

Bedok Public Library Social Story

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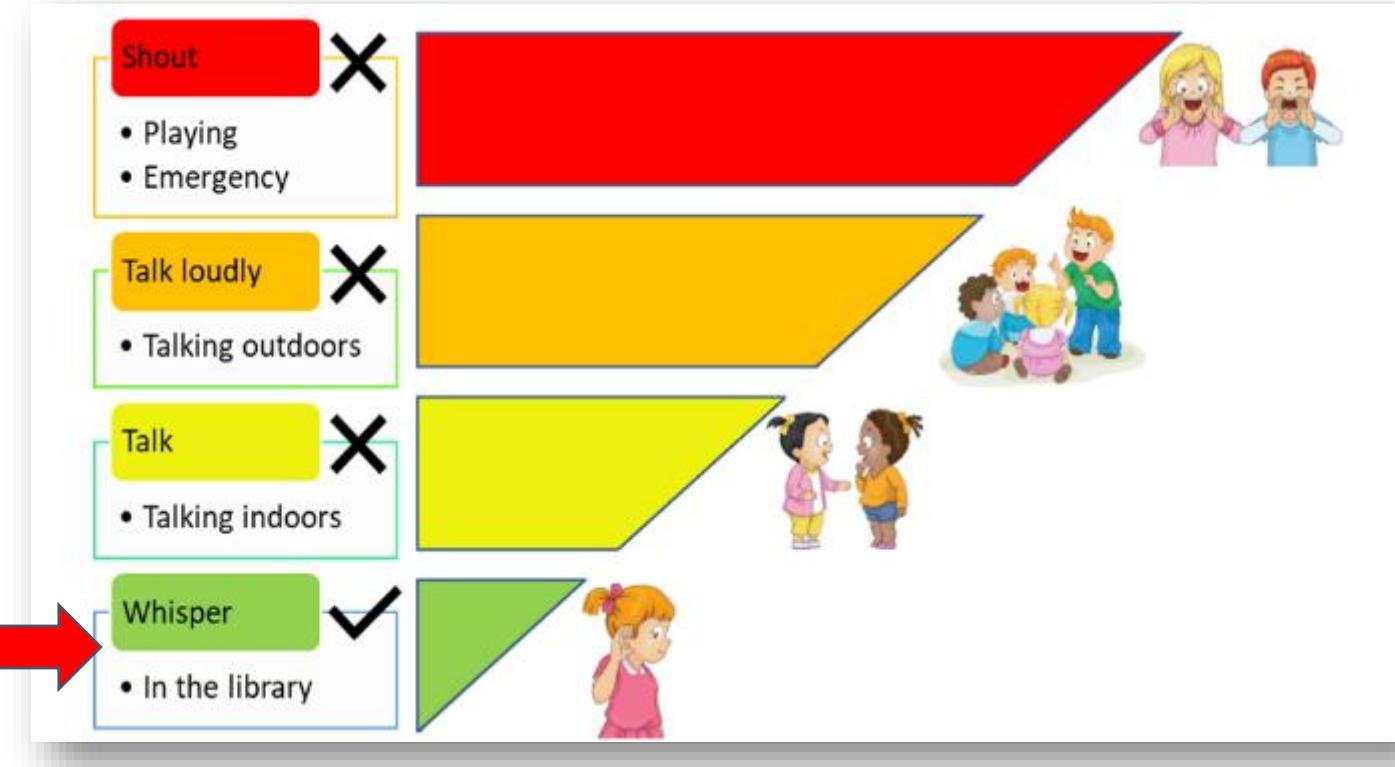


I am at Bedok Public Library.

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Library Etiquette & Safety Precautions

