

# Toa Payoh Public Library Social Story

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I am at Toa Payoh Public Library.

# Library Etiquette and Safety Precautions.

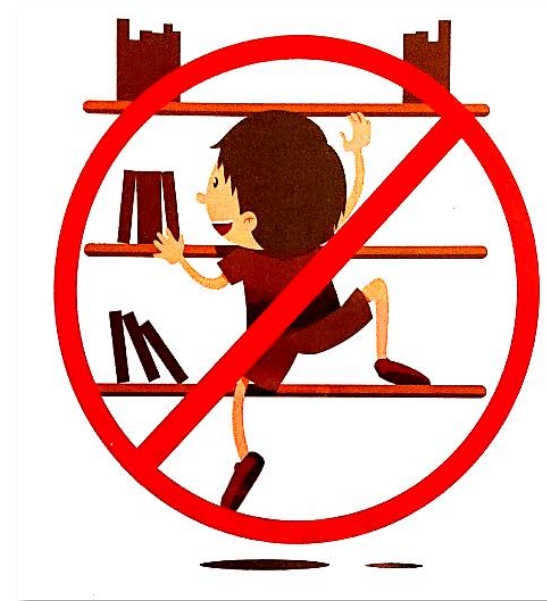
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Inside the library, I will **whisper** and keep my voice down. I do not want to disturb other people.



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

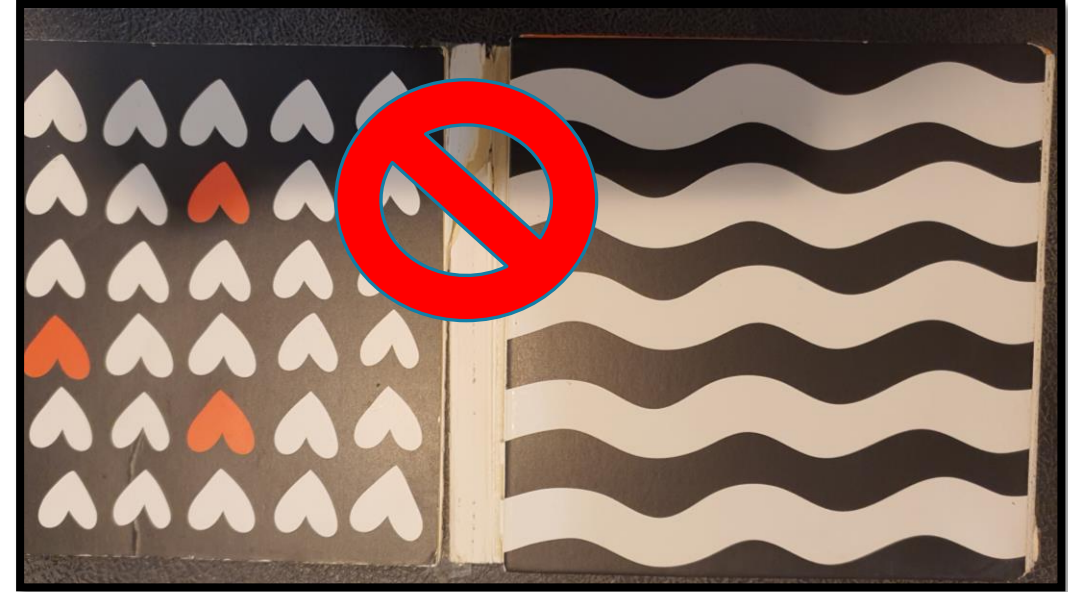
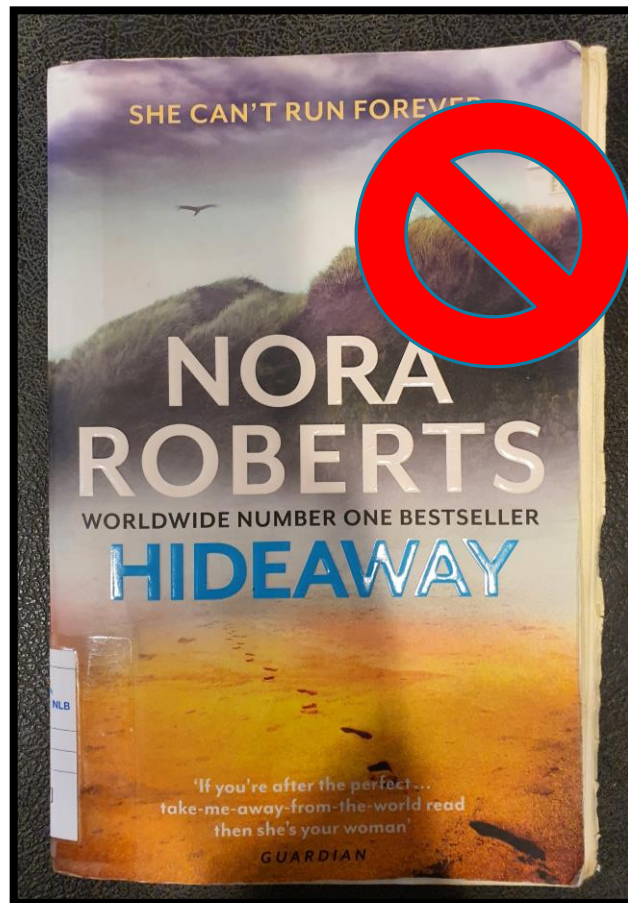
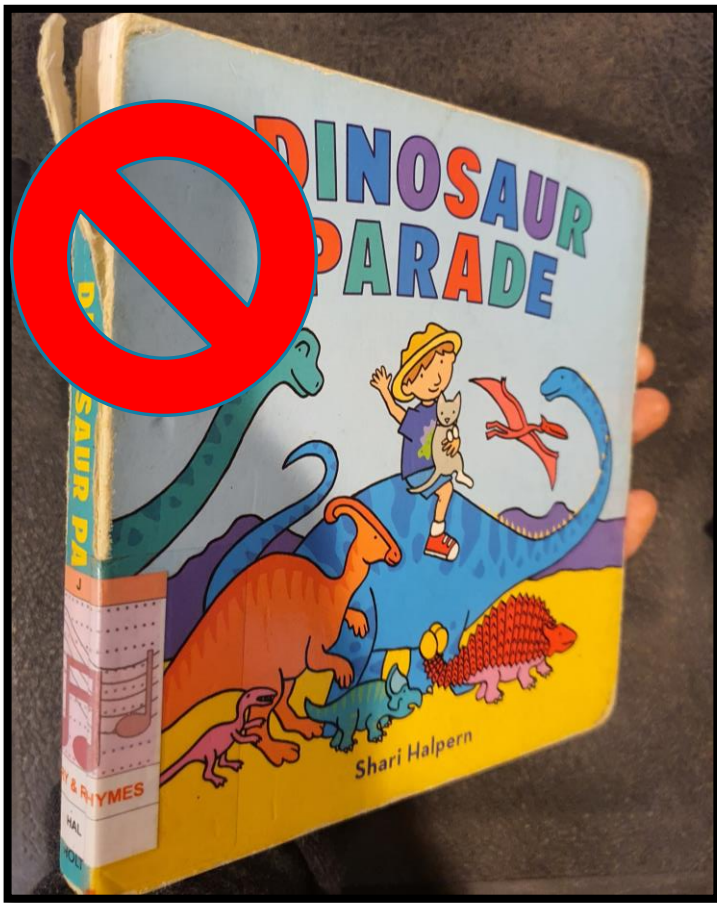


