

Libby and Hoopla For Beginners



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Libby and Hoopla for Beginners

Class Objectives

- Identifying eMedia in the library catalog
- Learning the difference between available services
- Checking out eMedia
- Placing holds on eMedia
- Returning eMedia

What is eMedia?

eMedia refers to the electronic media available through the library. This includes electronic books, audiobooks, magazines, comics and graphic novels, and movies and TV shows.

The Nashua Public library has several options for eMedia.

	Types of eMedia	Checkouts	Holds
 Libby (formerly Overdrive)	eBooks eAudiobooks Magazines	3 items at a time 7 or 14 days	5 items
 Hoopla	eBooks eAudiobooks Comics Music Movies TV Shows	3 items per month 21 days	No holds! Instant availability.
 Kanopy	Documentaries Movies TV Shows Great Courses	10 films per month for adult titles Unlimited for Kanopy kids	No holds! Instant availability.

The best way to think about these services is that **Libby** is like having a physical book in the library – if someone else has it checked out, you will need to place a hold and wait for it to become available.

Hoopla and **Kanopy** offer limited checkouts per month, but a wider catalog of titles are available at any time.

For this class, we will be focusing exclusively on **Libby** and **Hoopla**. **Kanopy** works similarly to **Hoopla**.

Identifying eMedia in the Library Catalog

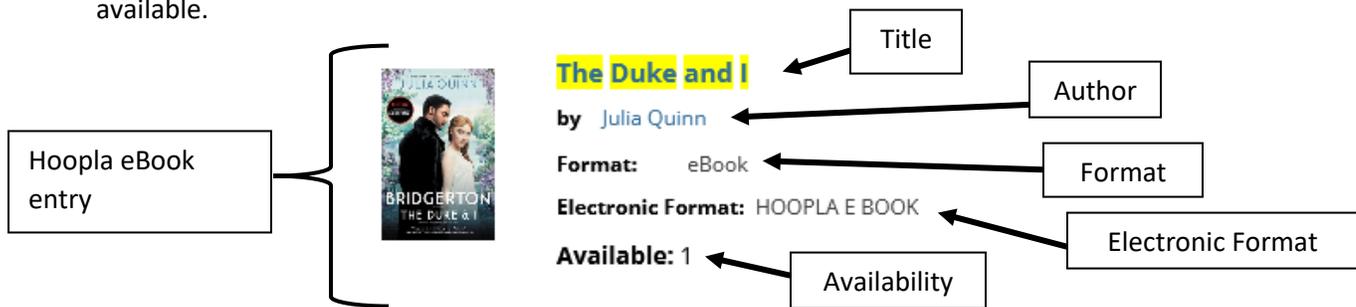
For this section, we will focus exclusively on eBooks and eAudiobooks available on **Libby** or **Hoopla**.

There are a couple of ways to find eMedia in the library catalog. Say, for example, you want to find Julia Quinn's "The Duke and I."

Here is how you would search for that title in the catalog:

- Type "The Duke and I" into the catalog search at the top of the library's website and either hit enter or click the little magnifying glass.
- The results will be sorted by relevancy by default.

Each entry in the results will have information to help you identify what type of material we have available.



Title: The title of the material will always be on the top of the entry.

Author: An author's name will show next to the "by" label.

Format: This will say the format of the material. eBooks and eAudiobooks will also have an entry that says **Electronic Format** which will tell you what platform the material is available on.

Available: Here you can see if an item is currently available. If it says "Available: 0," it means someone has the item checked out. You can then put that item on hold through the catalog. All you need is your library card number and your PIN.

Physical materials in the library will have additional details such as the **Call Number**, **Publication Date**, and **ISBN**.

You can see the difference in an **Overdrive/Libby** item and a **Hoopla** item in the **Electronic Format** field.

An item available through **Hoopla** will say:

- **HOOPLA E BOOK,**
- Or **HOOPLA AUDIO BOOK.**

An **Overdrive/Libby** item will say:

- **HTML, ADOBE EPUB,** or
- **MP3, OVERDRIVE LISTEN.**

- Overdrive/Libby books are often available for Kindle, as well, so items can also say **HTML, ADOBE EPUB, KINDLE.**

Libby: Getting Started

Overdrive is a digital distributor of eBooks, eAudiobooks, and magazines. **Libby** is the app to check out Overdrive materials. In other words, Overdrive is the content library and Libby is the way you interact with that library.

