

My Trip to Punggol Regional Library Social Story

Contents





- Library Etiquette & Safety Precautions
- Library Staff
- Library Space (Toy Library, Calm Pod, Study Zone, etc.)
- Services (Catalogue, Book Borrowing Stations, etc)



I am at Punggol Regional Library.

Here are some things I should know before I begin my visit.

Library Etiquette & Safety Precautions

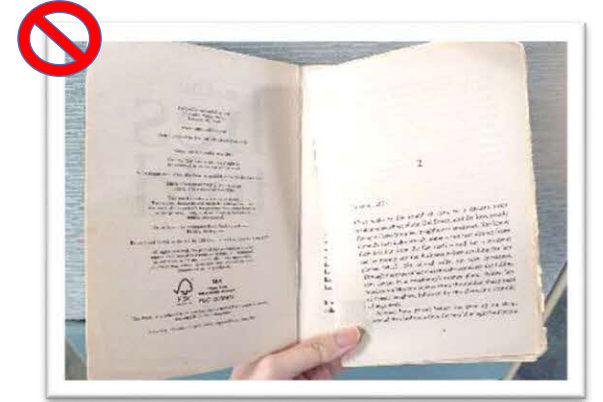
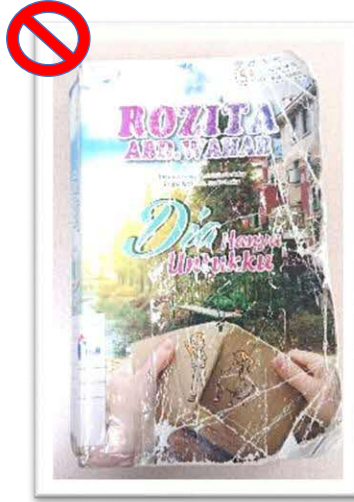
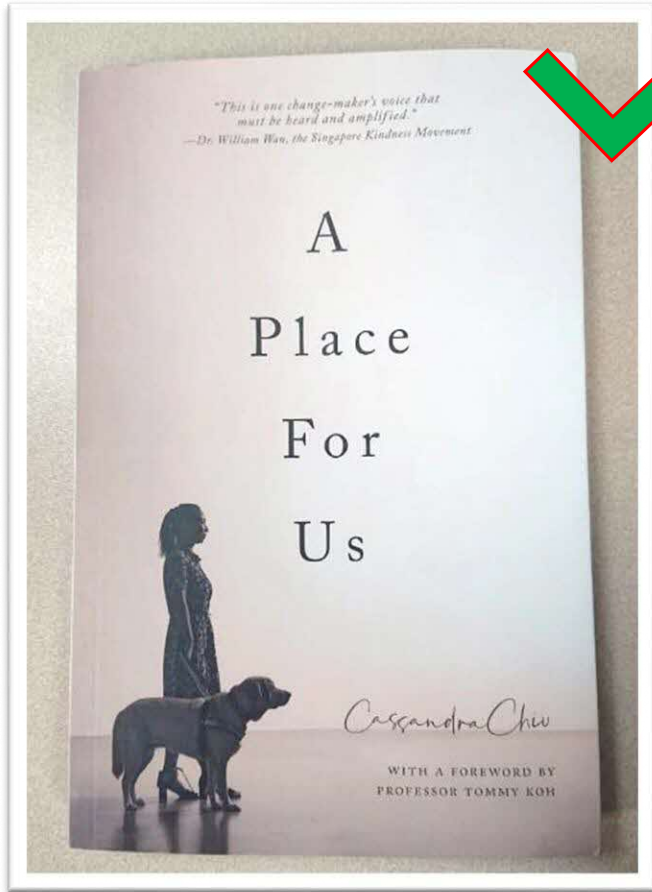
Shout ✗ • Playing • Emergency	
Talk loudly ✗ • Talking outdoors	
Talk ✗ • Talking indoors	
Whisper ✓ • In the library	

A yellow arrow points to the 'Whisper' row.

Inside the library, I use my quiet voice.



It is important to walk in the library.



I am careful when I am using the library books.

I will keep the books in a proper condition.

Only then can everyone can enjoy the books.



**Do NOT climb
on the shelves**

If I climb on the shelves, they may dislodge.

The books and the shelves can fall.

I can get injured when the books fall on me.



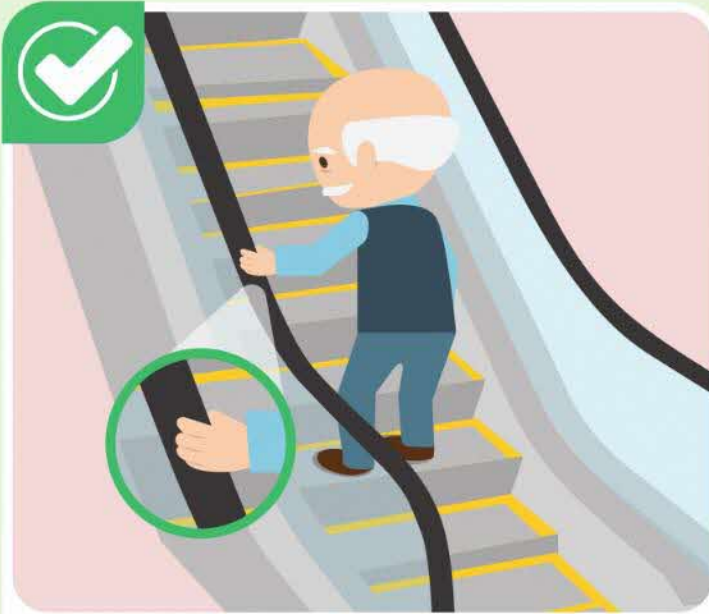
There will be potted plants like these around the library.

The plants and pots may break if I play with them.

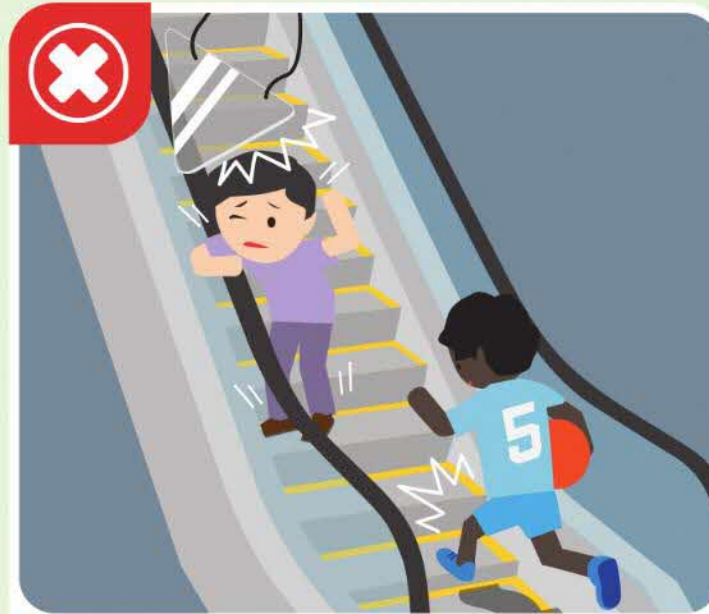
The broken pieces can hurt others.

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

10



I can hold on to the handrail while I am on the escalator.



I will walk up the escalator if I need to. I am mindful of the railings as I can get injured.



I will keep the landing area clear so that I do not obstruct other people

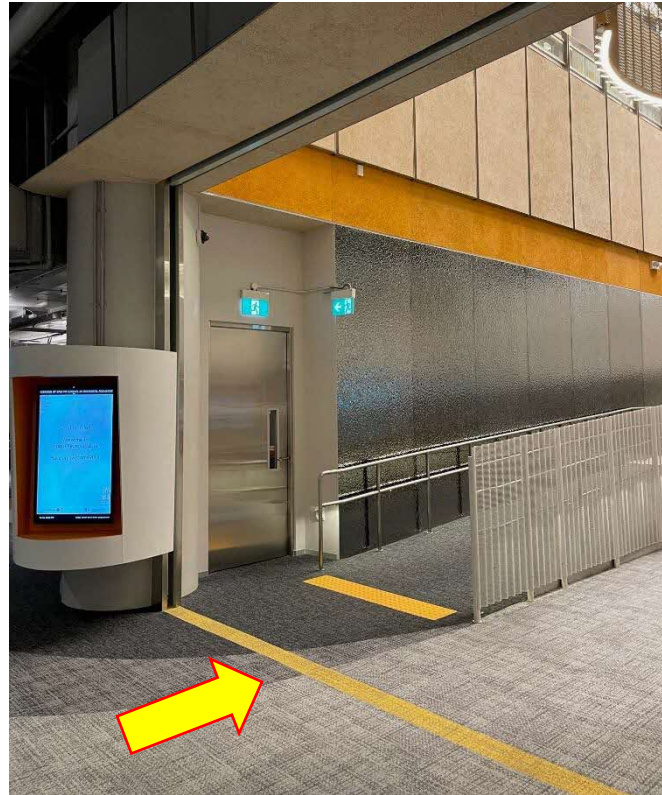
Retrieved 30 Apr 2021 from bca.gov.sg/public/general-public/Escalator-Safety2

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

11



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



These yellow lines tell us that there are fire shutters above. The fire shutters will come down when there is a fire alarm. I need to be mindful when I am near the yellow lines.

In the event of a fire, the alarm will ring and the fire lights will flicker.

I need to be alert and wait for further instructions.



