# Bromfield
# Hoopla eBook & eAudiobook
# Web Browser Instructions

## What is Hoopla?

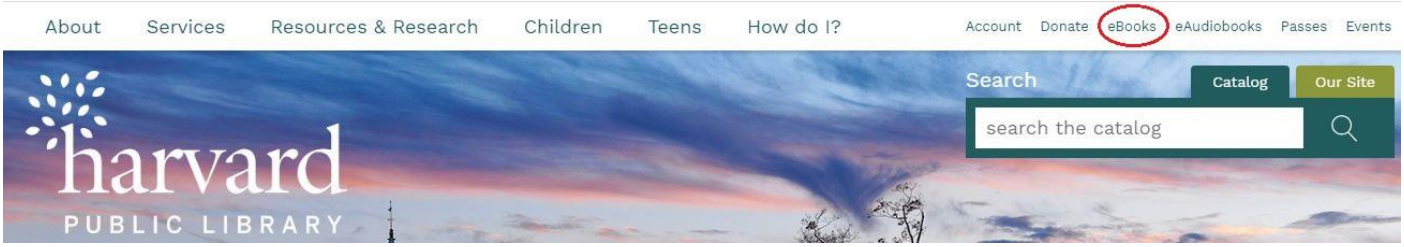
Hoopla offers a dynamic catalog of bestselling audiobooks, eBooks, graphic novels, music, movies and television shows. There are no holds, and everything may be downloaded instantly. You may checkout up to 8 items per month.

**What do I need to create a Hoopla account?**

- Your **Harvard Public Library card number**. This is the barcode number on the back of your library card (enter with no spaces)
- An email address
- A password you create

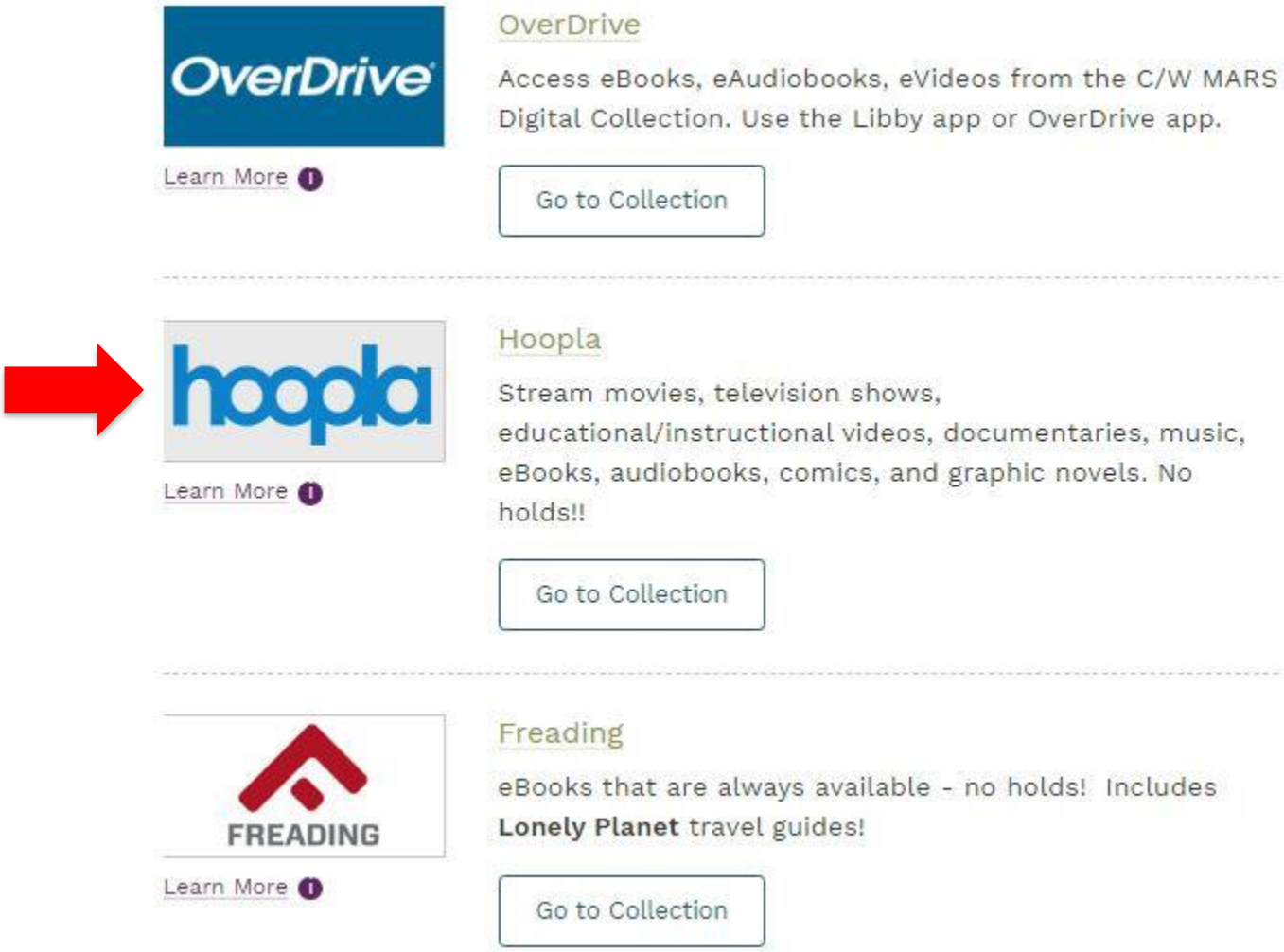
## Getting Started with Hoopla eBooks

Go to **www.harvardpubliclibrary.org** and click on **eBooks**.

