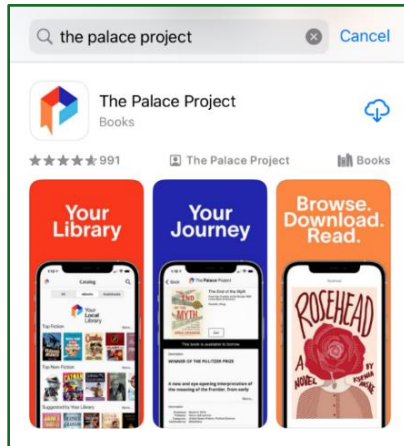
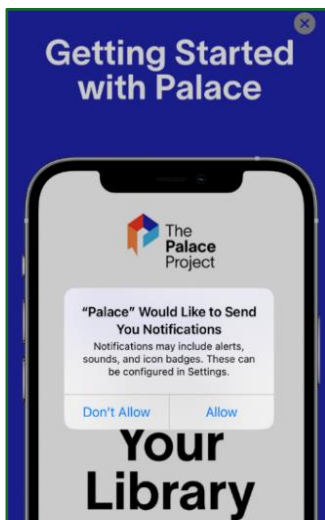


Book Vermont – Virtual Library Card Walk-Through

As a reminder, Palace only works on Apple and Android phones and tablets. These images are from an Apple iPhone. Details may look a little different but the general steps should be the same on any device.



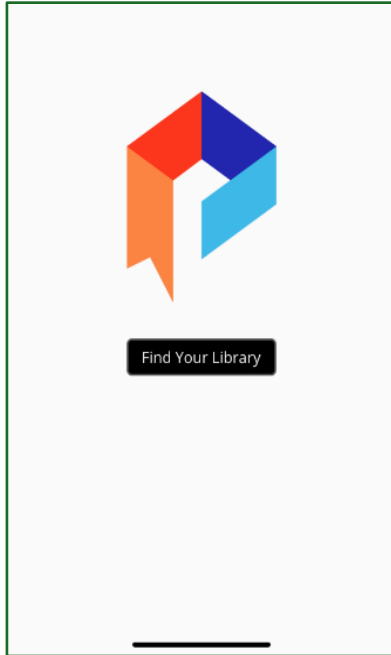
Step 1: Download the Palace Project app from the Apple App Store or Google Play Store (depending on device).



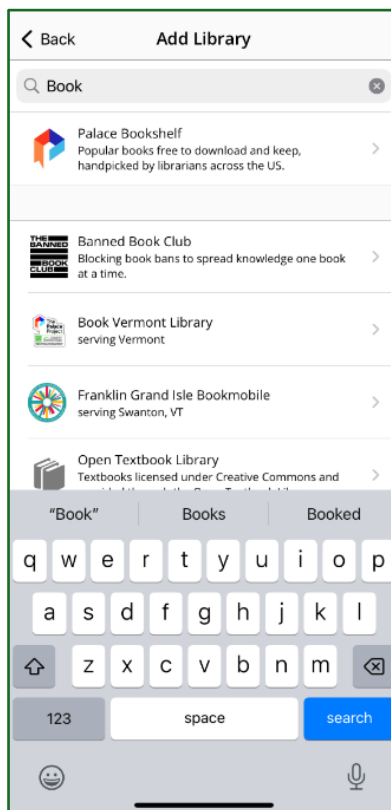
Step 2: Open the Palace Project app. The app will ask if you would like notifications. This will allow a notification on your phone when reservations are ready for checkout or items are due.



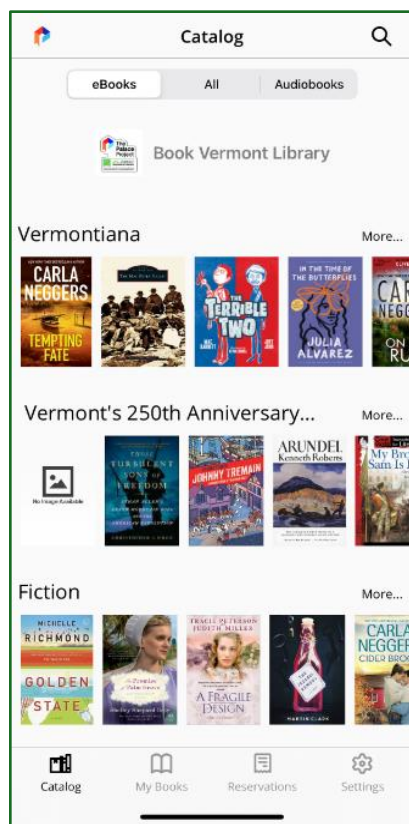
Step 3: You will be welcomed to the app with three cards that state quick how-to steps.