As of February 2022, the Overdrive app has been removed from all app stores for phones and computers. Overdrive, the company, is now exclusively supporting the Libby app.

Nashua Public Library participates in New Hampshire Downloadable Books. New Hampshire Downloadable Books is a collaboration of more than 200 New Hampshire public libraries and the New Hampshire State Library. Library card holders from participating libraries have access to the NH Downloadable Books collection.

There are a couple of ways to search for or check out items available through Overdrive for Libby:

- Visit <http://nh.overdrive.com>,
- The Libby app, which is available for a variety of devices.

To start, download the Libby app from your device's app store. The app will be called **Libby, by OverDrive**.

Note for Apple Users: As of October 2021, Libby's minimum iOS version is now iOS 10. If you have an older Apple device or haven't updated your iOS since iOS 9.x, you will not be able to use the Libby app.

Note for Android Users: Libby's minimum Android version is Android 5.0+. If you have an older Android device or haven't updated since Android 5.x, you will not be able to use the Libby app.

Libby: Setting Up the App

If you need help logging in to the Libby app, please refer to the end of this document for step-by-step instructions.

To save time in class, we will be skipping ahead to navigating the app itself.

Nashua Public Library also has videos to assist. They can be found on our website by navigating to Explore > Student Learning Support > 6-12 Learning Support. At the top of the page there's an orange box that says Libby Overdrive.

The direct link is: <https://www.nashualibrary.org/explore/remote-learning-support/6-12-remote-learning-support/>

Libby: Navigating the App

The Libby app changes sometimes, but will often leave components in the same place. They often switch out icons or colors. The following interface was accurate in September 2022.

Spotlight Search: These are easy search filters. If you choose one of these, you will get search results for items in that search category. These will sometimes change, but **just added** and **popular** are usually there.

Kindle Set Up: When you login the first time, Libby will ask if you prefer to read on a Kindle device. If you don't have a Kindle, you can tap **Skip**. If you'd like to link Libby to your Kindle account, you can do so by tapping "Yes, I read with Kindle" and following the prompts.

Curated Lists: As you scroll down the main page, you'll notice that there are curated lists available. These will update regularly for holidays, new materials, etc.

Navigation Bar: At the bottom of the screen is the main navigation bar for the Libby app. Here you can find **Search, Library Collection, Card & Settings, Your Shelf, and Timeline**.

Search: This is where you search the catalog for materials.

Library Collection: The "main page" of the app where you can see what the library has to offer.

Card & Settings: This is the center icon on the navigation bar. It is where you can see your card details, add another library card if you have one, change settings, and see the app help section.

Your Shelf: Here is where you can find the items you have checked out from Libby. You can also find your holds or any items you have tagged. We won't go in depth on tags, but you can find out more at the Libby support page (<https://help.libbyapp.com/>).

Timeline: Your checkout and reading history are here in a timeline format.

Libby: Searching for Materials

To search for an eBook or eAudiobook on Libby simply tap the magnifying glass at the bottom of the screen.

If you know what eMedia you're looking for, you can use the search box at the top of the page. Here you can use the title, author, or series name. When you start typing, Libby will make some suggestions based on what you've typed.

If you're not sure what you're looking for, you can use one of the pre-populated filters under the **Explore with Filters** header. These filters are great if you just want to browse the titles in Libby.

Libby: Checking Out eMedia

If you know what you want to look for, type it into the Search bar at the top of the app. As mentioned before, Libby will make suggestions based on what you type. To complete the search, you can either select the suggestion or tap on the magnifying glass on the search bar.

At this point, you might notice that our previous indicators for eBooks and eAudiobooks from the library catalog are not included.

eAudiobooks can be identified by the little headphones/earbuds icon and the listening time displayed underneath.

On the right of the cover image, it will also say "Play Sample" underneath the "Borrow" option.

eBooks do not have the headphones/earbuds icon below the cover image, and say "Read Sample."

You can also filter the options using the links underneath the title at the top by simply tapping on the option you want.

To **Borrow** either of these materials, simply click “Borrow” to the right of the cover image.

The first time you check something out on Libby, it will be set to borrow for 7 days.

- To change it to 14 days, tap on the underlined **7 Days**.
- You will now get the option to change it to 14 days.
- After selecting how long you want the material, click on the large button at the bottom that says **Borrow**. You may need to scroll down to see this button, depending on the size of your device.

