getting started with the cloudLibrary app

getting started

- Download the cloudLibrary app on your iOS, Android or Kindle Fire device.
- When prompted tap the screen to continue, then select **Canada**, **Ontario**, and **Middlesex County Library**. Accept the terms and conditions.
- Enter your library card number (include the zero, no spaces) and PIN (typically the last four digits of your phone number).
- Tap the blue **Search** button to begin browsing or to search for a title.

borrowing eBooks & audiobooks

- To browse, 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 a specific author, title, or subject type in the search bar across the top of the screen. You can narrow your search results by tapping the icon in upper right corner and applying filters.

  iOS   Android

- 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.

  My Books

- Borrowed books that are not downloaded to your device will have a down arrow over the cover. To download tap **Read** or **Listen**.

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.

  Read   Renew   Return

- 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.

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 right corner, tapping **Notifications** and sliding the dot to the right.

  Account

- 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.

additional help

- View the cloudLibrary tutorial on Niche Academy by visiting my.nicheacademy.com/middlesex
- Find additional help at https://www.yourcloudlibrary.com/common-issues/
- Contact your local branch or email librarian@middlesex.ca for further assistance

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