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15025 S. Illinois Street, Plainfield, IL 60544 • 815-436-6639 • www.plainfieldpubliclibrary.org
eRead Illinois

- eBooks & eAudiobooks
- 2 week loan period
- 5 checkouts at a time
- 5 holds at a time

Visit Website
1. Open a web browser on your computer.

Sign In
1. Select Login in the top right corner.
2. Type in your Library Card Number (no spaces) and PIN (hint: your PIN is usually the last 4 digits of your library card number).
3. Check Remember Me if you would like to save your login information to your computer.
4. Select Login.
**Search for a Title**

1. Use the **Search** button to look for a specific title, author, or keyword.
2. Use the **Menu** button to browse by genre or subject.
3. **eBooks** are marked with a book symbol and **eAudiobooks** are marked with a headphone symbol.

**Borrow a Title**

1. Select the title you would like to borrow. Click **Checkout**.
2. Click **Read Now** or **Listen Now**. The title will open in a separate browser tab.
Place a Hold

1. If a title is already checked out, place a hold on it by selecting the cover art of the title and then clicking Place Hold.

2. You will be notified by email when the title is ready for you to checkout. The title must be checked out within 2 days.

Manage Titles

1. Select the Menu button in the top left corner of the screen to access your Checkouts and Holds.

2. The option to Renew a title will appear 3 days before the due date if no one else has a hold on the title.

3. Titles automatically return on their due date. There are no late fines. To return the title early, select Menu and then Checkouts. Next to the title to be returned, select More Options. Then select Return.
Freegal

- Downloadable & streaming music
- 5 downloads per week
- 8 hrs. streaming per day

Visit Website
1. Open a web browser on your computer.
2. Go to plainfieldpubliclibrary.freegalmusic.com.

Sign In
1. In the top right-side corner, select Log In.
2. Type in your Library Card Number (no spaces). Click Log In.

Search for Music
1. Use Search at the top of the screen to look for a specific artist, song or album.
2. Select Browse on the left-side of the screen to browse by genre.
Play a Song
1. Click **Play** to listen to a song.
2. Click **Menu** to add the song to a streaming playlist or to download it to your computer.

Manage Your Music
1. Click **My Music** at the left-side of the screen.
2. Click **Songs** to view the songs you have downloaded. You can download 5 songs per week for offline listening. Music that is downloaded to a computer can be transferred to a MP3 player or burned to a CD.
3. Click **Playlists** to view the songs you have added to a streaming playlist. You can stream music for 8 hours per day.
Hoopla

- eBooks, eAudiobooks, comics, music, videos
- 5 titles per month
- No holds or waitlists

Visit Website
1. Open a web browser on your computer.

Create an Account
1. Select Get Started Today.

2. Provide an email and create a password. Click Agree.
3. Follow the prompts to select Plainfield Public Library (IL) as your library and click Next.
4. Enter your Library Card Number (no spaces). Click Sign Me Up.
5. You now have a Hoopla account. Use your email and password to log in to Hoopla on any device (smartphone, tablet, computer or smart TV).
Search for a Title

1. Use **Search** at the top of the screen to look for a specific title, author, artist, actor or keyword.

2. Click **Browse** to explore **Audiobooks, Movies, Music, Comics, Ebooks** or **Television**. Within a category, you can further browse by selecting Recommended, Featured, Popular, or Categories.

3. Select **Kids** to browse kid-friendly content only.

4. Click on a title’s cover to learn more about it.
Borrow a Title

1. If you would like to borrow a title, select the blue Borrow button and then Borrow Title. Click Play or Read to view or listen to the title.

2. Titles automatically return on their due date. There are no late fines. The option to Renew a title appears 24 hours before the due date.

Manage Titles

1. To access your borrowed titles, click My Hoopla at the top of the screen and select Currently Borrowed.

   The number of remaining borrows for the month. Your borrowing limit resets the 1st of every month.

