

G-LBUG1119NA.001

cloudLibrary™ content mobile apps

user guide




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1 Overview

1.1 About this guide

This guide provides information on using the cloudLibrary™ mobile reading and audiobook listening application. This app is supported on multiple devices, with appearance and behavior largely the same on all versions. Sometimes the screen shots in this manual will differ slightly from what you see on your device. Whenever this might cause confusion, this guide will offer clarification.

1.2 About the cloudLibrary™ mobile app

This app enables you to locate, borrow, and read eBooks and listen to audiobooks from the bibliotheca cloudLibrary™. It is available for iOS and Android devices.

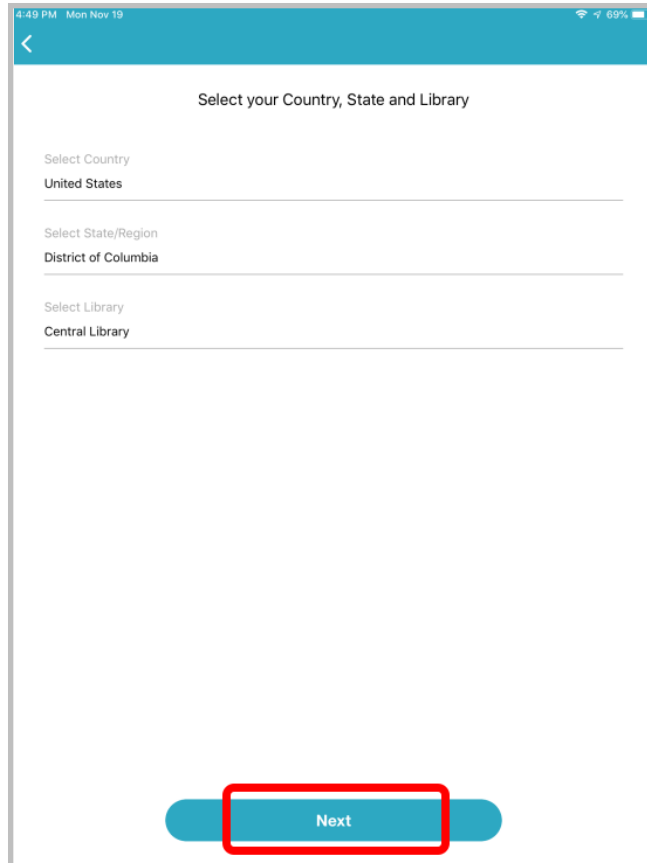
1.3 Where to download the app

Download the cloudLibrary™ app by navigating to your device's app store.

1.4 Starting the cloudLibrary™ mobile app

After you have downloaded and installed the cloudLibrary™ app, follow the below steps to get started:


1. Tap the cloudLibrary™ app icon.
2. Select your country, state, and library and tap **Next**.



3. Accept the Terms and Conditions
4. Enter your library barcode number and PIN (if required) and tap **Login**.

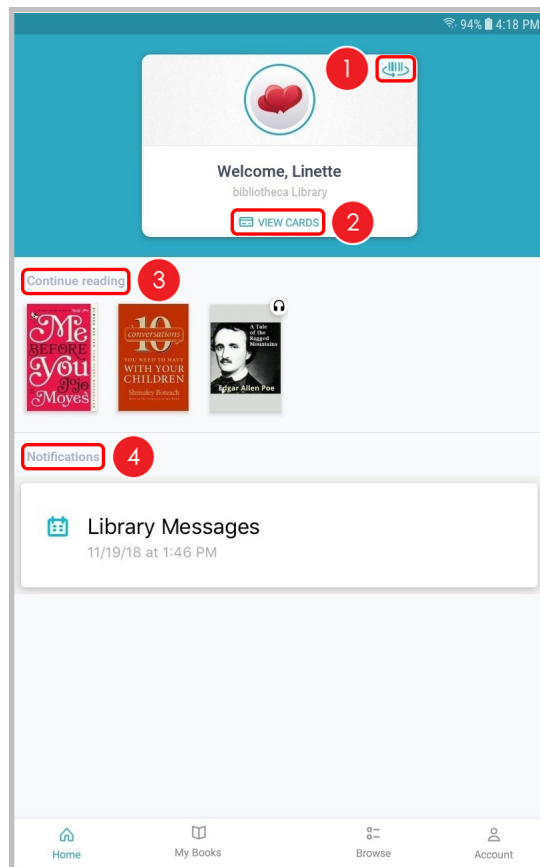
2 Introduction to screens

This section provides a brief overview of the cloudLibrary™ app screens.

	Positioning of controls and headings on supported devices differs slightly from device to device, but the controls work similarly on all of them.
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2.1 Home screen

The Home screen provides access to your virtual library card, content you currently have on loan, important messages from your library, and notifications.



1. View virtual library card barcode.
2. Displays all library accounts currently logged into on device.

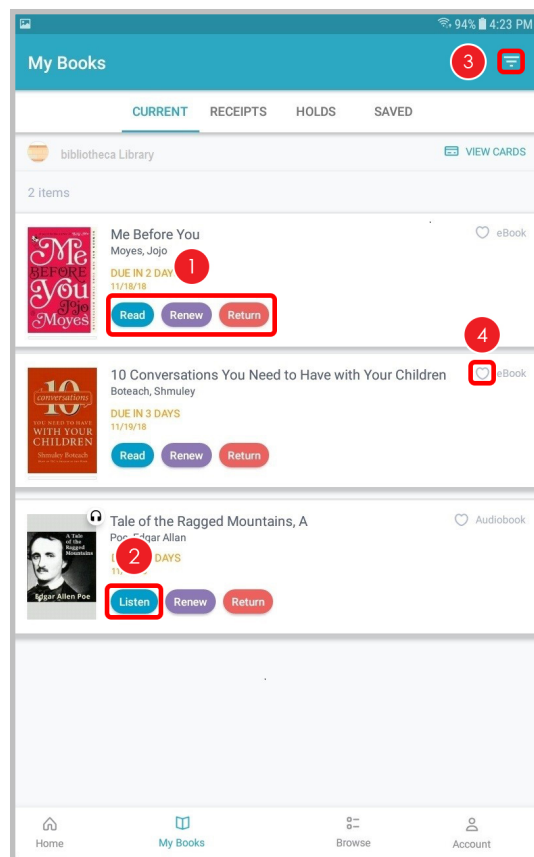
3. Displays titles currently on loan.
4. Displays library messages and notifications.

2.2 My Books screen

The My Books screen displays borrowed titles, library receipt information, holds placed, and saved titles.

2.2.1 Current Tab

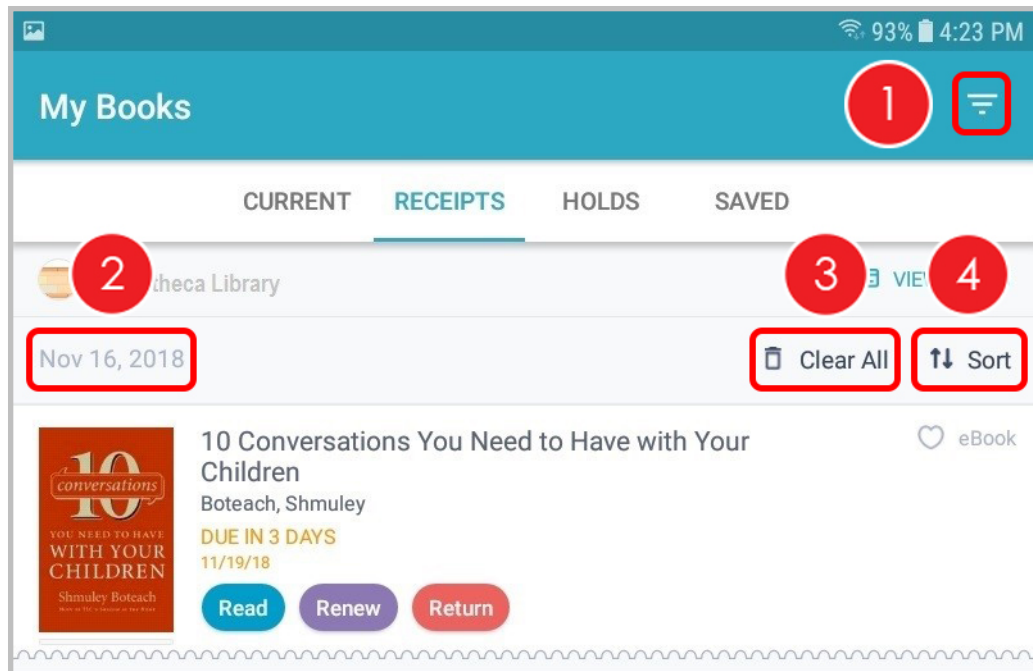
Use the Current tab to read, renew, or return titles currently borrowed.



