

# **library@esplanade** **Social Story**

## **Contents**

- Library Etiquette & Safety Precautions
- Library Staff
- Library Space (Film Village, Theatre Village, Arts Central, Music Village, Dance Village)
- Services

3

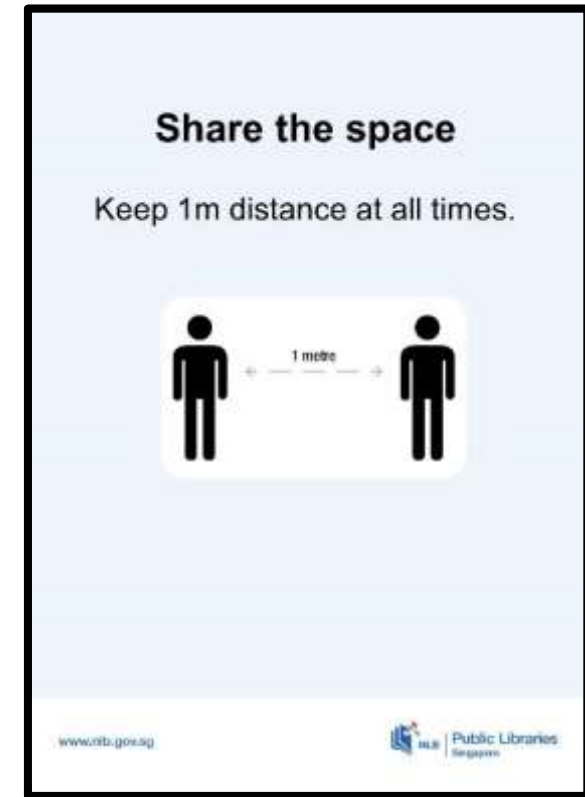


I am at library@esplanade.









# **Library Etiquette & Safety Precautions**



I must wear my mask properly in the library. This is to protect myself and others from viruses.



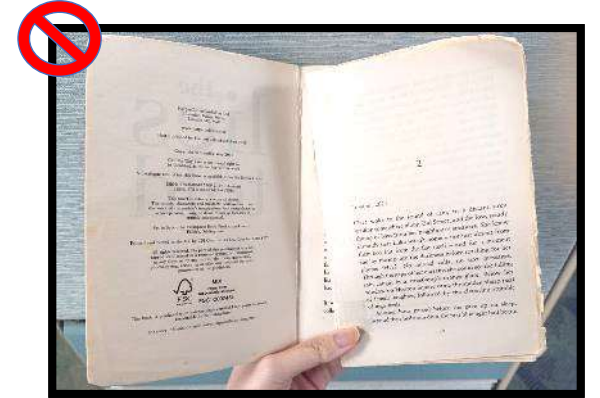
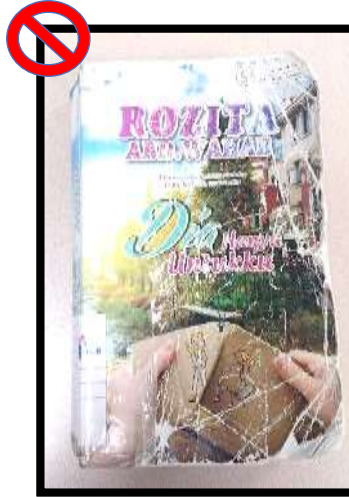
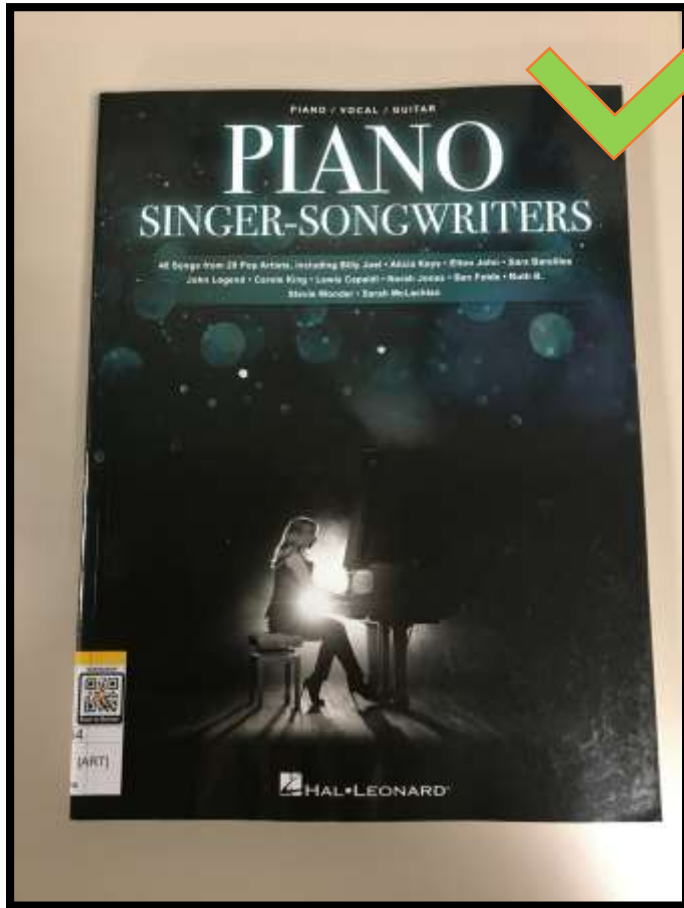
I will stay 1 metre away from other people. This way, the virus has less chance to spread.