**I must not climb on the bookshelves.**

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 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!



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.





I will not touch the barriers. If there is a poster, I will follow the instructions written on it.

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.





I shall hold on to the handrail when walking up and down the stairs.

I must not run, jump or play on the staircase.

I do not want to hurt myself or others.





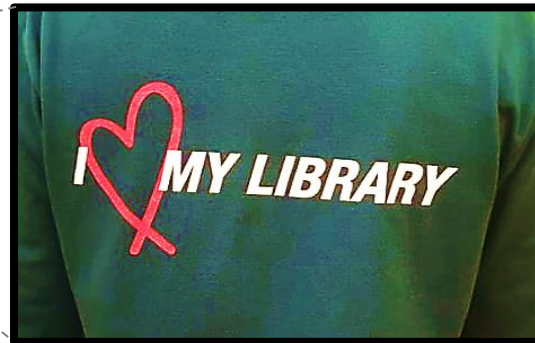
I can find this wheelchair space at level 2 and 3.

If I need help, I can just press the button and wait for staff assistance.

# Library Staff

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





# Library Space

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At level 1, I can explore the Children's Section. I can find and borrow books, magazines, and audiovisual materials for children







I can also donate books or  
bring preloved books home  
from this  
**Book Exchange Corner** at  
level 1.





At Level 1, I can check and test the audiovisual items before borrowing them.



I can look for signs like these to help me find the toilets at every level.

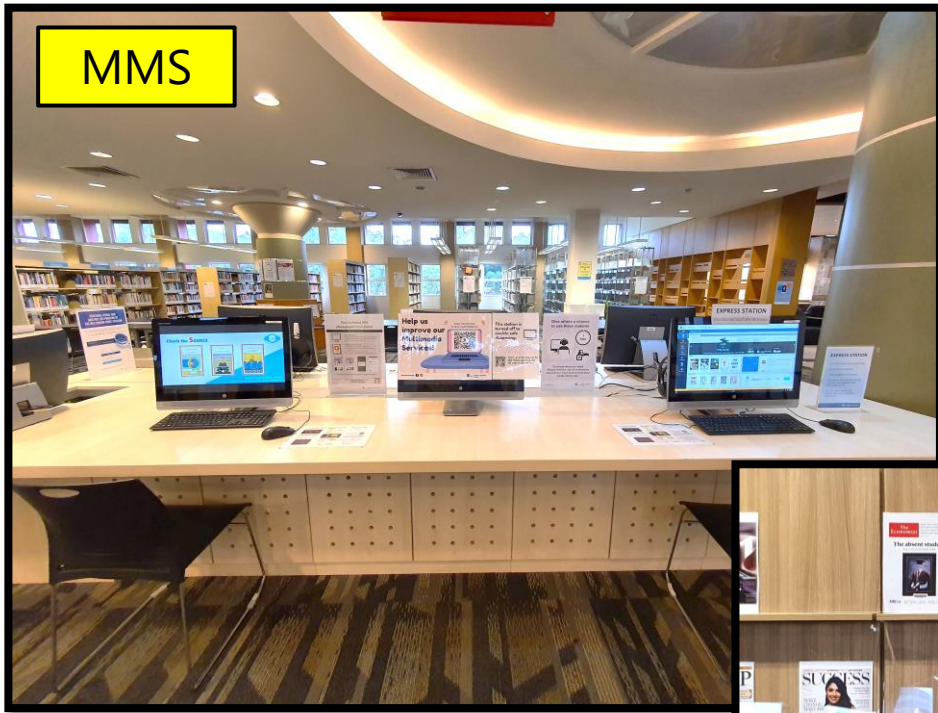


There is a wheelchair accessible toilet cubicle at every level.



I can take the lift or staircase  
to go up to level 2 and 3.



