Overview

The 3M Cloud library offers eBooks for download directly from the same Flora Public Library catalog used to search for books, movies, and music.

3M Cloud eBooks work on the following devices:

Device	Version of 3M Cloud App
iOS (iPHone, iPad, iPod Touch)	iOS App from iTunes Store
Android Devices (Android 2.2 or higher)	Android App from Google Play
Nook Tablet Devices (Nook HD, Nook Color, Nook Tablet)	Nook App from Barnes & Noble
EPUB eReaders (Nook, Nook Touch, Kobo, Sony, etc.)	PC App from ebook.3m.com
PCs (Windows 7, 8, Vista, XP)	PC App from ebook.3m.com
Mac computers (OS X.6 or higher)	Mac App from ebook.3m.com
Kindle Fire	See ebook.3m.com for instructions.

3M Cloud eBooks cannot be read on Kindle eReaders at this time.

Adobe ID and PC App Users

If you are using the PC App, the first time you launch it you will be asked about an Adobe ID. If you have used an Adobe ID before, you can use that same ID here or you can choose to let the app generate a new ID automatically.

Basic Information

- You must install the appropriate app for each device before using the 3M Cloud library.

- You can install 3M Cloud on up to 5 devices.

- Your account, including where you left off reading in a given book, will be synchronized between all your devices automatically.

- You can check out up to 3 eBooks at a time.

- You can have up to 3 titles on hold at a time.

- The loan period for an eBook is 14 days.

Setting up Your Computer or Device

1. Download the app for your computer or device and open the app.

2. Select **IL** from the list of states.

3. Select **Illinois Heartland Libraries System** from the list of libraries.

4. Enter your library card number (no spaces).

5. Enter your pin number (By default, the last 4 digits of your phone number.)

The 3M Cloud Library

There are two ways to use the library (searching, checking out, managing your account, etc.):

- From the 3M Cloud App on your device
- From the regular Flora Library catalog

Using the 3M Cloud App

You can browse, checkout, and read titles directly from the 3M app on your device.

Finding an eBook

There are three ways to search the 3M Cloud Library

- Shelves tab: recommended and recent titles

- Categories tab: titles sorted by category for easy browsing

- Search tab: keyword search

Checking out an eBook

1. Tap or click the cover art.

2. Tap or click the **Check Out** button.

The title will be added to the bookshelf for every device on which you've installed the 3M Cloud app.

Placing a Title on Hold

1. Tap or click the cover art.

2. Tap or click the **Add to Hold List** button.

3. If you want to receive an email notification when the title is available, choose "Yes, notify me" and enter your email address.

My Books Tab

The My Books tab shows the titles currently checked out to you on the top half of the screen and titles you have on hold in the bottom half.

Find 3M Cloud eBooks at
FloraPublicLibrary.org

Using the Flora Library Catalog

3M Cloud eBooks are included in the Flora Library catalog along with print books, books on CD, DVDs, and music CDs. Browse and check out 3M titles just as you do with all items in the catalog.

Finding an eBook

1. Click **Search for Books, Movies, and Music** on the library website, Florapubliclibrary.org.

2. Login into your account. You cannot see 3M titles without logging in.

3. Search the catalog just as you would for any title, author, or subject. Any 3M titles that match your search criteria will appear in the search results along with other library items.

   3M titles are indicated by the 3M logo to the right of the title information.

   *Note: to find only 3M titles, enter **3M** in the search bar and select **eBook** under "Limit by."*

Checking out an eBook

Click the **Checkout** Button to the right of the title information. Log into your account (library card number and pin) if prompted to do so.

The title will be added to the list of items checked out to your account and to the 3M Cloud bookshelf for every device on which you've installed the 3M Cloud app.

Placing a Hold

Click the **Add to Hold List** Button to the right of the title information. Log into your account if prompted to do so. The title will be added to your list of requests under "My Account."

Returning Titles Early

3M Cloud eBooks will be removed from your device(s) automatically at the end of the 14-day loan period.

If you are finished with a title before the loan period expires, you can return it early for the next patron to read.

You can return items early using the 3M Cloud App or through the Flora Library Catalog. To check titles in using the catalog:

1. Click **Search for Books, Movies, and Music** on the library website, Florapubliclibrary.org.

2. Select **Items Out** from the **My Account** menu. Log into your account if prompted to do so.

3. Click the **Check In** button for the title you wish to return.

Getting More Help

- More help with the 3M cloud is available at **ebook.3m.com**

- Library staff are always available for quick answers on using the 3M Cloud library.

- One-on-one training sessions with staff are available by appointment.

LIBRARY HOURS

MON-THURS	1:30PM—8:30PM
FRIDAY	10AM to 6PM
SATURDAY	10AM to 5PM
PHONE	618-662-6553

Website: www.florapubliclibrary.org

Using

3M CLOUD LIBRARY

eBooks
at the
Flora Public
Library