

I'm going to Alcester Library



Before I go to the library

I'm going to Alcester library.

If I am aged under 16 and need to join the library, I will need to take an adult with me to help me join.

If I am aged under 8, I must have an adult with me any time I am in the library.



If I am nervous about going, I can talk to someone and ask questions first.
I can call 0300 555 8171 and ask to speak to someone at Alcester Library.



I can ask the person for a tour of the library.



About the library

There are people who work at the library who I can talk to. They will be wearing a staff card around their neck to help me recognise them. They are very friendly.



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



Sometimes it might be noisy. There might be an event with lots of people. People might be singing or talking. If it is noisy, I can talk to a member of staff, and they can help me find a quieter space to sit.



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. They will give me a list of rules to read about using the library. I must agree to follow those rules. If I'm aged under 16, the adult with me will do this for me.



I will show them identification. This can be a driving licence, bank statement or household bill. If I'm aged under 16, the adult with me will do this for me.



The staff member will put my details into the computer. This makes me a member of the library and I will be given a library card. I should bring my card with me when I come to the library next time.



When I visit the library

In the library there will be shelves of books.



I can sit in a chair to read a book.



I can borrow a book and take it home with me.



If I want to borrow a book, I will talk to a member of the library staff



The staff will show me how to borrow the book and tell me when I need to bring it back to the library. I can borrow up to 10 books for 3 weeks at a time.



The library will also have some computers. The computers are free to use if I have my library card and know my PIN number. My PIN number will be my date of birth as a long number – DDMMYYYY. If I'm aged under 16, I'll need to be with an adult to use the computers.



To use the computers, I might need to wait for one to be available. If I need help, I can talk to a member of staff.



The library has sensory toys I can borrow to use while I am in the library if I would like to. I can ask a staff member and they will get them for me if nobody else is using them. I may have to wait if they are being used. I cannot take these home with me. I must give them back to a staff member when I am finished.



When I have finished, I will leave
the library

