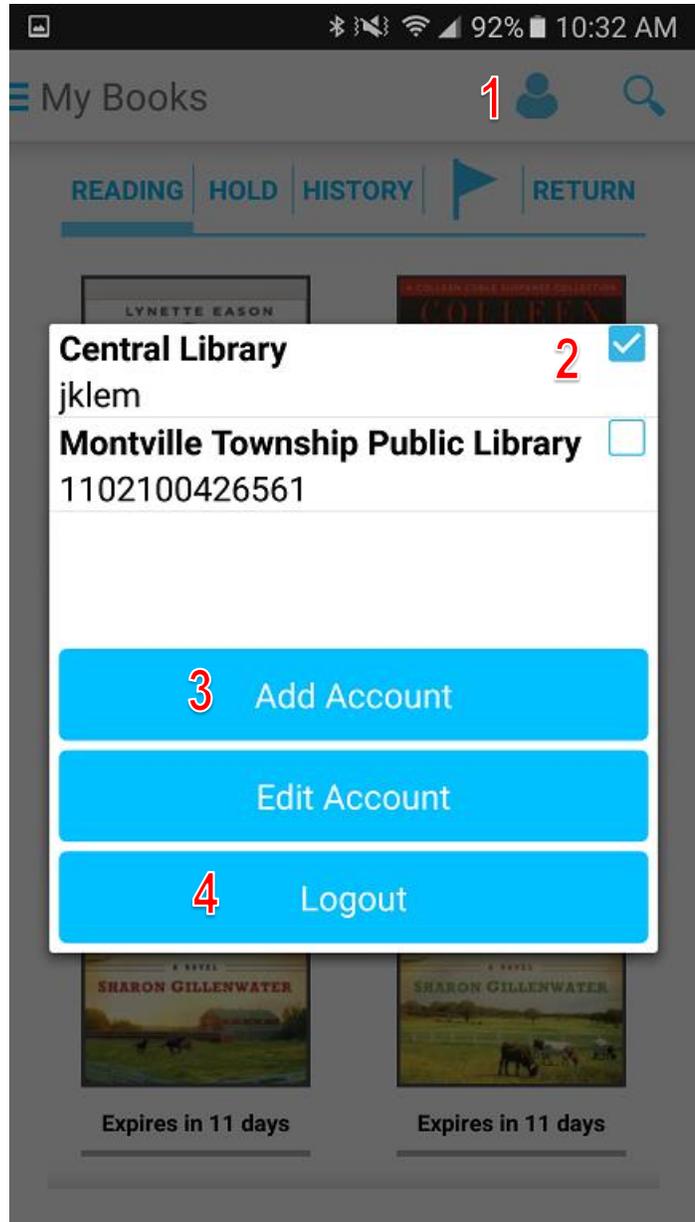
**Elizabeth GILBERT**  
 EAT, PRAY, LOVE

**ELIZABETH GILBERT**  
 Read by the Author  
**eat pray love**

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## Toggle Between Library Accounts

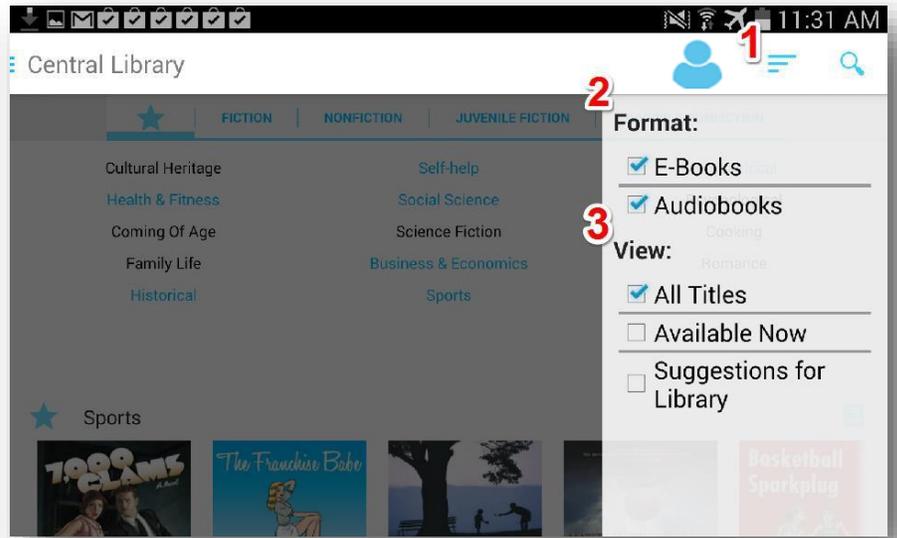
1. "Toggle accounts" blue person icon at the top right of iOS and Android devices.
2. Easily toggle between libraries just by selecting it. No logging out necessary.
3. If you have accounts at multiple libraries with cloudLibrary or multiple cards at one library (ex: child and adult) you can click "Add Account" to select the county, state, and library, then put in your library card id and password (if necessary) to sign into and save that one.
4. Logout



