

Woodlands Regional Library Social Story

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- Library Etiquette & Safety Precautions
- Library Staff
- Library Space (Level 1, Level 2, Level 3, Level 4)
- Services (Catalogue, Printing Stations, MMS, Reservation Lockers)



I am at Woodlands Regional Library.

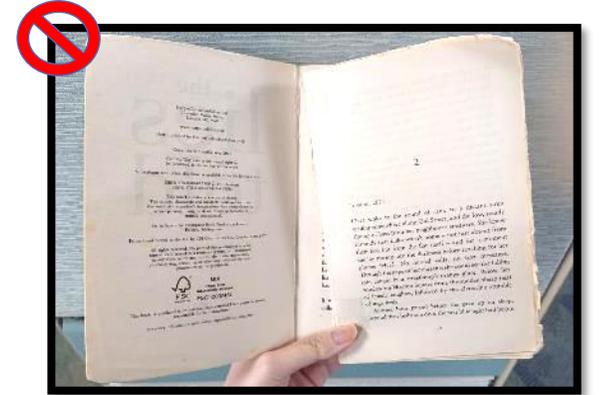
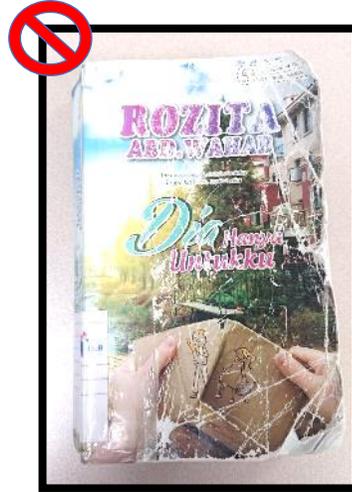
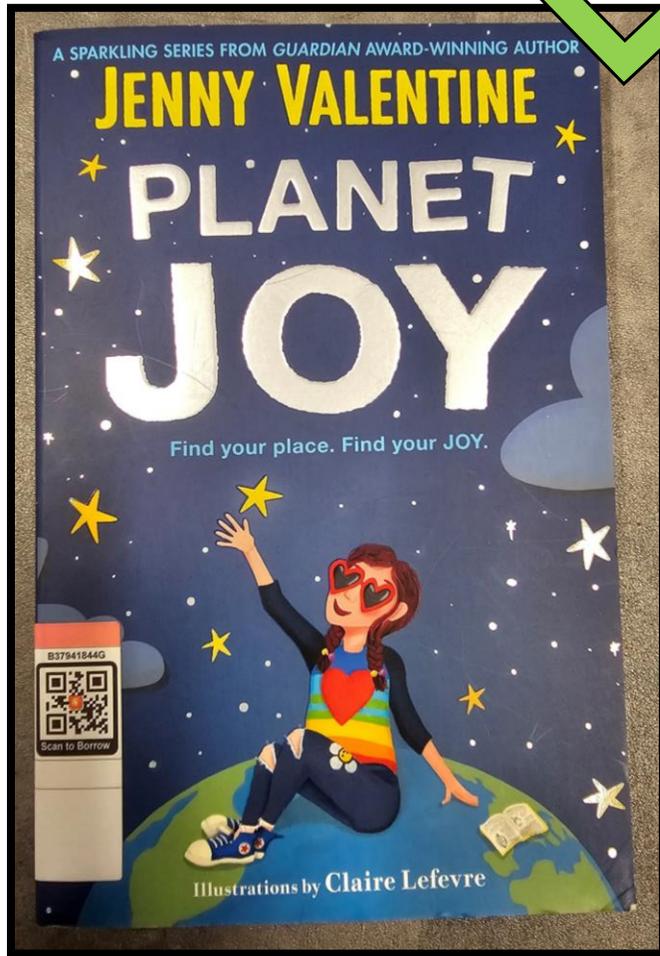
Library Etiquette & Safety Precautions

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



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

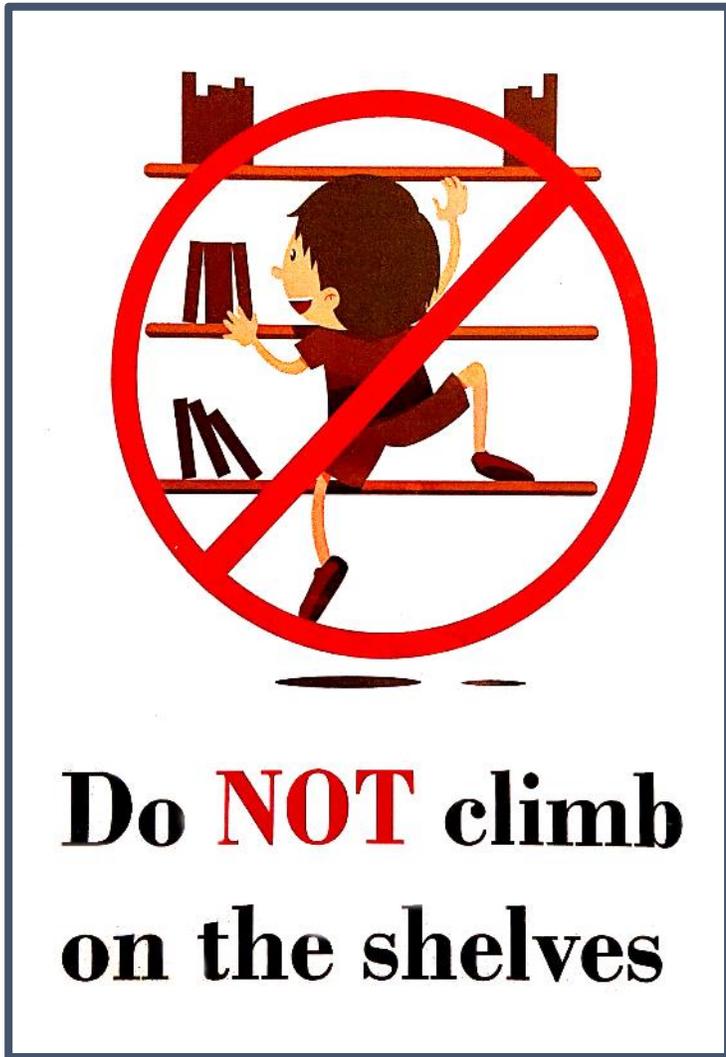
I will walk in the library.
I do not want to trip or hurt anyone if I run.



