

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



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.



About the library

There are people who work at the library who I can talk to. They wear purple lanyards with their names on them.



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.

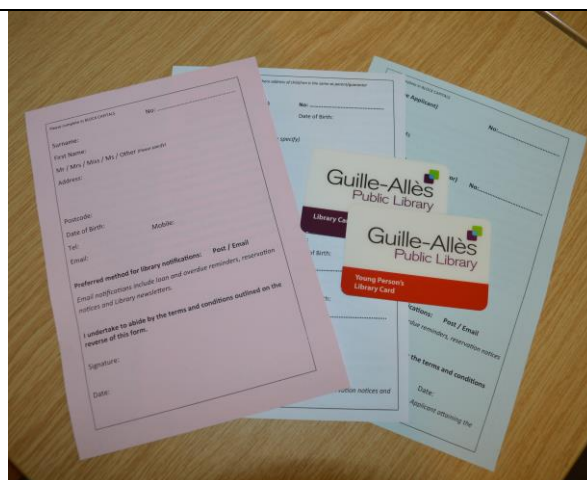


I will talk to someone who works there to become a member of the library.



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

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



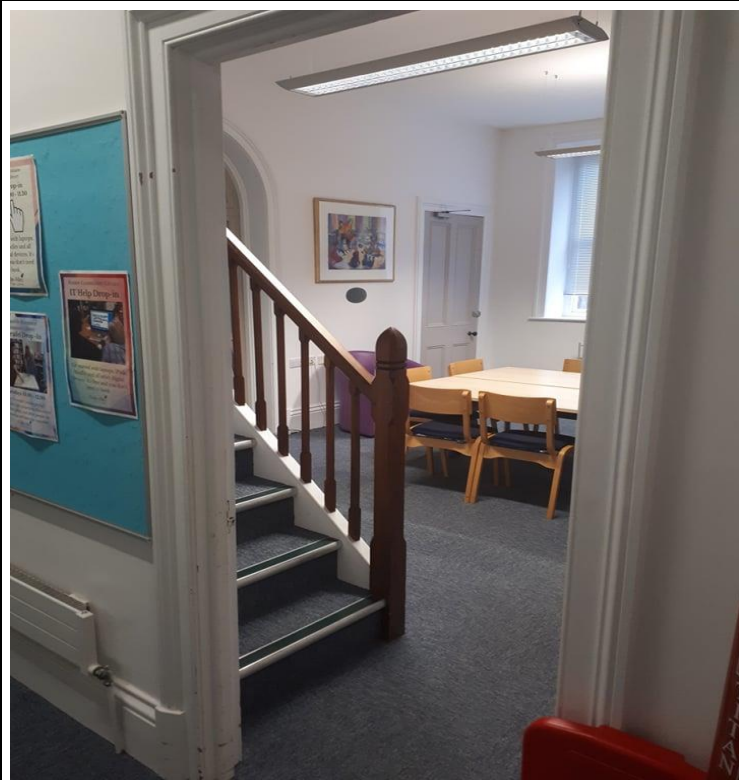
The Children's Library is on the first floor.



I can sit down to read a book.



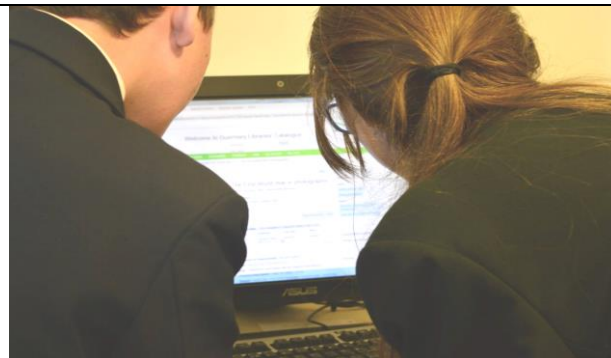
If I feel overwhelmed, I can go to the Dorey room on the second floor to calm down.



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, CD or DVD and take it home with me.

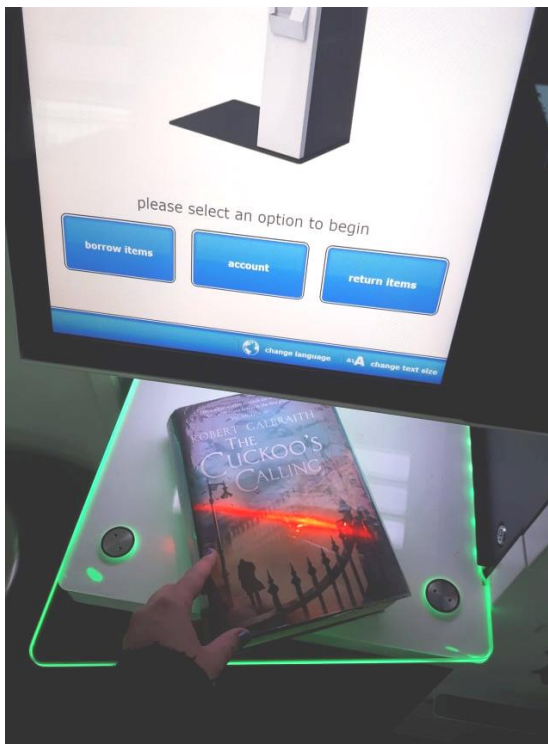
I can borrow items for three weeks, but I can extend this by speaking to a librarian or phoning the library on 01481 720392.



