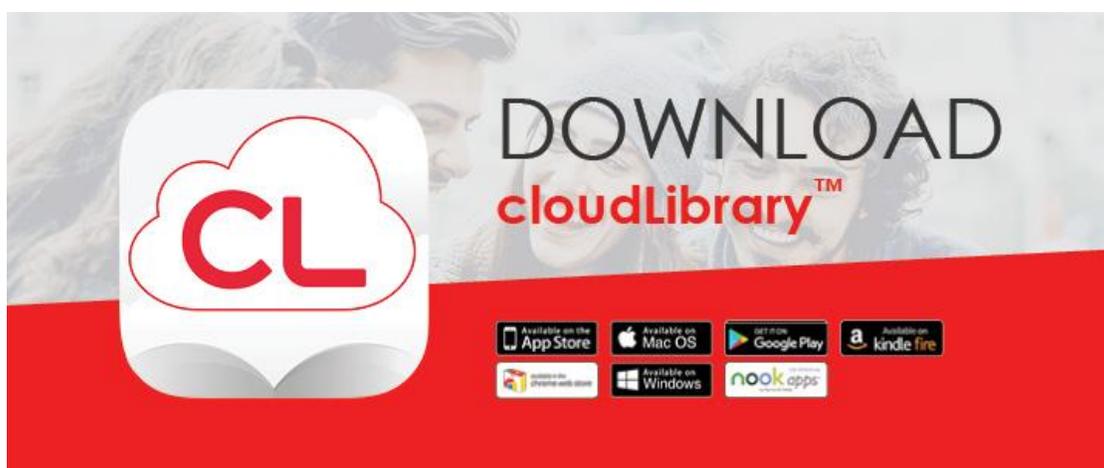




Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with cloudLibrary and Downloadable Content



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1 Definitions

cloudLibrary offers users access to both eBooks and audiobooks. Download the mobile or desktop app and download your borrowed books onto your devices.

eBooks are digital versions of a paper book that have been optimized to read on a screen. You download it and read it on a computer, smart phone, tablet, eReader or other devices.

Audiobooks are a recorded reading of the book that can be streamed or downloaded on a computer and mobile devices for you to listen to.

cloudLibrary Desktop App is a free downloadable program that allows you to browse and borrow from the cloudLibrary catalogue, read eBooks and launch your audiobooks.

cloudLibrary Mobile App is a free app downloaded onto your mobile device from the Google or Apple app store. It allows you to use the eBooks and audiobooks you borrowed when connected and not connected to the internet.

2 About cloudLibrary

cloudLibrary is one of the eResources you can use from the Peace Library System to borrow eBooks and audiobooks for free. All you need is your library card and an internet connection.

You can take out a total of 10 eBooks and audiobooks combined and download them onto as many devices as needed. You can have up to 8 titles on hold at one time.

You don't have to worry about late fees. Once your loan period is over, the eBook or audiobook will automatically delete itself from your devices.

You need to download the cloudLibrary desktop app or the cloudLibrary mobile app to use eBooks and audiobooks on your computer and mobile devices.

There is a limited number of copies of the titles on cloudLibrary. cloudLibrary does not offer every book published as not all books are published in digital format, not all publishers have partnerships with or they may not have been purchased.

3 Software

In order to read an eBook on your computer, you will need to download the cloudLibrary desktop app onto computer. To do this:

1. Go to <http://www.yourcloudlibrary.com/index.php/en-us/>
2. Look for the panel on the left that says “Get the free app...”
3. Find the appropriate software for your device from the list
4. Scroll to the bottom and select the red “download the app” button. Follow the screen prompts to install.
5. Open the program and login:
 - a. Select “CA” as your country
 - b. Select “AB” as your province
 - c. Select “TRAC: The Regional Automation Consortium” as your library
 - d. Type in your library barcode and PIN.
6. The first time you open the program, you will need to authenticate it with an Adobe ID. A window will pop-up asking if you want to use the “Automatically generated ID”—DO NOT select this. Change your selection to “Explicitly provide an Adobe ID.” Use the same Adobe ID to authenticate Adobe Digital Editions to use OverDrive.

In order to listen to an audiobook on your computer, all you need to have is an internet connection. On your computer, cloudLibrary offers the audiobooks by streaming only so as long as you have an up-to-date internet browser, you do not need to download any program to listen to audiobooks on your computer.