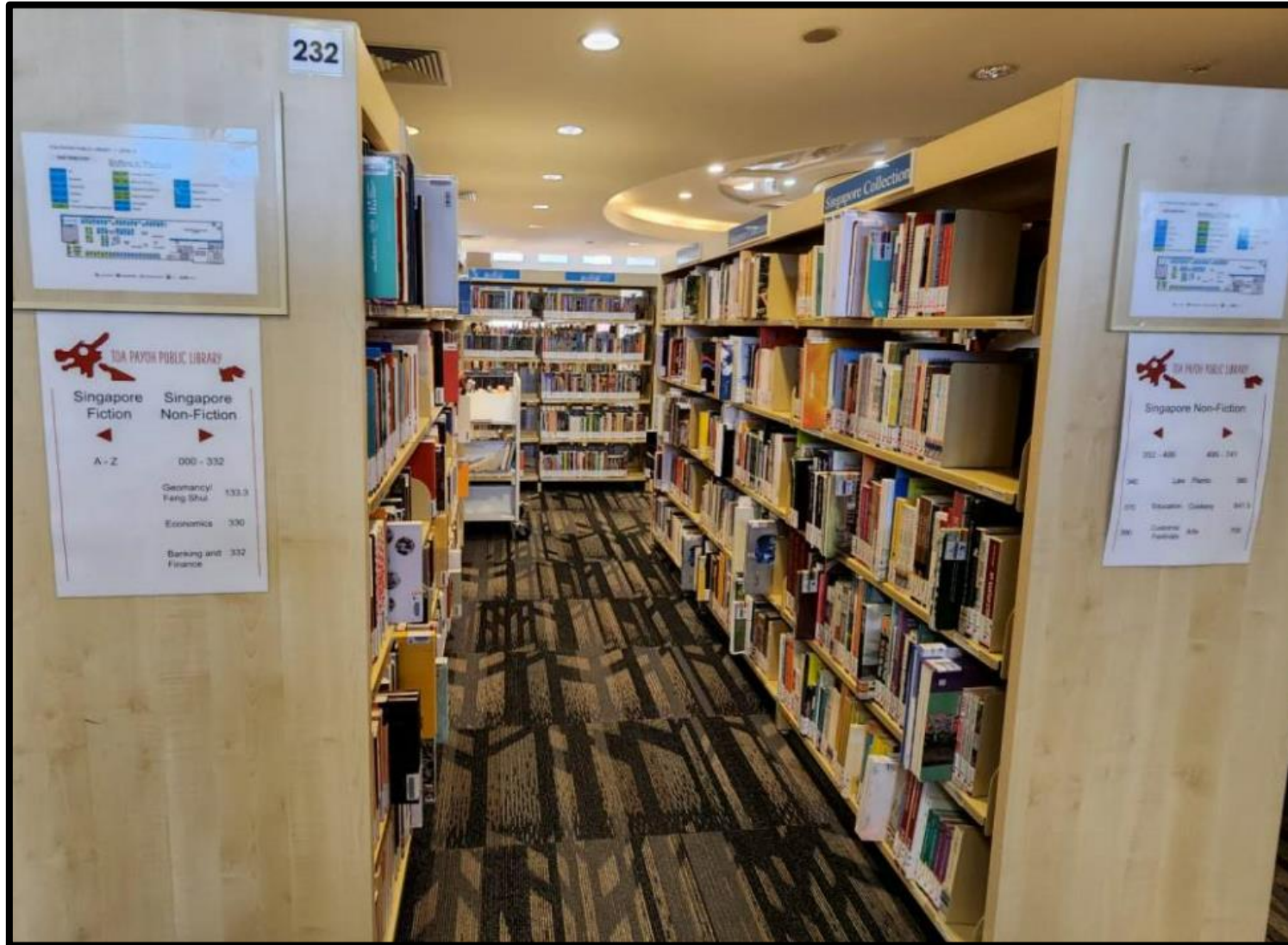


I can use the Multimedia stations (MMS) and read e-Newspaper and magazines at Level 2.



At level 2, I can find and read books for adults written in English, Chinese, Malay, and Tamil.





I can also find books about **Singapore** in English, Malay, Chinese and Tamil at level 2.

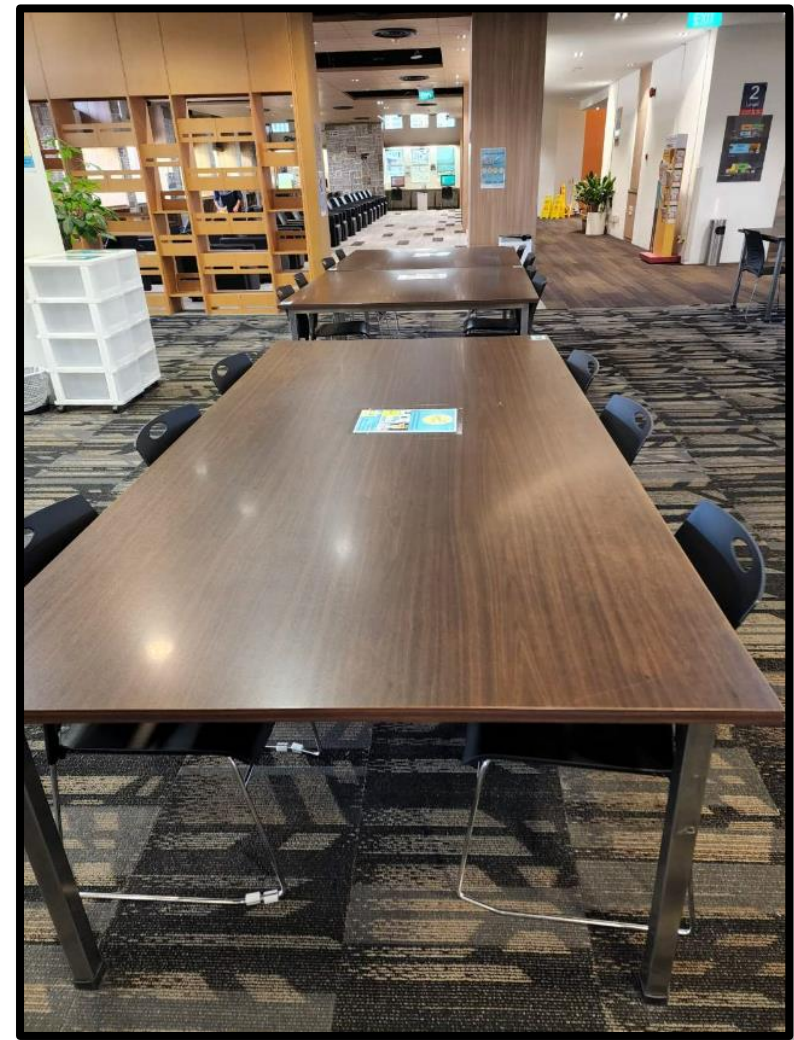




I can find and read  
large print books  
at level 2.



