
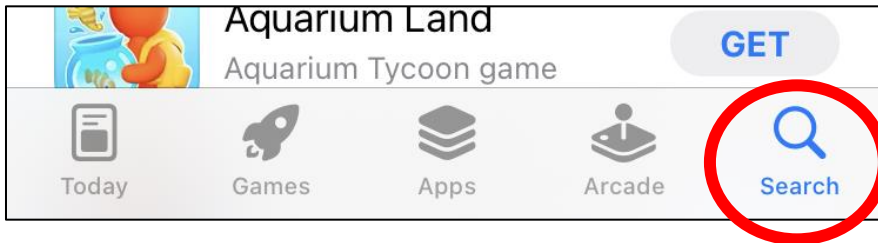


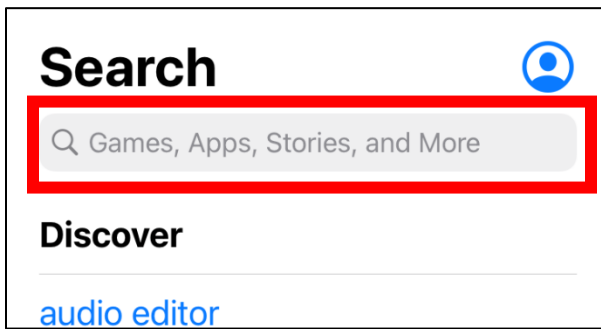
Getting Started with CloudLibrary (Apple devices)

Download the CloudLibrary app

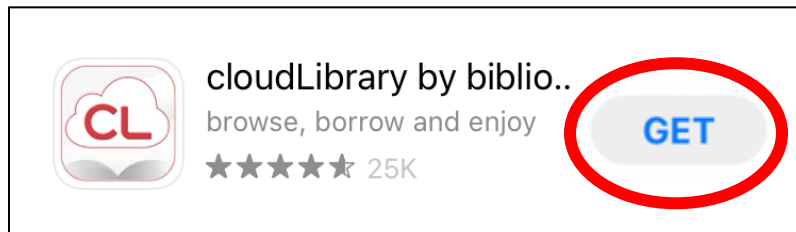
- 1) From your home screen, tap on the **App store** logo → 
- 2) Tap on the **Search** icon on the bottom right-hand side of the screen.



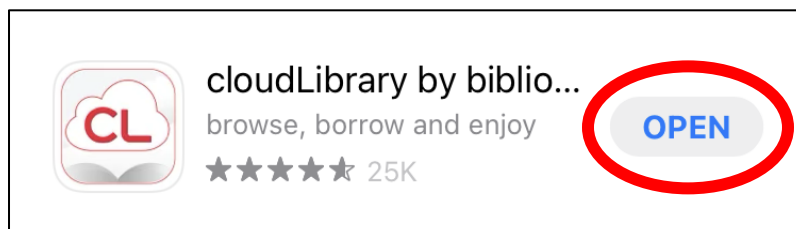
- 3) Tap in the **Search Bar** and type in **CloudLibrary**. Select **CloudLibrary** from the results.



- 4) Locate the CloudLibrary logo and press **GET**. You may need to enter your Apple ID and password or use Face ID to authorize the download.



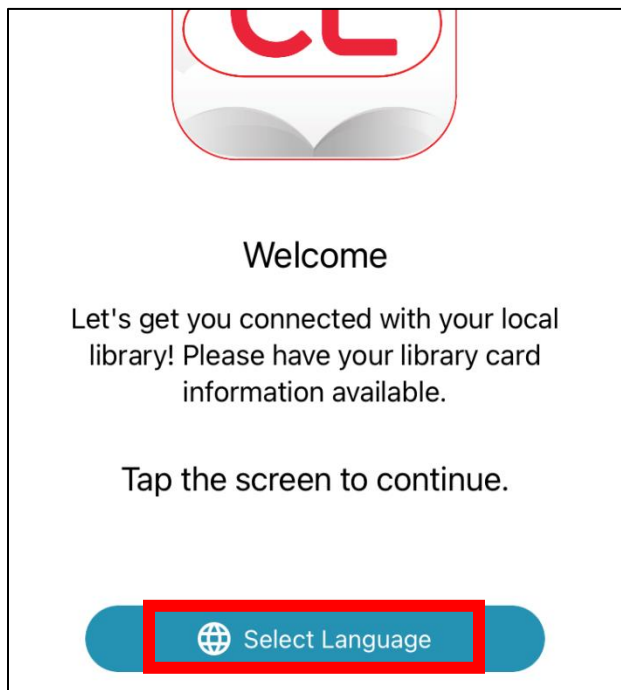
- 5) Once the app has downloaded, press **OPEN**.



