


# Hoopla Quick Guide

## Mobile

### ***First Time Use:***

1. Go to the app store on your device—**App Store** on iOS, **Play Store** on Android.
2. Search for “Hoopla Digital,” download the Hoopla app and tap icon to open.
3. Click on sign-up, select “Dakota County Library,” and set up your account by providing your email address, creating a password and entering your library card number and PIN (usually the last 4 digits of your telephone number).

### ***To Check Out Items:***

1. Tap the magnifying glass to  search for titles, authors, subjects or keywords.
2. Click on the ‘Borrow’ button. Click on “Read” or “Play” to view or listen to title.
3. To download in iOS click on “Download to Your Device.” For Android, click on the download arrow in the upper right hand corner. You will now be able to listen or view this title offline.
4. You are currently limited to 5 titles per month, per library card.

### ***To Return Items Early:***

1. To return an item early in iOS, open the title, scroll to the bottom of the screen, and click on “Return Now.”
2. On Android devices, open the title, click on the 3 dots in the upper right hand corner and click “Return.”
3. Returning items early does not extend your 5 item monthly limit.

# Hoopla Desktop

## ***First Time Use:***

1. Navigate to <https://www.hoopladigital.com> on your internet browser.
2. Click on “Log In” in the upper right hand corner.
3. Near the bottom of the screen, select “Sign Up Now.”
4. Choose Dakota County Library.
5. Enter your email, create a password, enter your library card number and PIN (usually the last 4 digits of your telephone number).

## ***To Check Out Items:***

1. Click on the magnifying glass to search for titles, authors, subjects or keywords or scroll through and browse the categories on the screen.
2. Click on the ‘Borrow’ button. Click on “Read” or “Play” to view or listen to title.
3. You are currently limited to 5 titles per month, per library card.

## ***Return Books Early:***

1. Open the title you have checked out. Near the bottom of the screen, click on “Return Now.”
2. Returning items early does not extend your 5 item monthly limit.