



## eBook Lending Policies

Get your e-Books and e-Audiobooks on Cloud Library, which now works on all apple devices, androids and Chromebooks. If you have a Carver County Library card, all you need to do is download the App.

- Customers are limited to 5 checked out titles at one time.
- If a title is checked out, a request for the title can be placed.
- Customers are allowed 5 requests at a time.
- An email address is required to place a request. Notification that your request is available will be sent to this e-mail address.
- After notification, requested titles will be held for 3 days. After that time, the request will be moved to the next customer on the list.
- Items may be returned before 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 e-books have a 21 day checkout period.

**Note to Self:** eBooks cannot be downloaded on the library's public Internet computers.



## Cloud Library

### Get the App

1. Go to *App Store* for Apple Devices
2. Go to *Google Play* for Androids or Chromebook
3. Search *3M Cloud Library*
4. Click on *Get* and download
  - a. Once downloaded on device go into 3M Cloud Library App
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 # click *Login Now*
8. You are now in the 3M Cloud Library

### Checking out a book:

9. On the left hand, you will see *Featured, Browse, and My Books*. Click on *Browse*.
  - a. For e-Audiobooks click on *Filter* and select or deselect e-Books.
10. Search for a book to check out.
11. Once you find a book, click on the cover of that book.
12. Click on *Borrow*

### Getting to and reading your book:

13. Go to the Three Line Symbol
14. Click on *My Books*
  - a. You will see the books you have checked out.
15. Click on cover of your book and begin to read.

### Returning a Book:

16. Books will automatically return it unless you want to return it early.
17. In the *My Books* section, on the top, click on *Return*.
18. In the return section Click on the *Return* button.