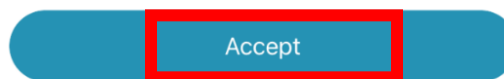
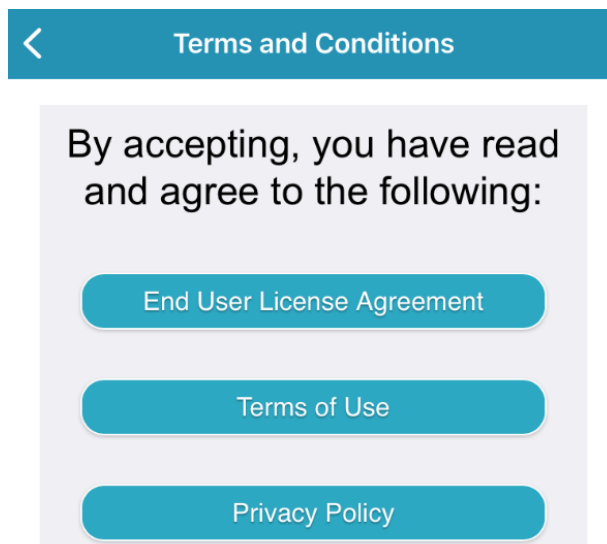
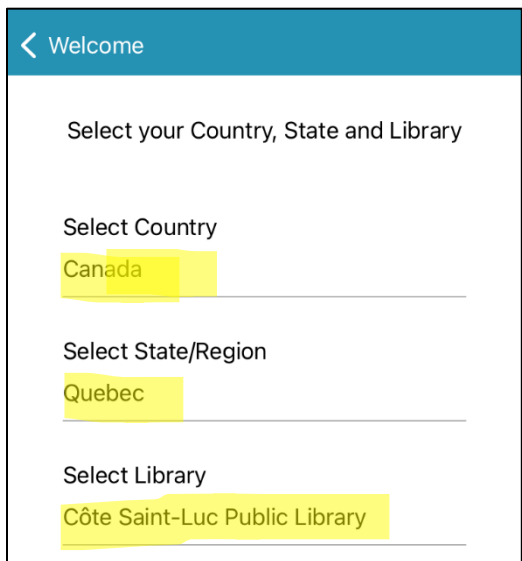


Sign in to CloudLibrary using your library card

- 1) Select your **language** of choice for the app. Tap anywhere on the screen below the languages menu to continue.

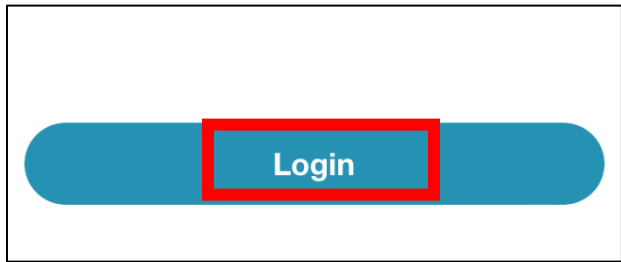
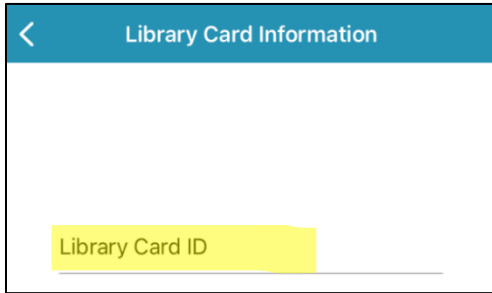


- 2) Select **Country, Region** and **Library**. Press **Next**. **Accept** the terms and conditions of use.



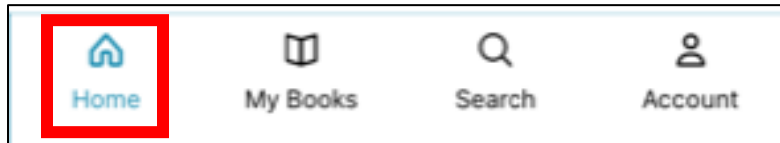


3) Enter your 14-digit library card number and press **Login**.