<p><b>Shout</b> ✘</p> <ul style="list-style-type: none"> <li>• Playing</li> <li>• Emergency</li> </ul>		
<p><b>Talk loudly</b> ✘</p> <ul style="list-style-type: none"> <li>• Talking outdoors</li> </ul>		
<p><b>Talk</b> ✘</p> <ul style="list-style-type: none"> <li>• Talking indoors</li> </ul>		
<p><b>Whisper</b> ✔</p> <ul style="list-style-type: none"> <li>• In the library</li> </ul>		



Inside the library, I will whisper and keep my voice down.  
I do not want to disturb other people.

I will walk in the library.  
I do not want to trip or hurt anyone if I run.



I must be careful when I'm using library books or other library items.

I cannot tear, fold or step on books because they will be damaged.

Everyone can enjoy the books only if they are not damaged!



**Do NOT climb  
on the shelves**

I must not climb on the  
bookshelves.

If I climb on the shelves, they may  
dislodge and books will fall off the  
shelves.

I do not want to hurt myself if I fall or  
when the books hit me.





I will not touch the barriers.  
I will follow the instructions  
if there are any.

This way, people will not trip on them or  
become confused about where to go.



If I browse CDs or magazines, I must pull out the rack slowly and carefully.

I do not want my finger to get caught between the racks because it will be very painful.



I must close the racks fully.



I will not leave any racks open in case other people walk into or trip over them.

# Library Staff

I can get help from library staff who wear these uniforms.

13



Library Staff

I can get help from library staff who wear these uniforms.

14



**Library Staff**

I can get help from library staff who wear these uniforms.

15



**Library Staff**

# Library Space



I will queue up to go into the library at **level 3** in Esplanade Mall.



I will do a TraceTogether check in.

18



I can scan my TraceTogether token.



I can scan this QR code using the TraceTogether app.

I can see this at the entrance.

It shows me the direction for each of our performing arts collections.





If I need help, I will go to this **Customer Service Counter**.

I will ask the library staff to assist me.



I can find a map of the library.

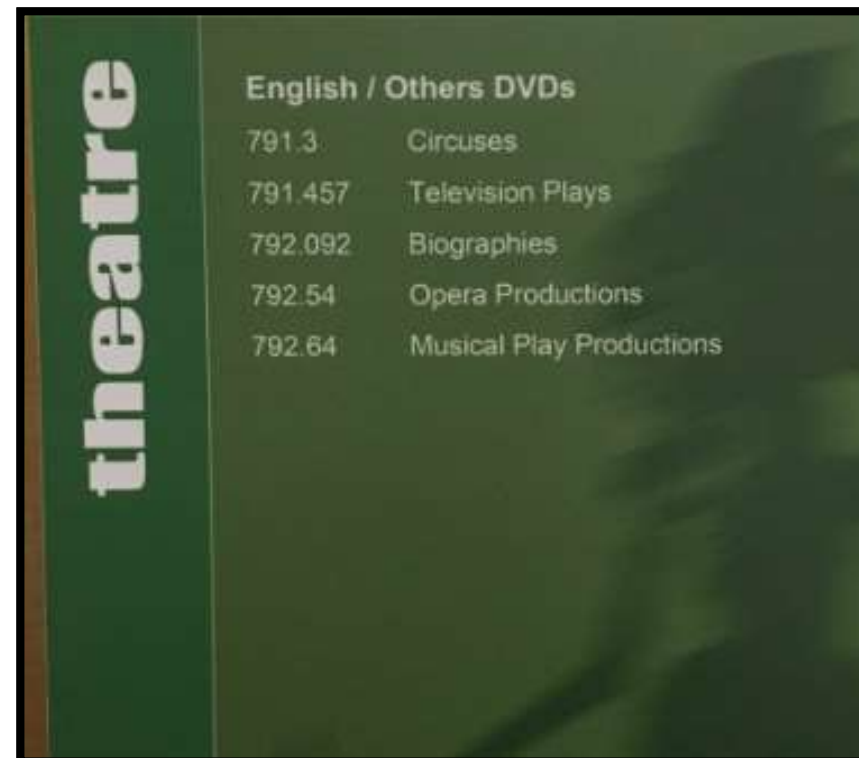
It shows me the layout of the floor and where to go to find various things.