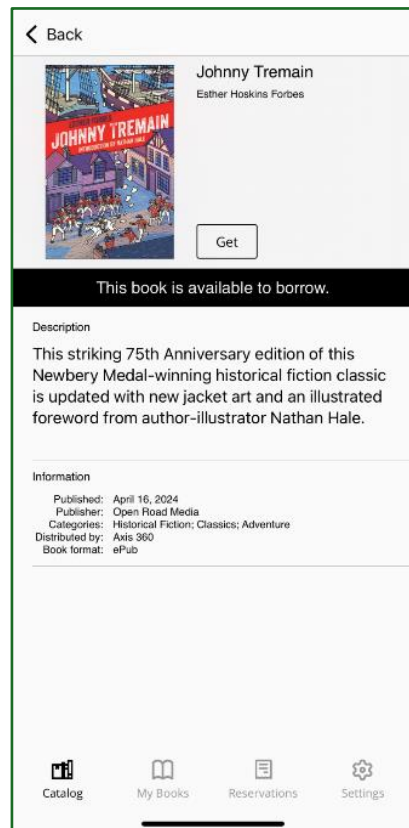
Step 4: Swipe through them or hit the top right exit button and you will be prompted to “Find Your Library.”



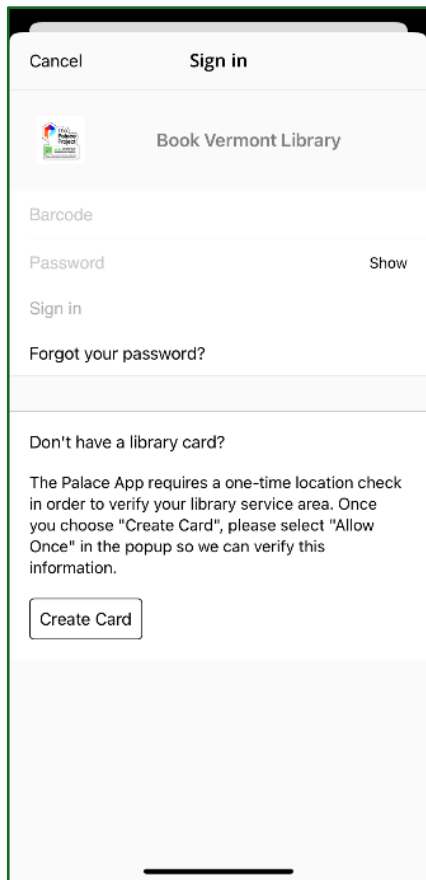
Step 5: You can start typing “Book Vermont” or scroll through and select it from the list.



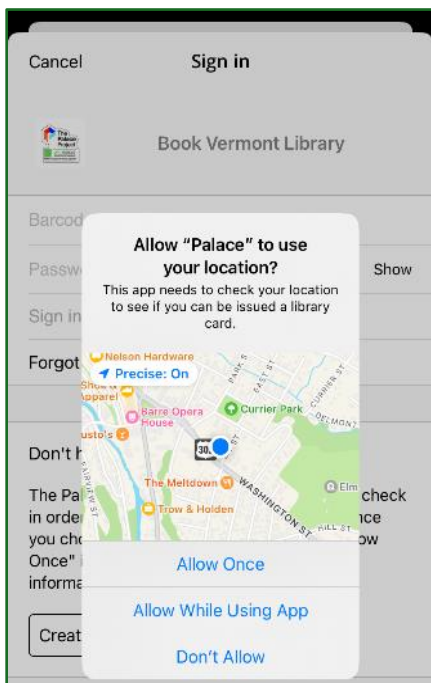
Step 6: Once the library is selected you will be able to view all the content of the collection in the “Catalog” tab in the bottom left corner. Content is sorted into ‘lanes,’ typically by genre or type. At the top of the screen you can narrow what is shown by format.



Step 7: Clicking on an item will take you to the Item Details page. To check out this item click the “Get” button.




Step 8: The first time you check out an item, Palace will prompt you to sign in. Select “Create Card,” towards the bottom.



Step 9: To create a Virtual Library Card, you will need to allow the Palace Project app to use your location at least once. You can select “Allow once” or “Only While Using App” when prompted. You can disable this location setting in your settings after you’ve made the Virtual Library Card. If you select “Don’t Allow”, you won’t be able to create an account.

Back eCard

 | Sign up for a library card

First name *

Last name

Email address *

State *

Vermont | state (US)

☒ I certify that I am over 13 years old *

Password *

Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password confirmation *

Enter the same password as before, for verification.

Step 10: Complete the form with your First name, Last Name, and Email Address, and come up with a Password. You will need to certify you are 13 years of age or older to use the Palace Project app.

Back eCard

State *

Vermont | state (US)

☒ I certify that I am over 13 years old *

Password *

••••••••••


Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password confirmation *

••••••••••

Enter the same password as before, for verification.

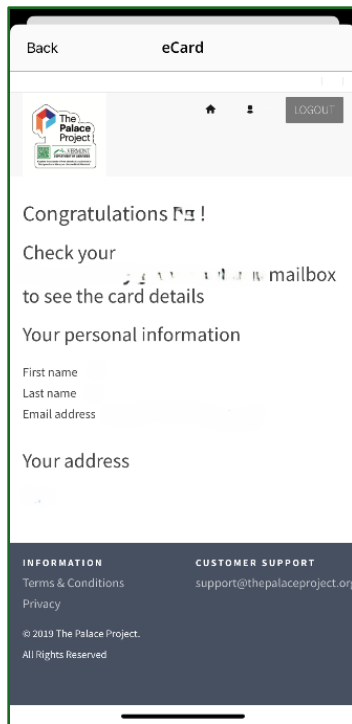
☐ By checking this box, I agree to receive emails for surveys, newsletters, and other promotional information from The Palace Project.

