



How to Download eBooks with Cloud Library

The **Cloud Library** app allows you to download eBooks for use on your computer, Android, newer Kindle, or iOS powered device. Some key information to note before you begin is:

- You must have a valid Indian Trails Library District card to use this resource.
- Each registered cardholder has access to 15 checkouts at one time and is able to place up to 30 holds at one time.
- Each item can be checked out for two weeks. After the two week period is up, the item will automatically be returned.
- You must have an Internet connection to check out and download eBooks, but once downloaded you can read your books offline.



Step 1: Download the Cloud Library App from the Apple App Store, Amazon app store, Google Play, or install the PC or Mac Cloud Library Apps. For PCs or Macs, follow the instructions:

- The PC or Mac apps can be downloaded by going to www.indiantrailslibrary.org, clicking the **books & media** tab, clicking **downloadables**, and then clicking **Cloud Library**.
- Click the green or blue **Download Apps** button on the upper right.
- Next, choose either the **Mac OS** or **Windows** button on the left to download. For newer Macs, you may need to hold the **control** key, then click the app, then choose **open**.

Step 2: Log into the Indian Trails Library District.

- Using the drop down menu, select your state, library, and enter your Indian Trails Library card number in the **username field** and PIN number in the **password field**.
- Agree to the **End User License Agreement** and click or tap **Login**.

Step 3: Browse, check out and read! (All of this is done within the app itself)

- To check out an item, click or tap on the item cover and then click or tap the green **Check Out** button.
- If a title is currently checked out, you may place a hold on the item by clicking or tapping the grey **Add to Hold List** button.

Step 4: Transferring eBooks to an eReader

- After you have checked out your eBooks, connect your eReader to your computer.
- The **Cloud Library** software should automatically recognize your device.
- Under the **MyBooks** tab of software, you will see a green **Transfer to Device** button across the bottom of each item.

- Click on this button to transfer the item to your device.

Step 5: Returning Items Early

- **Using the PC or Mac application**, go to the **MyBooks** tab, then click the **List View** button located in the upper right-hand corner of the screen.
- Now, click the red **Check In** button.
- In the **iOS** app, tap **My Books**, then tap the red **Check In** button in the top right-hand corner. Your books will begin to wiggle. Click the “x” in the top left-hand corner of the cover of the item, and then click **Yes** from the pop-up box.
- In the **Android** app, tap **My Books**, and then tap **List View**.
- Click on the title you would like to return and click the red **Check In** button at the bottom of the screen.

If you need further assistance, don't hesitate to:

- Call us at **847-459-4100 ext. 2** to set up a free one-on-one session.
- Email us at adult@itpld.org
- Stop by **the Adult Services Desk** for a quick in-person tutorial of our eResources.
- Also, be sure to visit: <http://www.indiantrailslibrary.org/booksandmedia/downloadables.html> to keep up-to-date with our latest eResources.



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