

Getting started

1. Download the **cloudLibrary Desktop App** from:
www.yourcloudlibrary.com
2. The first time you open the app you will be asked to activate your computer.
You can do this with either:
 - an automatically generated **cloudLibrary ID** or
 - an **Adobe ID**, if you already have one
3. Once logged in, click on **Settings – Email Notification** and switch to ‘Yes’ if you want email alerts for holds

Searching for ebooks

cloudLibrary Desktop App:

- You can search for e-books and e-audio directly from the desktop app.
- You can also browse by genre and place holds.
- You will only see books from cloudLibrary but it has a wider selection than our online catalogue

cloudLibrary Website:

- www.yourcloudlibrary.com
Same functions as the Desktop App

Library’s Online Catalogue:

1. Search for an e-book in the online catalogue:
www.barrielibrary.ca
You may filter search results to show only **EBooks** in the **Refine by** menu on the left of the results page
2. cloudLibrary e-books have the following link next to the title: **Check out with cloudLibrary**

Checking out and downloading

1. From the e-book record click **Borrow** or **Check Out with cloudLibrary**
2. You may be prompted to sign in using your library card number and PIN

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3. The length of the loan period is 21 days
4. The book should automatically download.
It will appear in the **cloudLibrary Desktop App**
5. Go to **My Books** and click the book cover to begin reading or listening

Managing your cloudLibrary e-books

- Items on hold or checked out to you can be managed in the **My Books** section of the **cloudLibrary Desktop App** or at www.yourcloudlibrary.com
- **Return** items before their expiry date.
Renew books 3 days before expiry by going to **My Books**, and clicking **List View** in the top right corner of the screen
- To ask for e-book or e-audio titles to be purchased select the **Suggestions for Library** view under **Filters**. Search for your title, and click the **Suggest to Library** button

Transferring to an eReader

1. Open the cloudLibrary Desktop App
2. Connect the Kobo or Nook e-reader to your computer with a USB cable.
Tap **Connect** on the e-reader screen
3. Go to the **My Books** section in the desktop app.
The name of the e-reader should appear in the middle of the screen
4. Click **Transfer to Device** on the book you wish to copy to your e-reader. You should see a progress bar. When it reaches 100% the book is copied
5. Once copied, safely disconnect the e-reader from the computer. Right-click on the device in Windows Explorer and select ‘Eject’

If you experience any errors, try logging out of the desktop app in **Settings - Library Identification**.

Other resources

cloudLibrary Help

<https://www.yourcloudlibrary.com/common-issues/>

Adobe ID Sign Up & Help

<https://adobe.ly/2YDhCrK>

www.barrielibrary.ca | 705-728-1010