

The Catalog and the 3M eBook Cloud Library

Using 3M eBooks through the Farmington Community Library Catalog:

Searching in the Catalog:

You may search for 3M eBook records using the same methods and search options available when searching for other titles in the catalog. Search options in the catalog's **More Search Options** light box and the Mobile Catalog's **Advanced Search** are supported. Options for filtering 3M eBook search results are the same as those used to filter search results for other materials.

The 3M eBook results are integrated with other records in the catalog search results.

A 3M icon  appears next to the format icon to identify these records in the catalog display.



3. *Whiskey Beach*
by Roberts, Nora.

... *Whiskey Beach* [electronic resource] / Nora Roberts. ...

Description: 1 online resource

Web Site:  - Cover Image

Number of Items Owned: 1
Number of Items Available: 1
Current Holds: 0

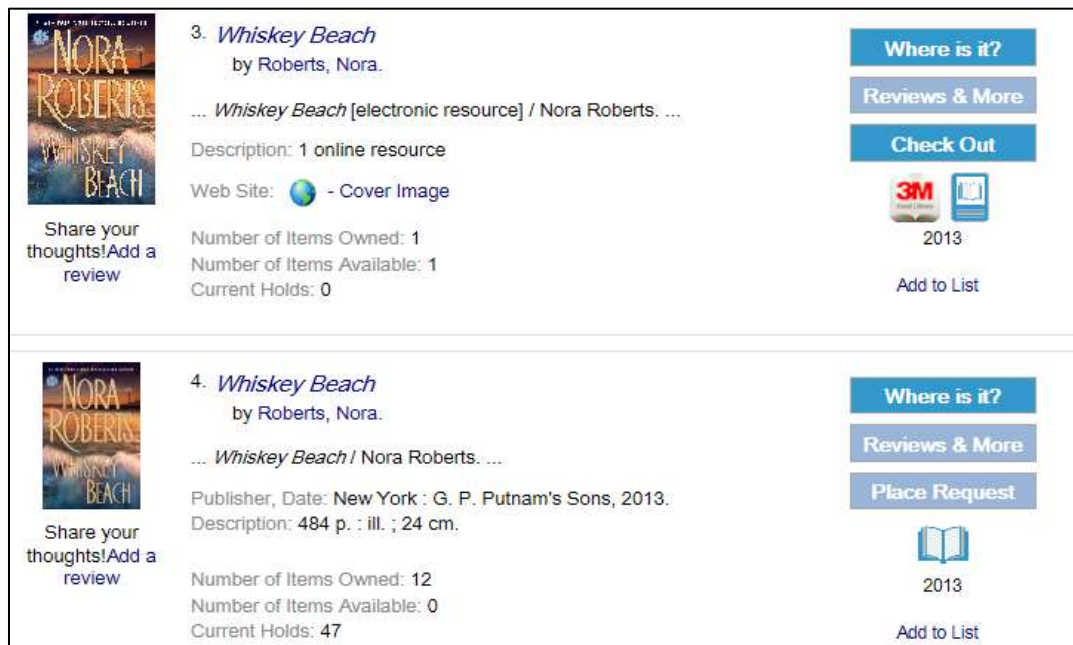
Share your thoughts! Add a review

Where is it?
Reviews & More
Check Out

 
2013
3M Cloud Library
Add to List

If items are available to be checked out, a **Check Out** button is displayed. If no items are currently available for checkout, a **Place Request** button is displayed instead.


The illustration below shows catalog search results that include 3M integrated eBooks.



3. *Whiskey Beach*
by Roberts, Nora.

... *Whiskey Beach* [electronic resource] / Nora Roberts. ...



Description: 1 online resource

Web Site:  - Cover Image

Number of Items Owned: 1
Number of Items Available: 1
Current Holds: 0

Share your thoughts! Add a review

Where is it?
Reviews & More
Check Out

 
2013
Add to List

4. *Whiskey Beach*
by Roberts, Nora.


... *Whiskey Beach* / Nora Roberts. ...

Publisher, Date: New York : G. P. Putnam's Sons, 2013.
Description: 484 p. : ill. ; 24 cm.