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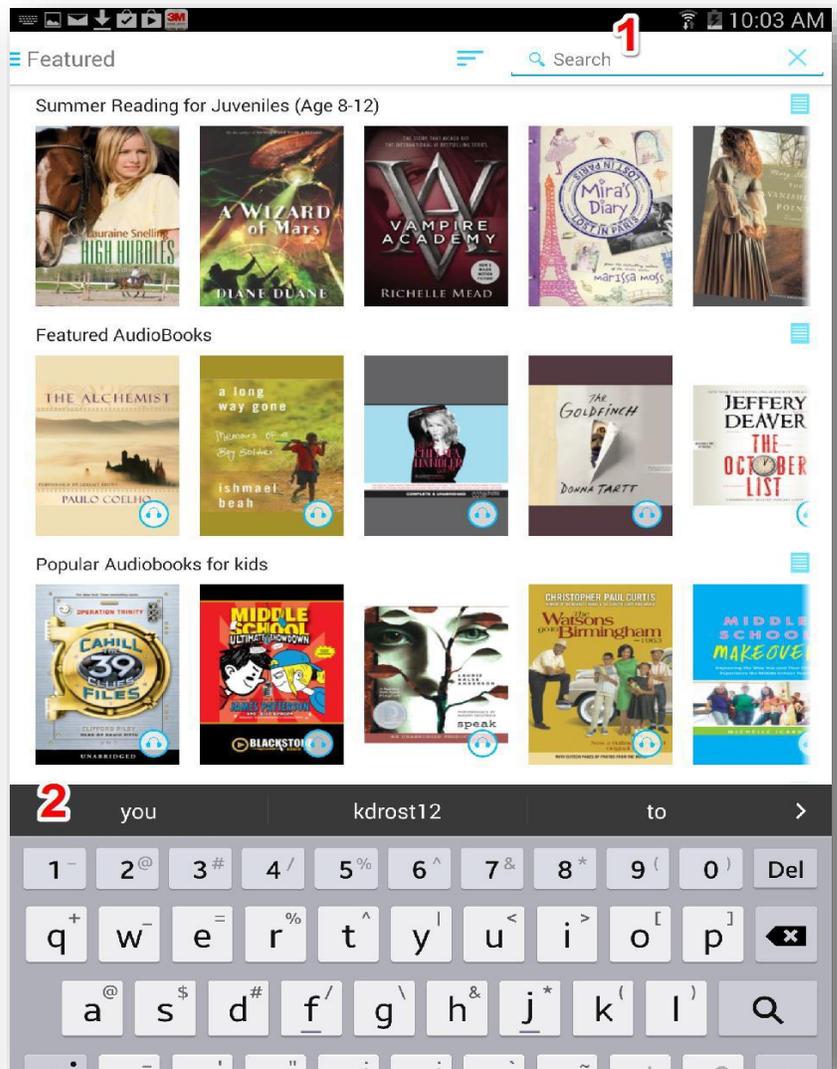
## Filter Function

1. Filter icon at the top right of the app allows you to access the filters within the app. Swiping from right to the left on the screen will also pull out the filter menu.
2. "Format" Allows you to select the format that they want to see.
3. "View" Allows you to show "All Titles" their library owns, only titles "Available Now", or include titles they can suggest to their library.



## Search Function

1. Search icon allows you to use a key word search to look up books and find content.
2. Keyboard allows you to type in the key word that they would like to run a search for. \*This function displays differently on different devices.

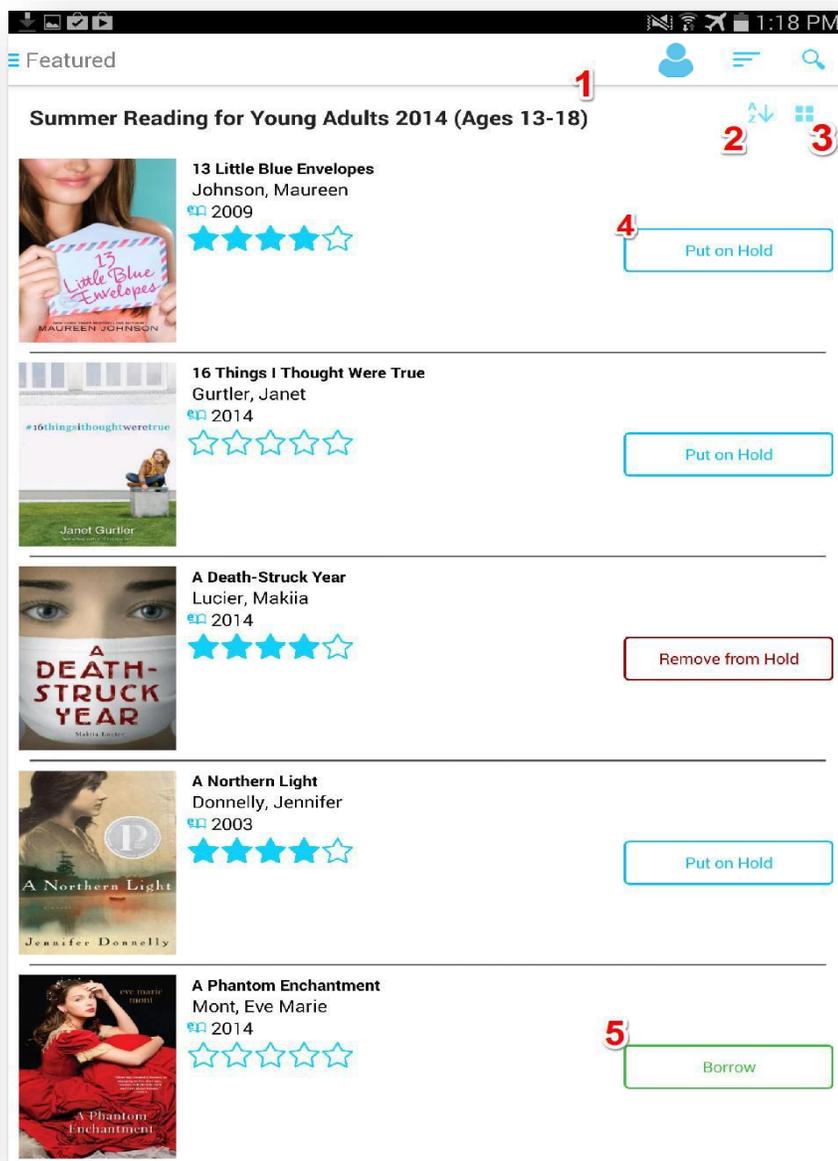
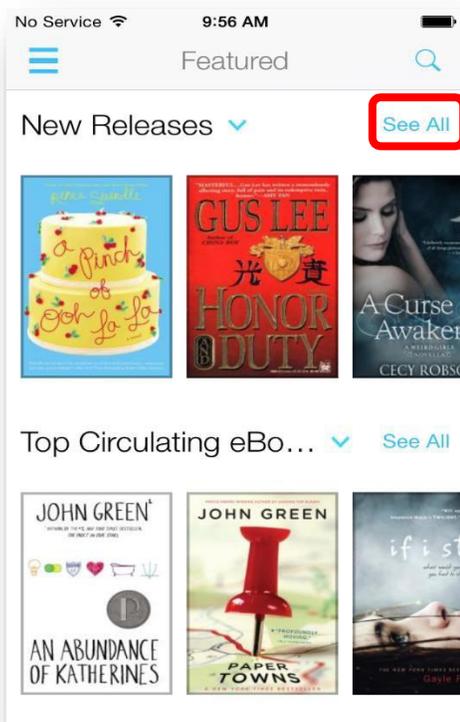