At level 2, I can sit and read books on the seats.



I can also use the study table to do my research / work or read books.





I can explore  
audiovisual materials  
for adults at level 3.





I can find and read English fiction books for young adults at level 3.



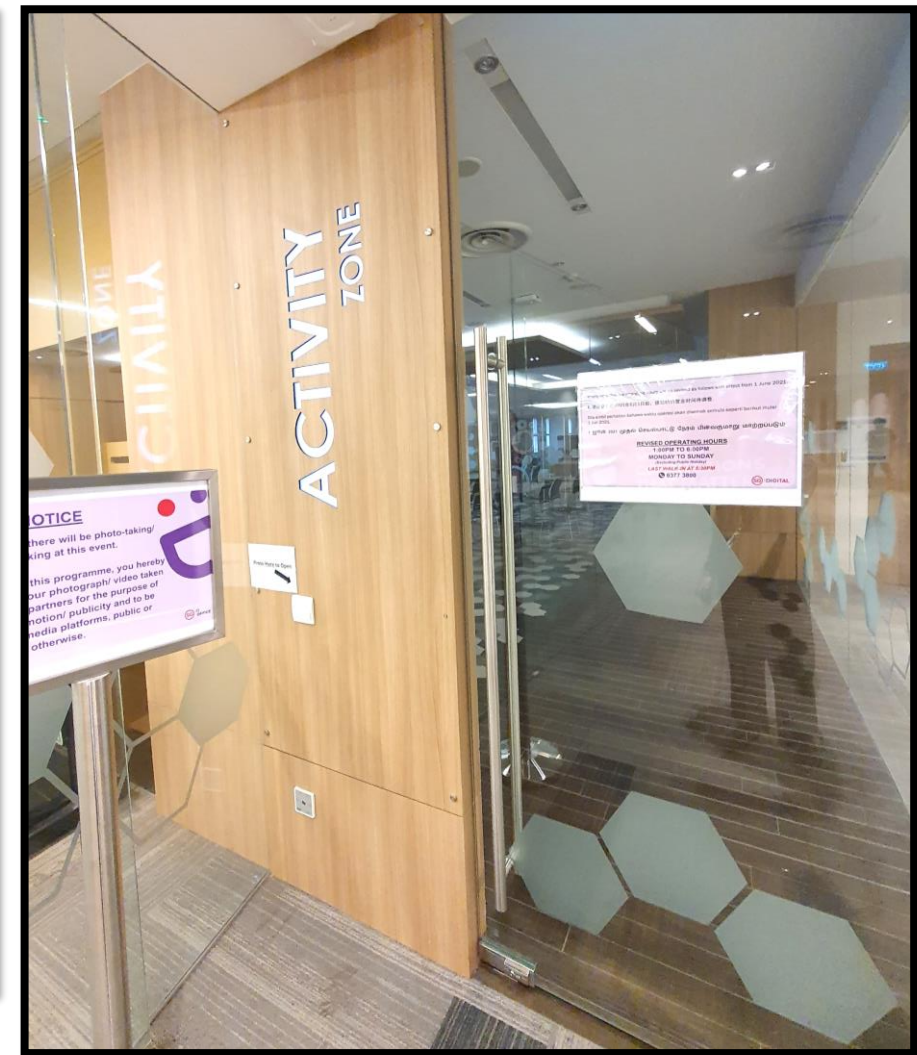
I can also find comics for adults and young adults at level 3.





I can study or read my books on the study table or on the sofa at level 3. I will not move the seats in the library.





I can attend programs that I have registered for at the  
**Programme / Activity Zone** at level 3.