Number of Items Owned: 12
Number of Items Available: 0
Current Holds: 47

Share your thoughts! Add a review

Where is it?
Reviews & More
Place Request


2013
Add to List

Availability:

Click the **Where is It?** button to show the availability light box FCL Digital Library is the owning branch with the status of 'In Library'.

2. *Whiskey Beach*
by Roberts, Nora.

... "For more than 300 years, Bluff House has sat above *Whiskey Beach*, but to Eli Landon, it's home. Eli has had an intense year of ...

Publisher, Date: Grand Haven, MI : Brilliance Audio, 2013.
Description: 13 sound discs (15 hr., 33 min.) : digital ; 4 3/4 in.

2013

3. *Whiskey Beach*, Roberts, Nora. (2013)

Call Number	Shelf Location	Status	Type
FCL Digital Library (1 of 1 available)		In Library	eBook

Product Page:

The full display for 3M eBooks is similar to the full display for other eBook materials except 3M displays the **Check Out/Place Request** features. The illustration shows an example of the catalog full display for a 3M eBook.

LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

<< Return to List < Previous Title Displaying 3 of 5 Next Title >

Author: Roberts, Nora.
Title: *Whiskey Beach* [electronic resource] / Nora Roberts.
Description: 1 online resource
Format: Ebook, Electronic Resources, Book
Other Author: 3M Cloud Library.
Web Site: Cover Image
3M Cloud Icon
ISBN: 9781101621219 (electronic bk.)
Polaris CN: 439756

Check Out
3M
2013
Add to List

Bookmark This Title

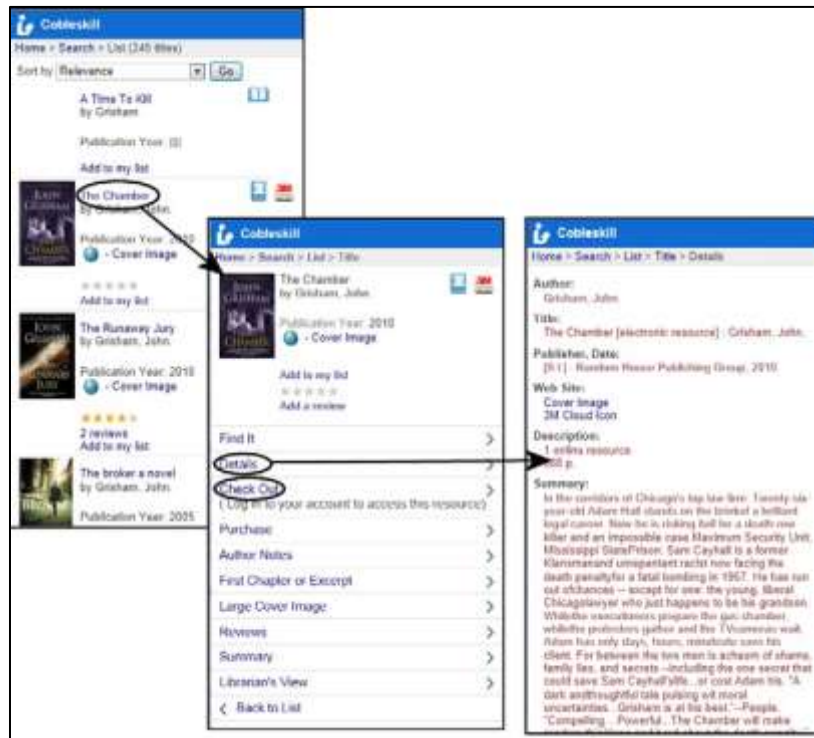
My Account
My Lists

Expand All | Collapse All

Where is it?

Searching in Mobile PAC:

Similar functionality is available for the smartphone mobile catalog that includes integrated 3M eBook titles.



eBook Display in the Children's Catalog:

eBooks are displayed in the Children's catalog search results and in the title's full product page by an eBook icon. A **Check eBook Availability** button is shown instead of **Save this for me**.



When this button is clicked, the appropriate product page in the regular catalog is displayed. From there, the eBook (if available) can be checked out or a request can be placed. The **'Return to list'** takes the user back to the Children's catalog, provided that no other navigation has taken place within the regular catalog.