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!



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.



There will be potted plants like these all over the library.

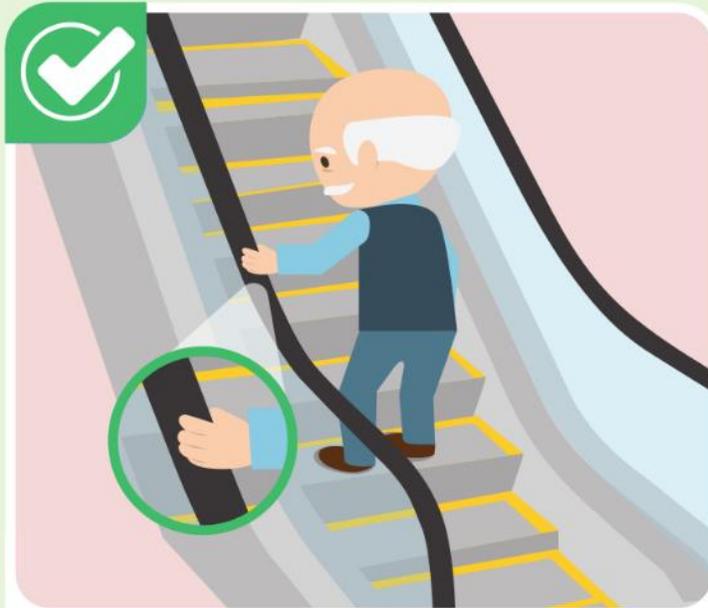
I shall not play with them or push them over.

If I push the plants, they may topple over and I may break the plant.

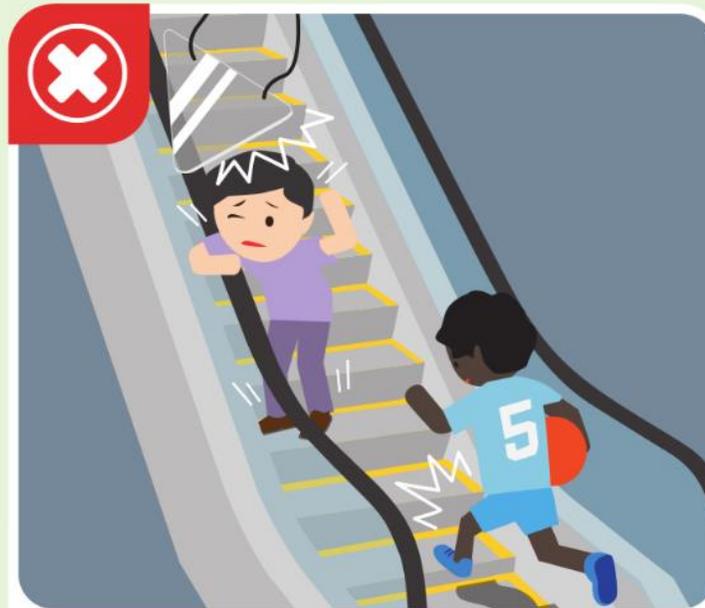
I do not want to fall and cut myself on the broken pot pieces.

When using the escalator, I must follow these safety measures:

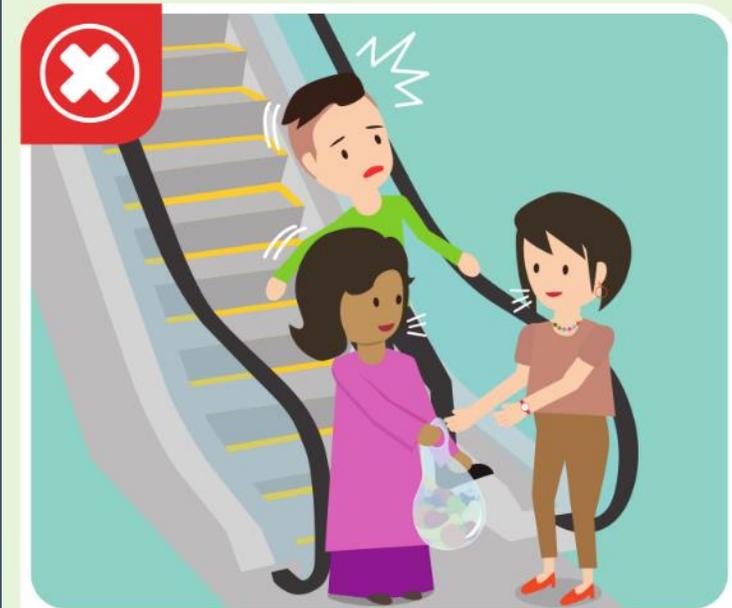
9



I shall hold on to the handrail and stand still when going up or down using the escalator



I will not run, jump or play on the escalator. I do not want to hurt myself or others. I shall not lean over the handrail too.

