



How to Download eBooks with Cloud Library

The **Cloud Library** app allows you to download eBooks for use on your computer, Android, 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 If you have a Tablet or Smart Phone Download the **Cloud Library App** from the Apple App Store, Google Play.

Step 1 If you have a PC or Mac, follow these instructions to Download the **Cloud Library App**:

- Go 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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