

## Download Library items with cloudLibrary Apple devices

Here are the basic directions for checking out and downloading eBooks and audiobooks with the cloudLibrary app.

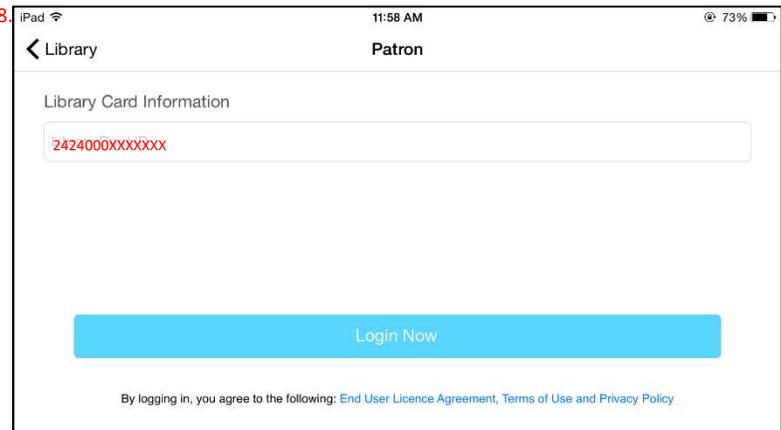
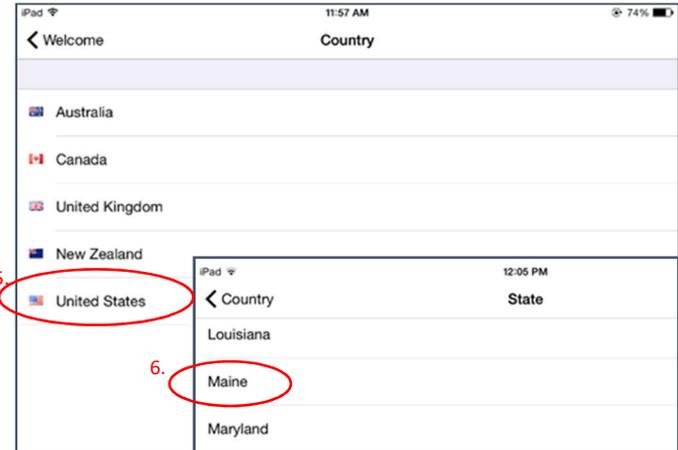
You will need:

- A Wi-Fi or 3G/4G internet connection
- A valid Lewiston Public Library card

### Download & open cloudLibrary app:

Make sure you are connected to Wi-Fi or 3G/4G

1. Open the App Store
2. Search for “cloudLibrary”
3. Download the free app
4. Tap the screen to get to the login page
5. Select “United States”
6. Select “Maine”
7. Select “Lewiston Public Library”
8. Enter in your library card number. Be sure to include all numbers that appear on your card **without** spaces. Touch Login Now



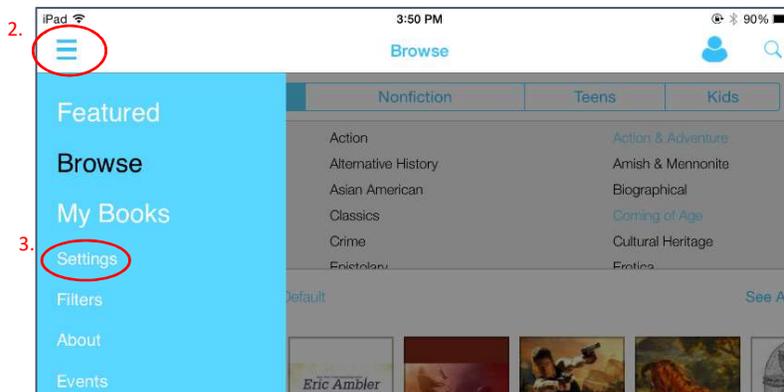
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- When you open the cloudLibrary app you will see a collection of all the materials in the download library.
- You must be connected to an active Wi-Fi or 3G/4G connection to download eBooks and audiobooks. You do not need to be connected to read items you have downloaded.
- Items with a set of headphones on them are Audiobooks. eBooks have no special icons.
- Filter items by touching the menu button in the upper right corner and selecting “**Filters**” Filtering allows you to sort items by eBooks, Audiobooks, All Library Titles, Available Now, and Suggestions for library. Selecting an option will place a blue checkmark next to your selection.

