

I'm going to the library

Pontefract Library



Before I go to the library

I'm going to Pontefract library



If I am nervous about going I can talk to someone and ask questions first
I can call 01977 727692



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



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



How I become a member of the library

When I get to the library I will see a desk



I will talk to the library staff who work there to become a member of the library







I will tell them my name, address, date of birth, telephone number and email address; the library staff will then input my information on to the computer.



I will show them identification. This can be a driving licence, bank statement, passport or household bill



<p>I will sign the back of the library card, this makes me a member of the library and I will be given the library card</p>	
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<h3>When I visit the library</h3>	
<p>In the library there will be shelves of Books and DVDs</p>	
<p>I can sit in a chair to read a book</p>	
<p>I can borrow a book or DVD and take it home with me</p>	

<p>If I want to borrow a book I will talk to a member of the library staff</p>	
<p>The staff will show me how to borrow the book or DVD and tell me when I need to bring it back to the library</p>	
<p>The library will also have some computers</p>	
<p>The computers are free to use, but I will be charges for any printing out I wish to do.</p>	

To use the computers I will need to reserve a time/wait for one to be available/talk to a member of staff



When I have finished I will leave the library

