



Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with hoopla and Downloadable Content



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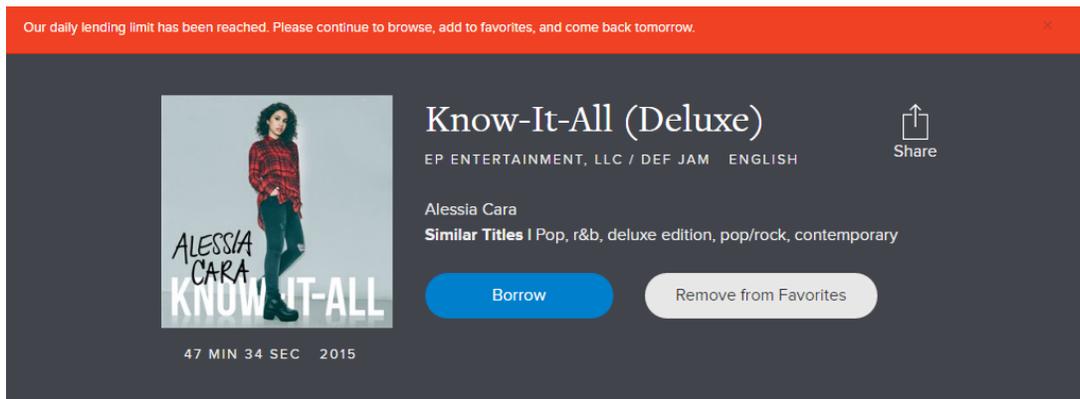
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1 About

Hoopla is a streaming and downloading service offering library patrons access to videos, music, eBooks, audiobooks, comics and TV shows without having to worry about late fees or lines.

A total of 4 titles can be borrowed each month with the Peace Library System on each library account. Your account resets at the beginning of each month.

There are unlimited copies of all products but each product you borrow costs the System money. The System has a daily amount allotted for this service and if this limit is reached you will have to wait until the next day to try and borrow. (Hint: the first few days of the month are busy because everyone's account resets.) If this happens, your screen will look like this:



You don't have to worry about late fees. Once your loan period is over, the eBook, audiobook, album, movie, TV show or comic will automatically remove itself.

To start using items from hoopla you need an internet connection and a library card

The software you need to download and use hoopla is safe and poses no security risk.

Hoopla does not offer access to every title ever published or released but their catalogue is constantly expanding. Not all books are available in digital format and not all publishers have partnerships with hoopla.

You can only have a borrowed item being used on one device at a time.

Your loan periods vary depending on what content you are borrowing:

- Movies and TV Shows: 72 hours/3 days
- Albums: 7 days/1 week
- eBooks, audiobooks and comics: 21 days/3 weeks

2 Definitions

Hoopla offers users access to TV shows, movies, audiobooks, eBooks, comic books and music. Make sure you know what you are looking for and need to use them!

Streaming is one of the ways that hoopla offers its content. Content is not downloaded onto your device but instead is offered on a browser and internet connected device for constant use.

Download is the second method in which hoopla offers its content. Content is saved on your device in order to offer offline use. This is available by using the hoopla mobile app

Hoopla mobile app is a free app downloaded onto a mobile device from the Google or Apple app stores. It allows you to use the items you borrowed when not connected to the internet.

eBooks are digital versions of paper books that have been optimized to read on a screen. You can download them on your mobile app or read via streaming on your devices.

Audiobooks are recorded readings of books. You can download them on your mobile app or listen via streaming on your devices.

TV Shows are series offered by hoopla. You do not borrow the entire series but instead browse through the episodes and select the ones to borrow. You can add a show to your favourites and make your way through the episodes.

3 Software

On your computer, you need an internet connection and a web browser which will allow you to stream music, books, TV shows and movies.

In order to download your content from hoopla, you need the hoopla mobile app on your device. The app is available on Android, iOS and Amazon products. You can get the full list of Android supported devices [here](#) and a list of iOS and Amazon supported devices [here](#).

As of January 2017, hoopla also worked on the TV:

“Interested in watching hoopla Videos on your home television? We are presently compatible with both Apple TV and Chromecast devices. iOS users that have an Apple TV may simply mirror the content they see on their iOS mobile device to their television. Android users that have Chromecast have the ability to cast hoopla Digital videos to their television using either their PC or IOS/Android mobile device.”

4 Your Account

You need to create an account in order to borrow and use hoopla content.