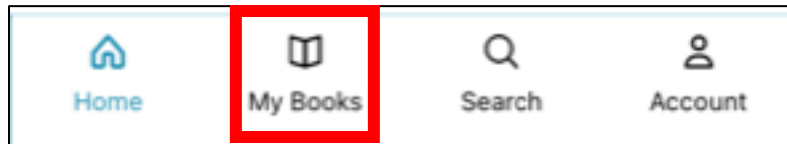


Using the CloudLibrary app

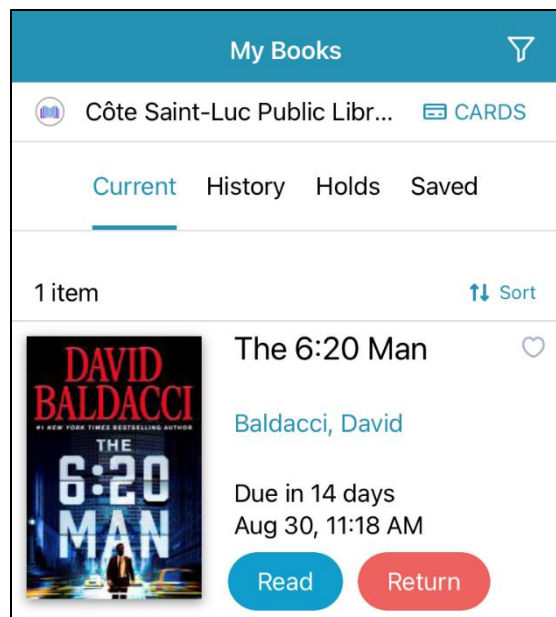
Home Screen: The Home screen provides access to your virtual library card, content you currently have on loan, trending titles, important messages from your library and notifications.



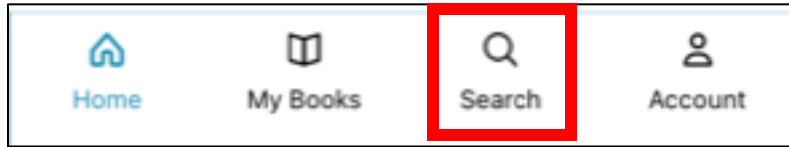
My Books: The My Books screen displays borrowed titles, your reading history, holds, and saved titles.



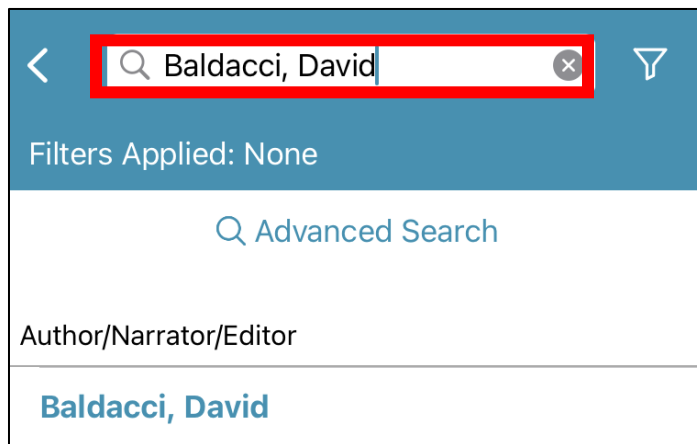
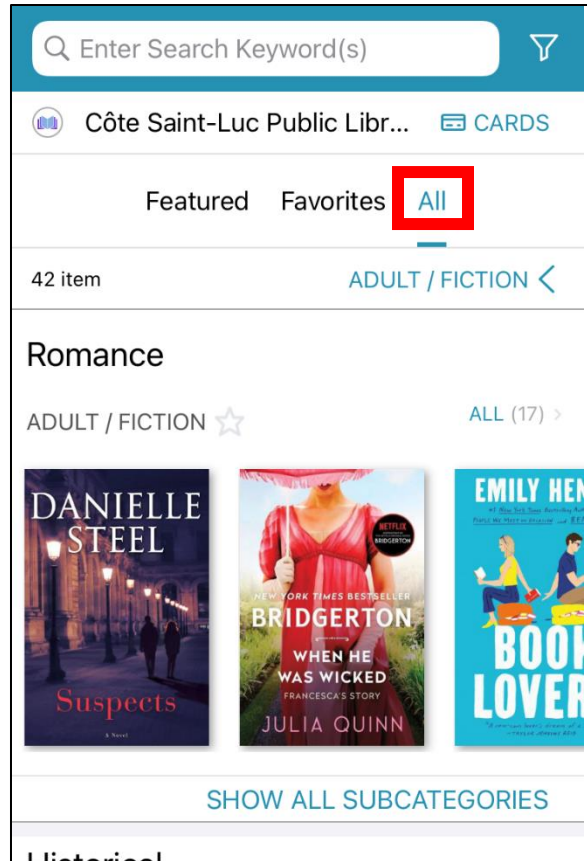
- a) Select the **Current** tab to read, renew, or return titles you currently have checked out.
 - 1. Tap the appropriate button to Read, Renew or Return your eBook.
 - 2. Tap Listen to listen to your audiobook.
 - 3. Filter the titles in this tab by content type.
 - 4. Tap the heart icon to favourite a title.
- b) **History:** The History tab will show you all of your previously borrowed titles
- c) **Holds:** The holds tab will show you all of the titles that you have on hold.
- d) **Saved:** The saved tab will show you any title that you have saved to view later.