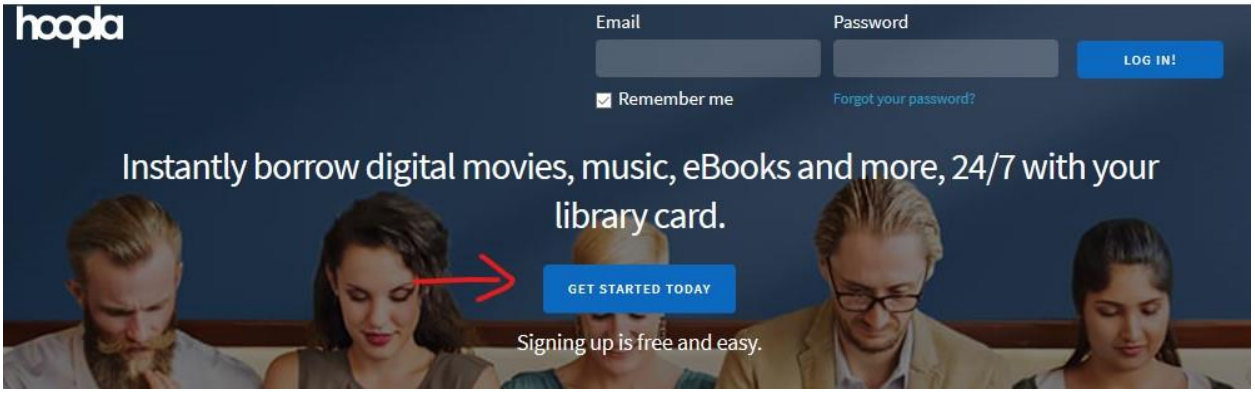



You will be brought to the Harvard Public Library's **eBook** collections page.

Click on the **hoopla** logo to go to the hoopla collection.



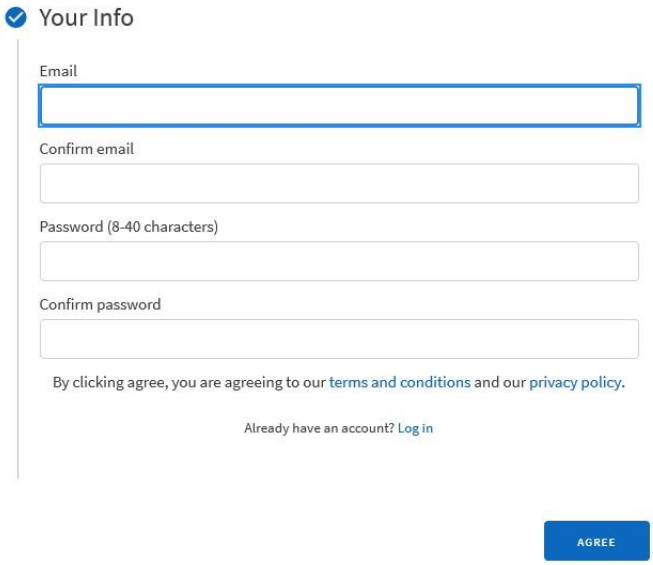

To create an account, click on **GET STARTED TODAY.**



Next the **YOUR INFO** screen will pop-up.

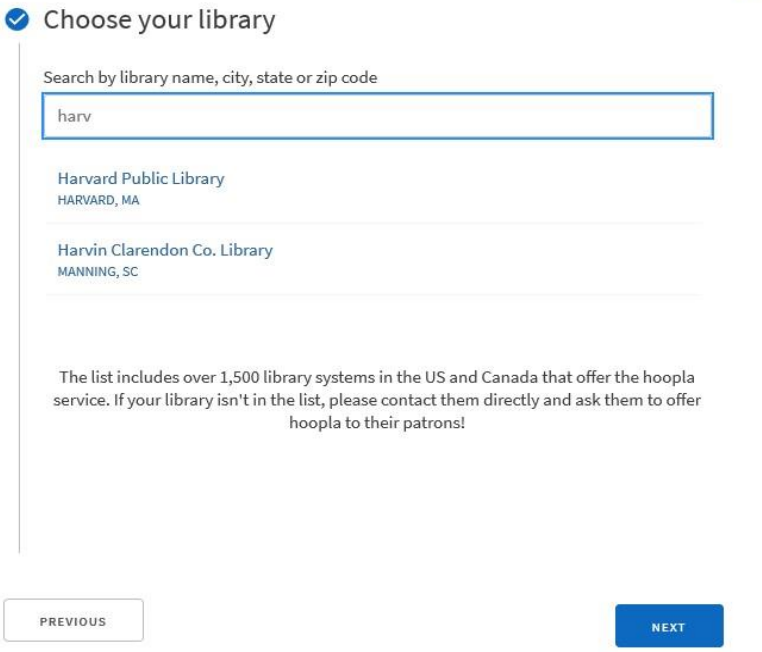
To create a hoopla **account:**

- Enter your **Email**
- **Confirm** your email
- **Create a password** (The password must be at least 8 characters).
- **Confirm** the password
- Click **AGREE**.




Under **Choose your Library** search for Harvard, and then select **Harvard Public Library.**

Click **NEXT.**




Enter your **Harvard Public Library card number**. (The barcode number on the back of your card – enter with no spaces).

Click **SIGN ME UP.**

***Note:*** *If you are having problems with your library card number please email* ***reference@harvardpubliclibrary.org***

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# SEARCHING FOR AN EBOOK IN HOOPLA

From the hoopla home screen, click on the search bar.