☒ I'm not a robot 

SUBMIT

Terms & Conditions | support@thepalaceproject.org

Step 11: Below the Password box, you can sign up to receive emails from the Palace Project such as surveys, newsletters, promotions, and information, but it's not required. The reCAPTCHA below is required before you can press the "Submit" button.



Step 12: After you “Submit” you will get a “Congratulations” and a prompt to check your email.

Step 13: The email you receive from no-reply@thePalaceProject.org should read like the following:

Hello,

You are receiving this message because someone used this email address to request a library card for Book Vermont Library.

If you were not expecting this to happen, please ignore this message and do NOT click the verification link below.

Thank you for joining Book Vermont Library.

Please verify your email address by clicking this link:

[\[A link to verify your email will appear here\]](#)

This link is valid for 24 hours, after which you may recreate a new verification email by visiting the same link.

Your account will not be activated until the link has been clicked.

Your library barcode is **[BARCODE]**.

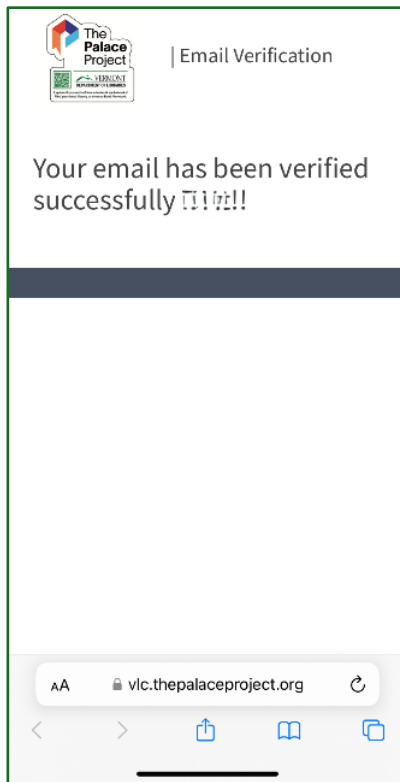
Please remember this barcode so you may use it to access library materials available in Palace.

Use the barcode and the password you set when you applied to login to the Palace app.

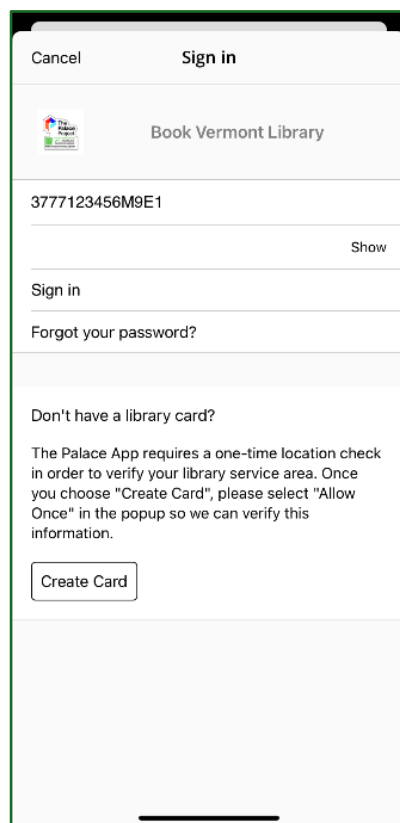
You can go to your personal space to manage your account, manage your information, or even reset your password, if needed.

You can log into your personal space here: [\[Link\]](#)

