

## **Staff Training Program: Hoopla!**

### **Documentation of the Mastery:**

See Hoopla! Mastery Handout, next page of this document.

### **Proof of Mastery:** In presence of proctor

- Log onto Hoopla! (either through the App on a device, or through the web using a computer). Note that you will need to Create your account before Proving this Mastery.
- Choose an Item to borrow using Browse genre (Movie, Television, Music, Audio-Book, E-Book and Comic) or Search (by Title, artist, or author). Click on an item. Select Borrow.
- Download the item to a device. Click on the Download button if needed to download. (Scroll down to find the Download button if you don't see it.) Note: Downloading is not available through the web interface. If no device is available, email or verbally tell a Proctor how you would download a Hoopla! Item onto a phone or tablet.

### **Current Proctors for this Mastery:**

- Meg VanPatten
- Julia Schult
- Amy Bruce

### **Resources:**

**This task is estimated to take 30-45 minutes for someone to master.**

### **They will need:**

- The separate hoopla! Mastery Handout
- Access to a computer with internet or use your own smartphone or device
- A Baldwinsville Public Library Card and Pin Number
- An email address (can be Library email) to create a Hoopla! account.
- Hoopla! Mastery Handout
- [may need an expert to answer questions]

## Hoopla Mastery Handout

**What is hoopla!:** hoopla! is a 24/7 streaming service where you can borrow and download movies, television shows, comic books, e-books, and audio-books. Bville patrons are limited to four checkouts (downloadable items) per month.

- **Movies and Television** by episode can be viewed for 72 hours (3 days) after borrowing
- **Music** (entire albums) can be listened to for 7 days after borrowing
- **Audio-books, Comics, and E-books** can be listened to or read for 21 days after borrowing
- All of these can be Downloaded to a mobile device through the app, then used when not connected to wireless. Patrons cannot download using the web site access, only through the app onto a device.

**Who can use hoopla!:** Anyone with a Baldwinsville Public Library Card and valid PIN can create a hoopla! account and borrow up to 4 items per month. Some other county libraries also have given their patrons the ability to access hoopla! and some libraries have not. Each library sets its own borrowing parameters. OnPass library cards are using the Central OCPL agreement, so they have 6 circulations per month (but are more likely to hit the library's ceiling and be denied during the month).

### Where to find hoopla!

- If using smartphone or tablet, open the **hoopla! App**. Install the hoopla! App from the Apple App Store OR Google Play Store
  - or go to Baldwinsville Public Library Website Under the Catalog menu, choose Hoopla, then click on the hoopla Banner.
  - or use the web directly: open your web browser and type: **hoopladigital.com**
1. If you have not already registered, go to the hoopladigital web page and click on the "Get Started" Button to Create an Account.
    - a. Enter e-mail, then type it again to Confirm e-mail
    - b. Enter a Password twice (this will be your hoopla! account password)
    - c. You will then be asked to enter your Library, Barcode & PIN.
  2. Once you have an account: Log In with that e-mail and password through either the hoopla! App or on the hoopladigital.com website (login at the top right).

**To find a book, movie, or music album:** Click on the Browse Button

OR Search for a title, author, or keywords.

- Browse by genre (mystery, biography, etc)
- or narrow your search to specific formats: Ebook, Audiobook, Music (albums), or Movie

Click on a cover and a description will display. If you want it, click Borrow.

After you click the Borrow button, it becomes a Read or Play/Pause button.

- In the App, the title will automatically download if you are connected to wireless.