

***formerly 3M Cloud Library**

TUTORIAL

CLOUD



LIBRARY*

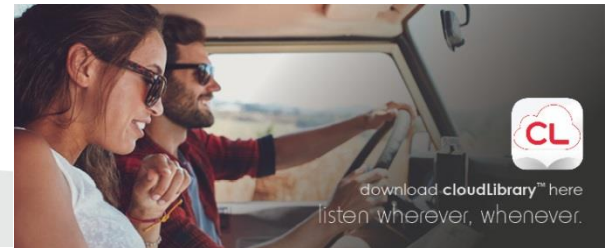
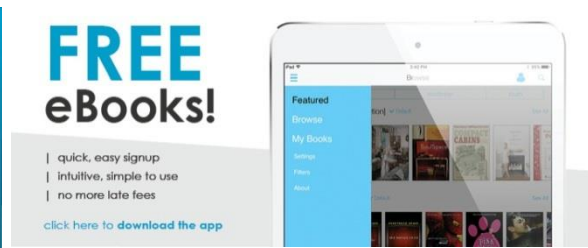
CHANGE

3M Cloud Library was bought by Bibliotheca and is now being transitioned. The new name?

cloudLibrary

Make sure to watch for updates to any of their apps/software. If you receive error messages, make sure you didn't miss an update.

If you have logos or banners out there with 3M Cloud Library, make sure to check out the new marketing images.



CLOUDLIBRARY

- **cloudLibrary offers audiobooks and eBooks to all library patrons. Its catalogue contents differ from OverDrive.**
- **The cloudLibrary catalogue is NOT currently connected to the TRAC catalogue.**
- **You can borrow up to 10 books at a time and have up to 8 titles on hold**
- **There are a certain number of each books available so you may have to wait**
- **Don't worry about late fees. Books delete themselves from your devices on their due date**
- **cloudLibrary books can be downloaded and used on your computer, mobile devices and eReaders**

