The Palace Project

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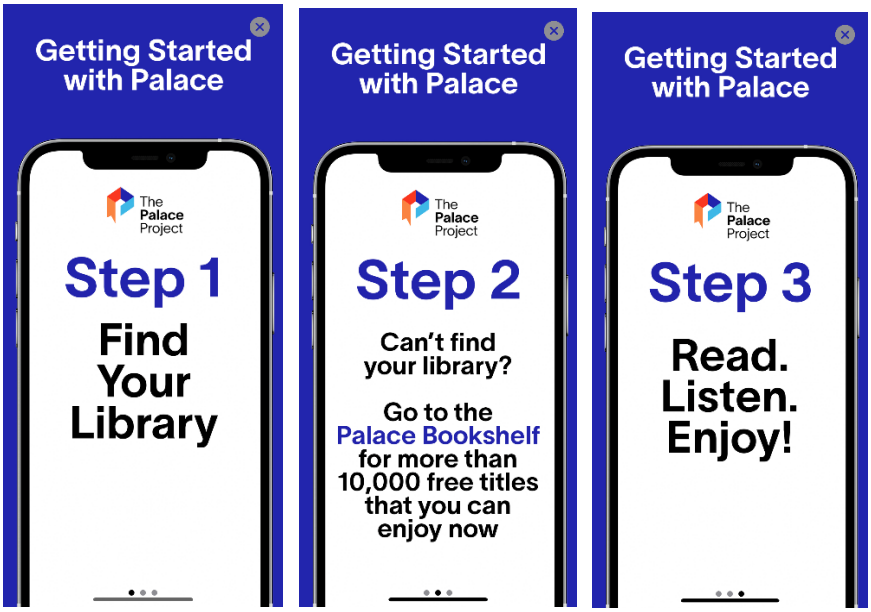
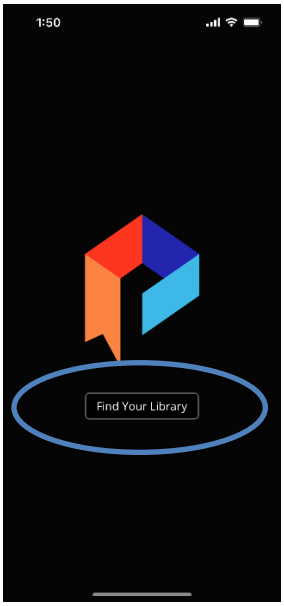
How to create a virtual library card in the Palace App

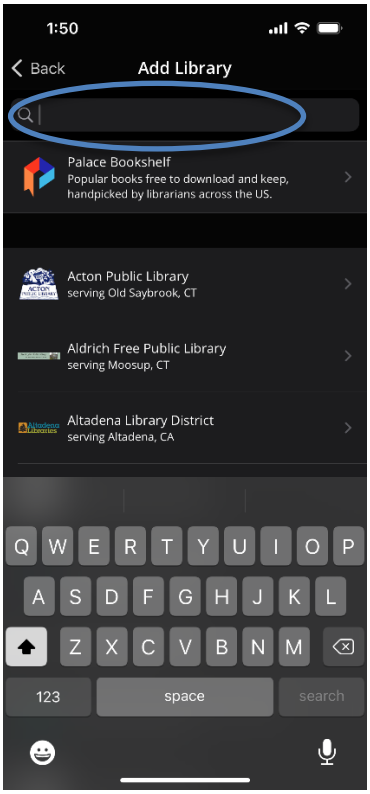
Step 1: Search for your library in the app. If searching after downloading the app for the first time, scroll through the three instruction pages.



Then, click Find Your Library (located in the center of the screen).



Type in the name of your library until it appears from the list, then click on the name of the library.



