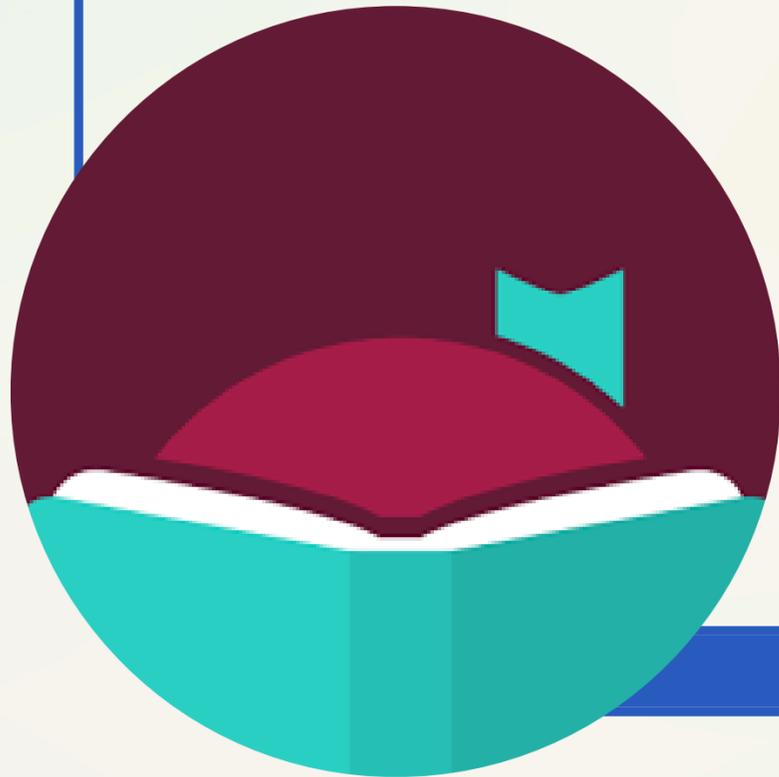
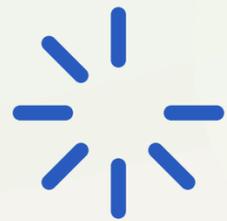


HARRISON TOWNSHIP
PUBLIC LIBRARY



Tech Time at HTPL

Intro to Libby & Hoopla



What is Libby?

Libby is an app that allows you to borrow free ebooks, audiobooks, and magazines from your local library. It works similarly to an in-person library in the sense that librarians purchase titles monthly for digital use, and you can place holds if the items are checked out.

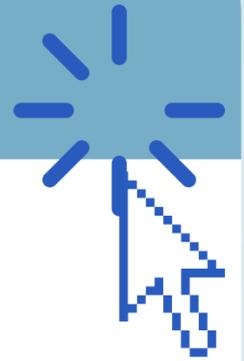
You can download titles for offline reading as well. You do not have to worry about returning the titles - they will return automatically after their borrowing period.

You can send titles to your Kindle, listen to audiobooks in the car, adjust text size and background color, and more.

HTPL patrons can have 10 items at a time on Libby.



Getting Started with Libby



- **Step 1: Make sure you have your library card!**
 - Make sure it's up to date and doesn't need to be renewed
 - You **MUST** use your "home library" card. If you have cards at other libraries, they likely will not work. Example: if you live in Harrison Twp, you log in with Harrison Twp.
- **Step 2: Download the Libby app on your device**
 - Apple app store, Android Google Play store, and Amazon app store (Fire tablets only) - search "Libby library app"
 - If using your computer (not ideal) - go to libbyapp.com
- **Step 3: Follow the prompts to search for your library and sign in with your library card (see next slides)**

If you need additional help with setting up Libby, their official help page is help.libbyapp.com



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, I Have A Library Card

Not Yet



< Back



There are several ways I can help you find your library. How would you like to continue?

Guess Your Library

Find the nearest library using your (probable) approximate location.

Search For A Library

You can look up your nearest library by name or city or zip code.

Recover Your Data

If you already use Libby, choose this. It will keep all your data in sync.

< Back



Map

Harrison Township Public Library



Matching Libraries

Suburban Library Cooperative

Harrison Township Public Library

38255 L'Anse Creuse Ste. A

Harrison Township, Michigan, USA

and 22 other branches



Indiana Digital Library

Montpelier-Harrison Township Public Library

301 South Main Street

Montpelier, Indiana, USA

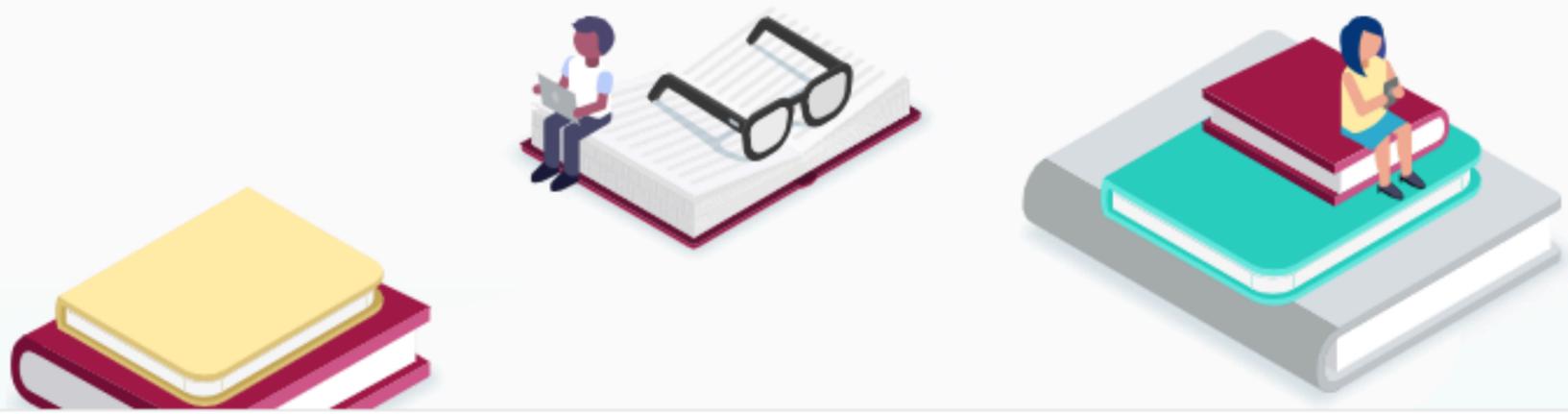
and 209 other branches





Welcome to
Suburban Library Cooperative

- 
- newest 
- popular 
- random 
- available now 23k



 Add a library card for **Suburban Library Cooperative** so you can borrow titles and place holds.

[Sign In With My Card](#)

[I Would Like A Card](#)

< Back



Let's sign into your account. Where do you use your library card?

SLC - Armada Free Public Library

SLC - Center Line Public Library

SLC - Eastpointe Memorial Library

SLC - Fraser Public Library

SLC - Harper Woods Public Library

SLC - Harrison Township Public Library

SLC - Lenox Township Library

SLC - Lois Wagner Memorial Library

SLC - Macdonald Public Library

SLC - Mount Clemens Public Library

SLC - Ray Township Public Library

< Back



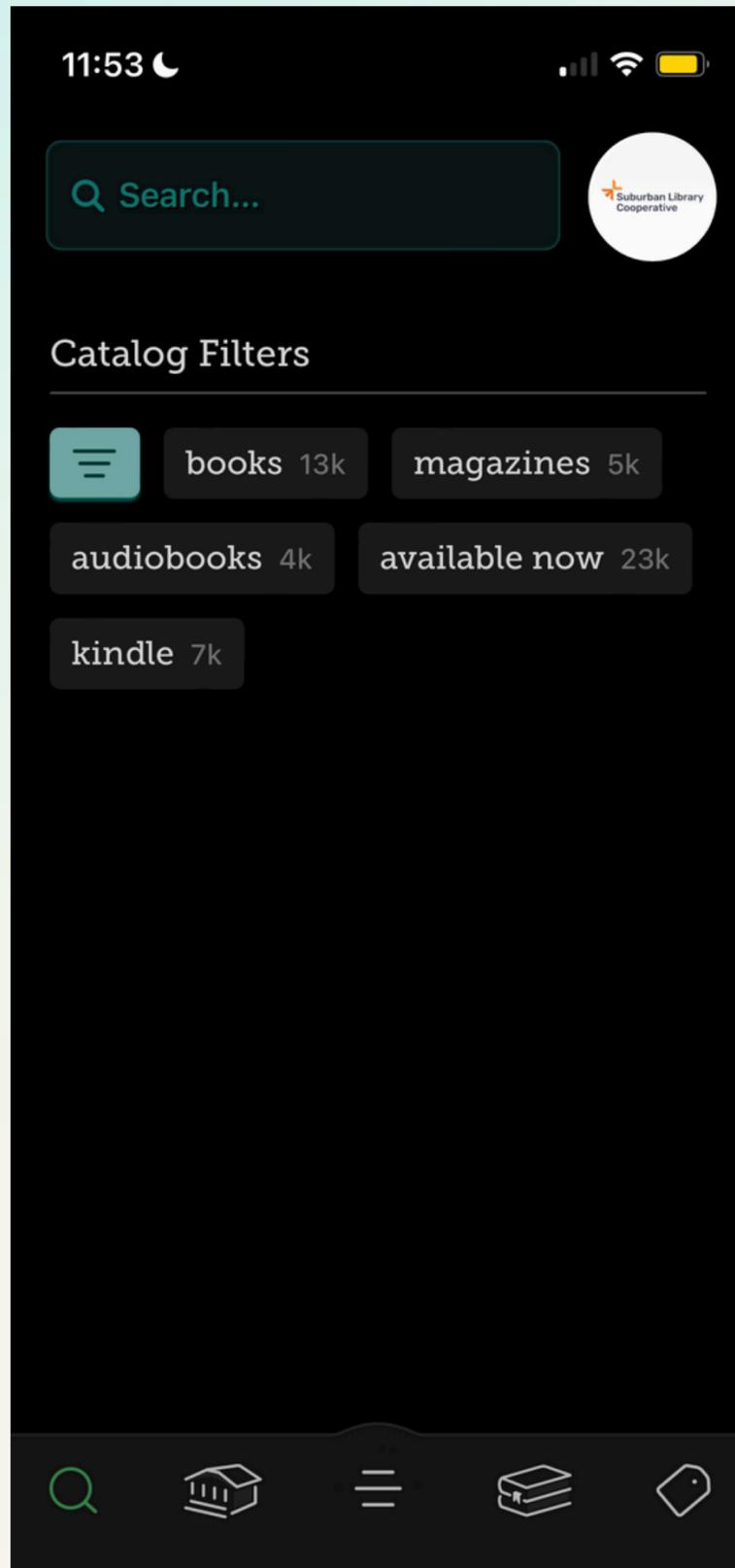
Enter your library account details. (If you need help, [get in touch.](#))

CARD NUMBER

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

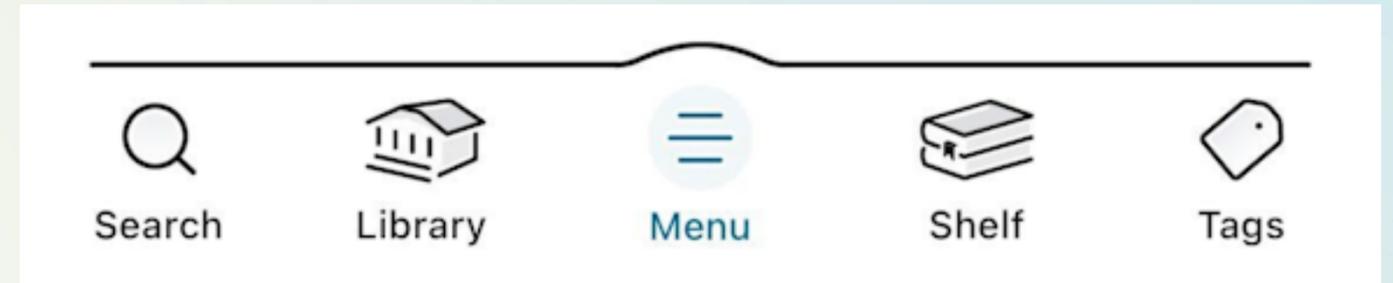
Sign In

I'm Signed In - Now What?



When you open the app, you'll likely be taken to the last page that you left off on. If you're new to the app, it should open on the search bar screen (pictured at left).

Since my phone is in dark mode, the app matches that feature and has a black background. You can adjust this in your settings.



The bottom of the app features these 5 icons. This is how you navigate the app.

Search = search for specific title, author, series, etc. Be as accurate as possible; the search engine will not guess for you.

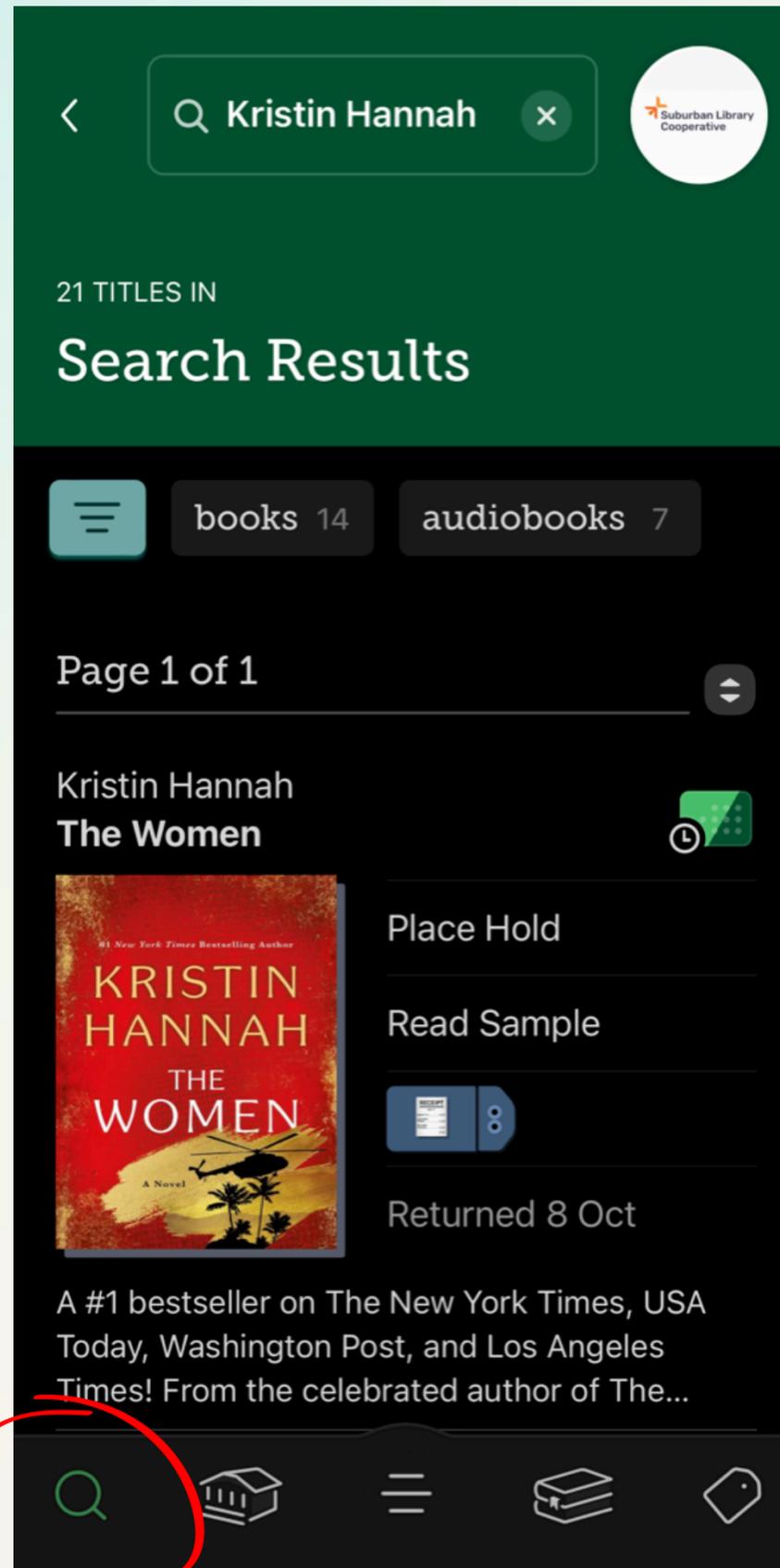
Library = browse your library's specific catalog, along with curated lists and new releases.

Menu = locate your library card, settings, app information, help & support tab, etc.

Shelf = where to access your borrowed items and holds.

Tags = make personalized tags for your borrowed items.

Using the Search Feature



- Navigate to the search icon at the bottom left of the screen.
- Search by author name, title, series, etc. Be as specific as possible! Typos are not often caught by Libby's search engine.
- Example on left: I searched the author "Kristin Hannah." There are 21 titles that appeared. I can click on each title to learn more, or I can select "place hold" or "read sample."
- Let's click on the title to learn more (see next slide).

