eBooks & Audio Books: in Spanish

⭐ Benner Library uses Project Palace in order to bring leisure reading and audio books to our patrons.
Look for two red stars in this document for tips to finding books in Spanish

Access:

- Some titles have unlimited copies (classic works).
- Most other titles have only a certain number of copies available (e.g. 1-5) across all libraries in the State of Illinois who subscribe to Boundless.
- Patrons can "check out" ebooks or audio books

Available only as an App.

Note: No browser-based (computer) access.

The **Palace** Project

Videos for iOS and Android users on the app website, https://thepalaceproject.org/app/

On your **mobile device**:

1. Download the free Palace Project app
2. Tap "Find Your Library"
3. Type or scroll to find "Olivet Nazarene University"
4. Even if you can't find your library, there are 10+ thousand free titles included

BROWSE
- Select any of the headings to view additional or related titles. **Scroll to "World Languages"** ⭐
- Search for a specific title by selecting the magnifying glass in the upper right corner of the screen.

BORROW
- Select the desired title and click "**Get**."
- If your book is currently unavailable, click "**Reserve**" to place a hold.
- After choosing to get or reserve a title, you will be prompted to sign in with your library barcode number and password/PIN.

READ
- Once your book has been downloaded, click "**Read**" or "**Listen**" then enjoy!
- Borrowed titles can be easily accessed by selecting "**MyBooks**" at the bottom of the screen

Basic app functionality

- The library's logo and name is located at the top of the screen in the app. That will be persistent as they scroll.
- The "homepage" is the catalog screen. This is where users can browse the catalog, sort by formats, or start their search.
- At the bottom of the catalog screen, there are other tabs listed including My Books, Reservations, and Settings.
- The My Books tab is where all books that have been checked out will be displayed. Once an eBook or eAudiobook is downloaded, it can be read or listened to from this screen.
- The Reservations tab will show all books that have been placed on hold within the app.
- The Settings screen will take the user to the log in and log out page. They can also enable syncing on their device and report an issue from this screen.
- To sort by format, click on either eBooks or Audiobooks at the top of the catalog screen. If they prefer to leave it at the default setting of All, the results will contain eBooks and eAudiobooks.
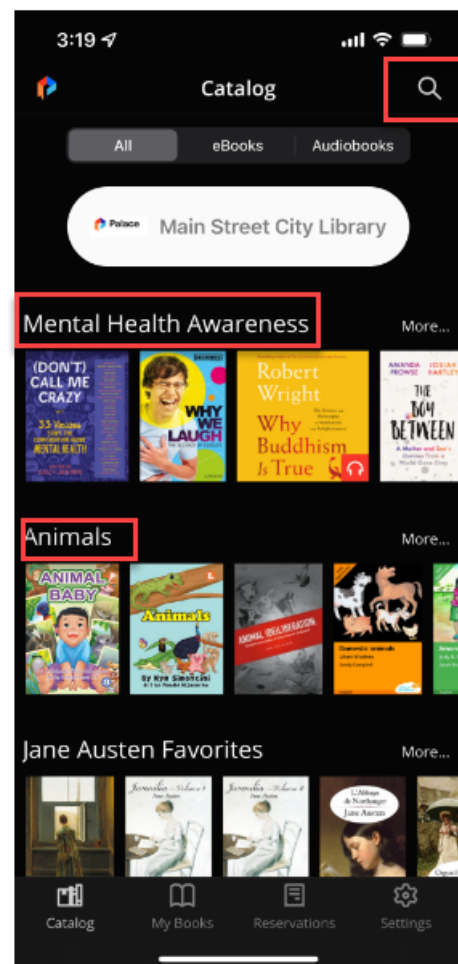
Browsing

- Browse the catalog by scrolling down and selecting lanes of interest. **The default lanes include**:
  - Fiction
  - Nonfiction
  - Young Adult Fiction
  - Young Adult Nonfiction
  - Children and Middle Grade
  - World Languages
- Within each default lane, there are multiple subgenres listed. The user may click on any of the subgenre lane titles to browse deeper into that subject. Opening a subgenre lane will give users additional filters:
  - **Sort by:** author or recently added
  - **Availability**: available now (default), all, yours to keep
  - **Collection**: everything, popular books