Circulating 3M Integrated eBooks from the Catalog:

You must download the 3M app to your phone, PC or MAC before checking out your first item. (See: What devices support 3M Cloud Library eBooks)

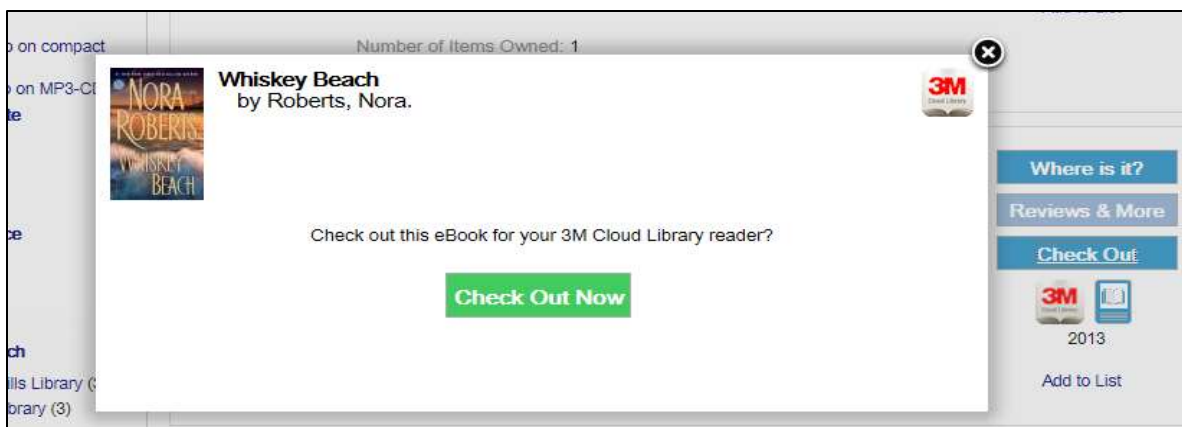
Obtaining a 3M eBook item from the catalog is a two-step process: you first check out the item from the catalog and then download it from the 3M Cloud application. The 3M Cloud account is created using your library barcode and password the first time you checkout a 3M eBook.

However, an account can be created in the 3M Cloud application by choosing the Farmington Community Library and entering your barcode. You must use the barcode and last four digits of the phone number that is used as the password in your library catalog account.

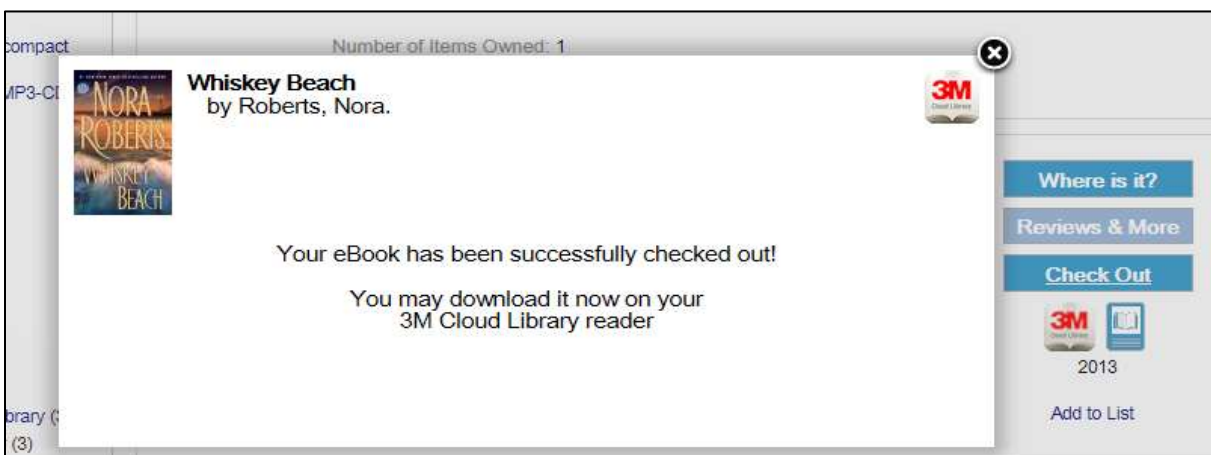
3M eBook titles in the catalog search results display the **Check Out** button if a 3M item is available for checkout (according to the last time the information was synchronized with 3M), or a **Place Request** button if no item is available.

