

How to use your READ Number

1. From the PPL website, find cloudLibrary on the Digital Library page:
<https://www.portlandlibrary.com/digital-library/>



Optional: You can also SKIP this step by downloading the cloudLibrary app from a personal device such as a smartphone. The app is free to download and free to use. You will only need to enter your READ # once. After that, your device will remember you. Please note: cloudLibrary is optimized (works best) for smartphones and tablets, but 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. The list of Maine libraries is alphabetical and very long. Portland Public Library is toward the bottom; make sure you choose it and not Portland High School by mistake.
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.

Tip: right next to the **LOGIN** button, there is a dropdown for "Language." This will be helpful if you would like to use the app in a language other than English. 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. Here is where you put in your READ #, and this is how to make your READ #:

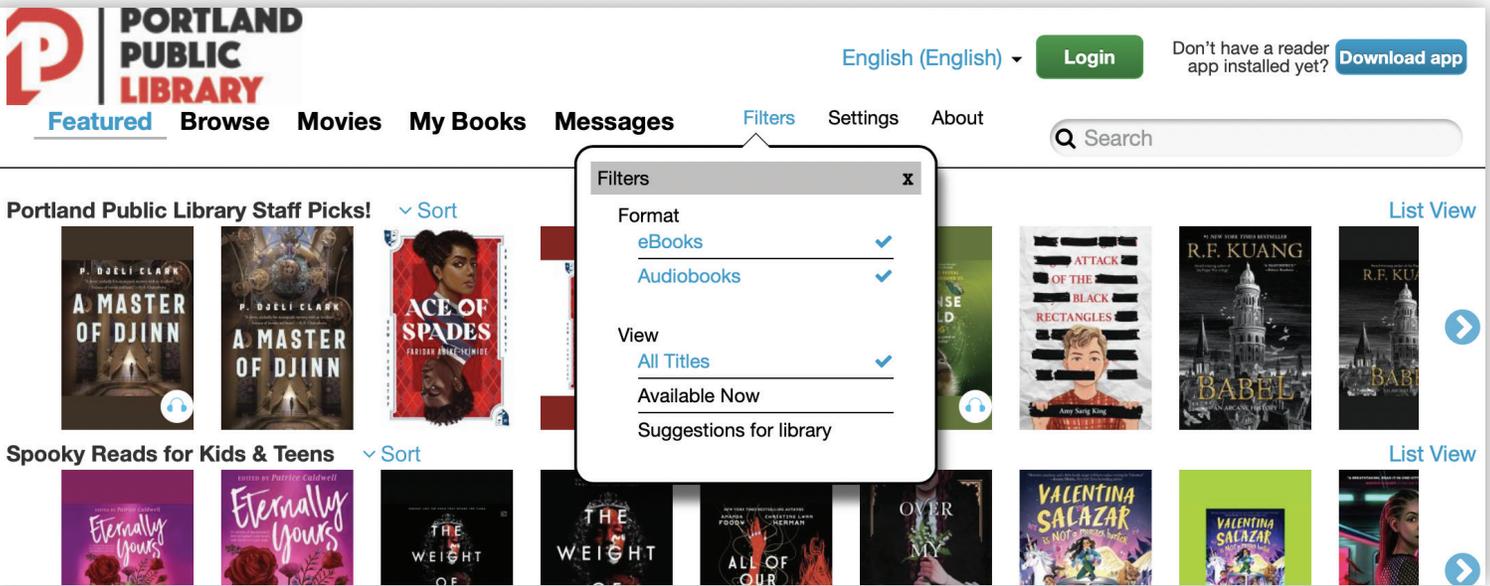
First, enter **21220980**. You will not type in any spaces after it.

- If your student ID/lunch # is 6 digits, type it in after **21220980**.
- If your student ID/lunch # is 5 digits, use **21220980** and then type in your ID.
- If you have difficulty with your READ #, please contact lending@portlib.org

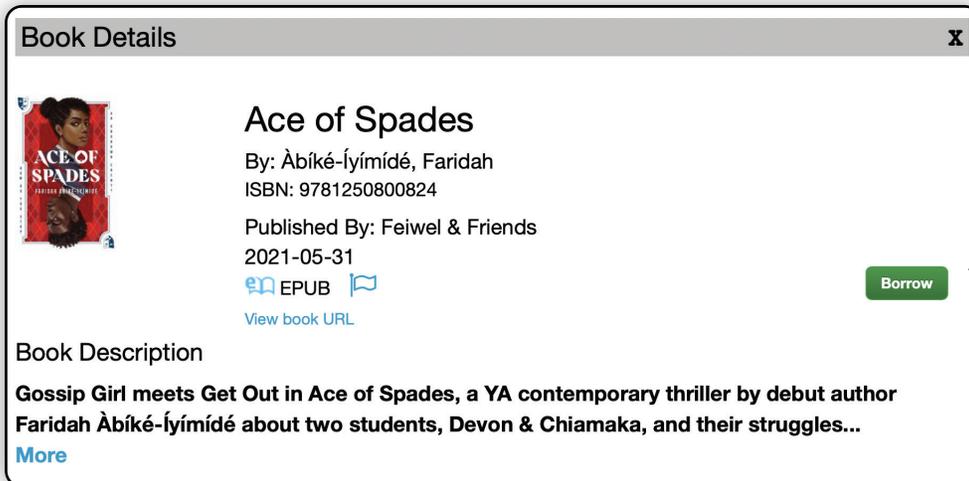
5. Now that you are logged in, you will see various tabs across the top of your screen:

- The **Featured** tab has shelves of new and interesting titles.
- The **Browse** tab allows you to find books by both age group (e.g. Teen) and genre (e.g. Nonfiction, Fiction, Fantasy).
- The **My Books** tab will show you the books you currently have 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.



7. When you select a book you want to borrow, you will see a green **Borrow** button next to it. By clicking **Borrow**, the book will now be checked out to you.



8. 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.

- **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 smartphone or tablet if you are using the app.