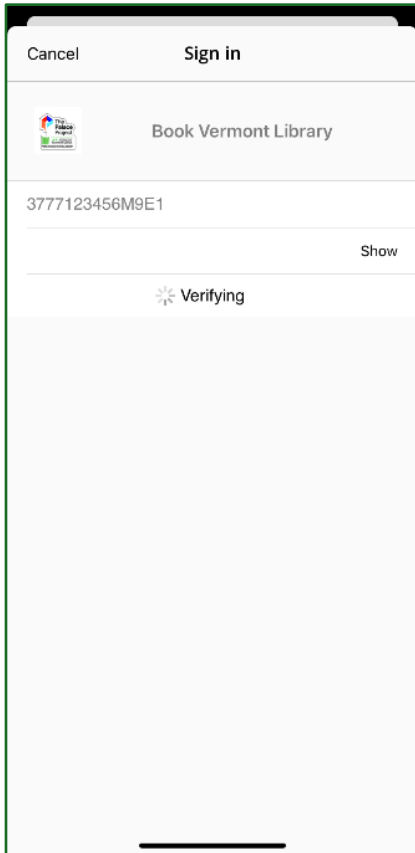
The Book Vermont Library team



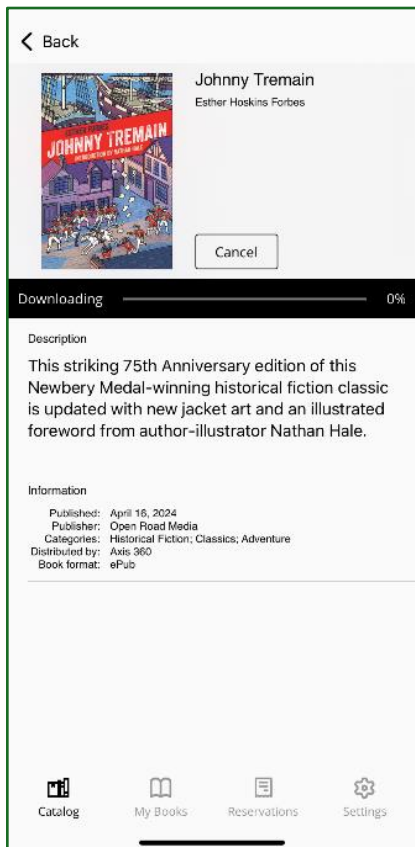
Step 14: Once you click the link from that email you should see the message “Your email has been verified [Your Name]!!” in a web browser.



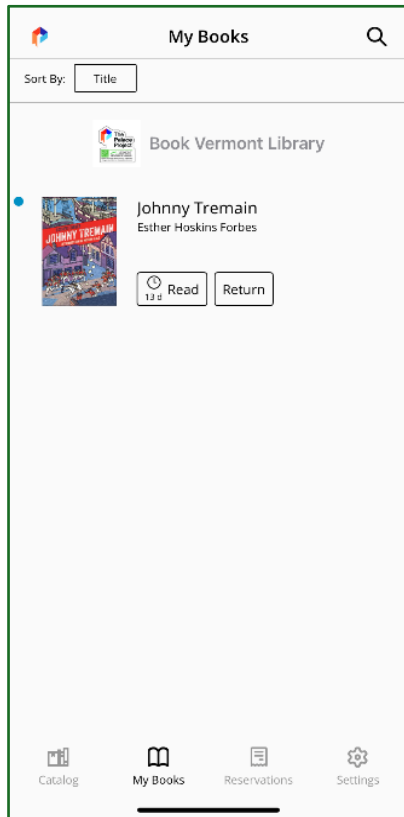
Step 15: When you see this screen your account setup is complete. You can log into the app with the barcode from the email and the password you submitted. It may be easiest to write down your library barcode number or copy and paste it into the Palace Project app.



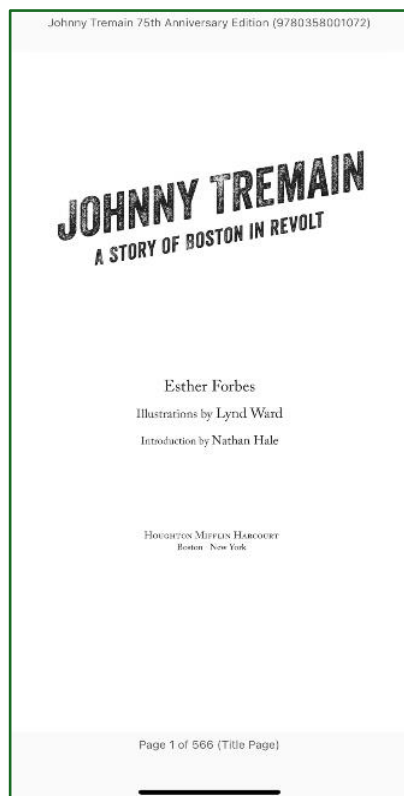
Step 16: After typing in the password you submitted click “Sign In” to complete the login process. Your account will remain logged in on your device until you log out or delete the Palace Project app.



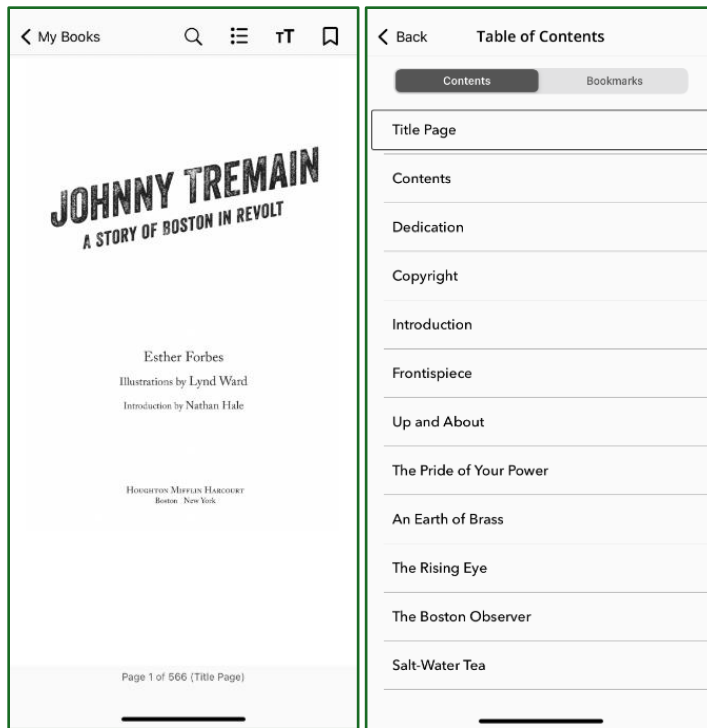
Step 17: You can now check out the item by clicking the “Get” button. The material will begin to download. You’ll need to stay connected to the internet until your download is completed.