1. Tap the appropriate button to read, renew or return your eBook.
2. Tap the **Listen** button to listen to your audiobook.
3. Filter the titles in this tab by content type.
4. Tap the heart icon to favorite this title.

2.2.2 Receipt Tab

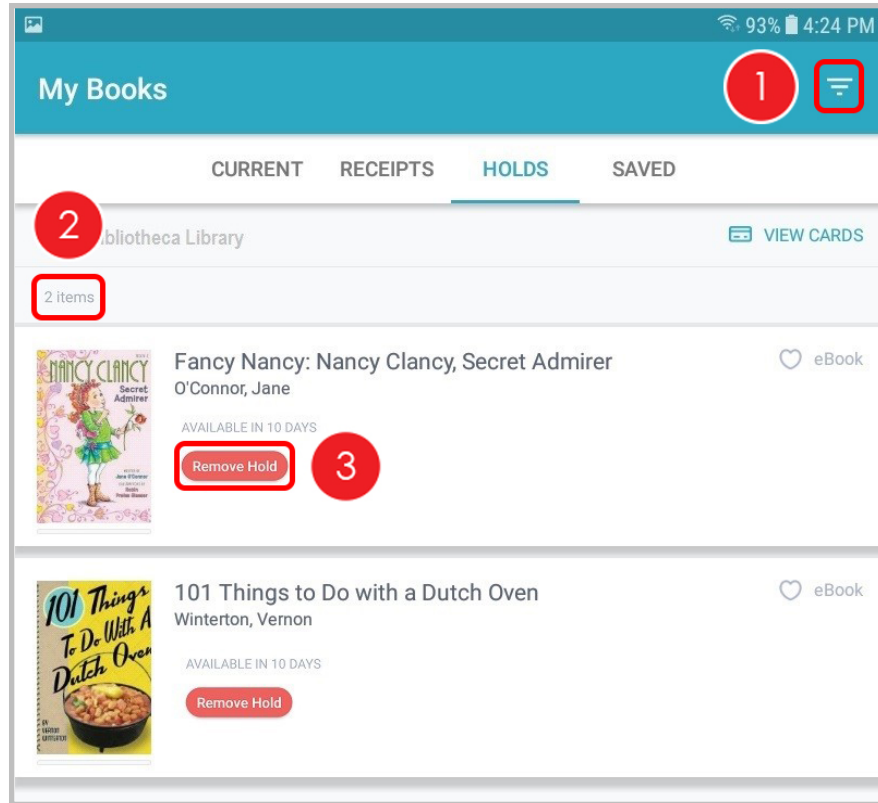
The Receipts tab will display your loan history including current loans and returns. Individual items can be removed from the Receipts tab by pressing and holding on the item in Android or swiping left in iOS.



1. Filter library receipts by item type or status.
2. Date of the library receipt.
3. Clear all library receipts.
4. Sort library receipts by borrow date, due date, book title, and author.

2.2.3 Holds Tab

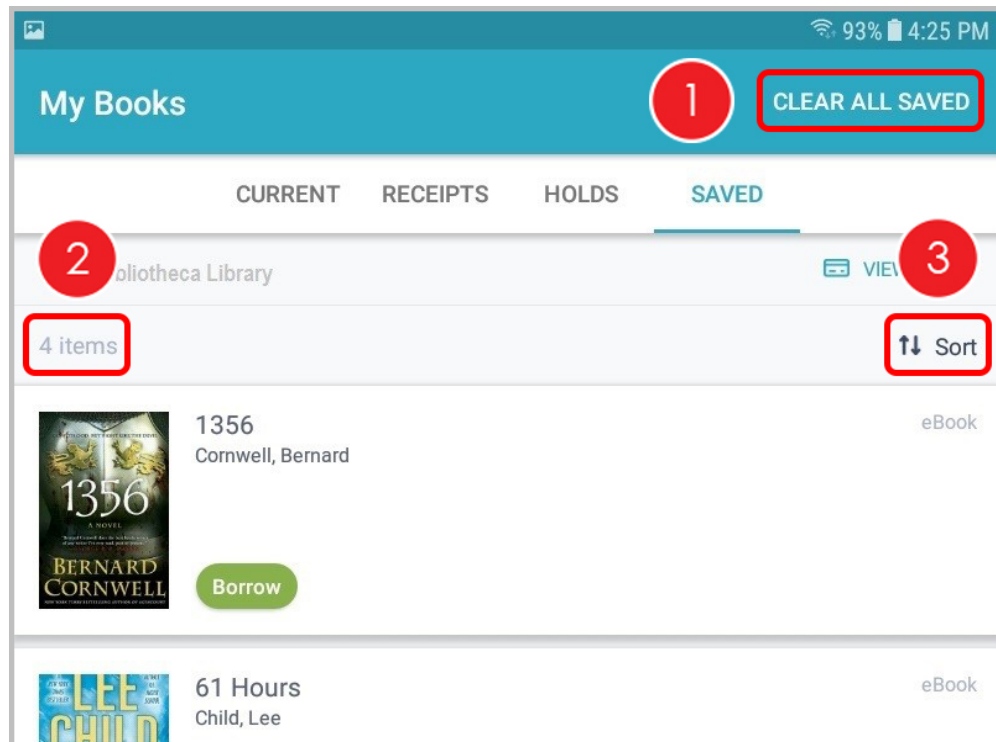
The Holds tab will display titles on hold and the number of days until available.



1. Filter the titles in the holds list by item type.
2. Number of items currently on hold.
3. Remove hold on item.

2.2.4 Saved Tab

The Saved tab will display any titles which have been saved by tapping on the **Save for Later** button within the book details. To remove a title from your Saved for Later list, press and hold on Android or swipe the title to the left on iOS.



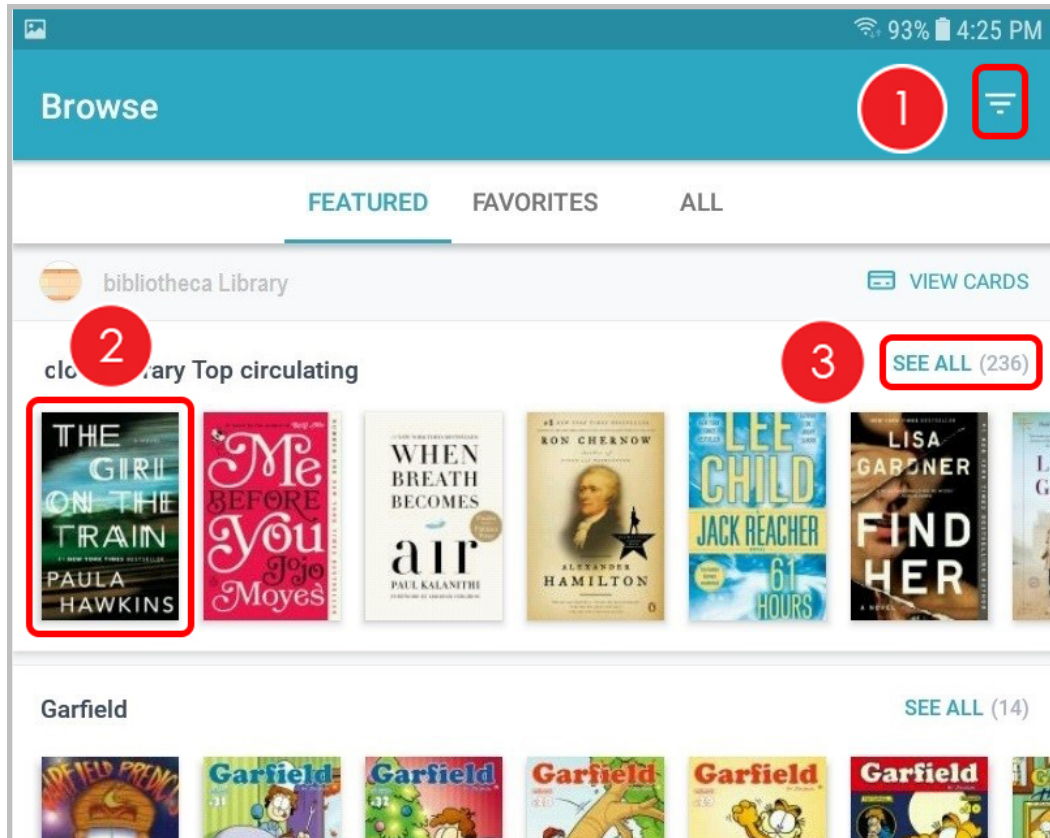
1. Clear all items in the saved list.
2. Number of items in the saved list.
3. Sort the saved items list by title and author.

