



Plainfield-Guilford Township
Public Library



Using Hoopla on Chromebook



Hoopla is a collection of audiobooks, comics, ebooks, movies, TV shows and music. Each month you can borrow a total of 10 items (“**Instant Borrow**”) and have a total of 5 items on hold (“**Flex Borrow**”).

Loan periods:

- Audiobook—21 days
- Comic book—21 days
- Ebook – 21 days
- Movie or TV episode—3 days
- Music album—7 days

Hoopla can be used on:

- Android mobile devices
- Apple mobile devices
- Amazon Kindle Fire devices
- Desktop or laptop computers (Windows, Mac and Chromebook)
- Streaming media players (Amazon Fire TV, Apple TV and Roku)

How to set up Hoopla:

1) Go to the Google Play Store and search for the Hoopla app (it is free). Download and install it, then open the app.

TIP: At the center of the screen, there are options to view the Hoopla window in either **Phone**, **Tablet** or **Resizable** mode (in case of compatibility issues).

2) If you already have a Hoopla account, click the **Login** button and enter your e-mail address and password; otherwise, click the “**Sign Up**” button.

3) Where it says “Find Your Library,” search by zip code **46168**. From the search results, select **Plainfield Public Library (IN)**, and click the blue “Next” button.

4) Where it says “Connect With Your Library,” enter the number that’s on the back of your Plainfield library card and click the blue “Next” button.

5) Where it says “Almost Done”, enter your e-mail address and create a password that’s between 8 and 40 characters. When you are ready, click the blue “Sign Up” button.

6) You will see a congratulations message—click the blue “**Get Started**” button to enter Hoopla.

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How to navigate Hoopla:

There is a menu bar at the bottom of the screen to help you navigate Hoopla:

—**Home**—Browse the collection by media type (audiobooks, movies, etc.).

—**My hoopla**—Has tabs for: **Borrowed** (see what items you have checked out); **Holds** (see what items you have on Flex Borrow) and **Favorites** (see what items you have bookmarked).

—**Search**—Search for a specific item.

—**Settings**—Includes options to change your e-mail address, password or library card number.

How to borrow an item:

- 1) Browse or search to find an item you want.
- 2) Click on an item to see its details. Click on the blue **"Borrow"** button to borrow it. After it has confirmed that it has borrowed the item, click on the blue **"Read"** or **"Play"** button to begin using it.

How to return an item before it's due:

Items are returned automatically at the end of their loan period.

- 1) If you want to return an item early, click the **My hoopla** icon on the menu bar. It will open to the Borrowed tab.
- 2) Find the item that you want to return early. Click on the item to see its details, then click on the blue **"Return"** link.