getting started with cloudLibrary desktop

getting started

- Open your web browser (Apple users must use Safari) and visit **yourcloudlibrary.com**

- Scroll down the page to "get started | choose your app", and click on "Windows" or "Apple".

- Scroll down and click the red download button to start the download of the installer.

- Open the installer and follow the prompts to install cloudLibrary on your computer.

- Open the program and follow the prompts to find Middlesex County Library and login.

- You will be prompted to authorize with either an existing Adobe ID or an automatically generated ID for cloudLibrary. Once you connect an eReader, cloudLibrary will sync it with your selected ID.
  Users who will continue to use Overdrive with another library should use their existing Adobe ID.

borrowing eBooks & audiobooks

- Click either "Featured" or "Browse" in the upper left corner. Featured will show you books arranged into themed groups by library staff. Browse will show you books arranged by genres and age group, based on your selections.

- To filter what items you are shown by availability or format, click "Filters" and make your selections.

- To search for a title, author or subject, type what you are looking for into the search bar and press enter.

- To borrow an item or place an item on hold, click on the book's cover and then click the borrow or hold button. The item will now appear on your "My Books" screen; eBooks will be automatically downloaded.

- To transfer an eBook to your eReader, connect the eReader to your computer. Items that are available to be transferred will display a green "Transfer to device" button. A pop-up window will tell you the status of the transfer, close this window when it says "Finished transferring".

- Be sure to eject your eReader from your computer before disconnecting the cable.

- To stream audiobooks on your computer, click on the desired title on your "My Books" screen. Your web browser will open and automatically navigate to yourcloudlibrary.com. You must have an internet connection to stream audiobooks.

- Audiobooks from cloudLibrary cannot be downloaded to a computer or transferred to another device.

managing your books

- eBooks and audiobooks are all checked-out for a 3 week loan period. You can return items early by clicking "My Books", and then the "List View" button in the upper right corner.

- 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. When an item you have on hold becomes available, it will **not** be automatically checked-out for you. Turn on email notifications from the cloudLibrary by clicking "Settings", and then selecting "Email Notification". Select "Yes", then enter your email address.

- 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. To use this feature you will need to login to the website **yourcloudlibrary.com**

find additional help at yourcloudlibrary.com

library.middlesex.ca

middlesex county library

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