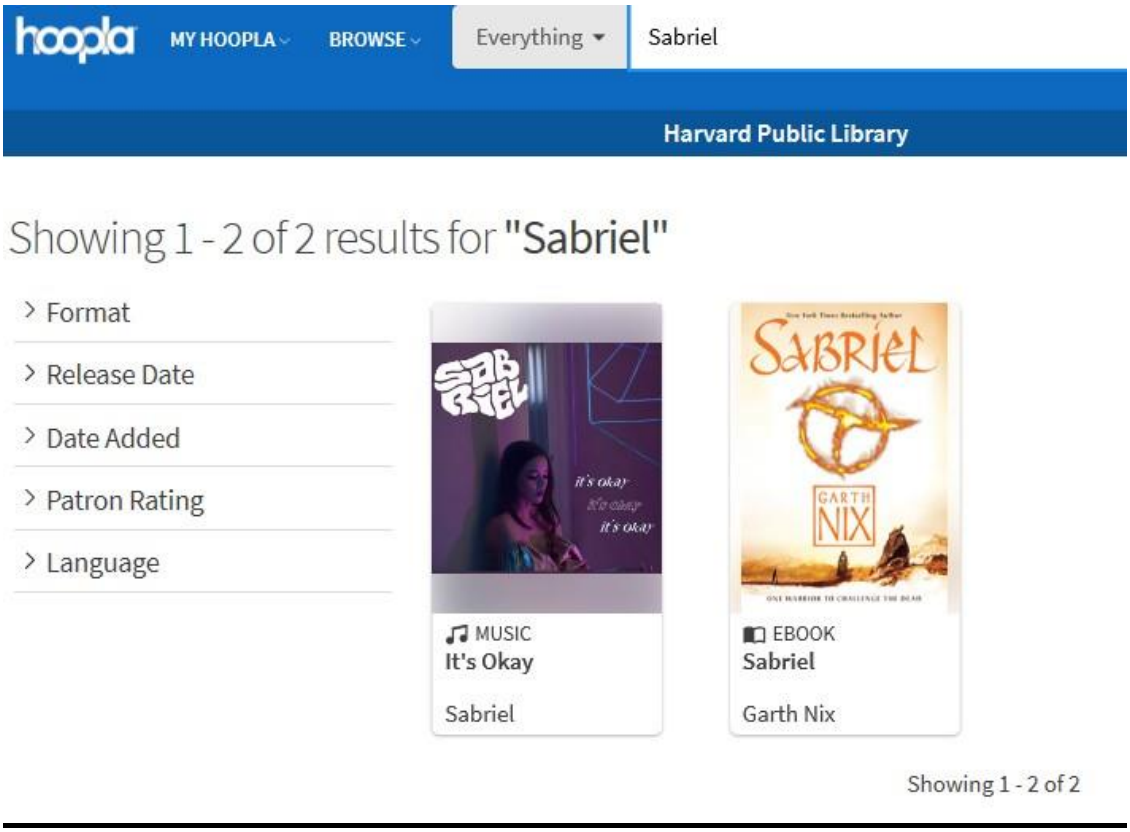
Type in the title of the eBook you are searching for and hit enter on your keyboard.

Example: Sabriel by Garth Nix

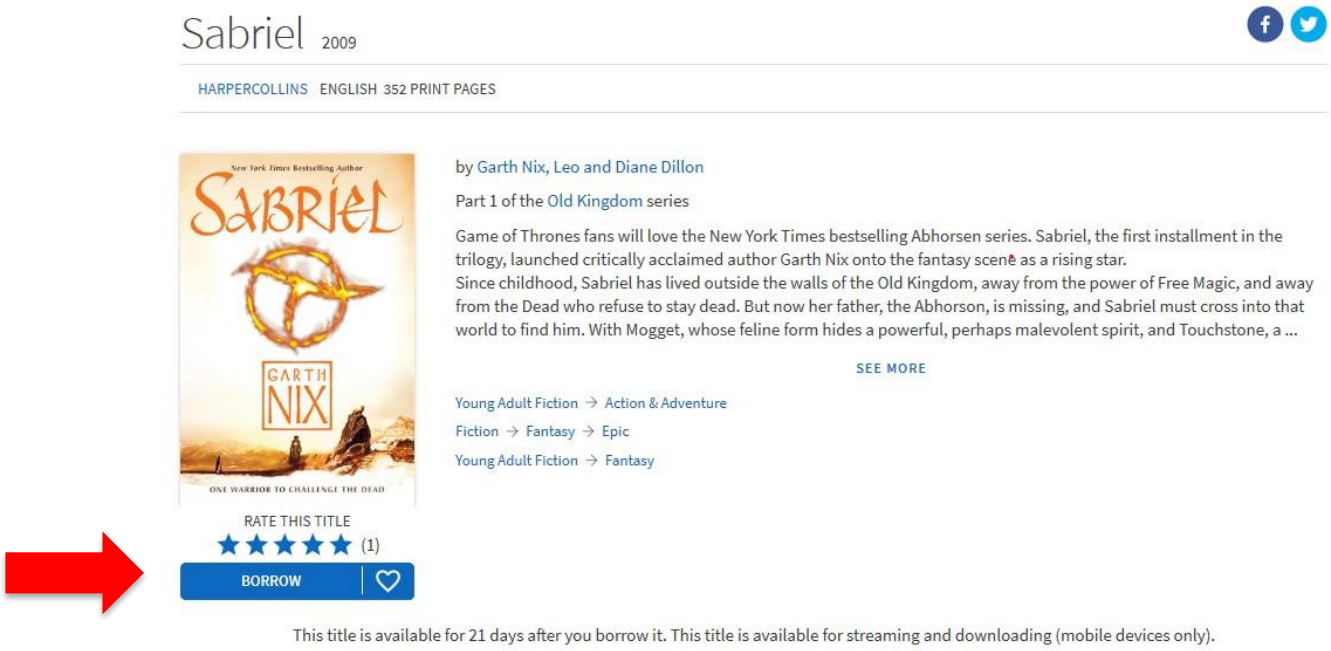
The results will display next.

*Note: In addition to eBooks, the hoopla collection has music, videos, comics and eAudiobooks. The format type is listed below the title.*

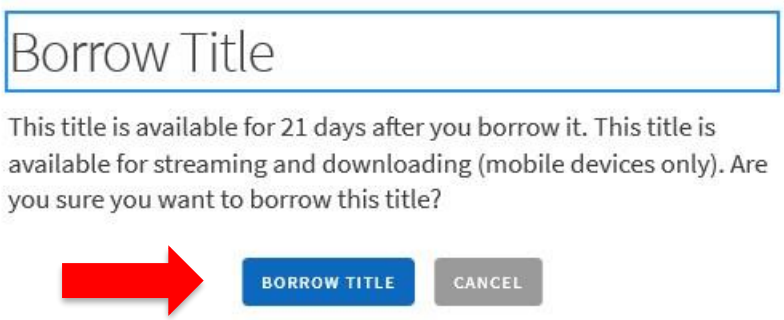
The Sabriel by Garth Nix eBook is listed as one of the top results. Click on the eBook's cover.