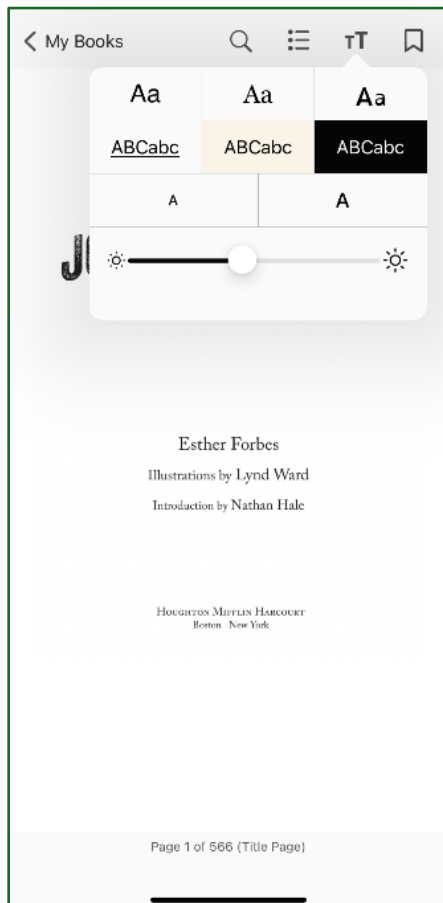
Step 18: Once the material is checked out it will appear in the “My Books” section of the Palace Project app.



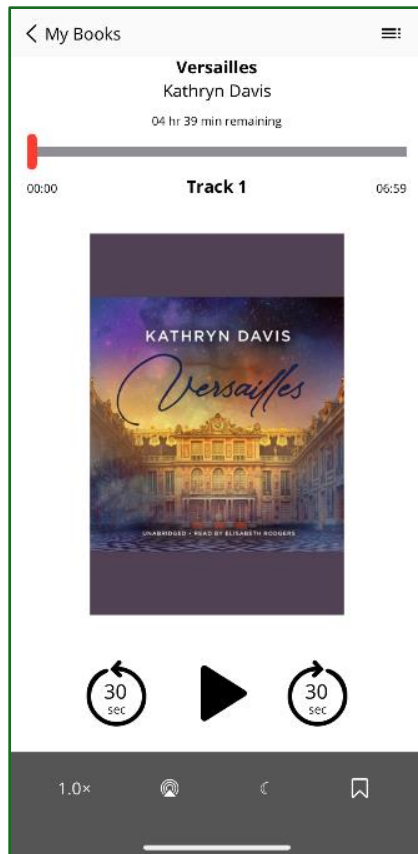
Step 19: Clicking “Read” will launch either the ebook reader or the audiobook player depending on the format. Here you can see the ebook reader.



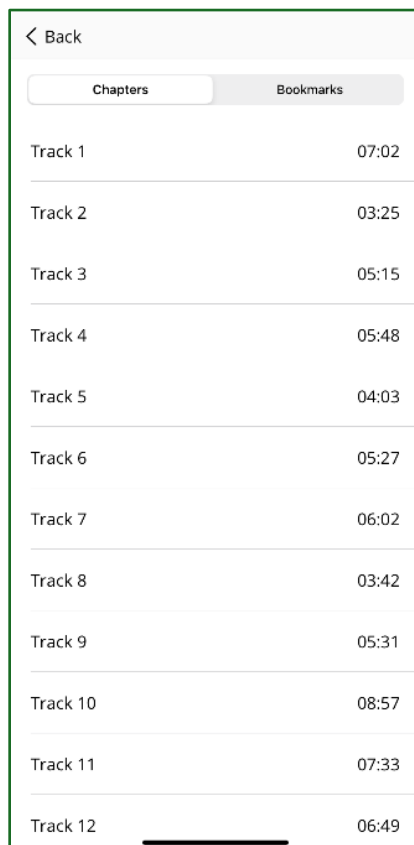
Step 20: Touching the screen will open the toolbar at the top. The first two icons allow you to search within the ebook text (magnifying glass) and see the Table of Contents or your saved bookmarks (bulleted list).