Or, if already in the app, find your library from the catalog screen:

From the catalog screen, click on Settings (located in the lower right corner of the screen)

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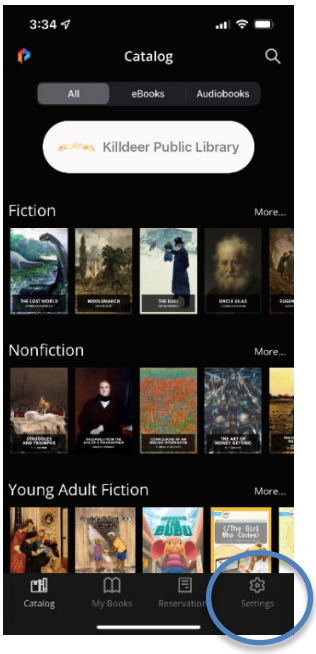
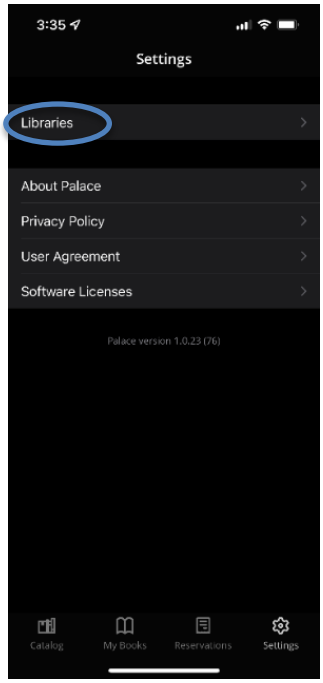
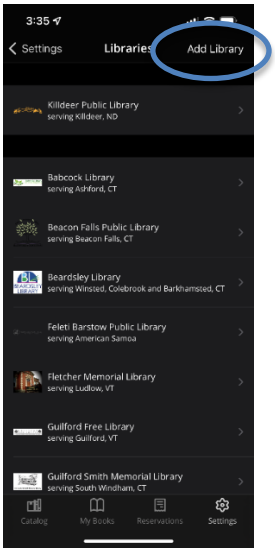


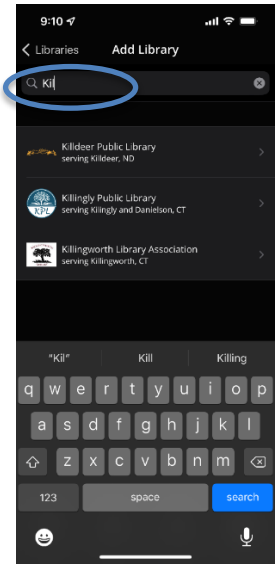
Click on “Libraries” (located at the top of the screen)



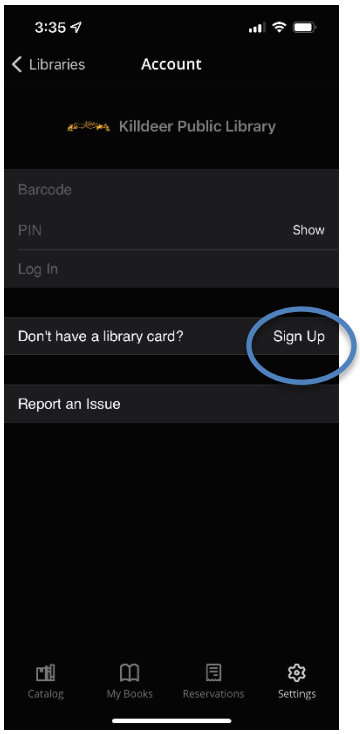
If your library is not listed, click “add library” (located in the top right corner of the screen) and type in the name of your library



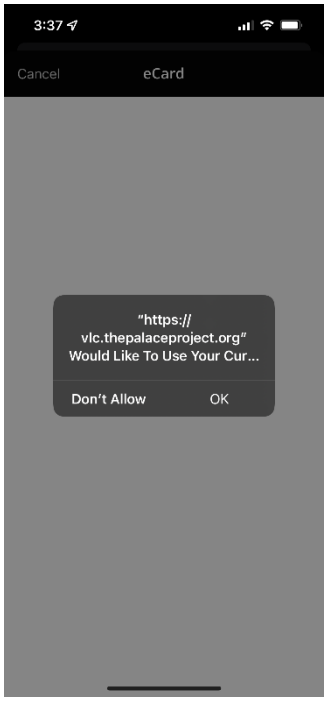
Once your library shows up in the list, click on the name.