To check out the eBook, click on **BORROW.**

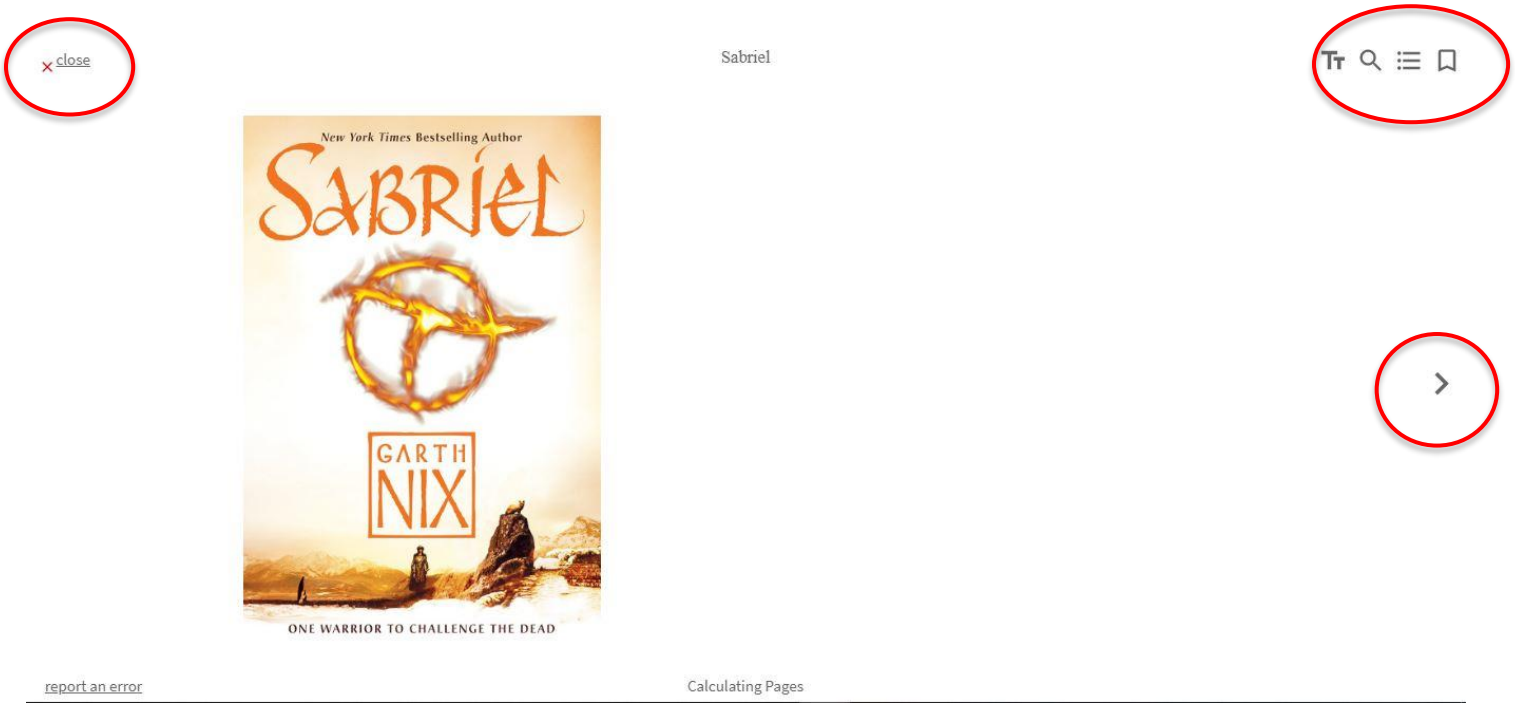



A message will confirm your checkout of the eBook. Click **BORROW TITLE.**




Press **READ** to open the eBook.

The eBook will open in your browser.



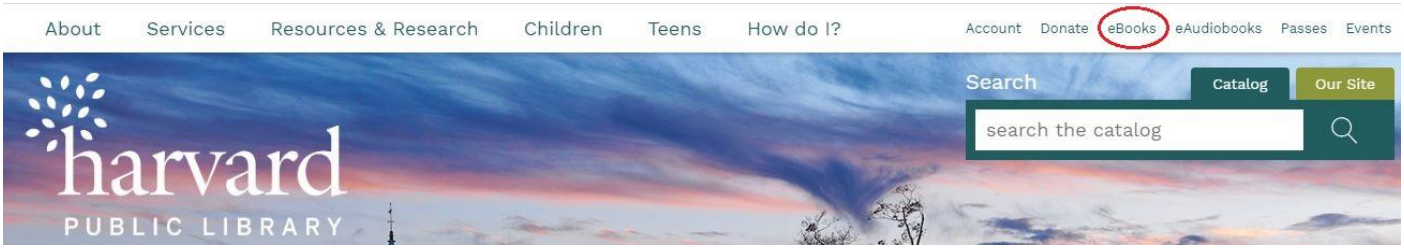

- Click the right side of the screen to turn pages or use the menu (three lines) in the upper right corner to view the table of contents or jump to a specific chapter.
- Click on the icon that looks like two “T”s to view options for adjusting the text.
- You can also click on the bookmark icon to bookmark your spot.

**Exiting the eBook**

When you want to stop reading the eBook simply close out the browser by hitting the X in the upper left-hand corner.