When you click **Check Out**, you must login into the catalog if you have not already done so. At this point, the system synchronizes the item availability information with 3M and the **Check Out** or **Place Request** button is redisplayed as appropriate. If your patron record has conditions that block checkouts, you will be blocked from checking out eBooks until the issues are resolved.

If no blocking conditions apply, when you click the **Check Out** button, a light box displays the cover image, title, author, 3M icon, and a **Check Out Now** button.



Click **Check Out Now** to check out the eBook. Once the book has been successfully checked out, the following message displays: **Your eBook has been successfully checked out! You may download it now on your 3M Cloud Library reader.**



If you have exceeded the eBook checkout limit, the checkout is blocked and a message is displayed: **There is a limit on the number of eBooks available at one time. To access this eBook, please check in one of your other eBooks.** You are limited to ten 3M eBook items checked out on your record. You can check in 3M eBook items from your catalog account, before they automatically expire, to allow more items to be checked out.

If the checkout is successful, when you log into the 3M App on your Apple, Android, PC and MAC product, the eBook will appear on your device. From the PC or MAC, the title can also be downloaded from the “My Books” section of the 3M Cloud application to your eBook reader.







The due date is calculated from the **checkout date and time**, not from the download time. Items are due 21 days after checkout. The system does not generate a checkout receipt or eReceipt for the checkout. You can view your checked out items, and check them in, from the **Items Out** screen in your catalog account.


3M eBooks in the Catalog Patron Account - Items Out:


Once checked out, 3M eBooks are listed on the catalog **Items Out** page of your patron account. The list reflects the 3M eBooks currently checked out, regardless of whether you have actually downloaded them to the reader.

Note: eBooks cannot be renewed from the catalog. However, if there is no hold on the item, you can check in the item and check it out again through the catalog or 3M Application.

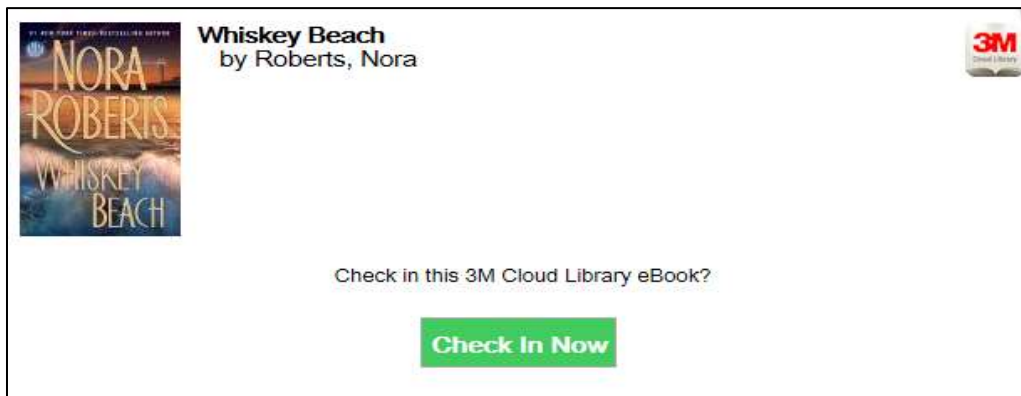
In the catalog, 3M Cloud items display the information icon, 3M Cloud library icon, title, FCL Digital Library as the assigned branch, 3M due date, and a **Check In** button.

Items Out							
✓	i	Format	Call Number	Title	Assigned Branch	Due Date	Renewals left - if no hold on title
			791.457 F	The world of Downton Abbey	Farmington Library	5/22/2013	0
<input type="checkbox"/>			712 C	Edible landscaping	Farmington Hills Library	5/23/2013	5
				Whiskey Beach	FCL Digital Library	6/5/2013	Check In

When you click the information icon , the details view for the item displays the same information as for any other item and a message at the bottom informs you that renewals are not permitted. In this display, the Loaning Branch is the branch where the patron registered for their card.