**film**

**English Books**

070.1	Documentaries
778.5	Cinematography, Video Production
791.43	Motion Pictures
791.433	Home and Amateur Films
791.4334	Animated Films
791.437	Films
791.44	Radio
791.45	Television
808.23	Screenwriting



**theatre**

**English / Others DVDs**

791.3	Circuses
791.457	Television Plays
792.092	Biographies
792.54	Opera Productions
792.64	Musical Play Productions

Books are arranged on the shelves according to categories like this. I can use the numbers to find books I want to read.

Film-related books and DVDs

23



At the **Film Village**, I can explore film-related books and audiovisual materials like DVDs & Blu-Ray.



At the Film Village, I can explore the **Special Collections Room**.

Here, I can find audiovisual materials on Asian Film Archive, Arts Alive!, W!ld Rice and some items in our RCLOS collections.



I can watch these collections in the library **RCLOS Viewing Room**.

I need to make a request to view at least 1 day in advance with the library staff at the Customer Service Counter or by emailing [enquiry@nlb.gov.sg](mailto:enquiry@nlb.gov.sg).





I can also find Blu-Ray audiovisual materials at the Film Village.



I can explore NC16 / M18 film-related audiovisual materials like DVDs & Blu-Ray.

I can find these in the **NC16 / M18 room** and the Blu-Ray shelves nearby at the Film Village.





I will have to be 16 or 18 years old in order to borrow the NC16 / M18 audiovisual materials.

I need to show my NRIC to the library staff when borrowing NC16 / M18 audiovisual materials at the Customer Service Counter.

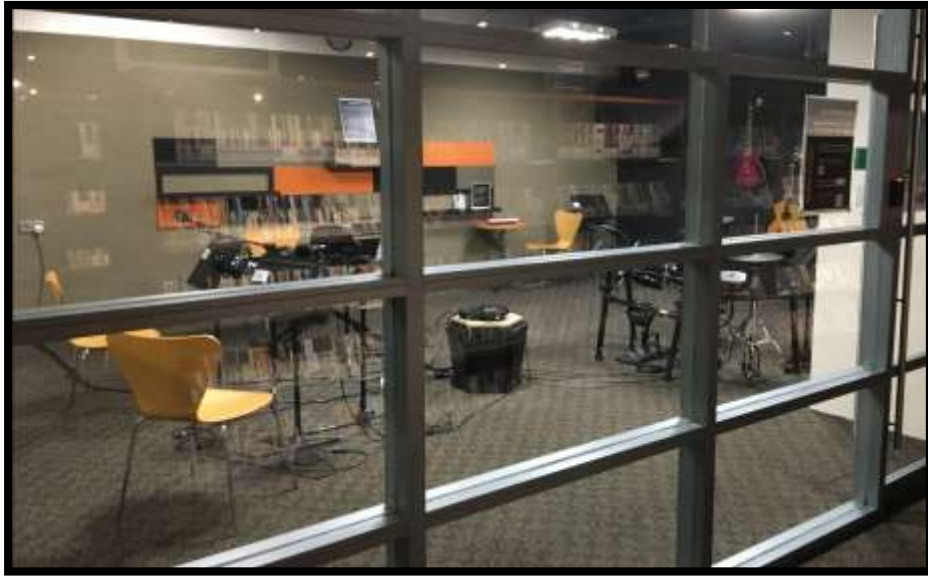


At the Film Village, I can see the **Screening Rooms.**

In this room, I can watch audiovisual materials borrowed from the library.

I can only use this room if I have made a booking for it.





At the Film Village, I can see the **Silent Studio**.

I can use this room to practise music by myself or with others, and hear everyone with headphones!

I can only use this room after I have made a booking for it.





At the **Theatre Village**, I can find books and audiovisual materials relating to theatre and the stage.



I will keep a distance away from others by sitting in a booth.



I have to be careful of the steps here. I don't want to trip over them.

I will see the **Theatre Alcove** at the Theatre Village.

I can sit and read on the seats near it.

I will have to be quiet and not disturb others.



I can also see the **Open Stage** while walking towards the **Music Village**. Here, I should not touch or play the piano.





At the Music Village, I can find music books, scores and audiovisual materials.



At the Music Village, I can listen to music CDs at the **Listening Post.**



At the Music Village, I can see the **Piano Practice Room** and the **Reading Lounge** where I can sit and read quietly.



At the Music Village, I can see the Piano Practice Room.

In this room, I can practise my piano playing skill.