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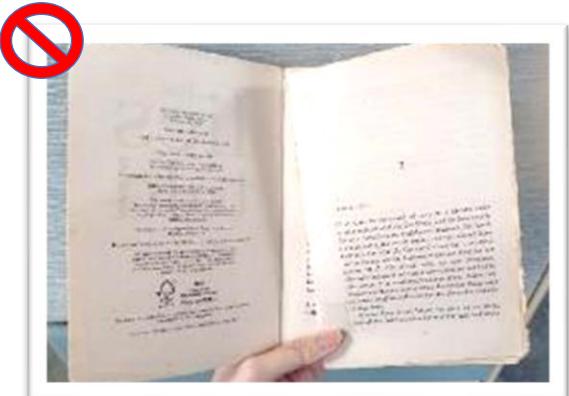
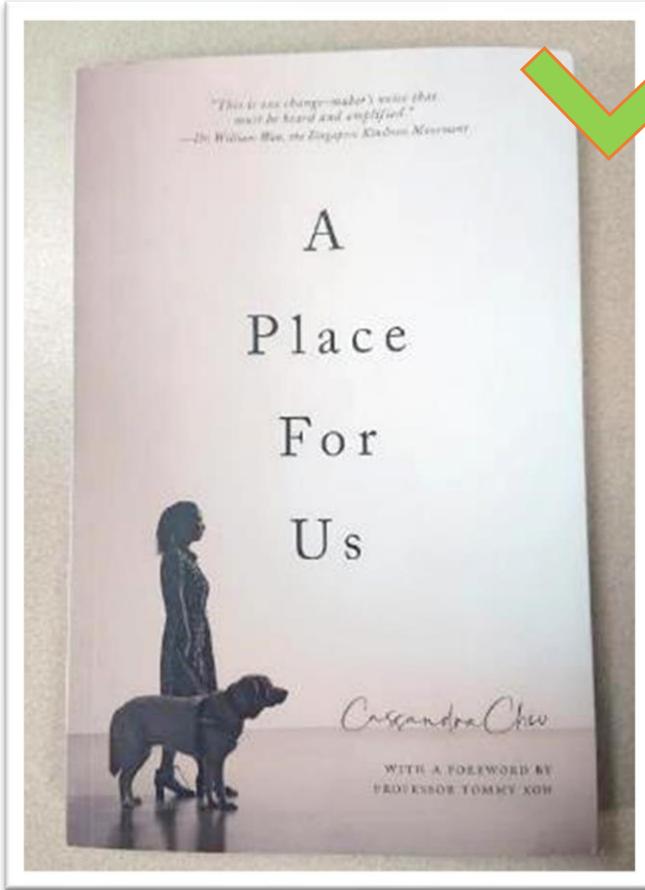


Inside the library, I will whisper
and keep my voice down.
I do not want to disturb other people.



**Do not
run**

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 break 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 staircase, I must follow these safety measures:



I shall hold on to the handrail when I am going up or down the staircase.



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

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



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



I must not lean over
the railings.

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

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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.

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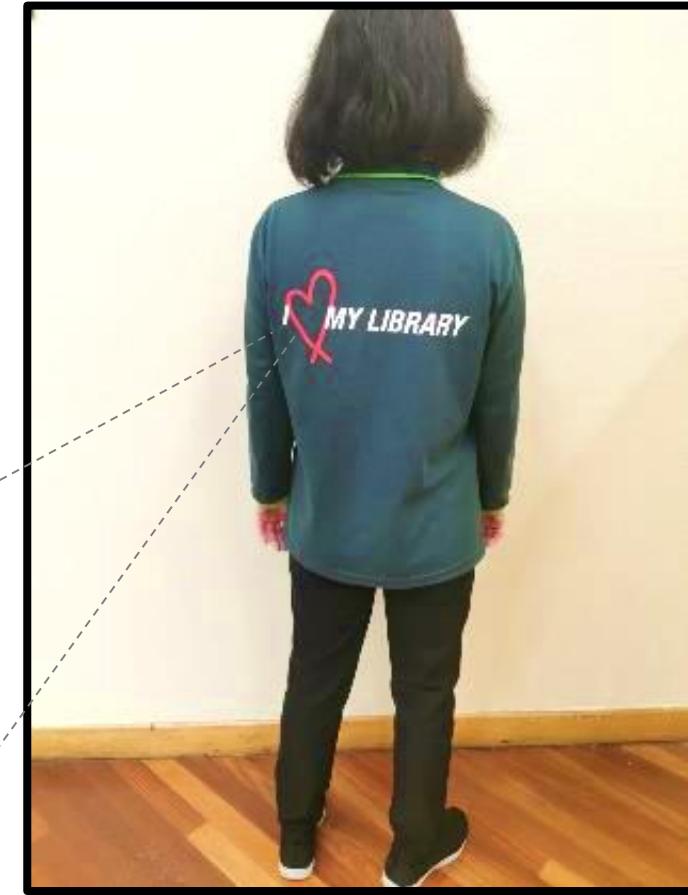
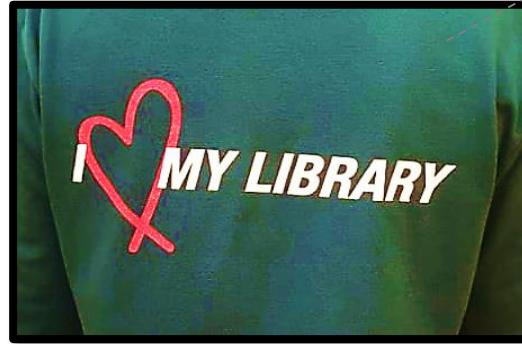
I must close the drawers fully.

