

USING CLOUDLIBRARY THROUGH THE MAHOMET LIBRARY CATALOG

CloudLibrary titles are included in the Mahomet Library catalog. Browse and check out these titles just as you do with all items in the catalog.

- 1) Go to MahometPublicLibrary.org and click on **My Account**.
- 2) Log into your account using your **library card barcode** and your **password** (default: last 4 digits of your phone number). *You cannot check out items unless you are logged in.*

SEARCH FOR A TITLE:

- 1) **Search** the catalog just as you would for any title, author, or subject. CloudLibrary titles that match your search criteria will appear in the search results along with other items. These titles are indicated by the cloudLibrary logo under the book cover image, with a book icon for eBooks and a headphone icon for audiobooks.
- 2) *Optional:* In the left sidebar under **Authors**, click **cloudLibrary** to limit search results to those items.

BROWSE ALL CLOUDLIBRARY TITLES:

- 1) Enter **cloudLibrary** in the search bar.
- 2) In the Limit by box, select **eBook** or **Audiobook** and click the **magnifying glass**.

CHECK OUT A TITLE:

- 1) Click the **Check Out** button to the right of the title information.
- 2) Click **Check Out Now** to confirm. The title will be added to the items checked out to your account and to your cloudLibrary bookshelf. CloudLibrary titles are automatically removed from your device(s) on the due date.

Reminder: To actually read or listen to your borrowed cloudLibrary titles, you must use the cloudLibrary app.

PLACE A HOLD:

- 1) If the title is checked out by another patron, you will have the option to place a hold. Click the **Place Hold** button to the right of the title.
- 2) Click **Place Hold Now** to confirm.

RETURN A TITLE EARLY:

- 1) Click **My Account**, and then click **Items Out**.
- 2) Click the **Check In** button for the title you wish to return. Click **Check In Now** to confirm.

GET MORE HELP

- CloudLibrary provides some help screens online and in the app.
- Library staff are always available for quick answers.
- One-on-one training sessions are available by appointment through our Book-a-Librarian service.



Using eBooks and
Audiobooks through

Cloud Library



Mahomet Public Library

updated September 2023

OVERVIEW

Use cloudLibrary to download eBooks and audiobooks to:

- your smartphone.
- iPads and tablets (including Nook).
- EPUB eReaders (non-tablets).
- your computer.
- Kindle Fire.

Please Note: cloudLibrary eBooks and audiobooks will NOT work on Kindle eReaders.

YOU WILL NEED:

- 1) A valid library card from the Mahomet Public Library.
- 2) The free cloudLibrary app.

BASIC FACTS:

- Install cloudLibrary on up to 5 devices.
- Check out up to 5 eBooks/audiobooks at a time.
- Place up to 5 titles on hold at a time.
- Keep a title for up to 21 days.

BROWSE CLOUDLIBRARY THROUGH OUR REGULAR CATALOG!

You can use the regular Library catalog to browse and search for cloudLibrary titles, as well as borrow and manage the titles on your account. See the “Using cloudLibrary through the Mahomet Library Catalog” section for more information. **Please note: To read or listen to your borrowed cloudLibrary titles, you must use the cloudLibrary app.**

USING CLOUDLIBRARY ON YOUR DEVICE

SET UP AND LOG INTO YOUR ACCOUNT:

- 1) Install the free cloudLibrary app from your device's app store and open the app.
- 2) Select **United States** from the list of countries and **Illinois** from the list of states.
- 3) Choose **Illinois Heartland Library System** from the list of libraries and tap **Accept** to accept the terms of service.
- 4) Enter your library card number and pin (default is the last 4 digits of your phone number) and then tap **Login**.

NAVIGATION BAR OVERVIEW:

Home: Browse/search the catalog for eBooks and audiobooks.

My Books: Access your loans, holds, history, and saved titles.

Search: Look for a specific title and browse featured lists.

Account: See your account settings, get help and support, change your notifications, and turn on kids mode.

BROWSE:

There are two ways to browse cloudLibrary (both available under the **Search** menu):

- 1) View featured lists sorted by category, including new additions, awards, and audience.
- 2) **Search** by keyword or title.
 - Filter your search by clicking the icon in the upper right corner.
 - Filter by format, availability, or language.

BORROW A TITLE:

- 1) Click the book you would like to borrow.
- 2) Click **Borrow**, then click **Read** to read the book immediately.

PLACE A HOLD:

- 1) If a title is not available for checkout, the Borrow link will be replaced by a **Hold** link. Click this link to place a hold.
- 2) To view or edit your holds, click the **My Books** icon, and then click **Holds**.

MANAGE YOUR LOANS:

- 1) Tap the **My Books** icon, locate the title, and tap **Read**.
- 2) Click the three dots next to the **Read** button to return the title at any point before the due date. Click **Ok** to confirm your return.