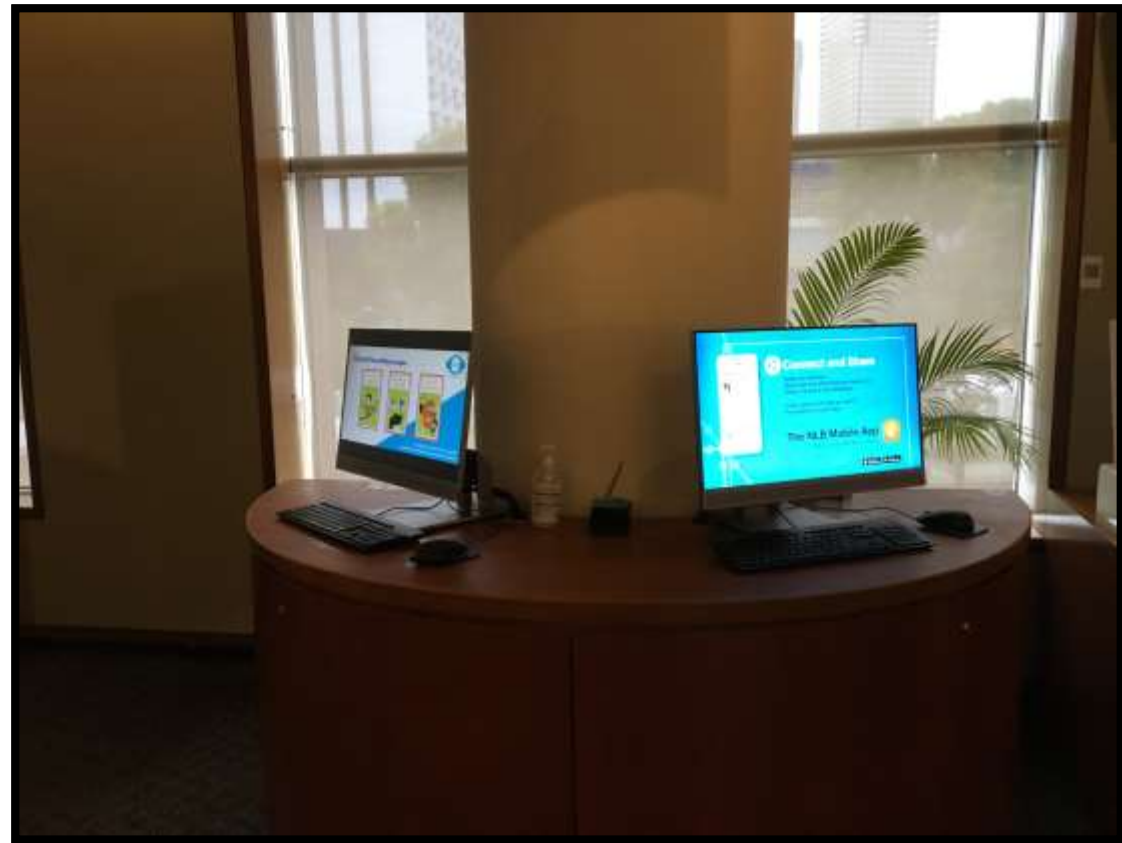
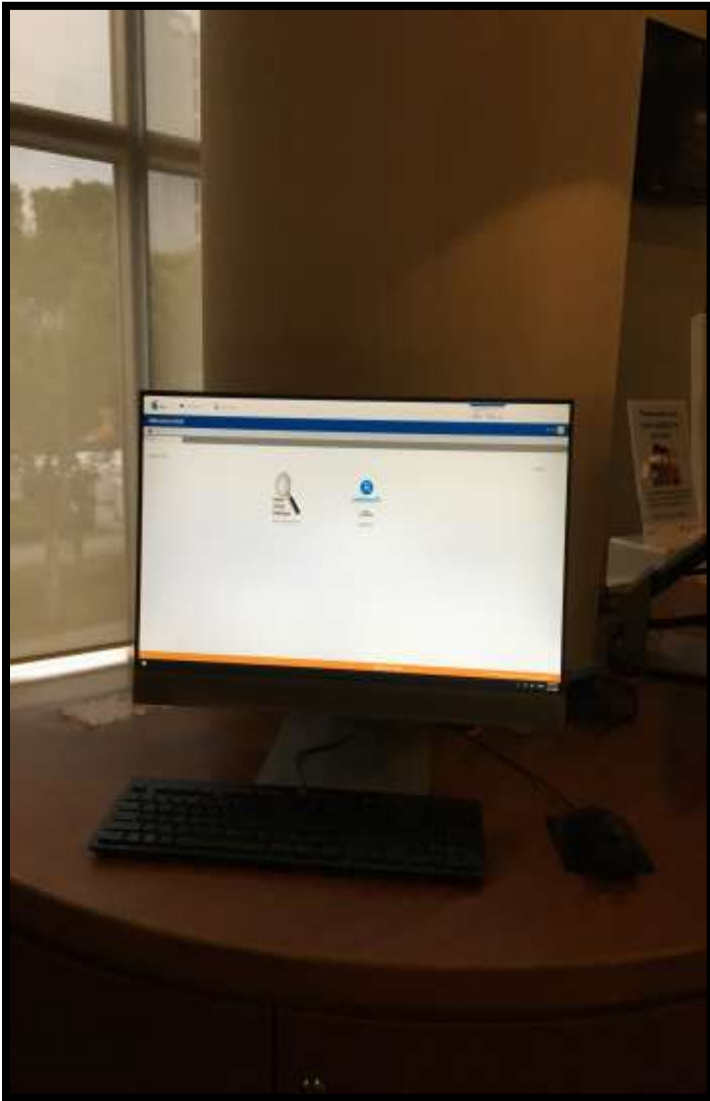
I can only use this room if I have made a booking for it.