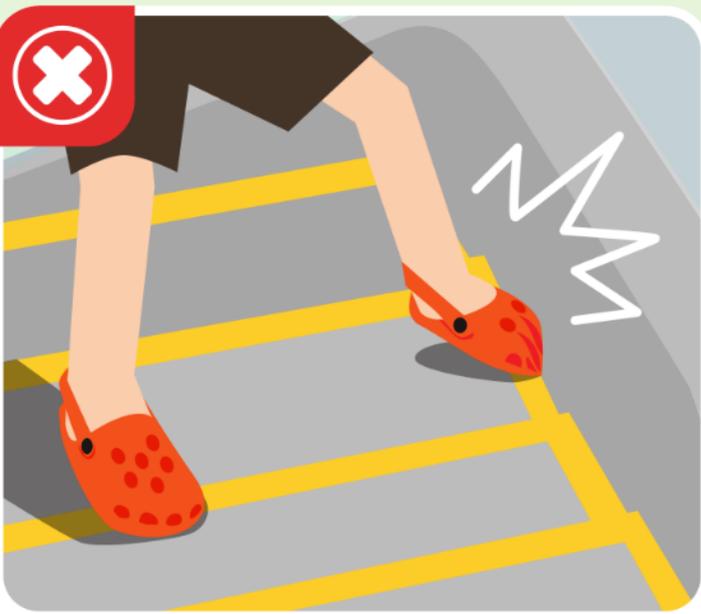


I must not stop or loiter at the landing area so that I do not obstruct other people

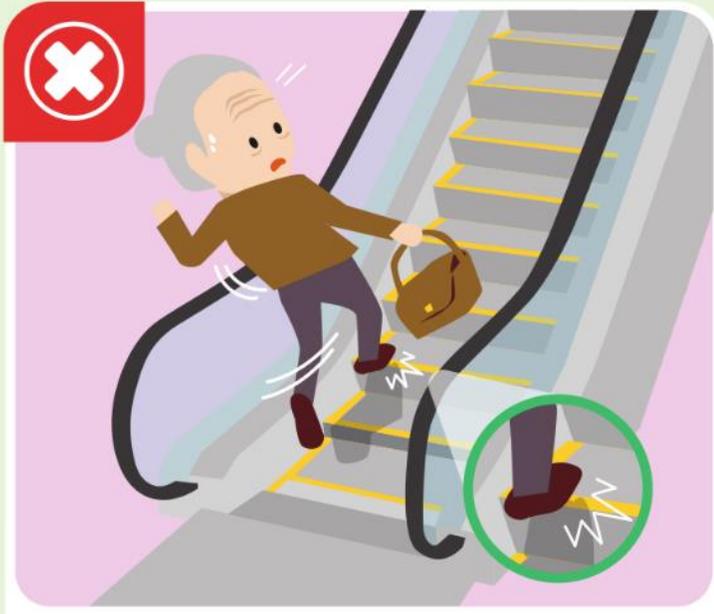
Retrieved 30 Apr 2021 from bca.gov.sg/public/general-public/Escalator-Safety2

When using the escalator, I must follow these safety measures:

10



I must not stand near the sides of the escalator.
I do not want my shoe to get stuck in between the gaps.



I must stand within the yellow lines of the escalator steps.
I do not want to lose my balance and fall!

Retrieved 30 Apr 2021 from bca.gov.sg/public/general-public/Escalator-Safety2



I must not lean over the railings.

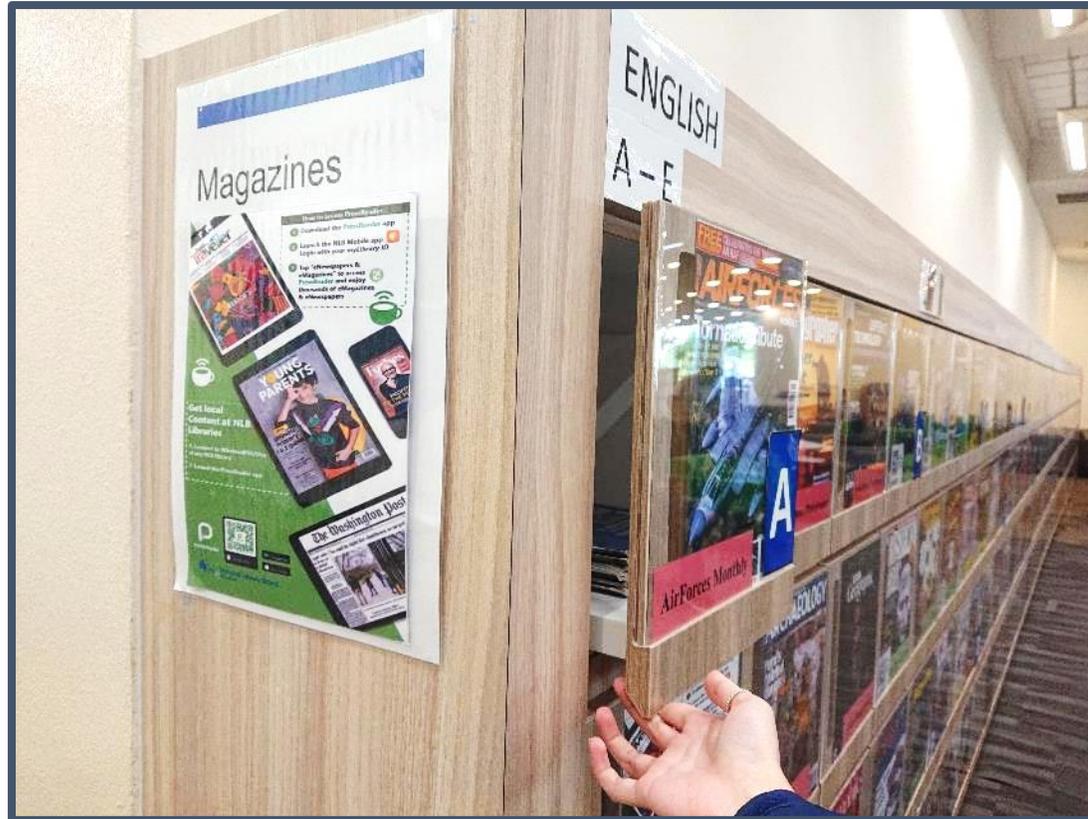
I do not want to lose my balance while leaning over the railing and fall down.