Search: The Search screen allows you to browse the library’s CloudLibrary collection of eBooks and eAudiobooks, as well as search for a specific title or author.

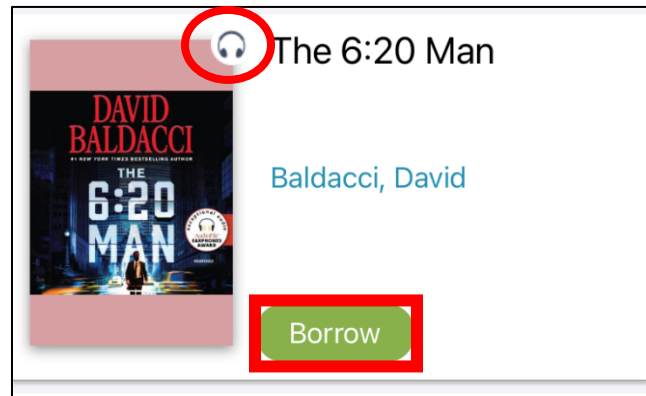


- a) The **Featured** tab will show you New Arrivals to the collection.
- b) The **Favorites** tab will show you categories you have set as favorites. You can also **Set up your reading preferences**.
- c) The **All** tab will show you all of the titles available in the collection organized by topic (Romance, Historical, etc.).
- d) You can filter the results by using the **Filter icon** at the top right corner of the screen.
- e) You can also choose the categories you want to see by pressing on **Adult / Fiction <**
- f) If you are looking for a specific title or author, use the **Search bar** at the top of the screen and enter a title or author.



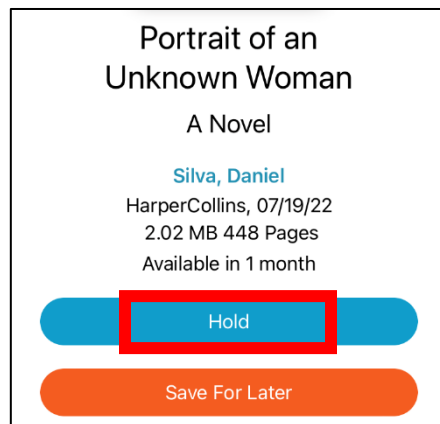
Borrowing a title

- 1) Once you have located your title of choice, you can borrow it by pressing **Borrow**. It will be checked out to your for 21 days and automatically returned after that time.
- 2) If you notice a **headphones** icon at the corner of the book jacket, this means that the title is in Audiobook format.

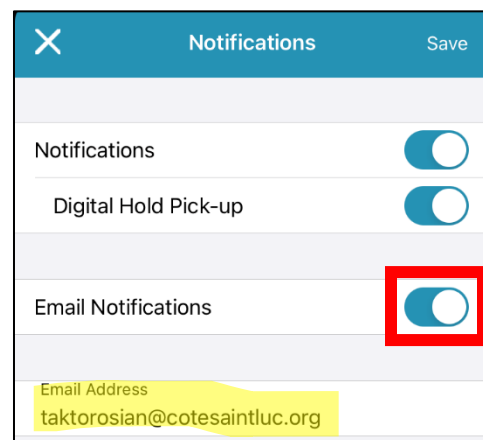
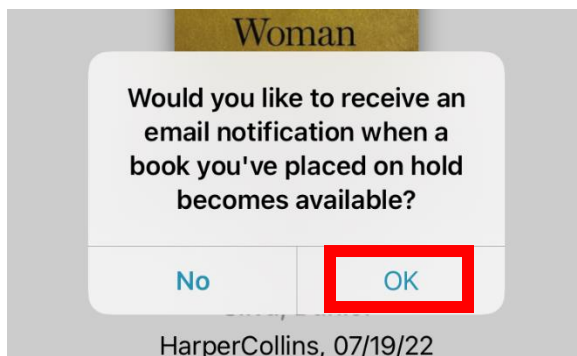


