

Concordia Parish Library

Instructions for using eServices

iPAD

OverDrive:

1. Ensure you are connected to the Internet. (You must be connected to the Internet to complete setup)
2. Choose the <<Safari>> app.
3. In the URL Block, type the following address: <http://trailblazer.lib.overdrive.com>
4. Choose the <<Sign In>> button located in the upper right hand corner of the screen.
5. Choose your local library by choosing the button labeled: <<selected library>> and choosing the Concordia Parish Library from the list of libraries.
6. Choose the <<GO>> button.
7. Type in your library card number then type in your pin (the last four (4) digits of your home phone). You will know that you are signed in because the <<Sign-In>> label in the upper right hand corner will now say <<Sign-Out>>.
8. To locate information about your account: choose the <<account>> button and you will see your library information. (i.e. # of Checkouts, # of books on Hold, and your check out limit).
9. To find a title: Either select from the categories in the section of the page or Search by title, subject, or author by typing in your request in the white box.
10. To Check Out Books:
 - a. Check the book's status (in the upper right corner of the book).
 - b. A darkened book symbol means the book is available for check out. Move pointer to title and then click borrow. You can download to your device or you can read in your browser.
 - c. A grayed in book symbol means the book is not available for check out. If you choose this book, you will be given the option of placing a HOLD on the book. Once it becomes available you will receive an email that it is ready for you to check out.
 - d. a headphone symbol means the book is an audio book.
11. To Return books:
 - a. If a book is checked out, go to your account, choose the <<Bookshelf>>, and select the <<Return Title>> button below the picture of the book. I
 - b. f you downloaded the book to your device, you may have to let the book return automatically upon the date it was due.
 - c. If the book is not returned in the number of days shown in the <<Setting>> section, it will automatically be checked back in to the library.

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Zinio:

1. Make sure device is connected to WiFi.
2. Choose the <<Safari>> app.
3. In the URL Block type the address to Zinio: www.rbdigital.com/trailblazerla/zinio.
4. Choose <<Create New Account>>.
5. Enter your library card number (no spaces) and choose the <<Next>> button.
6. Follow the on-screen instructions to finish creating your account.
7. Choose a magazine title.
8. Click <<Checkout>> button to check out the title.
9. You can choose to <<Keep Browsing>> or << Start Reading>>. Click the one you would like to do.
10. Click <<Start Reading>> to finish creating your account. (This will allow you to use different devices to read your magazines.)

For easy reading on your device, download the APP

1. Go to the APP Store.
2. Search for the Zinio APP (It will be a blue Z with a gray background).
3. Download the APP and sign into it with the email address and password.

Freegal:

1. Make sure device is connected to WiFi.

For easy downloading on your device, download the APP

1. Go to the APP Store.
2. Search for the Freegal APP (Freegal will be in blue on a grey background).
3. Download the APP and enter your zip code.
4. Choose <<Concordia Parish Library>>
5. Type in your library card number.
6. Click <<Login>>.
7. Click <<Agree>>.
8. Search for a song title you want to download by clicking the magnifying glass on the upper right hand corner and typing in the title.
9. The Blue arrows to the left of the song will give a preview of the song.
10. The Down arrow to the right will download the song to your device.

You are allowed 3 downloads per week.

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Hoopla:

1. Ensure you are connected to the Internet. (You must be connected to the Internet to complete setup)
2. Choose the <<Safari>> app.
3. In the URL Block, type the following address: <http://www.hoopladigital.com>.
4. Click on the Hoopla button on the right hand side of the screen. Install the app. Sign in using your Apple ID and password. Let the App be downloaded.
5. Close out Safari.
6. Click on the Hoopla App Icon that was created.
7. Choose the <<Sign Up>> button. Then click <<Next>> in the upper right hand corner. (Notifications will need to be turned ON so that Concordia Parish Library will be listed)
8. Type in your library card (no spaces). The PIN number is Optional.
9. Type in your personal email address twice.
10. Type in a password twice (make it something you will remember).
11. Choose from Movies, Music, Audiobooks, and Television.
12. Once you find a title that you wish to borrow, click on it.
13. Click on the <<Borrow>> button.
14. Click on <<Play>> if you want to watch it now or you can return later.
(Below the title in ORANGE it will say "returnes Month, Day, Year, or return now)
15. After watching, you can return it then by clicking the <<Return now>> button.

After you are finished, LOG OUT of Hoopla. The next time you visit Hoopla, choose <<Log In>> and enter the email address and password. You will not need to re-enter your library card again.