

Managing & Returning Items

Tap **My Books** to view:

Current: items on loan to you.

History: titles you've borrowed in the past.

Holds: your items on hold.

Tap **Remove Hold** to cancel a hold.

Saved: titles you save for later, like a wish list.

Account: add additional library cards to the app, set notification preferences, view help and tutorials.

Turn on email alerts in **Account - Notifications**

Helpful Tips

Renew an item from 3 days before it expires, if there are no holds on it.

Returns: Items will automatically return on their expiry date.

Why should I manually return my items early?

It is a courtesy to others who are waiting to enjoy the item you just finished. If you have an item checked out, no one else can borrow that copy. Just like a physical item, it is unavailable to others when it is checked out.

You are allowed up to 10 items checked out and 10 items on hold at one time.

Wi-Fi/data is not required to read/listen to the Book **once it's downloaded**.

Set Cellular Data Usage: Account > Cellular Data Usage > Choose the preferences you desire.

Selwyn Public Library

Bridgenorth Library
836 Charles St., Bridgenorth
705 292-5065

Ennismore Library
551 Ennis Rd., Ennismore
705 292-8022

Lakefield Library
8 Queen St., Lakefield
705 652-8623

www.MyPublicLibrary.ca

Support

Call or visit any of our three library branches

cloudLibrary app for mobile devices
(smartphones & tablets)



Getting started

Download the **cloudLibrary app** from the App store or Google play.

Signing into the app

The first time you open the app you must select your country, province, and library - Selwyn Public Library.

Type in your card number. No spaces.

Searching for an item

Tap **Search** at the bottom of the screen.

Search (at the top of the screen) to search for titles or authors.

Featured displays eBooks owned by Selwyn Public Library and available for our patrons only.

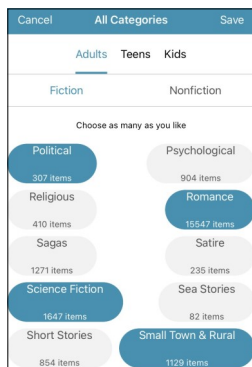
Favorites display items that match your selected reading preferences.

All displays eBooks & audiobooks owned by all cloudLibrary partners.

Books display by genera as a “bookshelf”. To see a particular genera, you need to select it.

Genera Selection:

Under **All**, tap on **Adult/...<**



All categories will display.

Each selection is a tap on/off feature. Selections will be highlighted in blue. Tap **Save** when finished.

That “bookshelf” will then display under the **All** section.



Tap the **Filter icon** to refine your search results.

You can filter by format (eBook or audiobook), language, & availability.

Filter preferences are saved between sessions. Tap **Save** to save your filters.

Borrowing and downloading

When you have found a title you want, tap on the book cover to see more information.

Tap on **Borrow**. (or **Hold** if the item is in use).

Tap **Read/Listen**. The item will open and download.

Reading eBooks

Once an eBook is open, you turn pages by swiping in from the sides of the screen.

Tap in the centre of the screen to bring up controls to:



Save your spot and close the eBook

Search the eBook

Add bookmarks

Font & page settings

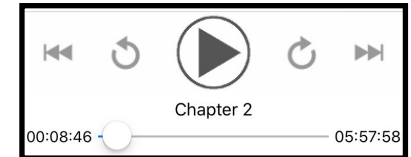
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Listening to audiobooks

Once an eAudiobook is open you can use the central button at the bottom of the screen to **Play** or **Pause**.

You can also move back or forward by 15 seconds or by tracks / chapters.

Playing time and progress are displayed at the bottom.



At the top of the audio player are more features:



Playback speed

Sleep timer

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