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## List View

To access the List View click on the “**See All**” or “**List View**” link on the top right of any book carousel.

1. Displays the Shelf or Category Name you are viewing.
2. Allows you to sort the order in which titles are displayed.
3. Allows you to return to the carousel view.
4. This status button of the book shows that this book is checked out to another user, but you can place this book on hold.
5. This status button shows that this book is available and ready to be “Borrowed.”

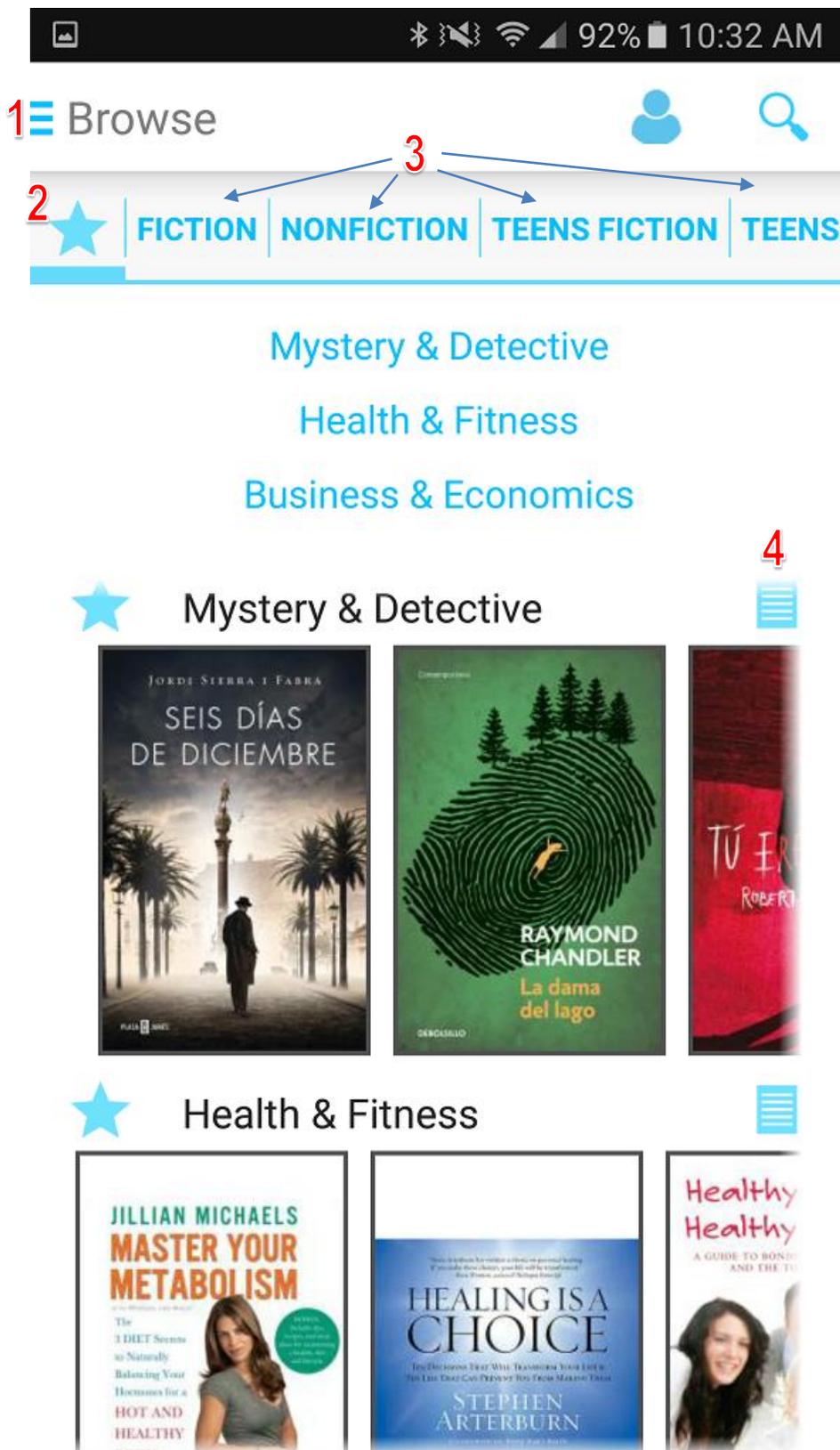