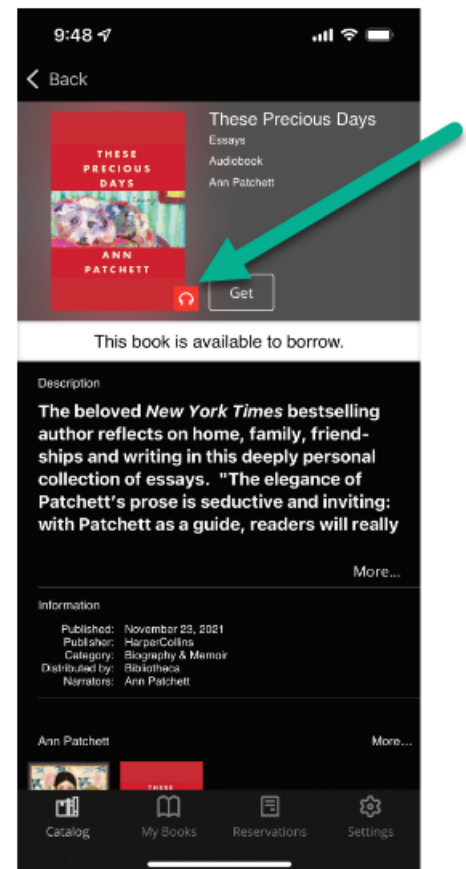⭐ The world languages lane will display materials within the collection that are in non-English languages.

Searching

To search, click on the magnifying glass at the top right portion of the screen. This will bring up the search box where a user can type in an author's name, book title, subject, or book genre to search.

Book Details

- When looking at an item in the catalog, the user can click on the title to get more details
  about the book including:
    - Description
    - Author name
    - Distributor
    - If it is available to borrow or not.
    - If.the.item.is.an.audiobook?there.will.be.a.small.red. icon.with.headphones.that.appears.in.the.bottom_left. corner.of.the.book.cover¡
- When checked out, the remaining time on the loan will be displayed on the book details
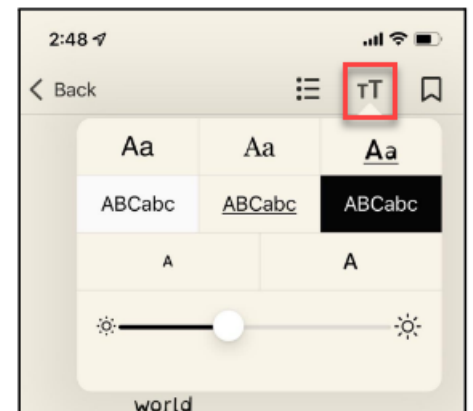 screen, as well as in the list on the My Books screen.

Reservations

When an item is available to checkout, the user will need to go to the Reservations tab and click Get to checkout. That will move the book from that tab into the My Books tab.
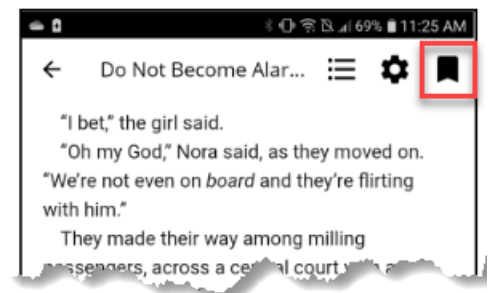
Reading and listening in app

- When reading the in app, the user may access the table of contents, accessibility features, and bookmarking at the top right portion of the screen.
- Clicking on the table of contents allows the user to move through the book chapter-by-chapter.
- Click on the **TT symbol will bring up a menu of accessibility features including:**
    - Font types and sizes
    - Dyslexia font
    - Brightness slider
    - Change the background color of the screen
- Bookmarks can be enabled by clicking on the **bookmark icon** at the top right on any page within the book.

Return books

- From the book details screen, click "Return" to return an item early.
- If a book reaches its loan limit, it will automatically return

Most.text.in.this.section.from.[The.Palace.Project](#)~.Training.™ .Marketing.Materials.~.Scripts?Talking. Points.™ .Background.Info.~.[Demonstration.Script.for.Library.Staff](#)

Screenshots.from.Marketing.Materials.~Patrons.~.[On.Common.Troubleshooting.Questions](#).iOS.and. [Android](#)