

## Overview

The **cloudLibrary** app offers eBooks for download directly from the same Flora Public Library catalog used to search for books, movies, and music.

**cloudLibrary** eBooks work on the following devices:

Device	Version of cloudLibrary 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 yourcloudlibrary.com
PCs (Windows 7, 8, Vista, XP)	PC App from yourcloudlibrary.com
Mac computers (OS X.6 or higher)	Mac App from yourcloudlibrary.com
Amazon's Fire Tablet	See <a href="http://yourcloudlibrary.com">yourcloudlibrary.com</a> for instructions.

**cloudLibrary eBooks cannot be read on Kindle eReaders at this time.**

## Basic Information

- You must install the appropriate app for each device before using the **cloudLibrary**.
- You can install **cloudLibrary** 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 5 eBooks at a time.
- You can have up to 5 titles on hold at a time.
- The loan period for an eBook is 21 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 cloudLibrary

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

- From the **cloudLibrary** App on your device
- From the regular Flora Library catalog, [flop.illshareit.com](http://flop.illshareit.com)

## Using the cloudLibrary App

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

## Finding an eBook

There are three ways to search the **cloudLibrary**

- 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 **cloudLibrary** 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.

### 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.](#)

Find cloudLibrary eBooks at  
[FloraPublicLibrary.org](http://FloraPublicLibrary.org)

## Using the Flora Library Catalog

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

### Finding an eBook

1. Go to the library's online card catalog [flop.illshareit.com](http://flop.illshareit.com)
2. Login into your account. You cannot see cloudLibrary titles without logging in.
3. Search the catalog just as you would for any title, author, or subject. Any cloudLibrary titles that match your search criteria will appear in the search results along with other library items.

*cloudLibrary titles are indicated by the new logo to the right of the title information.*

*Note: to find only cloudLibrary titles, enter keywords 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 cloudLibrary bookshelf for every device on which you've installed the cloudLibrary 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

cloudLibrary eBooks will be removed from your device(s) automatically at the end of the 21-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 cloudLibrary App or through the Flora Library Catalog. To check titles in using the catalog:

1. Go to the library's online card catalog [flop.illshareit.com](http://flop.illshareit.com), login into your account with your library card and 4-digit pin number.
2. Select **Items Out** from the **My Account** menu.
3. Click the **Check In** button for the title you wish to return.

## Getting More Help

- More help with the cloudLibrary is available at [yourcloudlibrary.com](http://yourcloudlibrary.com)
- Library staff are always available for quick answers on using the cloudLibrary.
- One-on-one training sessions with staff are available by appointment.

### LIBRARY HOURS

MON-THURS	1 PM — 8 PM
FRIDAY	10 AM — 6 PM
SATURDAY	10 AM — 3 PM
PHONE	618-662-6553

Website: [www.florapubliclibrary.org](http://www.florapubliclibrary.org)



# Using



# cloudLibrary eBooks



Flora Public  
**Library**