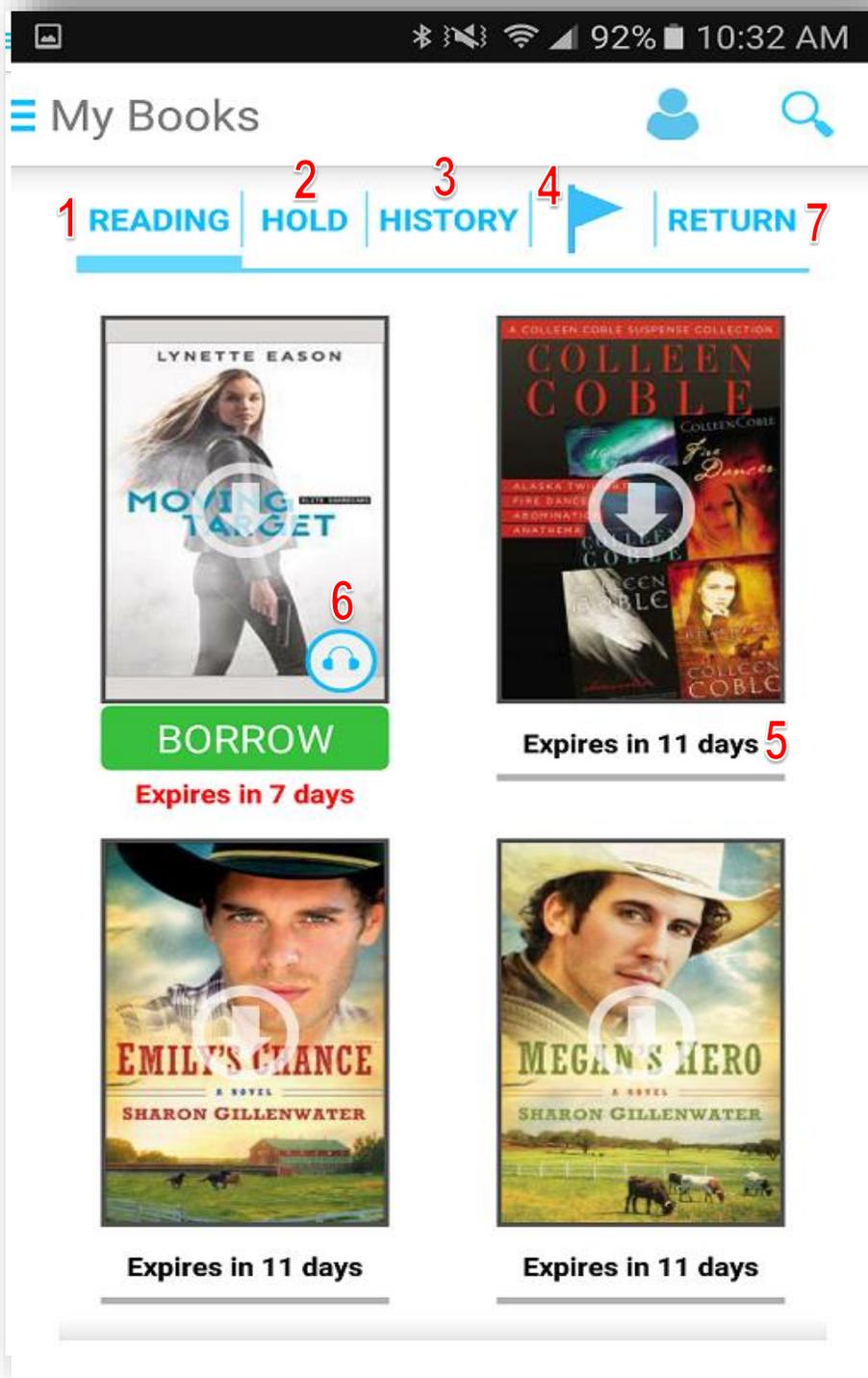
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## Browse View

To access the Browse View click on the "Browse" button on the main menu.

1. Displays the star, fiction, nonfiction, teens fiction, teens nonfiction, kids fiction, and kids nonfiction tabs.
2. Starred area shows the category shelves you star within the other tabs.
3. Scroll through fiction, nonfiction, etc. to select categories of interest and star them to add to your starred shelf. Click on the blue star next to category name to add it to starred area.
4. List view of the shelf.