Once you borrow the item, you’ll get a confirmation page.

The confirmation page for both eBooks and eAudiobooks will include the following information:

- How many days you have the item.
- The option to open the eBook or eAudiobook.
 - By default, the first time you borrow an eBook from Libby, it will open the book in the app. If you’d like to default to the **Read with Kindle** option, follow the steps on this website: <https://help.libbyapp.com/en-us/6013.htm>
- **Keep Browsing** will take you back to your search or the filtered list you were using before.
- **Go to Shelf** will take you to the Shelf area of Libby.

Libby: Placing a Hold

If an item you want to check out is already checked out by someone else, you can place a hold like you would for a physical item at the library.

You can tell that an item is already checked out because the first option to the right of the cover image will say **Place Hold** instead of Borrow.

To see how long the hold list is, you can tap the **calendar icon** to the right of the title and author, which will open a small card that will include information about how long the estimated wait will be, how many copies the library has, and how many people are waiting.

Tapping **Place Hold** will also show you the same wait information.

When your hold is available, the Libby app will send you a notification that your hold is ready for checkout. You can also see your holds on your shelf.

Libby: Your Shelf



Once you check out items from Libby, they are accessible in the **Shelf** part of the app. You can get there from the borrow confirmation screen, or by using the icon at the bottom of the app that looks like a stack of books.



The Island of Missing Trees • Elif Shafak

newhampshire
New Hampshire State Library

About 22 weeks wait
at New Hampshire State Library

2 copies in use. 21 people waiting in total. 11 people waiting per copy.

To the right of the cover image, you will find all the relevant actions for your items.

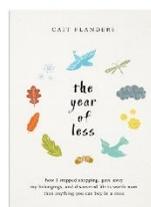
- **Open** the item.
- **Manage Loan** is where you can see the due date, return an item early, renew a loan (if no one has a hold on it), share the title with other people or through other apps, or add a tag.
 - For eBooks, you can also change your reading preference between Kindle and Libby.
- **Due in ...** Will tell you how long until your item is due.
- **Progress** is also displayed here in percentage format. Since we haven't started reading this book, it shows 0% progress.

Shelf

loans 2 holds 2 tags 1

ON YOUR LOANS SHELF

The Year of Less
Cait Flanders



Open In Libby

Manage Loan

Due In 13 Days

0%

At the top right of the Shelf there is a red button that says

Actions. This has other options for your Shelf such as changing reading app preferences, adjusting the download rules for items, or suspending your holds. **Synchronize Shelf** is good for when you check out an item and it isn't showing in the app, or if you're using a different device than you usually do.

Libby: Returning Checkouts

When your checkout is due, it will be automatically checked in for you by the Libby app. That means it will disappear off your shelf and Kindle, if you've used that feature.

The easiest way to return an item is to let your loan expire.

As mentioned in the **Shelf** section, you can return an item or renew an item by going to your shelf and tapping on **Manage Loan**, where you have an option to return early.

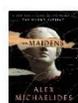
If someone has a hold on an item you have checked out, you will not have the option to renew the item.

Libby will let you know by greying out that option, and it will tell you that someone is waiting to the right of the **Return Early** option.

Hoopla: Getting Started

Hoopla is another digital media service included with your library card that allows you to borrow movies, music, eAudiobooks, eBooks, comics and TV shows.

Hoopla has a lot of different ways you can access their catalog, including through a web browser, apps for many phones, tablets, and even some smart TVs. For this class, we will focus on the Hoopla app for mobile devices.



The Maidens
Alex Michaelides



DUE 24 NOV, 11:04AM

Nashua



Read With...

Return Early

1 person is waiting.

Renew Loan



The most important thing to know about Hoopla is that you can only check out **3 items per month**.

Hoopla: Setting Up the App

For help downloading and signing up for the **Hoopla** app, please go to this link and watch the videos under “Learn How to Use: Hoopla”: <https://www.nashualibrary.org/explore/remote-learning-support/6-12-remote-learning-support/>

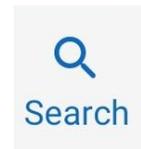
Hoopla: Navigating the App

The **Hoopla** app for mobile devices has a pretty similar layout as Libby.

Hoopla: Searching for Materials

You start by tapping the **Search** icon at the bottom of the app.

