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#### managing your books

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- You may have up to 15 items checked out and 10 items on hold at once.
- Once a hold becomes available you have 3 days to check-out the item. Holds 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**

# additional information

- View the CloudLibrary tutorial on Niche Academy by visiting <u>my.nicheacademy.com/middlesex</u>
- find additional help at yourcloudlibrary.com/frequently-asked and yourcloudlibrary.com/common-issues/
- Contact a library branch or email librarian@middlesex.ca



