

CLOUD LIBRARY EBOOKS & AUDIOBOOKS

For Mac & Windows Computers

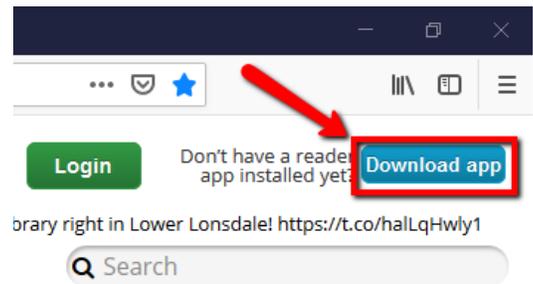


Basic Info

- A collection of popular fiction and non-fiction eBooks and Audiobooks.
- Borrow up to 5 books at a time, for 21 days. No need to return – they expire automatically
- Read/listen off-line with the app (Mac, Windows, Apple, and Android), or transfer to an eReader.
- Available to North Vancouver City residents with an NVCL card.

STEP 1: Get the App!

1. Go to the library's website, nvcl.ca/ebooks
2. Under **Cloud Library**, tap the **Access Now** button.
3. Tap the **Download app** button at the top right
4. SCROLL DOWN the page. Under **"Get Started"**, click on the button for your **operating system**, e.g. **Windows** to begin installing the app on your computer.



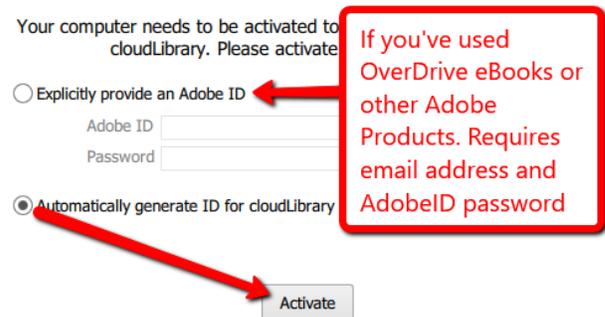
STEP 2: Log into the App

1. Open the App on your device, and **log in** by selecting **Canada** from the drop-down list, and then **British Columbia**, and **North Vancouver City Library**.
2. Enter your **library card number** and **PIN** (the last 4 digits of your phone number) and tap **Login**.

STEP 3: Activation

1. Next you'll get a prompt to **Activate** your computer with an **ID**. If this is your **first time** using library eBooks, choose **"Automatically generate ID..."** and press **Activate**.

If you have been using **OverDrive** or **another eBook service** Cloud Library may detect your Adobe ID automatically and display it for you – if you see this, just tap **Activate**. If it doesn't display your Adobe ID, choose **"Explicitly provide an Adobe ID"**, type in your email address and password and click **Activate**.



STEP 4: Find a Book

Navigation

There are three navigation tabs at the top left: Use **Featured** and **Browse** to view books by genre and see new titles. If you know a title, author, or subject you want, use the **Search** bar at the far right.



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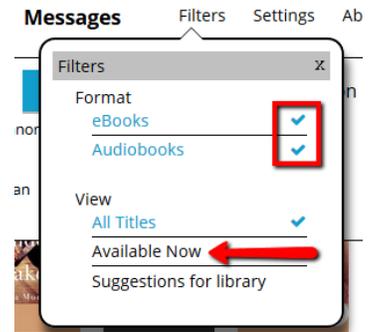


Identifying Formats

The Cloud Library collection includes both eBooks and Audiobooks – you can tell the Audiobooks by the **headphones** icon in the bottom right corner of the cover.

Filtering by Format & Availability

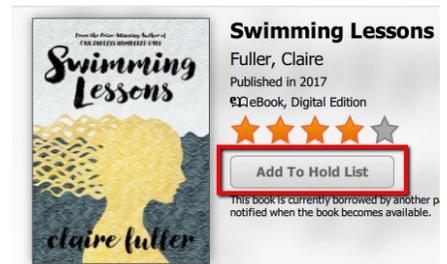
Click the **Filters** button at the top of the screen. If you only want to see a specific format (ebooks or audiobooks) in your search/browse results, uncheck the format you don't want to see. If you only want to see titles that are available for checkout, click "Available Now"



STEP 5: Borrowing a Book

Placing a Hold

If the book you want is out, you can place a **Hold** on it by clicking the **Add to Hold List** button next to it, and entering your **Email address**. When the book is ready for you, you will get an email with a link to the book so that you can go check it out and download it.



Checking Out a Book

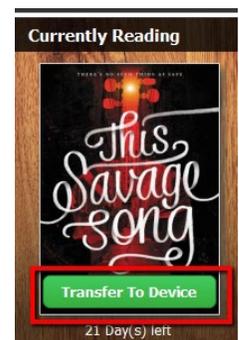
If the book you want is available, tap **Borrow**. The book will immediately be checked out to you. If you are on the desktop or laptop computer it will immediately start to download. Go to the **My Books** section to view it:



STEP 6: Reading Books & Managing Your Account

Under **My Books**, your account page is divided into **Currently Reading** and **Holds** sections. You can view your **Reading History** or get **Suggestions** from the bottom.

To **transfer an eBook to an eReader**, plug it in and tap the **Connect** button if prompted. When it is connected, a green **Transfer to Device** button will appear on any books that you haven't already transferred to your eReader – click this button for each title that you want to transfer. Eject your reader when the transfer is completed.



To **Return** a book early, tap the **List View** button at the far right of the **My Books** section. You will then get a **Return** button for each item you have checked out.

