



## **DO YOU WANT ACCESS TO FREE EBOOKS AND AUDIOBOOKS?**



## **DID YOU KNOW as of March 1 the Maine Download Library is using CloudLibrary by Bibliotheca as its platform?**

### **GETTING STARTED**

#### **How do I use the cloudLibrary?**

To use the Maine Infonet **cloudLibrary**, you will need:

- An active, 13-digit Carrabassett Valley Public Library account in good standing
- To know that 13-digit library account number
- A digital device that is compatible with the **cloudLibrary**
- To load the **cloudLibrary** app on your device

#### **How do I get an active, 13-digit CV Public Library account?**

Come in to the library and open a new account or update your old account. Contact us if you have questions. 237-3535

#### **Which e-readers are compatible with the cloudLibrary?**

The **cloudLibrary** website lists current compatible devices at the bottom of the Overview page. You can also download the free app from that same page. Just go to:

## **BORROWING**

### **How long can I keep an item?**

Check out is for up to 21 days (3 weeks)

### **How many digital items can I have out at one time?**

Three

### **Is it possible to renew my items?**

No. This is dictated by the publisher, not the library or vendor. However, the item can be checked back out again if there is no one waiting for it, and your device will remember where you left off.

### **Can I return an item early?**

Yes. Go to **My Books** to return (check in) the item.

### **What fines are associated with cloudLibrary items?**

None. At the end of the checkout period the book returns automatically and will no longer be on your account. If you transferred the book to a portable device from your computer, the file on that device will have expired after the "due date" and you will no longer be able to access it.

### **Can I keep track of what I read using the cloudLibrary?**

Yes. Go To **My Books** and select **History** is automatically saved, but you can choose to opt out or delete it.

### **Can I save my bookmarks in the cloudLibrary?**

Yes. Bookmarks are saved in the **cloudLibrary**. When you check out a book again that you have bookmarked previously, your bookmarks will reappear.

## **HOLDS (RESERVES)**

### **Why do I have to wait for a digital item?**

The current model used by publishers dictates that eBooks and eAudios be treated in the same way we lend physical items, which results in a one-copy/one user model.

### **How many holds can I have?**

Three.

## How do holds work?

When you place a hold on an item, the screen will display the number of days until the item is available. To see the items you have on hold, go to **My Books** and then select **HOLD**.

## Why can't I place a hold on *some* items?

Items owned by specific library collections can be borrowed by any Maine library card holder if the title is available. However, if these items are checked out, only the owning library's patrons can place them on hold.

## Can I make a "wishlist" of items?

Yes, regardless of whether I can place holds on them or not, you can flag a title to check on later. When you have selected an individual item, click on the flag icon. To see your list of flagged titles, go to My Books and select the flag icon.

## How do I know when my item is available? Can I get notified via email?

When the item is ready for you, a message will appear in your **Message Center**. You will have three days to checkout the item before the hold is removed. You can set up email notification through **My Books** under your **Settings**.

## How do I cancel a hold?

Go to **My Books** and find your Holds. Remove the hold for the item that you no longer need.

## SELECTION

### What is the source of the star rating given to each title?

Star ratings are based on other user ratings and users can provide a rating to any book that they check out. You can add ratings to books you have checked out in the **CloudLibrary** app.

## NEED HELP?

Through your **cloudLibrary** account, click on **About**. Click **Online Help**.

**Individual-** If you need individualized assistance, CV Library Director Andrea DeBiase will schedule time to sit down with you and your device, one-on-one (as time permits). Stop by the library or call 237-3535 during library open hours.  
Email: [adebiase@carrabassett.lib.me.us](mailto:adebiase@carrabassett.lib.me.us)