



## eBook Lending Policies

*updated March , 2020*

Patrons can check out e-Books, and e-Audiobooks, from Cloud Library - which works with all Apple devices, Androids, Windows-based PCs, Chromebooks, as well as the Kindle Fire and Nook. If you have a **Carver County** Library card, all you need to do is download the Cloud Library app from your device's app store. Apps for the Nook and Kindle Fire are available directly from Cloud Library ([www.yourcloudlibrary.com](http://www.yourcloudlibrary.com)). *The Cloud Library website also has links to all of the other app stores.*

- Customers are limited to 5 checked out titles at one time.
- If a title is checked out, a hold request for the title can be placed.
- Customers are allowed up to 5 hold requests at a time.
- An email address is required to place a request. A Notification that your request has become available will be sent to this e-mail address.
- After notification, requested titles will be held for 3 days. After that, the request will be moved to the next patron on the list.
- Items may be returned before the due date, but are otherwise returned automatically ON the due date.
- Customers with more than \$10.00 in unpaid fees and fines on their library account cannot check out eBooks. The same policy applies for all library materials.
- 3M/Cloud Library e-books have a 21 day checkout period.

**NOTE: eBooks cannot be downloaded on the library's public Internet computers.**





## Cloud Library Instructions

### Get the App

1. Go to one of the following sources, depending on the type of device being used:
  - a. Apple's *App Store* for Apple Devices
  - b. Microsoft App Store for Windows-based devices
  - c. Google Play Store for Android Devices
  - d. Chrome Web Store for Chromebooks
  - e. Amazon App Store for the Kindle Fire
2. Search apps for *Cloud Library* (by bibliotheca)
3. Click on *Get* and download the app
4. Once downloaded on device go into the Cloud Library App on your device
5. Click *Connect to Library*
6. Follow the prompts until you are asked for your Library Card #
7. Once you put in your Library card # (no spaces) click *Login Now*
8. You are now in the Cloud Library

### Checking out a book

1. On the bottom of the screen, you will see *Home*, *My Books*, *Search*, and *Account*. Click on *Search*.  
**For e-Audiobooks click on *Filter* (funnel icon in top-right corner) and select or deselect e-books.**
2. Use the Search bar at the top of the screen to search for keywords.
3. Once you find a book, click on the cover of that book.
4. Click on *Borrow* (if no copies are currently available you'll see *Hold* as your option)

### Getting to and reading your book

1. Click on *Home* or *My Books* – you will see a list of all books you currently have checked out.
  2. If the cover has a black arrow pointing down it is ready to download to your device. You will need an internet connection for this. Once downloaded you will be able to read offline.
3. Click on cover of your book and begin to read.

### Returning a book **NOTE:** Books will automatically return unless you want to return them early.

1. In the *My Books* section, on the top, click on the *Return* button.
2. In the return section Click on the *Return* button.