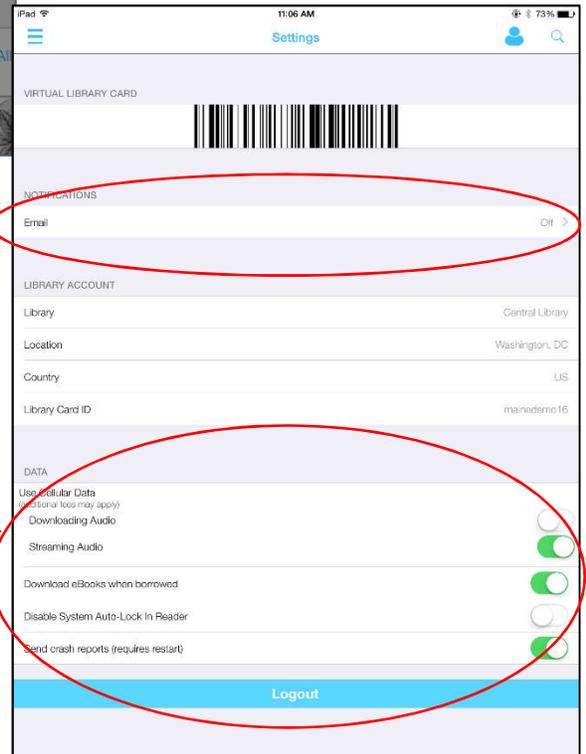
### First Time Setup



1. Open the cloudLibrary app
2. Before browsing touch the **menu** icon in the upper left corner.
3. Touch “**Settings**”



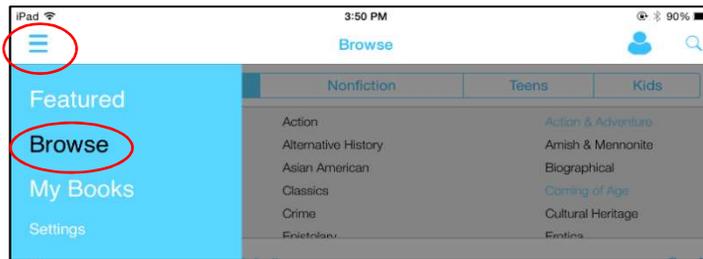
4. To enable email notifications about items you have on hold touch the line that says “**Email**” and select the option to have cloudLibrary send you email notifications. If you select “**Yes, notify me.**” you will be prompted to enter your email address.
5. To enable automatic downloads touch the buttons labeled “**Downloading Audio**” and “**Download eBooks when borrowed.**” By default items do not download automatically.



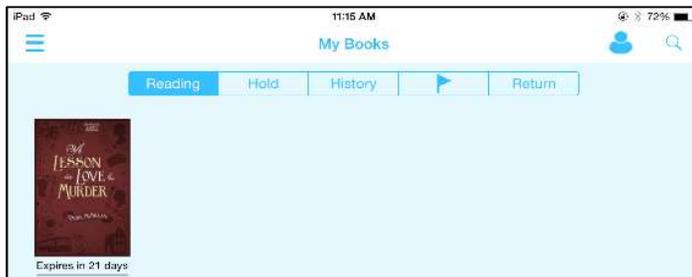
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## To Borrow an item

1. Touch the menu icon and select **"Browse"** to see the collection.



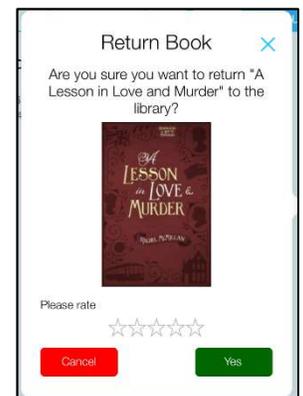
2. Tap on a book cover to display more information about the title and to see if it is available for borrowing.
3. If the book is not available for loan the borrow button will say **"HOLD"** and display when the item will next be avail 
4. To download an item touch **"BORROW."**
5. Your **My Books** screen will open and your item will download and open.



