The Palace Project

*Supported Devices:

iOS 15 + (Apple App Store)
Android 7.0 + (Google Play Store)
Bluetooth Speaker compatibility

Requirements:

- Must have a valid Newington library card
- Must have a device capable of connecting to the Internet
- Must have a device capable of downloading apps

Install The Palace Project on the device

1. Open the app store of the device
2. Search for Palace Project
3. Tap the result for **The Palace Project**
4. Tap the **Get** or **Install** button next to the search result for **The Palace Project**. If you see the *Open* button, the device already has The Palace Project installed

Setting up The Palace Project

1. Tap **Find Your Library**
2. Type or scroll until you find **Lucy Robbins Welles Library** and tap on the library name
3. This will bring you to **The Palace Project Catalog**

Searching

1. Tap **the magnifying glass** in the upper right corner
2. Type in what you are searching for
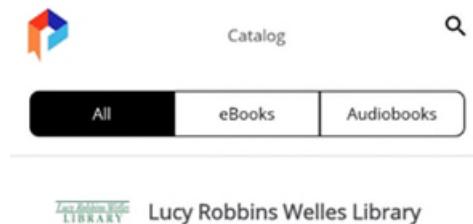
3. You can filter back and forth between audiobook and e-book selections
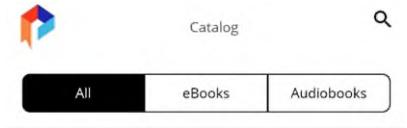
Browsing

1. You can browse between *All, eBooks, and Audiobooks*
2. Under **All, eBooks, and Audiobooks** are genres to choose from
3. Tap on **More…** under each genre to view a full list
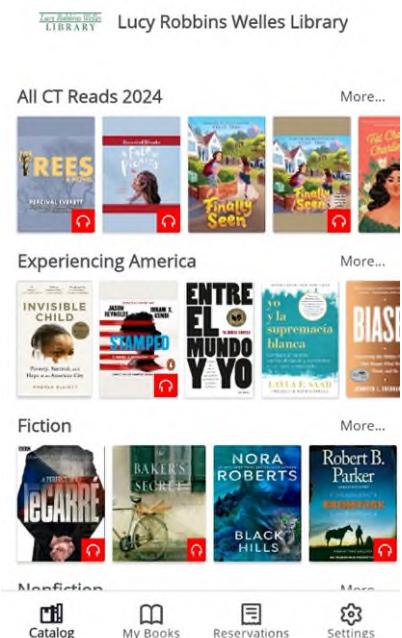
Checkouts

1. Tap on the book you would like to check out
2. Tap **Get** or **Reserve**
3. If you get the option for **Reserve**, that item is not available at the moment and tapping reserve will place it on hold
4. Type in your library card number to **Get** or **Reserve** the item
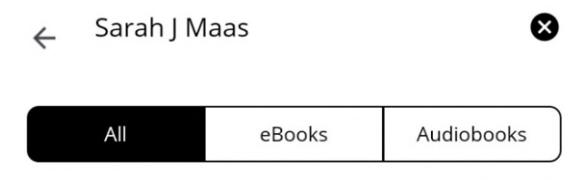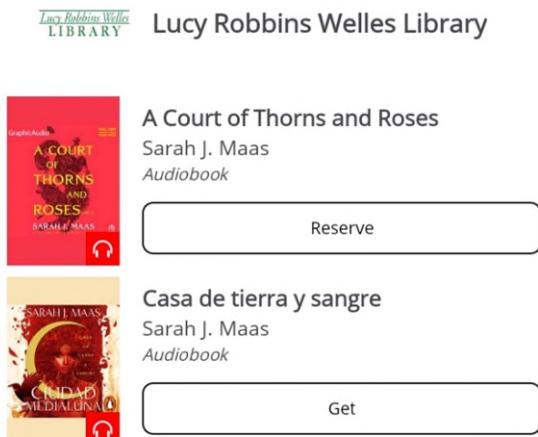
Reading/Listening

1. After borrowing the book, tap on **Read** or **Listen**
2. Checked out items can be accessed under **My Books** on the bottom of the screen

Catalog   My Books   Reservations   Settings

Renewing and returning

1. **The Palace Project** titles will automatically return after the loan duration. They can be re-checked out immediately, and should save your place if you were not finished
2. If you want to return the item before its due date, click on the title and click **Return**

Please call the library (860-665-8700) with questions or to schedule a tech help appointment with a librarian

Updated 7/9/24 MP

Lucy Robbins Welles
LIBRARY