4.1 Create Your Account

4.1.1 Computer

1. Go to <https://www.hoopladigital.com/home>
2. Select **Get Started** in the centre of the screen.
3. Select the **Sign Up** tab from the popup window.
4. Fill out the form and use the same information to login.

4.1.2 Hoopla Digital mobile app on Android

1. Open the Hoopla Digital app on your device.
2. Select **Sign Up** on the top right of the login bars.
3. Select **Peace Library System** and complete the Account Information Form.

4.1.3 Hoopla Digital app on Apple

1. Open the Hoopla Digital app on your device.
2. Select **Sign Up** on the bottom centre of the login bars.
3. Select **Peace Library System** and complete the Account Information Form.

4.2 Use Your Account

4.2.1 Computer

1. Select **Settings** from the top right.
 - a. Update your email or change your password.
 - b. Turn on kids mode to limit content appropriate for those up to 12 years old.
 - c. Choose to track or not track your history.
 - d. Choose **Select** beside the **Recommendations** field to adjust your favourites.
The more accurate your selection here, the more accurate the recommendations given by hoopla will be.
2. Hover over **My Hoopla** from the top left to get a drop down menu.
 - a. Find the items you have checked out under **Currently Borrowed**.
 - b. Find items, authors and such that you have flagged with a heart under **Favorites**.
 - c. Find your past borrows under **History**. You can clear that history by selecting **Clear History** on the top right.

4.2.2 Hoopla Digital app on Android

1. Select the gear icon (located on the top right) and select **Settings**.
 - a. Turn on kids mode to limit the content appropriate to those under 12.
 - b. Turn off or on your history.
 - c. Select Recommendation Settings to pick your favourite genres.
2. Select Borrowed to see the items you currently have out.
3. Select History to see what items you have borrowed in the past.
4. Select Favourites to see the items you have added to your favourites.

4.2.3 Hoopla Digital app on Apple

1. Select the gear icon (located on the top right).
 - a. Turn on kids mode to limit the content appropriate to those under 12.
 - b. Select **Recommendation Settings** to select the genres that interest you so hoopla can make recommendations.
 - c. Select **Personal Settings** to update your email and password, and to change your History setting.
 - d. Select **Library Settings** to update your library card, pin and library system.
 - e. Select **Notification Settings** to edit your personal notifications.
2. Select the heart on the top right to see your favourites.

5 Browsing and Searching

5.1 Browser

1. Browse by hovering over **Browse** on the top left. A drop down menu will show you all available formats. Select the one you want.
 - i. Each format will allow you to choose between **Recommended**, **Featured**, **Popular** and **Categories**.
 - a. There is a filter tool on the right just below the rotating carousel. You can filter by order, audience, release and excluding fields.
 - b. Watch the rotating carousel to get recommendations.
2. Select **Search** from the top left.
 - a. Search for titles, people, series or keywords.
 - b. Watch the *Trending searches* below the search bar to see what is popular.

5.2 App

From the home page you can browse content by format:

- A. Select **Tap here to view more**.
 - i. Select **Genres**, **Recommended**, **Featured** or **Popular** to change what is displayed.
- B. Select the format you are looking for from the top of the screen.
- C. Select the search icon on the top right of the screen to find a search bar.
 - i. A trending searches list will appear below the search bar.

6 Streaming

All content used on a computer is offered by streaming. Your computer DOES NOT download the content but instead offers it to you via the internet. You need to remain connected to the internet for continuous use.

1. Hover over the borrowed item.
2. Select the blue **Play** button.
3. The item will open in the browser window.

7 Downloading

Using the app, you can download borrowed items onto your devices. You can then disconnect from the internet once downloaded and use the items offline. The items return themselves on their due date.