**Resume Reading your eBook**

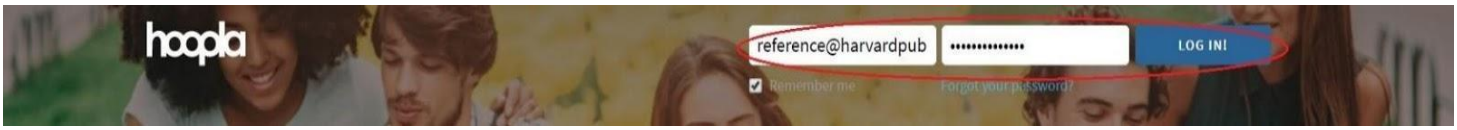
When you want to open your book again you may go directly to **hoopladigital.com** or go to **www.harvardpubliclibrary.org** and click on **eBooks.**



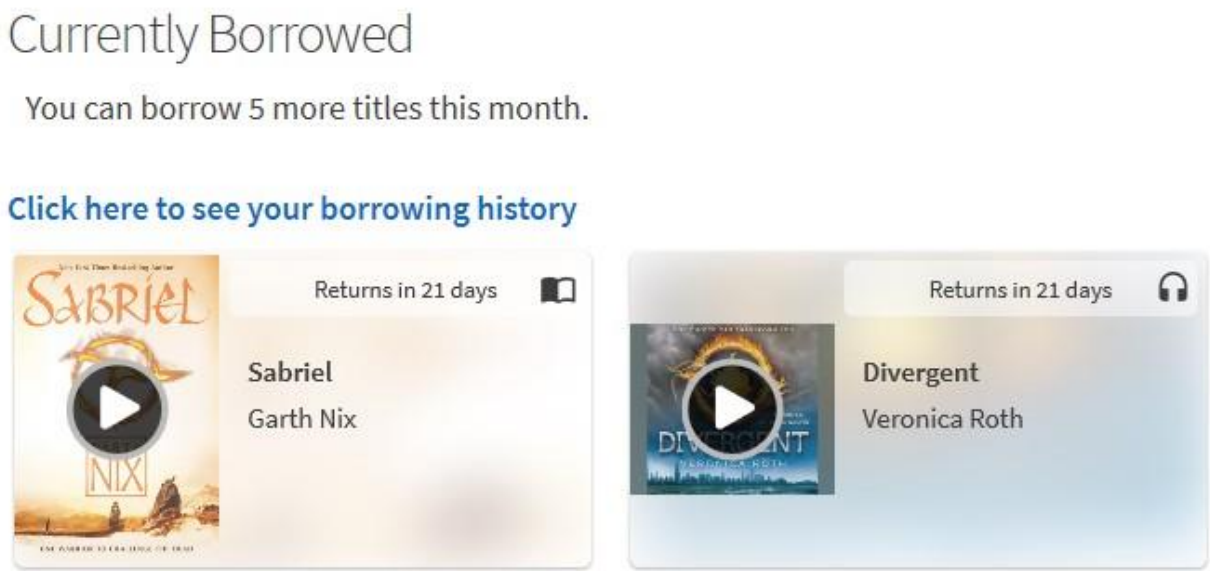
You will be brought to the Harvard Public Library's **eBook** collections page.

Scroll down and click on the **hoopla** logo to go to the hoopla collection.

If you have been logged out of hoopla, you will need to log in again using the **email** and **password** you used to create your hoopla account.




Once signed in you will be brought to your **Currently Borrowed** page.



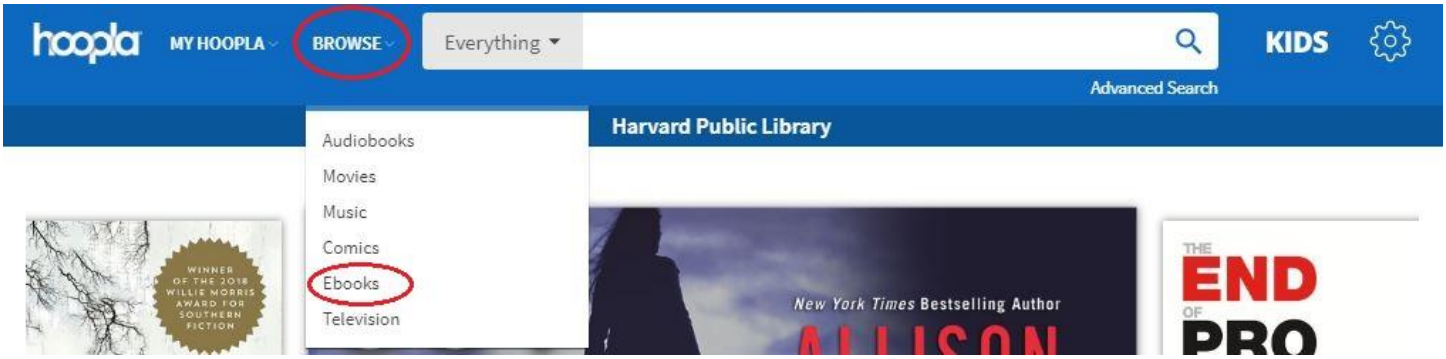

Click on the eBook to continue reading.

Note: If you are taken to hoopla's homepage you may access your borrowed materials by clicking on **Currently Borrowed** under **MY HOOPLA.**

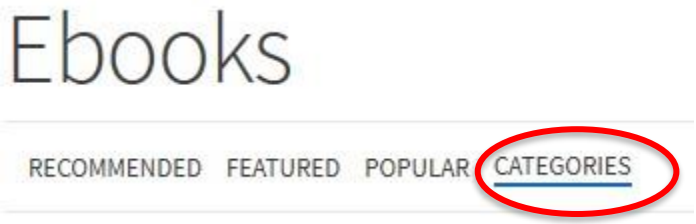
# BROWSING FOR AN EBOOK IN HOOPLA

If you don't have a specific title in mind to search for, you can also browse hoopla for a wide selection of popular **Teen eBooks**.

At the top of the page, select the "Browse" dropdown menu and click on eBooks.