I will ensure that drawers remain closed so people do not walk into/trip over them.

Library Staff

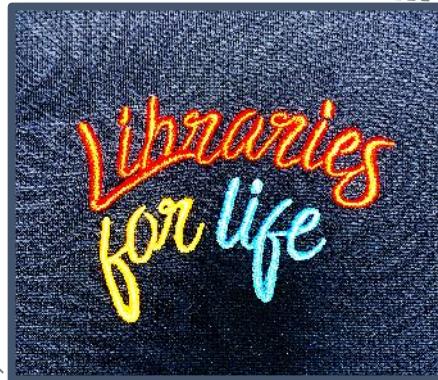
I can get help from library staff who wear this uniform.

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Library Staff

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



Library Space

This is the entrance of the library at **level 2**.

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There are 2 entrances at **level 3**.

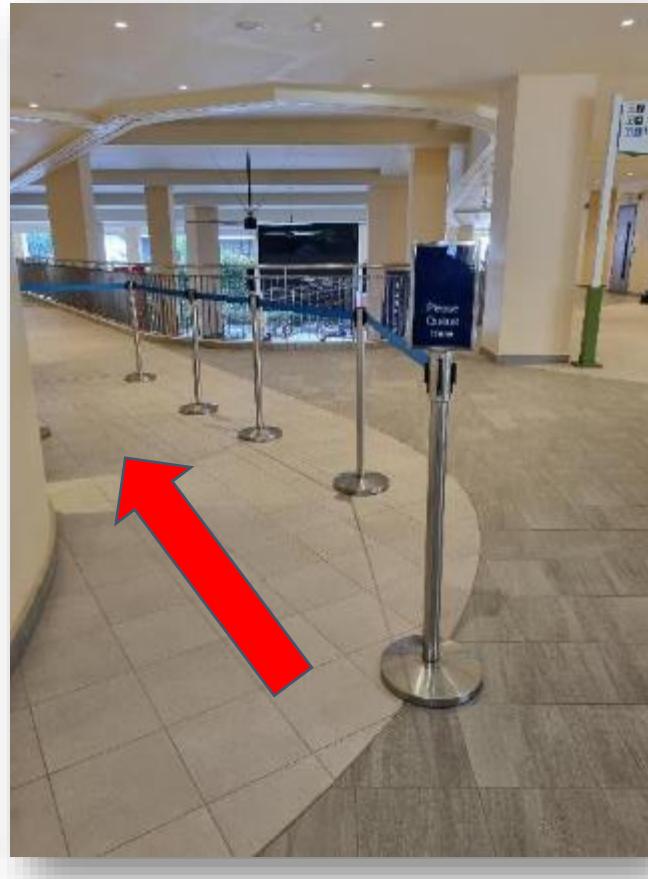
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Library Space

If I arrive before 10am, I will queue up to enter the library at **level 2 or 3**.

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Queue at level 2

Library Space



Queue at level 3

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If I need help, I will go to this Borrowing Station at **level 3**.

I will wait for the library staff to come.

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Children's Collection



Magazines



On level 3, I can explore books and magazines for children and adults.



On level 3, I can find and read books and magazines for children in English, Malay, Chinese and Tamil.

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On level 3, I can borrow audiovisual materials for children to watch at home.



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

25



I will see many other children with their families here on level 3. I can sit and read at this Story Circle.

Library Space

I have to be careful of the steps here.

I don't want to trip over them.



I will see many other children with their families here on level 3. I can enter the huts to sit and read.