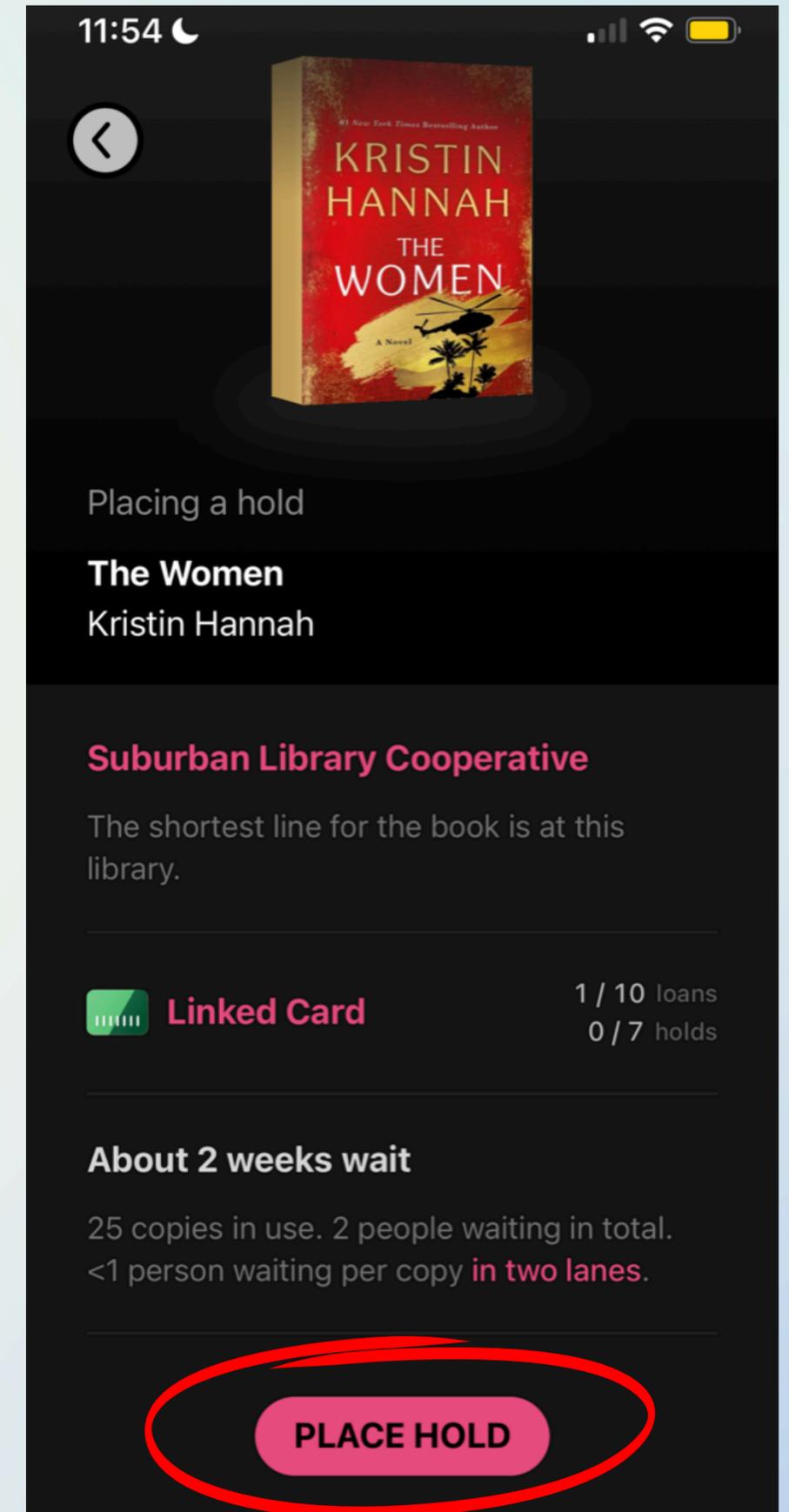
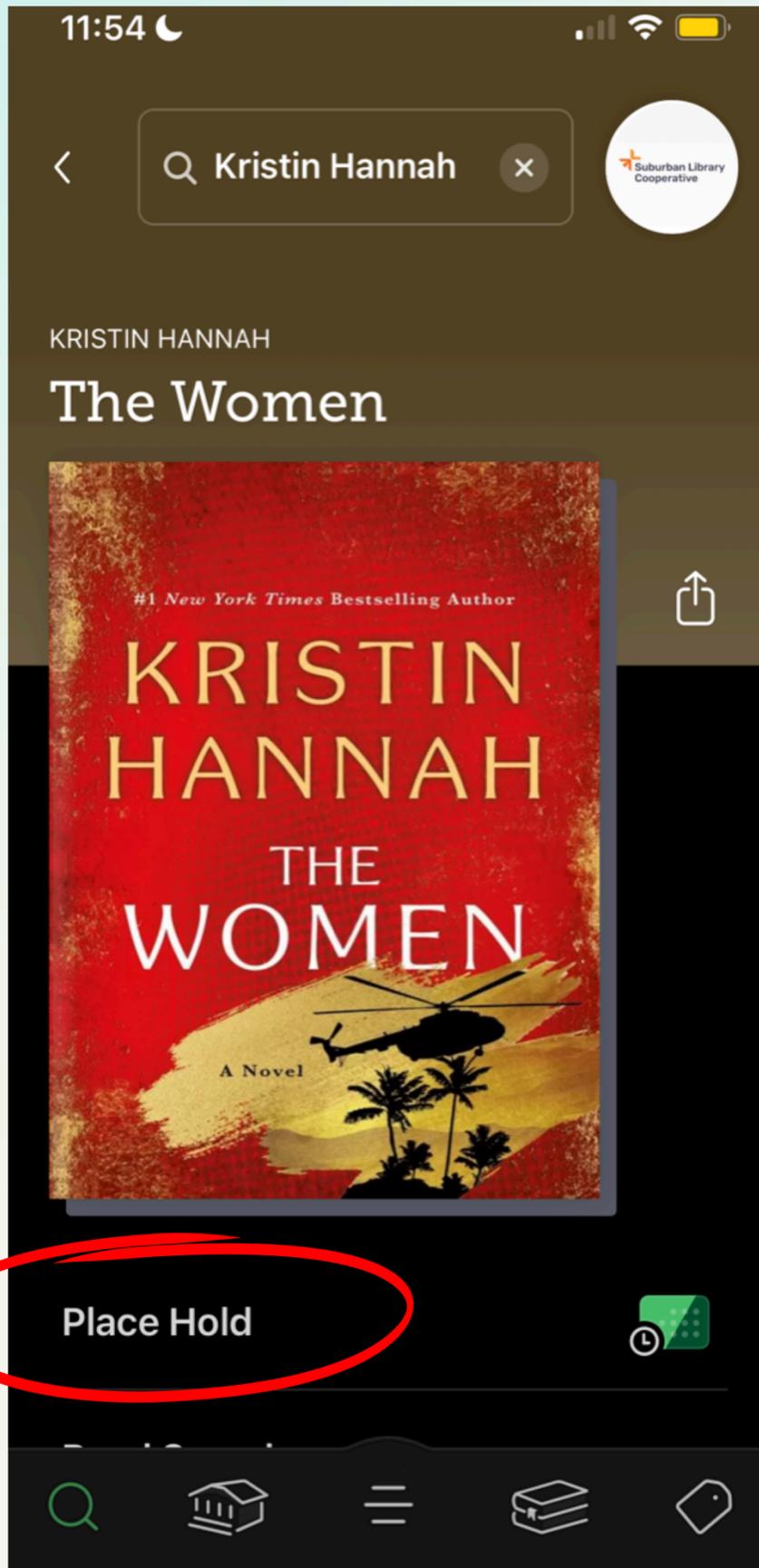
Placing Holds

As you can see, when you click on a title, it enlarges. If you scroll through this screen, you can see a description of the title along with other information.

For this example, we are going to place a hold on the item. Click “place hold.”

The image on the right shows us what happens when we select “place hold.” You will receive an estimated wait time, usually longer than what it really is.

Select the final “place hold” button to finish. We will learn about where holds go later on.

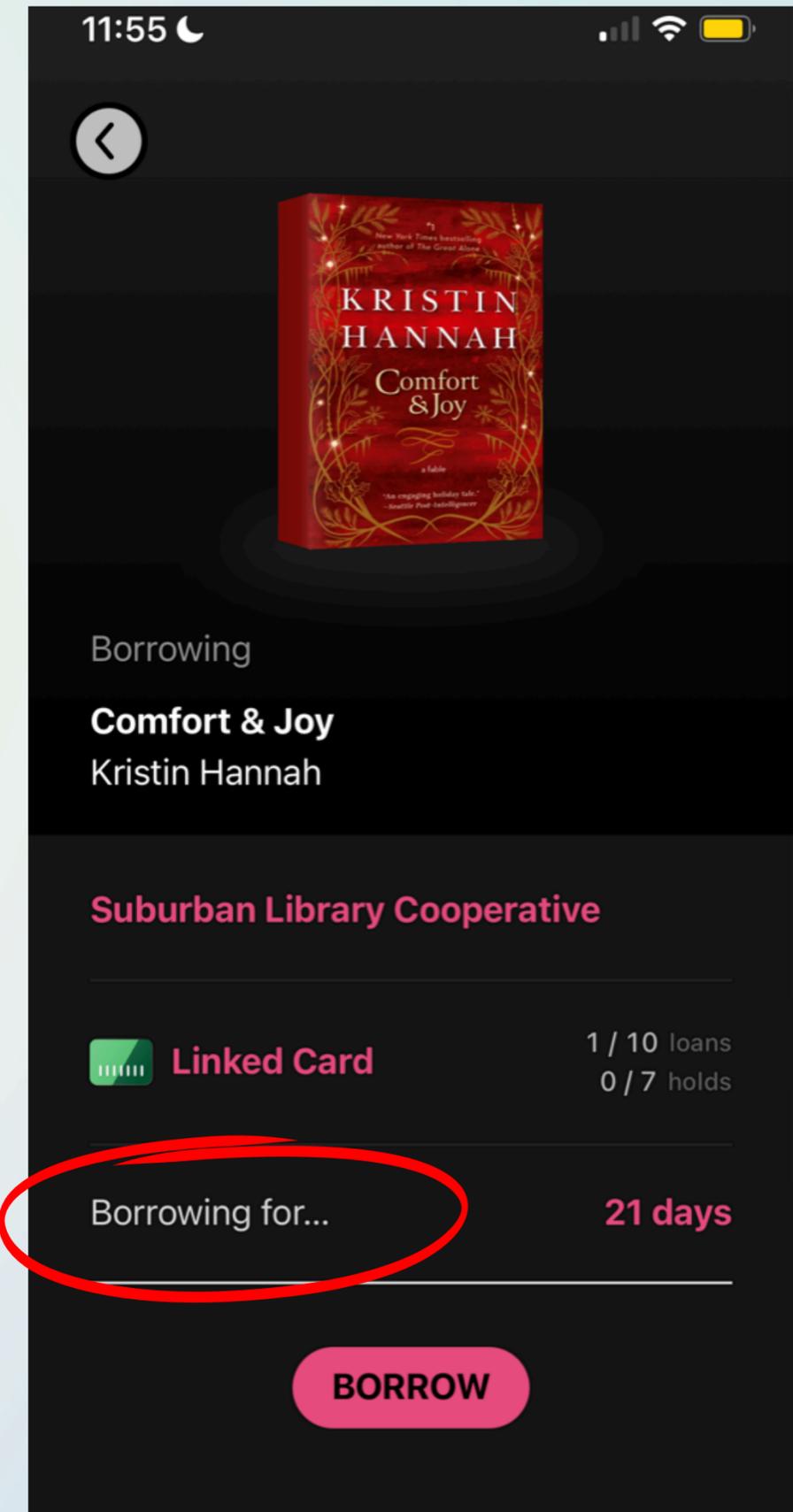
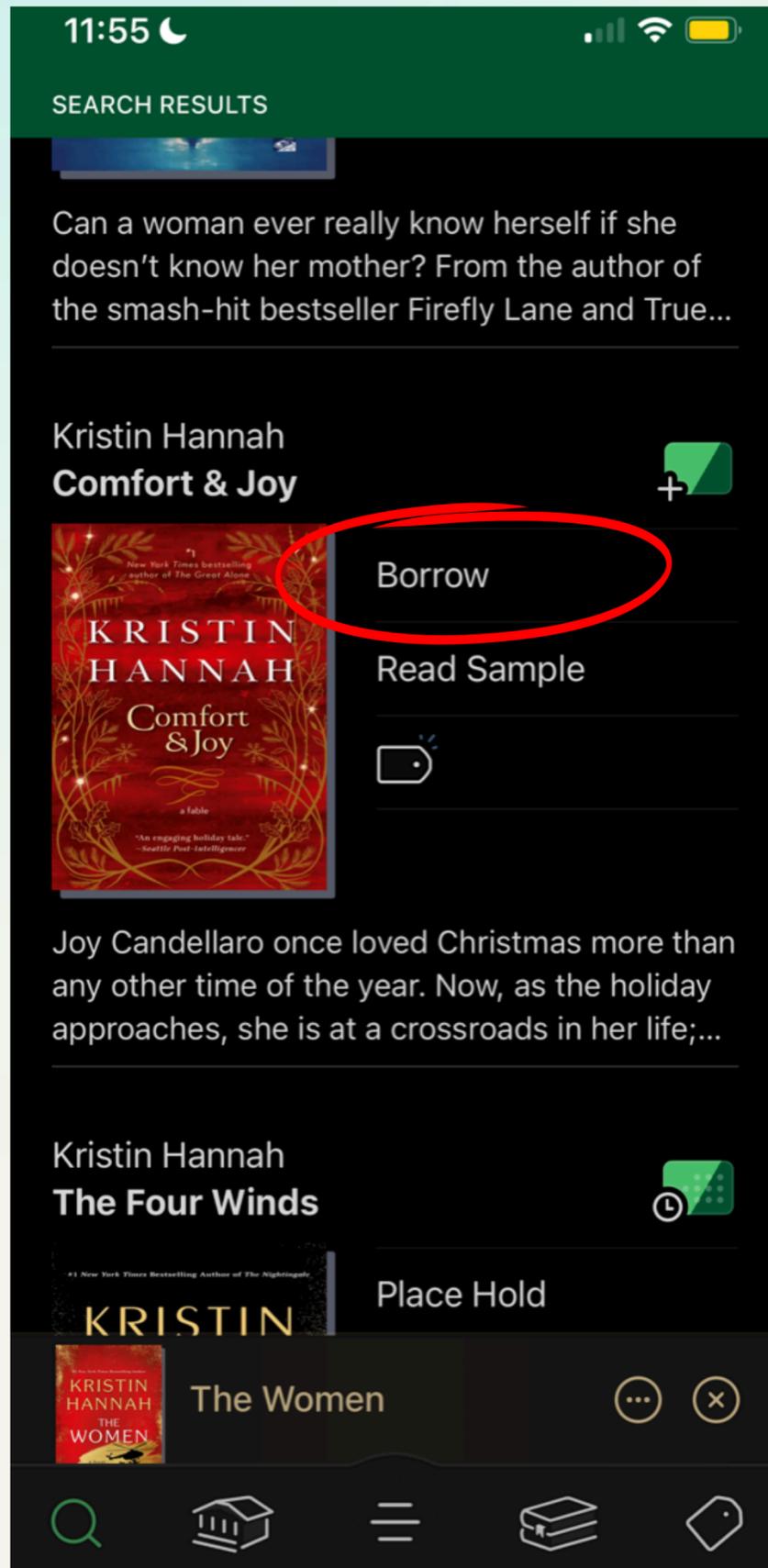


Borrowing a Book

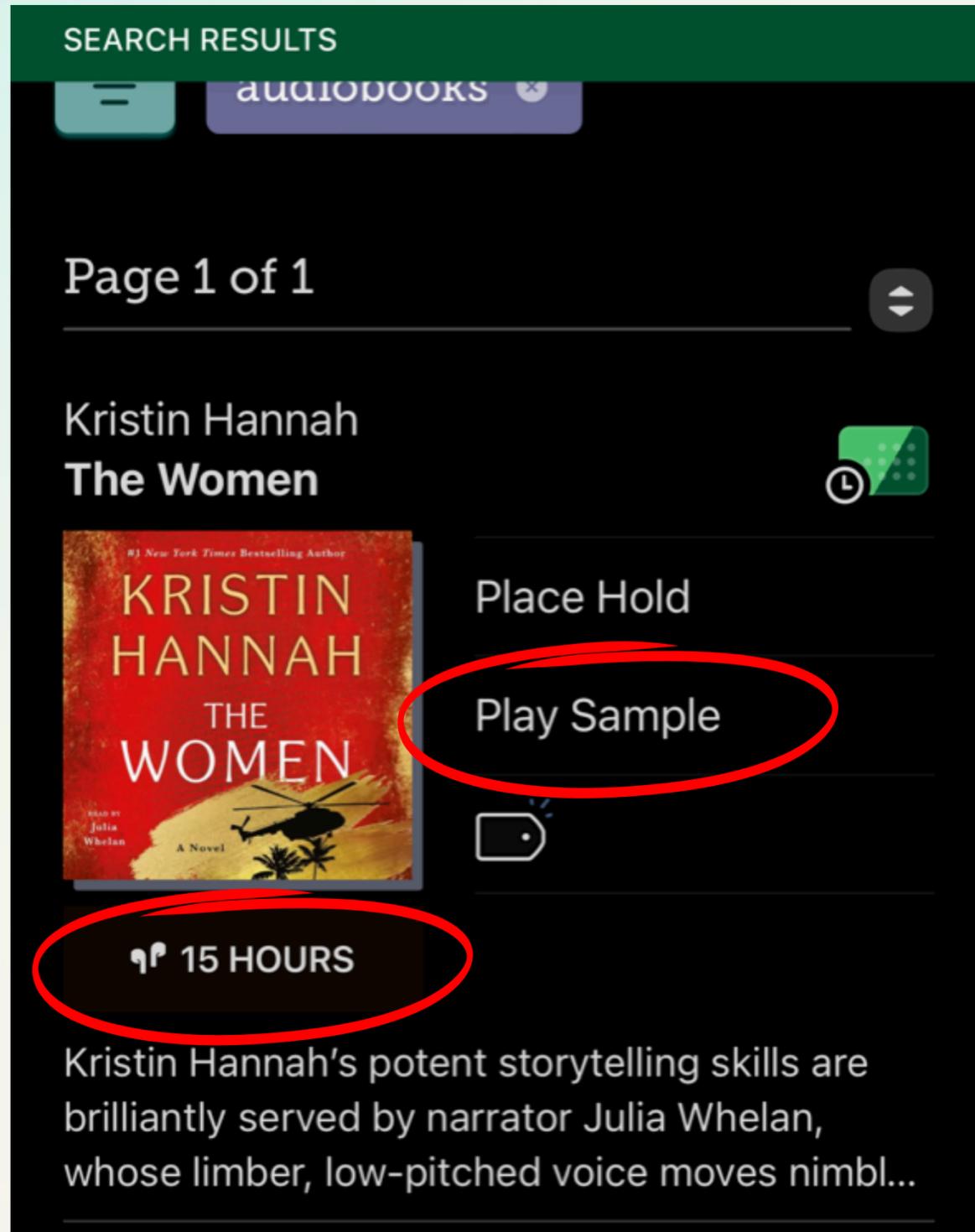
If you are browsing and find that a book says “borrow” instead of “place hold,” it is ready to borrow immediately (see image on left side).