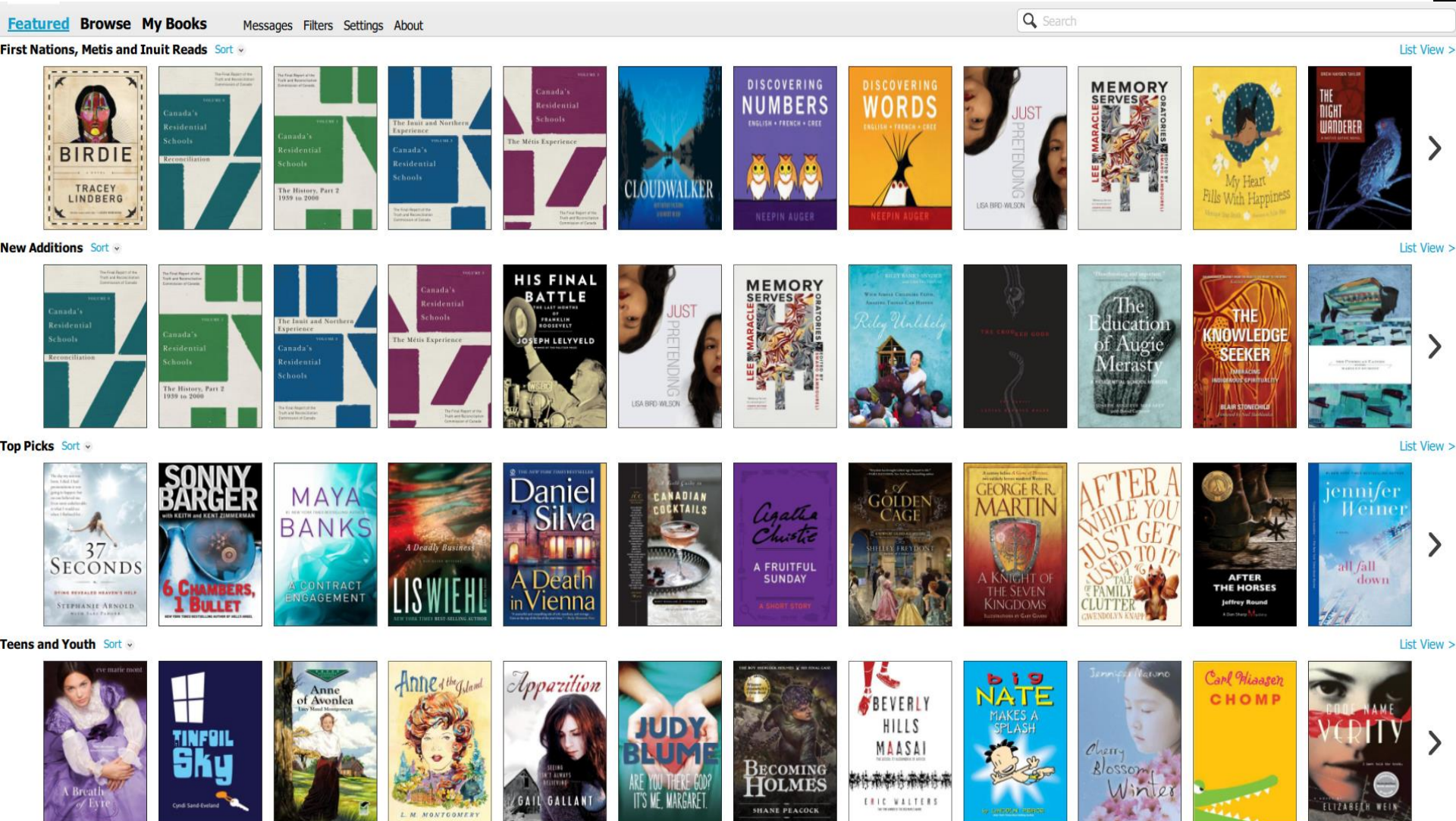
DEVICES & APPS

- **To use books on your computer: download your book and open it in the cloudLibrary Desktop app. You will be prompted to download this app on the cloudLibrary site after you borrow a book**
- **To use books on your mobile devices: download the mobile app from your respective app store and download the books to your devices. This allows you to use them when not connected to the internet**
- **To use books on your eReaders: download your book and open the cloudLibrary Desktop app, connect your eReader by USB and the cloudLibrary will recognise it. Find the book from your account and select Transfer to eReader**