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



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

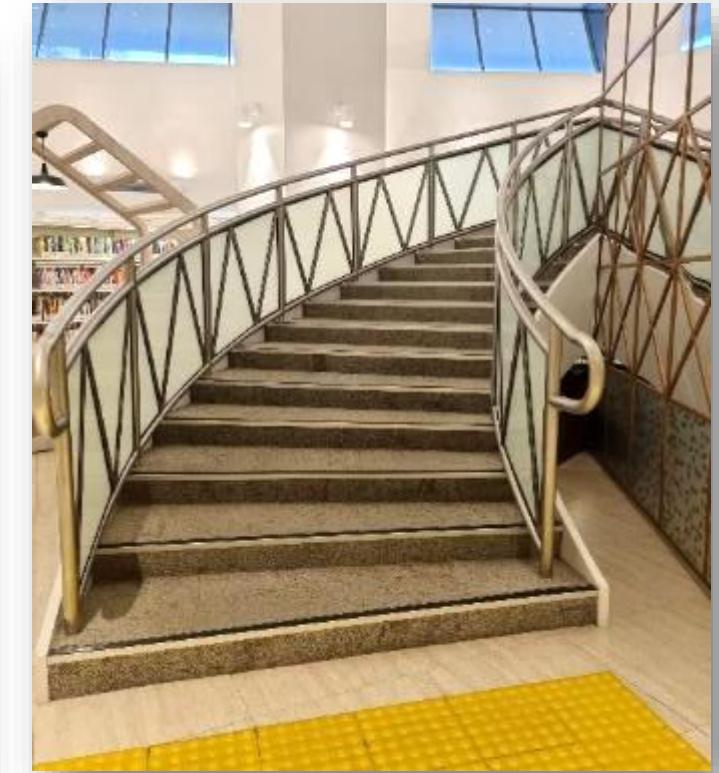
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Staircase to go down to level 2



Lift



Staircase to go up to level 3

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

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Recreation



Ball Games	796.33	General Craft	745.5
Soccer		Indoor Games	793.3
Running	796.42	Outdoor Sports & Games	796
Other Sports	796.5		
Aquatic Sports	797		

On **level 2**, books are arranged on the shelves according to popular categories like recreation, travel and cookery.

I can use the signs on the side of the shelves to find books I want to read.

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On level 2, I can find and read books written in
Chinese, Malay and Tamil.



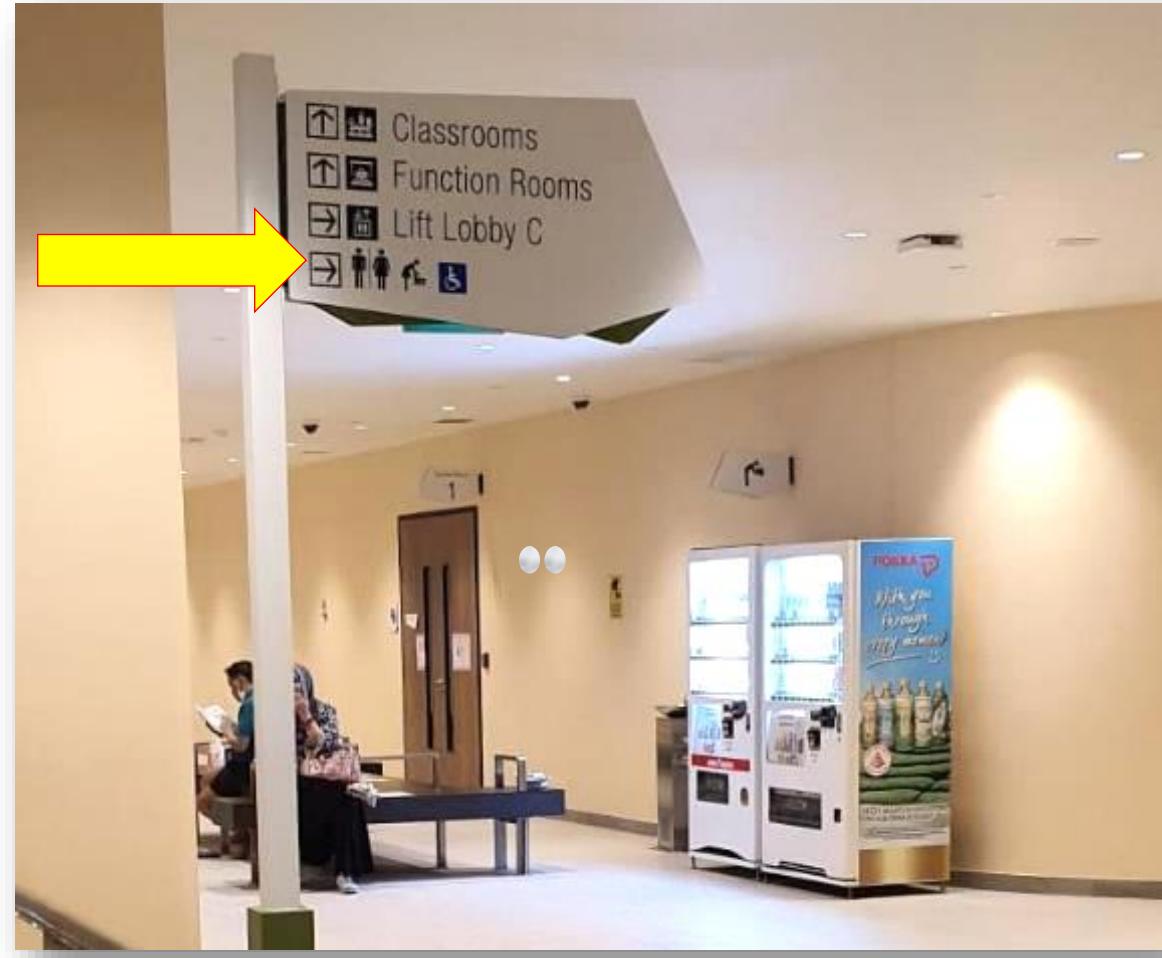
I can find and read books with large print on level 2 too.