2.3 Browse screen

The Browse screen allows patrons to view the cloudLibrary™ collection within Featured or Favorite shelves. Patrons can also view the library's entire collection in the All tab.

2.3.1 Featured Tab

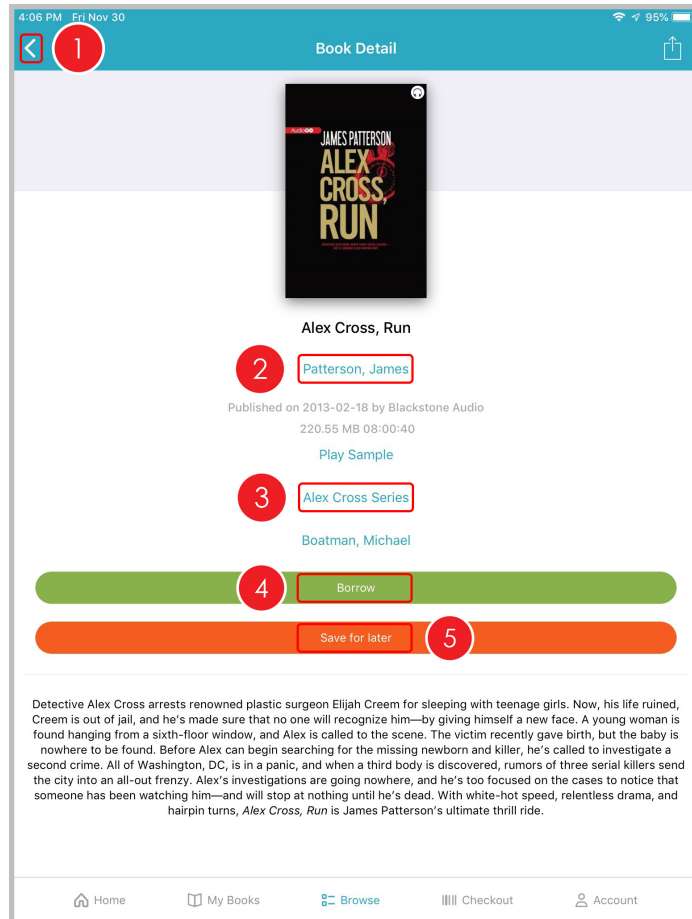
The Featured tab will display shelves created by the library to highlight titles in their collection.



1. Filter the collection by item type, availability, and language.
2. Tap on any book cover to display the book details.
3. **See All** displays the list view for the featured shelf.

2.3.2 Book Details

Tapping on the book cover for a title displays the book details including a description of the title. Patrons can also borrow the title from the book details. You can also tap on the author name or series details when available to discover more titles by the author or in the series.

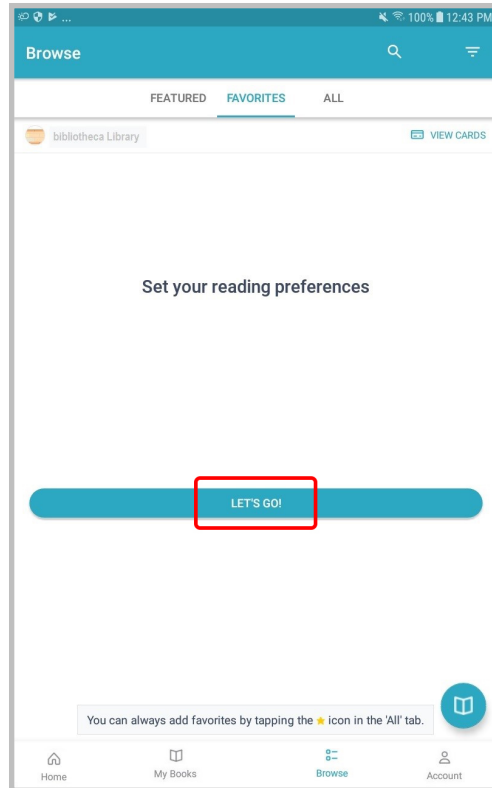


1. Exit book details.
2. Tap on the author name to find more titles by this author.
3. View other titles in this series.
4. Borrow the title.
5. Adds this title to your **Saved for Later** list.

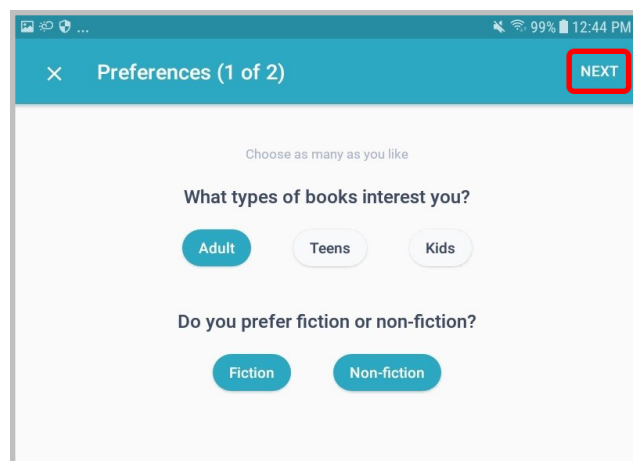
2.3.3 Favorites Tab

The first time you tap on the Favorites tab you will be prompted to set up your preferences.

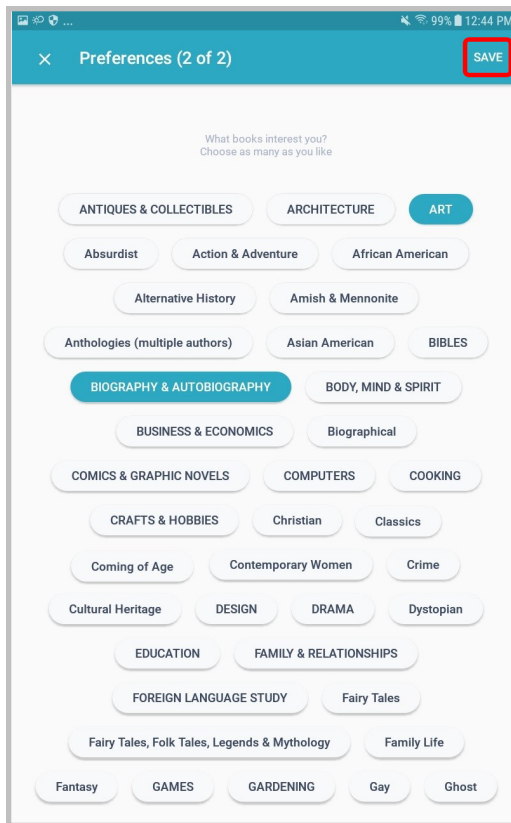
1. Tap **Let's Go** to start the reading preferences selection process.



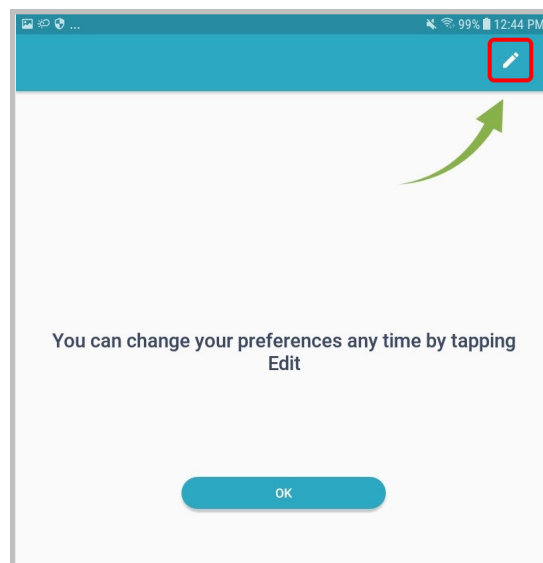
2. Select your audience level and genres then tap **Next**.