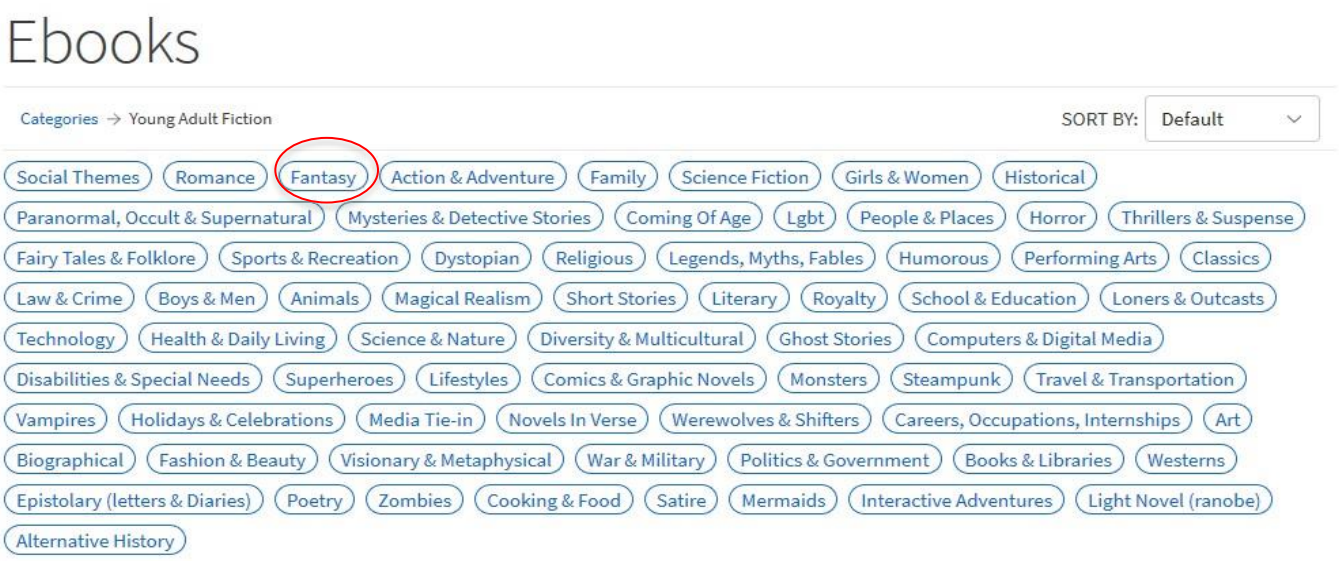

On the eBooks page, you can browse by Recommended, Featured, Popular, and Categories. Select **Categories**.




Browse category bubbles for a topic you like.

For Teen books, we recommend that you select **Young Adult Fiction** or **Young Adult Nonfiction.**

The categories are listed alphabetically- so they will be at the bottom of the list.




Select any of the subject bubbles to narrow your categories.

For example, clicking the **Fantasy** bubble will show only results that are from the fantasy genre.

You can also use the menu on the left side of the page to browse by format, release date, date added, patron rating, and language. This is especially helpful if you want to see books that are recently released, or new to the collection.

Once you've found a book you'd like to check out- click **Borrow** and start reading!

## SEARCHING FOR AN eAUDIOBOOK IN HOOPLA

Hoopla offers a dynamic catalog of over 45,000 bestselling eAudiobooks. There are no waitlists and everything may be downloaded instantly.

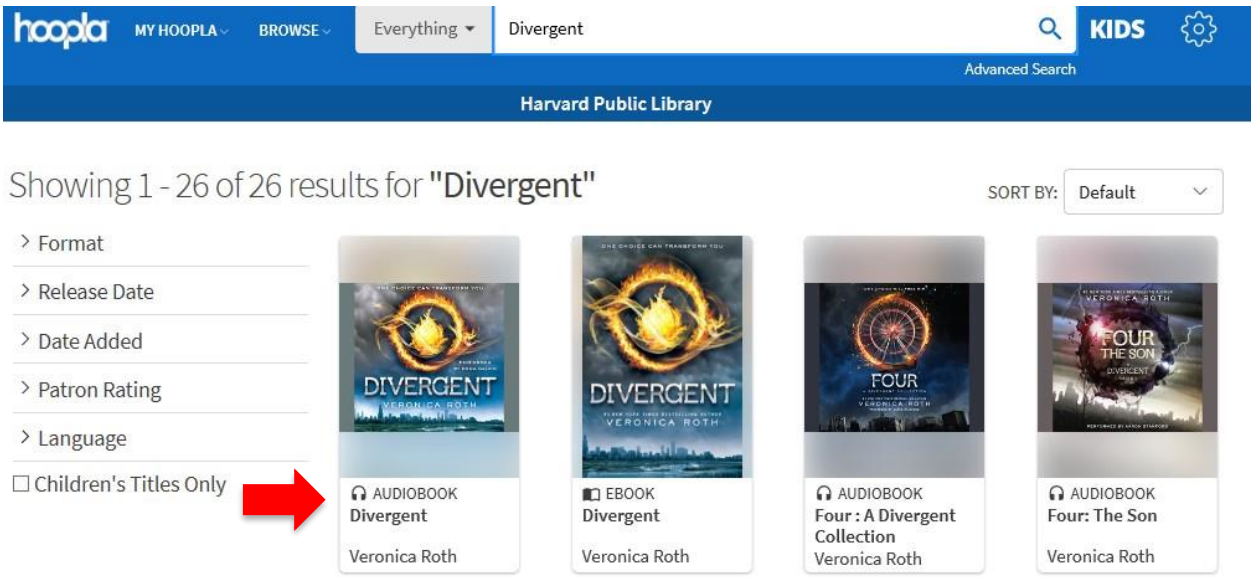
Type in the title of the audiobook you are searching for and hit enter on your keyboard.

