# cloudLibrary for Android, iPad, iPhone, Kindle Fire

Access ebooks and audiobooks from the Library on your device!

## Overview

1. Install App & Login
2. Borrow, Read, Return

- Place Hold
- Borrow Again
- Econtent & Library Catalog

## Need more help?

- To view videos, FAQs, and user guide, tap menu > **About** > **Online Help**.
- To request one-on-one assistance, go to www.cphlibrary.org > click **Get Help** at bottom of page.

CLIFTON PARK HALFMOON PUBLIC LIBRARY

www.cphlibrary.org

## You will need

- Active card registered at the Clifton Park-Halfmoon Public Library & less than $10 in fees

  *To check:* Open an Internet browser > go to **cphlibrary.org** > click **Library Account** in upper right corner > enter library card number and password (last 4 digits of phone) > **Log In** > check 'Registered at' value at top of screen.
- Wireless enabled on your device and connection to a wireless network
- App store ID and password

*Note:* Screens and icons on Android and Kindle Fire devices may look slightly different than shown here.

## 1. Install App & Login

a. *To install the cloudLibrary app:*

- *iPad/iPhone/Android* - Go to the app store on your device > type cloudlibrary in search box > tap **cloudLibrary** > follow prompts to download and install the app. iPad/iPhone users may need your Apple ID and password.
- *Kindle Fire* - Open Silk Browser > go to yourcloudlibrary.com > scroll down and tap **Fire** > follow directions to download corresponding app for your tablet generation.

Apple–App Store

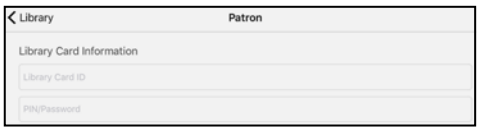
Android–Google Play

Available for fire

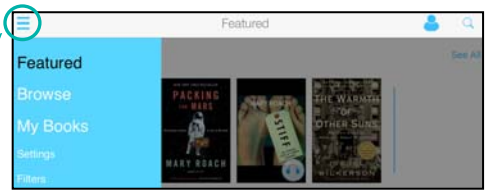
b. After the app is installed, tap **Open** or tap on the cloudLibrary app on the home screen.

c. Select a language > tap the screen > **United States** > **New York** > **Clifton Park-Halfmoon Public Library**.

d. Enter your library card number and PIN (last four digits of phone) > tap **Login.** The Featured page will display.




Tap the menu button to view the app menu.

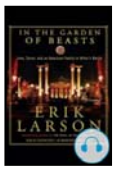



menu button

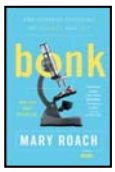
## 2. Borrow, Read, Return

a. Locate a title:

- *To browse*, tap **menu button** > **Featured** or **Browse**.
- *To search*, tap the **magnifying glass** in upper right corner > enter text in search field.
- Tap ☰ to right of shelf to view titles in a list and see title availability.




audiobook



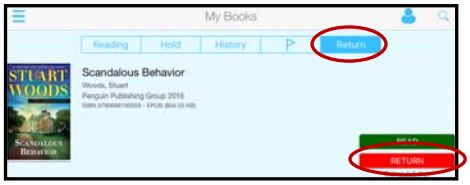

ebook

## 2. Borrow, Read, Return, continued

b. *To check out a title,* tap **cover** > **Borrow**. The Reading page will appear while the title downloads; title will automatically open once downloaded.

- Lending period = 14 days
- Titles are downloaded to your device and can be read/listened to without an internet connection.
- Items *automatically* expire at the end of the loan period and are removed from the Reading page.

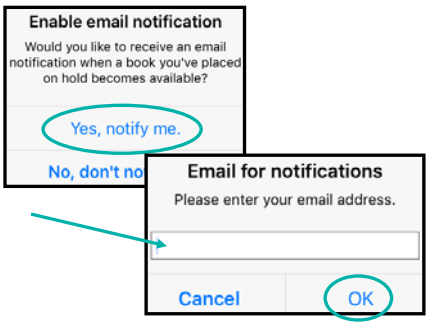
c. *To return items early,* tap **menu button** > **My Books** > **Return** > **Return**.




## Place Hold

a. *To place a hold on a title*, tap **cover** > **Hold**.

- To receive email notifications when holds are available:
  - Tap **menu button** > **Settings** > **Email > Yes, notify me.**
  - Enter your email > **OK.**
  - To confirm your subscription, open your email > open the message from cloudLibrary > click the link.
- To view/cancel holds, tap **menu button** > **My Books** > **Hold**.




## Borrow Again

Titles cannot be renewed; however, they can be borrowed again after they expire.

a. *To borrow a title again*, tap **menu button** > **My Books** > **History** > **Borrow** or **Hold** next to title.

## eContent & Library Catalog

Within the **library catalog**, cloudLibrary ebooks and audiobooks can be checked out and placed on hold from the search page.

Note:

- Library card number must be used when logging in to the catalog.
- Activity in the cloudLibrary app may take up to 15 minutes to show in your library account.
- Titles checked out in the library catalog will need to read in the cloudLibrary app (open app > tap **menu button** > **My Books**).

When logged into your library account:

- *Items Out* - view cloudLibrary titles borrowed and check-in
- *Requests* - view and cancel holds for cloudLibrary titles