Simply hit the “borrow” button. The image on the right shows an example of what you will see when you select “borrow.”

If you select the “borrowing for...” option, you can adjust how many days you need the item for, if applicable to that item (7, 14, or 21).



Borrowing an Audiobook



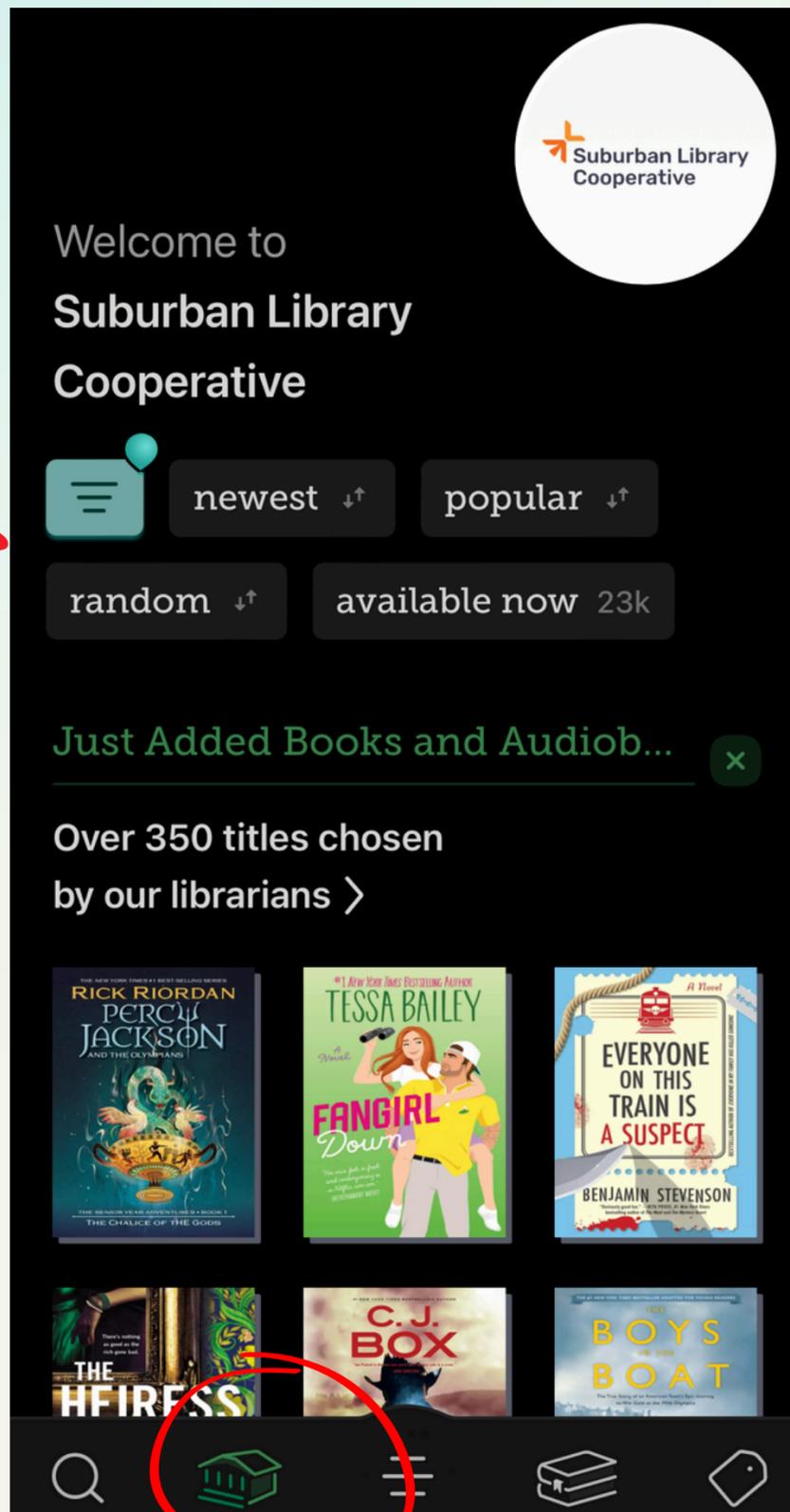
Be careful when browsing!
Audiobooks look slightly different
than ebooks.

The main difference between the two
on Libby is that audiobooks have a
headphones symbol next to them.

Instead of "read sample," audiobooks
say "play sample."

You can select a filter at the top of the
search page if you prefer to only see
audiobooks or ebooks.

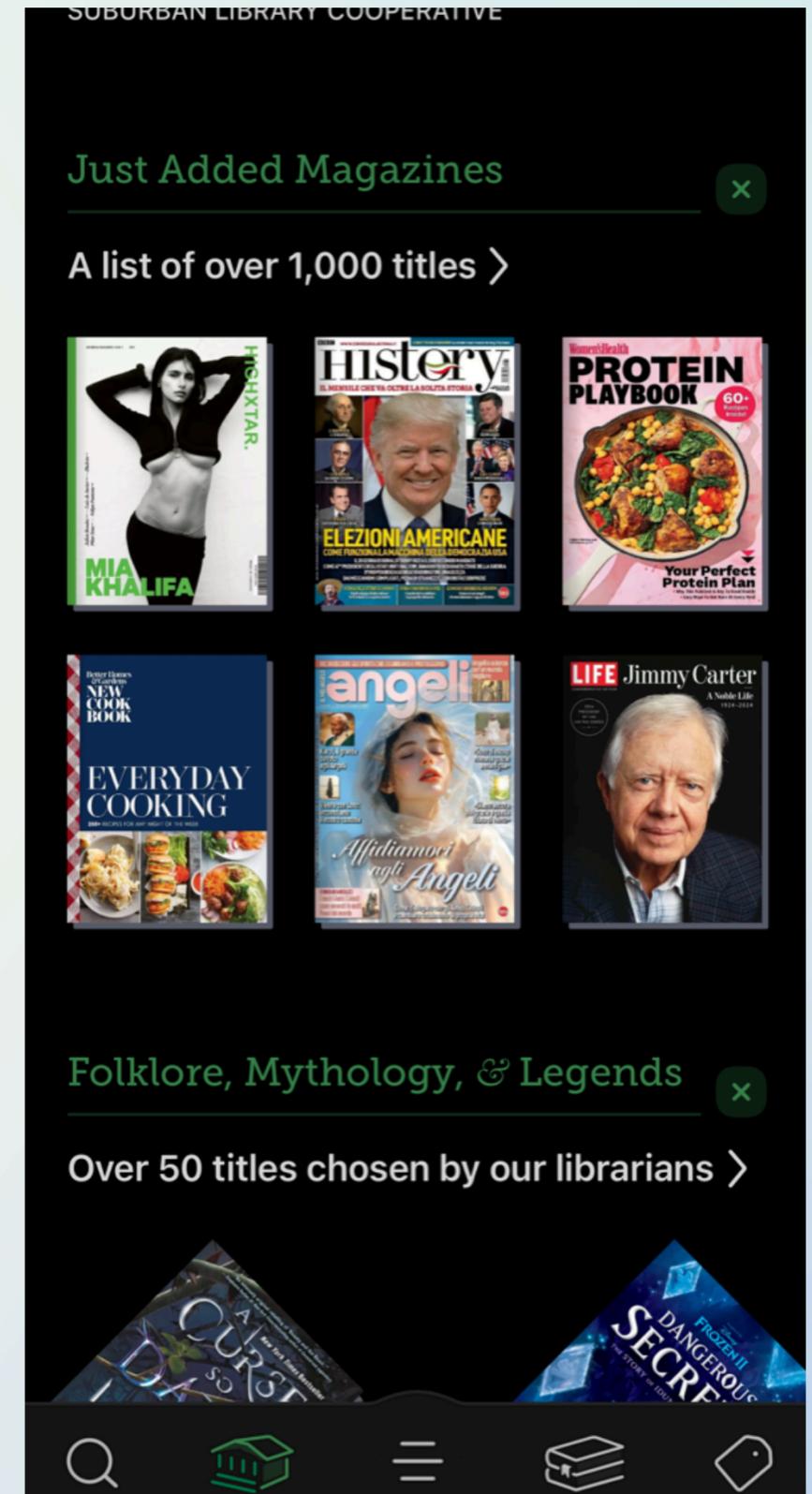
Using the Library Feature



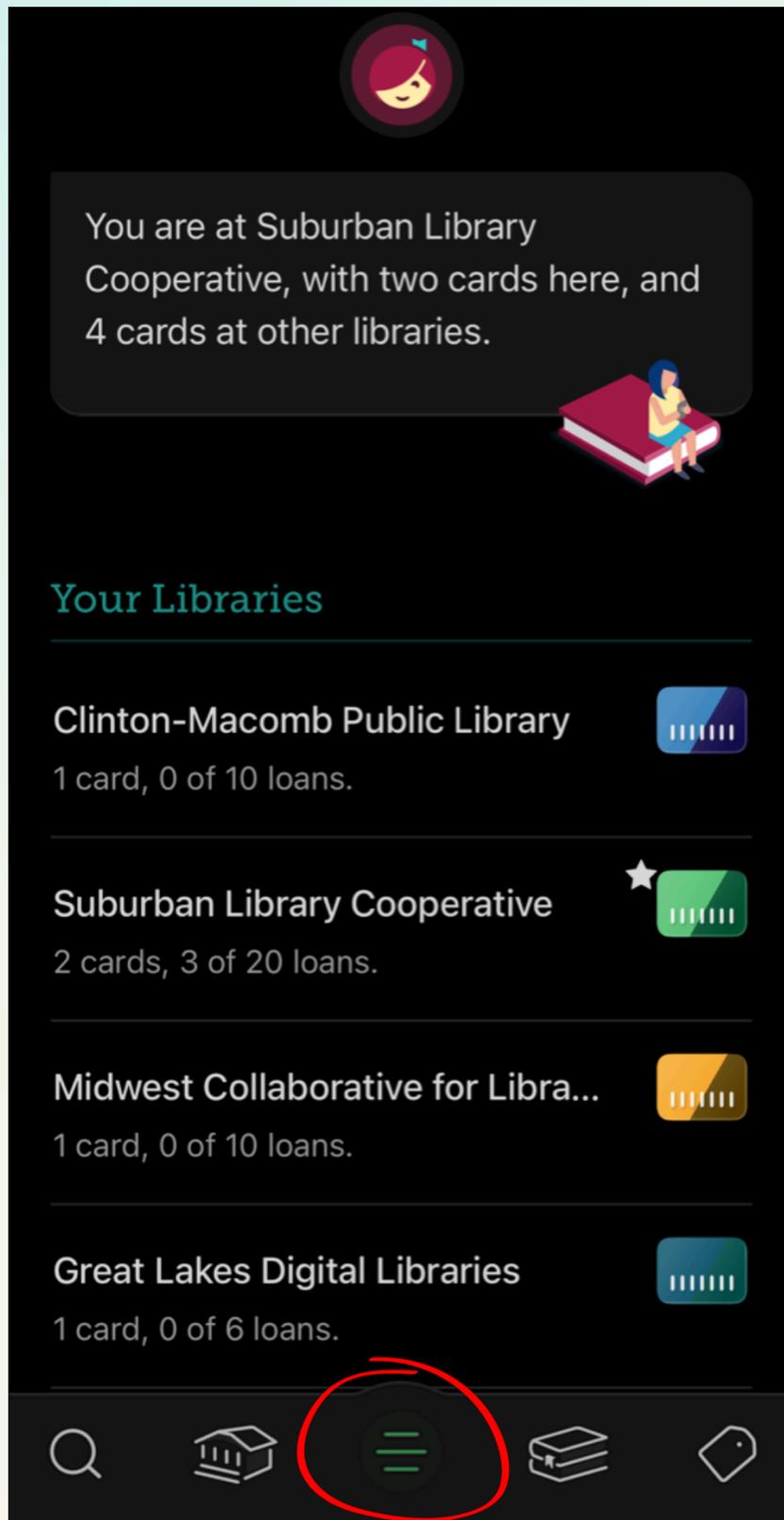
The second tab at the bottom of the app (the little house-looking one) is the library tab.

You can browse curated lists, new releases, and more, depending on your individual library's features.

There are filters at the top of the page (pictured left) for advanced browsing.



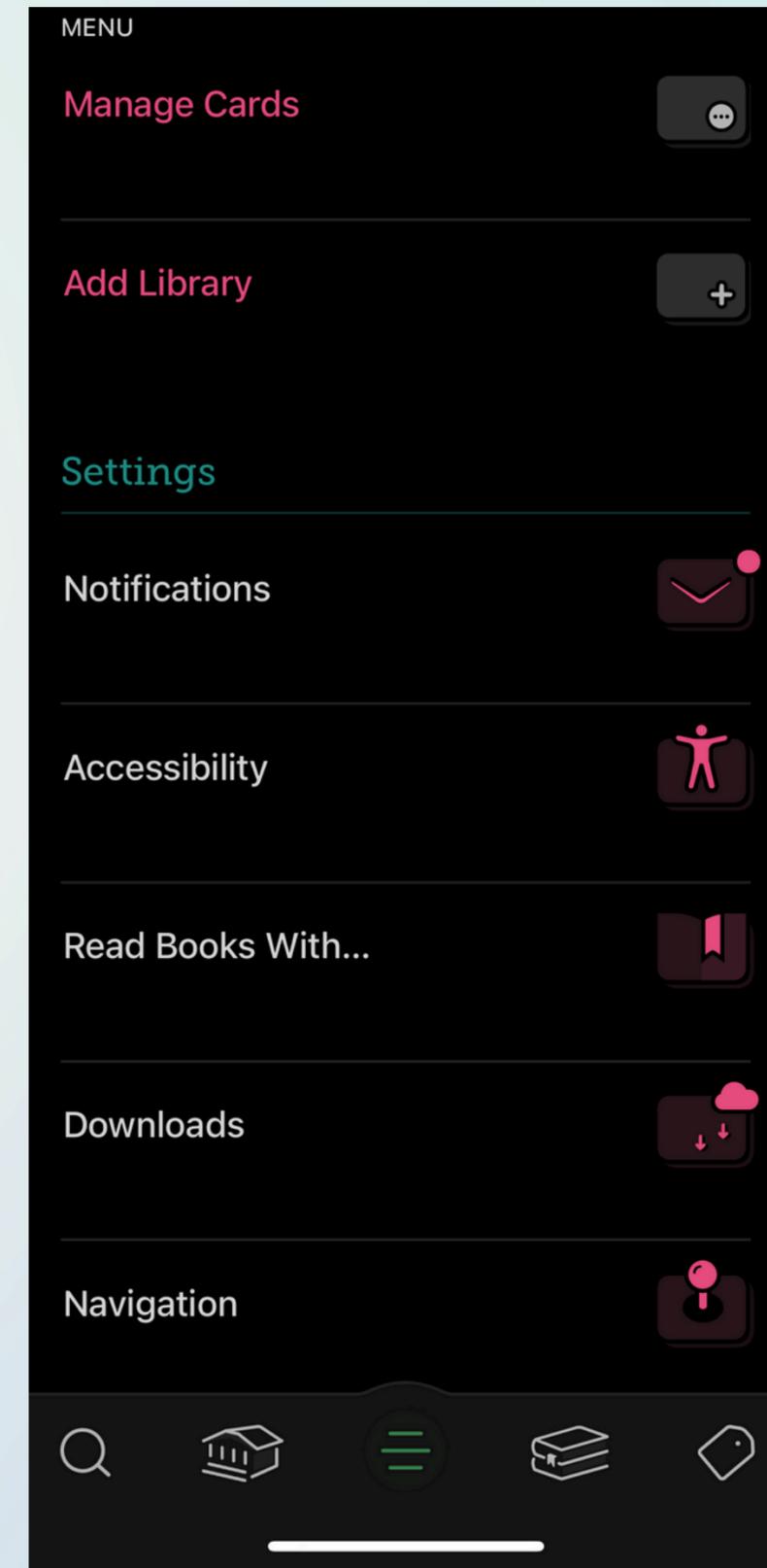
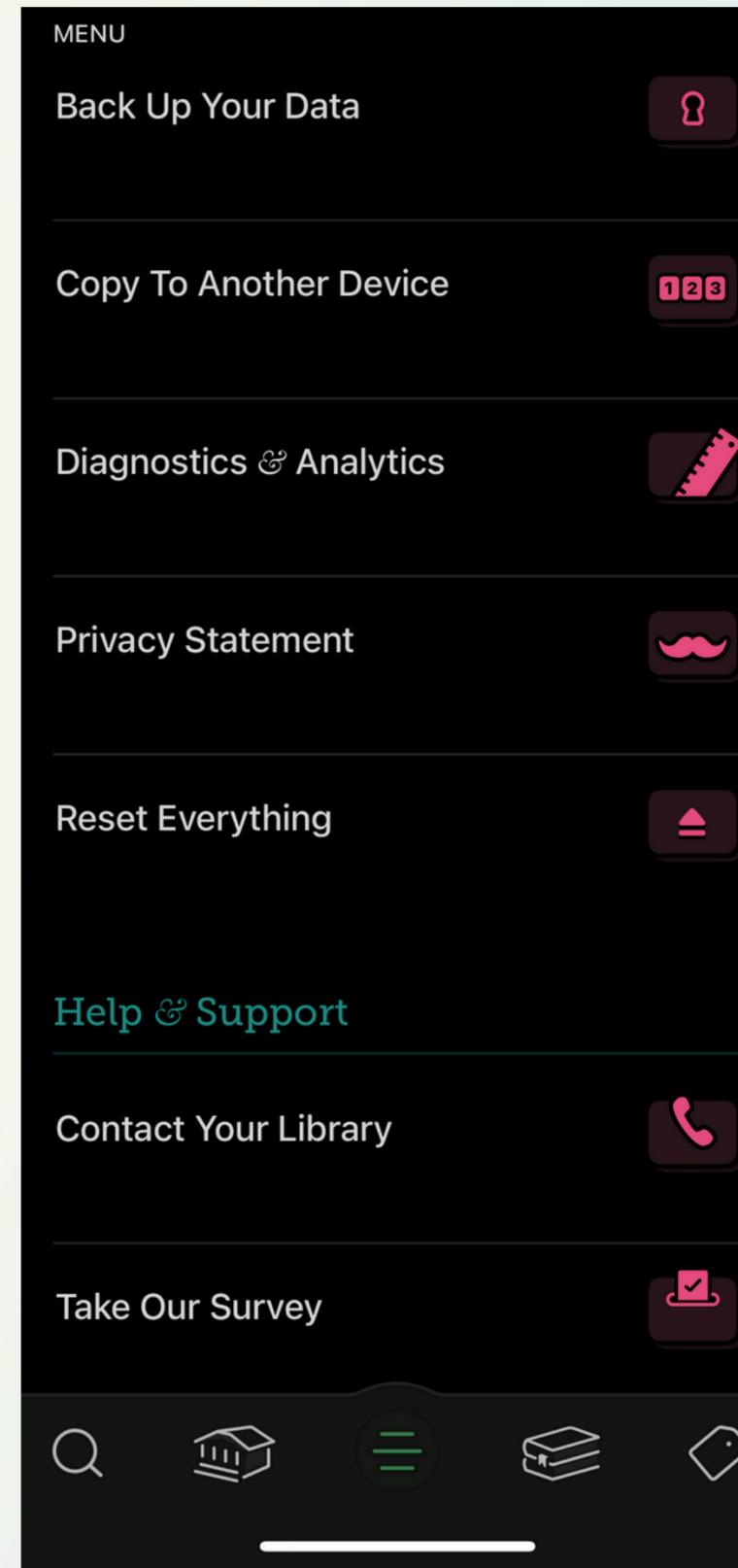
Using the Menu