Example: Divergent

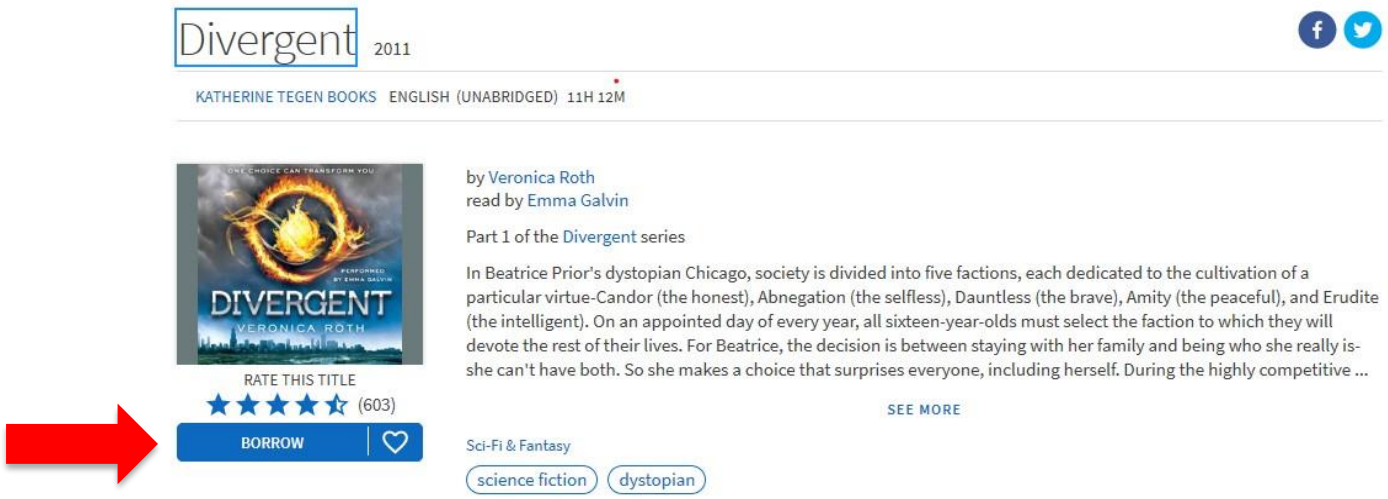
The results will display next.

*Note: In addition to audiobooks, the hoopla collection has music, videos, comics and eBooks. The format type is listed below the title.*

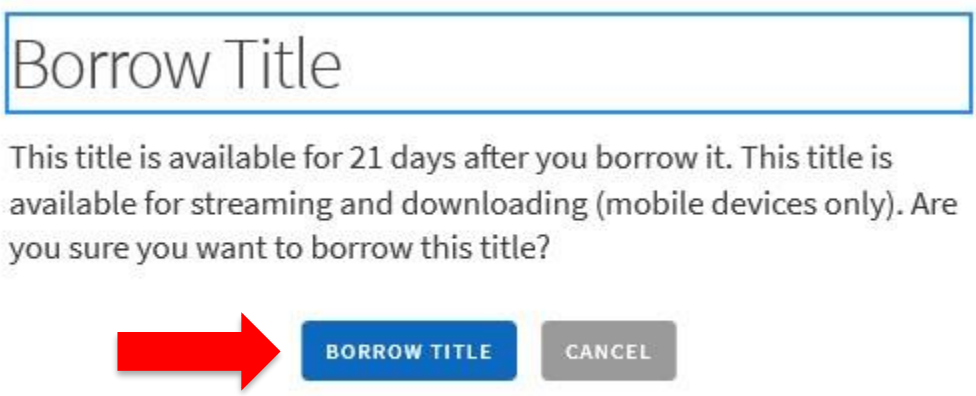
The Divergent by Veronica Roth audiobook is listed as one of the top results. Click on the audiobook.




To check out the audiobook, click on **BORROW.**



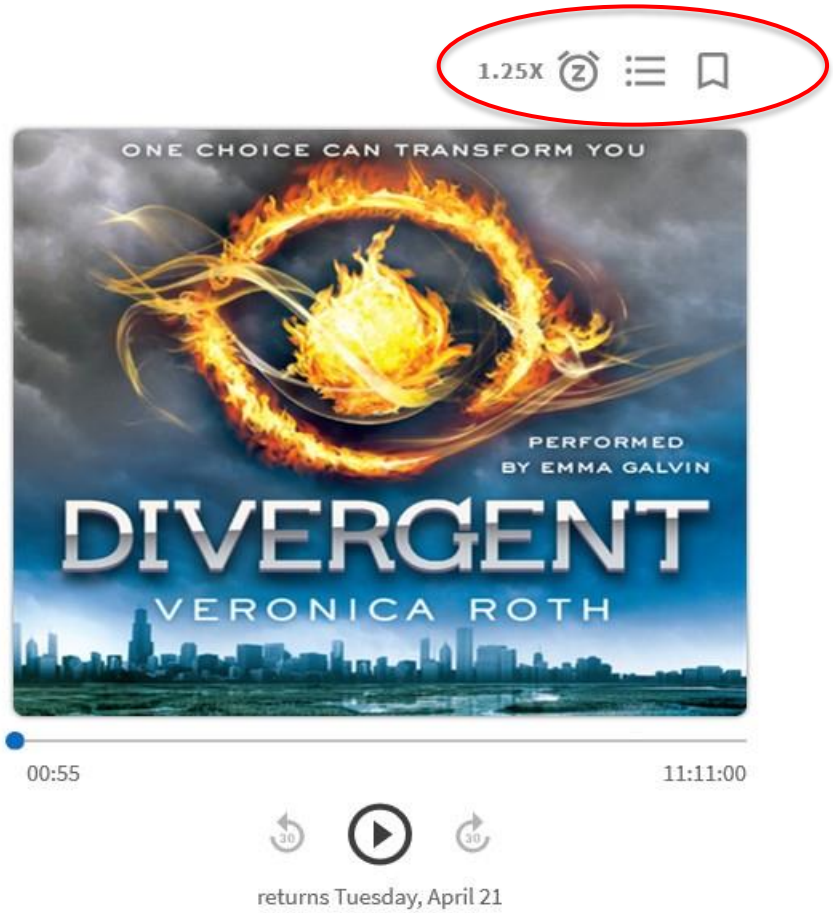
A message will confirm your checkout of the audiobook.  Click **BORROW TITLE.**




Press **PLAY** to begin streaming the audiobook.