This will open the search page. There will be a list of trending searches you can choose from, if you want. If you’re looking for something specific, you can use the search bar at the top of the page and enter the title, author, or subject.



As with Libby, it will make suggestions based on what you type. To run the search, you can type the title and hit the enter key on your device’s keyboard, or you can tap the suggestion to get results.

Hoopla: Checking out eMedia

Identifying the type of material is a little easier in Hoopla than it is in Libby.

In addition to icons, Hoopla will have the type of material listed under the cover image. There is an icon of an open book for eBooks, and a pair of headphones for audiobooks. As you can see, there is an eBook and an eAudiobook for “Before the Coffee Gets Cold.”

From the search results, simply tap on the item you want. This will open a detail page for the item.

The detail page has a lot of information about the item on it, including:

Favorite: tap this to add an item to your favorites list.

Item Rating: A star rating based on Hoopla user ratings.

Description: The description of the book.

Genres: A list of the item’s genres. These are clickable filters. For example, one of the sub-genres for “Before the Coffee Gets Cold” is Fantasy. If I tap on the word Fantasy, I will get search results for other items in that genre.

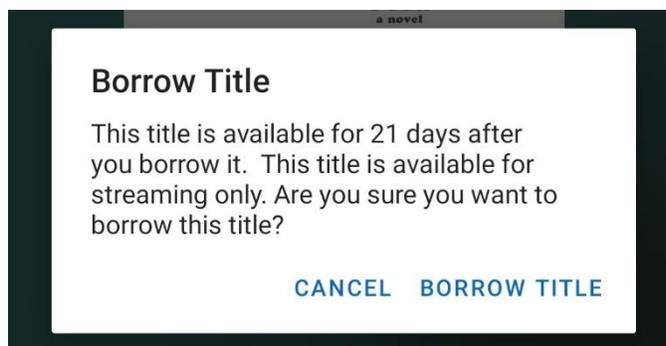
Reviews: A collection of reviews for the item.

Misc.: Throughout the page, you’ll find miscellaneous details, such as the publication year, page count for eBooks, listening time for eAudiobooks, language, the author, and the publisher.

To check out an item on Hoopla, you need to click the blue button that says **Borrow**. This will load a confirmation screen asking if you're sure you want to check out the title.

With Hoopla, there are no holds! All items are instantly available to all users.

Note: As you can only check out **3 items per month**, be sure that what you're borrowing is what you were looking for.



Hoopla: My Hoopla

Hoopla's **My Hoopla** section is similar to Libby's Shelf.

Here is where you can access items you have checked out. If you tap on the title, you will have the option to play an eAudiobook or read an eBook in the app.

You also have access to your favorites list in **My Hoopla**. This is a list of all items you have chosen to favorite. You can use the favorites list in any way that makes sense to you – to mark items you liked, to keep a list of things you want to check out or watch in the future, etc.

Hoopla: Returning Checkouts

You can also use **My Hoopla** to see when an item is due. When your checkout is due, it will be automatically checked in for you by the Hoopla app. That means it will disappear off your device and your **My Hoopla** page.

If you've finished an item and want to return it early, you can go to the item's detail page and use the **Return** option. This will open a confirmation page for you to either cancel or continue returning.

The confirmation page serves as a reminder that "Returning an Instant Borrow will not increase the number of Instant Borrows remaining for the month." Hoopla limits each user to 3 checkouts per month.

If you aren't ready to return the item, hit **Cancel**. If you're done with the item, hit **Return** and it will be taken off your device and **My Hoopla**.

Hoopla: Common Issues

Hoopla will often display an error message that says: "The collective daily borrow limit set by your library has been reached and will reset at midnight."

The collective daily borrow limit set by your library has been reached and will reset at midnight. Please browse and add titles to favorites so you can easily access them after midnight. ✕

The Nashua Public Library has a certain number of checkouts per month for Hoopla. To keep us from running out at the beginning of each month, we spread it out to a certain number of checkouts per day

for all of our patrons. All this message means is that we've reached our limit for the day, and you should try checking out the item after midnight.

If you're a night owl, try checking it out after midnight.

If you're an early bird, try checking it out first thing in the morning.

