

## Using the Online Catalog

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

### Finding an eBook

1. Login into your account. You cannot borrow Cloud Library titles without logging in.
2. Search the catalog just as you would for any title, author, or subject. Any Cloud Library titles that match your search criteria will appear in the search results along with other library items.

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

eAudiobooks will also have a headphone graphic next to the logo.

*Note: to find only Cloud Library titles, enter **3M** in the search bar and limit by eBook or Audio eBook.*

### Borrowing an eBook or eAudiobook

Click the **Borrow** 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 your Cloud Library bookshelf for every device on which you've installed the Cloud Library app.

### Placing a Hold

Click the **Place Hold** 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

Cloud Library eBooks and eAudiobooks 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 Cloud Library App or through your local library's online catalog. To check titles in using the catalog:

1. Log into your account.
2. Select **Items Out** from the **My Account** menu.
3. Click the **Check In** button for the title you wish to return.

### In App from the My Books Page

1. Tap on **Return Books** on the top right of the page.
2. Tap the red **Return** button.
3. Tap on the green **Yes** button to confirm the return. At this time you may also rate the title if you wish.

## Getting More Help

- More help with the Cloud Library is available at **ebook.3m.com**
- Library staff are always available for quick answers on using the Cloud library.

Visit your local library  
for more information

# Using



# eBooks

# &

# eAudiobooks

## Overview

The Cloud library offers eBooks and eAudiobooks for download directly from the same online catalog used to search for books, movies, and music.

The Cloud Library works 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.

Cloud Library eBooks cannot be read on Kindle eReaders such as the Paperwhite or Voyage 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 Cloud Library.
- You can install the Cloud Library 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

- Download the app for your computer or device and open the app.
- Select **IL** from the list of states.
- Select **Illinois Heartland Library System** from the list of libraries.
- Enter your library card number (no spaces).
- Enter your pin number (By default, the last 4 digits of your library card number.)

## The Cloud Library

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

- From the Cloud Library App on your device
- From the library's online catalog

## Using the Cloud Library App


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

### Finding an eBook

There are three ways to search the Cloud Library

- Featured:** recommended and recent titles
- Browse:** titles sorted by category for easy browsing. You can star your favorite categories and they will appear on their own tab on the Browse page.
- Search:** keyword search anywhere you see

### Checking out an eBook or eAudiobook

eAudiobooks have a headphone symbol on the bottom right corner of the book cover. 

- For more information about the title, tap or click on the cover art.
- Tap or click the **Borrow** button.

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

### Place a Title on Hold or Suggest a Title For Purchase

- Tap or click the blue **Hold** or **Suggest** button.
- If you want to receive an email notification choose "Yes" and enter your address.

### My Books Page

The My Books page shows titles currently checked out to you under the Reading tab. Items you've placed on hold are visible under the Holds tab.

### Filters

Filters allow you to choose what you see when you search or browse. You can choose to see only eBooks, or eAudiobooks, or both. You can choose to see only items available now, owned by our library, or even titles not owned by our library, that you can suggest for purchase.