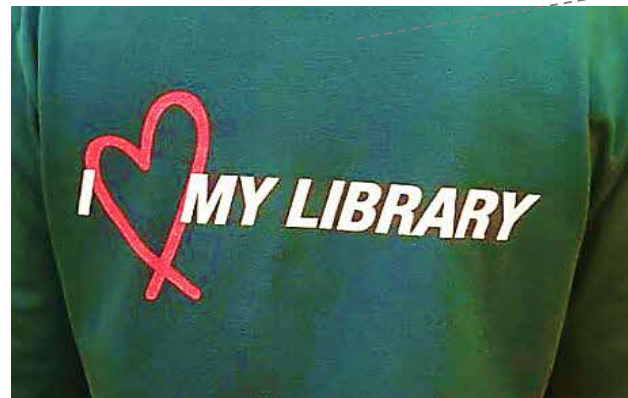
If there is a need to evacuate, I can look out for these exit signs. These exit signs will direct me to safety.



Library Staff

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

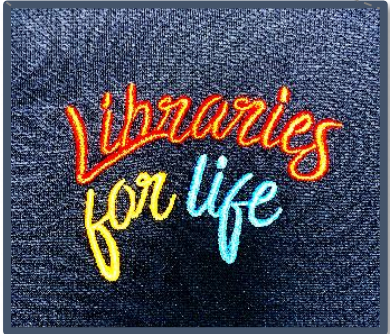
16



Library Staff

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

17



Library Staff

Library Space

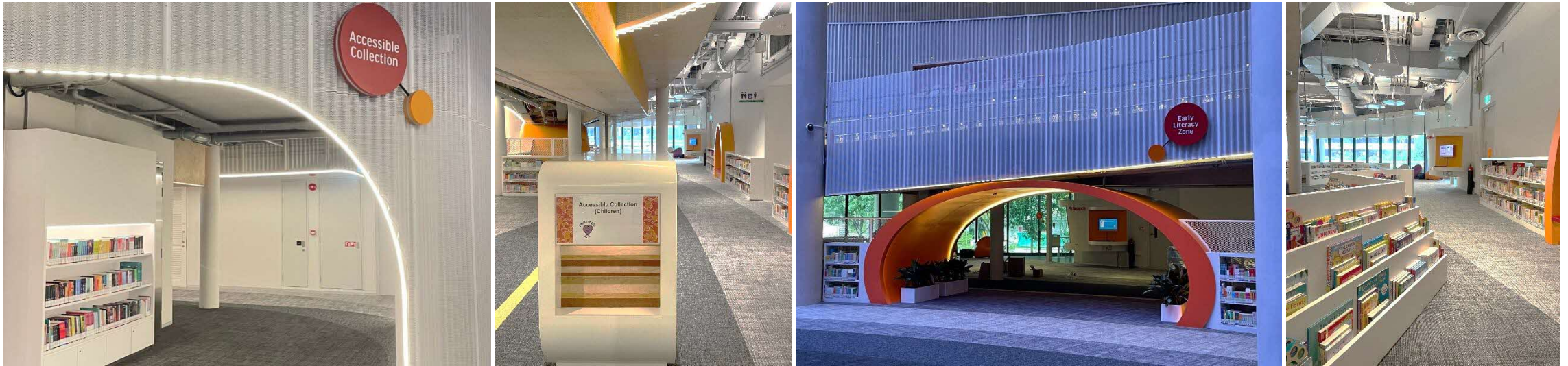
This is what I see when I enter **Level 1**.

19



Library Space

If I walk straight from level 1 entrance, I can find the Accessible Collection, the Atrium and the Early Literacy Zone.



At the Accessible Collection, I can find books such as social stories, phonics, touch-and-feel and braille with text books.

At the Early Literacy Zone, I can find baby books on senses and sensations, poetry and concepts etc.



If I turn left from level 1 entrance, I can find the Community Wall, Stories Come Alive Room, Tinker Tots and Toy Library.

This is the **Community Wall**.

22



It is a space to learn about Punggol and enjoy the interactive displays.

This is the **Toy Library** and **Tinker Tots**.

23



This is an accessible space for me to play.
I can dress up in the costumes and play with educational toys here.
It is important to return them after I play.

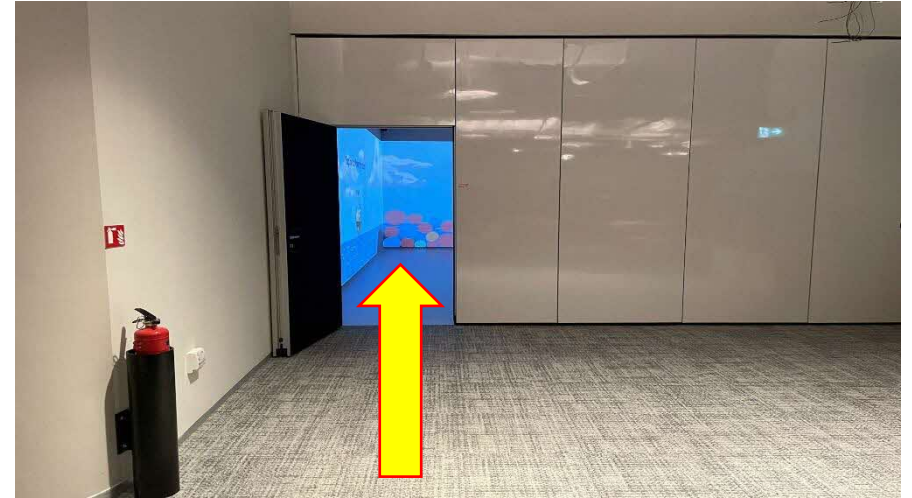
This is the **Stories Come Alive Room**.

24

This is a space where children programmes are conducted.

There are immersive and interactive screens with different lights and sounds.

This space can be overwhelming and I can take a break when I need to.



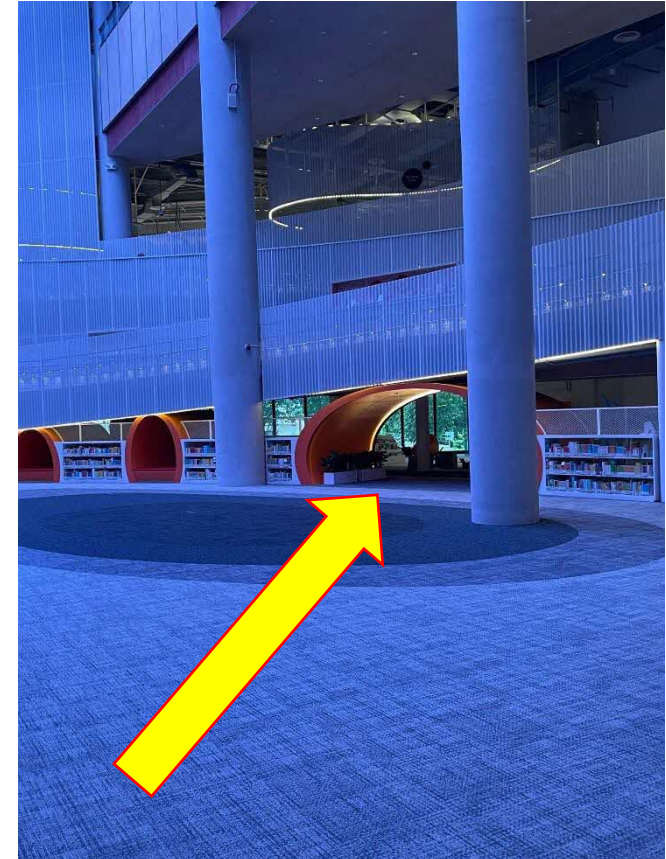
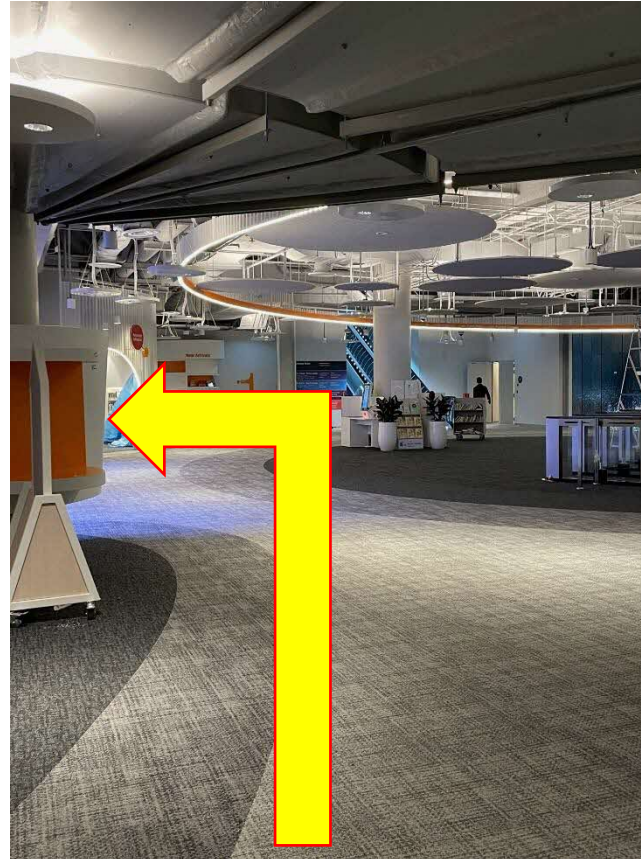
When I need a quiet and safe space

25

I will ask an adult to accompany me to the Calm Pod.

I walk back to the Atrium.

I walk through the tunnel in between the shelves and turn left.



When I need a quiet and safe space

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After turning left, I continue to walk until I see a door.

I can get the adult to press the intercom on the door for staff assistance.

If I am an Accessible member, I can tap my NLB Library card on the scanner to enter.





The **Calm Pod** is a space for me to calm down.



Inside the Calm Pod, I can get toys from the shelves.



I can go inside another room with soft floor and walls to calm down. I can rest on the bean bag.



I will put the toys in the bin after use. I can get an adult to help me too.



I will keep the place clean for others who will use this room after me.

I will leave the Calm Pod once I feel better.



This is the **Family Lounge**.

30



Families with young children can eat and drink here.



I can use the water dispenser to fill up my water bottle. I will approach an adult if I need to dispense hot water.



