



PC/Mac Users

1. Go to the Library's home page (sachemlibrary.org).
2. Click the '**Downloads**' tab at the top of the page.
3. Click '**Hoopla**.'
4. To create a new Hoopla account click '**GET STARTED**.' If you already have a Hoopla account, click '**Log In**' at the top of the page.

Portable Devices

(Kindle Fire HDXs, Android, or Apple devices)

1. Go to your App store.
2. Download & install the free Hoopla Digital app.
3. Open the app.
4. To create a new Hoopla account, tap '**Sign Up**.' If you already have a Hoopla account, tap '**Log In**.'

ALL USERS

5. Click/tap on Sachem Public Library as your Library.
6. Enter all the required information to create your new Hoopla account: your email address, your library card barcode number, and create a password for your new Hoopla account.
7. Click/tap '**Sign Up**.'
8. On portable devices, tap the format you want to browse through (Movies, Audiobooks, etc.) then select a subcategory to browse through – Genres, Recommended items, Featured items, etc.
9. On PC/Mac, mouse over '**BROWSE**' at the top of the screen and click on a format in the dropdown list - Movies, Audiobooks, etc. Then select a subcategory to browse through – Genres, Recommended items, Featured items, etc.
10. Click in the "Search" box, or tap the search icon to enter a specific title, author, or actor to search Hoopla.
11. On portable devices, tap on the image for the item you want to borrow then tap on '**BORROW**' – noting the loan period for that item listed at the bottom of the page.
 - a. The item will automatically expire once the loan period is up.
 - i. Movies & TV shows expire in 2 or 3 days
 - ii. Music expires in 7 days
 - iii. Audiobooks, eBooks & Comics expire in 21 days

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12. On PC/Mac, mouse over the image for the item you want to borrow and click **'BORROW'** – you can click on the image first for more information about the item before you borrow it including the loan period for it, and then click **'BORROW'** on the item's details page to borrow it.
 - a. The item will automatically expire once the loan period is up.
 - i. Movies & TV shows expire in 2 or 3 days
 - ii. Music expires in 7 days
 - iii. Audiobooks, eBooks & Comics expire in 21 days
13. On a PC/Mac, mousing over **'MY HOOPLA'** at the top of the Hoopla home page allows you to view your borrowed items, your favorites list, and your borrowing history by clicking on your selection in the dropdown list.
14. On portable devices, these options are along the top of the home page – tap to access each one.
15. Click/tap on a borrowed item to play/read it.
 - i. You can only play/read a title on **ONE** device at a time.
 - ii. Items stream on computers, but may be downloaded onto portable devices (e.g. smartphones & tablets) where noted.
16. Patrons may borrow up to 8 items per month per library card account.
 - a. The monthly limit resets at midnight on the first day of each month. You can return an item before it expires by tapping/clicking on the title image in your borrowed items, then tapping/clicking **'Return Now.'** Returning an item early does **NOT** give you another checkout for the month.

If you have any problems or questions, please contact the Adult Reference Desk at the Library.

*****NOTE:** Hoopla can only be used on Kindle Fire HDXs.***

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