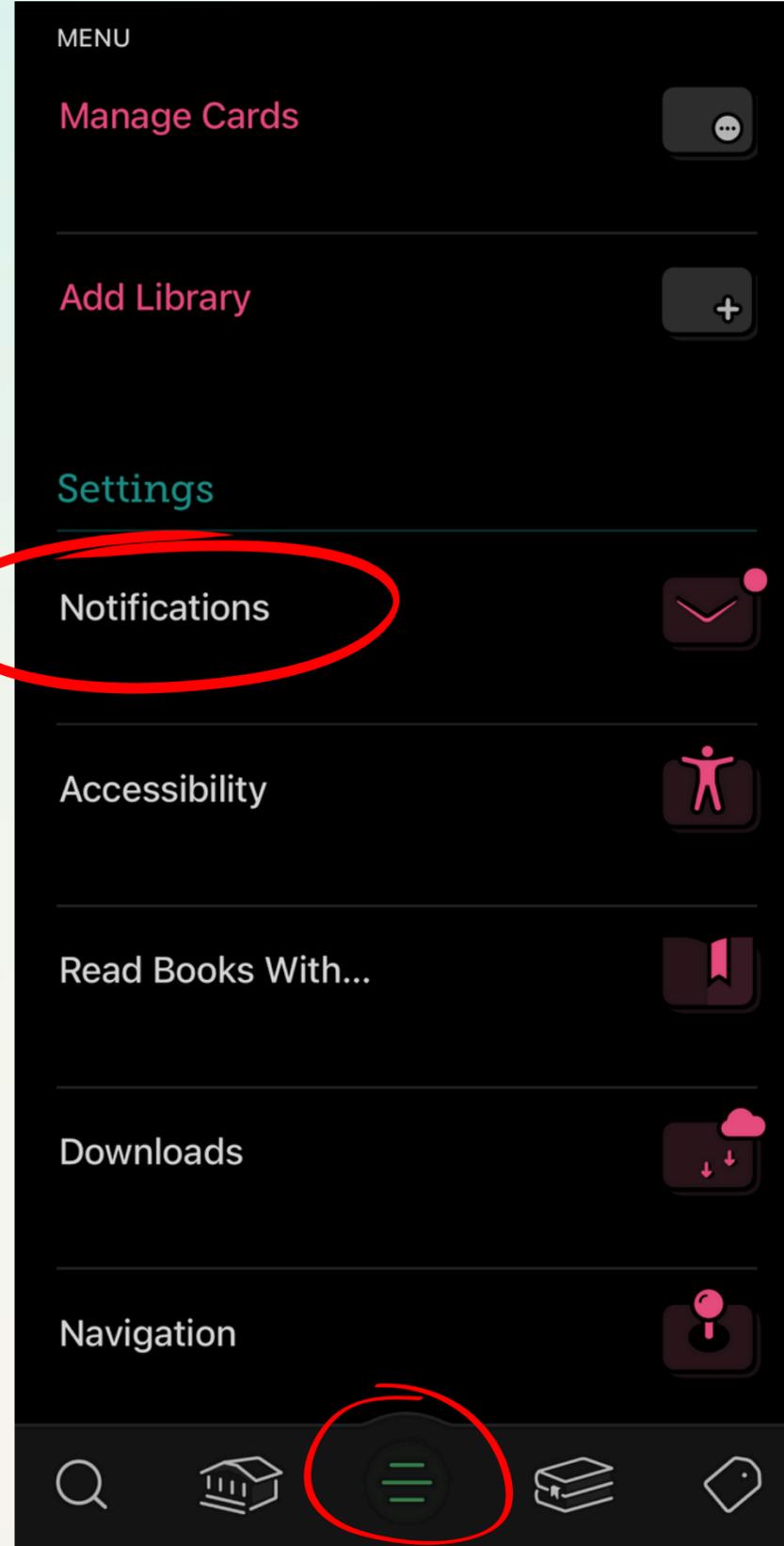
The menu tab is the center button (three horizontal lines).

This is where you'll find your settings, as well as your library card(s).

You won't need to access this tab on a daily basis. However, this is where you can set up your notification options, copy data to another device, or add a new library card.



Common Setting: Notifications



▼ Set up notifications

Libby can notify you about your loans, holds, and magazine subscriptions with email, in-app, or push notifications.

By default, the Android and iOS mobile apps use push notifications, and libbyapp.com and the Fire tablet app use email notifications.

To customize your notification settings, tap **Menu** , then **Notifications** (under "Settings").

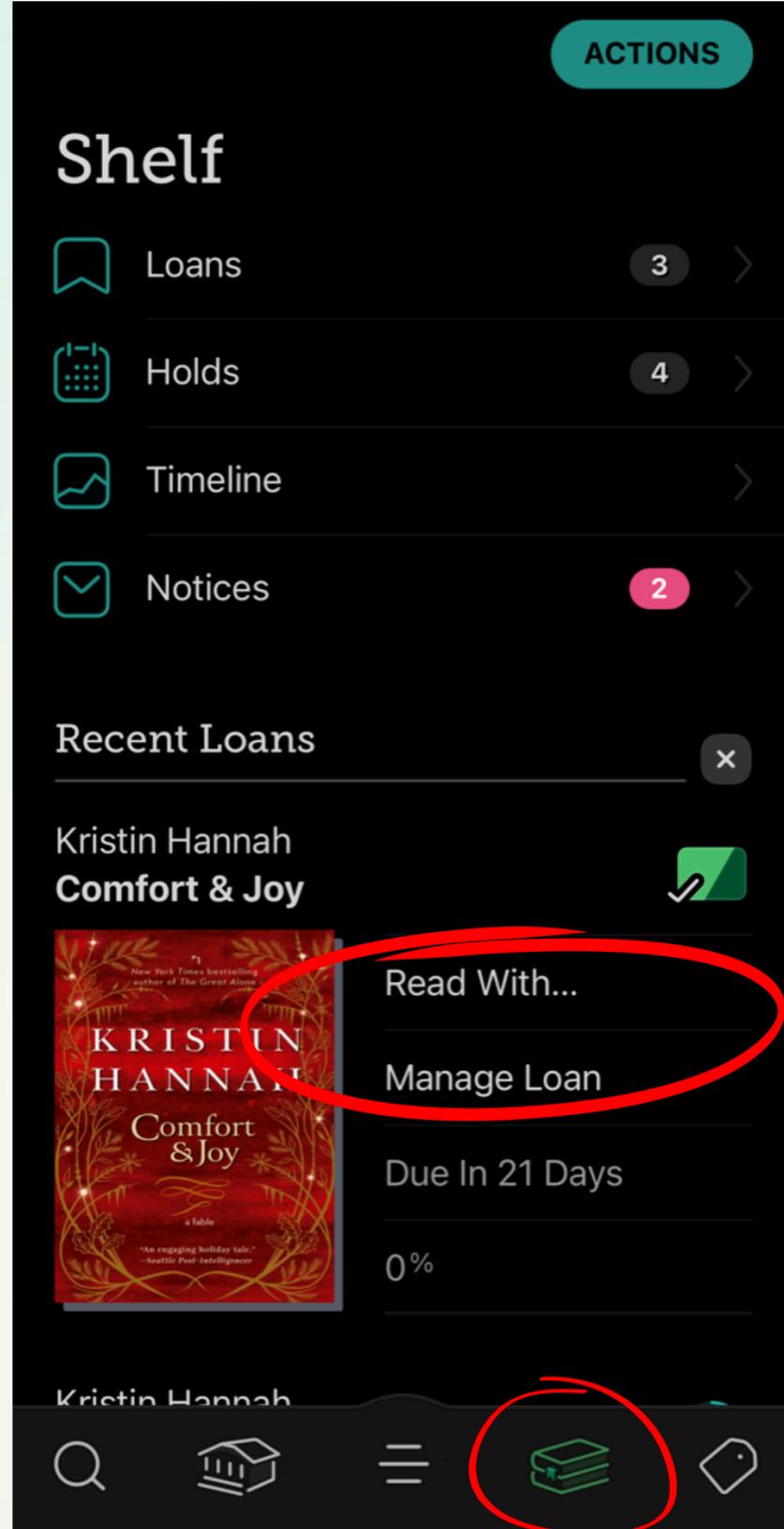
Accessing Your Shelf

The fourth icon (stacked books) is the most important part of the app! This is where you'll find your borrowed items and your holds.

Pictured left is what you'll see when you click the icon. You can select loans, holds, etc. You will receive a "notice" if you don't pick up a hold on time or if your item is automatically returned.

If you have any current loans, you will see them here. You can return the loan early by selecting "manage loan" (optional - items will auto-return).

Select "read with" to access the item.



Reading a Book

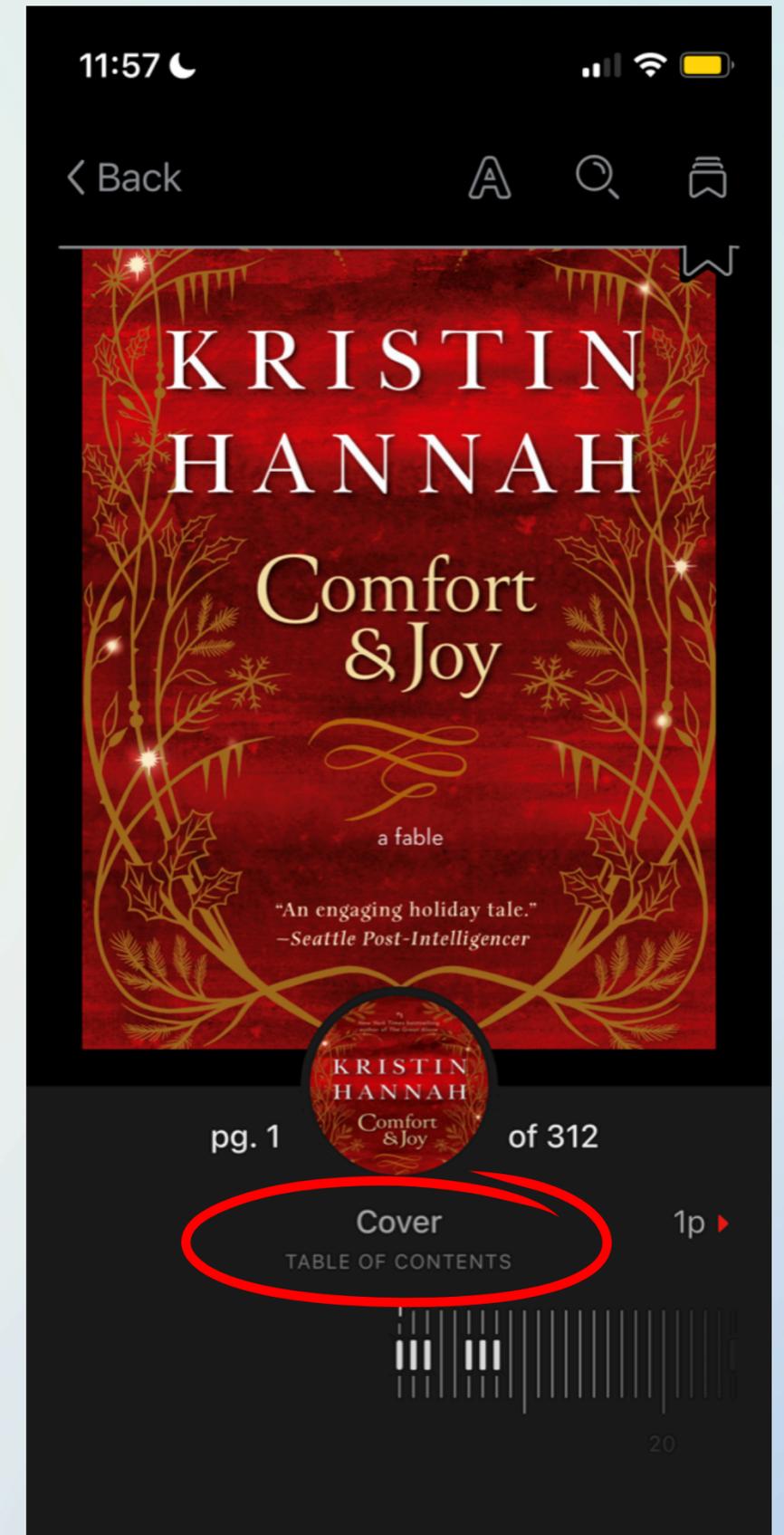
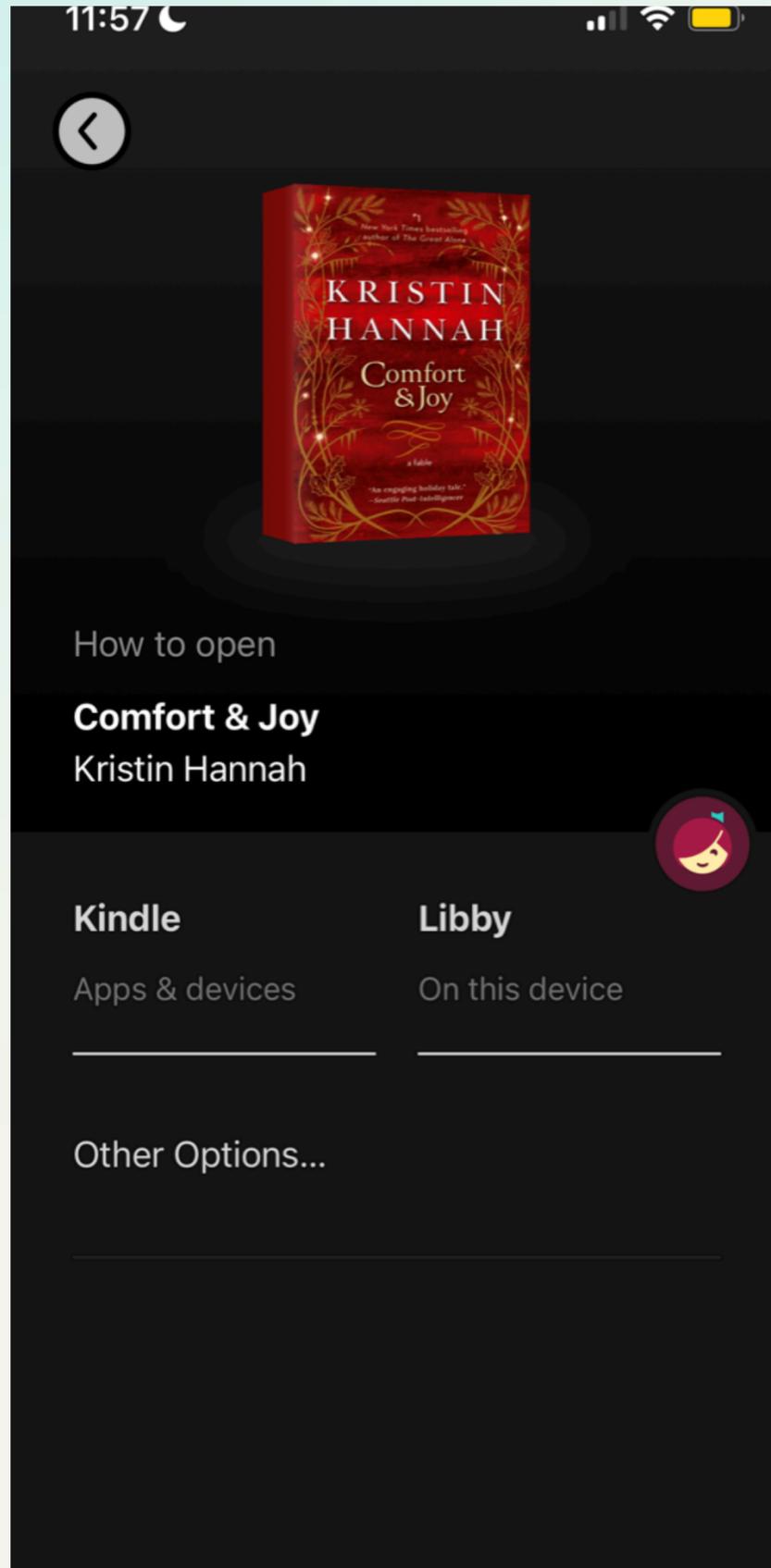
After selecting “read with” on a borrowed book, you will see a screen similar to the one on the left.

You can select which device you’d like to read on, and follow the prompts to open the book.

