

cloudLibrary is available in both eBook and eAudiobook formats! Your favourite best sellers are available on a wide variety of platforms to fit your needs. The Woodstock Public Library cloudLibrary collection covers best-selling fiction and nonfiction titles for adults.

### What you need

1. A valid WPL library card
2. The cloudLibrary app downloaded on your device of choice.

### Open cloudLibrary one of two ways:

- **Phone or Tablet:** Download cloudLibrary for iOS, Android or Amazon (Kindle Fire) through your device's app store.
- **Computer:** visit: [www.yourcloudlibrary.com](http://www.yourcloudlibrary.com)

### Logging into the cloudLibrary App

- **Mobile App:**
  1. After opening the app for the first time, you will be prompted to enter your library information.
    - Tap "Country" and tap Canada
    - Tap "Select State/Region" and tap Ontario
    - Tap "Select Library" and scroll to the end of the list, tap "Woodstock Public Library"
    - Tap Next
  2. Accept the Terms and Conditions by tapping the large "Accept" button at the bottom of the screen
  3. Tap the line "Library Card ID" to enter your information
    - Tap the line "PIN/Password" to enter your PIN
  4. Tap "Enter"
  5. Tap "Get Started" at the bottom of the screen.
- **Computer Web Browser:**
  1. After opening the [www.yourcloudlibrary.com](http://www.yourcloudlibrary.com) website, you will be asked to find your library.
  2. Using the drop down menus at the top of the screen, click "Select Country" and select Canada
  3. Click " Select state/province" and select Ontario
  4. Click "Find your local library" and scroll to the bottom of the list to choose Woodstock Public Library

5. You will automatically be directed the library's cloudLibrary landing page.
6. Click the green "Login" button in the top right corner of the screen.
7. A pop up window will prompt you to enter your Library card number and your PIN
8. Click the blue "Accept" button in the pop up window to accept the terms and conditions of use.

### Navigating the Site:

- **Mobile App:**

Along the bottom of the screen you will see a tool bar with four buttons.

  1. Home: will display a digital copy of your library card, any books you are currently reading on the app, any notifications from the library
  2. My Books: a display of any books you have signed out, your borrowing history, holds and saved books.
  3. Search: enter a search keyword, author, title at the top of the screen in the search bar, or browser through carousels of new titles, best sellers or genres.
  4. Account: lists your library account and app information and settings.
- **Computer Web Browser:**

Along the top of the screen you will see a toolbar with four large buttons

  1. Featured: will display book covers in various lists including new titles, best sellers and book club titles.
  2. Browse: browse through genres, or limit searches by collection.
  3. My Books: will display any books you have signed out through cloudLibrary, your holds and your history of downloaded books through the app.
  4. Messages: will display any message from the library regarding cloudLibrary.

### Search for an Item:

1. In the mobile app, tap the “Search” button at the bottom of the screen. Then search for an item using the search bar located at the top of the screen.
2. In a web browser, search for an item using the search bar located at the top right of the screen.
3. You can search by title, author, keyword

### Borrowing an Item:

When you find an item you’d like to borrow, you will have 2 options, Borrow or Place a Hold.

#### Borrow:

1. Tap the cover of the book you’d like to read to see the details
2. Tap “Borrow” under the book cover to sign out the book. Or choose “Save for Later” to save the title for another time. The title will be saved in “My Books” under the “Saved Tab”
3. A new screen will open. You will see the cover of the book. Tap the “Read” button to open the book.

#### Placing a Hold:

If an item is unavailable for you to borrow, you will have the option to place a hold.

1. Tap the cover of the books you’d like to borrow to see the details.
  - a. In mobile app: Tap “Hold” under the book cover.
  - b. In web browser: Tap “Place Hold” button on the right hand side of pop up window
2. A pop up window will ask if you wish to receive an email notification when the book become available for you to download.
  - a. In mobile app: Tap “Yes” to receive emails. A window will open and request you to turn on your email notification. Slide the bar until it is blue, then enter your email in the “Email Address” Field.
  - b. In web browser: click “Yes, notify me”, then enter your email address. Click “Place Hold”

4. Once entered, the page will update and you will see the book cover, with an anticipated wait time when the book will be available for you.

### Return a Borrowed Title Early:

Your downloads will be automatically returned at the end of the loan period. If you wish to return them early:

1. Tap “My Books”
2. Find the item you’d like to return and tap “Return”
3. Tap “OK” when the pop up asks if you are sure you want to return the title early.
4. Your updated “My Books” page will open with the title removed.

### Quick Facts:

- ebook and eaudio books can be signed out for a 14 day loan period
- Borrow up to 3 items at one time
- Place a hold on up to 4 items at a time

### Questions?

- Visit cloudLibrary’s support page: <https://www.yourcloudlibrary.com/frequently-asked/>
- Call the Library: Monday-Friday, 10am-5pm 519-539-4801

*This resource is available in alternate formats upon request*