I will not touch the barriers.

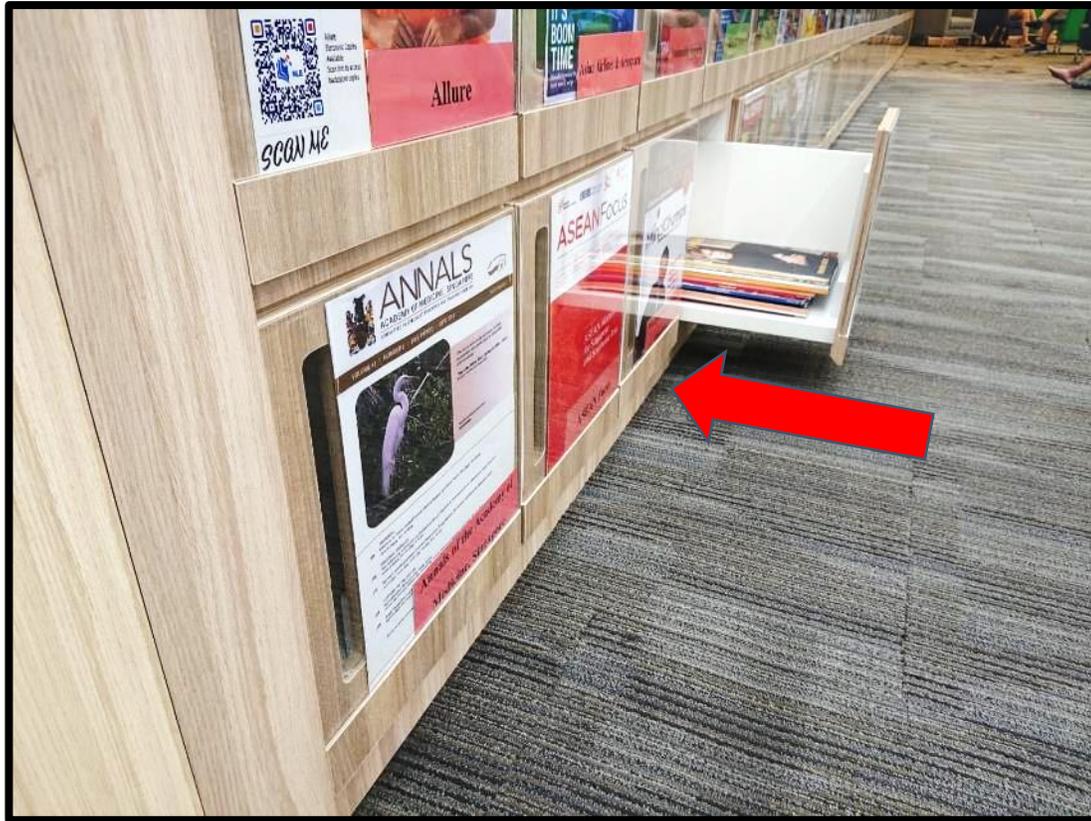
I will follow the instructions if there are any.

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



If I browse magazines, I must pull out the drawer slowly and carefully.

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



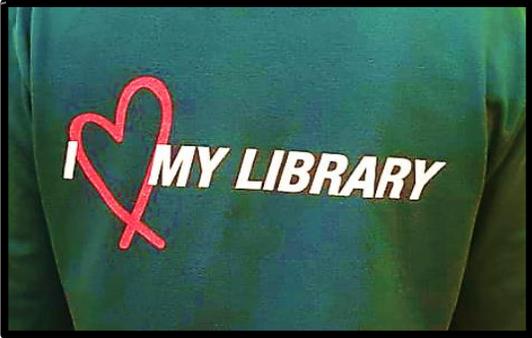
I must close the drawers fully.

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

Library Staff

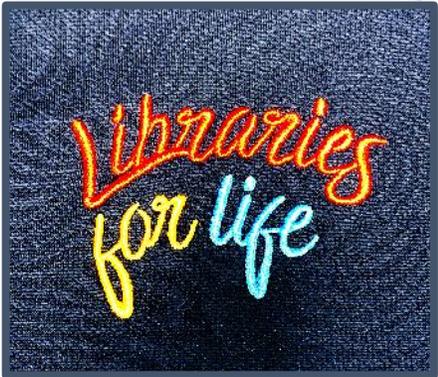
I can get help from library staff who wear these uniforms

16



I can get help from library staff who wear these uniforms

17



Library Staff

I can get help from library staff who wear these uniforms

18



Library Staff

Library Space

I will enter through the gates.