In order to read an eBook or listen to an audiobook on your mobile devices, you will need to download the cloudLibrary app. To do this on an Android or Apple device:

1. Go to the App Store or the Google Play Store on your device
2. Search cloudLibrary
3. Once the app is installed select Open
4. You can use the app when you are online and offline

4 Account

4.1 Create

Once you have a library card, you have already created your account!

4.1.1 Computer

To login:

1. Go to <https://ebook.yourcloudlibrary.com/library/trac/Featured>
2. Select the green “Login” button on the top right
3. Type in your library barcode and PIN, check the Terms of Use & Privacy box and click the green “Login” button

4.1.2 cloudLibrary Desktop App

To login:

1. Open the cloudLibrary desktop app
2. Select (CA) Canada as your country
3. Select AB as your province
4. Select TRAC: The Regional Automation Consortium as your library
5. Type in your library barcode and PIN
6. Type in your pin
7. Check that you accept the legal terms
8. Click Login
9. A pop up window will ask you to choose between authorization options
 - a. Select “Automatically generated ID for 3M Cloud Library (recommended)” if you are only using cloudLibrary and NOT OverDrive on the computer
 - b. Select “Explicitly provide an Adobe ID” if you use both cloudLibrary and OverDrive on your computer. Use the same Adobe ID you used to authorize Adobe Digital Editions to use your OverDrive titles.

4.1.3 cloudLibrary Mobile App

To login:

1. Open the cloudLibrary app and tap the screen once it has loaded
2. Change the country from “US” to “CA”
3. Select “Alberta”
4. Select “TRAC The Regional Automation Consortium”
5. Enter your library barcode and PIN
6. Select “Login”

4.2 Use

4.2.1 Computer

1. Select “My Books” to see your account
 - a. Your first screen will be the “Reading” tab where all of your borrowed items are and where you come to launch them for use.

- b. Select the “Holds” tab to see how many days you have to wait for the books you have placed on hold.
- c. Select the “History” tab to see your history of borrowed items. You can delete the history by selecting the red “Delete Reading History” button.

4.2.2 cloudLibrary Desktop App

1. Select “My Books” to see all the titles you have borrowed or active holds on.
 - a. You can change how your books are displayed by selecting “List View” on the top right
 - b. Select “Suggestion List” to see your wishlist
 - c. Select “Reading History” to see your history of borrowed items.
 - i. Select the “Delete Reading History” button on the bottom to delete the history.
2. Select “Message Center” to see any communication notices sent to your account.
3. Select “Settings” to see your library ID information, to edit your notification email or to log out.

4.2.3 cloudLibrary Mobile App

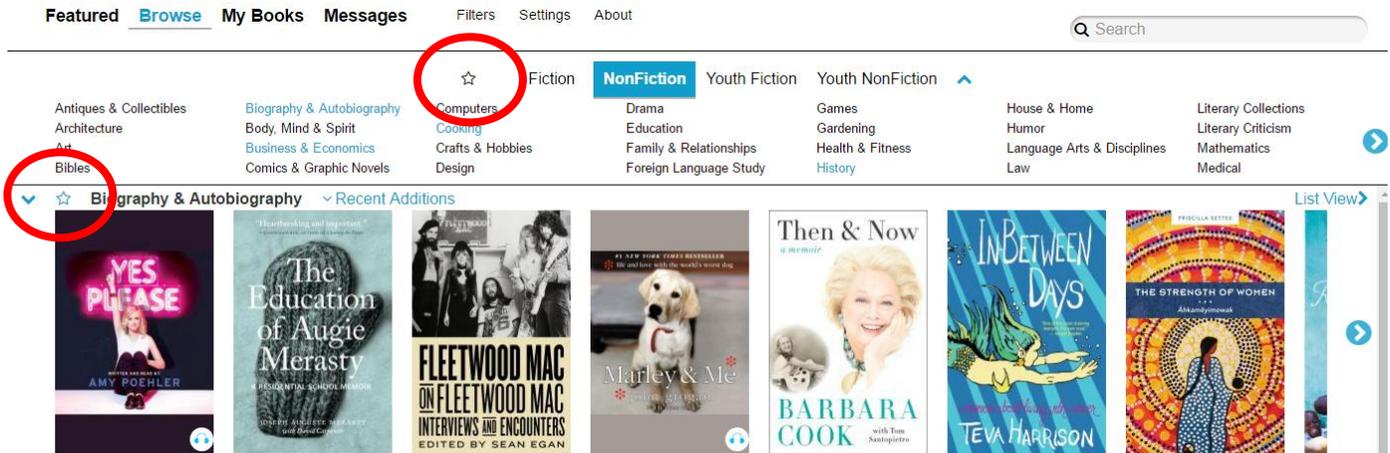
1. Select “My Books” to see all of your borrowed items, holds, history, or flagged books.
 - a. Your first screen will be the “Reading” tab where you access your borrowed items and launch them.
 - b. Select “Hold” to see the items you have active holds on.
 - c. Select “History” to see your history of borrowed items
 - d. Select the flag icon to see items you saved the information of by selecting the flag icon on that book’s description page.
 - e. Select “Return” to see a list of your currently borrowed items with the option to return them.
2. Select “Settings” to see your virtual library card, update your notification email or delete your reading history.

