Using Hoopla on Windows or Mac computers

Plainfield-Guilford Township Public Library

Hoopla is a collection of TV episodes, movies, music albums, audiobooks, comic books and ebooks. 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:

- Ebook – 21 days
- Audiobook—21 days
- Comic book—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 (Roku, Amazon Fire TV, Apple TV)

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. Type in your e-mail address and create a password that is at least 8 characters long. Click the blue "Next" button.

3) Where it says Choose Your Library, search by zipcode **46168**. From the search results, select **Plainfield Public Library (IN)** and click the blue "Agree" button. Enter the number that's on the back of your Plainfield library card and click the blue "Next" button. You will then see a congratulations message—click the blue "**Continue**" button to go to the Hoopla homepage.

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Advanced Search

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, ebooks, movies, etc.).

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

—**Settings (the gear icon)**—Includes options to receive notifications and change your password.

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 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. If you want to return an item early, click the **My hoopla** icon and select **Currently Borrowed** from the drop-down menu. Find the item you want to return early. Click on the item to see its details, then click on the gray "**Return**" button.