

I'm going to The Guille-Allès Library

Before I go to the Library

I'm going to the Guille-Allès Library.



If I am nervous about going, I can talk to someone and ask questions first.

I can call 01481 720392 or email ga@library.gg



In the library there will be shelves of books, puzzles and DVDs.



About the Library

There are people who work at the library who I can talk to. They wear purple lanyards.



The library is usually a quiet place where people talk quietly, relax and read books.

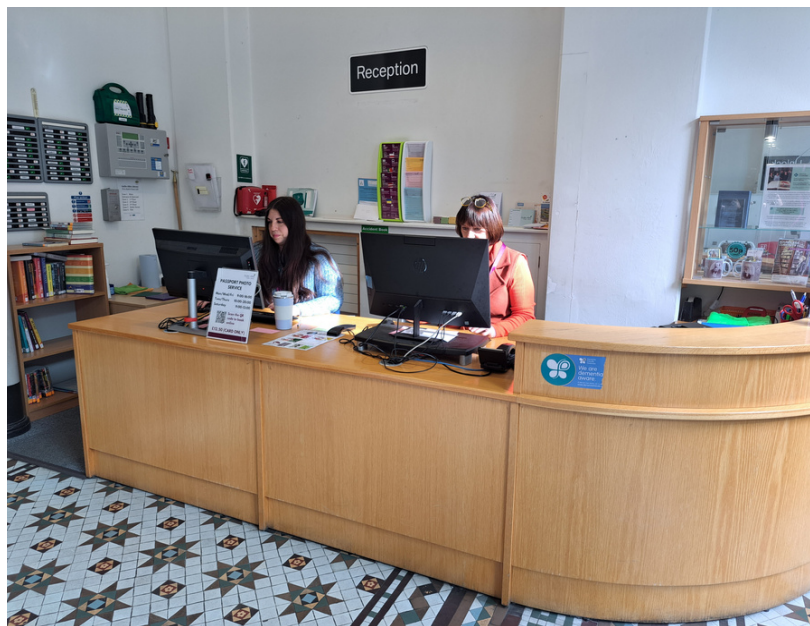


Sometimes it might be noisy. If it is noisy I can talk to a librarian, who can lend me some noise-cancelling headphones.



How I become a member of the Library

When I get to the library, I will see a desk.



I will talk to someone who works there to become a member of the library.



I will tell them my name, address, date of birth, telephone number and email address.

I will sign a form, this makes me a member of the library and I will be given a library card.



If I want, the library can keep my card safe until my next visit.

The library service is free of charge except for printing and photocopying.



When I visit the Library

When I arrive, I can ask the person at the front desk for a tour of the library.

I might have to wait.



If I am thirsty, I can fill up my water bottle by the coffee machine on the ground floor.



The Children's Library is on the first floor.



I can sit down to read a book.



In the library there will be shelves of books, puzzles and DVDs.



The library will also have some computers.

To use the computers, I might need to wait for one to become available.



I can borrow a book, graphic novel or DVD and take it home with me.



If I want to borrow a book I will talk to a member of the library staff. I will need my library card to borrow from the library.

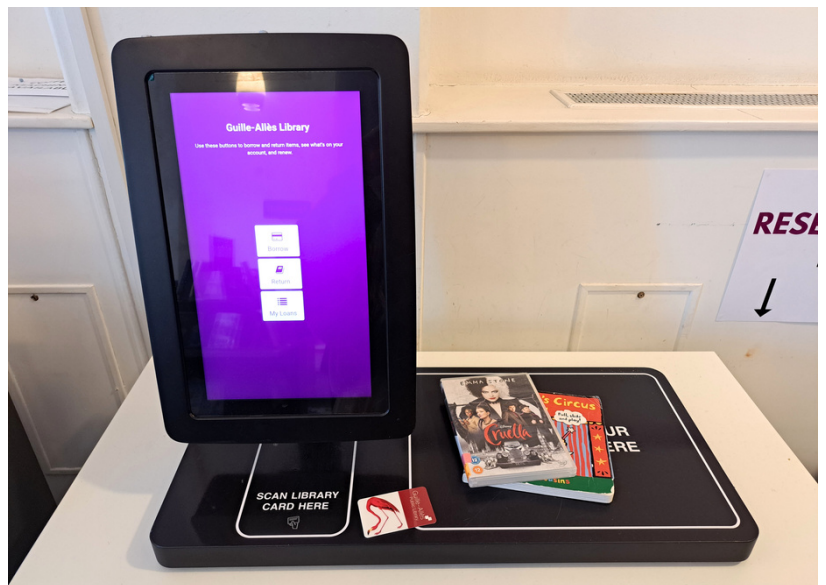


I can borrow items for three weeks, but I can extend this by speaking to a librarian or phoning the library on 01481 720392.



The staff will show me how to borrow the book or DVD using the kiosk.

They will tell me when I need to bring it back to the library.



If I need to use the toilet I can go to the second floor bathrooms by the top of the stairs.



If I need to use the accessible toilet I will walk through the Hayward Room and through the blue door in the left hand corner.



When I have finished I will leave the library.