5 Browsing and Searching

5.1 Computer

5.1.1 Browse

- A. You can browse the “Featured” page which offers several different lists such as “New Additions” and “Top Picks.”
 - a. You can sort these lists by title, author, publishing date, new addition and ratings.
 - b. You can scroll through the covers using the arrows to the left and right of the list
 - c. You can filter what is shown to you by format and availability
- B. Select the “Browse” page to sort the catalogue by genre
 - a. Genres are split up under Fiction, Non-Fiction, Youth Fiction and Youth Non-Fiction
 - b. Flag a genre as a favourite by selecting
 - c. When your favourite genre appears in the list below, select the outline of a star beside the genre name.
 - i. Select the outline of a star on the top of the page to see the list of flagged genres.



5.1.2 Search

1. Select the search bar on the top right and input your search for an author or title.
2. You can organize your search results by title, author, publishing date, recent addition or rating.
3. Select the cover to get a summary.
4. Select the green “Borrow” button on the right to check out the book in your account

5.2 cloudLibrary Desktop App

5.2.1 Browse

- A. You can browse the “Featured” page which offers several different lists such as “New Additions” and “Top Picks.”
 - a. You can scroll through the covers using the arrows to the left and right of the list
 - b. Select “List View” on the right of the list to see the entire list

- i. Use the “Sort by” menu on the top right to organize by title, author, rating, or newest additions
 - B. Select the “Browse” page to sort the catalogue by genre
 - a. Genres are split up under Fiction, Non-Fiction, Youth Fiction and Youth Non-Fiction
 - b. Flag a genre as a favourite by selecting
 - c. When your favourite genre appears in the list below, select the outline of a star beside the genre name.
 - i. Select the outline of a star on the top of the page to see the list of flagged genres.

5.2.2 Search

1. Input your title or author into the search bar on the top right.
2. Apply filters to the results by selecting “Filter.”
3. Sort your results by selecting the “Sort By” menu on the top right.
4. Select the green “Borrow” button beside the book you want.

5.3 cloudLibrary Mobile App

5.3.1 Browse

- A. The “Featured” page offers lists like “New Additions” and “Top Picks”
 - a. You can scroll through covers by sliding your fingers left or right across the screen.
 - b. Select  on the right of the list to see the entire list.
 - i. Use  to organize the list by title, author, rating or newest additions.
- B. Select the “Browse” page to sort the catalogue by genre.
 - a. Select from the dozens of genres of interest under Fiction, Non Fiction and Youth
 - b. Select the outlined star beside your favourite genres.
 - i. Select the outlined star beside the choices of Fiction, Non-Fiction, Youth Fiction and Youth Non-Fiction to see all your favourites.

5.3.2 Search

1. Select  on the top right and input your search
2. Filter your search results by selecting 
3. Select the green “Borrow” button beside the book cover you want

6 Reading

6.1 Computer

6.1.1 Streaming

1. On the cloudLibrary website, go to "My Books"
2. Locate the eBook you want to read or audiobook you want to listen to.
3. Below the book cover of your eBook there will be a blue "Read" button. For audiobooks, the blue button will say "Listen." Select the blue button.
4. Your book will load and you can begin using it while connected to the internet.
 - a. The audiobook will look something like this:

The screenshot shows the TRAC website interface. At the top left is the TRAC logo and the text "TRAC The Regional Automation Consortium". Navigation links include "Featured", "Browse", "My Books", "Messages", "Filters", "Settings", and "About". On the right, there are "Log Out" and "Download app" buttons, with a note: "Don't have a reader app installed yet?". A search bar is located in the top right corner.

