

How to download eBooks from the 3M Cloud Library

1. Go to the app store on your apple or android device
 - * **Kindle Fire users:** This application is not available in the Amazon store but it can be installed on your Kindle Fire by going to Options > More > Device > Allow Installation of Applications > ON, then visiting <http://ebookdownload.3m.com/apps/android/3mcloudlibrary.apk>
Once the file is downloaded go to browser settings > downloads > Install 3M
2. Download and install the 3M Cloud Library application
3. Open the 3M Cloud Library application
4. Select the following settings:
 - **State:** CT
 - **Library:** Westport Public Library
 - Enter your library barcode number in the space provided
 - Read through the End User License Agreement and select “Agree”
 - Click Login
5. Browse for eBooks using the “Shelves” tab, searching by categories, or just search for a title you may have in mind using the “Search” tab
6. Download an eBook by selecting it and clicking on the “Check Out” button

How to use a downloaded eBook

1. Open the 3M Cloud Library application on your device
 2. Click on the **MyBooks** tab
 3. Click on the title you would like to read
- Note:** After your eBook completes its download, your device will notify you. Click on the eBook that just finished downloading
4. You can swipe your finger left and right to navigate through the eBook. By pressing and holding your finger onto the page other options will be presented:
 - **i:** see other information about your specific eBook
 - **AA:** adjust font size with this icon
 - **Q:** Zoom in and out of a page
 - The dotted outline of a square allows you to write notes or insert a bookmark
 - The scrollbar on the bottom allows you to navigate through pages

How to place a hold on an eBook

1. When an eBook you want is unavailable you can select the “Place Hold” button to place a reservation on the book.

Note: If you would like to remove a hold click on the same button and it will be removed

2. Holds can be viewed under the “MyBooks” tab. Under the “Hold List” all books you have placed a hold on will be displayed and estimate of when the book will be available will also be displayed

Returns

1. Click on the eBook you would like to return under the “MyBooks” tab

2. Press and hold your finger onto the eBook and click on the “i” icon

3. Select the “Check In” button

4. It will give you the option to rate the eBook. Once you have rated the eBook select the “Return Book” button to check it back in

Wish List Feature

Under the “Categories” tab, you will see eBooks available through the service that the Westport Public Library does not own copies of. You can request the eBook by selecting the “Add to Wishlist” button and the library will be notified of your eBook request.

Note: If you have any difficulties through this process, feel free to visit our tech rallies held on Tuesdays from 4-6pm and Fridays from 3-5pm in the Great Hall. One of our experts will help get your device set up with the 3M Cloud Library service and answer any other questions you may have about the service.