At the **Dance Village**, I can find dance-related books and audiovisual materials.

# Services



These machines are called **catalogue stations**.

I will find them all over the library.

I can use the them to search for books I want to read.



These computers are called **multimedia stations**.

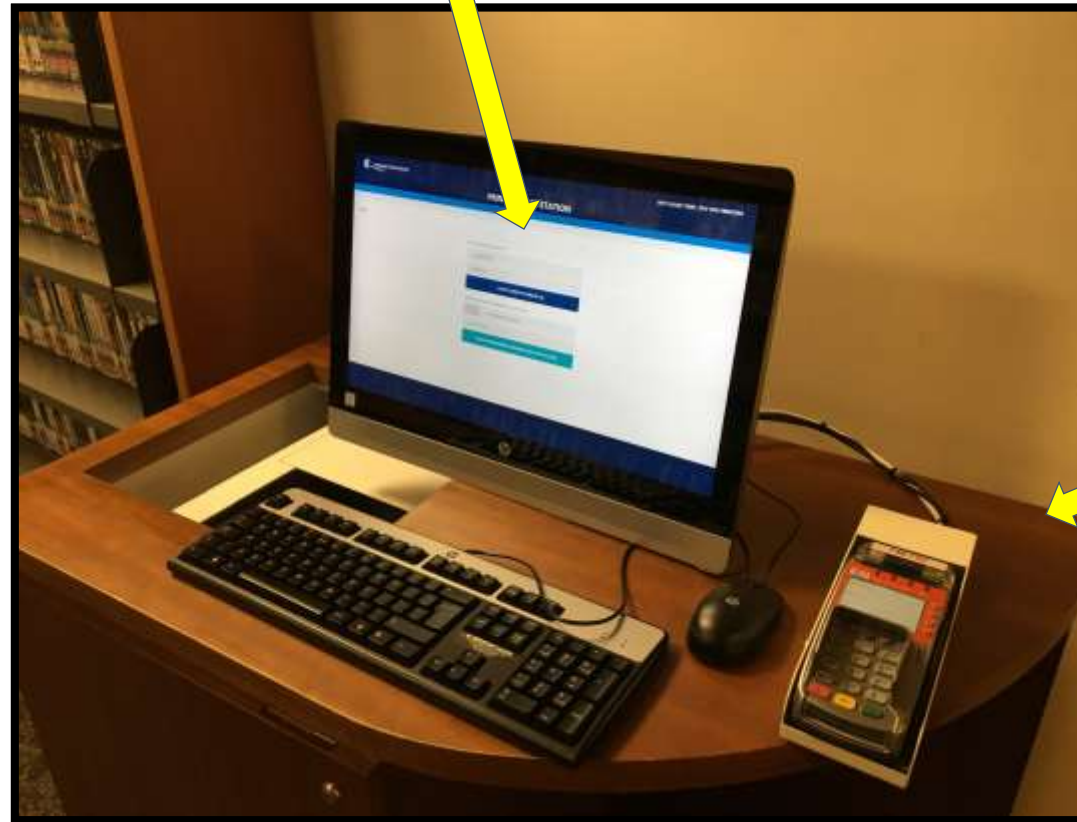
I can find them at the Arts Central.

I can use the computers to do many things!

For example, I can read eNewspapers, eMagazines, print documents or browse the internet.