Title	Whiskey Beach
Author	Roberts, Nora.
Publisher	
Format	 EPUB
Item Barcode	ebook483629
Item Call number	
Assigned Branch	FCL Digital Library
Loaning Branch	Farmington Hills Library
Date of Checkout	5/15/2013
Due Date	6/5/2013
Renewals Permitted	0
Renewals are not permitted for eBooks	

When you click the **Check In** button, a light box displays the cover image, title and author, 3M Cloud icon, and a **Check In Now** button.



When you click **Check In Now**, a confirmation message is displayed and the item is checked in on the catalog and in the 3M Cloud Library application. **Your Items Out** page is updated and the 3M Cloud Library no longer displays the item as checked out.

Check in Due to Automatic Expiration:

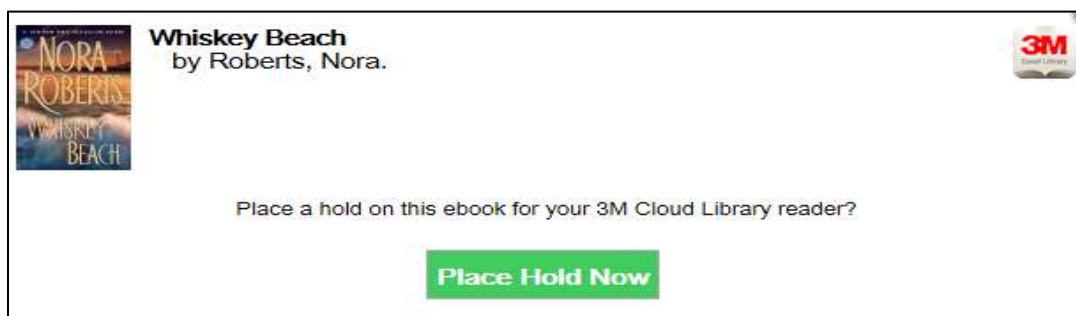
3M eBook items automatically expire when the item's due date and time are reached and the item becomes available for someone else. The item is automatically checked in and removed from your account. Items are "expired" in Polaris, as close to the 3M due time as possible, to prevent 3M and Polaris data from becoming unsynchronized.

Requesting 3M eBooks from the Catalog:

eBook titles in the catalog search results display a **Place Hold** button instead of a **Check Out** button if no item is available for checkout.



When you click the **Place Hold** button, the login page appears and if you have no blocks on your account, you may request the eBook. Requests can be tracked and, when available, checked out from your account **Requests** page.



Requests for 3M eBook titles differ in some respects from requests for other materials:

- If you have exceeded the number of requests, a message is displayed: **You have reached the maximum number of requests permitted by the library.** You may have 50 regular requests and 50 3M eBook requests.
- 3M eBook requests do not expire. A request remains in your account until it is filled or you cancel it.

If the request is successfully placed, an acknowledgement message is displayed and the hold request is communicated to 3M. Your FCL catalog account **Request** display is updated in real time. Hold and cancelled hold notices are available for 3M eBook requests.

3M eBooks in the Catalog Patron Account – Requests:

When you're logged into the catalog, you can view the status of requests for 3M items, as with any other materials. Items available for checkout and download are included in the count of items ready for pickup in your account summary dashboard. (This count may change if you take action after accessing the account.)




They are also listed on the Requests page of your account, where a 3M icon appears instead of a format icon. The 3M items that have become available can be checked out by clicking the **Check Out** button. The pickup library is always listed as **Online**.

Requests						
✓	i	Format	Title	Pickup Library	Status	Hold Position
			Whiskey Beach by Roberts, Nora	Online	Check Out (available for 3 days)	
<input type="checkbox"/>			Little black girl lost 3 by Johnson, Keith Lee.	Farmington Hills Library	Active (since 1/28/2013)	1 of 1
<input type="checkbox"/>			Tabby Cat's scarf by Root, Phyllis.	Farmington Hills Library	Active (since 5/9/2013)	1 of 1

Requests that are not yet available for checkout are listed as Active.