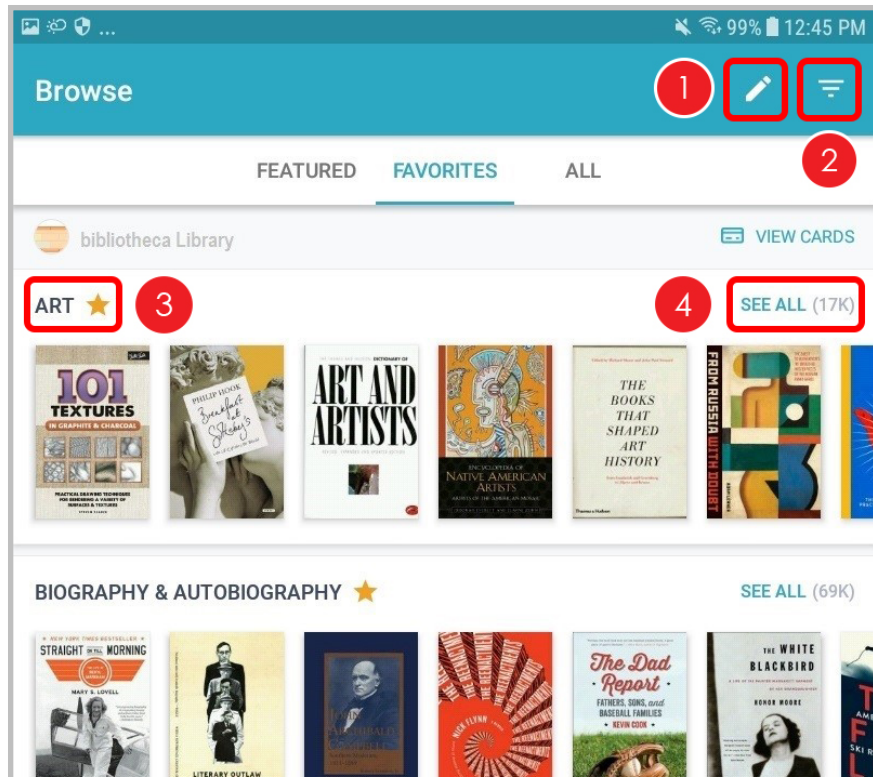
3. Select your preferred categories and then tap **Save**.



4. Your favorite browsing categories have been saved and can be edited at any time by tapping the pencil icon.



2.3.4 Favorite preferences tab

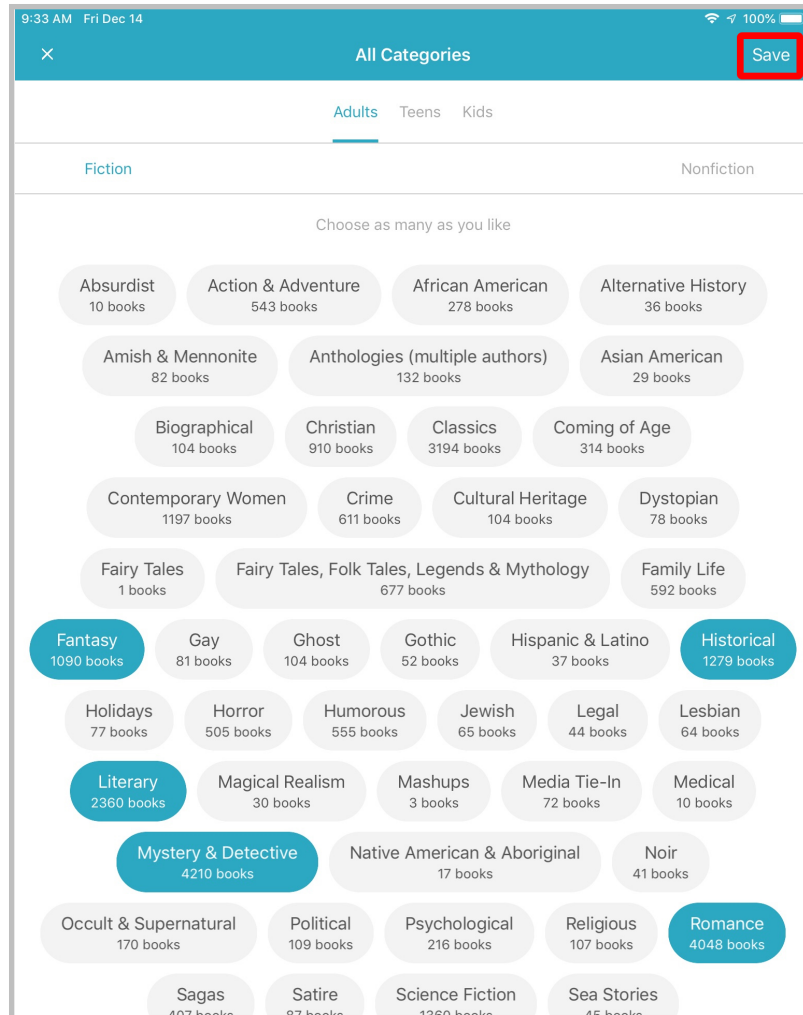


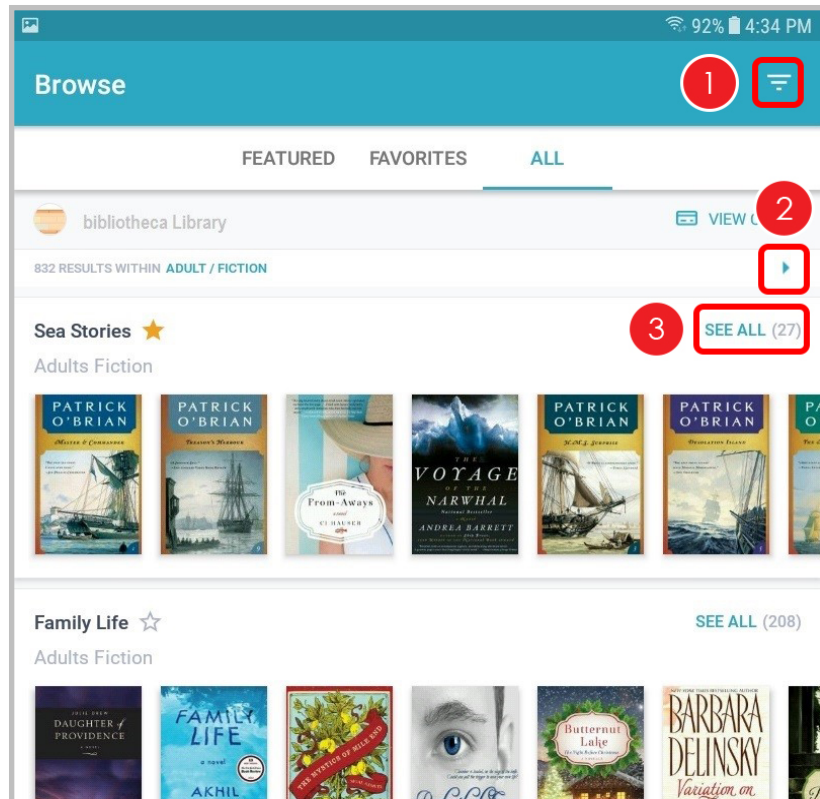
1. Edit your favorite browsing categories.
2. Filter the collection by item type, availability, and language.
3. Tap the star to remove the shelf from the favorites tab.
4. Tap **See All** for a list view of Favorites Shelf.

2.3.5 All Tab

The All tab will display all titles available in the collection and is sorted by genre. Patrons can change the displayed genre category by tapping on the blue arrow.

Patrons will be able to select the genres and categories they would like to browse for this session. Once selected, tap **Save**.

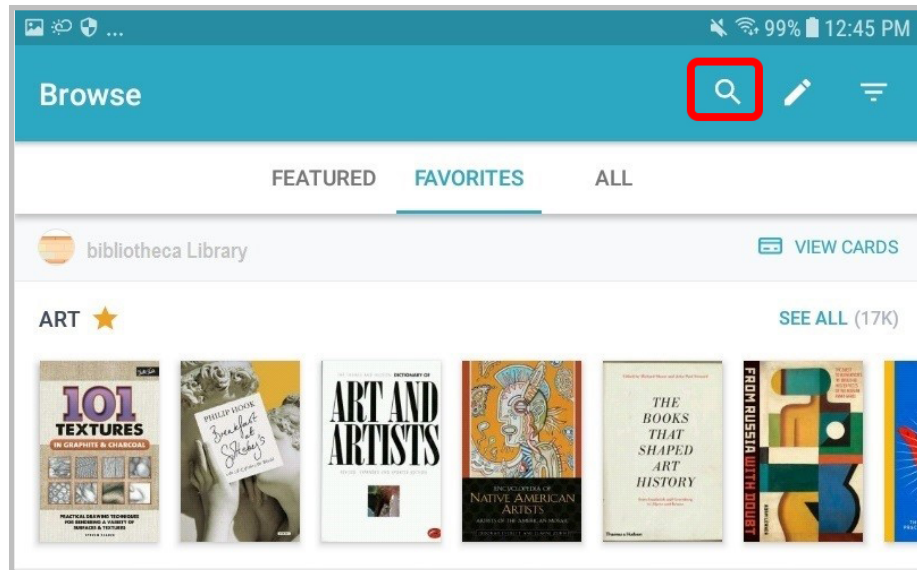




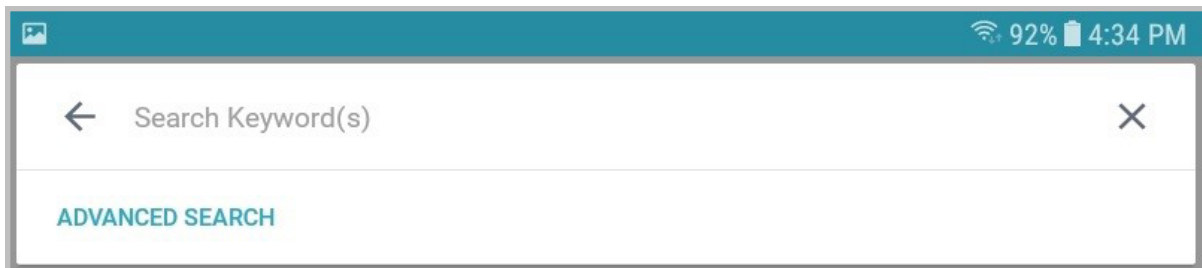
1. Tap to filter the collection by item type, availability, and language.
2. Tap the blue arrow to change categories.
3. Tap **See All** to view the list view of the shelf.