20

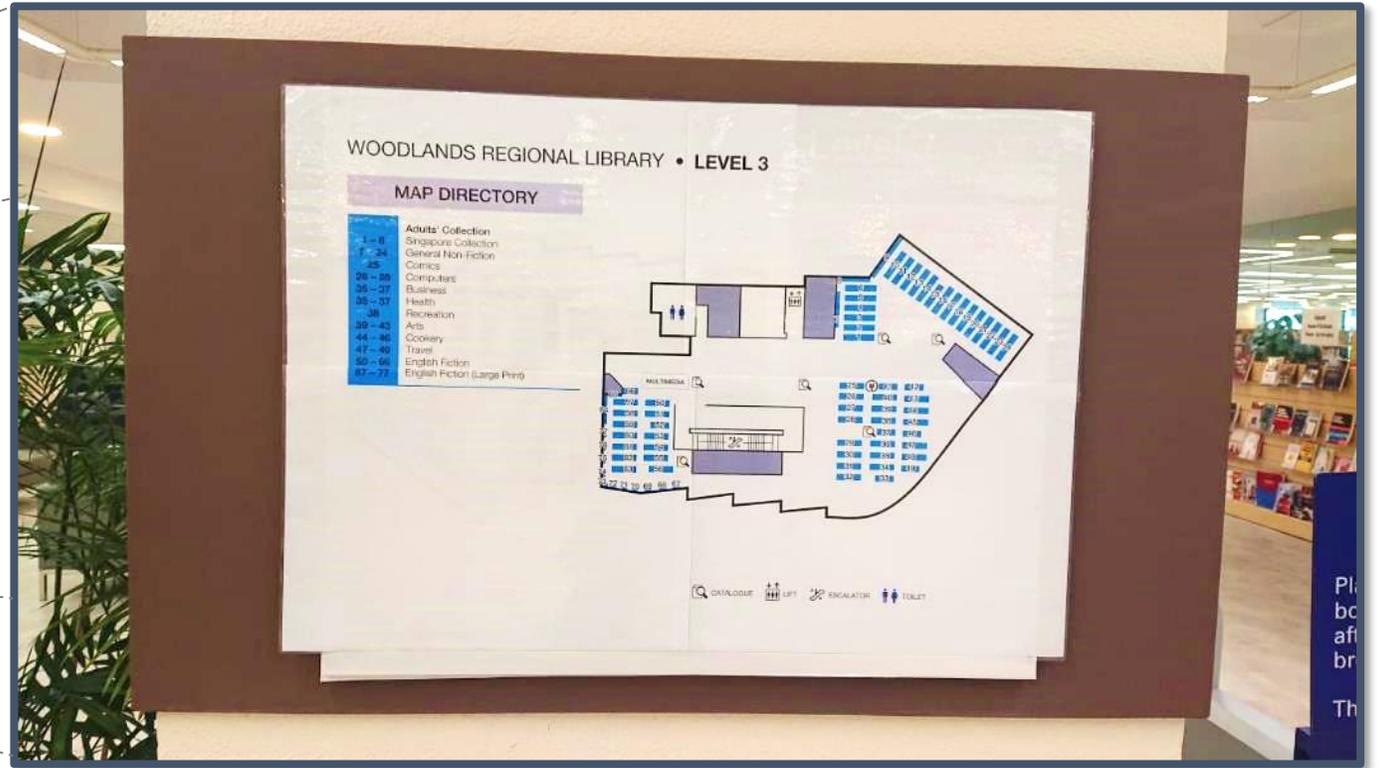


Library Space



If I need help, I will go to this information point at level 1.

I will wait for the library staff to come.

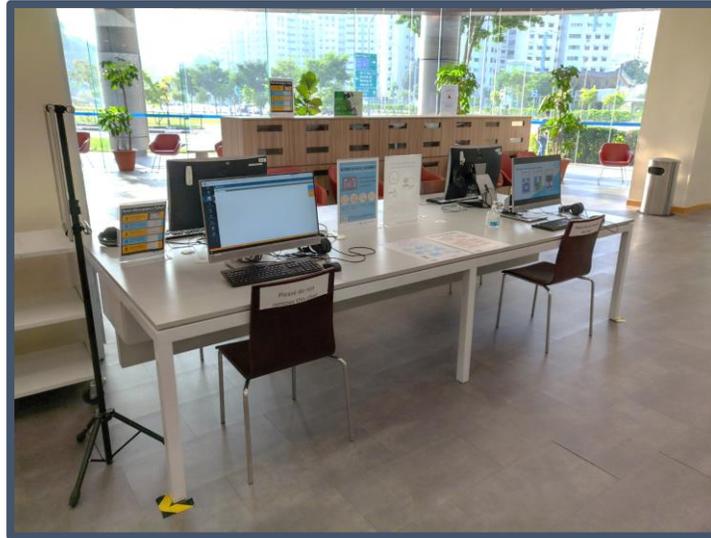


I can find a map like this on every floor. It shows me the layout of the floor and where to go to find various things.

Audiovisual materials



Multimedia Stations



Magazines



On level 1, I can explore audiovisual materials, multimedia stations and magazines for adults.



