



Cloud Library

Quick Start Guide

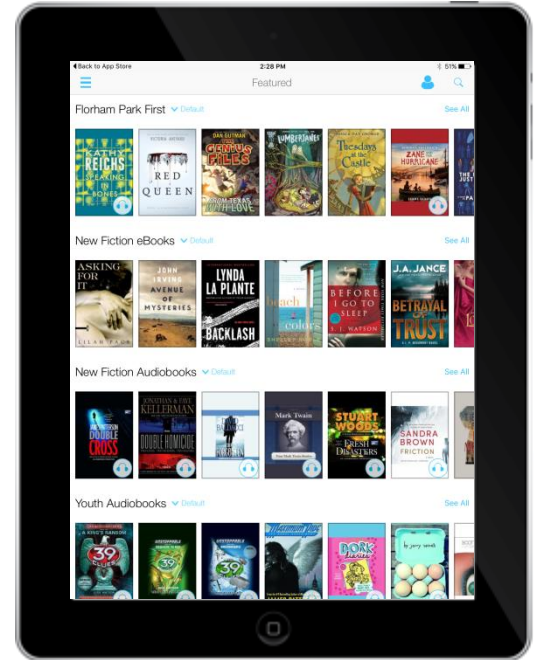


Initial Setup (one time only!)

Download the Cloud Library app from the appstore! Upon opening it, you will need to select your country, state and library. Be sure to select **Florham Park Public Library**.

The first time you create an account, you will need your library card number and your PIN. Your PIN is usually the last four digits of your phone number.

NOTE: If you would like to be notified when a hold becomes available, tap on **Settings** on the blue menu. Select **Email Off >** to input your e-mail address. You will need to answer an e-mail verifying the correct address before this goes into effect.



Borrowing



Browse

Filters



BORROW

HOLD

Available in 25 days

RETURN

Expires in 13 days

This is the menu icon and has many useful settings, such as *Browse* and *Filters*, which are expanded upon below.

Found in the **menu**. Use this to browse books by genre and type. You can customize which genres show up on your app depending on your preferences.

This allows you to filter your results to show eBooks, audiobooks and items available now.

Use this to search for books by title, author or both. This is great for if you have something specific in mind that you are looking for.

This means a book is ready for instant borrowing and reading. All you need to do is click on this icon. The loan period is 14 days.

Tapping this icon will place the book on your holds list. Text below the button predicts how long the wait will be. You can hold a total of five books at one time. *When a held book becomes available, you have **three days** to check it out before it expires.*

You can return a book early with this button. If you don't, it will automatically expire after 14 days. There are no late fees.

- You can borrow a maximum of 3 books at a time.
- Your books automatically sync to all other devices with the app.
- Once returned, any book can be re-borrowed (if available) or held again.
- Tap in the center of the screen while reading to adjust font size, change orientation, search within the book, highlight text and more!