I will log in first



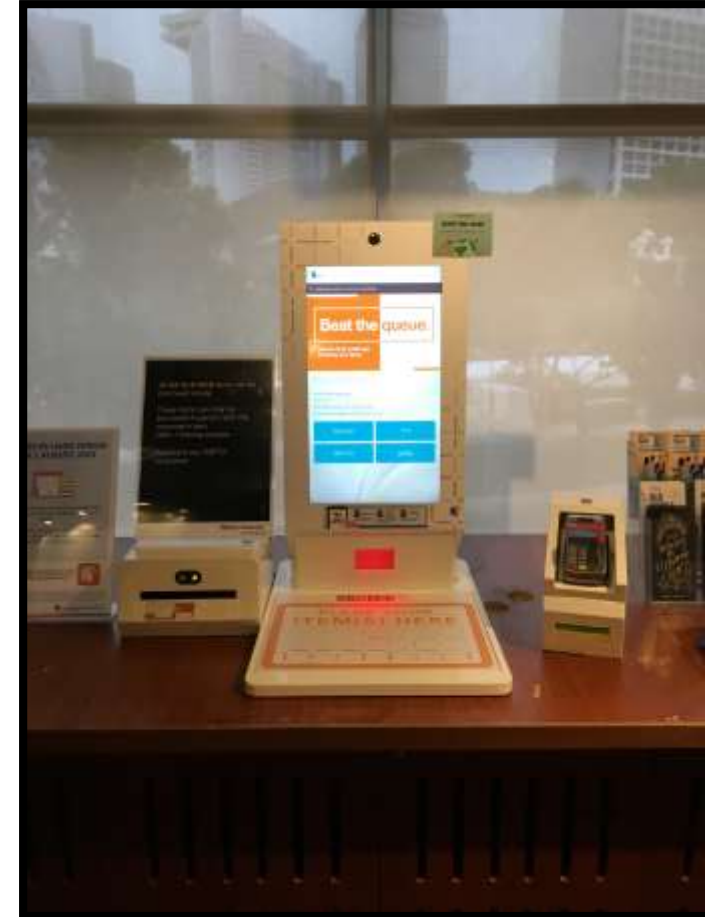
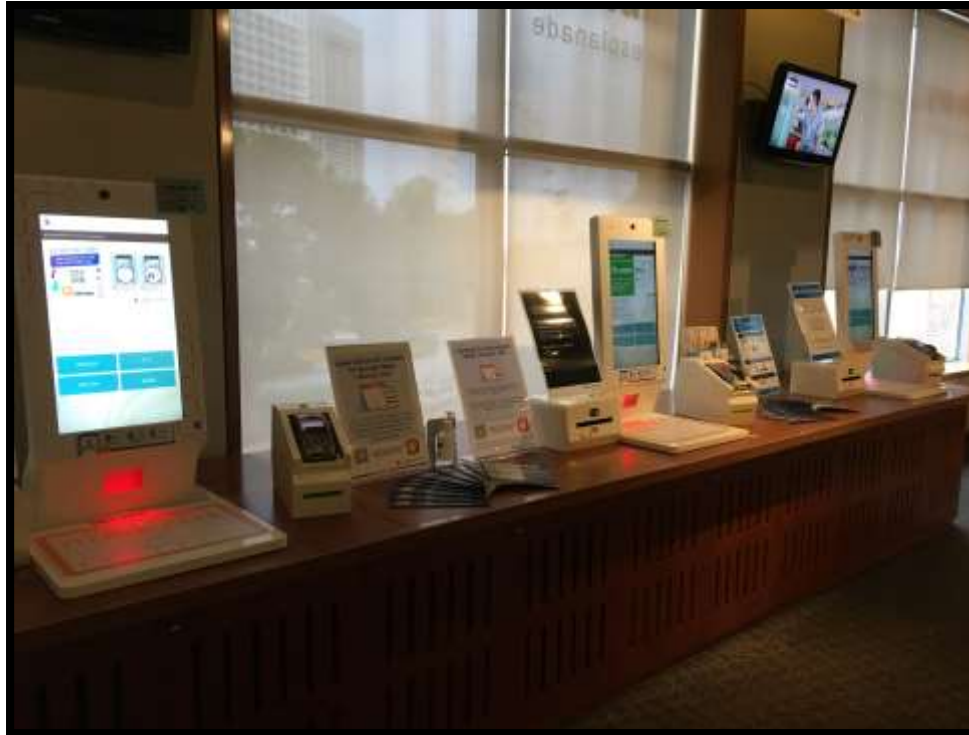
I can pay for printing by using a NETS card.

This is a **printing station**.