This is the **library's Café** at Level 1

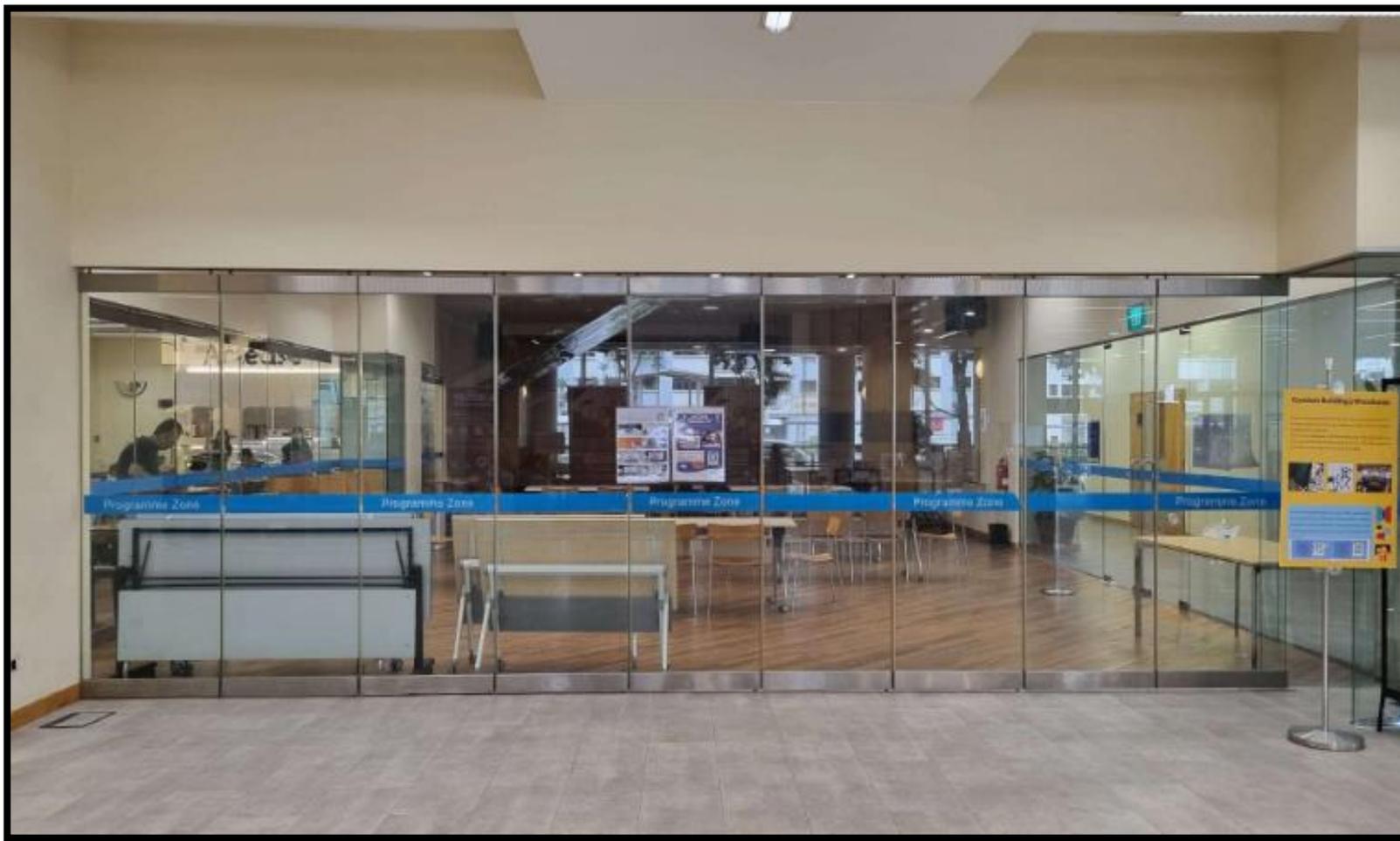
I can eat and drink here.

I can come here to buy food and drinks when I am hungry or thirsty.



This sign shows me the wheelchair accessible cubicle.

There are wheelchair accessible toilets on every level.

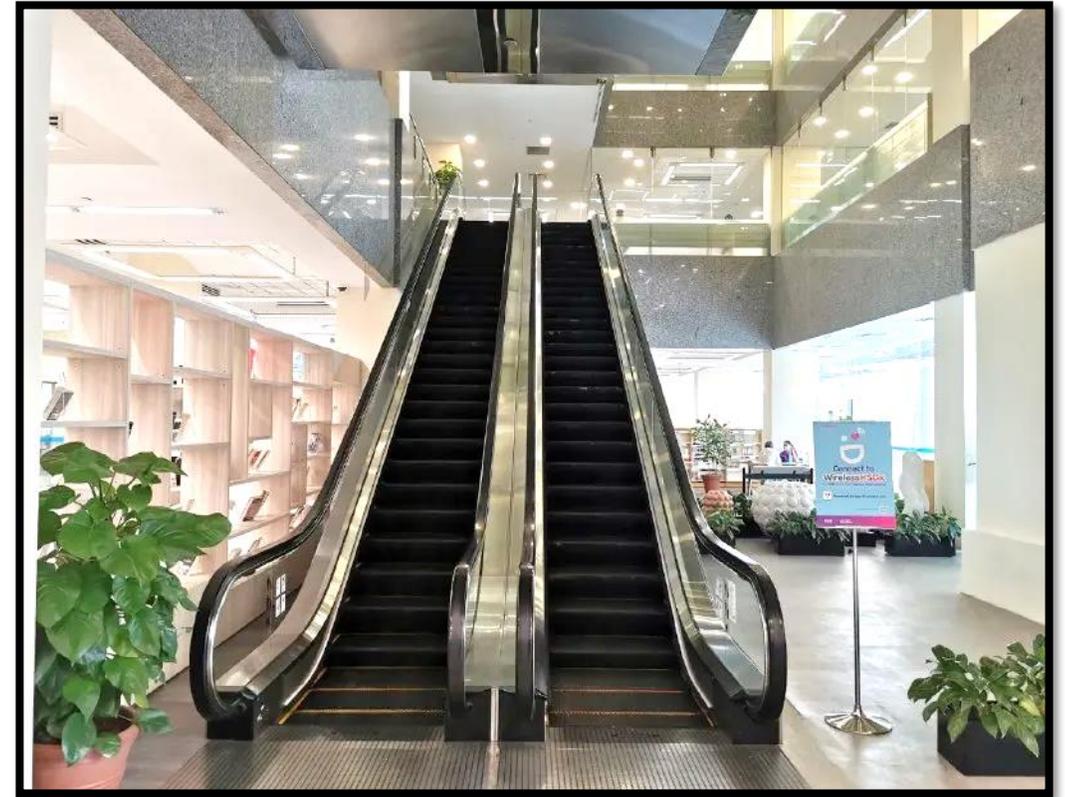


This is the **Programme Zone** at level 1.

I can find out if there are storytelling or other exciting programmes held here.



Lift



Escalator

I can go to different levels by taking the lift or escalator.