Step 2: After adding your library, click next to "Don't have a library card?" on the "Sign up" button (located in the center of the screen).



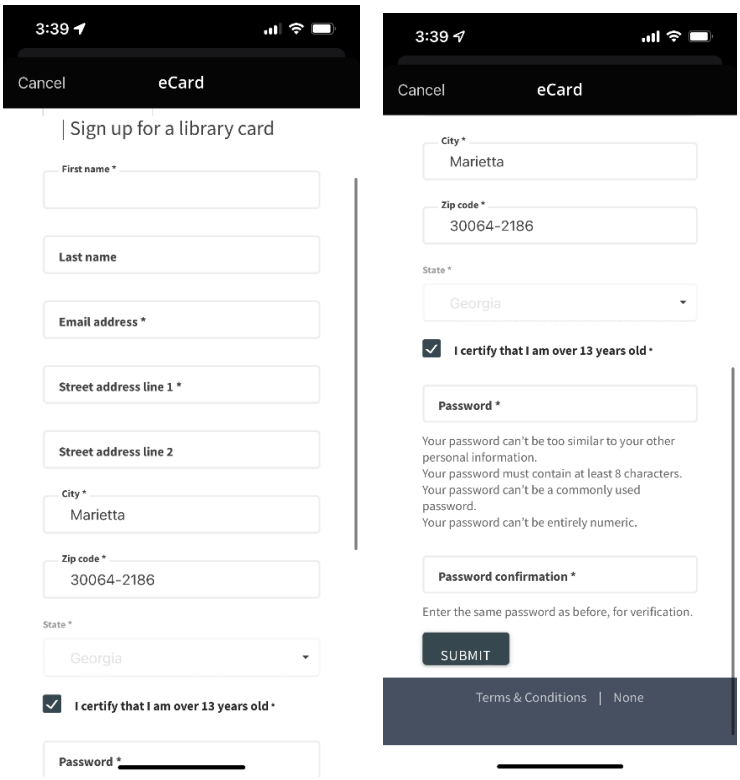
Step 3: The app will ask to use your location when you are creating a card. You must say yes for it to verify that you are in the correct state. You can say just use your location one time to create the card, if desired.



If the user accidentally says "Don't Allow," then they will need to go to their device settings and select the the app "Palace." Click on the app name, then select "Location" to change to "ask next time" or "while using the app." Once that setting is updated, go back to the app and refresh, then try again to create virtual card.

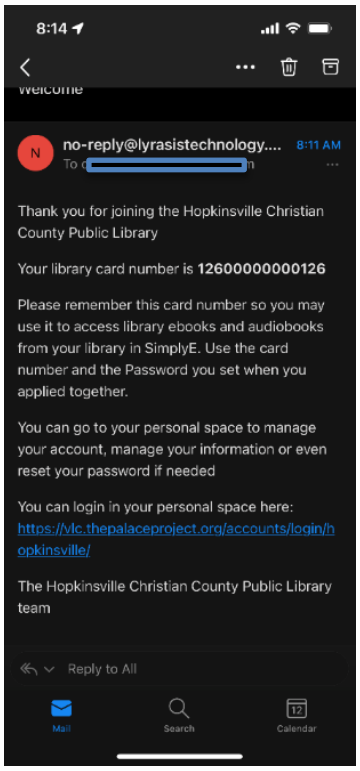
Step 5:

Enter your information to create the virtual card:



Enter your first name, last name, email address, street address, city, zip code, and enter your password twice. The password must be at least 8 characters long.

After submitting the form, you will receive an email verifying your card information.



Once you make your barcode/library card number and your pin/password, then you will be able to login to the library to check out books.

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