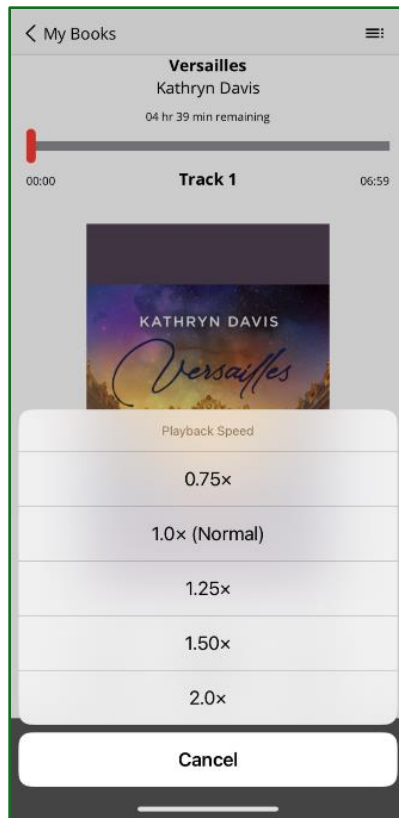
Step 21: The third icon (two T's) allows you to change the font, the display contrast, the size of the font, and the brightness. The fourth icon (flag) will set a digital bookmark on the page you are currently on. Selecting “My Books” at the top left will take you out of the ebook reader and back to “My Books.”



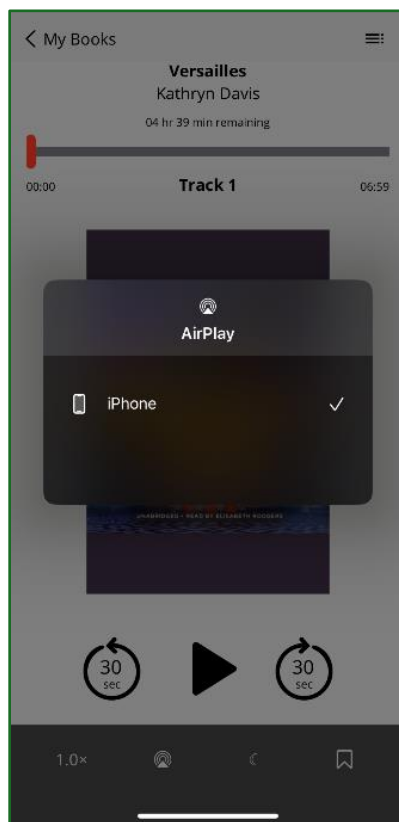
Step 22: This is the eAudiobook player. Play and pause is in the bottom center and the forward and back arrows move 30 seconds in either direction in the narration.



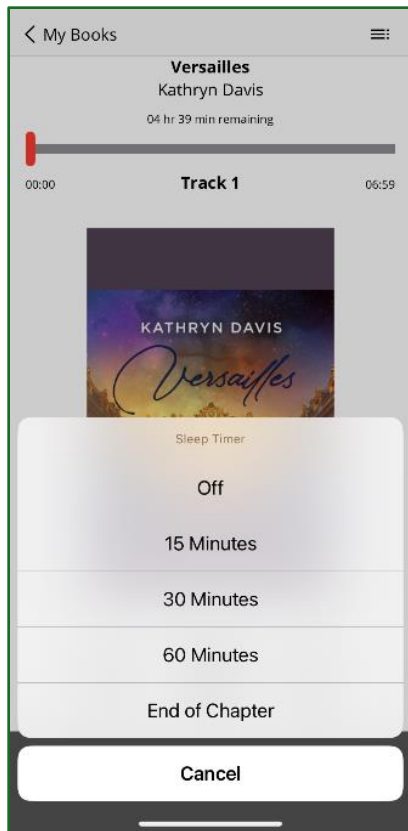
Step 23: The icon on the top right allows you to see the Table of Contents or your saved bookmarks (bulleted list icon).



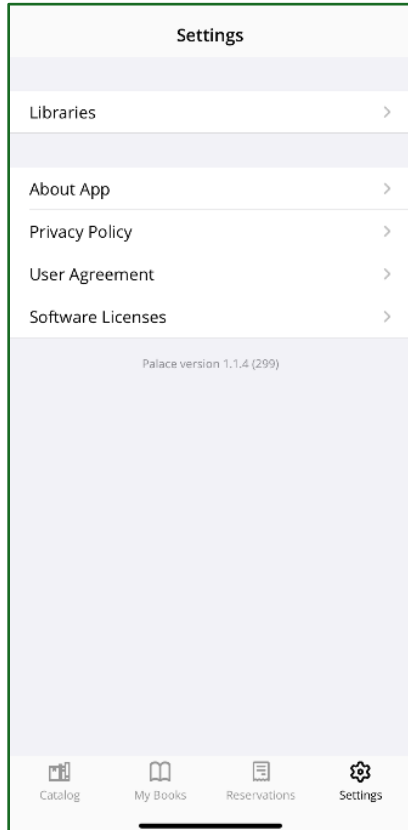
Step 24: The bottom right icon allows you to pick the speed of your narrator (1.0X), from three-quarter speed to double speed.