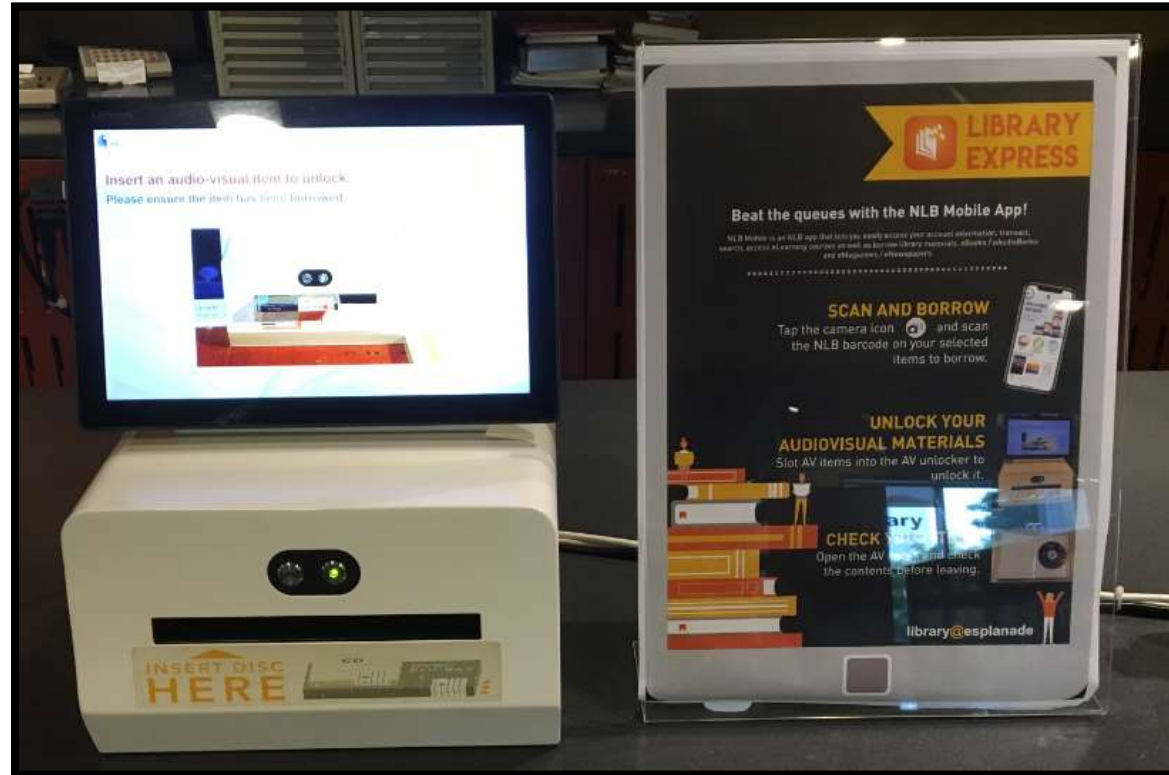
I can find this in the NC16/M18 Room, near the multimedia stations.

I can come here to print documents and pay for printing.

Before printing, I will use the multimedia station to submit the document to print.



I found some interesting books I want to borrow.  
I can borrow them at these **borrowing stations!**



This machine is called the **CD unlocker**. This can be found at the customer service counter and the borrowing stations.

Before leaving, I must check that my audiovisual items are unlocked.

Experience the **revamped**

# NLB MOBILE APP

New look, improved navigation, and personalised recommendations



The diagram features a central smartphone displaying the NLB Mobile App interface. Surrounding the phone are five callout boxes, each with an icon and a title:

- Read eNewspapers and eMagazines:** Enjoy complimentary access to local (SPH) and international eNewspapers and eMagazines. (Icon: NEWS)
- Find a Title:** Browse and borrow a title. Choose from over 900,000 copies of eBooks and audiobooks. (Icon: magnifying glass over a book)
- Scan and Borrow:** Beat the queue at the libraries! Scan and borrow physical materials easily. (Icon: QR code)
- Manage Your Account:** Check your loan records, reservations, due dates of items, and pay outstanding fees. (Icon: calendar)

At the bottom of the diagram, there is a QR code, the App Store and Google Play logos, and the text: "Don't miss out on these useful features and more! Scan the QR code or visit [go.gov.sg/nlb-mobile](https://go.gov.sg/nlb-mobile) to download." The NLB National Library Board Singapore logo is at the bottom right.

I can also borrow or reserve books using the **NLB Mobile app!**



A large QR code is centered in the image. In the middle of the QR code is a circular logo with the text "GO.gov.sg".

<https://go.gov.sg/nlb-mobile>

I can scan this QR code to download the app using Google Play or Apple App Store.

## FACILITY BOOKING

In light of the evolving Covid-19 situation and new safety measures in place, with effect from 22 July 2021 till further notice, each facility can be booked for up to **one (1) hour only** and will be **limited to 2 persons** within each facility at any time.

All facility bookings and payments for bookings are to be made online via:



[www.nlb.gov.sg/Visit/FacilityRental/BookaFacility.aspx](http://www.nlb.gov.sg/Visit/FacilityRental/BookaFacility.aspx)

	Silent Studio (incl. GST)	Piano Practice Room (incl. GST)	Screening Room
library@esplanade	Weekday: \$10.50 Weekend: \$12	Weekday: \$8.50 Weekend: \$12	<b>Not available till further notice.</b>
Jurong Regional Library		Project Room (incl. GST) Weekday: \$12 Weekend: \$12	
Woodlands Regional Library		Project Room (incl. GST) Weekday: \$8.50 Weekend: \$8.50	

@publiclibrarysg  

 NLB | Public Libraries Singapore



I can scan this QR code to make a booking.