Placing a hold and receiving email notifications

- 1) If a title is already borrowed, you will have the option to Place a Hold instead. Press **Hold** to place a hold.

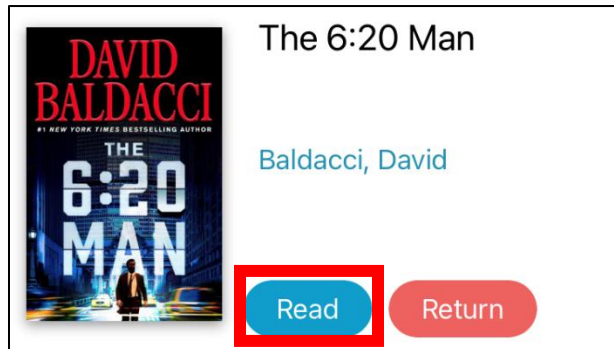


- 2) CloudLibrary will then ask you if you want to receive an email notification when the title becomes available for you. Press **OK**. Turn on the **Email Notifications** button and enter your **email address** below.



Reading an eBook in the CloudLibrary app

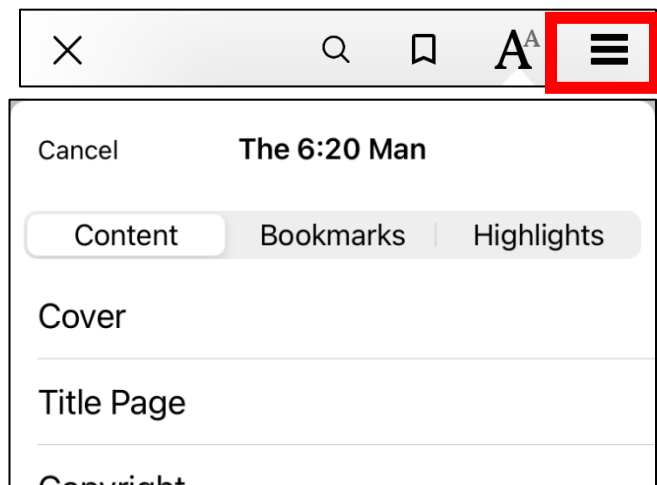
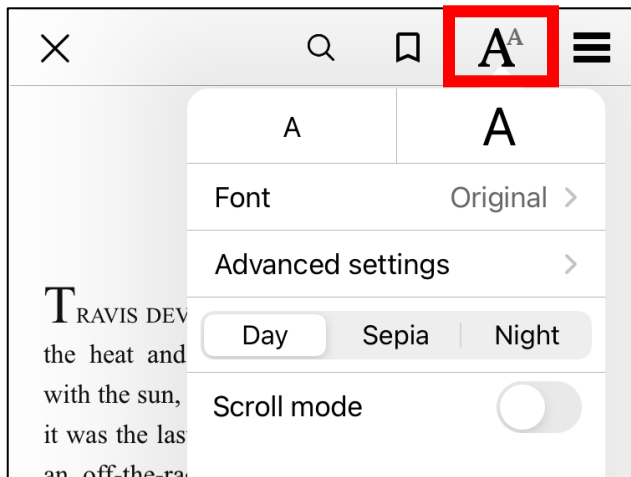
- 1) Once you have borrowed your desired title, it will show in your My books screen. Press **Read**.



- 2) Scroll left or right to flip through the pages of the book.
- 3) Press in the center of the screen to access the reading menu.
- 4) You can **bookmark** your current page by pressing the bookmark icon.



- 5) Press the **Aa** button to adjust reading settings such as size of text, font, background color and scroll mode. Press the three little lines to see the full table of contents of the book, as well as bookmarks and highlights.



- 6) At the bottom of the screen, you will notice your progress (i.e. number of pages read)