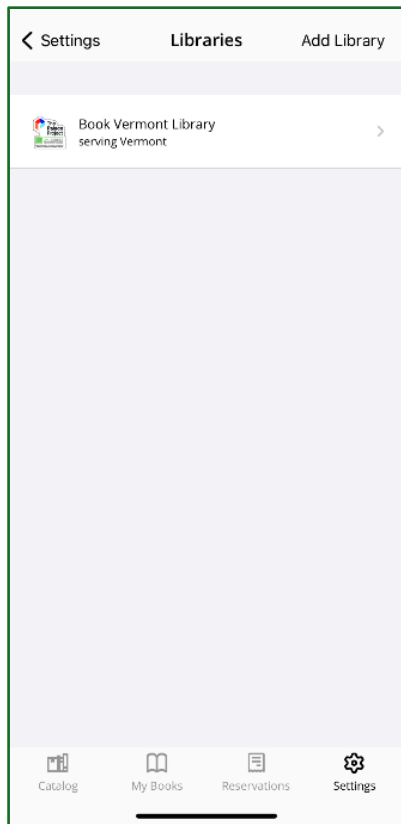
Step 25: The second icon allows you to cast the sound to a bluetooth connected device. You will need to be connected in your device bluetooth settings for options to appear in this list.



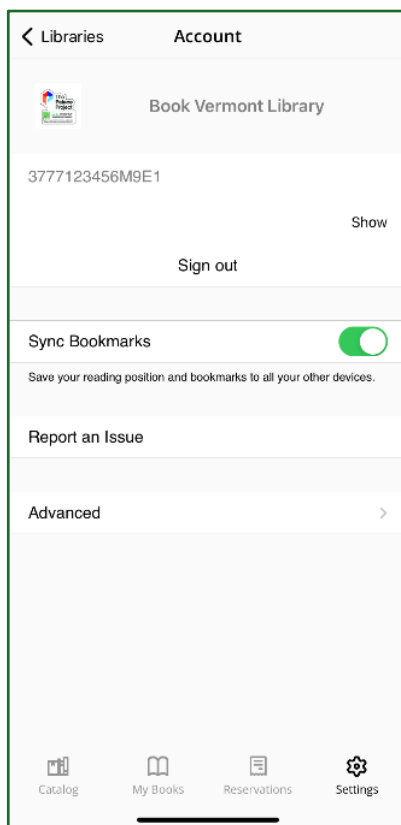
Step 26: The last two icons on the right are a sleep timer (crescent moon) and the bookmark option (flag).



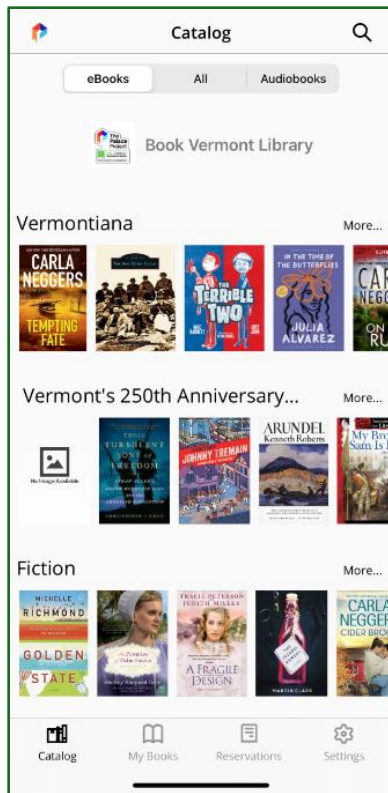
Step 27: In the “Settings” tab on the bottom right you will be able to access the accounts that are signed in by selecting “Libraries.” You can also read the privacy policy & user agreement, and see the software licenses. You’ll also see the version of the app you’re operating (which can be helpful for reporting issues, should they come up) here.



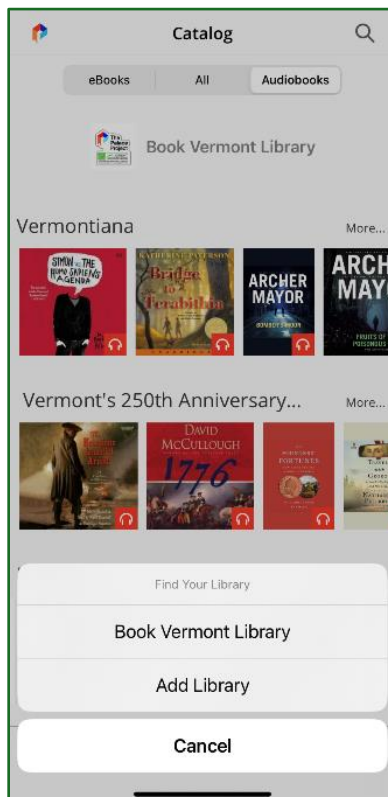
Step 28: In the “Libraries” section you’ll see the libraries you are signed into. Selecting the library listed will take you to options for that account.