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.



The staff will show me how to borrow the book, CD or DVD and tell me when I need to bring it back to the library.

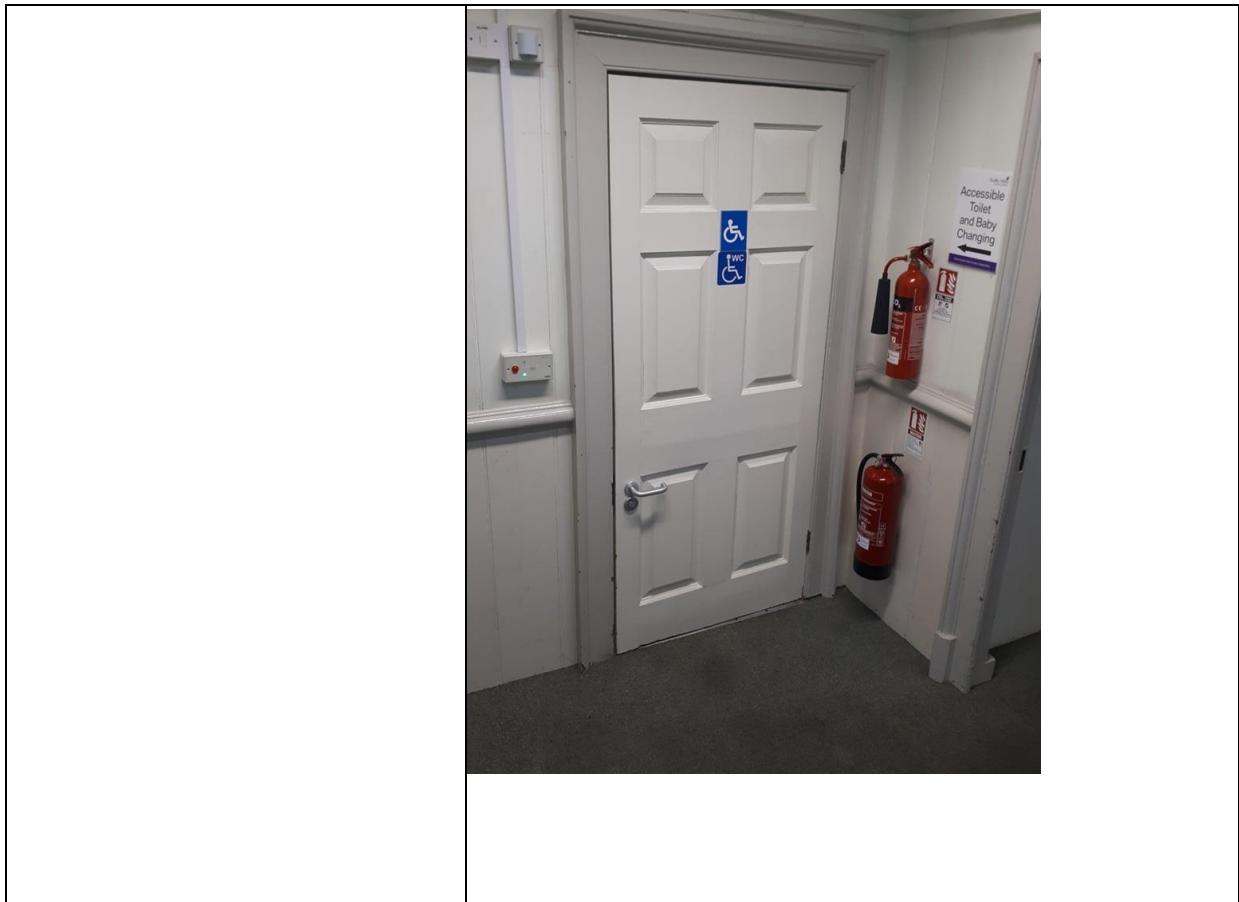


If I need to use the toilet I can go to the second floor bathrooms by the top of the stairs.



If I need to use the disabled 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.