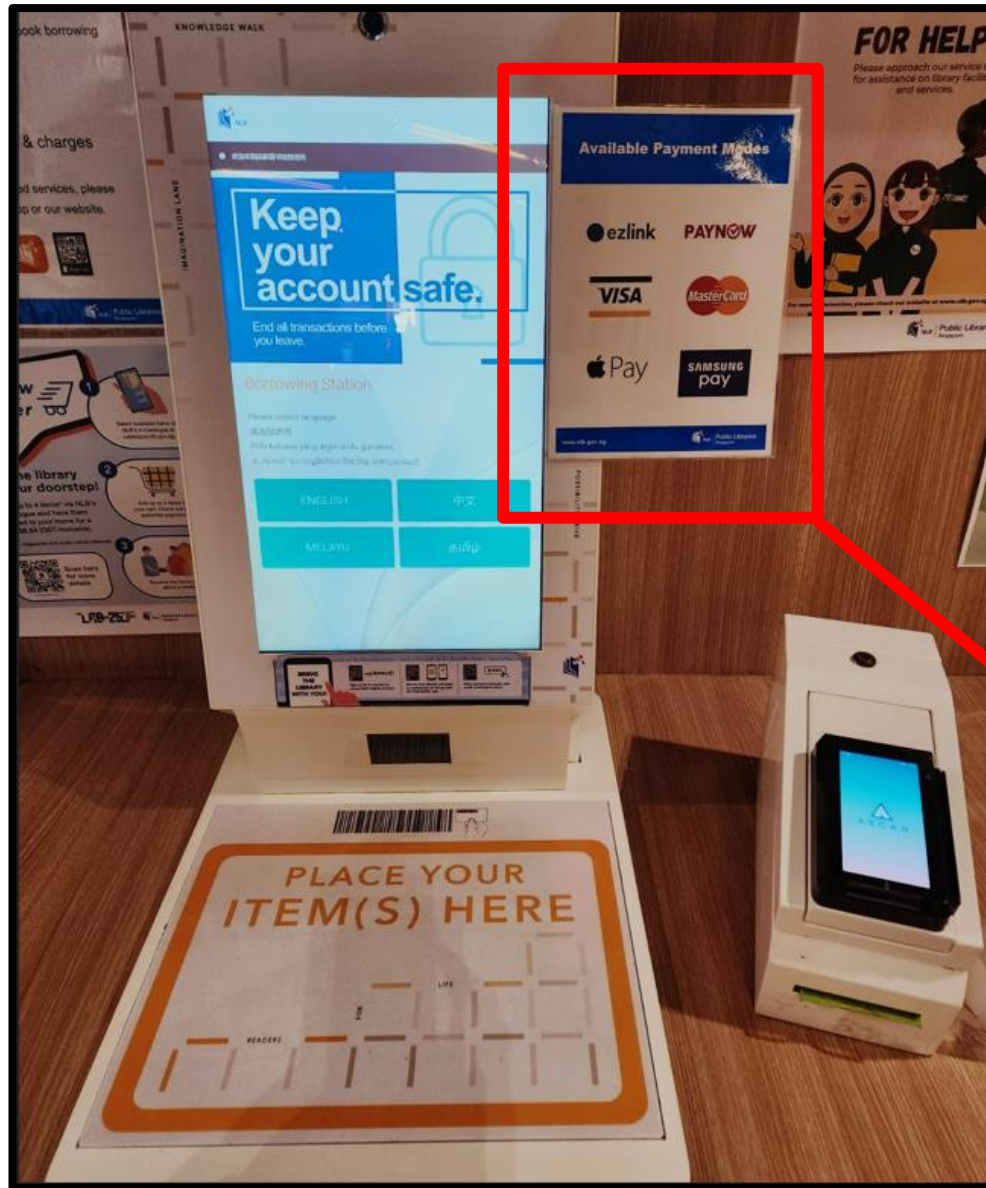
I can charge my mobile phone or tablet at this Quick Charge Station at level 3.

I will not leave my things unattended.

# Library Services

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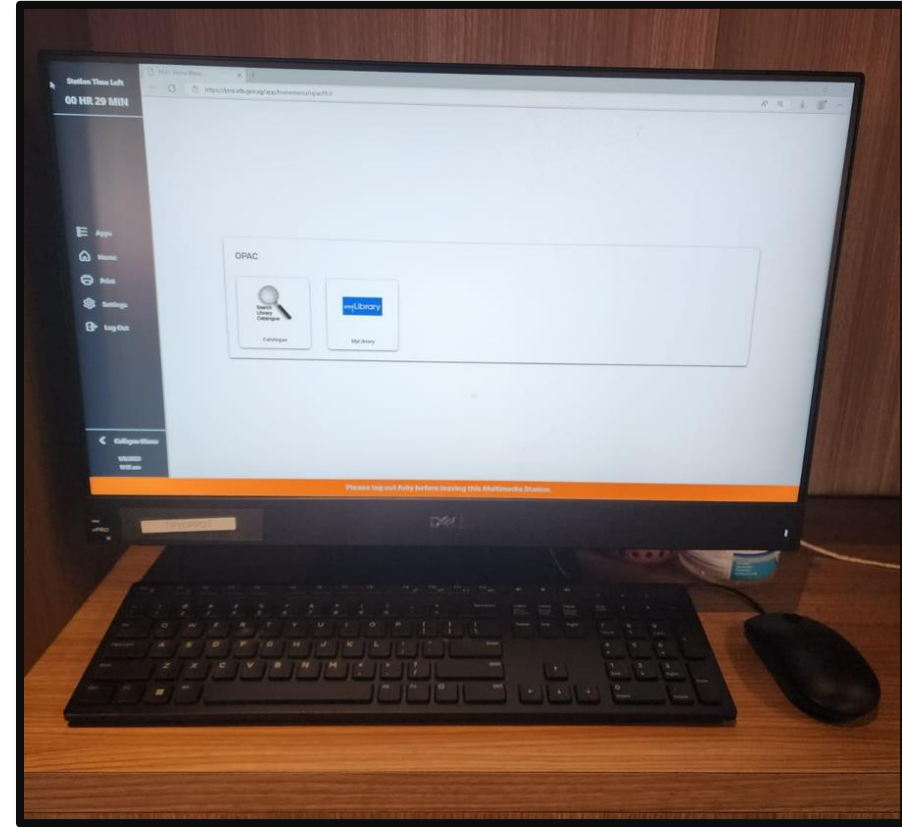
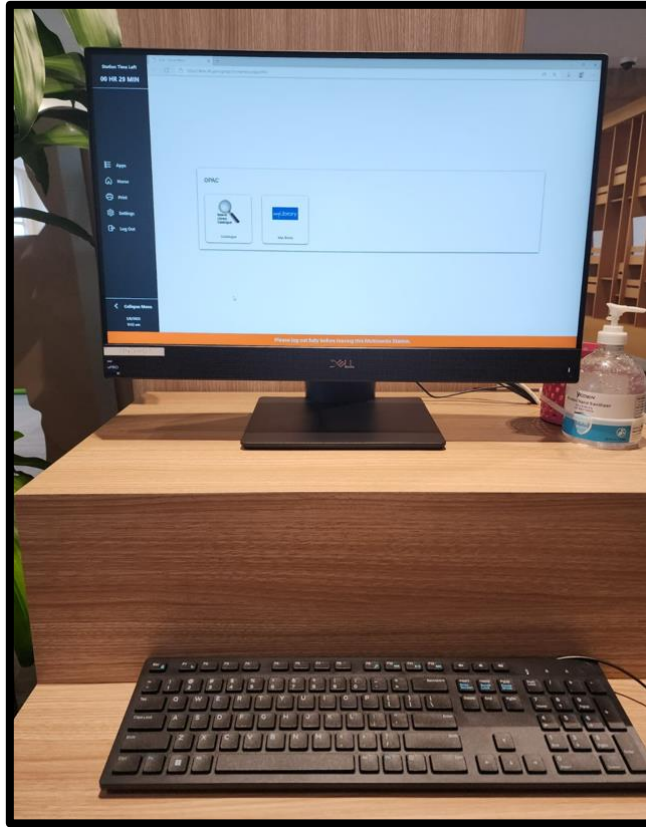




I found some interesting books I want to borrow.