2.3.6 Search Feature

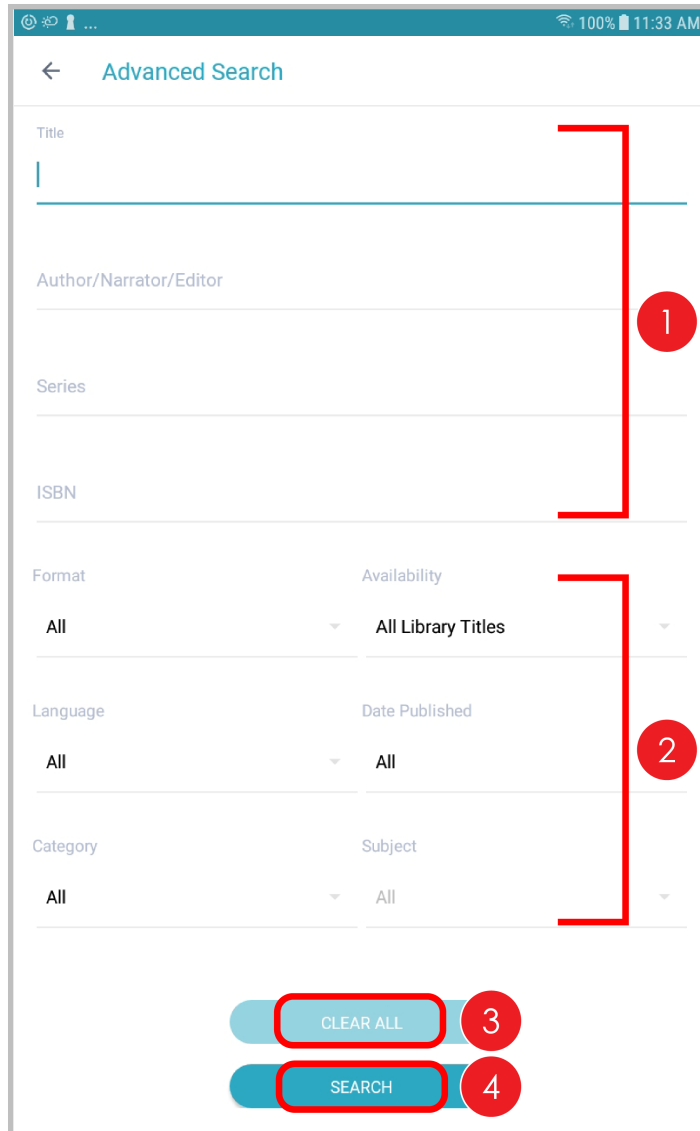
The Search feature can be accessed by tapping on the magnifying glass at the top of any of the Browse tabs.



The search feature allows you to find titles using a keyword search.



Tap **Advanced Search** to access the Advanced Search feature. Advanced Search allows patrons to search the library's collection using various filters and search criteria.

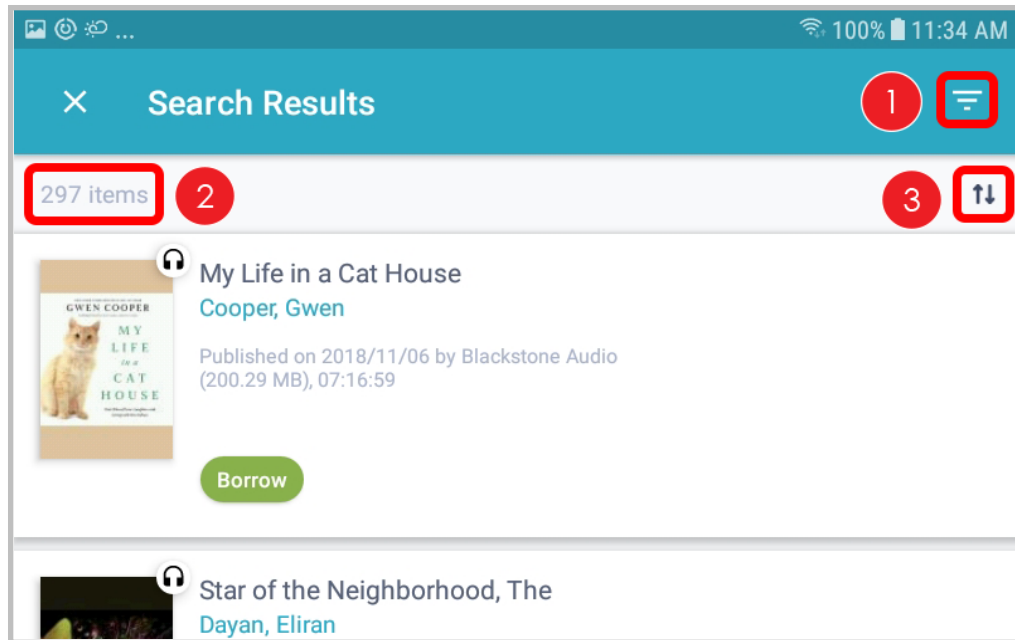


The screenshot shows the 'Advanced Search' screen of a mobile application. At the top, there is a status bar with icons for signal, battery, and time (11:33 AM). Below the status bar is a header with a back arrow and the text 'Advanced Search'. The main area contains several search criteria fields: 'Title', 'Author/Narrator/Editor', 'Series', and 'ISBN', each with a text input field. Below these are filter sections for 'Format' (set to 'All'), 'Availability' (set to 'All Library Titles'), 'Language' (set to 'All'), 'Date Published' (set to 'All'), 'Category' (set to 'All'), and 'Subject' (set to 'All'). At the bottom, there are two buttons: 'CLEAR ALL' and 'SEARCH'. Red callouts are placed over the interface: a bracket labeled '1' groups the search criteria fields; a bracket labeled '2' groups the filter sections; a red circle labeled '3' is over the 'CLEAR ALL' button; and a red circle labeled '4' is over the 'SEARCH' button.

1. Search Advanced search criteria fields.
2. Advanced Search filters.
3. Tap to clear all fields in the search.
4. Tap to start the search.

2.3.7 Search Results

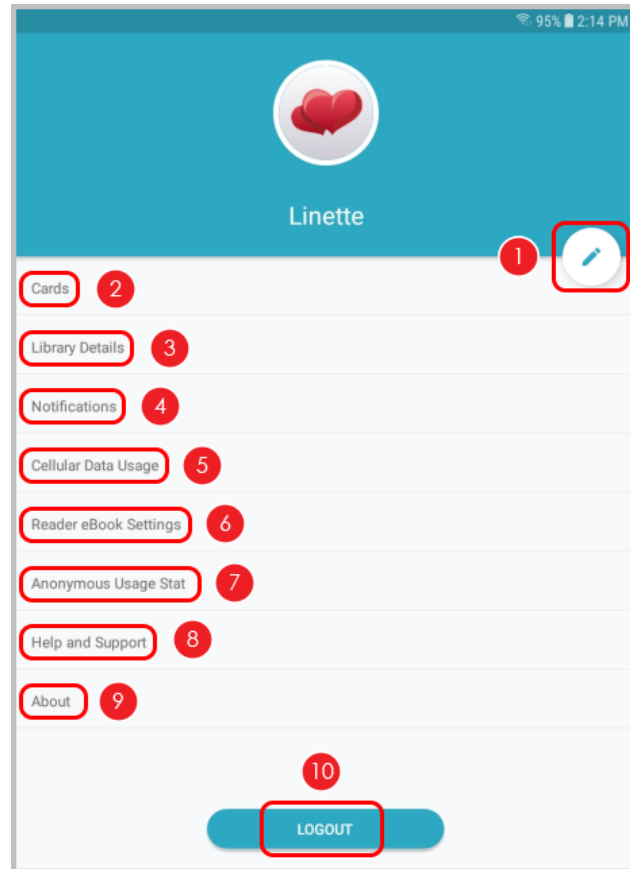
The **Search Results** page will display after a search has been completed and the results can be further sorted and filtered.



