Tech Tips from Mr G

Borrowing eBooks Using the CloudLibrary app on Apple iOS Devices - 2016

Here at the Liverpool Public Library, we provide two ways of borrowing eBooks. The first, and most popular way, is to use the OverDrive system. However, because of the continuing state of flux of the publishing industry, and the fact that some publishers aren’t available on OverDrive, we also started making the CloudLibrary system (formerly known as 3M Cloud) available back in 2012. This handout is for people who have devices running Apple’s iPhone Operating System (iOS), such as iPhones, iPod Touches, and iPads. There’s also a version for Android devices, and that’s covered in a different handout.

By the way, all the screenshots for this handout were done on a standard iPad, so your results will look a little different on an iPad Mini, iPhone, or iPod Touch.

Getting the Software

You can get the CloudLibrary app by going to the App Store of the device you intend to use. It’s a free download.

Hey, You, Get Off of My Cloud

Liverpool isn’t the only library in the county that has the CloudLibrary system. Fayetteville and the County system (OCPL) also have it. However, because of the way that the publishing industry is at the moment, Liverpool and Fayetteville have found the CloudLibrary contract to be more favorable if we get our collections separately. This means that we can’t take out eBooks from each other’s systems. Liverpool cardholders can only take out books from the Liverpool Cloud, Fayetteville members can only take out books from the Fayetteville Cloud, and everyone else can take out books from the general OCPL Cloud, but not from either Liverpool or Fayetteville. Perhaps this will change one day, when eBooks are more common; but this is the way it is for now.

Now that you understand that, let’s talk about selecting your library.

Selecting Your Library

When you open the Cloud Library app for the first time, it walks you through the process of connecting to your library.

The first screen asks you what country you’re in, and then it asks you to select the state, and your library system. After that, it will show you a space to enter your library card number and PIN.

Next, click on the button that says that you agree to the End User License Agreement (you may even want to read it), and then tap on the Login button.

Don’t try to be slick, and try to use your Liverpool card for joining the Fayetteville or OCPL clouds. It won’t work. You’ll get a very polite message telling you that you need one of their cards in order to use their cloud.
Finding Books

Once you’re in, there are three ways to look for a book:

1. Look through our “shelves” over **Featured Items**.
2. **Browse** through our virtual shelves by **category**.
3. **Search** our collection by **author** or **title**.

All three choices can be accessed from the main 3M screen, as shown on the right.

Looking through the **Featured Items** is like looking through the displays when you first walk into the library.

In the example on the right you see virtual shelves for **New Fiction** and **New Teen Titles**. There will be more items as you scroll to the right, and more shelves as you scroll down.

**Tapping** on the circled **List All** icon for each shelf gives you an expanded list with **Borrow** or **Hold** icons. More on that later in the section on searching.

**Browsing** books is very similar to looking at the Featured Items, except that now you’re looking at the books by category or subject area.

Some of the categories are already provided for you to scroll through, but you can turn them on and off by tapping on them at the top of the screen. Selected categories are in **blue** and unselected ones are in **black**.

As with using the Featured Items view, **tapping** on the **List All** icon gives you an expanded view with **Borrow** or **Hold** icons. Again, more on that in the section on searching.

**Searching** is what you do when you know exactly what you’re looking for. Maybe it’s a particular author or a particular title, but you don’t want to spend all your time browsing through the entire category looking for it.

In the screen on the right, I’ve gone to the **Search Box** in the upper right-hand corner, looking for a book by a author named **Macomber**.

By the way, don’t get fooled by that button that talks about going to the **full library catalog**. Tapping on that will take you to the regular catalog of items you can hold.
Searching takes you directly to the expanded list I talked about earlier, that shows Borrow and Hold icons for each book; telling whether or not it is immediately available.

As you can see, there are two books that match. The second one, A Turn in the Road, has a blue button next to it that says Hold. Tapping on that puts it on hold for you, and tapping on it again removes it from hold for you.

The first one, Hannah’s List, has a green Borrow button next to it; and now it’s finally time to talk about borrowing books.

Borrowing and Holding Books

When you’ve found a book you like, no matter how you found it, simply tap on the picture of it, and you’ll see either a green button that says Borrow or a blue one that says Put on Hold.

If you were in search mode (as in the example above), that button will automatically show up next to each item.

If you were using the Featured List or Browsing, then a little window will pop up in the middle of the screen, showing that book and the appropriate button.

If the book is in, tap on the Borrow button, and it will be placed in My Books, in the Reading section. If it’s not, and you want to put a hold on it, tap on the Put on hold button, and it will be placed in My Books, in the Holds section.

But wait, there’s more! See that little flag next to the picture of the book? If you don’t want to take the book out yet, but just want to mark it as something you’re interested in for later on, tap on this, and it gets added to your flagged list.

My Books

I mentioned this briefly in the section above, but it could stand being talked about a little more on its own. The My Books section is where you see any books you’ve had any interactions with. Reading is where you see books that you currently have out and are supposedly reading. Holds is where you see the books that you have holds on. History is where you see a list of every book you’ve ever taken out through the CloudLibrary system (Hey…you might actually want to know). Tapping on the flag icon shows you your list of flagged items. And Return is what you tap on to return any items you might have out.
Reading Your Book

Now that you have your book, there are a few things you should know about reading it. The first is that there are controls that show up at the top and bottom of the screen if you tap on it. You can make these controls go away by tapping on the screen again.

1. The X in the upper left-hand corner closes the book and takes you back to the My Books screen.

2. The bookmarks icon isn’t about remembering where you left off reading...the app will do that for you automatically. Instead, it’s about creating virtual PostIt™ notes on pages you found interesting. You can get back to these notes by using the search tool.

3. The font icon is what most people are initially concerned about. This is where you change the font size of the text you’re reading.

4. The menu button is for the table of contents. Tapping on any chapter heading there will take you immediately to the first page of that chapter.

5. The control at the bottom of the screen is used for moving very quickly forward and backward through the book, in order to get to a certain point.

And of course, to move forward and backward through the book in a normal way, you simply swipe to the left or right, as if you were flipping a regular page.

Returning Your Book

One of the greatest things about eBooks is that they never become overdue. On the other hand, if you’re a fast reader, you might want to return the book early so that someone else can have it. There are a number of ways to do this, and I’ll show you one right here.

Simply go back to My Books, and then tap on Return Books in the upper right-hand corner of the screen. When you do that, you’ll see two buttons; one that says Read and another that says Return. When you tap on the Return button, you’ll get a screen that asks if you’re sure you want to return this book. If you do, then tap on “yes”, and you’re all set.
But Wait, There’s More...And You Can Have It!

The CloudLibrary system also lets you see items that we don’t already have. If you go to Filters and select Selections for Library. Now you can look through everything that CloudLibrary offers, and tap on the Suggest icon to recommend items for us to buy.

And we actually take a look at the recommendations.

Anything Else?

There are so many different facets to using the CloudLibrary app for reading borrowed library books; definitely many more than I could possibly go over in these short pages. That’s not a problem, because CloudLibrary has an online help system to cover all of this. You can get there from the main screen by tapping on About, then tapping on Online Help.

And of course, if you can’t find out what you need to know there, feel free to make an appointment to see one of us. We’ll be only too happy to help you out.