

Cloud Library eBooks and AudioBooks



Note: The layout of the app may look different on different devices.

DOWNLOAD THE APP



For tablets and smartphones download the Cloud Library app (using the iTunes app store, Google Play store etc.).

For computers, download the Cloud Library desktop app from their website: yourcloudlibrary.com

Note: for Windows RT tablets, you must use the manual transfer method and read using the Nook app

SET UP THE APP

When you first open the app you will be asked to log in.

- Enter your location, home library, library card number and password.
Accept the **terms** and click **“Login”**



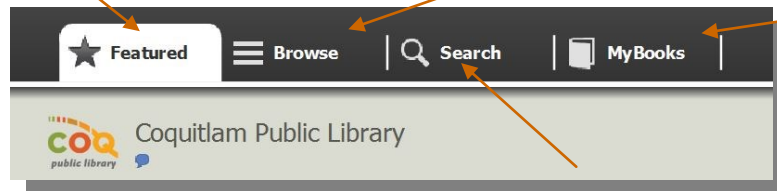
NAVIGATING THE APP

ON A COMPUTER:

“Featured” will display featured items from the library.

“Browse” will display books by genre.

“MyBooks” will show any Cloud Library eBooks or audiobooks you have downloaded or placed holds on.



“Search” will allow you to search for a book by title, author or keyword.

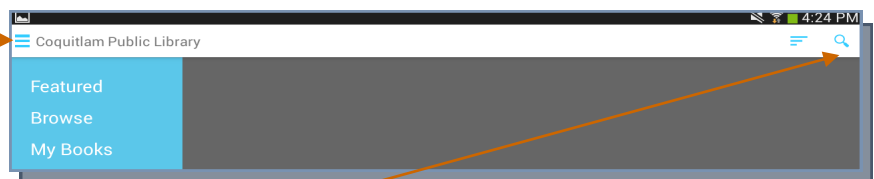
ON A TABLET OR SMART PHONE:

“Dropdown” button for the app’s menu

“Featured” will display featured items from the library.

“Browse” will display books by genre.

“MyBooks” will show any items you have downloaded or placed holds on.



“Search” will allow you to search for a book by title, author or keyword.

DOWNLOAD A BOOK:

METHOD 1: FIND & CHECK OUT ITEMS USING THE CLOUD LIBRARY APP

- Search or browse for books using the Cloud Library app.
- Click on the cover of a book to see more information about it.
- To borrow a specific title, click **borrow** OR if the item is currently unavailable click **“Add To Hold List** to go on a waitlist.
- Click the **“My Books”** tab to see your checked out items.
- You will be prompted to login with an **“Adobe ID”** (see pg. 2)
- Click on the cover of a book to begin downloading it.
- Once the book has downloaded, click the cover to begin reading.



METHOD 2: FIND & CHECK OUT ITEMS USING THE LIBRARY CATALOGUE

- Go to www.coqlibrary.ca and click on “Search the Catalog” to find a title.
- Items available in Coquitlam’s Cloud Library eBook/audiobook collection will display the **CL icon**.
- Before you check out or place a hold on an item, log in to your library account.
- Click the “Check Out” button to check out a book **OR** click “Place a Hold” to be placed on a waitlist.
- Click on **Check Out Now** button to confirm that you want to borrow the item.
- Open the Cloud Library desktop or mobile app. The item(s) you’ve checked out will now be listed under the “MyBooks” tab. Click the cover to download it. Click the cover again to begin reading.



METHOD 3: FIND & CHECK OUT ITEMS USING COQUITLAM PUBLIC LIBRARY’S CLOUD LIBRARY CATALOGUE

- Go to www.coqlibrary.ca, click on “eReads & Audiobooks”, then click the CL logo. Only eResources appear in this catalogue.
- Login using your library card number and PIN (last 4 digits of phone number). Check off the privacy policy box.
- Browse or search for a specific item using the search bar. Once you’ve found an item you want to borrow, click on the cover and click “Borrow” to check out a book **OR** click “Place Hold” to be placed on a waitlist.
- To begin reading your eBook, open your Cloud Library desktop or mobile app. Go to your “MyBooks” tab, click the cover to download the item, and then click the cover again to begin reading.

NOTE: ON A COMPUTER the Cloud Library app will ask you to log in with an Adobe ID the first time you try to download a book. If you have an Adobe ID **sign in** now. If not, you will need to create one. *

GET AN ADOBE ID

- Go to www.adobe.com/account.html
- To create an account, click “Get an Adobe ID”.
- Fill out the online form and click “Sign Up”.
- Return to the 3M desktop app and fill in the form with your new Adobe ID (your email) and password.



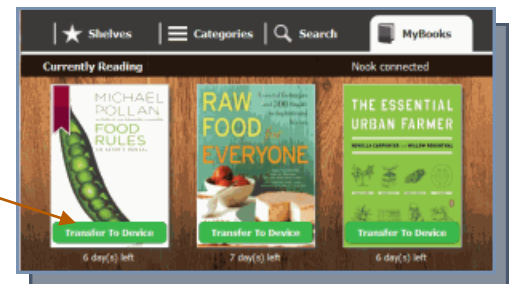
FORGOT YOUR ADOBE ID PASSWORD?

- Go to www.adobe.com/account.html
- Click “Forgot password”.
- Enter the email address you used when originally signing up and click “next”.
- A password reset link will be sent to your email.
- Login to your email and follow the instructions to reset your password.

*Selecting the 3M ID option instead of using an Adobe ID may cause issues if transferring to another device later.

TRANSFER TO A DEVICE FROM A COMPUTER

- Plug your eReader into your computer using a USB cable.
- Under the “MyBooks” tab, click the “Transfer to Device” button on each of the books you wish to transfer.
- The Cloud Library app will notify you when the transfer is successful.
- Unplug your eReader and enjoy!

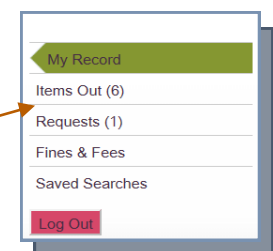


RETURNING AN EBOOK OR AUDIOBOOK

Items are automatically returned after the 21 day loan period.

You can return an item early using the Cloud Library app **OR** your online library account.

- On the Cloud Library app, click “MyBooks”, then “List View”, and “Return”. On a tablet or smartphone hold you finger on the book until a menu pops up. Tap “Return”.
- On your internet browser and go to www.coqlibrary.ca. Click “My Account” from the top menu and log-in with your username and password. Click on “Items Out” tab. Click the “Check In” button to complete the return process. *



*eBooks might not appear instantaneously in your online library account. In the “Items Out” page, click “Refresh eContent” to display new items.

Have a question? Need help?

Stop by the library any time or
book a librarian for a one-on-one session

604-554-7323 (City Centre) | www.coqlibrary.ca

604-937-4141 (Poirier) | askalibrarian@coqlibrary.bc.ca

10/2016 / JQ