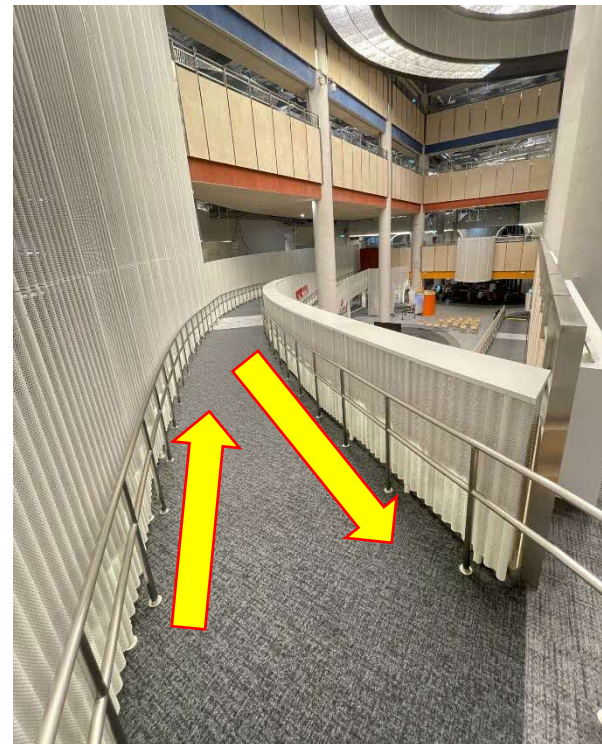
I can look out for these signs when I need to go to the toilet.
There are toilets on level 1 to 4.



This sign tells me that it is an accessible toilet. An accessible toilet at level 1 to 4.



This sign tells me that it is a nursing room. There are nursing rooms at level 1 and 2.



At the Atrium, I can use the ramp to move between levels 1 and 2.
I will keep to my left to allow others to pass by.
I can hold onto the railings for support.

I can use the lift or escalator to go to the other levels.

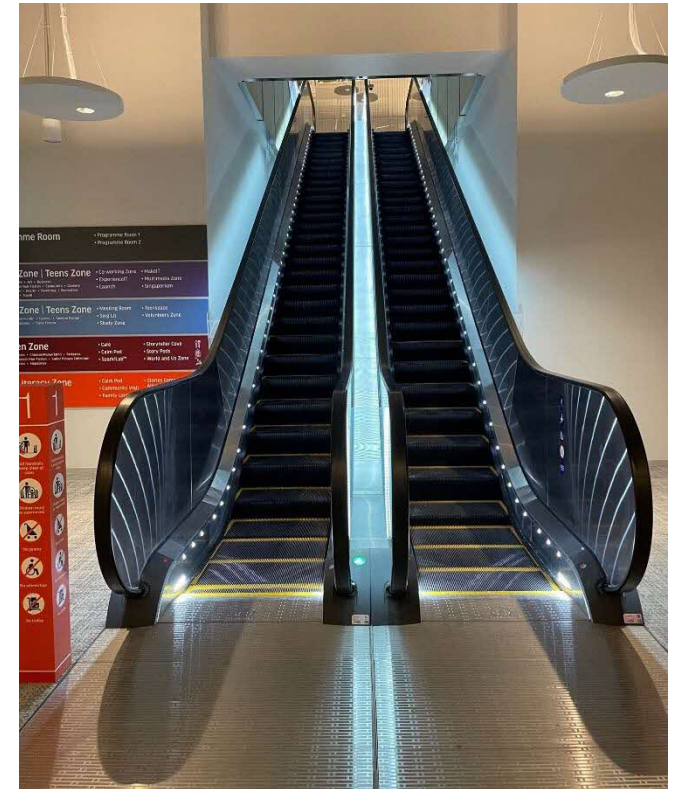
34



Door to passenger lift



Passenger lifts



Escalator

There is another entrance at **Level 2**.
This is what I see when I enter.



On level 2, I can find and read books for children in English, Chinese, Malay and Tamil.



I can also find children magazines, Story Pods and children's accompanying items on level 2.

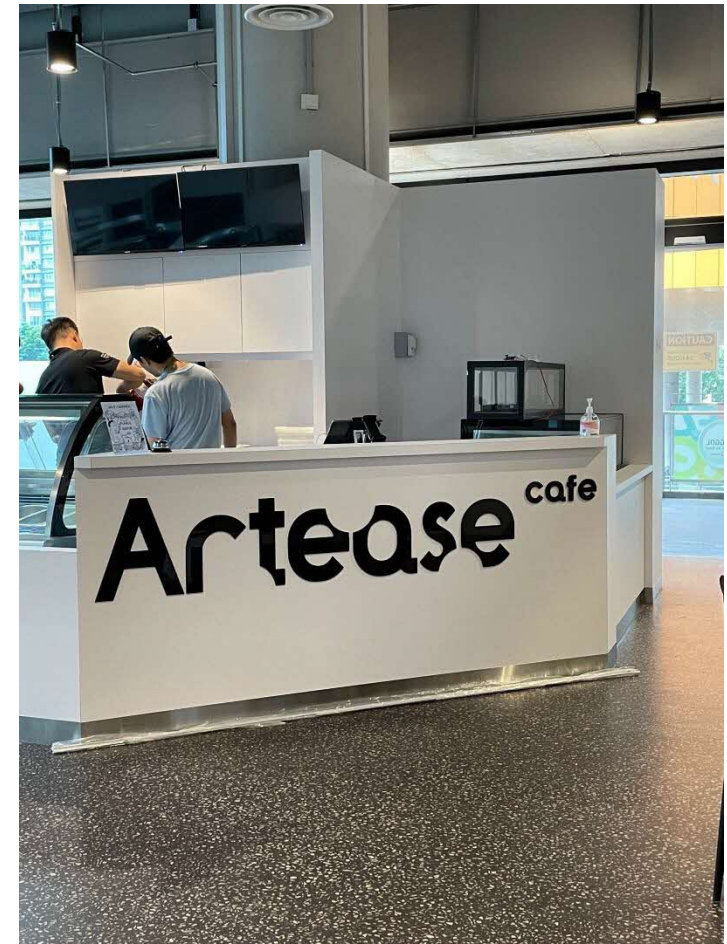




This is the **World and Us** collection.
I can find and read stories from around the world here.
The space is divided into different regions of the world.



This is the **Storyteller Cove**.
I can write my own stories here.
There are activity kits and tactile stations for me to explore.



This is the **Café** where I can go when I am hungry and thirsty.
I can buy food and drinks here.
I am mindful to only eat and drink in the café premises.



This is the **Spark!Lab™** .
I can try out the hands-on activities here.
I can come up with solutions to challenges.

When I need a quiet and safe space

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I will ask an adult to accompany me to the Calm Pod.
I walk back to the World & Us collection.

When I need a quiet and safe space

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I walk past the shelves and turn right at the end.



After turning right, I see a door.

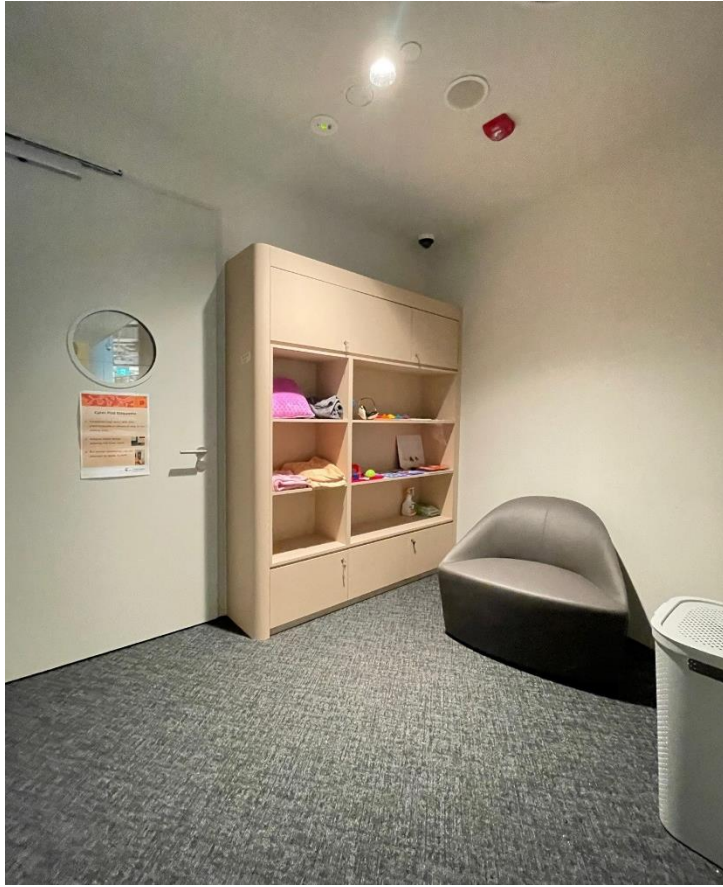
When I need a quiet and safe space

44

I can get the adult to press the intercom on the door for staff assistance.

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I will put the toys in the bin after use. I can get an adult to help me too.

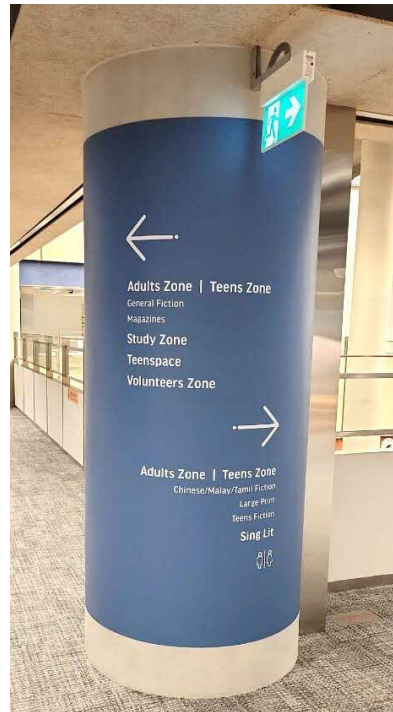


I will keep the place clean for others who will use this room after me.