Before leaving, I can borrow them at the borrowing stations at **level 1**.

I can pay for fines and reservations using these methods



These machines are called **catalogue stations**.

I will find them all over the library.

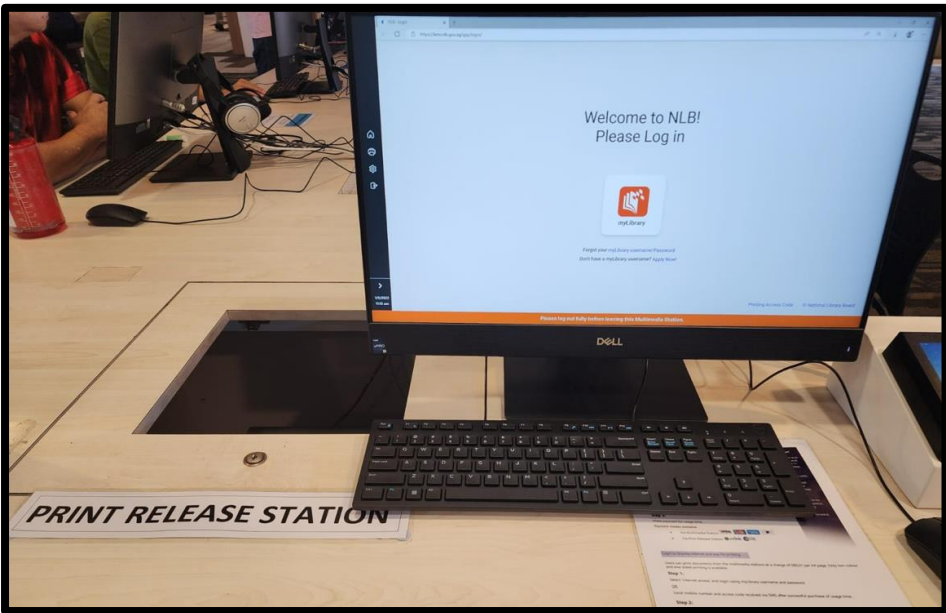
I can use them to search for books that I want to read.



These computers are called **multimedia stations**.  
I can find them at level 2. I can use the computers to do many things!

For example, I can read e-Newspapers, e-Magazines,  
print documents or browse the internet.

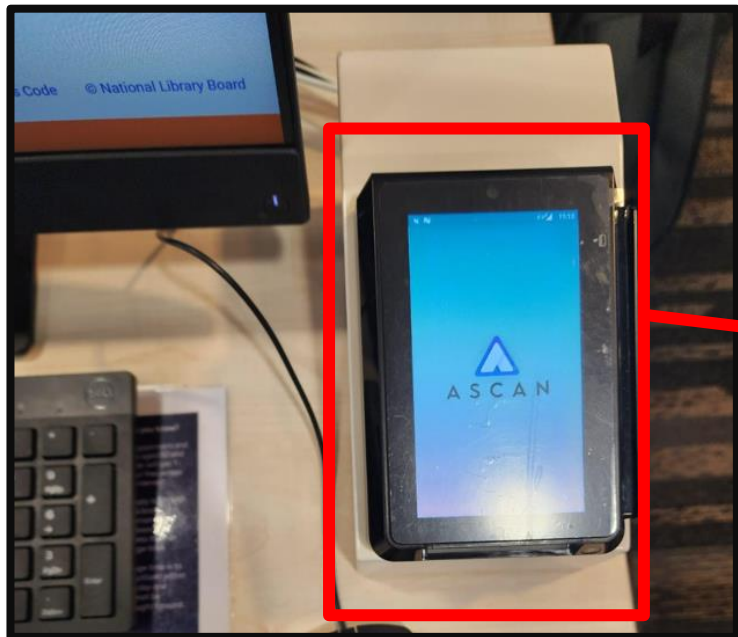




This is a **printing station**.

I can find this near the multimedia stations **at level 2**  
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 can pay for printing using these methods:



Experience the **revamped**

# NLB MOBILE APP

New look, improved navigation, and personalised recommendations



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.

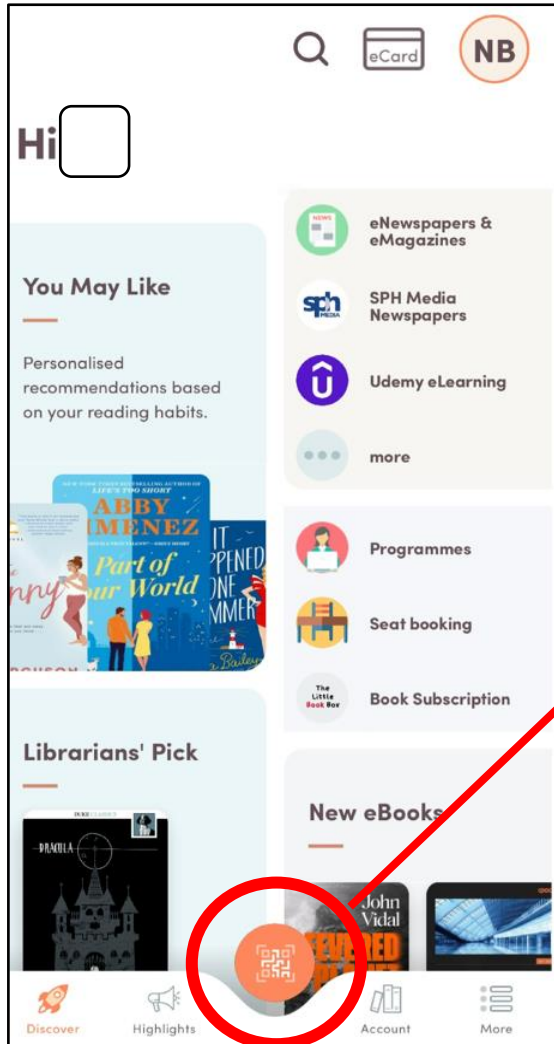
 **NLB** | National Library Board  
Singapore



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

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.