Additional Resources

eMedia:

Nashua Public Library Libby/Overdrive Playlist –

<https://screencast-o-matic.com/channels/cYjOqOVijK>

Libby:

Libby Help – <https://help.libbyapp.com>

Hoopla:

Hoopla Help – <https://www.hoopladigital.com/help>

Video: Introduction to hoopla for iOS – <https://youtu.be/-Ddwd9xBZk>

Video: Introduction to hoopla for Android – <https://youtu.be/ClAAAd45fmM>

Libby: Setting up the App and Logging In

Let's get logged in to the Libby app!

- When you open the Libby app for the first time, it will ask you if you already have a library card. If you are a Nashua Library card holder, tap **"Yes."**
 - If you are not a Nashua Public Library card holder, and your library subscribes to Overdrive, you can use your public library's card information in these next steps.
 - If you do not have a library card at your local public library, you will want to stop here and get one. For more information about Nashua Public Library cards, go to:
<https://www.nashualibrary.org/about/library-cards/>
- Once you select "Yes," Libby will ask you about your library card. You can either search for a library manually or let Libby access your location and guess your library.
 - **Note on Privacy:** To use the **guess my library** feature, you must allow Libby access to your location data on our mobile device. If you are not comfortable with the app having access to your location information, you can select the option to manually search for a library. You are not required to allow Libby access to your location information.
 - When you select **Yes, Guess My Library**, you should get a pop-up asking if you want to allow Libby to access your location. You will want to click "Allow" or "Yes," to confirm.
 - Some apps will also have an option to only allow location information while you're using the app.
- You will want to choose **New Hampshire State Library**.



Welcome! Thousands of public libraries offer ebooks and audiobooks (for free!) in Libby. Let me ask you a few questions, to guide you to your library.

First question: do you have
a library card?

Yes Not Yet

BACK



Okay! If you have Libby on another device, you should simply copy your cards across.

Copy From My Other Device

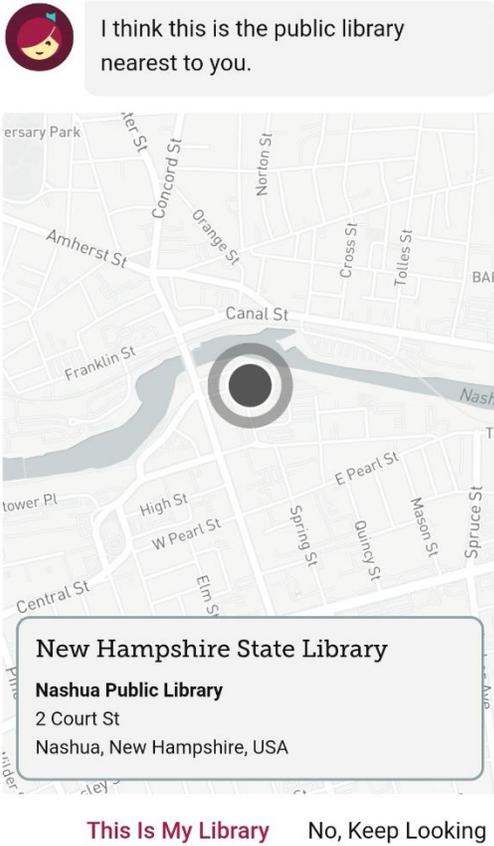
Otherwise, you can look up your library by name or location.

I'll Search For A Library

Of course, there's an easy way. Shall I
guess your library?

Yes, Guess My Library

- Once you do, Libby will ask you to sign into your New Hampshire State Library Account. You do this by tapping **Choose a Location**.



just added ↑↓ popular ↑↓ random ↑↓

available now 32k subjects 142



Let's take a moment to sign into your **New Hampshire State Library** account. Where do you use your library card?

[Choose A Location](#)

[I Would Like A Library Card](#)

- Once you select **Choose a Location**, a drop down will appear with a listing of all of the NH Downloadable Books participating libraries. Scroll through the list and select your library – Nashua Public Library.
- Now you're all set to log in to Libby using your library card number and pin!



just added ↑↓ popular ↑↓ random ↑↓

available now 32k subjects 142

[BACK](#)



Enter your library account details. (If you need help, [get in touch](#).)

CARD NUMBER

The number printed on your library card, usually under a barcode.

[BACK](#)



Enter your library account details. (If you need help, [get in touch](#).)

Your library card number here

PIN

Don't know your PIN? Ask your library.

[Sign In](#)