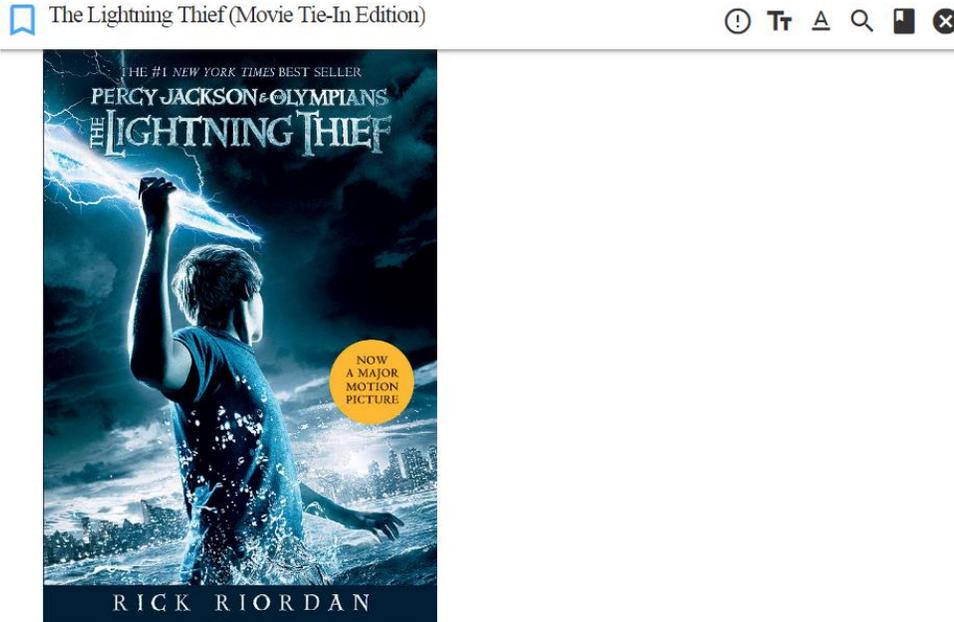
1. Select the item you want to download from your account.
2. Select **Download to your device**.

8 Using

8.1 eBooks

8.1.1 Browser

1. Hover over the item you want to use.
2. Select the blue **Play** button. The book will open and look something like this:



3. Use the arrows on the bottom of the page to turn the pages.
4. Select  on the top right to report an error.
5. Select  on the top right to change the font size, font type and colour theme.
6. Select  on the top right to change the justification, layout, margin and line spacing.
7. Select  on the top right to search for something within the text.
8. Select  on the top right to see all of your bookmarks and the table of contents.
9. Select  on the top right to close your book.
10. Select  on the top left to create a bookmark.

8.1.2 Android

1. Select the item you want to launch from your account.
2. Select the blue **Read** button and the book will open.
 - a. Slide your fingers left and right to turn the pages.
 - b. Select  from the bottom left to get the table of contents and bookmarks summary.
 - c. Select  from the bottom centre-left to search within the text.
 - d. Select  from the bottom centre to change the font size and type.
 - e. Select  from the bottom centre-right to change the background.
 - f. Select  from the bottom centre-right to adjust the book format.
 - g. Select the ribbon on the top right to create a bookmark.

8.1.3 Apple

1. Select the item you want to launch from your account.
2. Select the blue **Read** button and the book will open.
 - a. Scroll and turn pages using your fingers.
 - b. Select  from the top right to get your table of contents and bookmarks summary.
 - c. Select  from the top right to search the text for something.
 - d. Select  from the top right to create a bookmark.
 - e. Select  from the bottom right to change the font type and size.
 - f. Select  from the bottom right to change the background colour.
 - g. Select  from the bottom right to change the page formatting.

8.2 Audiobooks

8.2.1 Browser

1. Hover over the book cover.
2. Select the blue **Play** button and the audiobook will open a toolbar on the bottom of your browser window. This is where you can pause, play and adjust the volume.
3. Select  from the bottom left to open up the book details and the full media player.
 - a. Select  from the top right. Your bookmarks will show under the progress bar.

8.2.2 Android

1. Select the item you want to launch from your account.
2. Use the navigation options on the bottom to pause, play, fast forward or rewind.
3. Select the ribbon on the top right to create and see your bookmark list.
4. Select the stop watch icon on the top right to set a sleep timer.
5. Hoopla will save your spot so you can close the window and return to the recording and pick up at the same spot.

8.2.3 Apple

1. Select the item you want to launch from your account.
2. Select the blue **Play** button.
3. Use the navigation options on the bottom to pause, play, fast forward or rewind.
4. Select the ribbon on the top right to create and see your bookmark list.
5. Select **Sleep Timer** on the bottom left to set a sleep timer.
6. Hoopla will save your spot so you can close the window and return to the recording and pick up at the same spot.

8.3 Albums

8.3.1 Browser

1. Hover over the album cover.
2. Select the blue **Play** button and the album will open a toolbar on the bottom of your browser window. Here you can pause, play and adjust the volume.
3. Select  from the bottom left to open up the book details and the full media player.
 - a. Use the navigation menu to jump through tracks, activate shuffle and repeat.
 - b. Browse through the track list and double click the title you want to play.