I will leave the Calm Pod once I feel better.



On **Level 3**, I can find fiction books for Adults and Teens in English, Chinese, Malay and Tamil.



This is the **Sing Lit** where I can find books on Singapore literature.

49



I can also watch the multimedia interactive of short stories by Singapore writers here.

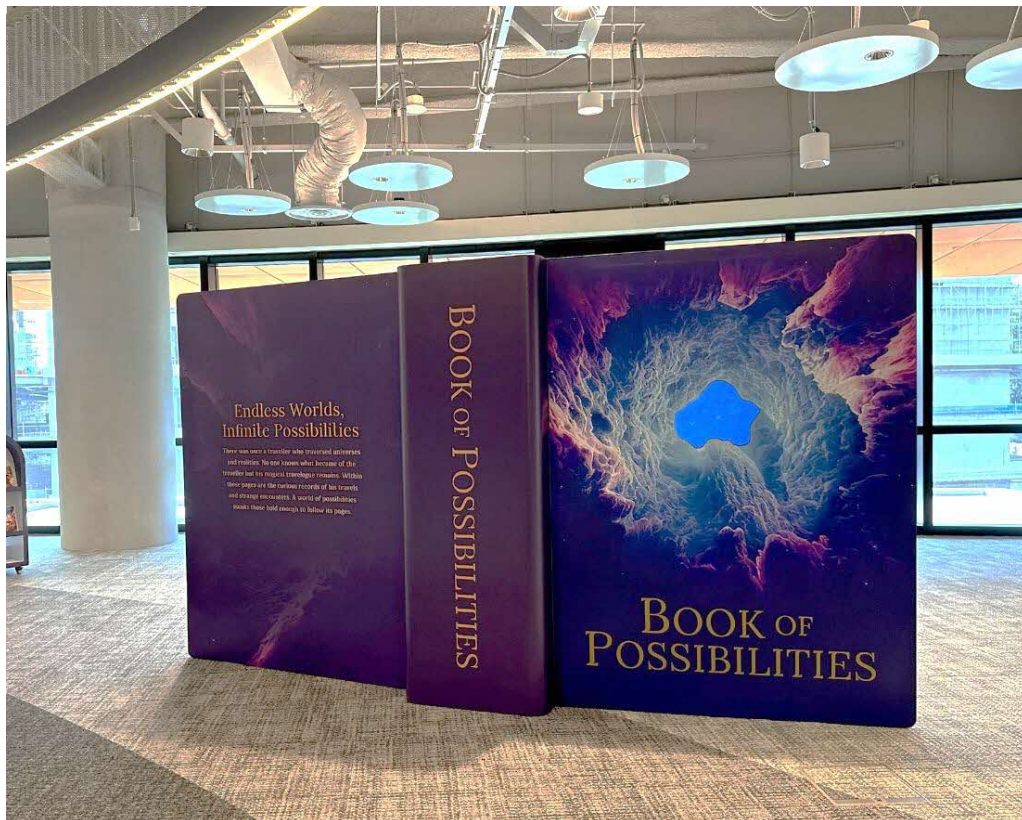
On level 3, I can also find magazines for Adults and Teens.

50

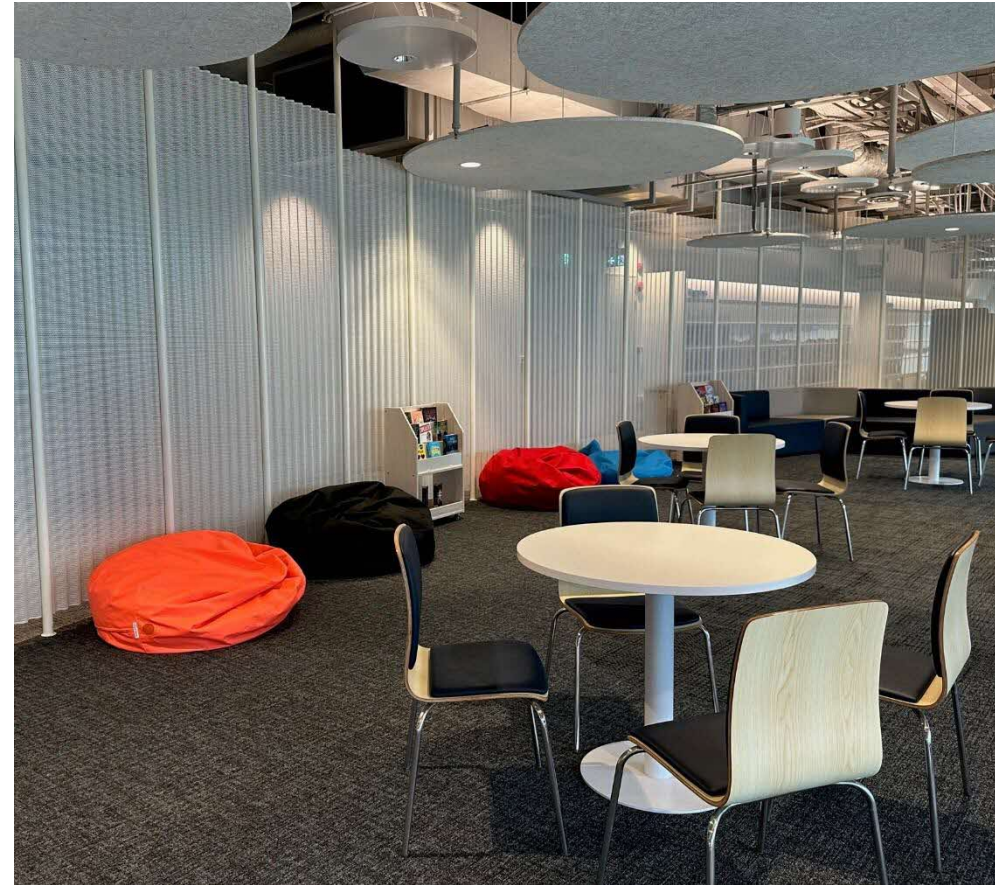


I must pull out the drawers slowly when I want to browse the magazines.

I must close the drawers fully so others will not walk into or trip over them.



This is the **Book of Possibilities**.
It features literary genres such as science fiction and fantasy.
This installation can help to enhance my reading and writing.

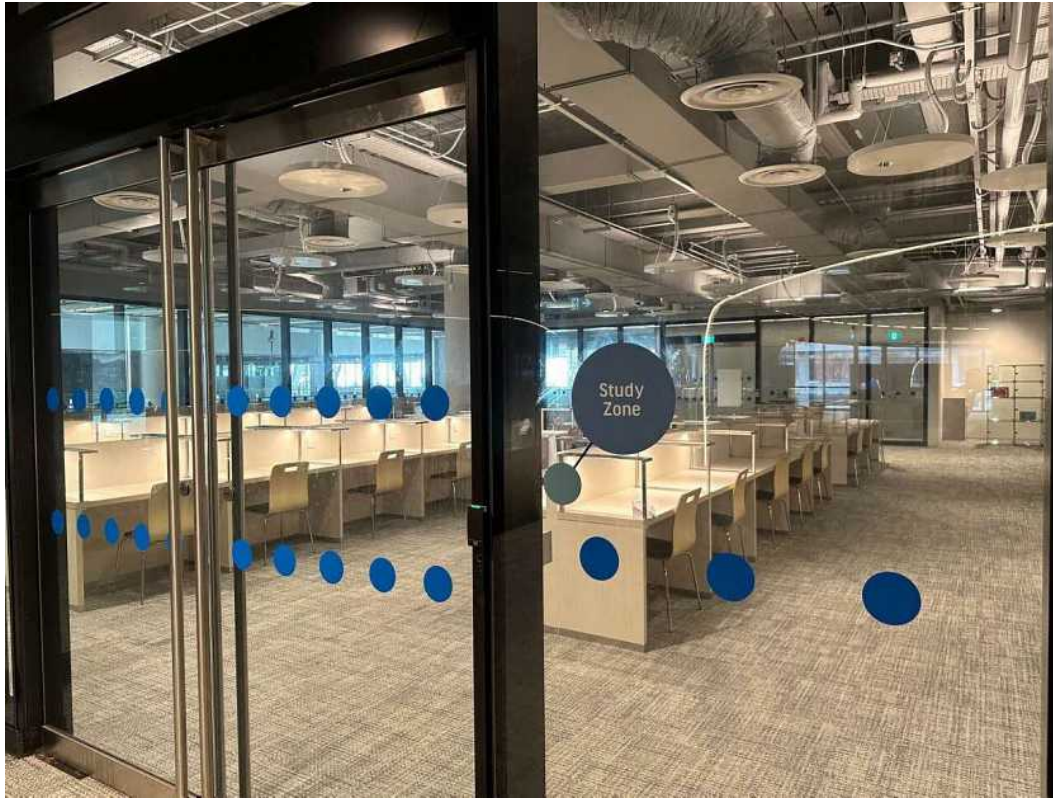


This is the **Teenspace**.
I can read, study and hang out with my friends here.
I will use my quiet voice here.

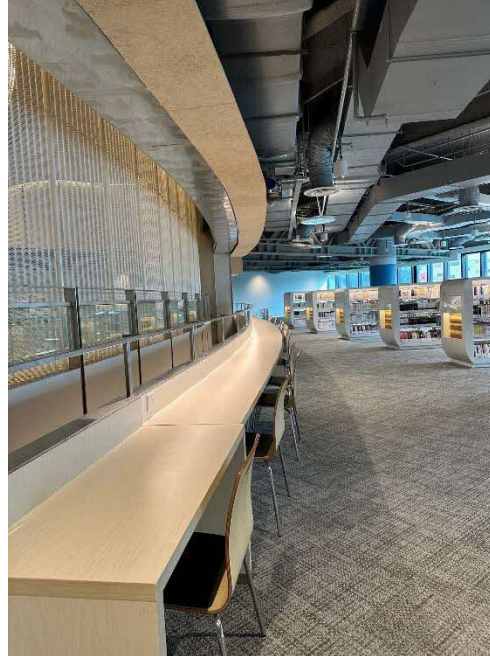
This is the **Study Zone**.