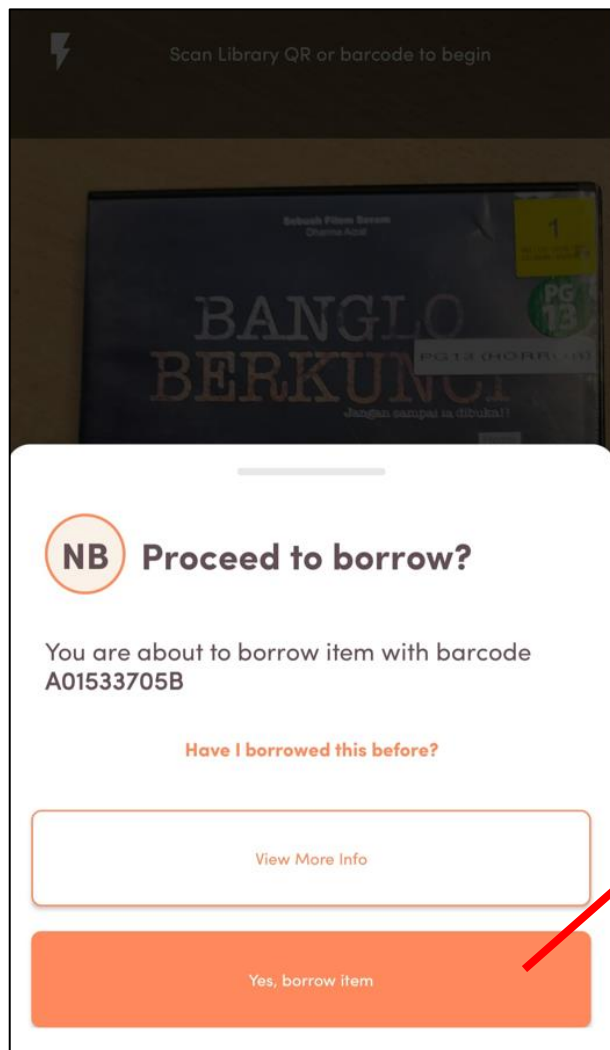


To borrow items using the NLB Mobile App, select the camera function.

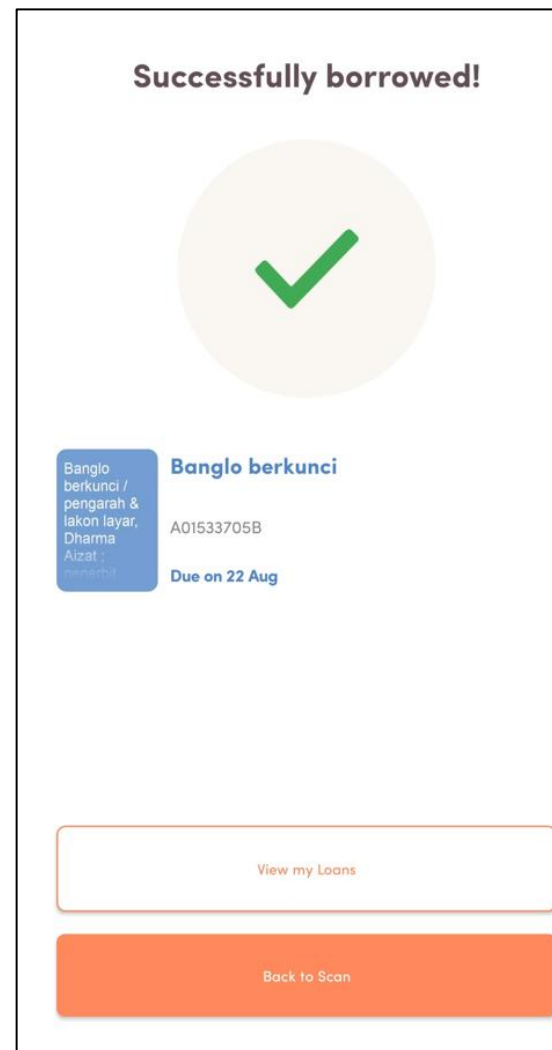


Then, I scan the item's barcode

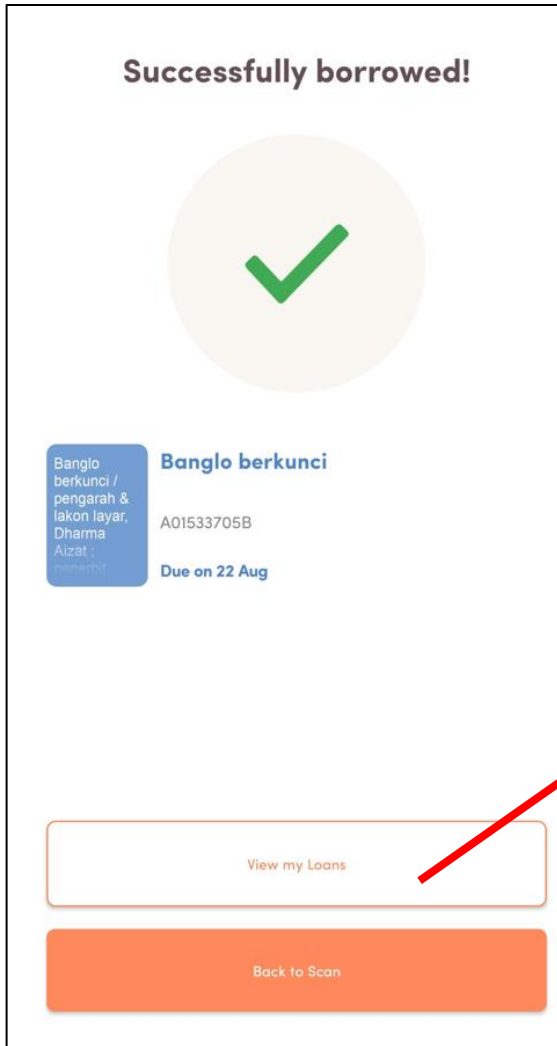




I select 'Yes, borrow item'



I have successfully borrowed!