On **level 2**, I can find and read books written in mother tongue languages, like Chinese, Malay and Tamil. I can find books about Singapore in Tamil on this floor too.



On **level 3**, I can find and read English books for adults, including comics.



I can also find books about Singapore in English, Malay and Chinese on level 3.



I can find and read books with large print on level 3 too.



This is the **MakeIT space** on level 3.
I can create small, 3D-printed objects
here!



I can charge my mobile
phone or tablet at this **Quick
Charge station** on level 3.



On **level 4**, I can find and read magazines and books for children in English, Malay, Chinese and Tamil.



On level 4 I can borrow audiovisual materials for children to listen or watch at home.



I can listen to stories and play games on these computers.



I can find and read English books for teenagers and young adults on level 4.



I will see many other children with their families here on level 4.

I can sit and read under this large tree.

I will remove my shoes first before I sit.



I will see many other children with their families here on level 4.
I can enter the huts to sit and read.
I will remove my shoes first before I sit.



One person can enter this hut at one time.

If there is someone inside the hut, I can ask a library staff for help.

Services



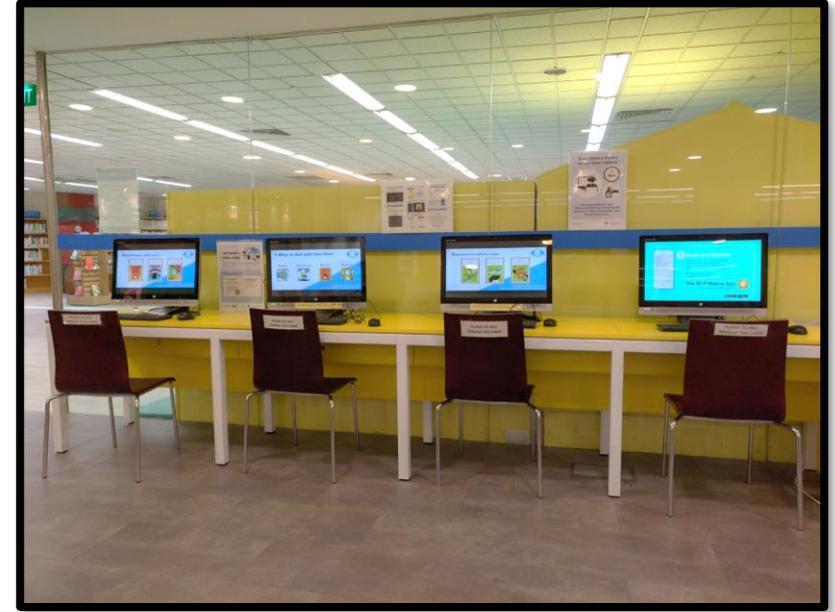
These machines are called **Catalogue Stations**.

I will find them all over the library.

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



Level 2 Multimedia Stations



Level 4 Multimedia Stations

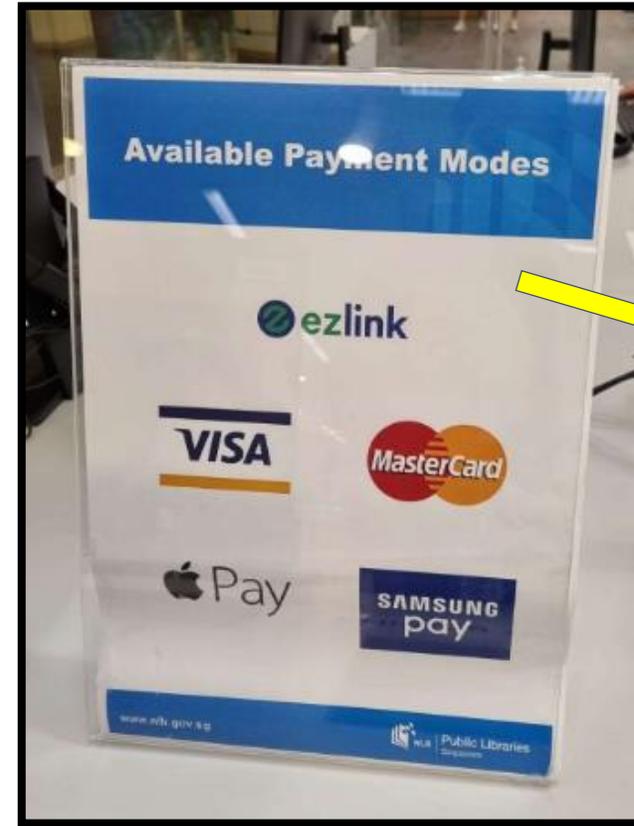
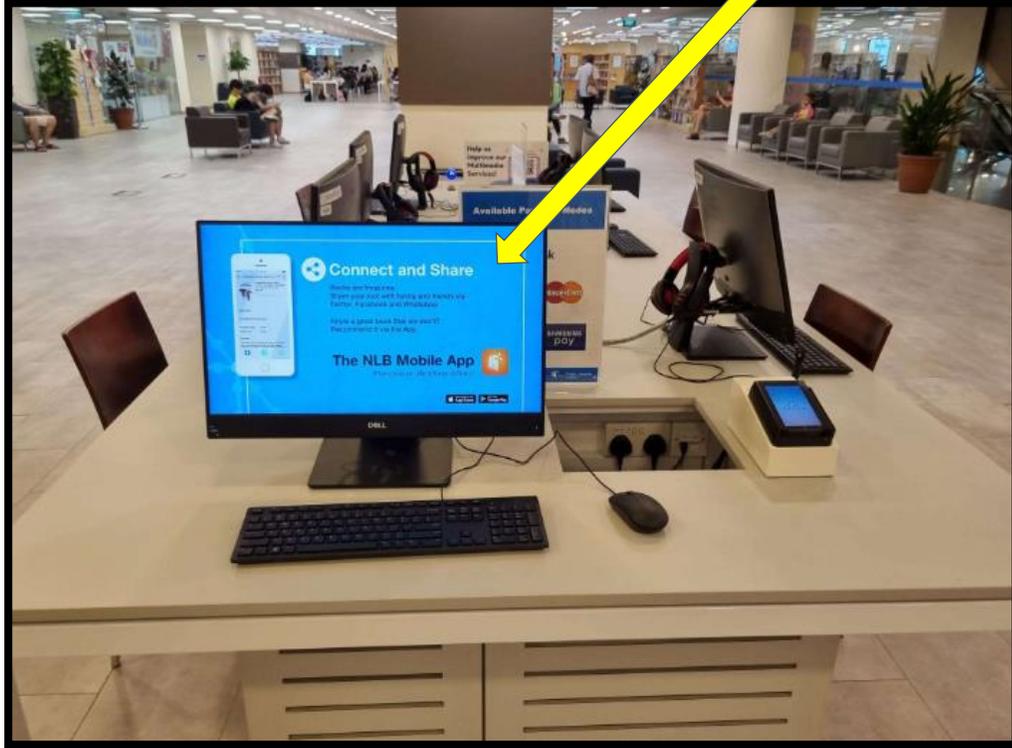
These computers are called **multimedia stations**.

