

## getting started

- Search for cloudLibrary by bibliotheca in the App Store or Play Store and install.
- When prompted, select “Canada”, “Ontario” and “Middlesex County Library”.
- Enter your library card number (include the zero, no spaces) and PIN (typically the last four digits of your phone number).
- Swipe through the introductory tutorial if desired, or tap ‘Skip’ to go right to browsing.



## borrowing eBooks & audiobooks

- To browse tap “Search” at the bottom of the screen, then select either “Featured”, “Favorites” or “All”.
- If you selected “Favorites”, tap “Let’s Go” and follow the prompts to select your reading preferences.
- To search for an author, title, or subject tap “Search” at the bottom of the screen, then type in the search bar across the top of the screen. You can narrow your search results by tapping the icon in the upper right corner and applying filters.
- Tap a book cover to see more details about the title, and to borrow, place a hold or to save for later.
- To view the books you have borrowed and placed on hold tap “My Books” at the bottom of the screen.
- Borrowed books that are not downloaded to your device will have a down arrow over the cover. To download tap “Read” or “Listen”.



iOS



Android



## loan periods

- eBooks and audiobooks are all checked out for a 3 week loan period. Items can be returned at any time, by tapping the “Return” button.
- If no other users have a hold on an item, you will be given the option to extend your check-out 3 days prior to the due date.
- You may have up to 15 items checked out and 10 items on hold.
- Once a hold becomes available you have 3 days to check-out the item.

Read

Renew

Return

## things to know

- When an item you have on hold becomes available, it will **not** be automatically checked out for you. Turn on the “Digital Hold Pick-Up” notifications by tapping on “Account” in the lower left corner, tapping “Notifications” and sliding the dot to the right.
- You may also opt into email notifications from the cloudLibrary app on this same screen by sliding the dot to the right and typing in your email address.
- Audiobook users can set their Cellular Data Usage preferences for streaming and downloading from the account screen.
- Always be sure to tap “Save” (iOS) or “Apply” (Android) in the upper right corner when finished.



find additional help at [yourcloudlibrary.com](http://yourcloudlibrary.com)



[library.middlesex.ca](http://library.middlesex.ca)

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