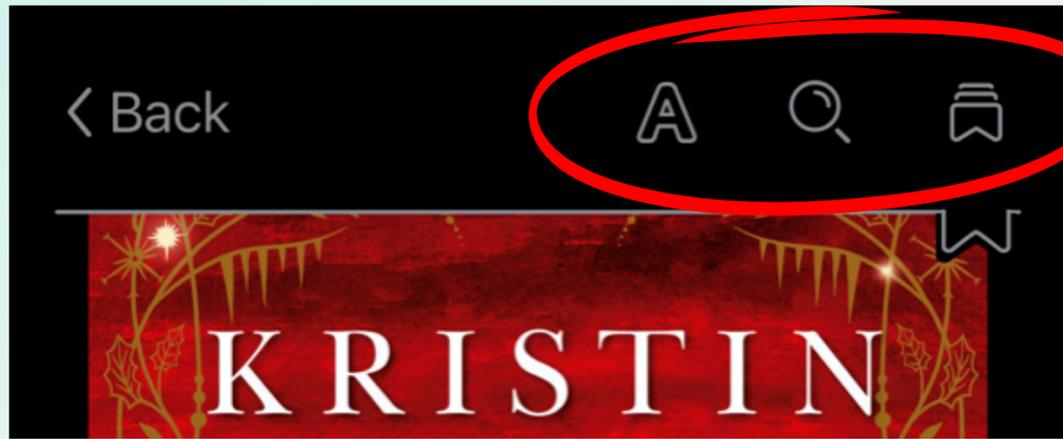
For this presentation we will show you how to read on the Libby app itself, which is the most popular method if you are using a smartphone or tablet.

Select “Libby,” and the book will open (pictured right).

At the bottom of the screen, you will see the table of contents, number of pages, and ability to skip pages.



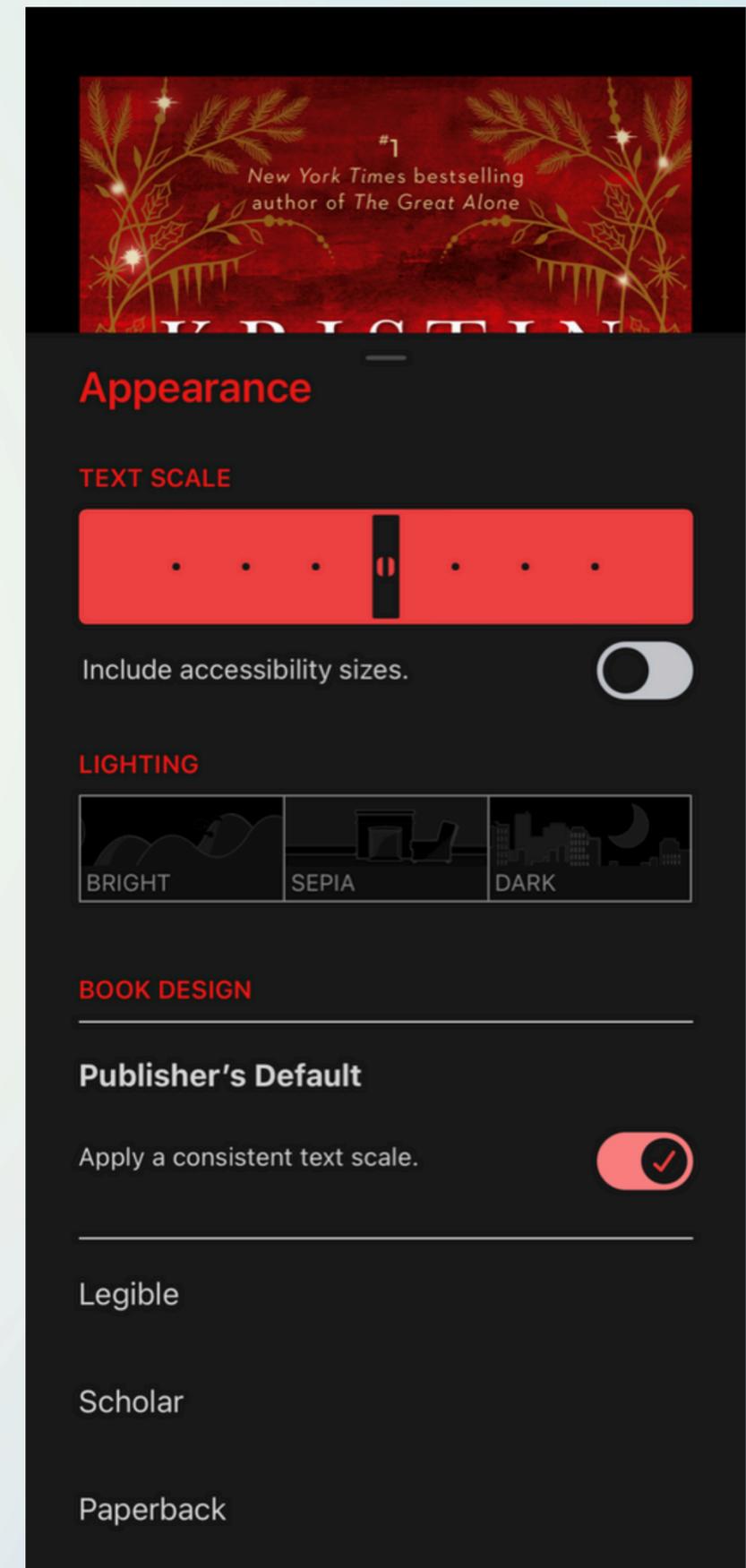
Reading a Book



These three icons at the top of the book page represent different optional settings. We will go over them in the next slides.

If you select the “A” icon, you can adjust the appearance of the book. This includes the size of the text, the lighting of the page, and certain scales or designs (depending on the title).

The most common thing to do here is adjust the text size to be larger or smaller. Simply slide the icon under “text scale” to adjust the size.

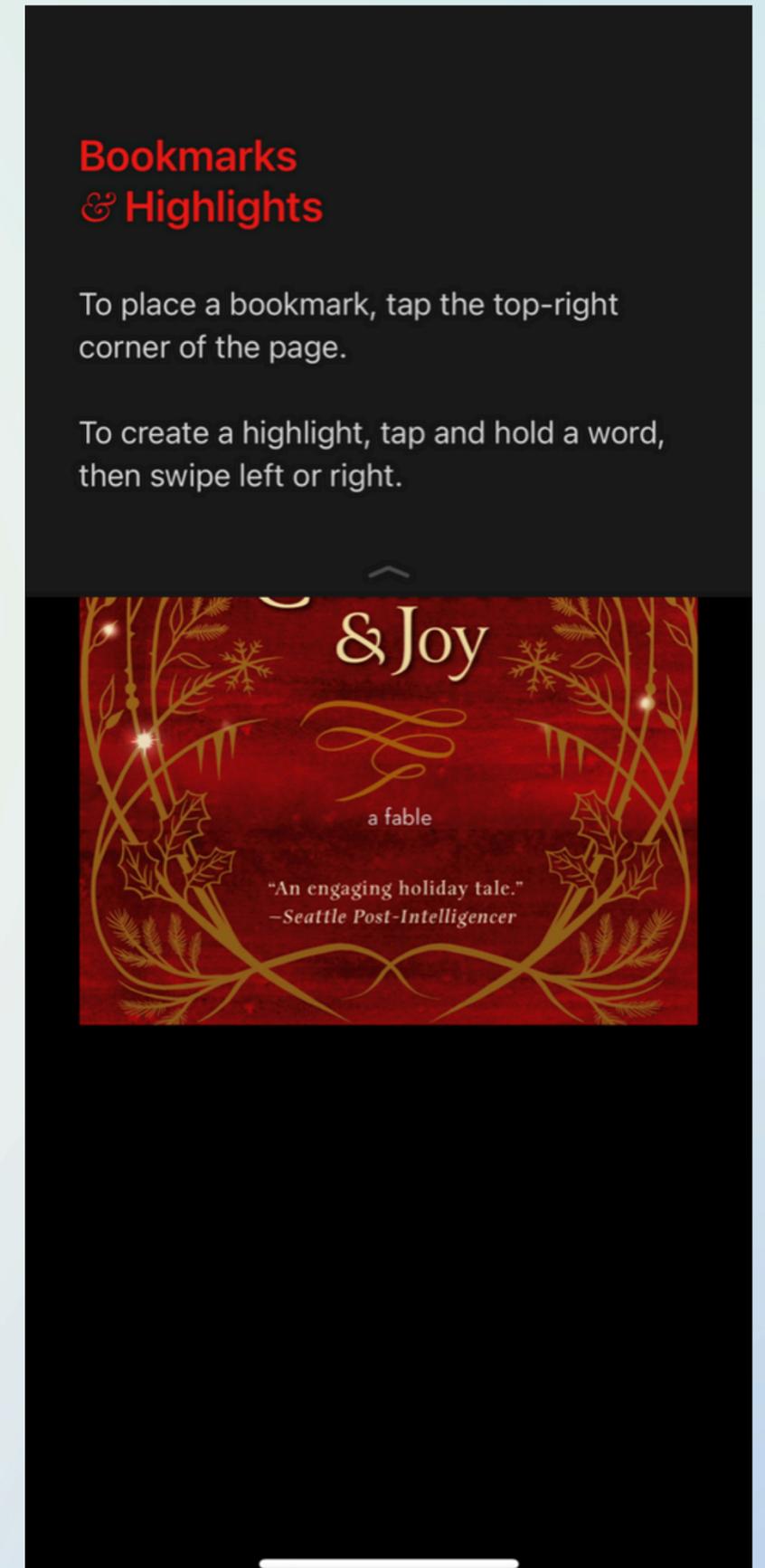
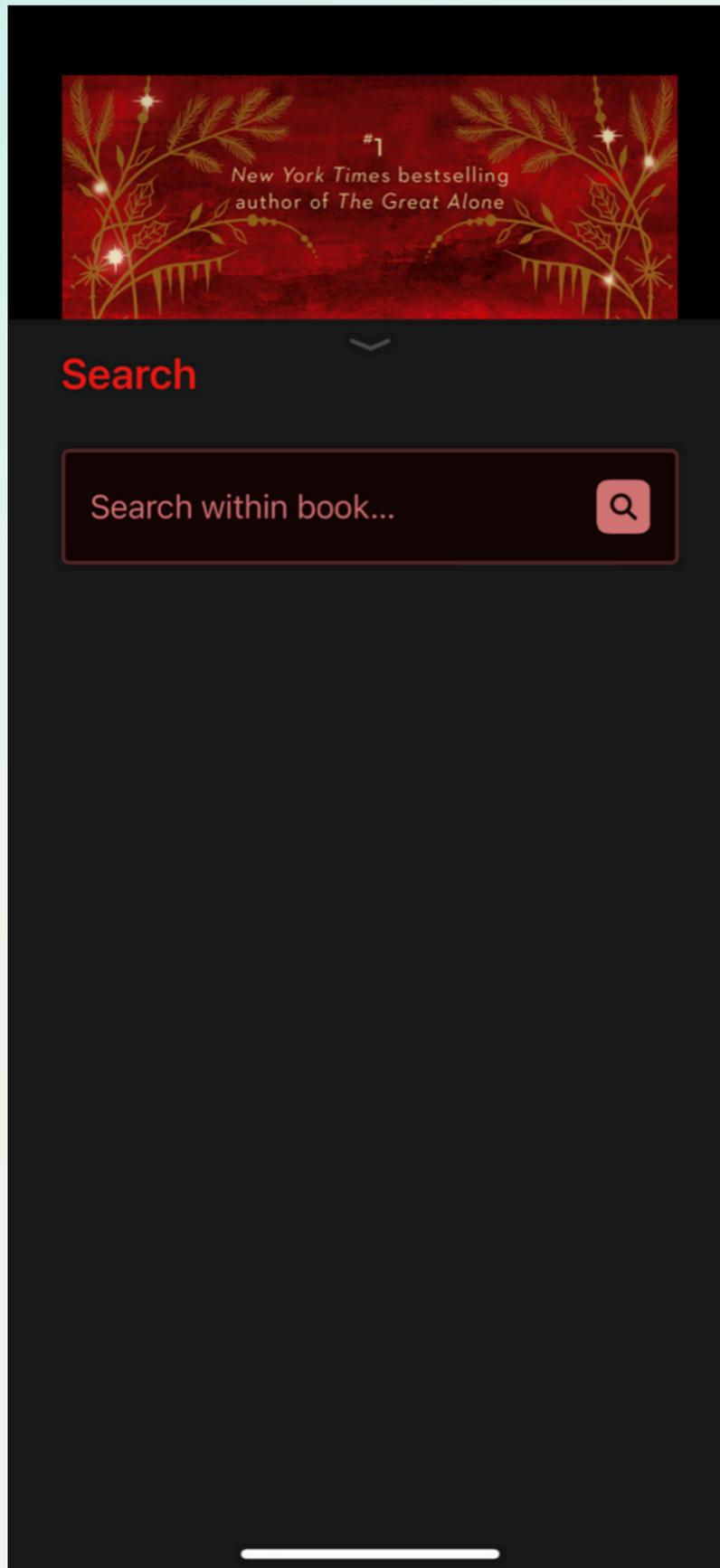


Reading a Book

The second icon allows you to search within the book.

The third icon allows you to add bookmarks or highlights. The app should walk you through this step upon your first time adding a bookmark/highlight.

Again, these features are completely optional, and are located within the book you borrowed.



Listening to an Audiobook



Audiobooks show up the same way as books under your “shelf,” but audiobooks have a few different settings.

As you can see on the left, audiobooks have a play/pause button, a rewind 15 seconds button, and a fast forward 15 seconds button. You can also drag the bar at the bottom to skip around.

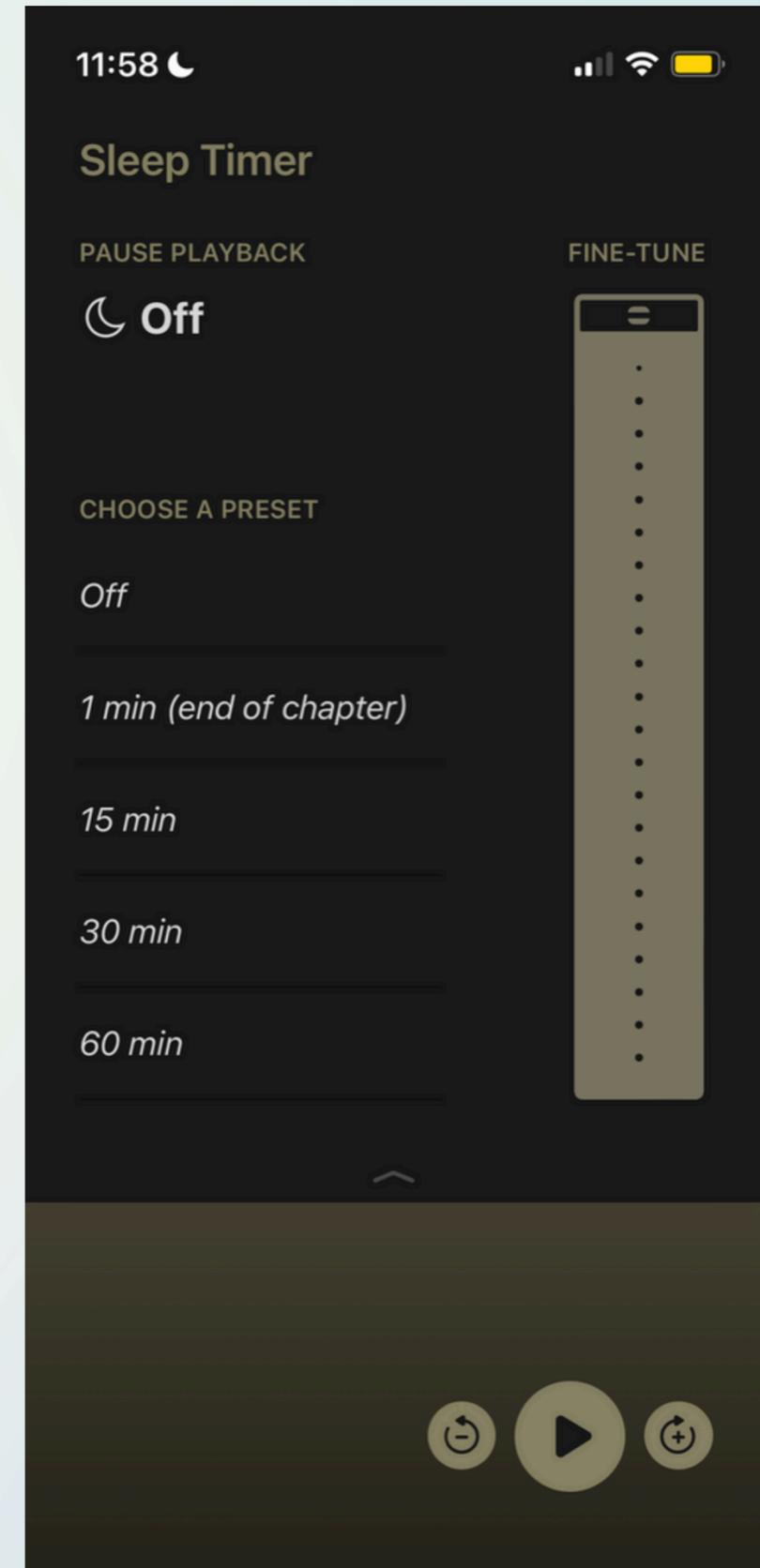
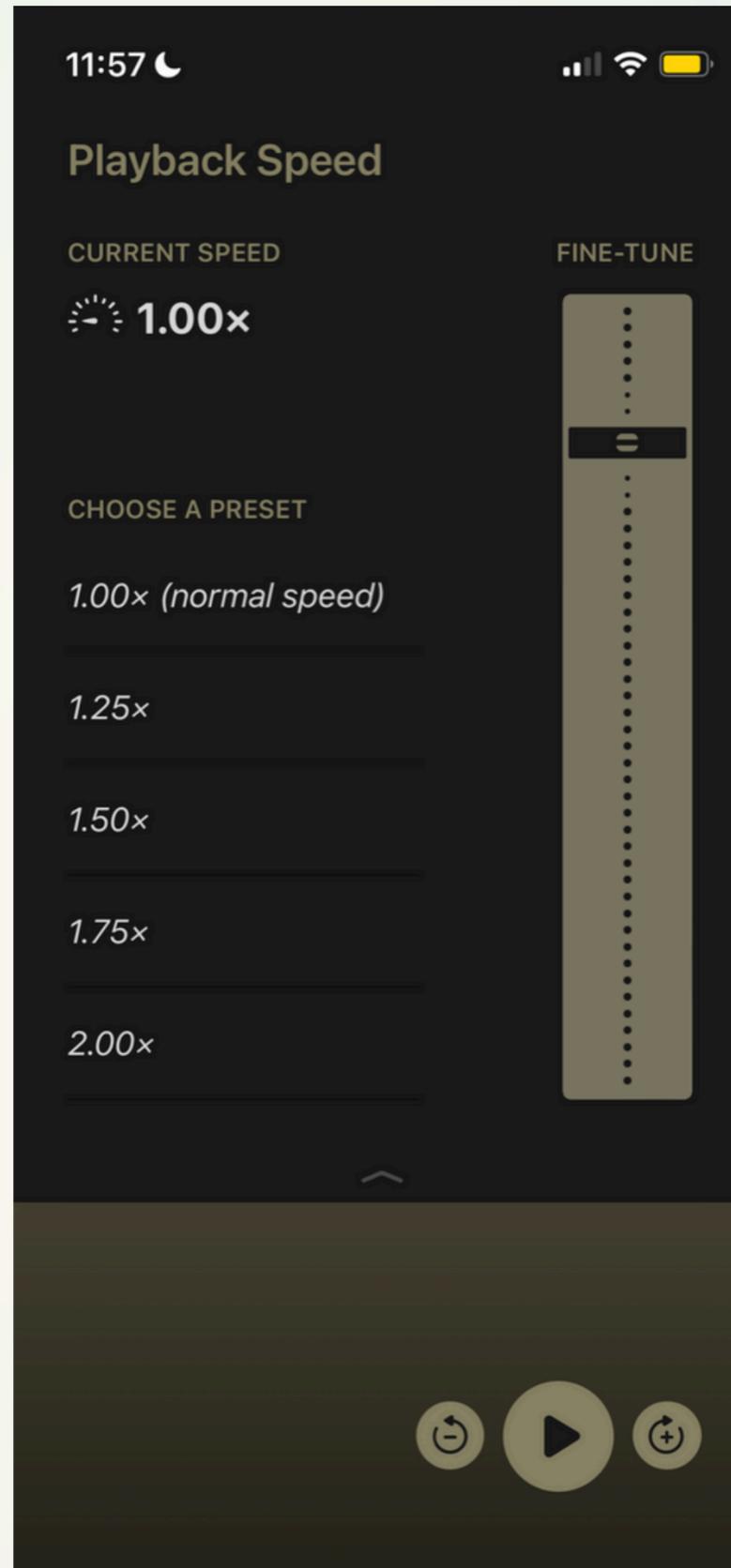
Listening to an Audiobook