8.3.2 Android

1. Select the item you want to launch from your account.
2. Select the blue **Play** button below the album cover.
3. Use the controls below the album cover to start, skip, replay and shuffle the music.
4. Select the menu icon on the top left to see the track list and select the song you want to play.

8.3.3 Apple

1. Select the item you want to launch from your account.
2. Select the blue **Play** button below the album cover.
3. Use the controls below the album cover to start, skip, replay and shuffle the music.
4. Select the arrow on the top left to return to the item description page.

8.4 TV Shows

8.4.1 Browser

1. Hover over the TV series and select the blue **See Episodes** button.
2. Find the borrowed episode and select the blue **Play** button.
3. The episode will launch in your browser.
4. Use the navigation buttons on the bottom to stop, play, rewind and fast forward.
5. Hoopla will save your spot so you can close the window and return to the episode later.
6. Use the progress bar on the bottom to navigate.

8.4.2 Android

1. Select the item you want to borrow from your account.
2. Select the **Play** button.

3. Use the navigation buttons on the bottom to pause, play, fast forward and rewind.
4. Hoopla will save your spot so you can close the window and return to the episode or film and pick up at the same spot.

8.4.3 Apple

1. Select the item you want to borrow from your account.
2. Select the **Play** button
3. Use the navigation buttons on the bottom to pause, play, fast forward and rewind.
4. Hoopla will save your spot so you can close the window and return to the episode or film and pick up at the same spot.

8.5 Movies

8.5.1 Browser

- 1 Hover over the TV series and select the blue **See Episodes** button.
- 2 Find the borrowed episode and select the blue **Play** button.
- 3 Use the navigation buttons on the bottom to stop, play, rewind and fast forward.
- 4 Hoopla will save your spot so you can close the window and return to the episode later.
- 5 Use the progress bar on the bottom to navigate.
- 6 Hoopla will save your spot so you can close the window and return to the same part of the film when you return.

8.5.2 Android

1. Select the item you want to borrow from your account and select the **Play** button.
2. Use the navigation buttons on the bottom to pause, play, fast forward and rewind.
3. Hoopla will save your spot so you can close the window and return to the episode or film and pick up at the same spot.

8.5.3 Apple

1. Select the item you want to borrow from your account and select the **Play** button.
2. Use the navigation buttons on the bottom to pause, play, fast forward and rewind.
3. Hoopla will save your spot so you can close the window and return to the episode or film and pick up at the same spot.

8.6 Comics

8.6.1 Browser

1. Hover over the book cover and select the blue **Play** button. The comic will open in the next window.
2. Use the arrows on the middle left and right of the screen to turn the pages.
3. Click on any panel to enter action mode. You will read panel by panel instead of page by page. Click on the panel again to exit the action mode.
4. Select  from the bottom right to open your menu.
 - a. Select  to close the comic.

- b. Select  to get more information about the issue.
- c. Select  if you are stuck.
- d. Select  to report an error.
- e. Select  to jump to other pages.

8.6.2 Android

1. Select the item you want from your account.
2. Select the blue **Read** button below the book cover and the comic will open.
3. Slide your fingers left and right to turn the pages.
4. Tap the screen twice to enter action view.
5. Use the progress bar on the bottom to jump to a new page.

8.6.3 Apple

1. Select the item you want from your account.
2. Select the blue Read button below the book cover and the comic will open.
3. Slide your fingers left and right to navigate the pages.
4. Select Done in the top left corner to close the comic.
5. Tap the screen twice to enter action view.
6. Select Pages from the top left to jump through the comic book.

9 Related Content

On the bottom of each item description page you will find a **People Who Borrowed This Title Also Borrowed** list and **Related Titles Lists**. There is also a list of similar authors or artists included on these pages.

Hoopla makes recommendations based on your favourite genres. To update or help get more accurate recommendations:

1. Select **Settings** from the top right.
2. Go to the bottom and select the white **Select** button beside the **Recommendations** field.
3. Choose your favourite genres in all available formats.
4. Select the white **Done** button on the top right.

10 Help

Hoopla offers help on a variety of topics here: <https://www.hoopladigital.com/support>

Hoopla Digital also has a channel on Vimeo with tutorials here: <https://vimeo.com/hoopladigital>