I click on 'View my Loans'  
to see all the books I borrowed



My loans will appear here



LOAN RECEIPT  
NATIONAL LIBRARY BOARD  
Geylang East Public Library

Station : TesterFromUtilityPage  
Date : 23/06/2017  
Time : 16:12:58  
Name : Tester

Please go to  
<http://www.nlb.gov.sg> to check  
your loan status or renew your  
library items. For enquiries,  
please email us at  
[helpdesk@library.nlb.gov.sg](mailto:helpdesk@library.nlb.gov.sg)

Items Borrowed	Due Date
1. [Book Title] B26508024E	14 Jul 2017
2. [Book Title] B26507853C	14 Jul 2017

Help us GO GREEN. Reservation and  
reminder notices will be switched  
from postal mail to email from  
1 April 2015. Make the switch  
today and sign up for myLibraryID  
Pick up your reserved items more  
quickly. From 5 January 2015, we  
will hold reserved item for 7  
days, instead of 14 days.

After I borrow a book, I can choose to  
print a receipt.

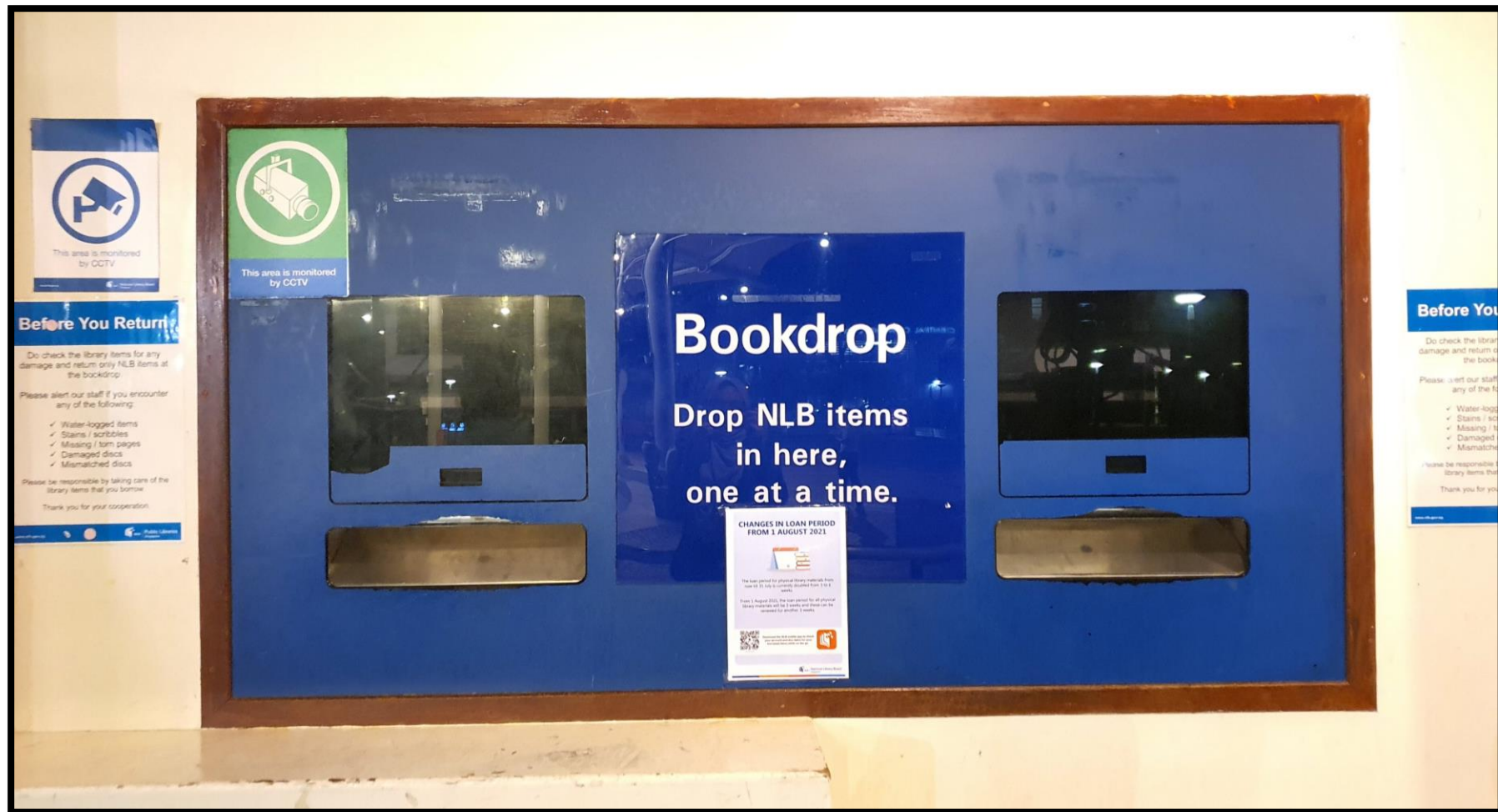
The receipt will look like this.

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** outside the library.



This is the **Bookdrop**. It is also located outside the library.  
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 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](mailto:enquiry@nlb.gov.sg).