## Returning an Item

Items will automatically be returned after 3 weeks, but early returns can be used to free up checkout space.

1. Touch the menu icon in the upper left corner.
2. Touch **"My Books"**.
3. Touch **"Return"**.
4. Touch the red **"RETURN"** button next to the item you would like to return.



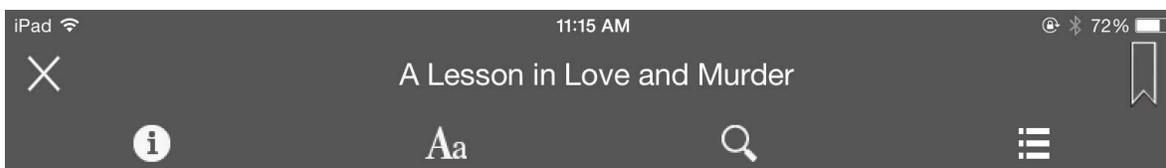
5. Touch **"Yes"** to return the item **"Cancel"** cancel to cancel the return.

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### eBook Options

To see title options or to exit the title touch the center of the screen once.

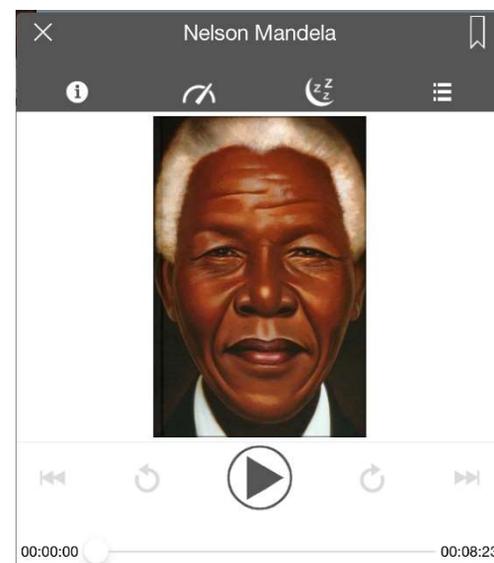
1.  will close your title.
2.  will display information about the title, including when the title expires.
3.  allows you to change font size, display options, page orientation, and page turning animation.
4.  lets you search the item.
5.  displays the Table of Contents and any Bookmarks or Notes you may have. These will sync across your devices.



### Audiobook Options

To play an audiobook touch the title once from the My Books screen and a window with play options will open.

1.  will close your title.
2.  will display information about the title, including when the title expires.
3.  allows you to change the speed of playback.
4.  allows you to set the sleep timer.
5.  displays the Table of Contents and any Bookmarks or Notes you may have. These will sync across your devices.
6.  allows you to return to the beginning of the track.
7.  allows you to skip back 15 seconds.
8.  controls play and pause features.
9.  allows you to skip ahead 15 seconds.
10.  allows you to jump to the beginning of the next track.



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### My Books

My books displays information about your account.

1. **“Reading”** shows what items you currently have checked out (limit 3).
  - a. The amount of time remaining on your loan(s) will be displayed under the cover image(s).
2. **“Hold”** shows items you currently have on hold and when the item(s) will be available.
3. **“History”** shows all items you have borrowed from cloudLibrary (you can manually clear this from the History tab, but there is no way to disable this feature).
4.  shows your “Items of Interest” a list of items you have flagged
  - a. Touching the flag icon on an item adds it to this list
5. **“Return”** allows you to return items early.



Need more help? Contact the Lewiston Public Library Adult & Teen Services desk to schedule a 1-on-1 appointment for customized help with your device! To schedule an appointment call **513-3135** or email **LPLReference@gmail.com**.