<input type="checkbox"/>			25 Greatest Baseball Players of All Time by Berman, Len	Online	Active (since 9/12/2012)	1 of 1
<input type="checkbox"/>			145th Street Short Stories by Myers, Walter Dean	Online	Active (since 9/12/2012)	1 of 1
<input type="checkbox"/>			The Shadow War by Salazar, Michael	Online	Active (since 9/12/2012)	1 of 1
<input type="checkbox"/>			Seduction and Betrayal: Women and Literature by Hardwick, Elizabeth	Online	Active (since 9/12/2012)	1 of 1

As with other requests, you can click the information icon  to see more information about a requested 3M item.

Title	Whiskey Beach
Author	Roberts, Nora
ISBN/ISSN	9781101621219
Format	 EPUB
Status	Check Out
Date held	5/15/2013
Check-out by	5/18/2013
Pickup Library	Online
This item will be held in the 3M cloud library until 5/18/2013.	

Requests for 3M eBook items cannot be suspended or reactivated although requests with a status of Active can be cancelled.

All actions taken on your account Request page result in a real-time update to your 3M Cloud Library account. If you have your patron account Requests page open, but place a request, cancel a request, or check out a held item directly from the 3M Cloud application, you can click **Refresh eContent** to see the changes in the catalog.

Name:	BROWN, KATHIE-PROBLEMS
Barcode:	*****9734
Registered at:	Farmington Hills Library
Patron code:	Kathie Brown
Date of original registration:	6/29/2001
Expiration date:	5/15/2107

 - more information
 - additional note


Notices for eBook Requests:

Notices for “held” eBooks (requests available for checkout) and cancelled requests are available via email. If you have not provided an email address or have not chosen email as your notice preference at the library, you will not receive Polaris notification that your request is ready for checkout and download. You will also not receive an email that your request has been cancelled.

Notices are sent close to the time of the action taken in the catalog. The item is held for seventy-two hours. If not checked out within that time period, it will expire and become available for the next person in the hold queue or for another person to check out.

Note: Although circulation transactions are recorded in Polaris, downloads to a reading device are not recorded. Downloading takes place separately from the check-out transaction. That is, you may check out an eBook but never download it to a reader, or may download it sometime after the checkout. Due dates (automatic expiration dates) are calculated from the checkout transaction date and time, not the download date and time.

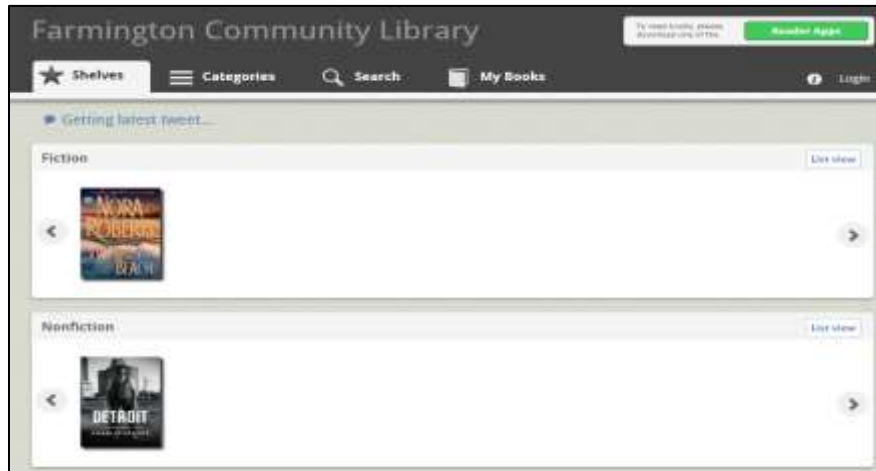
A 3M eBook due date is set at the point that the checkout occurs in Polaris and is twenty-one days. The due date includes the due time.