### My Books

1. **Reading** displays the books you currently have checked out.
2. **Holds** displays the titles that you have put on hold.
3. **History** displays your Reading History, which can be cleared at any time.
4. **Flag of Interest** icon displays the titles you have “flagged” in the app to read or listen to later.
5. “ ” **Days** displays the number of days you have left before the book is automatically returned to the library.
6. **eAudiobook** Icon indicates that this is an eAudiobook.
7. **Return** Button displays any message that your library has sent and notifications specific your account.

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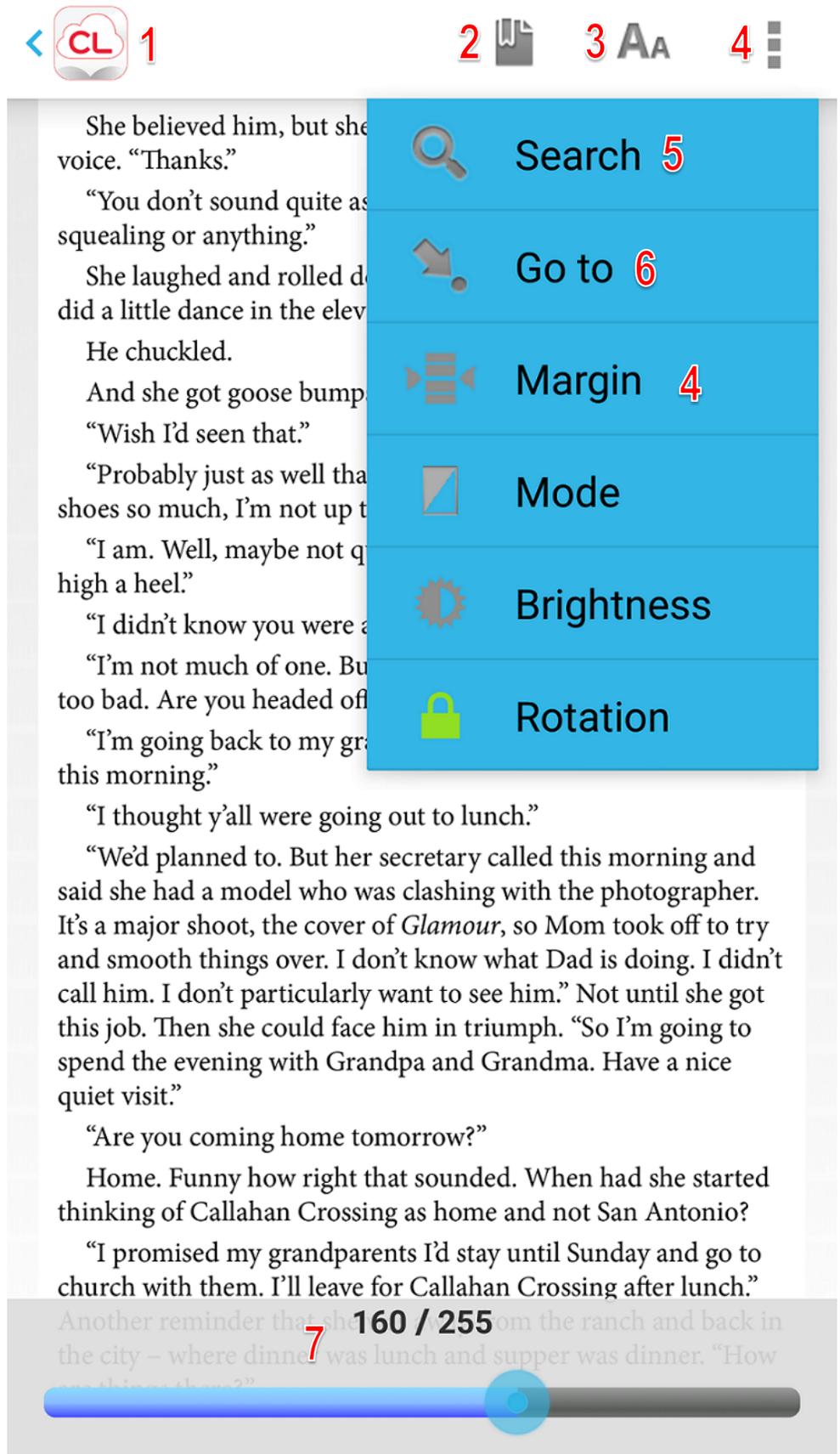
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## ANDROID In Book Reading Features: eBooks

\*This view will vary from device to device.

\*Tap in the middle of the screen to see these menu features.

1. Close the current book and return to "My Books" area.
2. **Bookmark** icon allows you to create a note or look up an existing note. \*These will stay with the book, will sync across all devices, and can be accessed as long as you have access to the book.
3. **Font Size** Increase or decrease font size of the text.
4. Make all adjustments listed above, plus other adjustments such as Margin, Mode, Brightness and Rotation under the 3 square dots.
5. **Search** allows you to search for a word or text within the book.
6. **Go To** allows you to jump to different parts of the book using the table of contents.
7. Scroll Bar allows you to jump to different sections of the book and see your progress. Tells you what page you are on out of the total.