The icons at the top of the audiobook screen are slightly different than the ones that show up for ebooks.

The first icon (the dial) is to adjust the playback speed.

The second icon (the moon) is a sleep timer.

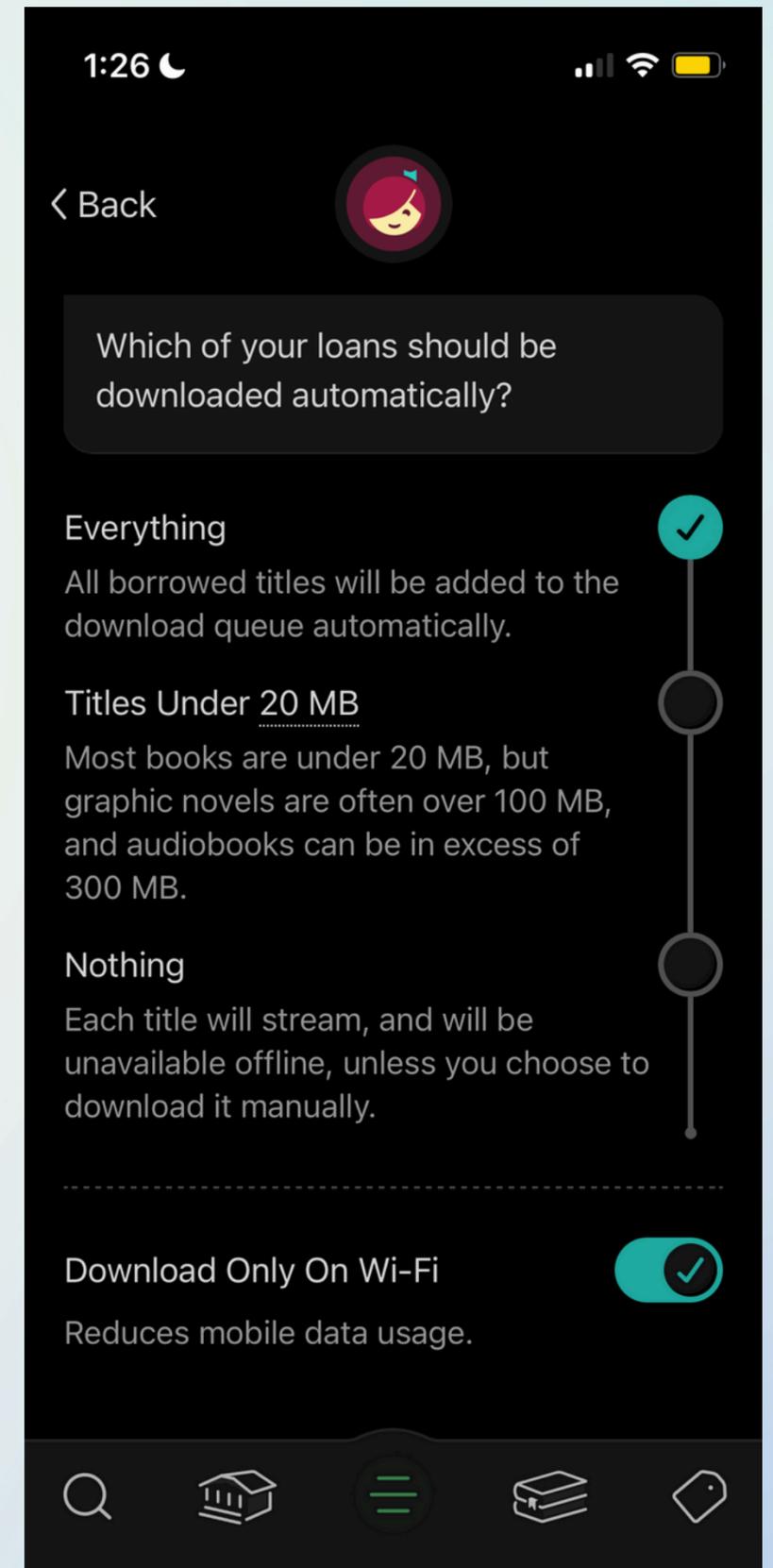
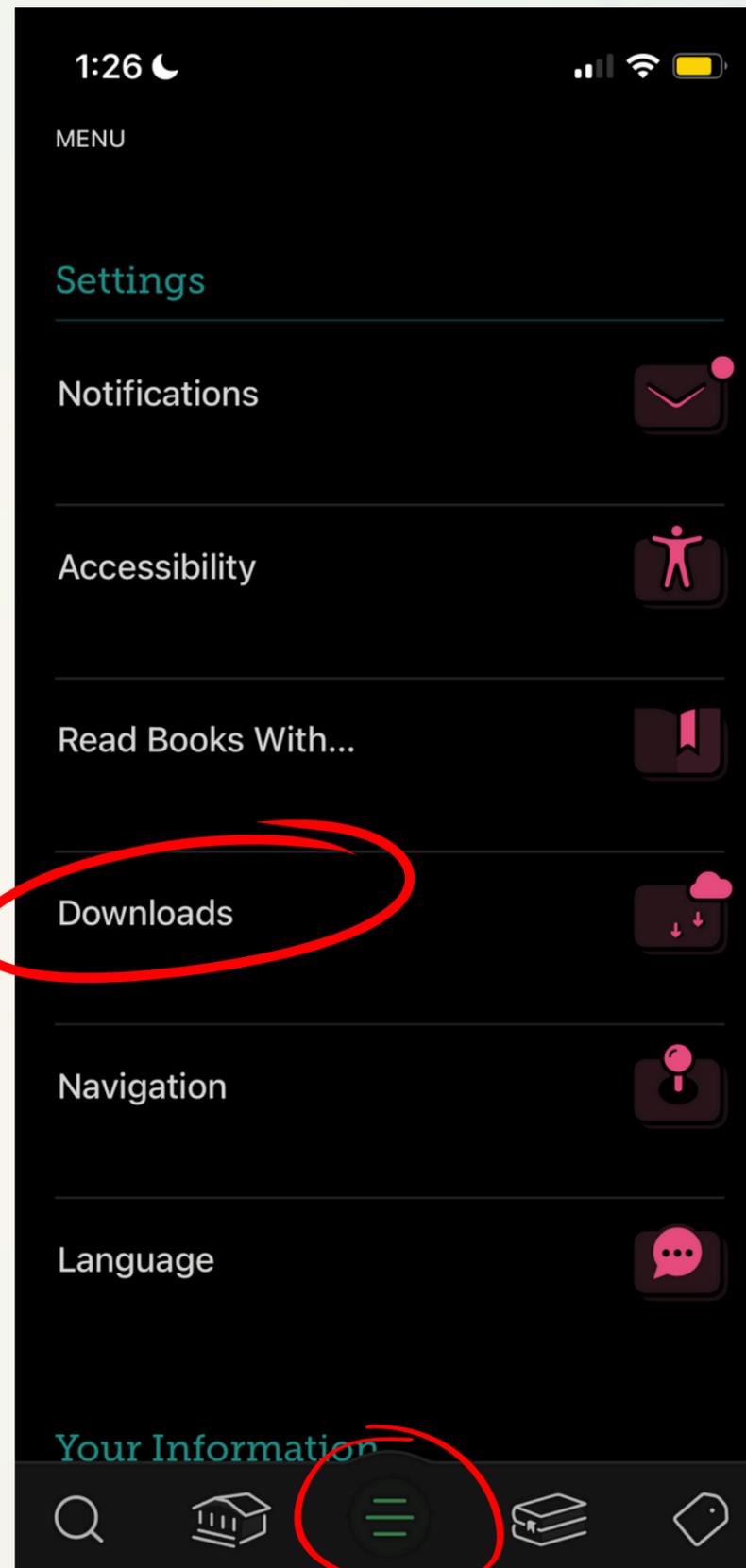


Downloading Titles for Offline Use

Under the settings tab at the bottom (three horizontal lines), scroll until you see “downloads.”

You can select whether you wish for all titles to be downloaded for offline use, titles under 20 MB, or nothing. If you select nothing, you will have to manually download titles.

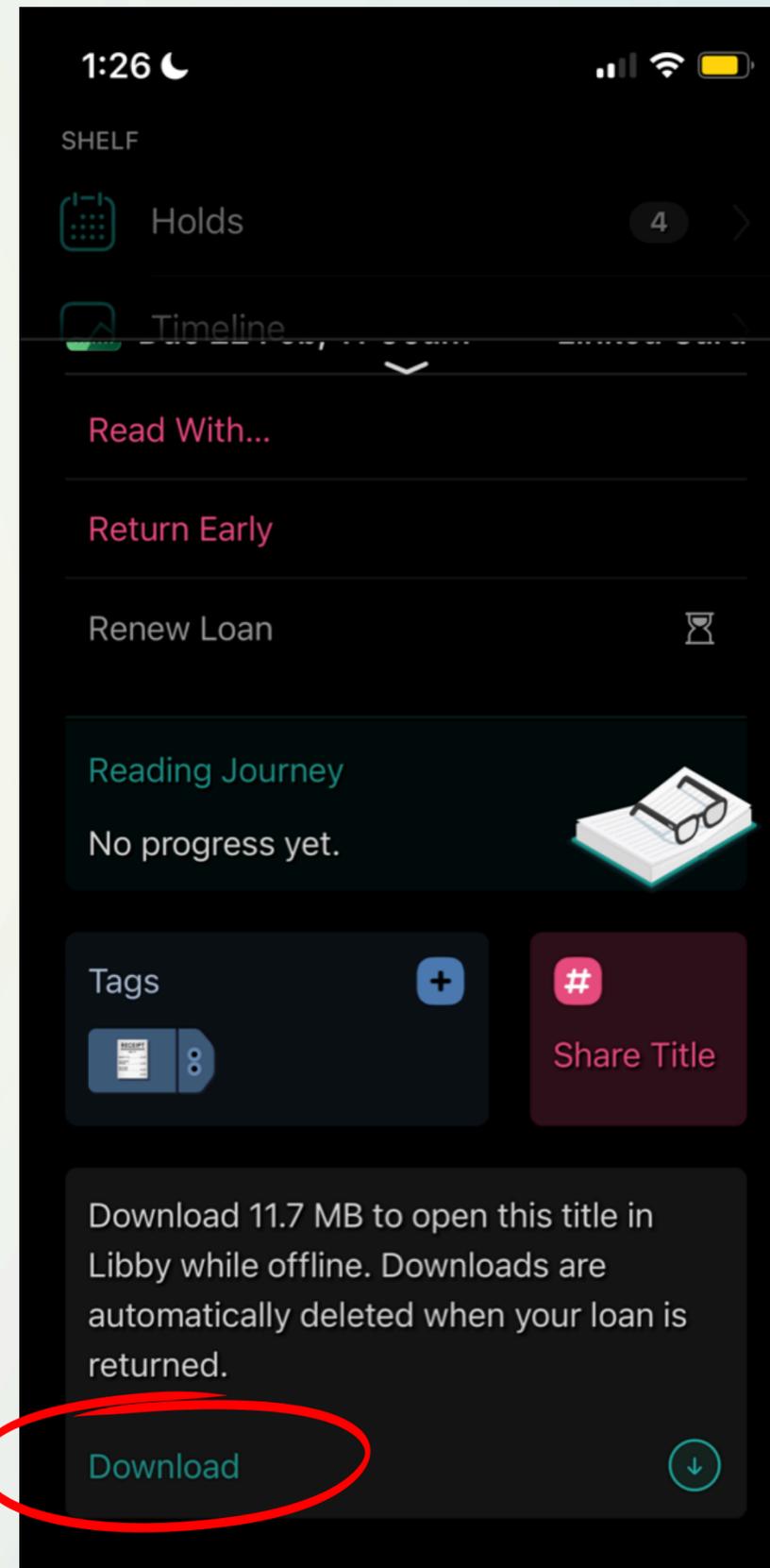
Note that if you do not download a title, you will need to use Wi-Fi or cellular data to access it. Example: if you're on vacation or on a road trip, you might not have Internet or a signal. You would need to download the title to read it then.



Downloading Titles for Offline Use

To manually download an item, visit the item on your shelf and select “manage loan.”

You will then see a screen similar to the one on the right. Simply hit “download.” Once the download finishes, you will be able to access the item offline.