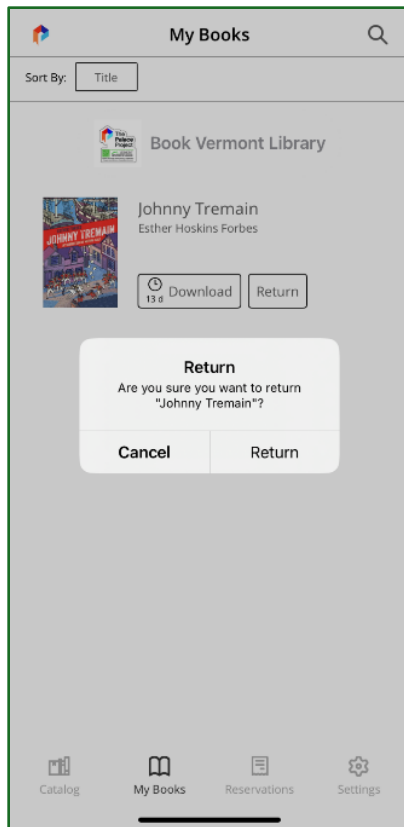
Step 29: Here you can turn on or off the ability to Sync Bookmarks to save your reading position and have them transfer over if you switch devices. This is also where you can Sign out, Report an Issue, or go into Advanced settings.



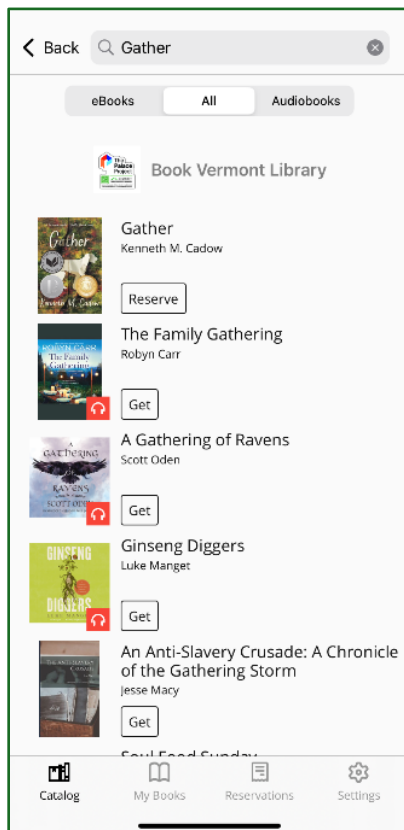
Step 30: You can also view and switch between libraries (if you have multiple library cards) by going to the “Catalog” tab and selecting the top left corner Palace Project icon.



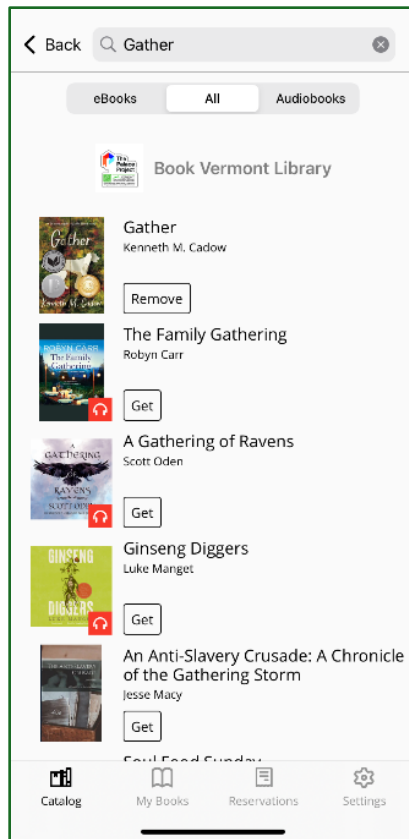
Step 31: You can also add a Library from this menu and be returned to the full list of Libraries.



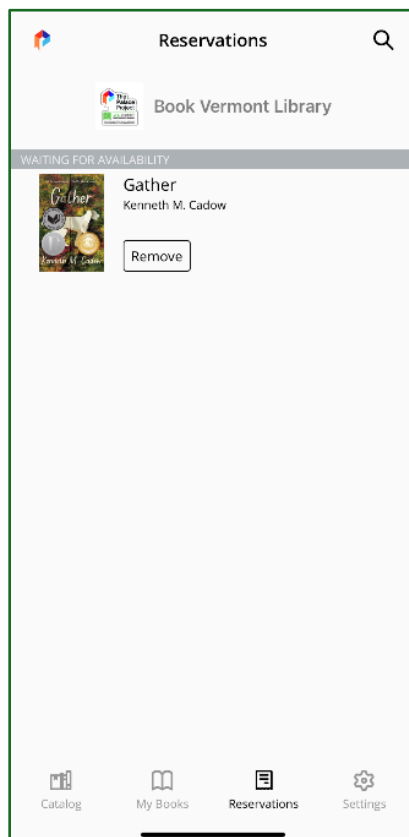
Step 32: Items are returned automatically when they are due, but if you want to return one early, go to the “My Books” tab, and then click “Return” next to the item.



Step 33: If an item you’d like is already checked out to another user you can place it on reserve, by clicking the “reserve” button.



Step 34: After reserving an item, the “Remove” option will appear next to it under My Books. Click “Remove” to take yourself off the list for the item.



Step 35: Items on reserve will appear in the “Reservation” tab on the bottom of the screen. When you get a notification that the item is ready for check out you can come to this section and check out the item. It will then move into the “My Books” tab and begin to download.