2. Click on the title's cover to access it again.
**Kanopy**

- **Streaming videos**
- **3 day checkout period**
- **8 play credits per month**

**Visit Website**
1. Open a web browser on your computer.
2. Go to **plainfieldpl.kanopy.com**.

**Create an Account**
1. Select **Add Library Card**.
2. Enter your **Library Card Number** (no spaces). Click **Continue**.

![Add Your Library Card](kanopy.png)

3. Provide your name, email and a password or sign up with your Facebook or Google account. Click **Sign Up**.
4. A verification email will be sent to your email’s inbox. Open the email and select the **Verify My Email** button.
5. You now have a Kanopy account. You will use your email and password to sign into your Kanopy account on any device (smartphone, tablet, computer or smart TV).
Search for a Video

1. Use **Search** at the top of the screen to look for specific titles or actors. Select **Browse** to explore by subject or genre.

   ![Search screenshot](image1)

2. To view kid-friendly titles only, click **Go to Kanopy Kids**. Kid titles can be viewed an unlimited number of times and do not use play credits.

   ![Browse screenshot](image2)
   
   The number of play credits remaining for the month. Play credits reset to 8 the 1st of every month. Credits do not rollover.

3. Click on a video’s cover art to learn more information about it.

Play a Video

1. If you are ready to watch the video, click the **Play** button. Once the video has played for 30 seconds, a play credit is used.

2. You have 3 days to watch the selected video as many times as you want.
OverDrive

- eBooks & eAudiobooks
- Up to 3 week loan period
- 15 checkouts at a time
- 30 holds at a time

Visit Website
1. Open a web browser on your computer.
2. Go to pinnacle.overdrive.com.

Sign In
1. Select Sign In in the top right corner.
2. Select Plainfield Public Library District as your library.
3. Type in your Library Card Number (no spaces).
4. Select Sign In.
Search for a Title
1. Use the Search button to look for a specific title, author, or keyword.
2. Use the Subjects or Collections buttons to browse by subject or genre.
3. eBooks are marked with a book symbol and eAudiobooks are marked with a headphone symbol.

Borrow a Title
1. Select the title you would like to borrow. Click Borrow.
2. Choose how long you would like to borrow the title. You can choose between a loan period of 7 days, 14 days or 21 days. Then click Borrow.
3. Click Read Now in Browser or Listen Now in Browser. The title will open in a separate browser tab.
Place a Hold

1. If a title is already checked out, place a hold on it by clicking **Place a Hold** under the title.

2. You will be notified by email when the title is ready for you to checkout. The title must be checked out within 3 days.

Manage Titles

1. To access your borrowed titles and holds list, select the **3 Books** or **My Account** and then choose **Loans** or **Holds**.

2. The option to **Renew** a title will appear 3 days before the due date if no one else has a hold on the title.

3. Titles automatically return on their due date. There are no late fines. To return the title early, select the **3 Books** or **My Account** and then **Loans**. Underneath the title to be returned, select **Return**. Then click **Return Title** to confirm.
RBdigital

- Digital Magazines  - No holds or waitlists

Visit Website
1. Open a web browser on your computer.
2. Go to plainfieldil.rbdigital.com.

Create an Account
1. Select Register.

2. Fill out the form and type in your **Library Card Number** (no spaces).
3. **Accept** the Terms of Service and Privacy Policy. Then click **Register**.
4. You now have a RBdigital account. From now on, you will use your username and password to sign in to RBdigital from any device.
Borrow a Magazine

1. Use **Search** to look for a specific magazine or click **Explore** to browse.

2. Click on a magazine cover to learn more about it.

3. To borrow a magazine, click the red **Checkout** button. Then, click the green **Read** button to read the magazine.

4. Select **Menu** and then **Checked Out** to access your borrowed magazines. Click the green **Read** button to open the magazine.

5. Magazines do not have a due date. You can keep them checked out for as long as you wish. To return a magazine, click on the X.