I can do my work here or use the multimedia stations from 9 am to 10 pm as part of its extended hours.

I must book a seat through NLB's seat booking system before my visit.



There are other study tables available on level 3 and level 4. I am mindful to take my belongings with me when I am going to other spaces.



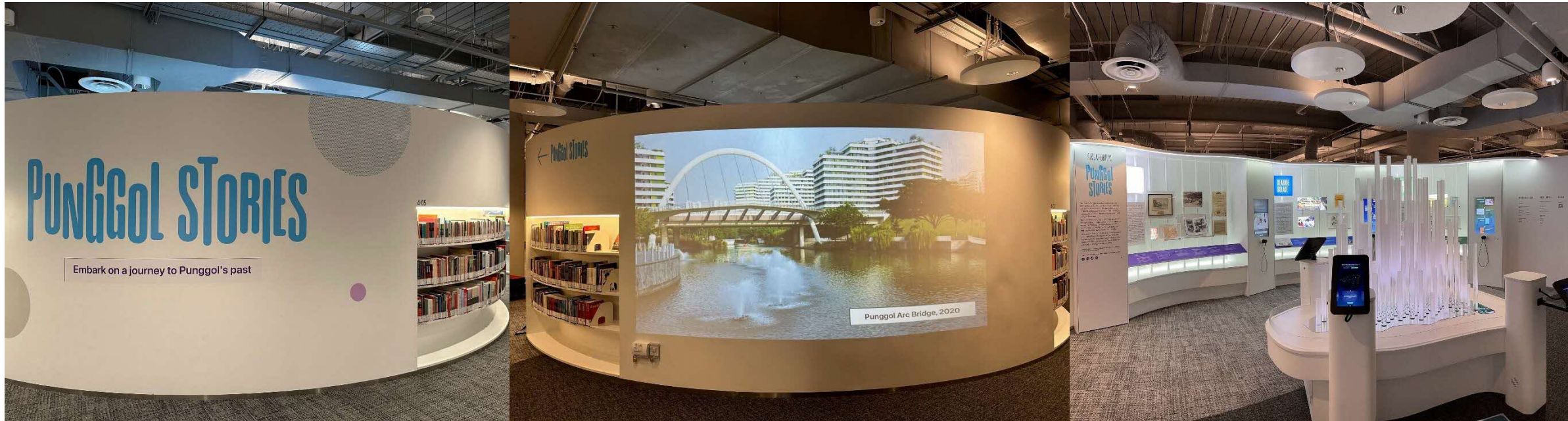
On **Level 4**, I can find non-fiction books for Adults and Teens in English, Chinese, Malay and Tamil
I can also find Adults and Teens' accompanying items.



This is the **Punggol Stories at Singaporium**.

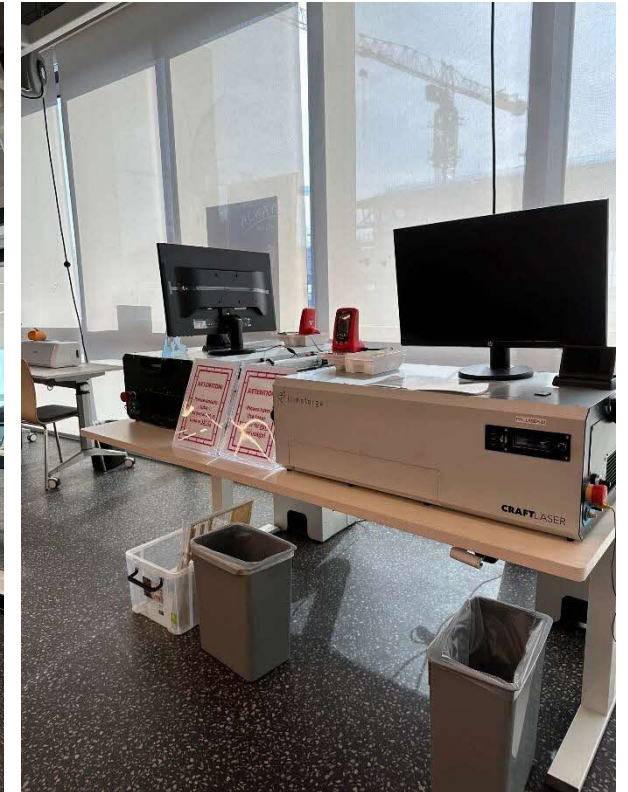
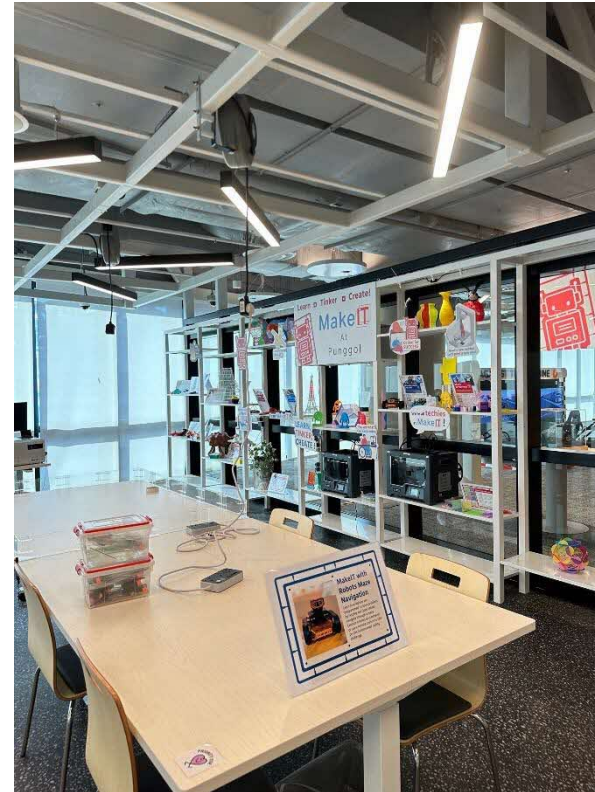
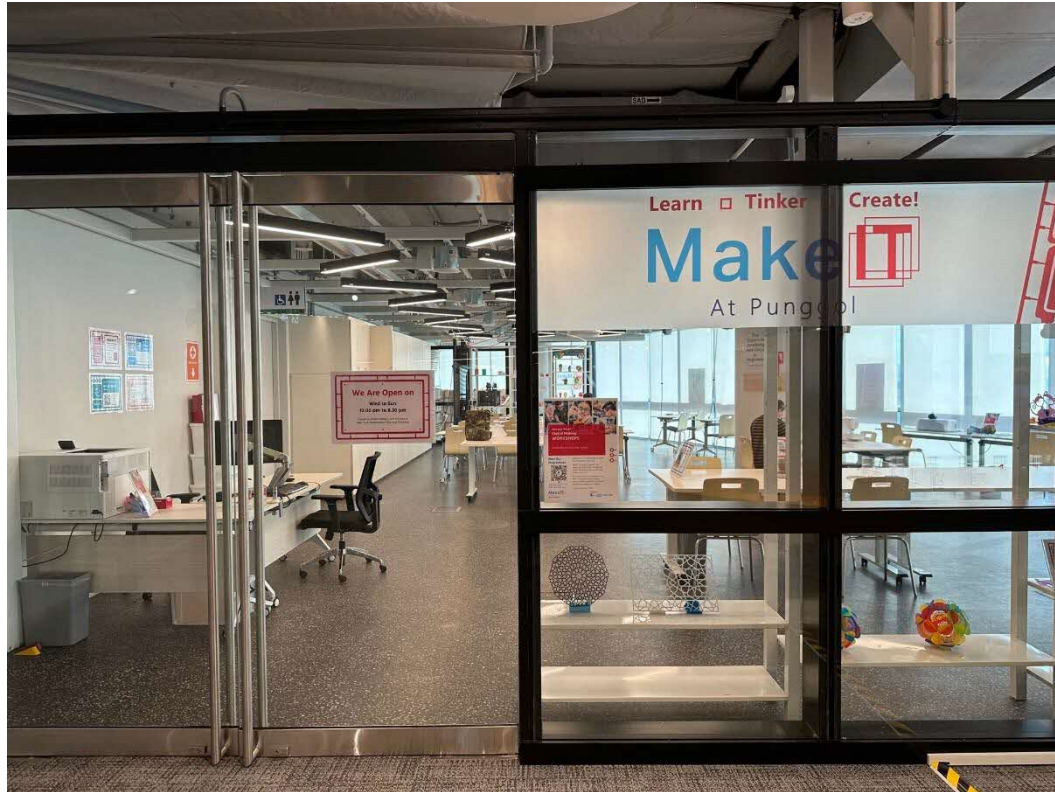
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I can find heritage collections of Singapore heartlands here. I will use the materials in this space with care.