I can also book the facility rooms such as Piano Practice Room, Silent Studio and Screening Room

LOAN RECEIPT  
NATIONAL LIBRARY BOARD  
library@esplanade

Station : ESPRF2BBS01  
Date : 15/07/2021  
Time : 19:33:32  
Name : PLTest SG EPPL

Please go to  
<http://www.nlb.gov.sg> to check  
your loan status or renew your  
library items.

Items Borrowed	Due Date
1. Don't forget to remember me B26796819D Renewed	07 Oct 2021

For enquiries, please email us at  
enquiry@nlb.gov.sg

After I borrow a book, I can  
choose to print a receipt.  
The receipt will look like this.

The **due date** for me to  
return the book I borrowed  
will be written here.

I can check the due date on  
my NLB Mobile app too.

Before leaving, I will do a TraceTogether check out.

47



I can scan my Trace Together token.

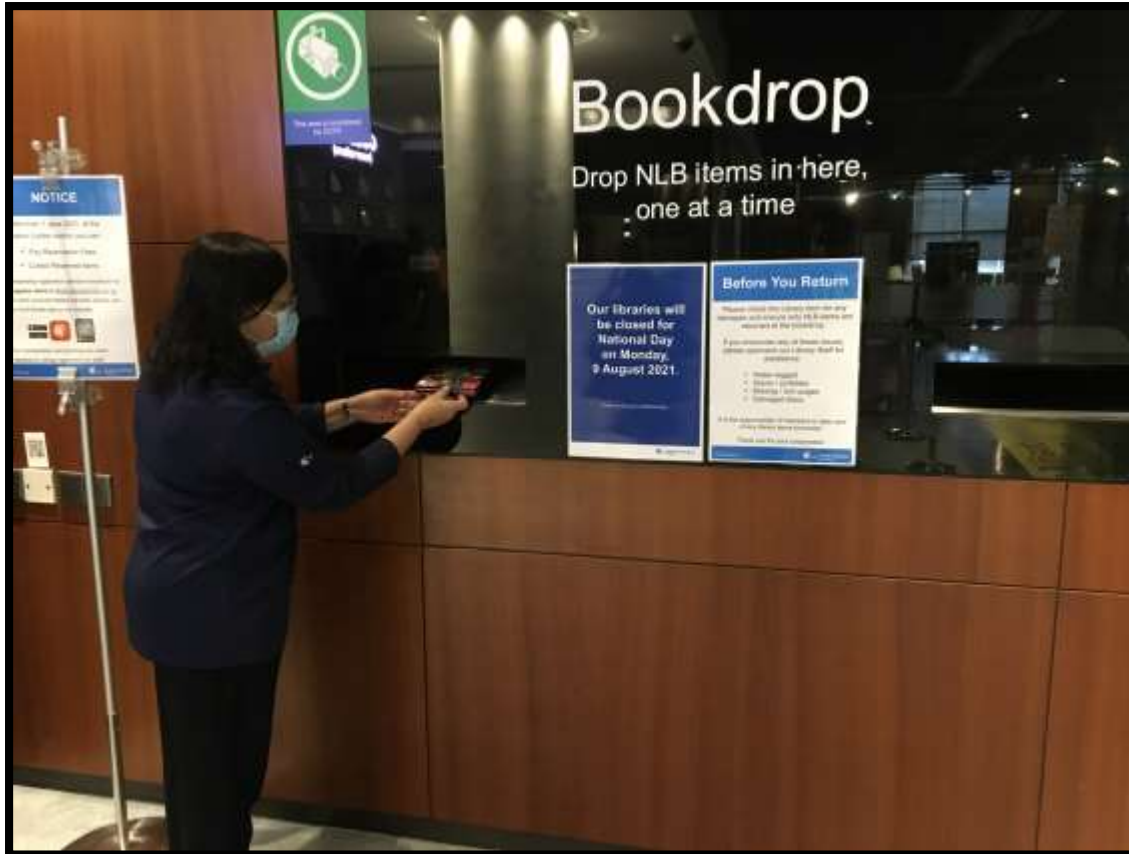


I can check out using the Trace Together app.



If a book is unavailable, I can reserve it.  
I will come here another day to collect my reserved books from the **Reservation Lockers**.





This is the **Bookdrop**.  
I have to return my borrowed  
books here by the due date.



Now I know where to go in the library.

I also know what I can find and do at each village.

If I want to read and listen to stories, I can always come back to visit the library!

If I need more help, I can send an email to [enquiry@nlb.gov.sg](mailto:enquiry@nlb.gov.sg).