# USING THE SHARE CATALOG WITH

# cloudLibrary

### **Accessing the Catalog**

You can borrow and place holds for eBooks and audio books, as well as manage your current check-outs, through the SHARE Catalog online.

To get to the catalog:

• Visit <u>hynp.ills</u>hareit.com

or

• Use the search bar at the top of the library's website (haynerlibrary.org)

**Note:** You can only read or listen to your check-outs using your **cloudLibrary app** or through the cloudLibrary website.

# Searching for a Title

If you are looking for a particular eBook or audio book to use with cloudLibrary, you can search for only that item:

- Enter the title of the eBook or audio book into the search bar (either at the top of the library's website or next to Quick library search on the home page of hynp.illshareit.com)
- From the search results, find the Limit by: drop-down menu and choose the format you want (eBook or audio book). Then, select SHARE Digital Collection under Assigned
  Branch on the left side of the page.





3. Find the title you want and click **Check Out.** Note: If you are not already logged in, it will ask you to log in using your library card number and pin.

#### **Browsing the Collection**

If you aren't looking for a particular title, you can browse the cloudLibrary collection instead.

#### To do this:

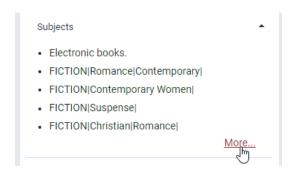
1. Enter "cloudLibrary" into the search bar

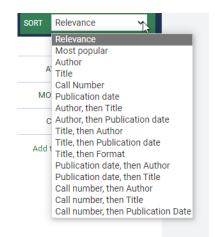
#### To sort the search results:

- 1. Click the **Sort** drop-down menu on the right side of the page
- 2. Choose how you'd like the results to be organized

#### To browse by genre:

- 1. Under **Subjects** on the left side of the page, click **More**
- 2. Click the genre you'd like to browse





## **Managing Your Check-Outs**

You can also see and return all of your check-outs.

From the library's website (<a href="https://haynerlibrary.org">haynerlibrary.org</a>):

- 1. Click My Account below the search bar
- 2. If you aren't already logged in, it will ask you to enter your library card number and pin.
- 3. Under Items Out, you'll see your current check-outs. To return an item, click Check In. Then click Check In Now to confirm.



The Hayner Public Library Reference Services Dept. | reference@haynerlibrary.org | February 2023