The main content area displays the audiobook "Night Circus, The" by Erin Morgenstern. The book cover is on the left, and the title and author information are on the right. Below the title, it says "Published by: Random House 2011" and "MP3". There is a "View book URL" link and a "Description" link.

The audiobook player interface is on the right. It features a "Book Progress" bar and a "Track Progress" bar. The "Book Progress" bar shows "Remaining: 13:40:15". The "Track Progress" bar shows "Position: 00:01:10". Below the progress bars are playback controls: play/pause, stop, previous, next, and volume. A table of contents is visible below the controls, listing chapters and their durations.

Chapter	Duration
Introduction	00:06:13
Part 1 Chapter 1	00:06:26
Part 1 Chapter 2	00:27:45
Part 1 Chapter 3	00:13:07
Part 1 Chapter 4	00:20:09
Part 1 Chapter 5	00:12:50
Part 1 Chapter 6	00:06:36
Part 1 Chapter 7	00:16:58
Part 1 Chapter 8	00:16:59
Part 1 Chapter 9	00:04:25
Part 1 Chapter 10	00:09:27
Part 1 Chapter 11	00:06:06
Part 1 Chapter 12	00:16:58
Part 1 Chapter 13	00:11:44
Part 1 Chapter 14	00:01:47
Part 1 Chapter 15	00:12:28
Part 2 Chapter 16	00:08:48
Part 2 Chapter 17	00:06:55
Part 2 Chapter 18	00:07:12
Part 2 Chapter 19	00:02:11
Part 2 Chapter 20	00:16:52
Part 2 Chapter 21	00:14:34

b. The eBook will look something like this:



6.1.2 Downloading

1. Open the cloudLibrary Desktop app, go to "My Books"
2. Locate the eBook you want to read or audiobook you want to listen to.
3. Click on the eBook cover and it will open for you to read.
 - a. Click on the audiobook cover and a browser window will open and ask you to confirm your library barcode and pin. Once successfully verified, the audiobook will play in the browser window.

6.2 cloudLibrary Mobile App

1. Open the cloudLibrary mobile app, tap the menu icon on the top left and choose "My Books."
2. Locate the eBook or audiobook that you want to read or listen to. Tap the book and it will begin to download. Once the download is complete, the book will open for you to read or listen to.

7 Returns

One of the great things about eBooks and audiobooks is that you never have to worry about late fees. Your books delete themselves from your devices on their due date BUT you can return it early if you finish it so the next person waiting for it can get started!

7.1 From Internet Browser

1. Go to “My Books” and find the book you want to return.
2. Select the red “Return” button below the book cover.
3. A popup window will ask you for your rating of the book.
4. Select the red “Return” button again.

7.2 From cloudLibrary Desktop App

1. Select “My Books” and select “List View” on the top right.
2. Select the red “Return” button on the far right.
3. A popup window will display the book and you can rate it.
4. Select the red “Return” button and confirm.

7.3 From cloudLibrary Mobile App

1. Go to “My Books” and find the book you want to return.
2. Hold down on the book cover for a few seconds.
3. A popup window will appear with the book description and a read and a return button.
4. Select the red “Return” button
5. Another popup window will ask for your rating
6. Select the green “Yes” button

8 Holds

Sometimes the eBook or audiobook you want is being used so you can place a hold. To place a hold on an eBook or audiobook:

1. Select the book you want to borrow.
2. Select the blue “Place Hold” button.

9 Multiple Devices

Don't worry! You can read an eBook or listen to an audiobook on more than one device. As long as you have an internet connection, your accounts will sync to the cloud. You can start reading your book on your smartphone and finish reading it on your tablet.

10 Help

cloudLibrary offers help at

<http://www.yourcloudlibrary.com/index.php/en-us/>

cloudLibrary also has a YouTube channel at

<https://www.youtube.com/user/3MLibrary>

cloudLibrary offers a reset form for people experiencing issues with their Adobe activation

<http://yourcloudlibrary.com/index.php/en-us/support/adobe-activation-reset-request>