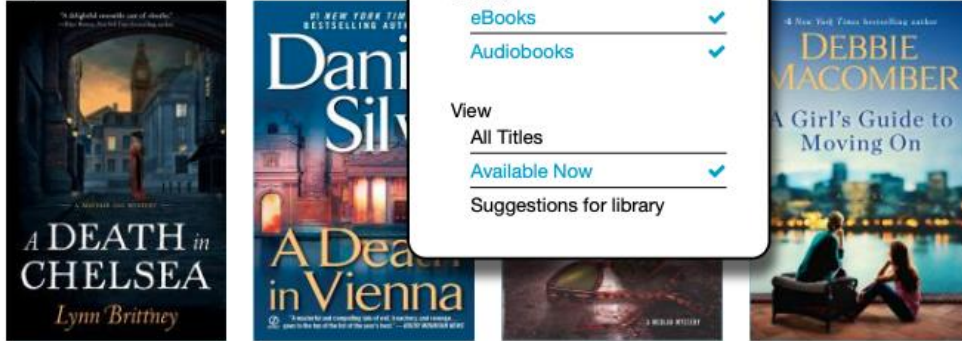


1. From the PPL Website, find **cloudLibrary** on the Teen eResources page:  
<https://www.portlandlibrary.com/highlight/ppl-highlighted-teen-eresources/>



- a. **Optional:** You can also SKIP this step by downloading the cloudLibrary app from a personal device such as a smart phone. The app is free to download and free to use. You will only need to enter your SEED # or Library card # once; after that, your device will remember you. *Please note: cloudLibrary is optimized (works best) for smart phones and tablets, although you can use it in a browser like Chrome, Firefox, etc.*
2. Once you click on the cloudLibrary link, you will arrive at a page that asks you to identify your **Country [United States]**, **State [Maine]**, and **Library [Portland Public Library]**. Use the dropdown menu for each category. Please be sure to select Portland Public Library from the long list of Maine libraries.
  3. Once you have made your selections, you will be directed to the home page for Portland Public Library's cloud. From here, click on the green LOGIN button at the top right of the screen.
    - a. **Tip:** right next to the LOGIN button, there is a dropdown for Language. This will be helpful for students who would like to use the app in their native language. Options include Portuguese, French, Spanish and more.
  4. When you click the green **LOGIN** button, you will be asked to enter your **Library Card ID**. Use your library card number (long number on the back of your library card) OR your student SEED #. This is how to make your SEED #:
    - a. Type the prefix 21220980 then add your 6-digit lunch/student ID#. No spaces.
      - i. If your student ID # is 7 digits, use 2122098.
      - ii. If your student ID # is 5 digits, use 212209800
      - iii. If you have difficulty with either your library card or SEED #, please contact [lending@portlib.org](mailto:lending@portlib.org)
  5. Now that you are logged in, you have options:
    - a. The **Featured** tab has shelves of new and interesting titles.
    - b. The **Browse** tab allows you to browse by age group (e.g. Teen) and genre (e.g. Nonfiction, Fiction, Fantasy).
    - c. The **My Books** tab will show you the books you have currently borrowed, books you have on hold, and books you have saved for later (wish list).
  6. **Tip:** Use the **Filters** feature at the top of the page and select Available Now. With this option selected, you will only see titles that are currently available to borrow. You can also use the Filters to look for only eBooks, or only Audiobooks. DO NOT use the Suggestions for Library filter; this will show you books that the library does not own.

Recently Added [Sort](#)



7. When you find a book you want to borrow, you will see a green **BORROW** button next to it:

PPL Teen Fiction Favorites [Sort](#)



**Color Me In**  
 By: Diaz, Natasha  
 ISBN: 9780525578246  
 Published By: Random House Children's Books  
 2019  
 EPUB  
[View book URL](#)



8. By clicking **BORROW**, the book will now be checked out to you. You will now see the options **READ** and **RETURN** next to the book. Click the blue **READ** button to read, click the red **RETURN** button if you no longer want the book. You will also see the due date below these two buttons (see below).

- Tip:** the book will automatically return itself on the due date. You don't have to worry about returning it on time.
- You can check out 3 items at a time.
- You can read the book in your web browser (e.g. Chrome, Firefox) or on your smart phone/tablet if you are using the app.

PPL Teen Fiction Favorites [Sort](#)



**Color Me In**  
 By: Diaz, Natasha  
 ISBN: 9780525578246  
 Published By: Random House Children's Books  
 2019  
 EPUB  
[View book URL](#)

