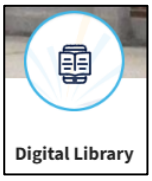
Trumbull Library

Access ebooks & audiobooks with The **Palace** Project

On your computer:

Note: We highly recommend using the mobile app version (see the reverse of this handout for instructions) as that is the only way you can receive notifications when a reserved book becomes available.

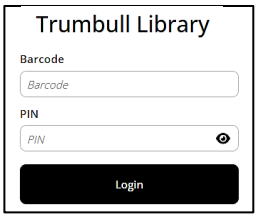
Start at **www.trumbull-ct.gov/Library** and click on the *Digital Library* button. Click on *Palace Project* to expand the page section, and then click the link listed under *"Or log into the collection online."*



At the top right corner, click the *Sign In* button.



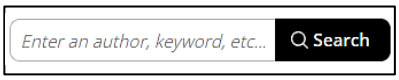
On the Login screen, "Trumbull Library" should appear at the top. Enter your 14-digit library card number, and 4-digit PIN (usually the last 4 digits of your phone number). Click *Login*.

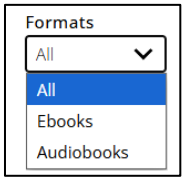


Finding/borrowing items:

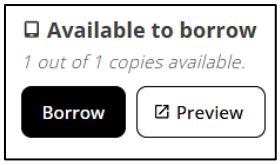
To Search: Enter a title/author in the *Search* box at the top right of the page.

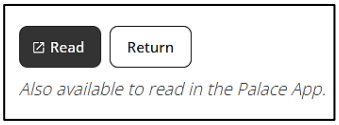
To Browse: Scroll through the categories on the front page, which includes sections for general fiction, general non-fiction, and categories related to current events or the time of year. If you want a specific format, you can go to the *Formats* dropdown menu on the right, and select *All*, *Ebooks*, or *Audiobooks*.



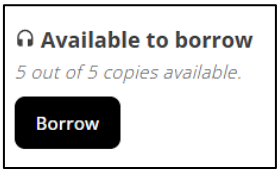


For **Ebooks**, if a book is available to borrow immediately, it will display a button saying *Borrow.* Click it, and the page will display buttons saying *Read* and *Return*. Click the *Read* button, and you will be able to immediately start reading it in your browser.



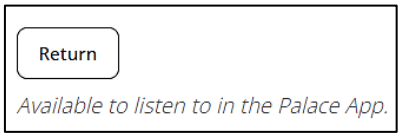


For **Audiobooks**, if a book is available to borrow immediately, it will display a button saying *Borrow.* Click it, and the page will display buttons saying *Listen* and *Return.* Click the *Listen* button, and a listening page will appear on the screen. Click the Play button to start.





In some cases, after clicking borrow, you will only see a *Return* button and the message "Available to listen to in the Palace App." For these books, you must use the mobile app to listen to the audiobook. (See the reverse of this handout.)

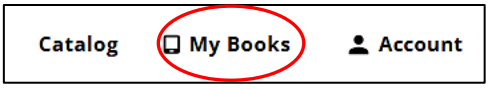


If an ebook/audiobook is **not** available to borrow immediately, it will display the word Unavailable and a button saying *Reserve*. Click it to be added to the waitlist. You must use the Palace app in order to receive notifications of when your reserved book becomes available.



Seeing what you have borrowed:

Whenever you want to read one of your books, or see all the books you have currently borrowed, click *My Books* at the top right.



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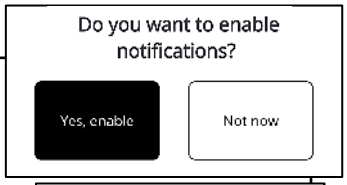
Trumbull Library

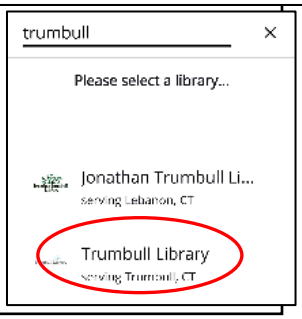
Access ebooks & audiobooks with The **Palace** Project

On your phone/tablet:

GET IT ON Google Play Download on the App Store

Search for and download *The Palace Project* app from the **Apple App Store** (iPhone) or **Google Play Store** (Android). Open the app and follow the steps below:





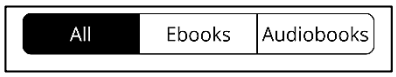
Using for the first time:

- A screen will ask for permission to send notifications. We strongly suggest clicking "Yes, enable," as this is the only way you can be notified when reserved books become available.
- If another screen pops up asking for permission to send notifications, click *Allow.*
- The next page will ask *Please select a library.* You can scroll through the list to find Trumbull Library and then tap on it, or search for it in the search box. Make sure to tap on *Trumbull Library* rather than *Jonathan Trumbull Library.*
- The first time you borrow a book, you will be asked to enter your 14-digit library card number and PIN (which is usually the last 4 digits of your phone number).

Using the app again later:
When you open the Palace app, you will automatically be logged in.

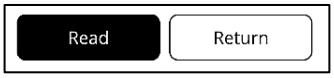
Finding/borrowing items:





To Search: Tap the magnifying glass icon at the top right, that appears next to the words *Trumbull Library*. and enter a title/author.
To Browse: Scroll through the categories on the front page, which includes sections for general fiction, general non-fiction, and categories related to current events or the time of year. If you want a specific format, you can tap *Ebooks* or *Audiobooks* at the top.





For **Ebooks**, if a book is available to borrow immediately, it will display a button saying *Borrow.* Tap that button, and the book will take a moment to download to your device. Then you can click the *Read* button to begin reading it.



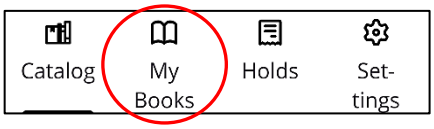


For **Audiobooks**, if a book is available to borrow immediately, it will display a button saying *Borrow.* Tap that button, and the book will take a moment to download to your device. Then you can click the *Listen* button to start playing it.



If an ebook/audiobook is **not** available to borrow immediately, it will display a button saying *Place Hold*. Click the button to be added to the waitlist. When the item becomes available, you will receive a notification through the app on your phone/tablet.

Seeing what you have borrowed:
Whenever you want to read one of your books, or see all the books you have currently borrowed, click the *My Books* button at the bottom of the screen.



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