

What do I need?

A valid library card from Paris Public Library or other participating Illinois Heartland Library System library and a compatible device.

Your password/PIN (last 4 digits of the phone number in your library record unless you have changed it)

Libby (Overdrive)

Digital Library of Illinois

Where do I start?

We recommend the **Libby** app. It's easier to use and designed specifically for smartphones and tablets. *Libby will now work with Kindles, too. (See Send to Kindle option)*

Step 1

Download and install Libby from the Apple App Store, Google Play, or the Windows Store. Or, visit [libbyapp.com](http://libbyapp.com) in your Chrome, Firefox, Safari, or Edge browser.

Step 2

In Libby, follow the prompts. Enter our zip code and choose Digital Library of Illinois, Paris Carnegie Public Library. Next step is signing in with a valid library card.

If you are blocked from checking out, contact the library. Usually it just needs a quick adjustment in your account settings.

Step 3

Browse the collection and borrow a title.

Step 4

Borrowed titles appear under *Shelf > Loans* and download to the app automatically when you're connected to Wi-Fi, so you can read them when you're offline.

From your **Loans**, you can:

- Tap **Read With...** to choose where you'd like to read the book (Kindle or Libby), sending to Kindle via Amazon (U.S. libraries only) or start reading in Libby.
- Tap **Open Audiobook** or **Open Magazine** to start reading or listening to that title.
- Tap **Manage Loan** to see options like **Renew** and **Return**.

If you need more help with Libby, please ask a librarian or visit Libby Help. Happy reading!

**NEW!** Magazines are now available for checkout. Search by title.

The default choice to check out is the most recent issue. If you want an older issue, scroll down (in Libby) or choose the *Select another Issue* button (in Overdrive) to select the issue you want. Magazines are checked out for the same time period as books.

Send to Kindle option

You can read most borrowed books with Kindle (available in the U.S. only). To send a book to Kindle and read it there:

Go to *Shelf > Loans*.

Tap **Read With...**

Tap **Kindle**.

You'll be taken to Amazon's website to finish getting the book.

If you're signed into your Amazon account, verify the "Deliver to:" device and tap **Get Library Book**.

If you're not signed into your Amazon account, tap **Get Library Book**, and sign in.

Things to Remember

You may have 5 items checked out at once and 7 on hold. Items cannot be renewed, but you may be able to check out the item again if available.

When the loan period ends, the title expires and is automatically returned. You may delete expired titles.

Using a laptop or computer?

Go to [www.parispubliclibrary.org](http://www.parispubliclibrary.org) and choose Overdrive or Cloud Library to access the desktop versions.

# Cloud Library

Download the app for your device and enter your library information. *Will work with Amazon Fire tablets.*

- Select Illinois and Illinois Heartland Library System.
- Enter your entire Paris library card number and your PIN.
- Accept the End User Agreement to continue
- Tap Login.

If you want to receive an email when a hold is available, go to Settings and enter your email in Notifications.

## Finding an ebook or eAudiobook

There are three ways to search the Cloud Library

Featured: recommended and recent titles

Browse: titles sorted by category for easy browsing

Search: keyword search (tap on the magnifying glass in the top right corner).

## Checking out & placing Holds

1. Tap the cover art.
2. Tap the **Borrow** button.

The title will be added to the bookshelf for every device on which you've installed the 3M Cloud app.

If you are blocked from checking out, contact the library. Your card may have expired, you may owe more than \$5.00, or there may be a minor setting in your library account that needs to be updated.

3. If item is not currently available, tap the **Hold** button.

## My Books

The My Books view shows the titles currently checked out to you under the Reading tab. Titles you have on hold are found under the Holds tab.

## Things to Remember

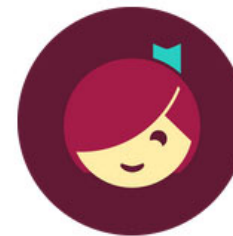
You can install Cloud on up to 5 devices.

You can check out up to 5 eBooks at a time and have up to 5 titles on hold at a time. The loan period is 21 days.

Use filters within the app to customize what you see. You can filter by format (ebook or eAudiobook) or see only items currently available for checkout with no holds. You can even see items we haven't purchased yet, and suggest them to our buyers!

Cloud Library ebooks and eAudiobooks are also in our online catalog. Browse and check out Cloud Library titles just as you do with print items, CDs, or DVDs. Borrowed items will magically appear in your Cloud Library app once you are connected to WiFi.

# ebooks, audiobooks & magazines



Overdrive / Libby app



Cloud Library

Paris Carnegie Public Library  
207 S. Main  
Paris IL 61944  
217-463-3950

[www.parispubliclibrary.org](http://www.parispubliclibrary.org)  
[read@parispubliclibrary.org](mailto:read@parispubliclibrary.org)