I can find them on levels 1, 2, 3 or 4.

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 using these payment modes

This is a **printing station**.

I can find this near the multimedia stations on levels 2, 3 and 4.

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.



Level 1



Level 4

I found some interesting books I want to borrow.
Before leaving, I can borrow them at these **borrowing stations** at levels 1 or 4!

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: Search)
- 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 are two QR codes for app download, the App Store and Google Play logos, and a text box that reads: "Don't miss out on these useful features and more! Scan the QR code or visit 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 within a white square frame. In the middle of the QR code is a circular logo with the text "GO.gov.sg". Below the QR code, the URL <https://go.gov.sg/nlb-mobile> is printed.

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



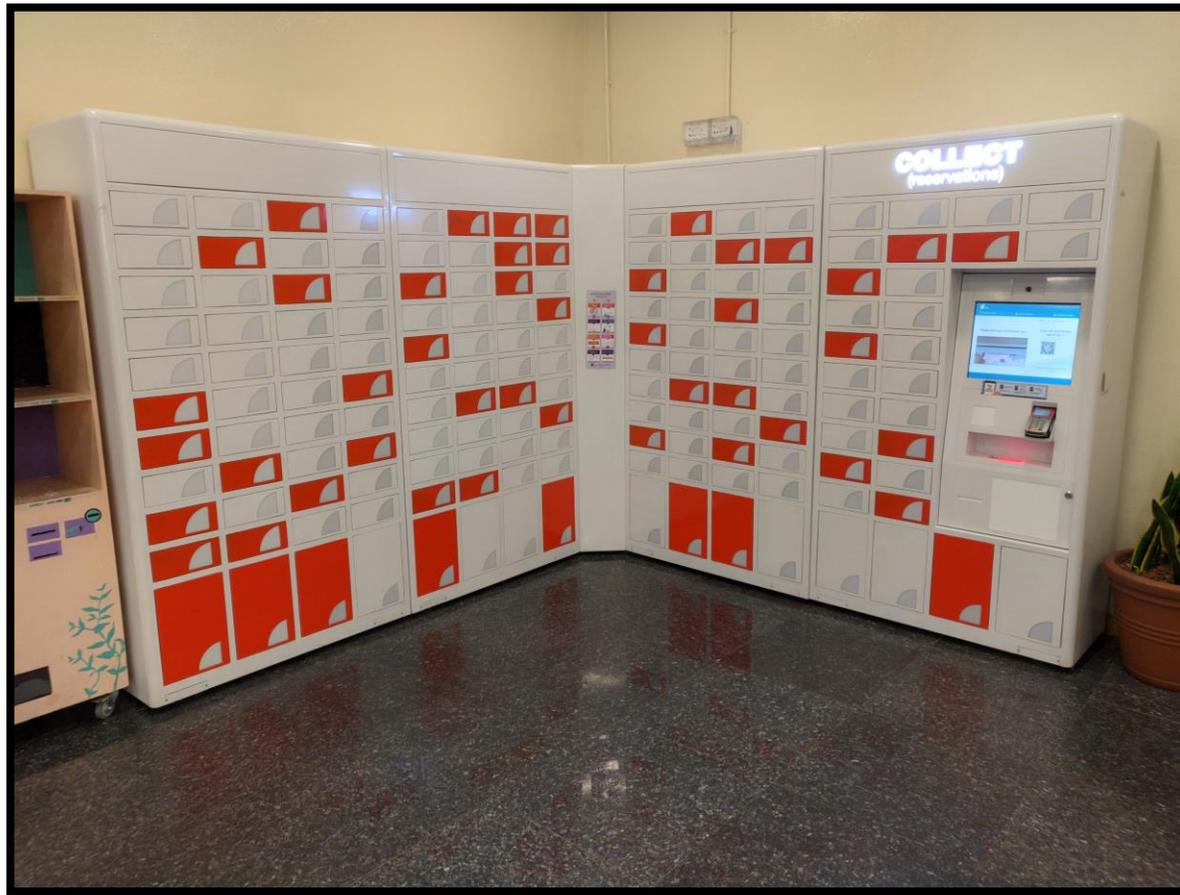
After I borrow a book, I can check the due date on my NLB Mobile app.

The page will look like this.

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



I will put the books that I don't want to borrow on this trolley.
I will put the books here so that the library staff can put the books back to the correct shelves



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 must 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 level.

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.