1. Filter the search results.
2. Number of items in the search results.
3. Sort the search results.

2.4 Account screen

The Account screen allows patrons to customize the settings for the cloudLibrary™ app. Information about the cloudLibrary™ app including the app version is included in this screen. Patrons can also logout of the app in this screen.



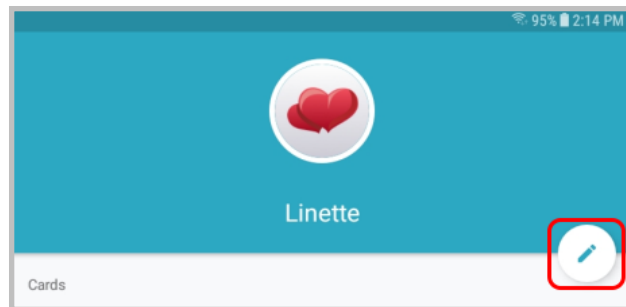
1. Edit the account nickname, avatar icon, and color theme.
2. View your virtual library cards.
3. Details about your library.
4. Configure notification settings.
5. Configure cloudLibrary™ cellular data usage settings.
6. Configure reader eBook settings.
7. Configure anonymous usage statistic settings.
8. Access help and support resources.
9. Information about the cloudLibrary™ app installed on the device.
10. Logout of the cloudLibrary™ app.

2.4.1 Managing your cards

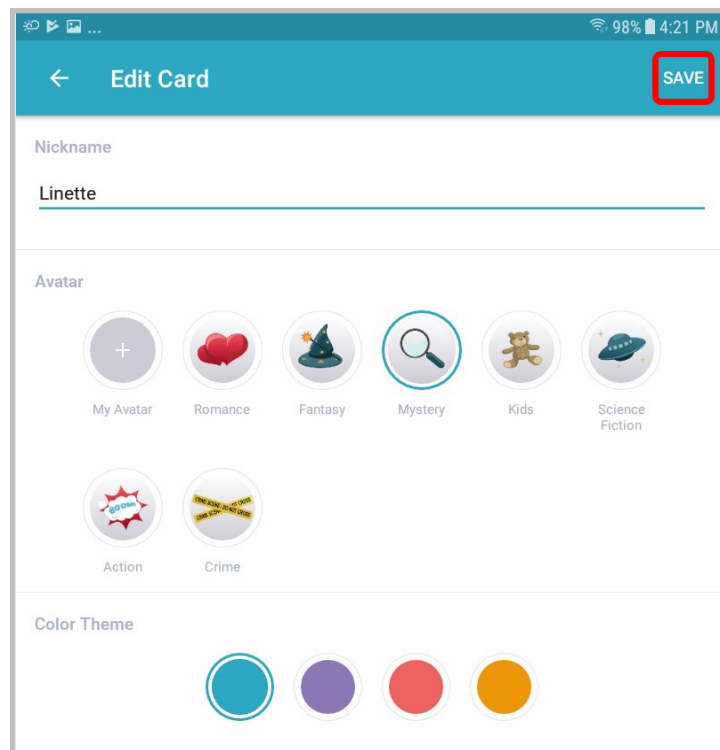
Patrons can edit, add or remove a card, as well as switch between accounts from the Accounts screen.

2.4.2 Editing a card

Tap on the pencil icon in the Accounts tab to personalize the cloudLibrary™ experience on your device.

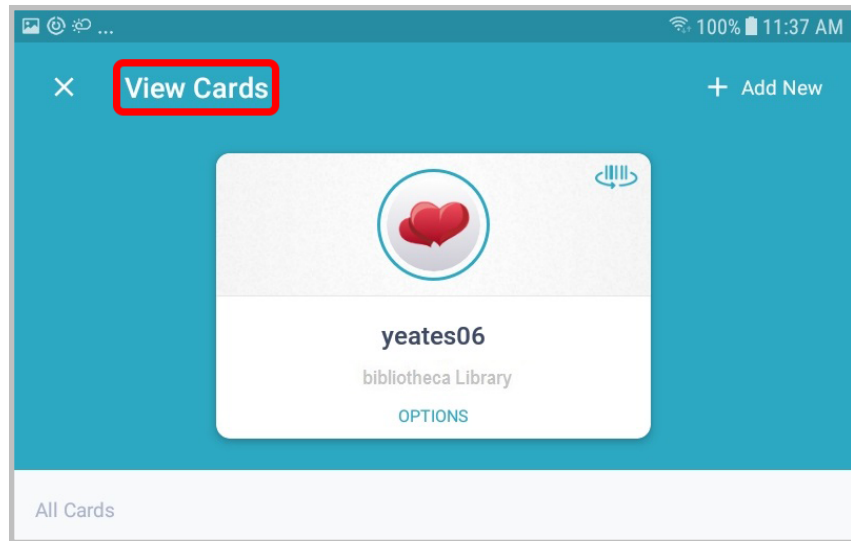


Patrons are now able to add a nickname, create or choose an avatar, and select a color theme for the app. Tap **Save** when finished selecting your preferences.



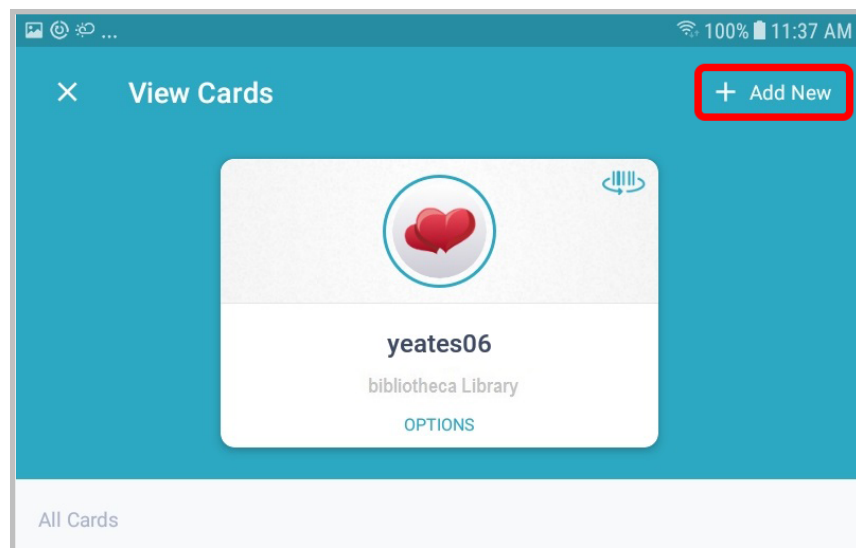
2.4.3 Viewing a card

Patrons can also view and manage any cards which are currently logged in with their device by tapping on **View Cards** from the Account menu. This will display the Cards tab.



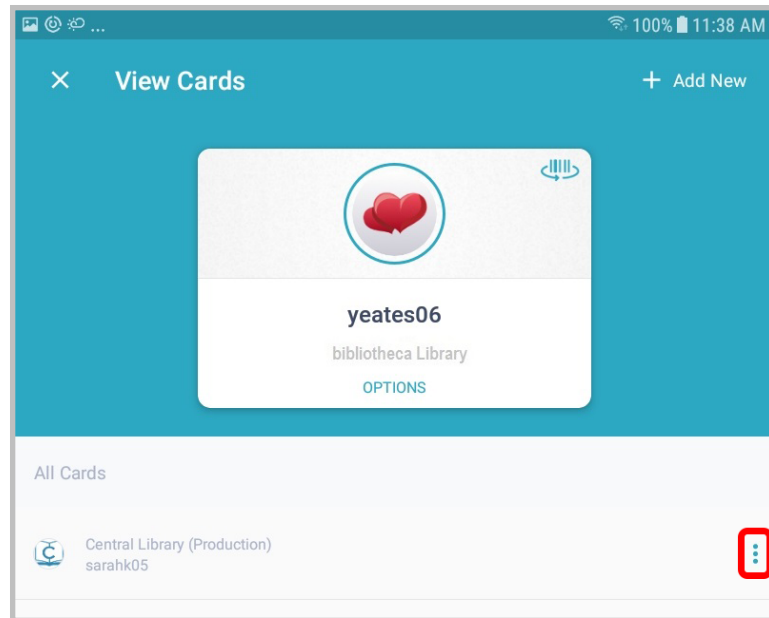
2.4.4 Adding a card

Patrons can add multiple library cards to the cloudLibrary™ app. Tap on **Add New** and log into another cloudLibrary account.