The audiobook will begin streaming on the bottom of your screen. Click the Play/Pause button to start or stop the player.

Click on the up arrow on the left to expand the audiobook player.




The expanded audiobook player has additional features.

## Bookmarks

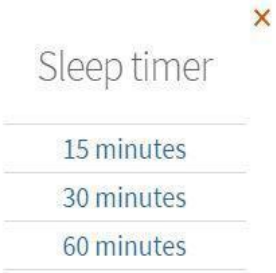
Bookmarks allow you to easily jump to a place in your audiobook.

To add a bookmark, click the bookmark ribbon on the upper right.

A Bookmarked saved message will appear, and your bookmark will be noted below the audiobook's Play/Pause button.

## Sleep Timer

The sleep timer is a function that allows you to set a timer For when the audiobook should stop playing.




Click on the sleep timer icon and select the length of time you would like the audiobook to play for.

Remaining play time will display in the sleep timer.

**Exiting the Audiobook Player**

When you want to stop listening to the audiobook, simply close out the browser by hitting the X in the upper right-hand corner.

**Resume Listening to your Audiobook**

When you want to listen to your audiobook again you may go directly to **hoopladigital.com** or go to **www.harvardpubliclibrary.org** and click on **eAudiobooks**.

You will be brought to the Harvard Public Library's **eAudiobooks** collections page.

Scroll down and click on the **hoopla** logo to go to the hoopla collection.

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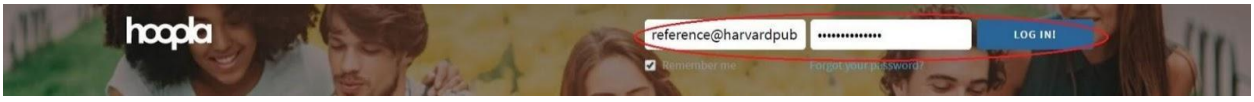

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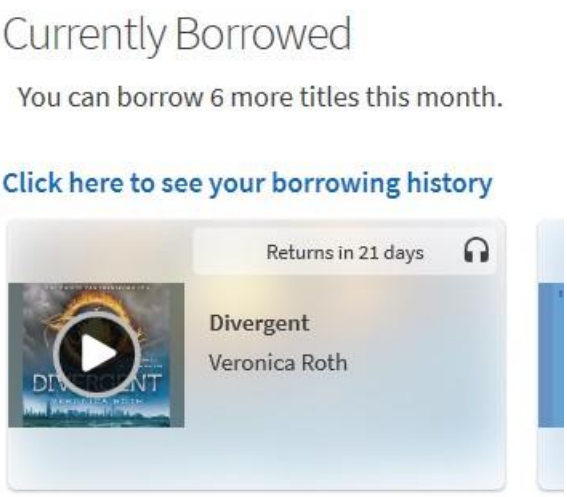
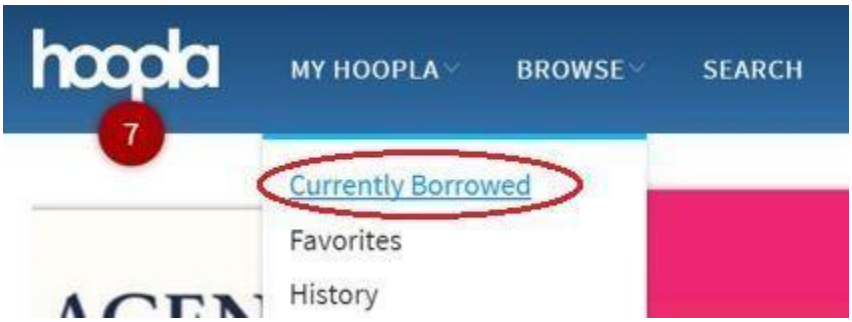



If you are taken to hoopla's homepage you may access your borrowed materials by clicking on **Currently Borrowed** under **MY HOOPLA.**




Click on the audiobook to continue playing.

## FREQUENTLY ASKED HOOPLA QUESTIONS

**How many titles can I checkout?**
You may checkout 8 titles a month.

Once you log into your hoopla account you will see a red circle at the top with how many titles you have left. This limit will reset at the beginning of the month.

**How do I place a hold?**
There are no holds and users have simultaneous access to all titles.

**Can I return an item early?**
Hoopla will automatically return the title at the end of the lending period. There are no late fees.

**Can I renew an eBook or Audiobook?**
Yes, you may either renew the eBook or Audiobook, or just check it out again.

**Does my renewal start a fresh borrow period immediately?**
Yes, renewing a title allows the user to extend their current borrow, so they can continue reading or listening without having to find the title to borrow it again or re-download it to continue offline playback. This will use one of your remaining borrows for the month. This option appears twenty-four hours before your title would return automatically.

**Can I search for hoopla eBooks and Audiobooks in the Harvard Public Library online catalog?**
**Hoopla** titles are not in the Harvard Public Library online catalog. **Hoopla** eBooks and Audiobook titles must be searched for separately in the **Hoopla** collection: .**hoopladigital.com**.

**What if I am looking for a specific eBook or Audiobook and I cannot find it in the Hoopla collection**
If you cannot find a specific eBook or Audiobook you are looking for email the Reference Desk at **reference@harvardpubliclibrary.org**

The eBook or Audiobook may be in another digital collection and we will help you find what you need.

**How do I download the audiobook?**
Downloading the audiobook is only available when using the Hoopla app. The free Hoopla app for iPhones, iPads, Android smartphones and tablets and Kindle Fire tablets can be found in the Apple App Store, the Google Play store and in Amazon Apps.

**Detailed app instructions are available!**

- **Apple, Android and Kindle Fire** device app instructions are available on our website:
  - Go to **www.harvardpubliclibrary.org**
  - Click on **eAudiobooks**
  - Under every collection's logo is a **Learn More** link
  - Tap the link to access detailed app instructions, helpful FAQs, video tutorial links and more!

## Questions?
## Email: reference@harvardpubliclibrary.org