I'm going to the library

Before I go to the library	
I'm going to Perton library	**YOUR LIBRARY** Staffordshire County Council
I can ask the person for a tour of the library	**May I help You?** Staffordshire County Council YOUR LIBRARY www.staffordshire.gov.uk/libraries @StaffsLibraries staffordshirelibraries

About the library

There are people who work at the library who I can talk to.	
The library is usually a quiet place where people talk quietly, relax and read.	
Sometimes it might be noisy. If it is too noisy, I can ask a librarian to help.	

How I become a member of the library

To join the library, I need to visit this desk to speak to a librarian. I will tell the librarian my name, address, date of birth, telephone number and email address and they will put it on the computer.	
I will be given a library card with my name on.	Adult card: Child's card:

When I visit the library

In the library there are shelves of books.	
I can sit in the library and read books.	
I can also borrow books and take them home with me.	

If I want to borrow a book I will talk to a librarian or use the self-issue machine.	
These are the self-issue machines that I can use to borrow and return books. When I return my books, I may need to put them on the bookshelf or in the returns bin. The machine will tell me what to do with each book.	
When I have finished, I will leave the library.	

Using the computers at the library

The library also has some computers.	
The computers are free to use, but I need to talk to a member of staff before I use it for the first time to be given a PIN card to use on the computers.	
I can choose which computer to use and use my library card number and PIN number to log on.	
When I have finished, I will leave the library.	