

Using Hoopla on Windows or Mac computers



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

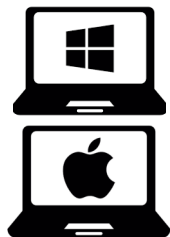
Hoopla can be used on:

- 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) On your computer, open a web browser and go to **www.hoopladigital.com**
- 2) If you already have a Hoopla account, click the **Login** button and enter your e-mail address and password; otherwise, click the blue “**Get Started**” 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 “Complete Registration” 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 top of the screen to help you navigate Hoopla:

—**My Hoopla**—Has a drop-down menu for: **Currently Borrowed** (see what items you have checked out); **Holds** (see what items you have on Flex Borrow); **Favorites** (see what items you have bookmarked) and **History** (see what items you have previously checked out).

—**Browse**—Has a drop-down menu to browse the collection by media type (audiobooks, movies, etc.).

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

—**Settings (the gear icon)**—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 and select **Currently Borrowed** from the drop-down menu.
- 2) Find the item that you want to return early. Click on the item to see its details, then click on the gray "**Return**" button.