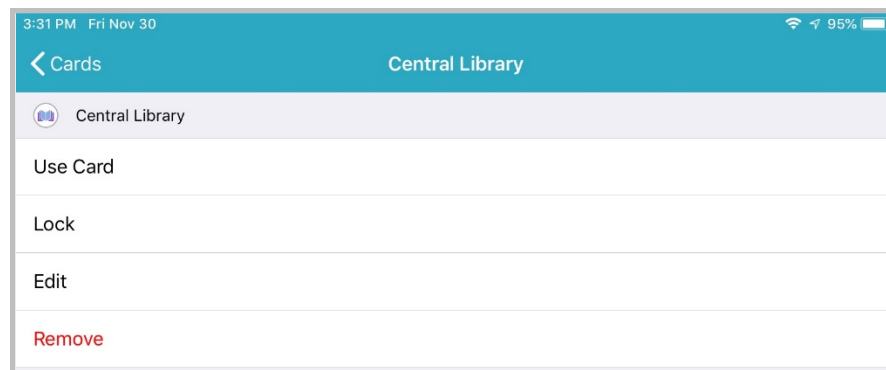


2.4.5 Switching accounts

Patrons can switch between library accounts by tapping on the ellipses next to the account they would like to use.

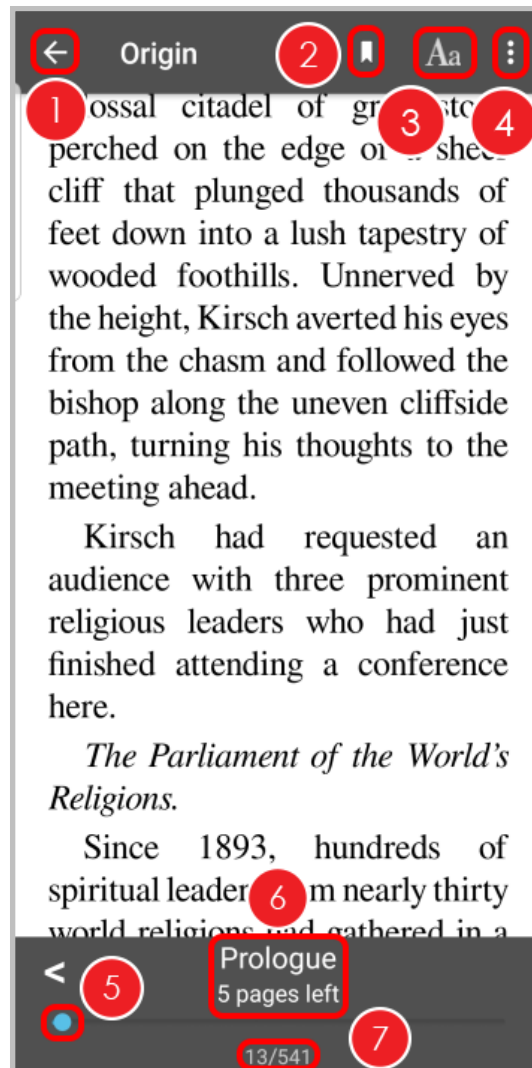


From this menu you can switch accounts by tapping on **Use Card**. You can also lock your account with a password, edit the account, or remove the account from your device.



3 Using the eBook control

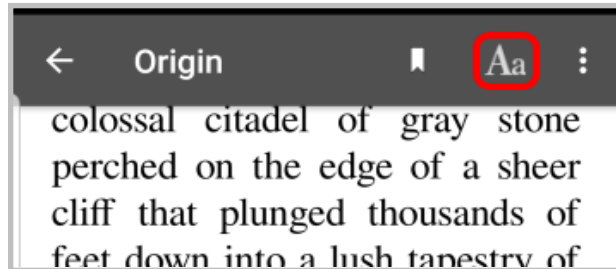
3.1 eBook controls



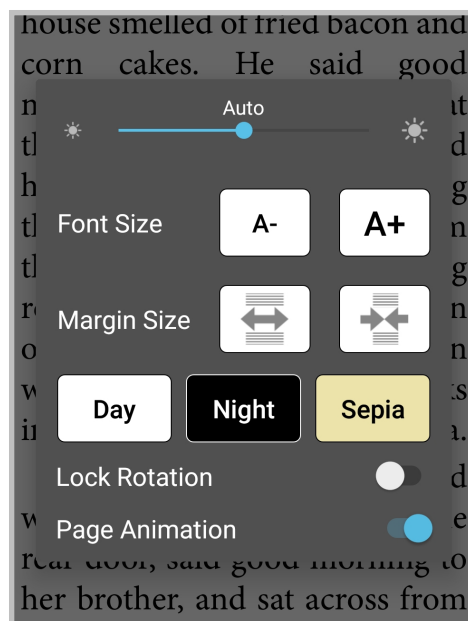
1. Closes the book. On iOS this is an X symbol.
2. Bookmarks the current page.
3. Adjusts text attributes.
4. Provides access to search, table of contents and bookmarks.
5. Provides rapid navigation through the book.
6. Lists current location within a section or chapter.
7. Lists current location within the book.

3.1.1 How to change text attributes

1. Tap the text properties icon.

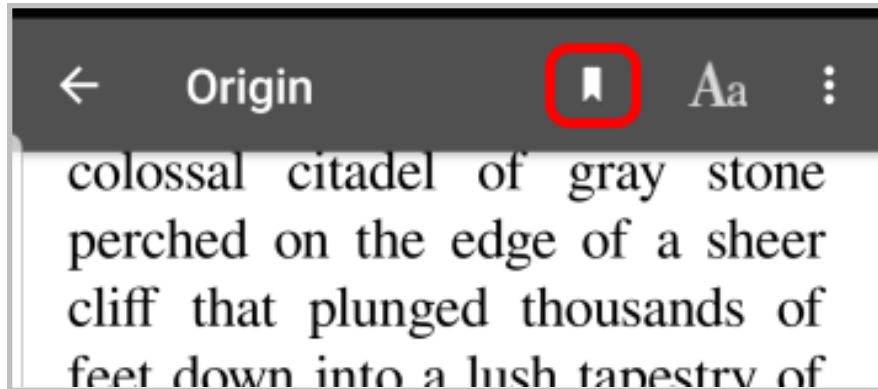


2. Adjust text settings and exit the prompt to save. The text properties that can be adjusted are:
 - **Brightness:** adjusts the brightness of the page display.
 - **Font Size:** enlarges or shrinks the size of the font.
 - **Margin Size:** adjusts the width of the margins
 - **Background color:** change the background of the page to white, black, or sepia.
 - **Lock Rotation:** lock the screen so it will not rotate while moving the device.
 - **Page animation:** enable or disable page turn animation.



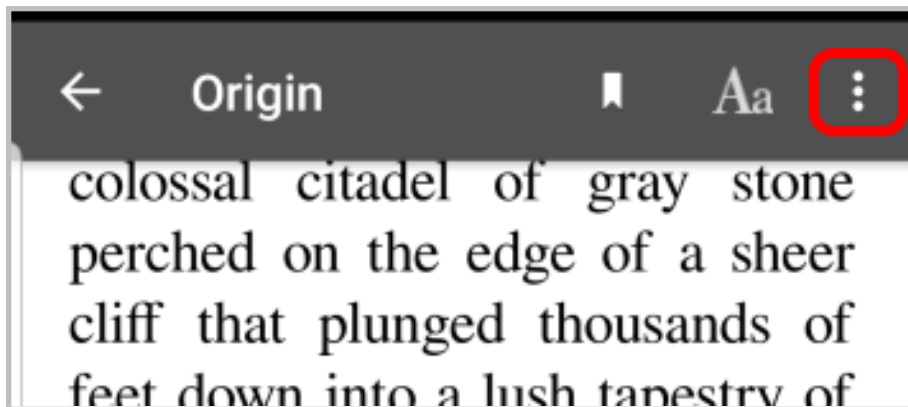
3.1.2 Setting a bookmark

1. Locate the page you want to bookmark.
2. Tap the bookmark icon.



3.1.3 Searching for text within a book

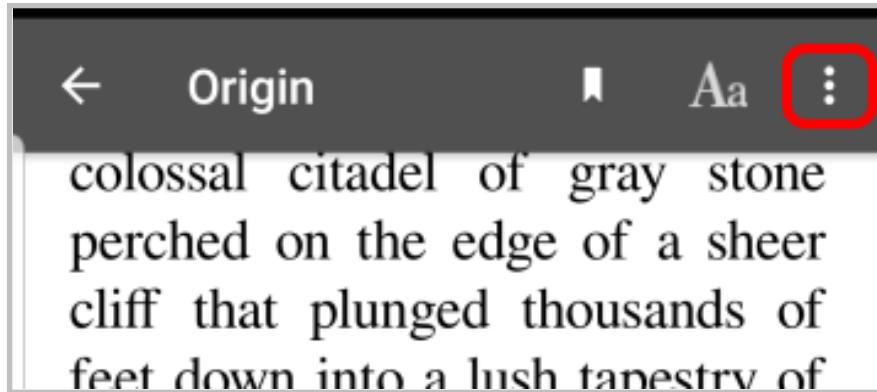
1. Tap the ellipses icon.