Using 3M eBooks through the 3M Cloud Site:

Checking Out eBooks from the 3M Cloud Application:

You may also search for and check out eBooks directly from the 3M Cloud application, using library account information at <http://ebook.3m.com/library/FCL/> . The 3M application validates your library account before allowing the transaction to continue. If you don't have a 3M account created through a catalog checkout, you must create a 3M App account using your library barcode and password (last four digits of your phone number). Your patron record, item checkout and requests will then be updated in Polaris during data synchronization.

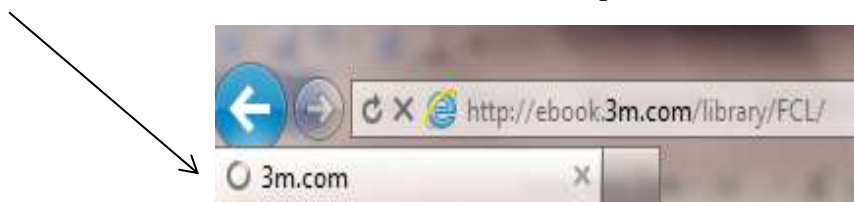
Our 3M eBooks are displayed on shelves created by the FCL Ordering Librarians.



Clicking on the book cover will bring more information about the eBook and a place to log in for authentication. There will also be Similar Books displayed that we may or may not own. If we do not own one, you can place it in your Wish List for ordering consideration.



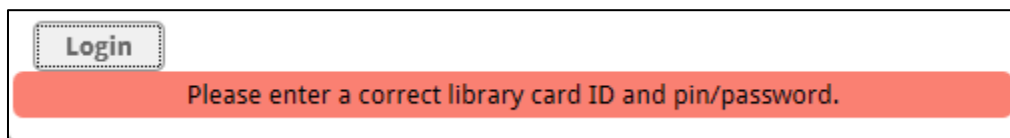
Click the **Login** button, on the right side of the screen, to begin the Checkout procedure. Connection time varies and the circle in the tab will spin until the connection is complete.



In the Login screen, enter your barcode and last four digits of the phone number used as the password in your Polaris catalog account.



If the barcode or phone number is entered incorrectly or isn't in the Polaris patron database, the following message appears:



If your authentication is approved, the Check Out screen appears.



When you click Check Out, the item is checked out and the Check In button appears for use when you want to check in the item.

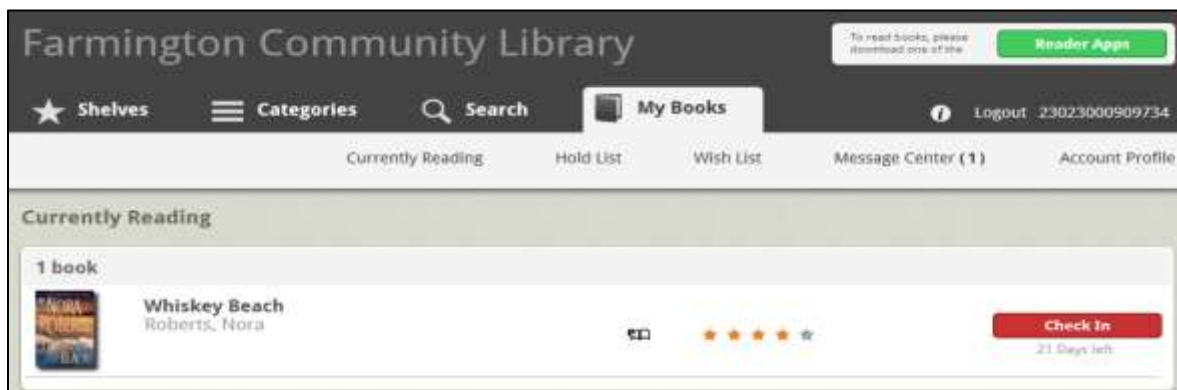


You can then go to your Apple, Android or Kindle Fire product or your MAC or PC to read the eBook. You can also download the eBook from your MAC or PC to your Nook or Kobo eReader.

When in your account, you can click on **My Books** to see what you are Currently Reading, what's on your Hold List or Wish List, view any Messages, go into your Account Profile or Check In your eBook.