Get the Desktop app from <http://www.yourcloudlibrary.com/index.php/en-us/>

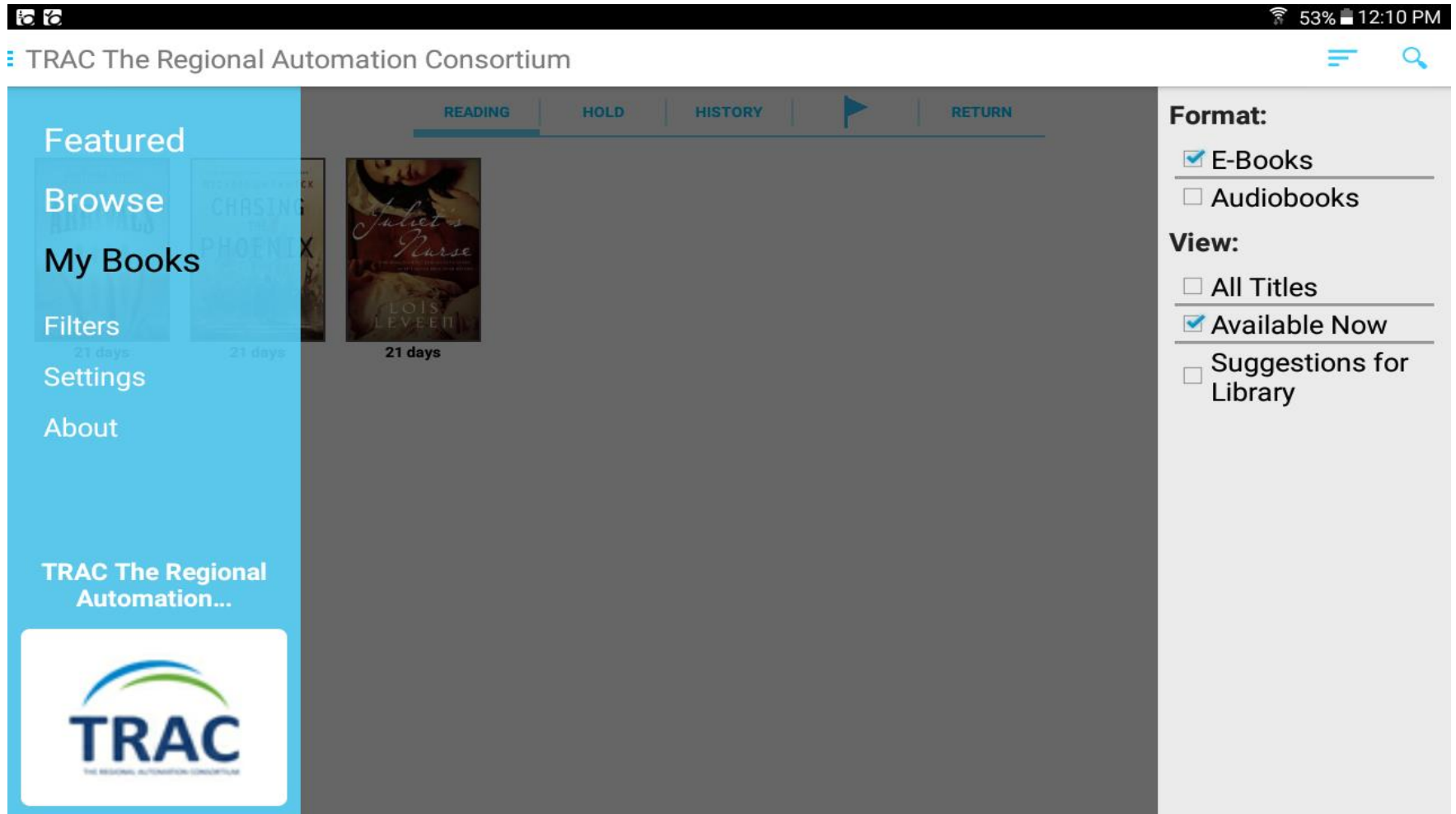
DESKTOP APP

The cloudLibrary desktop app will look something like this:



CLOUDLIBRARY MOBILE APP

The cloudLibrary mobile app will look something like this:



MY ACCOUNT

- **Once you get a library card you are already signed up for cloudLibrary. All you have to do is select Login, input your library barcode and pin, accept the terms of use.**
- **The books rented out to your account will be under My Books in the Reading tab.**
- **The books on hold to your account will be under My Books in the Holds tab.**
- **The books you have looked at in the past on your account will be under My Books in the History tab. Select Delete History if you want to erase your history**

SEARCH & BROWSE

- The cloudLibrary/TRAC homepage is the featured section of the website. You can browse through genre lists as well as new additions and top picks. Select Sort to reorganize the display by title, author, publishing date, recent editions and ratings
- Select the Browse page from the top menu and select the genre and age group of books you would prefer to appear. Select the star beside the genre you want to favourite.



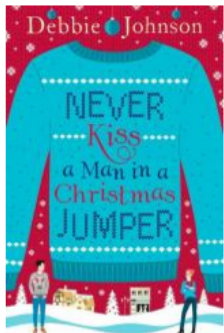
- Select the search bar on the top right to search for a title or author

BORROWING

Select the book you want to borrow and a popup window will appear with some book information as well as a green Borrow button. When it has been successfully borrowed two buttons will replace the Borrow button: Read and Return.

- Select the red Return button to return a book before the due date so the next person in line can read it.
- Select the blue Read button which will prompt you to use the cloudLibrary Desktop app

Book Details



Never Kiss a Man in a Christmas Jumper

By: Johnson, Debbie

ISBN: 9780008150228

Published by: HarperCollins Publishers

2015-11-04

 EPUB



[View book URL](#)

Read

Return

Expires in 20 days

HOLDS

If the book you want currently has all of its copies being used, there will be a blue Place Hold button with the waiting time appearing just below.

To monitor your wait time, go to My Books and select the Holds tab.

To get notifications for when your hold items are available, select Settings from the top and make sure your email notification setting is set to Yes, notify me with your primary email

Book Details



Warcraft: Durotan: The Official Movie Prequel

By: Golden, Christie
ISBN: 9781785650642

Published by: Titan
2016-05-02

 EPUB

☆☆☆☆☆
[View book URL](#)

Place Hold

Available in 20 days

Book Description

In the world of Draenor, the strong and fiercely independent Frostwolf Clan are faced with increasingly harsh winters and thinning herds. When Gul'dan, a mysterious outsider, arrives in Frostfire... [More](#)

QUESTIONS?

Any questions, comments or concerns are welcome. Please feel free to contact:

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