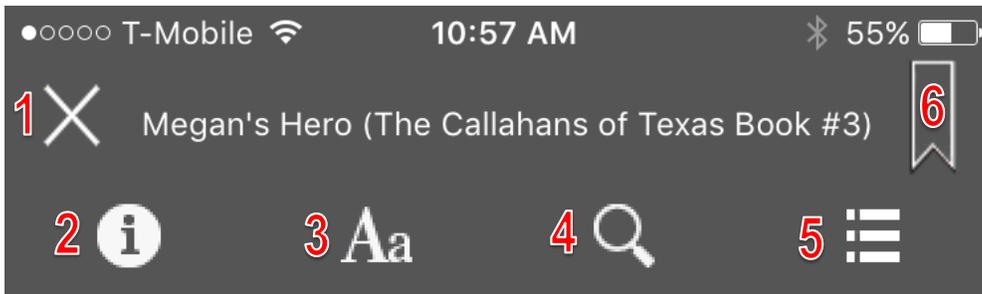
# 3M Cloud Library Reading Apps User's Guide

Revision Date: November 2014

## iOS In Book Reading

### Features: eBooks

\* Tap in the middle of the screen to see these menu features.



1. Close the current book and return to "My Books" area.

2. **"i" icon** allows you to view book details.

3. **Font Size** Increase or decrease font size of the text, change brightness, choose day, night or sepia reading mode, lock orientation, and toggle page curl on/off.

4. **Search** allows you to search for a word or text within the book.

5. **Menu** button allows you to access the Table of Contents and to edit Bookmark notes.

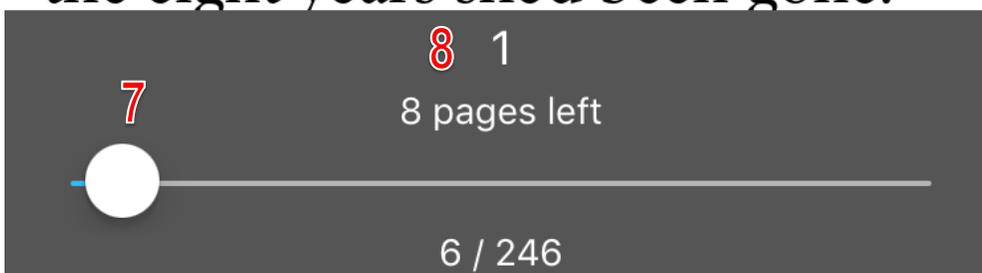
6. **Bookmark** icon allows you to place a bookmark on the current page you are reading.

7. **Scroll Bar** allows you to jump to different sections of the book and see your progress.

8. **Location in the book** shows you the chapter you are on, pages left in the chapter, and what page you are on out of the total.

thundercloud looked like. She'd just been too disappointed in her mother to pay any attention to it.

"I thought maybe she'd gotten sober, Sweet Baby," she said softly, laying a hand on her round stomach. Why had she driven by her mother's house in San Angelo? What had she hoped for? Flowers in the yard? The grass mowed and the place looking like a well-kept home? *Well, yes.* Or some indication that a miracle had happened in the eight years she'd been gone.



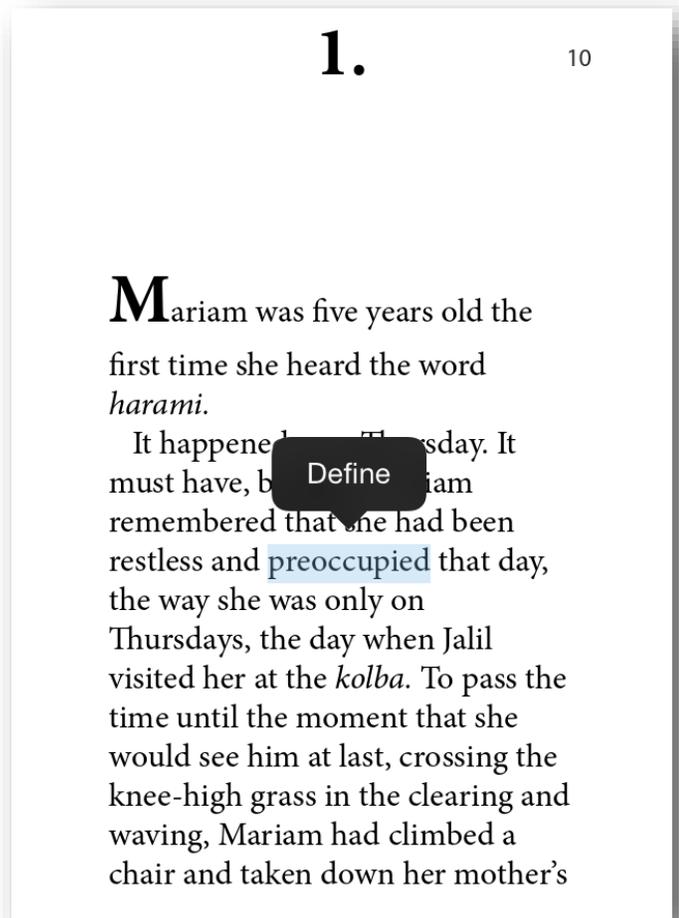
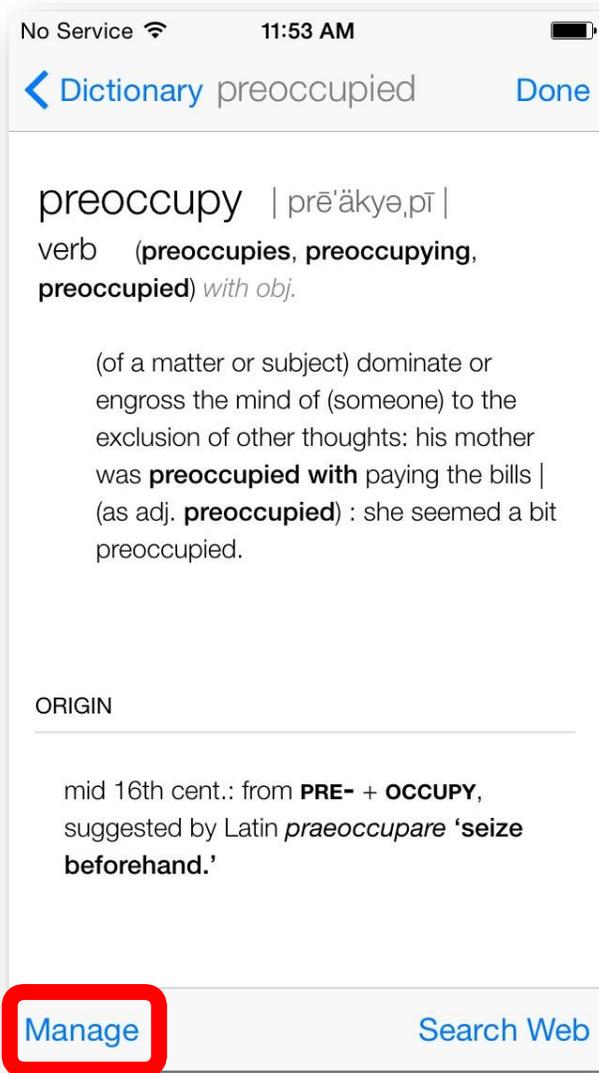
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## iOS App Dictionary Feature