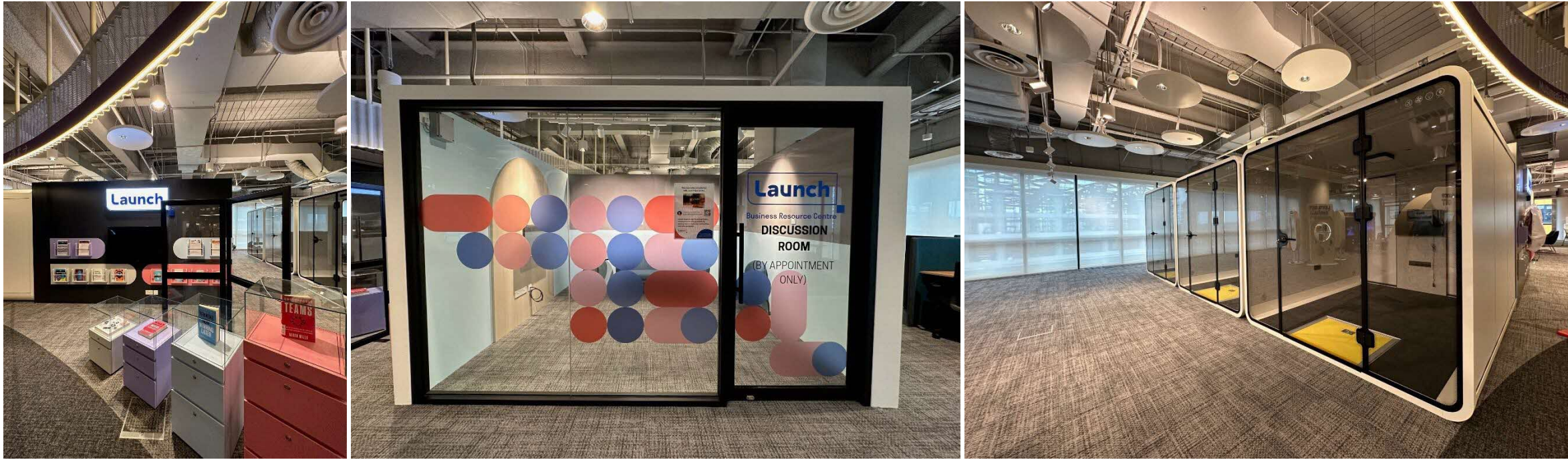


This is MakeIT.

57



I can try out fabrication technologies like 3D printers here.
I can make my own creations with the guidance from the staff.



This is **Launch**.

If I want to be an entrepreneur, I can come to this space.

I can speak to a specialist, learn about market trends, and share my business ideas.

I will need to book for an appointment before my visit.



This is **the Co-Working Zone** for professionals and business owners to focus on their work.

Wheelchair-accessible seats are provided here.



This is the **Programme Room** on level 5.
I can come here if I am attending a programme.

Services



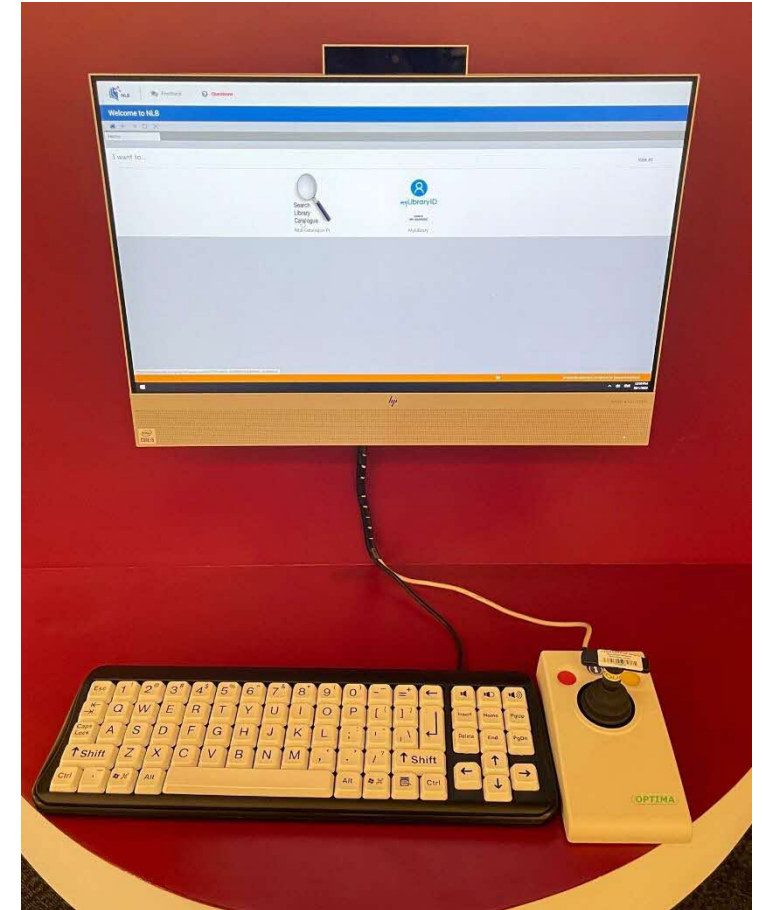
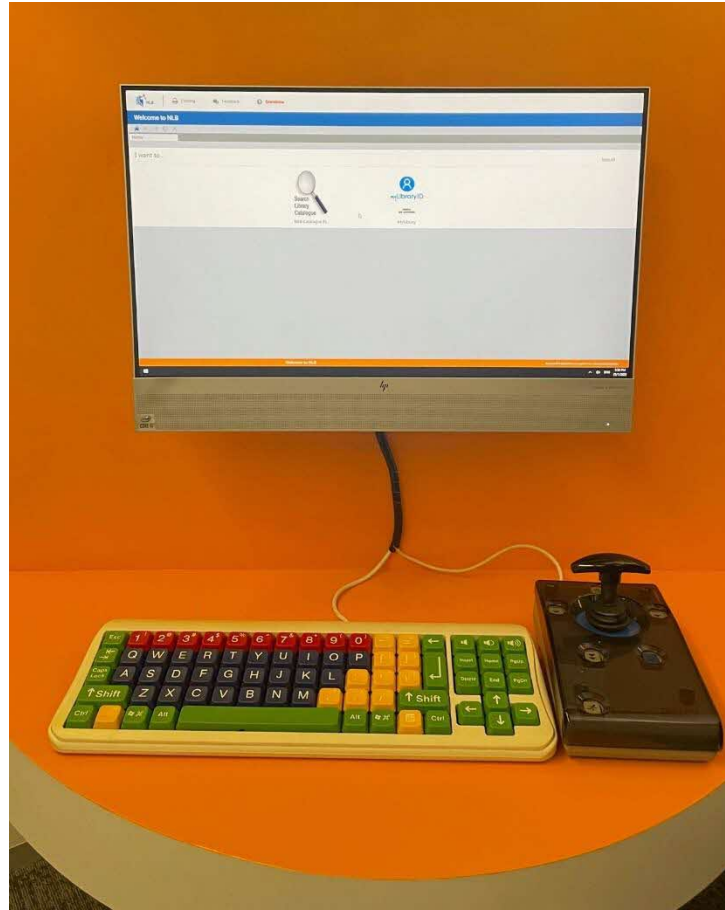
I can find the **Catalogue** stations like this around the library.

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

If I need help, I can use the e-Concierge.

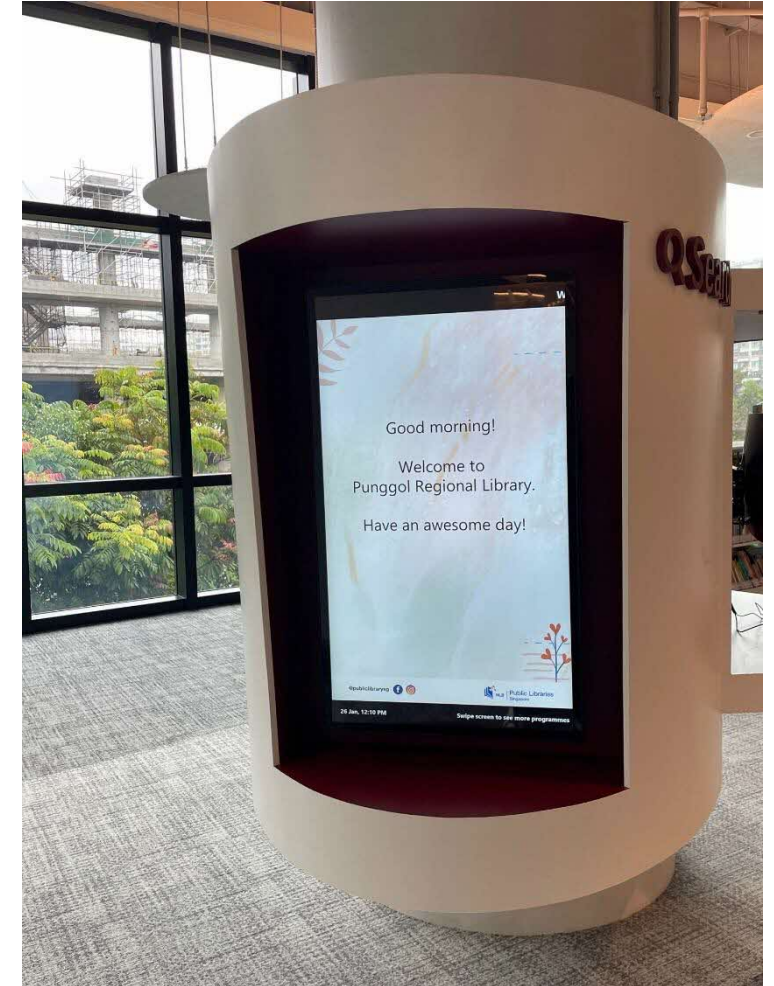
On every level, there is one Catalogue station that has **assistive technology**. These are devices meant for person with disabilities to access.