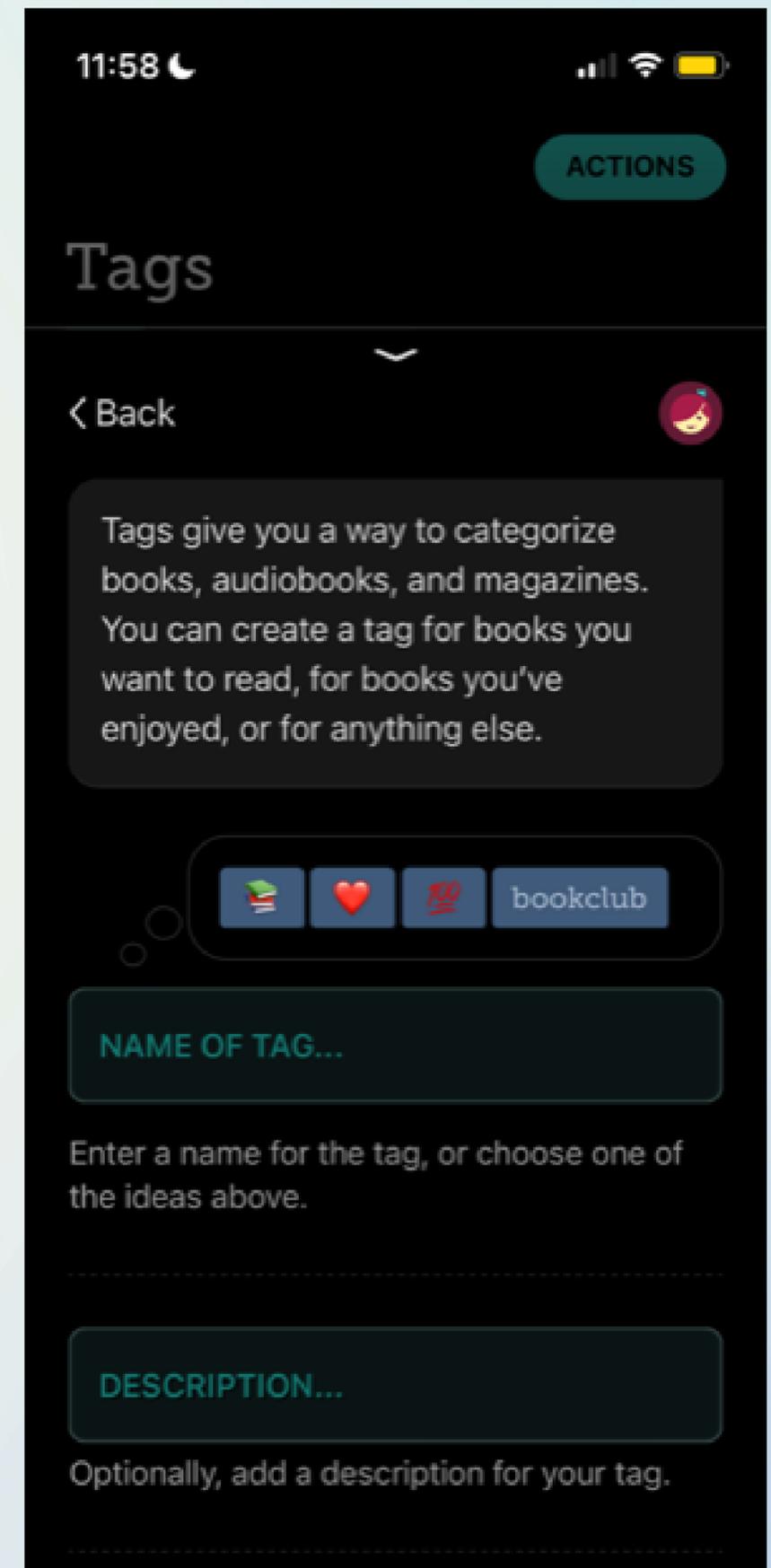
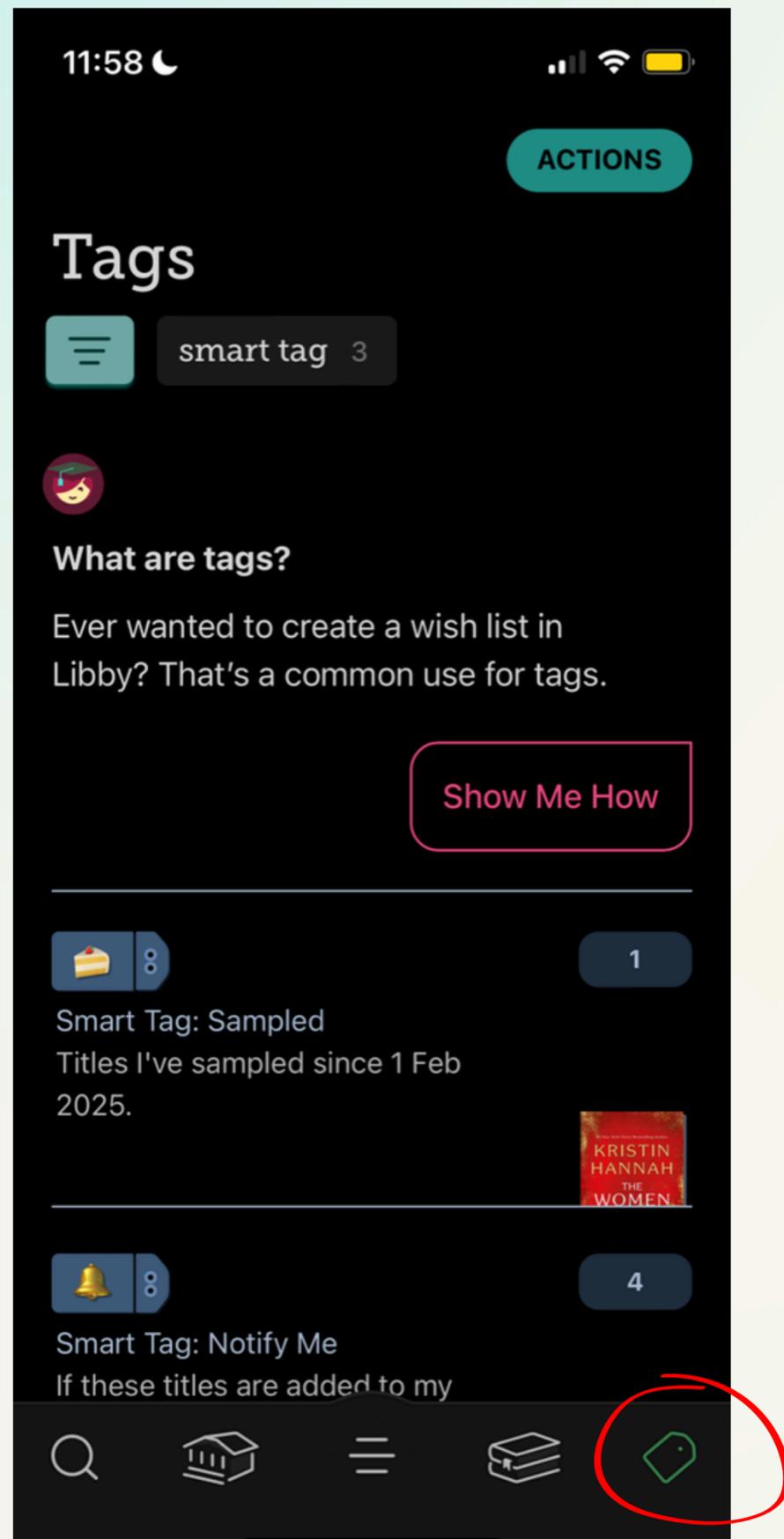


Using Tags

The final icon at the bottom of your screen is for tags.

You can place a tag on any item on Libby. You can create tags for books you want to read, books you enjoyed, etc.

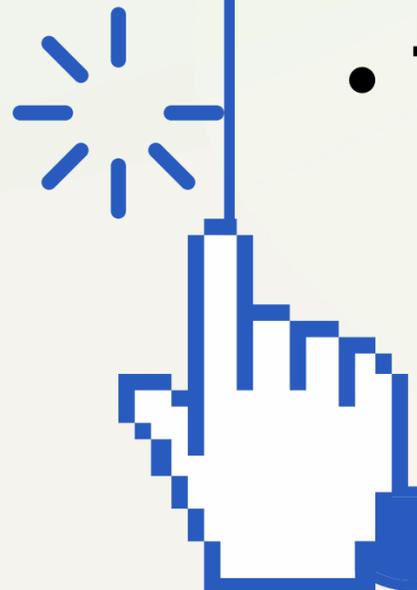
Libby will walk you through the process of creating tags should you choose to use them. However, they are completely optional.





Other Cool Libby Features

- **Playing audiobooks in your car**
 - Simply connecting your smart device to your car's bluetooth and opening the Libby app will allow you to listen to audiobooks.
 - Make sure the audiobook is downloaded to your device for the best quality (ie: if you lose signal, your book will stop playing).
- **Transferring books to an e-reader**
 - Visit help.libbyapp.com and click "Devices and Compatibility" for further guidance for the above features.





Other Cool Libby Features

- **Reading magazines**

- A simple way to find magazines is to click the library tab, scroll until you see magazines
- Not all libraries offer magazines - HTPL does

- **Children's media**

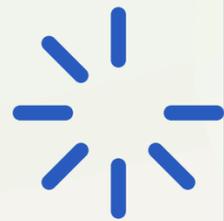
- Filter by age group or browse on library tab
- Many children's books can be played as audiobooks - good storytime opportunity

- **Using the "Notify Me" tag for books the library doesn't have**

- If a book isn't available, instead of saying "place hold" or "borrow item" it will say "notify me"
- Clicking this sends librarians a notification that there is interest in a title

- **Placing holds helps us serve you!**

- The more interest in a title, the more likely we are to buy it
- Libby is complicated for us - not every title can be purchased

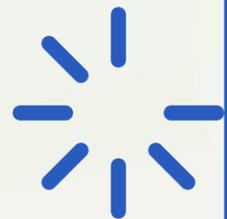




Bonus: Add More Libraries!

Add these 9 libraries to Libby and get more from your HTPL card!

Download Destination, Great Lakes Digital Libraries, Lakeland Digital Library, Metro Net Library Consortium, Midwest Collaborative for Library Services, Mideastern Michigan Library Cooperative, Up North Digital Consortium, White Pine Library Cooperative, Woodlands Downloadable Library



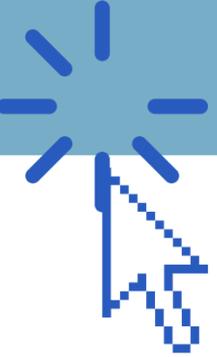
What is Hoopla?

Hoopla is an app similar to Libby. However, we (as your librarians) do not select the items that are available on Hoopla. Hoopla is subscription-based. Lending limits are different based on the library.

Hoopla offers audiobooks, ebooks, comics, movies, TV, magazines, and music, free with your library card. Hoopla can be synced across devices and accessed via your smartphone, computer, tablet, or smart TV.

HTPL allows you to borrow up to 5 Hoopla titles each month. Returning an item early will **not** free up a new title. The 5 item limit resets at the start of the month.

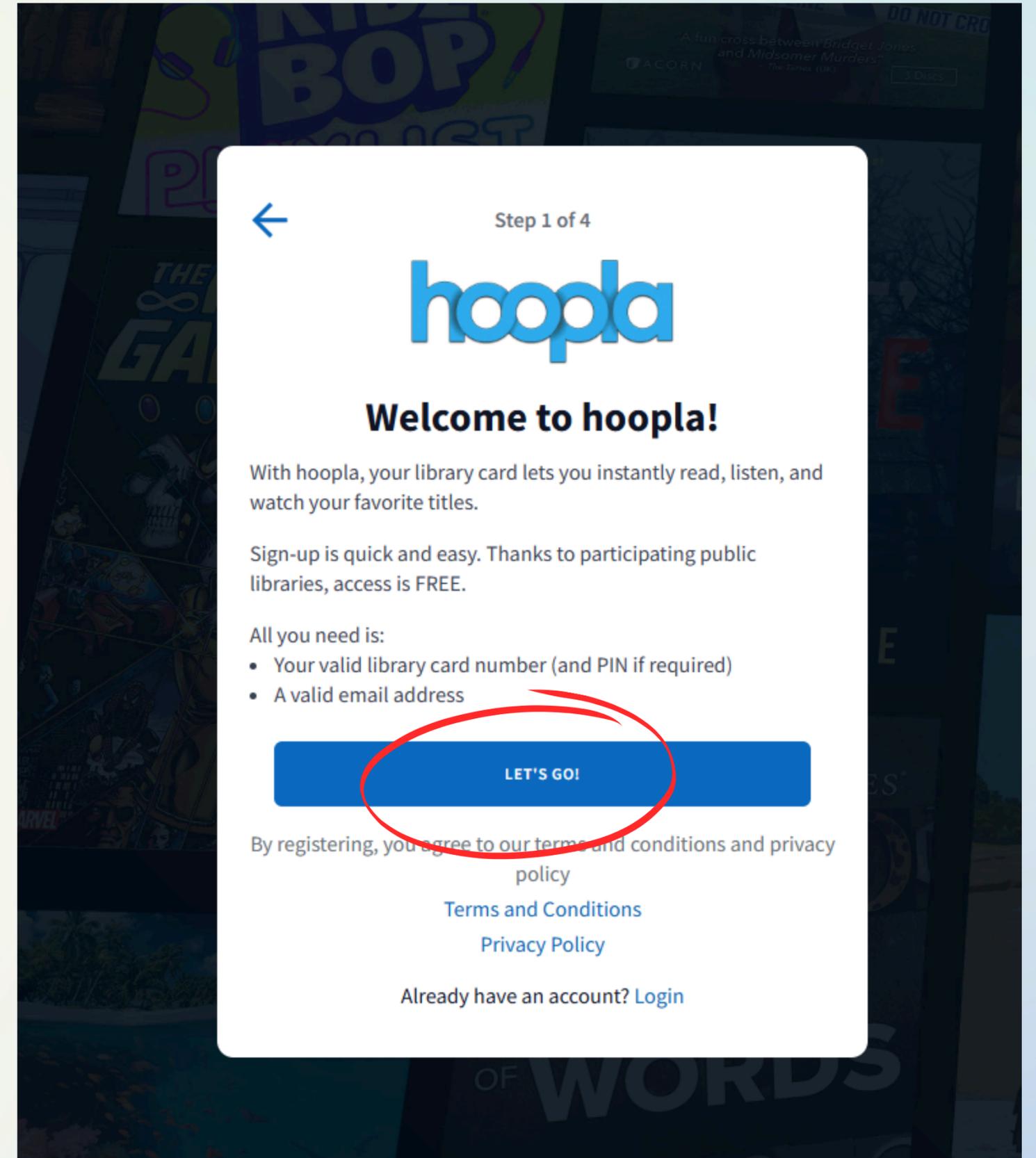
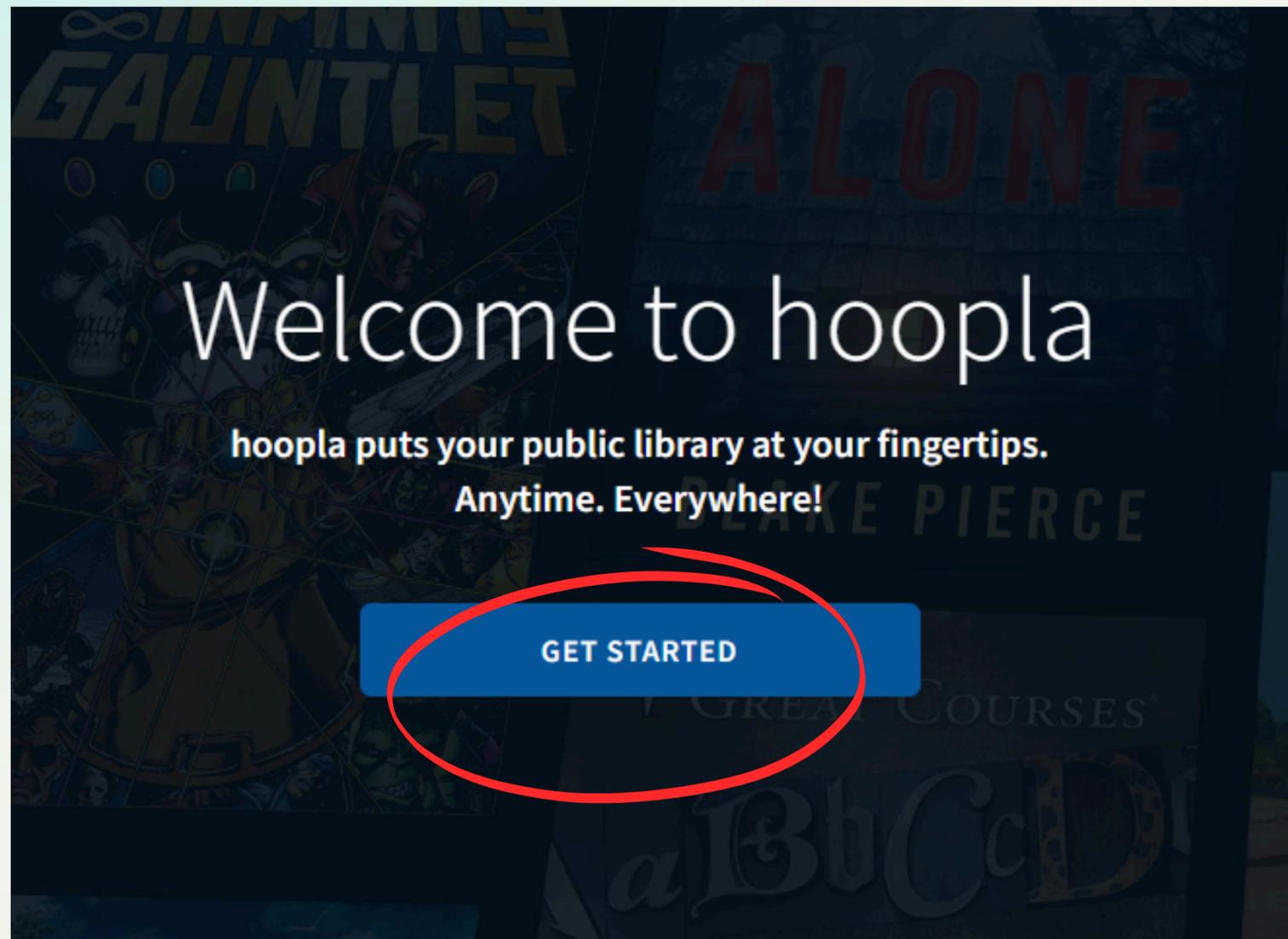




Getting Started with Hoopla

- **Step 1: Make sure you have your library card!**
 - Make sure it's up to date and doesn't need to be renewed
 - You **MUST** use your "home library" card. If you have cards at other libraries, they likely will not work. Example: if you live in Harrison Twp, you log in with Harrison Twp.
- **Step 2: Make sure you have a valid email address.**
 - Unlike Libby, Hoopla requires an email address and a password (you will set one up). This is how you will log in.
- **Step 3: Download the Hoopla app on your device.**
 - Unless you use the website, Hoopla can be downloaded from the Apple app store, Google Play store, or Amazon app store.

For extra help using Hoopla, visit www.hoopladigital.com/faq





Step 2 of 4

Find Your Library

Search by library name, city, state or zip

Harrison Township Public Library (MI)

Harrison Township, MI

Gloucester County Library System (NJ)

Mullica Hill, NJ

Wenonah Free Public Library (NJ)

Wenonah, NJ

Margaret E. Heggan Free Public Library (NJ)

Sewell, NJ

Deptford Free Public Library (NJ)

Deptford, NJ

Don't see your library? This may be because they do not offer
hoopla yet.

[Request hoopla here!](#)

NEXT



Step 3 of 4

Connect With Your Library

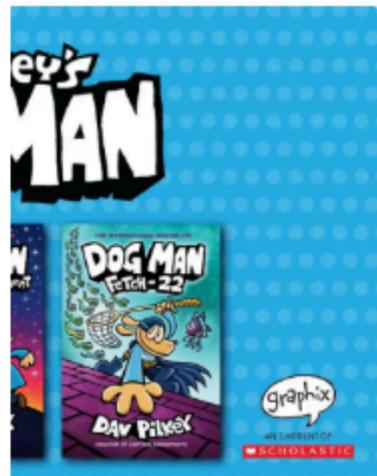
Student Virtual Library Cards: Your library card number is "LCS"
followed by your student ID, for example, LCS1234.

Library Card

[Need a library card?](#)

NEXT

My hoopla



- Audiobooks
- Comics
- Ebooks
- Movies
- Music
- Television
- BingePasses

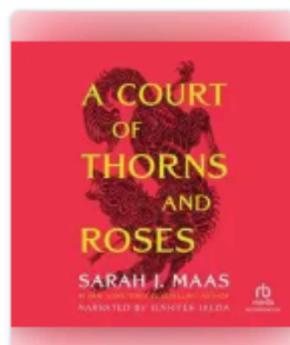


You can borrow 5 more titles this month.