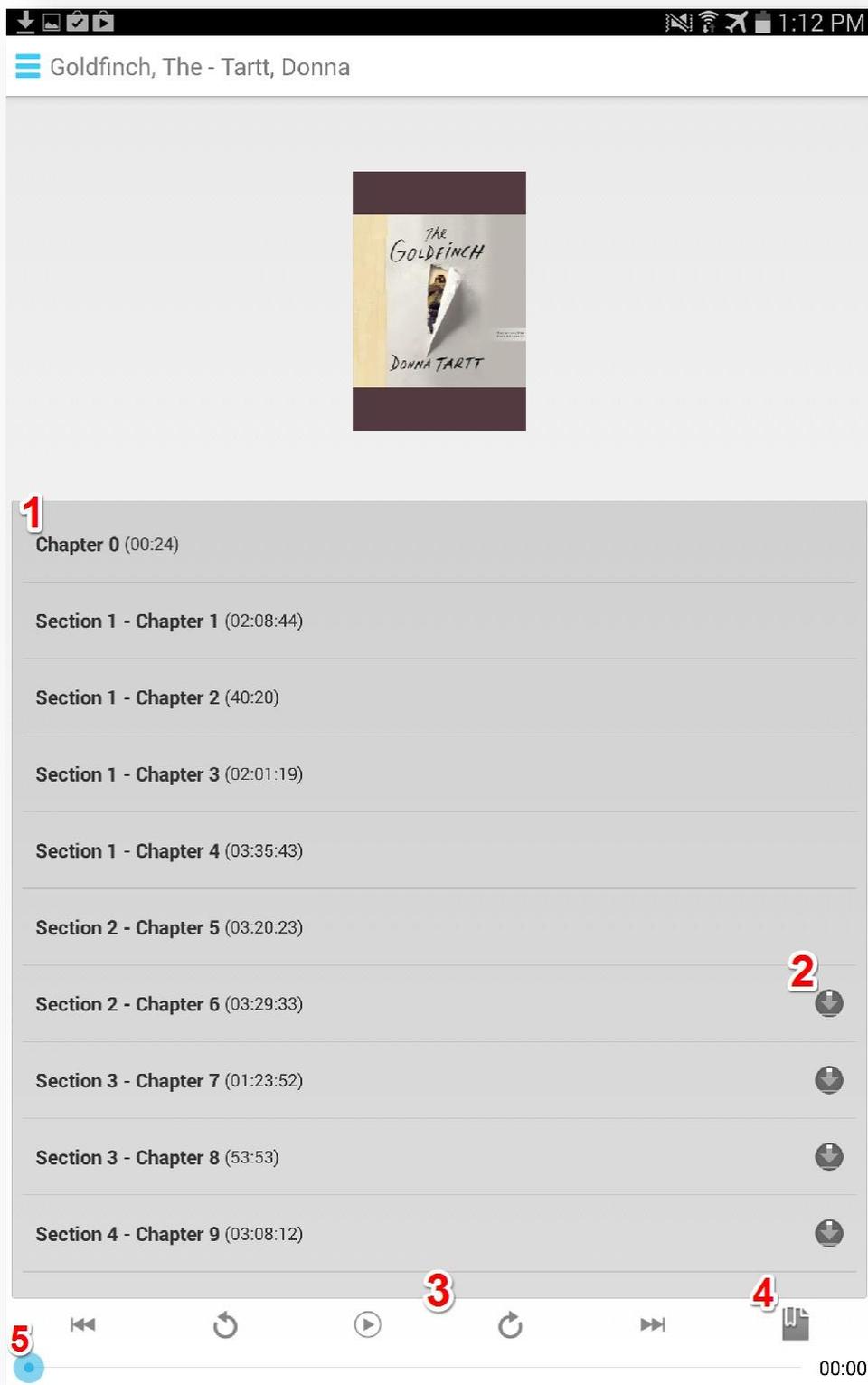
The iOS App dictionary feature allows you to highlight and look up a word within the book that you are reading. Simply press and hold to highlight a word then release. The option to "Define or Speak" will appear. Select Define and the definition will appear.