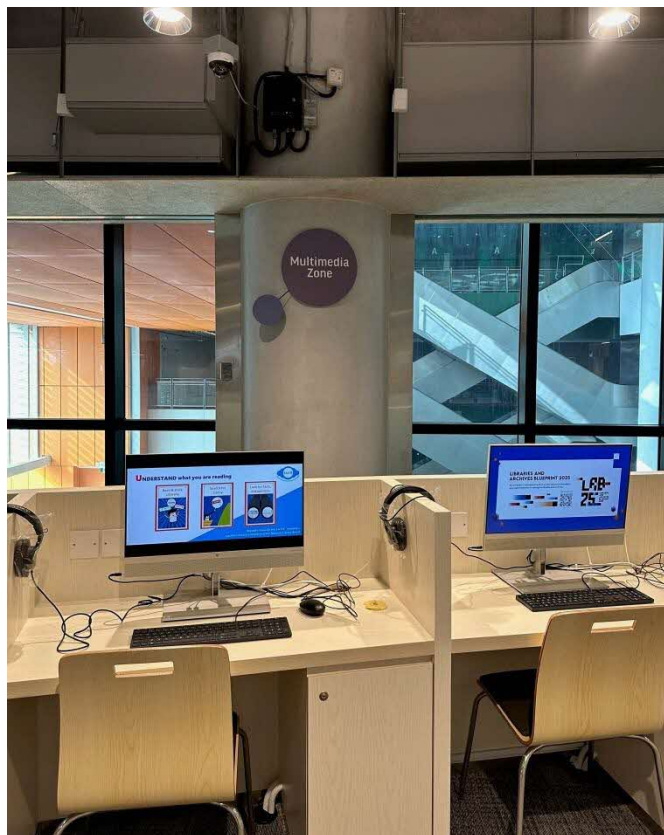
I am mindful to give way to those in need.



These are the **Digital Bulletin Boards**.

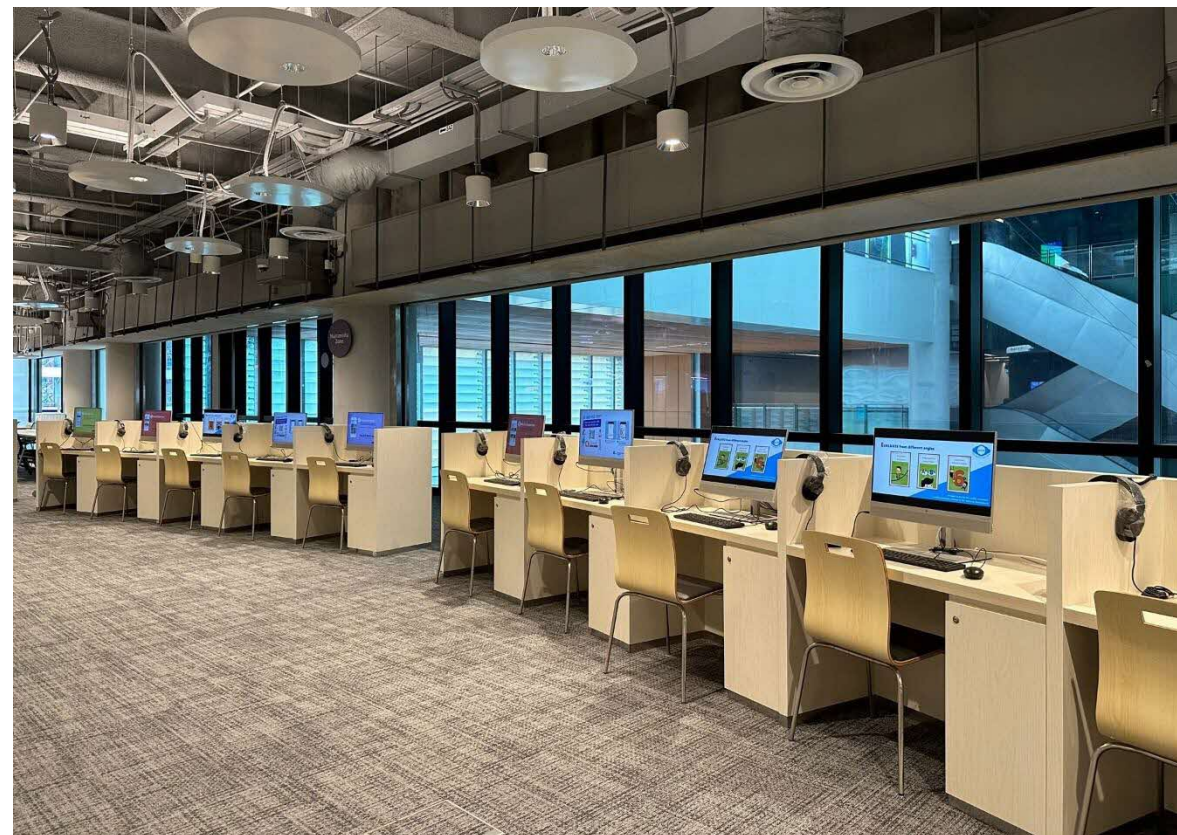
I can get information on library membership, upcoming programmes and more.





These computers are called **Multimedia Stations**.

I can find them on level 3 and 4.



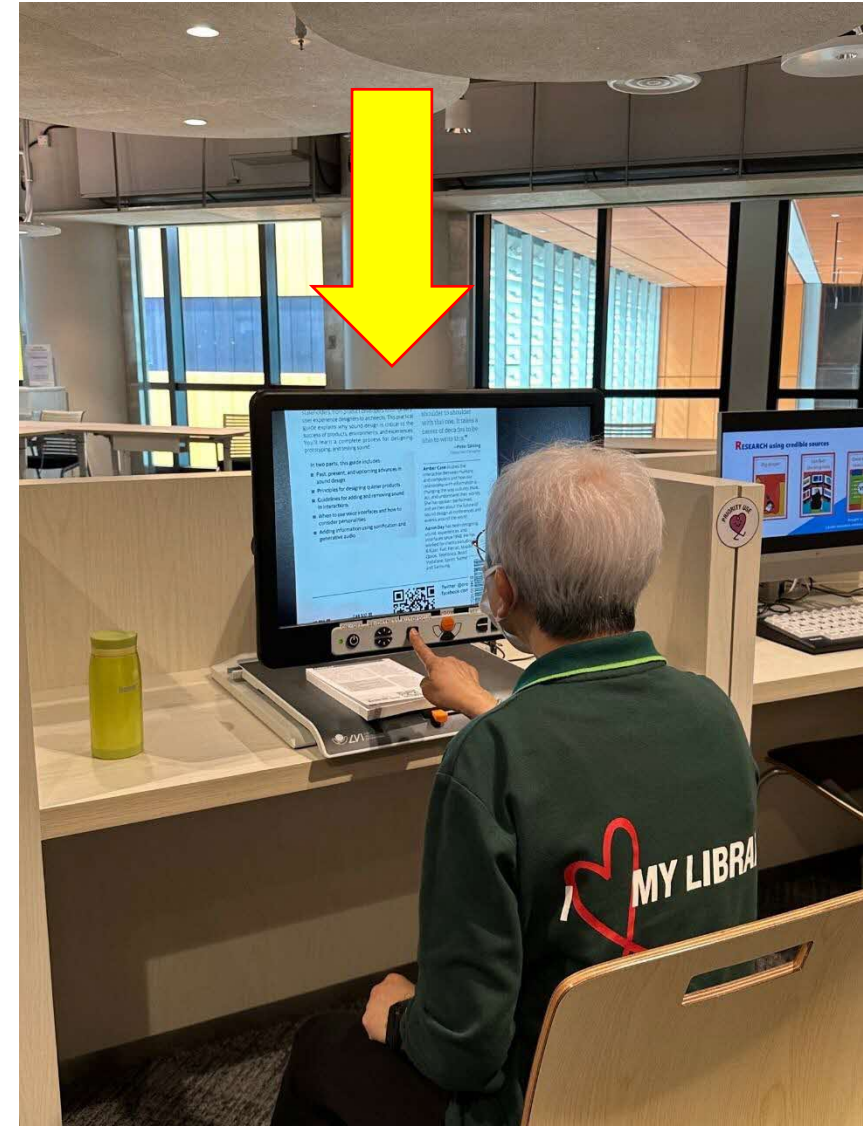
I can use the computer to read eNewspapers, eMagazines, print documents and browse the internet.

This is a **Magnifier**.

I can find it on level 4, next to the multimedia stations.

It is an assistive technology device that is used to enlarge texts for people with visual impairment. It also comes with a text-to-speech function.

I am mindful to give way to those in need.





This is a **print release station**.

I can find it on level 3 and 4 near the multimedia stations.

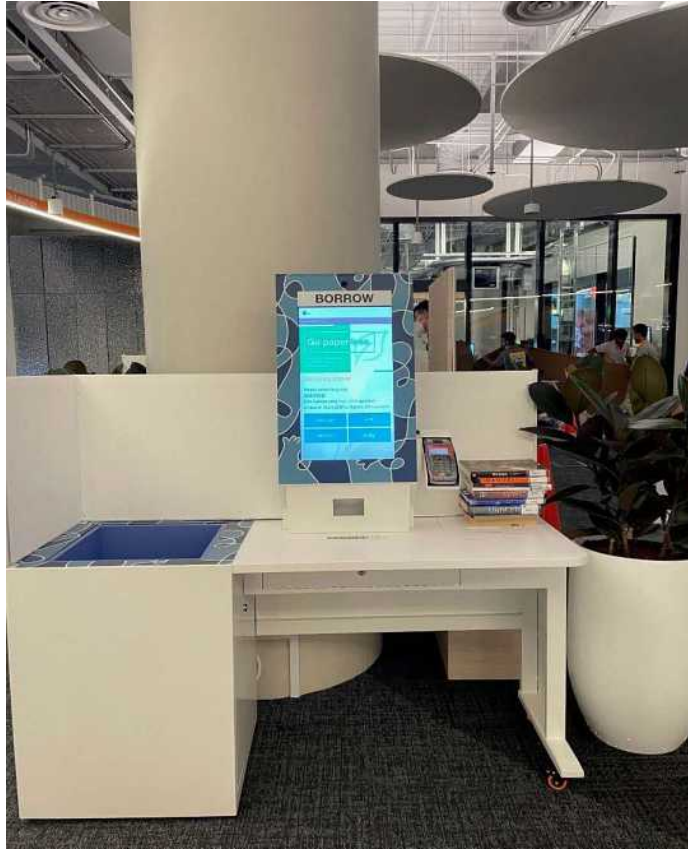
I can come here to print documents.

