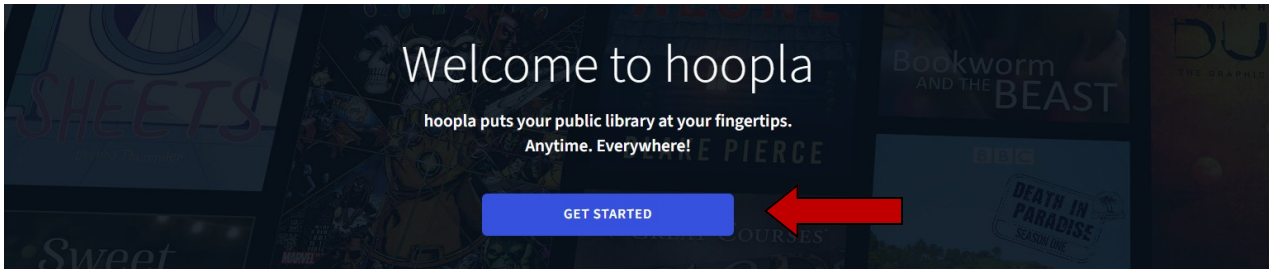
Using Hoopla on your Laptop or PC

You will need:

- A computer
- Your library card number
- Your email address

1. Sign up for a free Hoopla account (For First Time Users)

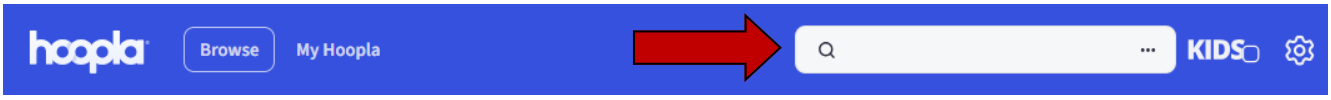
- Go to hoopladigital.com
- Click on “Get Started” if you do not have a Hoopla account.



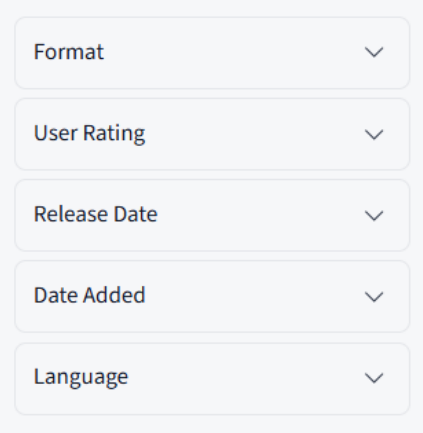
- Enter your email address and make up a password.
- Select “San Mateo Public Library” and follow the instructions to create an account.
- Once an account has been created, sign in with your email address and password.

3. Finding Items to Borrow

- To search for titles, enter keywords in the search box at the top of the page (white box with a magnifying glass next to it). Press Enter on your keyboard after typing in your keyworks.



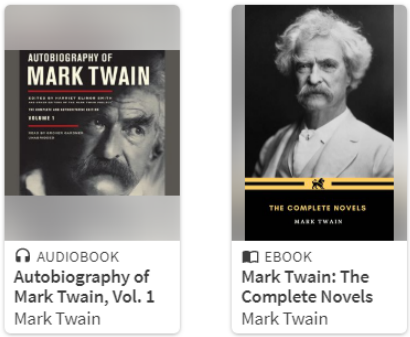
4. Finding Items to Borrow (Continued)



- The default will be to search for every format but you can limit your search to a specific type of format, date, language and more by using the limit menu on the left side of the screen after you perform a search.

- You can also browse by category by selecting the "Browse" option at the top of the screen. Browse Audiobooks, Ebooks, Movies, Television, Comic, Bingepass, and Music.

- Once you perform a search or browse a category, you will taken to a list of items. Each item will have a graphic of the cover. Underneath each item will be an icon and will state what kind of format the title is followed by the title and author or artist.

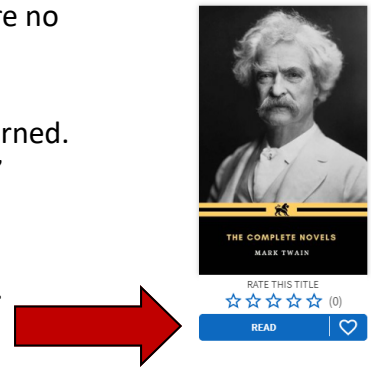


5. Borrowing Items

- Click on the item you want to borrow. On the next screen click on "Borrow" to borrow the item. Then click on "Borrow," then "Read" or "Play."

- You can borrow up to 5 items a month. With Hoopla there are no holds, wait list, or late fees.

- Once the lending period is over the item is automatically returned. You can return it early if you would like by going to the items' information page and choosing "Return Now."



- Audiobooks, comics, and eBooks are checked out for 21 days. Music and Bingpasses are checked out for 7 days. Movies and TV episodes are borrowed for 3 days.

- Checking out a Bingepass allows you 7 days of digital access to individual platforms and collections with a single borrow. Bingepass choices included Hallmark+, The Great Courses, Hoopla Magazines, BBC, and more!

- The "My Hoopla" link at the top of the page will list what you have currently borrowed, your favorites, and your history.