\*Note that the first time you use this feature you will have to select the dictionary language. You can do this by choosing the "Manage" link at the bottom left corner of the page and choosing the dictionary that you want.



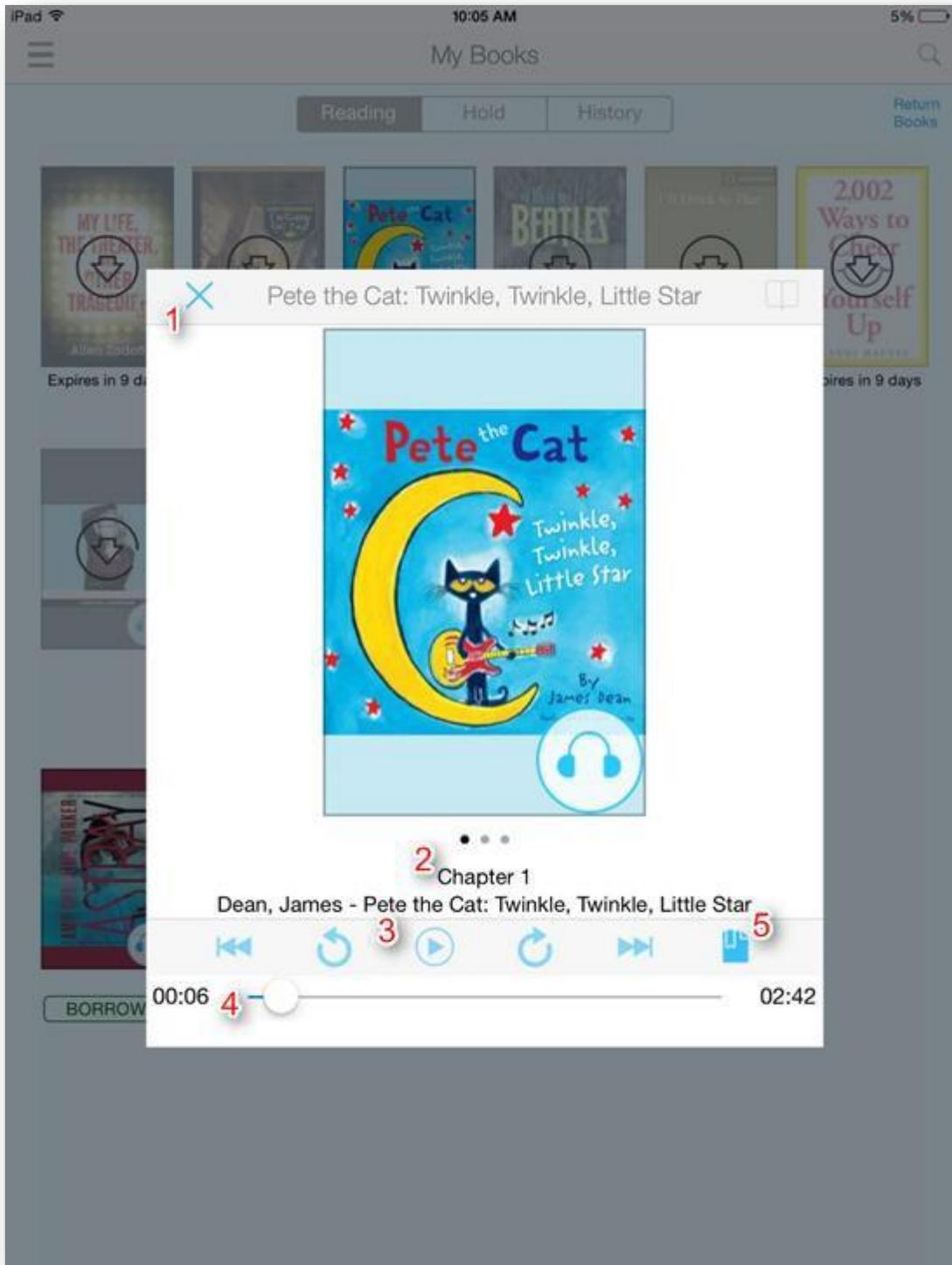
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## ANDROID In Book Reading Features: eAudioBooks

1. Displays the book Chapters, Sections, and length.
2. Arrow Icon shows that the Chapter is still downloading.
3. eAudiobook play menu allows you to play audio, skip chapters, or skip ahead within the book.
4. Bookmark icon allows you to add a bookmark or note within the chapter of the book.  
\*These will stay with the book, will sync across all devices, and can be accessed when you have access to the book.
5. Scroll Bar allows you to jump to different areas of the chapter and shows your progress.



### iOS In Book Reading Features: eAudioBooks

1. Close the eAudiobook player and return to My Books.
2. Chapter/Track Display.
3. eAudiobook play menu allows you to play audio, skip chapters, or skip ahead within the book.
4. Scroll Bar allows you to jump to different areas of the chapter and shows your progress.
5. Bookmark icon allows you to add a bookmark or note within the chapter of the book.

\*These will stay with the book, will sync across all devices, and can be accessed when you have access to the book.