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

I found some interesting books I want to borrow.

Before leaving, I can borrow them at these **borrowing stations** located on level 1 or 2.

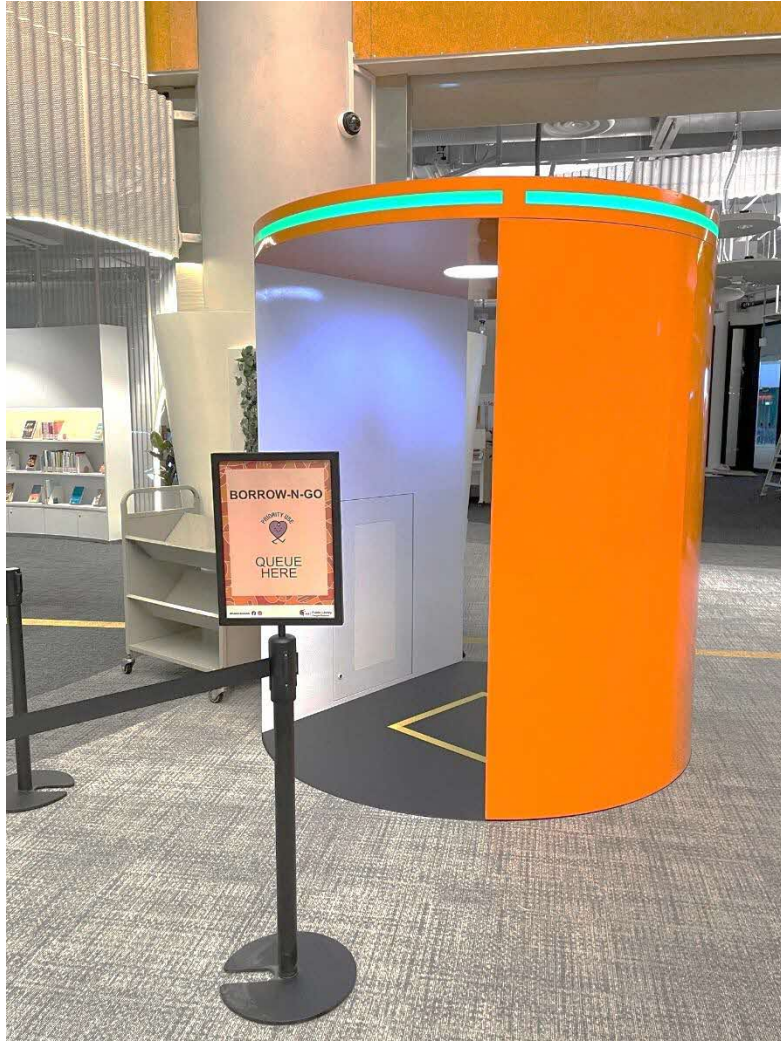
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Level 1



Level 2



This is the **Borrow-n-Go** at level 1.

Wheelchair users can borrow their books by going through the structure.

Experience the **revamped**

NLB MOBILE APP

New look, improved navigation, and personalised recommendations



Read eNewspapers and eMagazines
Enjoy complimentary access to local (SPH) and international eNewspapers and eMagazines.

Find a Title
Browse and borrow a title. Choose from over 900,000 copies of eBooks and audiobooks.

Scan and Borrow
Beat the queue at the libraries! Scan and borrow physical materials easily.

Manage Your Account
Check your loan records, reservations, due dates of items, and pay outstanding fees.

Download on the **App Store**
GET IT ON **Google Play**

Don't miss out on these useful features and more! Scan the QR code or visit go.gov.sg/nlb-mobile to download.

NLB | National Library Board
Singapore



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

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

LOAN RECEIPT
NATIONAL LIBRARY BOARD
Punggol Regional Library

Station : PRLRF2BRS02
Date : 26/01/2023
Time : 11:00:13
Name : DALINAH BINTE LATTIF

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

Items Borrowed	Due Date
1.The young adult's guide to stop bull ying : understanding bullies and their actions B31298889D	16 Feb 2023
2.派的噬愿书 B29934534F	16 Feb 2023
3.Manifest : 7 steps to living your be st life B37225544J	16 Feb 2023

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.



If a book is unavailable, I can reserve it.
I will come here another day to collect my reserved books
from the **Reservation Lockers** at level 1.

Level 1**Return****Level 2****Return**

I can return my books at level 1 or level 2.
I have to return my books before the due date.



Now I know where to go in the library.

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

I can always visit the library if I want to read or attend programmes!

If I need more help, I can send an email to enquiry@nlb.gov.sg.

My Trip to Punggol Regional Library

**A Visual Schedule for Caregivers
and Persons with Disabilities**

My Trip To The Library

How do I use this Visual Schedule?

- 1** A few days before your visit, read the library's Social Story to get familiar with the library. Then print out the visual checklist and picture cards to plan your trip to the library.
- 2** You can use the visual checklist on page 2 and 3 to decide where you want to go in the library.
- 3** The picture cards on pages 4 to 7 show various library spaces and action cards on pages 8 and 9 to say when you need to use the toilet, etc. You can also customise the blank cards to suit your need(s).
- 4** When you have decided which areas you want to visit, cut out the relevant cards and paste them onto your checklist.
- 5** You can also leave some steps on your checklist empty, so that you can add more picture cards to it while you are at the library.
- 6** Bring your completed visual checklist with you to the library.
- 7** When you are at the library and have completed an activity, check it off in the "All Done" column.

My Trip To The Library

Visual Checklist

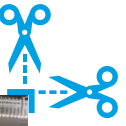
Step Number	This is what I will see or do at the library (paste picture cards and/or write steps)	All Done ✓

My Trip To The Library

Visual Checklist

Step Number	This is what I will see or do at the library (paste picture cards and/or write steps)	All Done ✓

Picture Cards: Library spaces



Reservation Lockers, L1



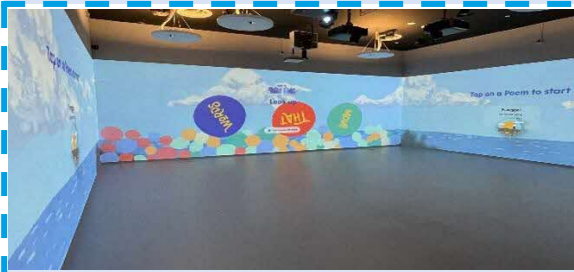
Borrow-n-Go, L1



Accessible Collection, L1



Toy Library & Tinker Tots, L1



Stories Come Alive Room, L1



Early Literacy Zone, L1



Family Lounge, L1



Calm Pod, L1

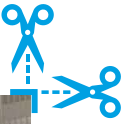


Children's Collection, L2



Story Pod and Magazines, L2

Picture Cards: Library spaces



Accompanying Items, L2



World and Us Zone, L2



Storyteller Cove, L2



Spark!Lab™, L2



Café, L2



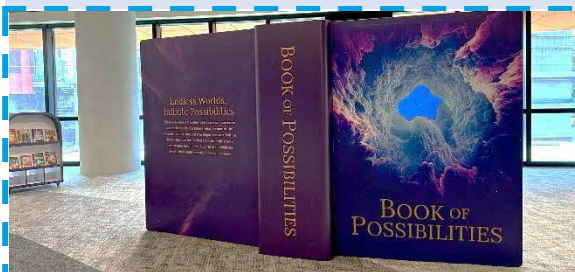
Adults and Teens Fiction Books, L3



Sing Lit, L3



Magazines, L3

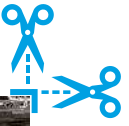


Book of Possibilities, L3



Teenspace, L3

Picture Cards: Library spaces



Study Zone, L3



**Adults and Teens
Non-Fiction Books, L4**



Accompanying Items, L4



**Punggol Stories at
Singaporium, L4**



MakeIT, L4



Launch, L4



Co-Working Zone, L4

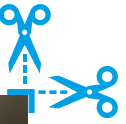


Multimedia Stations



Programme Room, L5

Picture Cards: Library spaces



Borrowing Stations



Bookdrop



Catalogue Stations



Print Release Stations



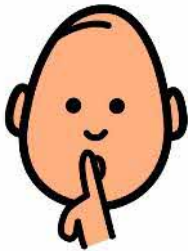
Picture Cards: Action cards



Borrow book



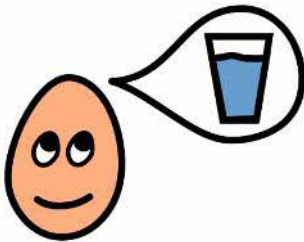
Return book



Quiet corner



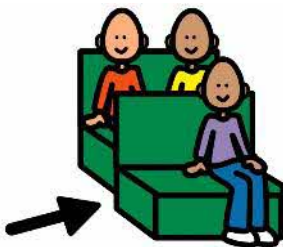
Help



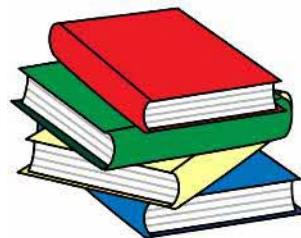
Thirsty



Toilet



Find a seat



Books

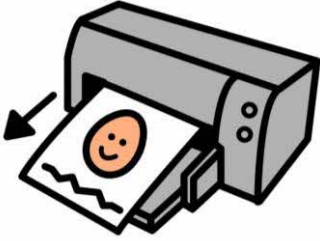
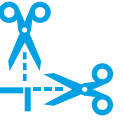


Read



Return book

Picture Cards: Action cards and blank cards



Print



Computer