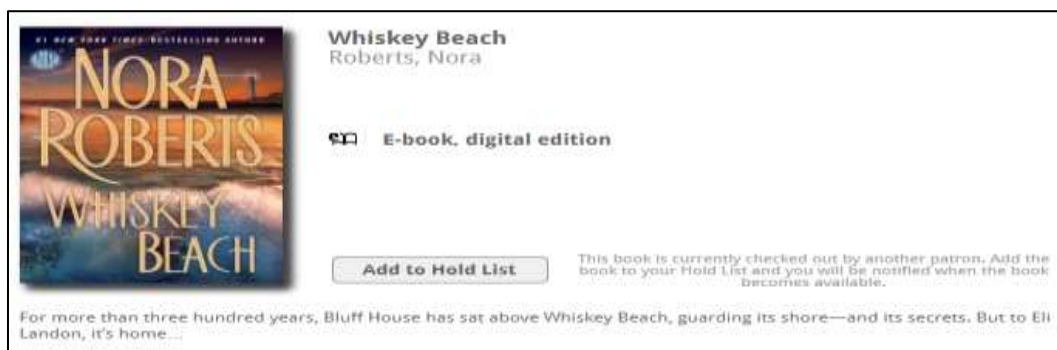
Check in from the 3M Cloud Library:

Check in is available from the My Books option in the 3M Cloud application. If you check in an item in the 3M Cloud Library, the item is also removed from the Items Out view in your catalog account. The transaction is communicated to Polaris when the data is synchronized.



Requesting eBooks from the 3M Cloud Application:

If the eBook is checked out to another, when you click on the cover, the hold screen will appear. Click on **Add to Hold List** to place the eBook on hold. The request is communicated to Polaris and is also displayed in your catalog account.

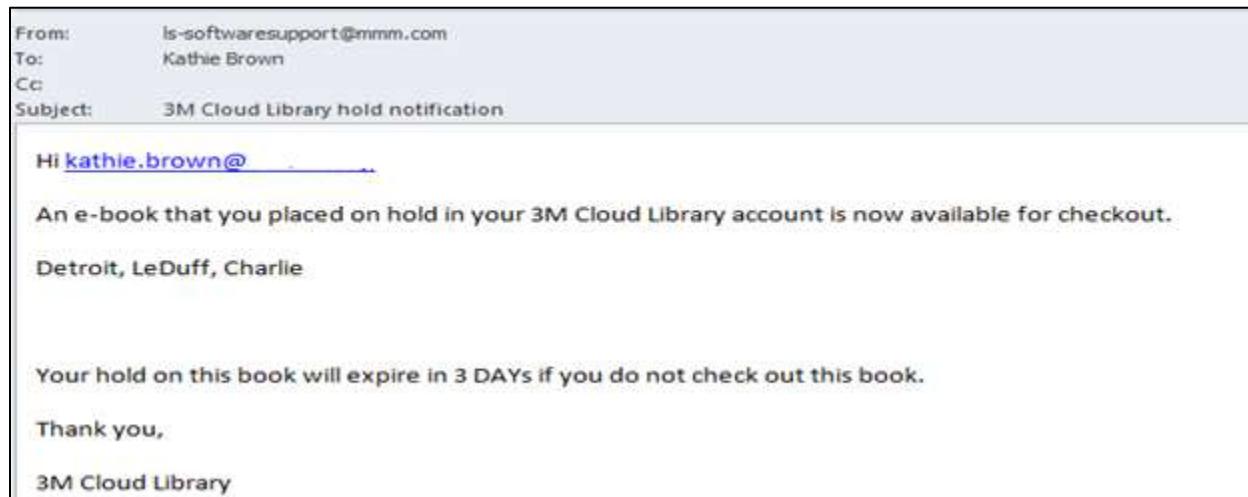


When you go to **My Books** and **Hold List**, the title will appear with the date when the eBook will become available to fill the request along with a **Remove** button to use if you no longer want to request the item.



Hold Notification:

If you have entered your barcode for email notification in your 3M Account Profile, you will receive an email with the following information. You should place this 3M email address in your acceptable sender's list ls-software-support@mmm.com



If you have email notification set on your Polaris record, you will receive notification via email with the following information although the expiration date will be different than the example. The link takes you to the catalog login screen.