2. Enter text in the search box and then tap **Search** on the keyboard.

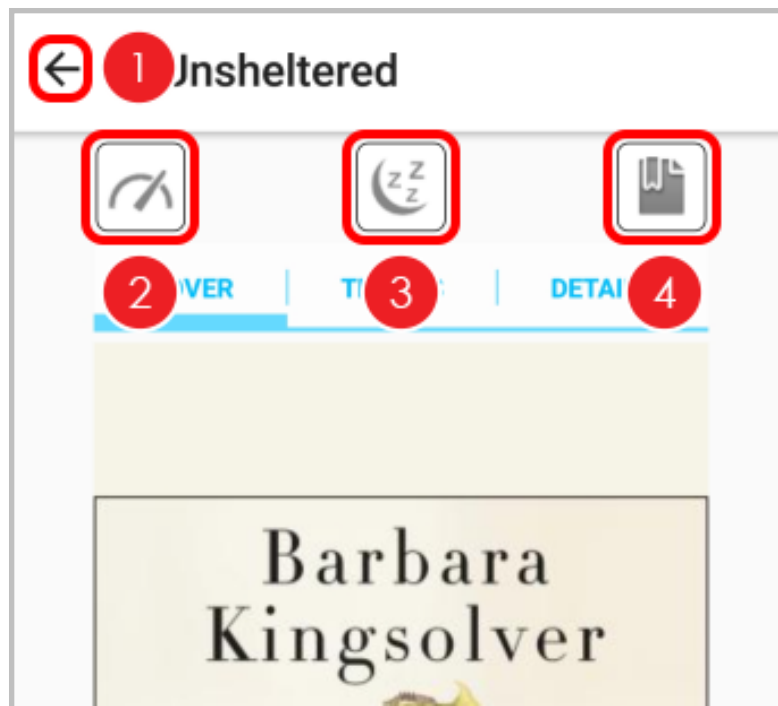
3.1.4 Locating bookmark entries and table of contents

1. Tap the ellipses icon.
2. Tap on table of contents or bookmarks to access the appropriate menu.



4 Using the audiobook controls

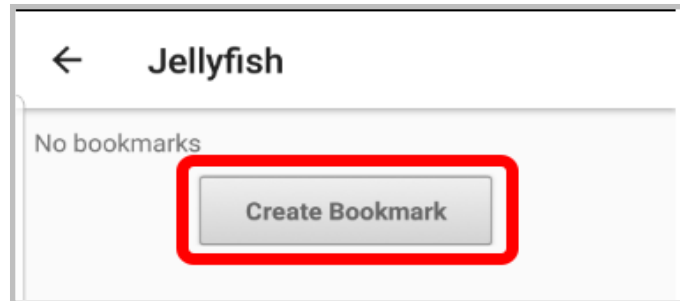
4.1 Android audiobook controls



1. Closes the audiobook from display but does not stop the audio.
2. Adjusts narration speed.
3. Sets the sleep timer.
4. Places a bookmark.

4.1.1 How to place a bookmark

1. Tap the bookmark symbol.
2. Tap **Create Bookmark**.
3. Type bookmark text.
4. Tap **Save**.

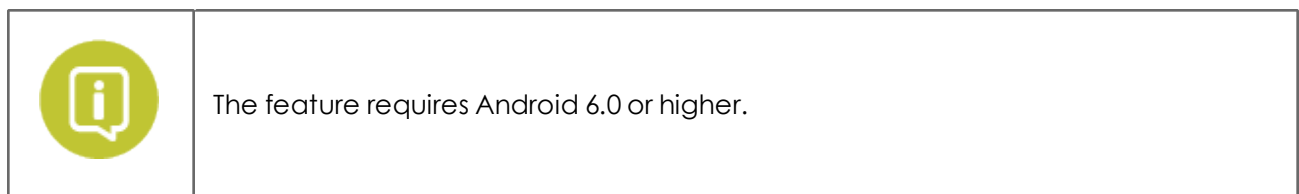


4.1.2 How to set up the sleep timer

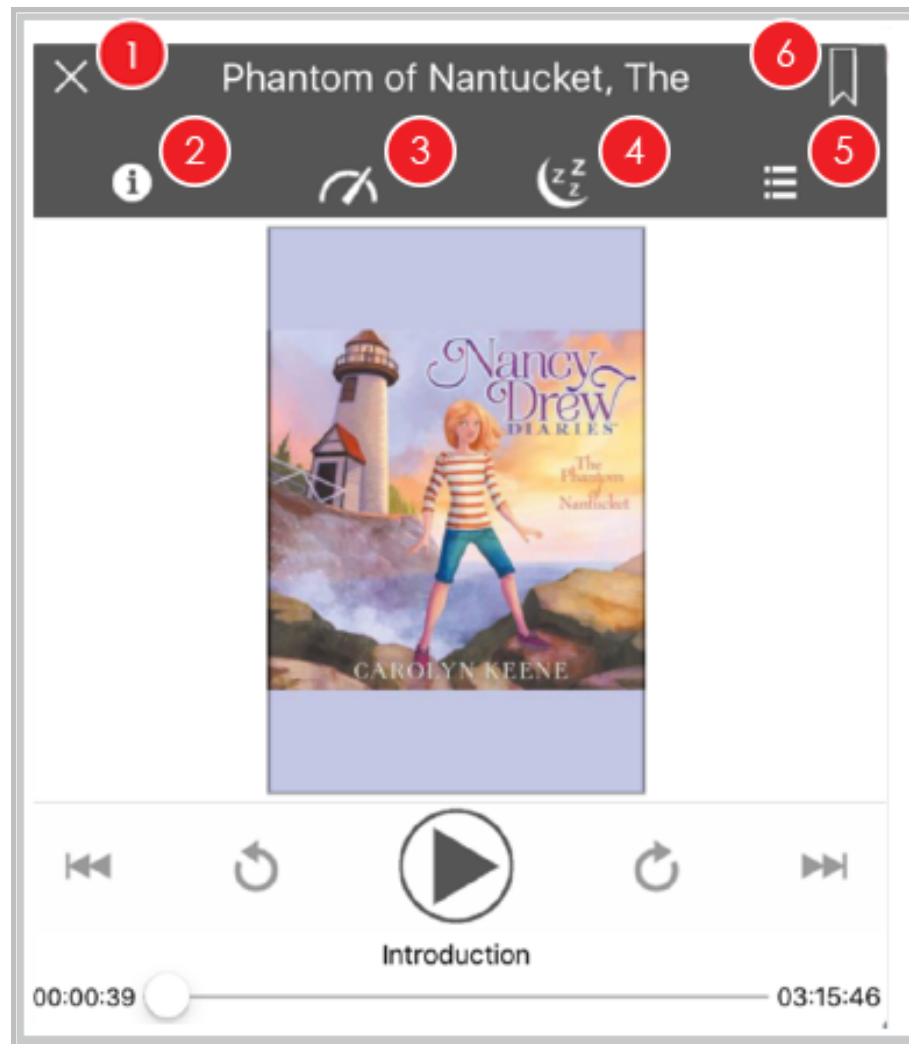
1. Tap the sleep timer symbol.
2. Set the number of minutes until the audio should stop.

4.1.3 How to change the narration speed

1. Tap the narration speed icon.
2. Set the narration speed.



4.2 iOS audiobook controls



1. Closes the audiobook from display but does not stop the audio.
2. Provides access to audiobook details.
3. Adjusts narration speed.
4. Sets the sleep timer.
5. Provides access to the table of contents and bookmarks.
6. Enables placement of a bookmark.

4.2.1 How to change narration speed

1. Tap the narration speed icon.
2. Set the narration speed.

4.2.2 How to create a bookmark

1. Tap the bookmark symbol.
2. Enter bookmark text.
3. Tap **Save**.

4.2.3 How to set the sleep timer

1. Tap the sleep timer symbol.
2. Set the number of minutes until the audio should stop.

5 Contact bibliothecca Support

Please be ready with your library's customer number, case number, any applicable error messages or conditions, and the product version or serial number.

The Americas



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