Recommended For You



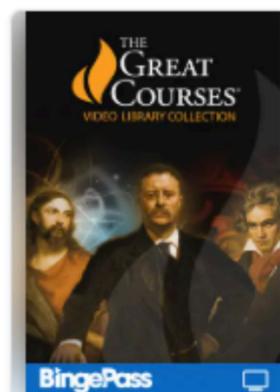
Audiobook
 Harry Potter and the Sorcerer's...
 J. K. Rowling



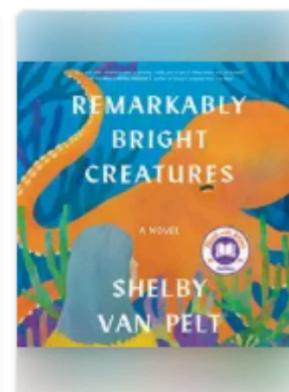
The Club
 Audiobook
 A Court of Thorns and Roses
 Sarah J. Maas



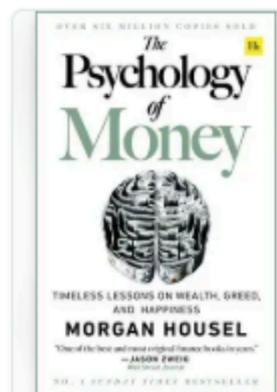
BingePass
 hoopla Magazines
 BingePass



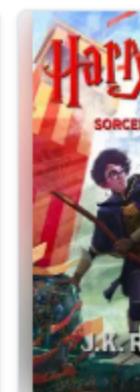
BingePass
 The Great Courses
 Video BingePass



Audiobook
 Remarkably Bright Creatures
 Shelby Van Pelt



Ebook
 The Psychology of Money
 Morganousel



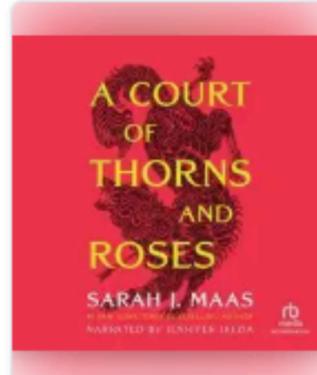
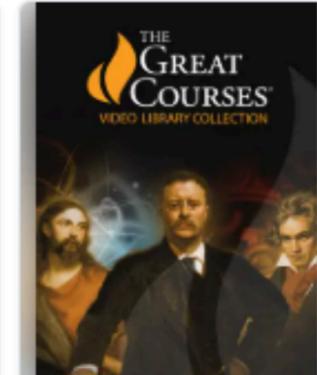
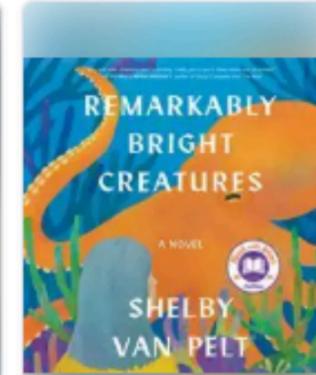
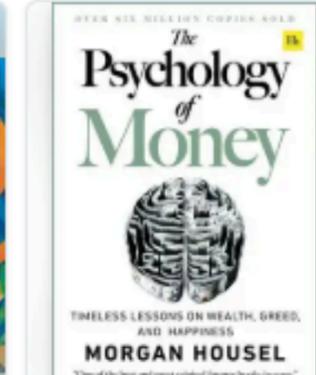
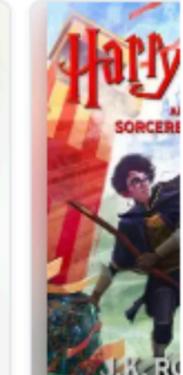
Ebook
 Harry Po the Sorc
 J. K. Rowling

No matter what device you use, Hoopla's home page looks relatively the same. This example is from the website (hoopladigital.com) on a computer.

The home page includes recommended titles and trending material. At the top, if you select "browse," you can browse all types of content.



Recommended For You

 <p>Audiobook Harry Potter and the Sorcerer's... J. K. Rowling</p>	 <p>The Club Audiobook A Court of Thorns and Roses Sarah J. Maas</p>	 <p>BingePass hoopla Magazines BingePass</p>	 <p>BingePass The Great Courses Video BingePass</p>	 <p>Audiobook Remarkably Bright Creatures Shelby Van Pelt</p>	 <p>Ebook The Psychology of Money Morgan Housel</p>	 <p>Ebook Harry Po the Sorce J. K. Rowli</p>
--	---	--	--	--	--	---

The "My Hoopla" tab is where you'll find your current loans, favorites, and history.

At the top right, you'll find your settings.

The "Kids" logo next to settings will turn on kids-friendly mode (content for ages 12 and under only).

On mobile, you will find these different tabs at the bottom of the screen (similar to how Libby's navigation is at the bottom). They have the same labels (home, my Hoopla, search, and settings.)

Borrowing Books

The screenshot shows the Hoopla website interface for the book 'Wicked' by Gregory Maguire. The top navigation bar includes the Hoopla logo, 'MY HOOPLA', 'BROWSE', a search bar with 'Everything' selected, and 'KIDS OFF' with a settings gear. Below the navigation bar, the library name 'Harrison Township Public Library (MI)' is displayed. The main content area shows the book title 'Wicked' with the year '2009' and a heart icon, Facebook icon, and Twitter icon. Below the title, it says 'HarperCollins English 432 Print Pages'. The book cover is shown on the left, with the text 'NOW A MAJOR MOTION PICTURE' at the top and 'EVERYONE DESERVES THE CHANCE TO FLY' on the cover. The author's name 'GREGORY MAGUIRE' is at the bottom of the cover. To the right of the cover, the text reads 'by Gregory Maguire', 'Life and Times of the Wicked Witch of the West', 'Part 1 of the Wicked Years series', and a description: 'This is the book that started it all! The basis for the smash hit Tony Award-winning Broadway musical, Gregory Maguire's breathtaking New York Times bestseller Wicked views the land of Oz, its inhabitants, its Wizard, and the Emerald City, through a darker and greener (not rosier) lens. Brilliantly inventive, Wicked offers us a radical new evaluation of one of the most feared and hated characters in all of literature: the much maligned Wicked Witch of the West who, as Maguire tells us, wasn't nearly as Wicked as we imagined.' Below the description is the genre 'Fantasy'. Under the book cover, there is a red circle around the 'Ebook' icon and text, a 'RATE THIS TITLE' section with five stars and '(166)' reviews, and a blue 'BORROW' button also circled in red. At the bottom of the page, there is a section for 'Similar Artists' with buttons for 'Christina Henry', 'Danielle Paige', 'Louise Erdrich', and 'Stephen Schwartz'. A note at the bottom states: 'This title is available for 21 days after you borrow it. This title is available for streaming and downloading (mobile devices only).'

Similar to Libby, if you find a title that you'd like to borrow, you can click on it for further information, then select "borrow."

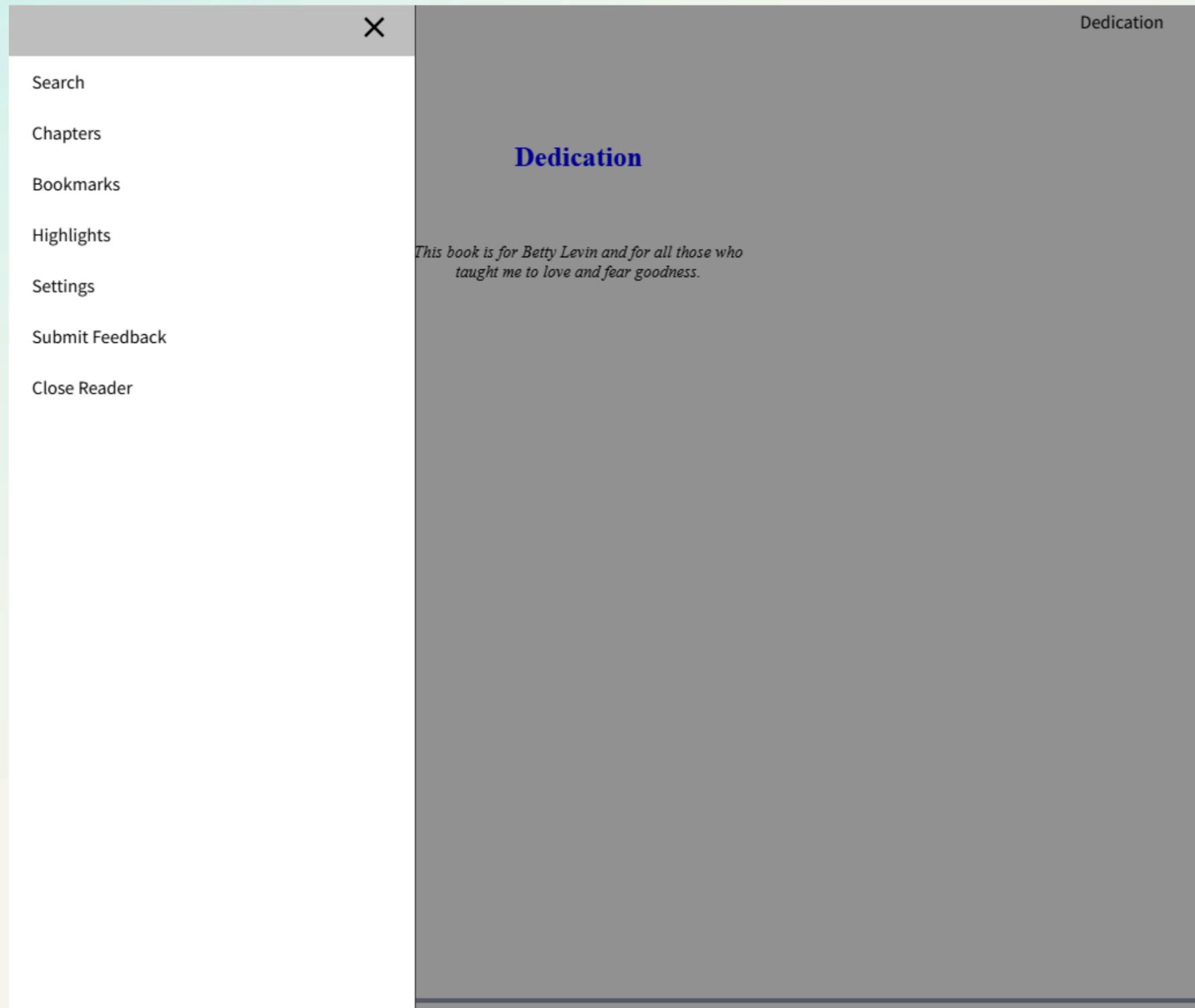
The format information is located on the left. In this case, *Wicked* is an ebook - not the movie! You can see this underneath the photo.

Locating Your Loans

The screenshot shows the Hoopla interface for Harrison Township Public Library (MI). The navigation bar includes the Hoopla logo, 'MY HOOPLA', 'BROWSE', and a search bar with 'Everything' selected. There are also 'KIDS OFF' and a settings gear icon. Below the navigation bar, the library name 'Harrison Township Public Library (MI)' is displayed. The main content area shows a breadcrumb trail 'Home > Borrowed' and the heading 'Currently Borrowed'. A button labeled 'VIEW BORROW HISTORY' is located in the top right. A message states 'You can borrow 4 more titles this month.' Below this, a card for the movie 'Wicked' by Gregory Maguire is shown, with a play button icon and a return date of 'Returns in 21 days'.

Once you borrow an item (no matter what type of item it is), you can find it under “My Hoopla,” then “Currently Borrowed.” Here, you can also access your borrow history as well as see how much longer you have with your loans and how many more titles you can borrow in a given month.

Opening a Book



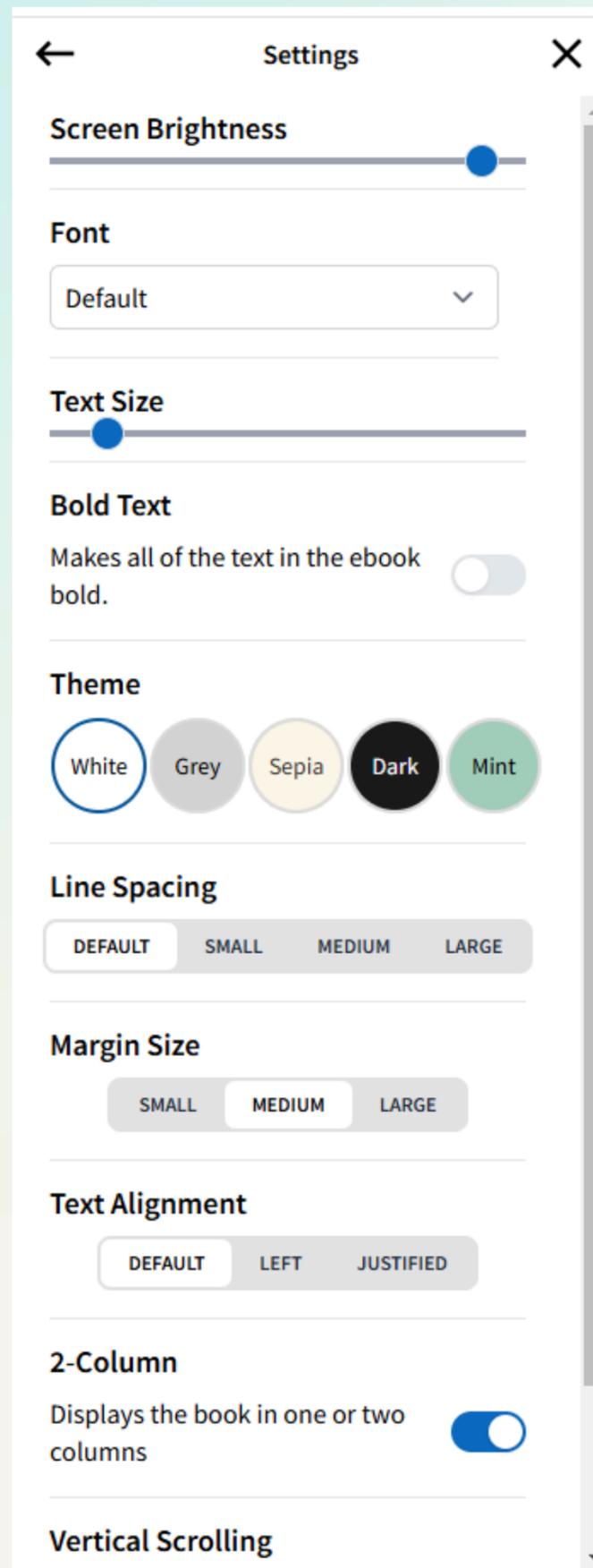
After hitting “play” on your book, the book will open. Like Libby, you can adjust a few settings for your reading experience.

Three lines will appear in the top corner of the page. When you click on those, you will see the image to the left. You can view the book’s chapters, add bookmarks or highlights, and adjust your settings.

Adjusting Your Settings

Your reading settings include adjusting the screen brightness, font, font size, background color, and so on. There are a few more adjustments you can make in Hoopla as opposed to Libby.

Audiobooks have the same functionality/layout as Libby (skipping ahead, play/pause button, etc.)



Playing Music or Movies/TV

Music and movies work similarly to opening a book or audiobook.

You navigate to “my Hoopla,” select “currently borrowed,” and hit play on the movie or album.

You will see a pop-up with play, pause, fast forward, etc. options.

For music albums, the full album will appear and you can hop between songs.



Hoopla Loan Times

- Hoopla's borrowing periods vary. Most books and audiobooks will automatically check out for 21 days.
- Before you hit "borrow" on an item, it will tell you how long you get the item for.
- **Ebooks, audiobooks, and comics:** 21 days
- **Movies and TV episodes:** 3 days, or sometimes 2 days
- **Music albums:** 7 days



Hoopla's Differences from Libby

- **Returning a title early will not free up another available title space on your shelf**
 - On Libby, if you return an item early, it instantly makes it available for the next patron
- **You cannot place holds on Hoopla items**
 - We purchase “one copy, one user” licenses for Libby items, whereas Hoopla follows a “pay-per-use” model
- **Your HTPL librarians do not curate or select items for Hoopla each month;** therefore, you cannot directly request specific titles from us
- **You cannot add multiple library cards**
- **You cannot transfer books to other devices that do not directly use the Hoopla app** (ie: old Kindles)

Need More Help?

HARRISON TOWNSHIP PUBLIC LIBRARY

Home Services Adults Children Teens Library

Getting A Library Card

Borrowing Books and DVDs

eBooks, Digital Entertainment & Databases

The Go Library Card

Michigan Activity Pass

WiFi Hotspots for Checkout

Seed Library

DEI CHAIR YOGA

<h3>Comics Plus*</h3> <p>Comics Plus for Everyone Entire collection of thousands of digital comics for adults, teens and children. This resource is available to all users. View Video Tutorial <i>*Click here for all available editions</i></p> <p>Go to Freegal</p>	<h3>Freegal Music</h3> <p>Freegal Music Freegal is a free and legal (free+legal=Freegal! Get it?) music download service. You can download songs and keep them forever with library card!</p> <p>View Video Tutorial</p> <p>Go to Freegal</p>	<h3>Hoopla</h3> <p>Hoopla Hoopla is here! Instantly borrow free digital movies, music, eBooks and more, 24/7 with your library card.</p> <p>View Video Tutorial</p> <p>Go to Hoopla</p>	<h3>Kanopy</h3> <p>Kanopy Kanopy showcases more than 30,000 titles, including award-winning documentaries, acclaimed films, rare and classic films, find titles, and classic film collections from The Great Courses, Kino Lorber, and many others.</p> <p>View Video Tutorial</p> <p>Go to Kanopy</p>
<h3>Libby by OverDrive</h3> <p>Libby — Suburban Library Co-op eBooks for your Kindle, Nook or other eReader and eAudiobooks for iPod, Android and other devices.</p> <p>View Libby tutorial</p>	<h3>Scholastic Book Flix</h3> <p>Scholastic BookFlix A literacy resource that pairs classic video storybooks with related nonfiction eBooks to build a love of reading and learning.</p> <p>Username: read101</p>	<h3>CreativeBug</h3> <p>CreativeBug Experience the joy of making with our award-winning video classes taught by designers and artists.</p> <p>Go to CreativeBug</p>	