On level 2, I can also borrow audiovisual materials for adults to watch at home.



I can charge my mobile phone or tablet at this **Quick Charge station** on level 2 and 3.



There are no toilets in the library.
I can exit the library at level 2 or 3 and look for this sign to find the toilets.

Services



These machines are called **Catalogue Stations**.

I will find them all over the library.
I can use them to search for books I want to read.



These computers are called **Multimedia Stations**.

I can find them on level 2.

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



This is a **Printing Station**.

I can find this near the multimedia stations on 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 by using:

ezlink



VISA



Apple Pay

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Level 3



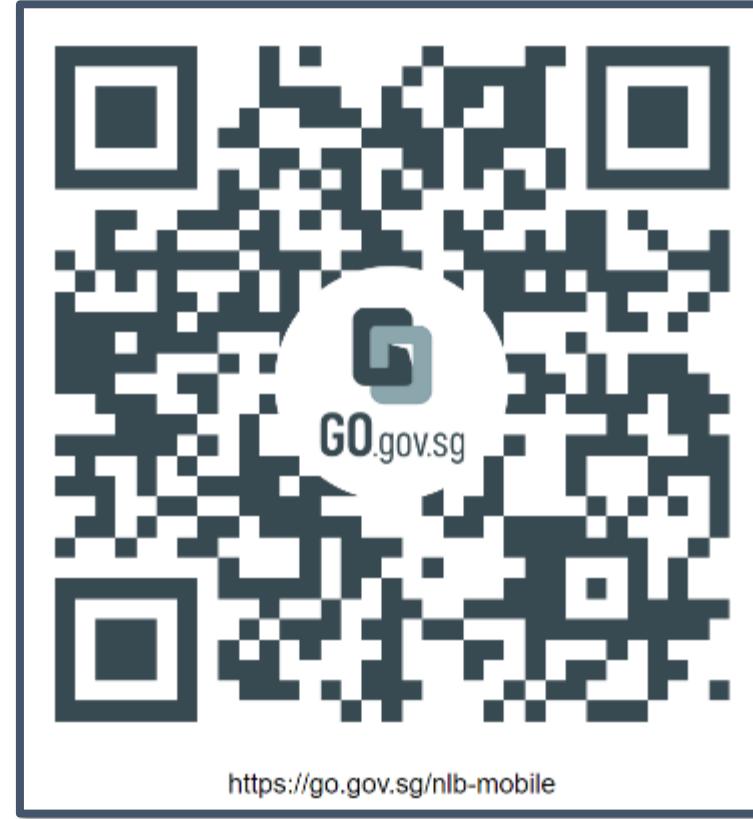
Level 2

I found some interesting books I want to borrow.
Before leaving the library, I can borrow the books at one of these
Borrowing Stations on level 2 or 3.

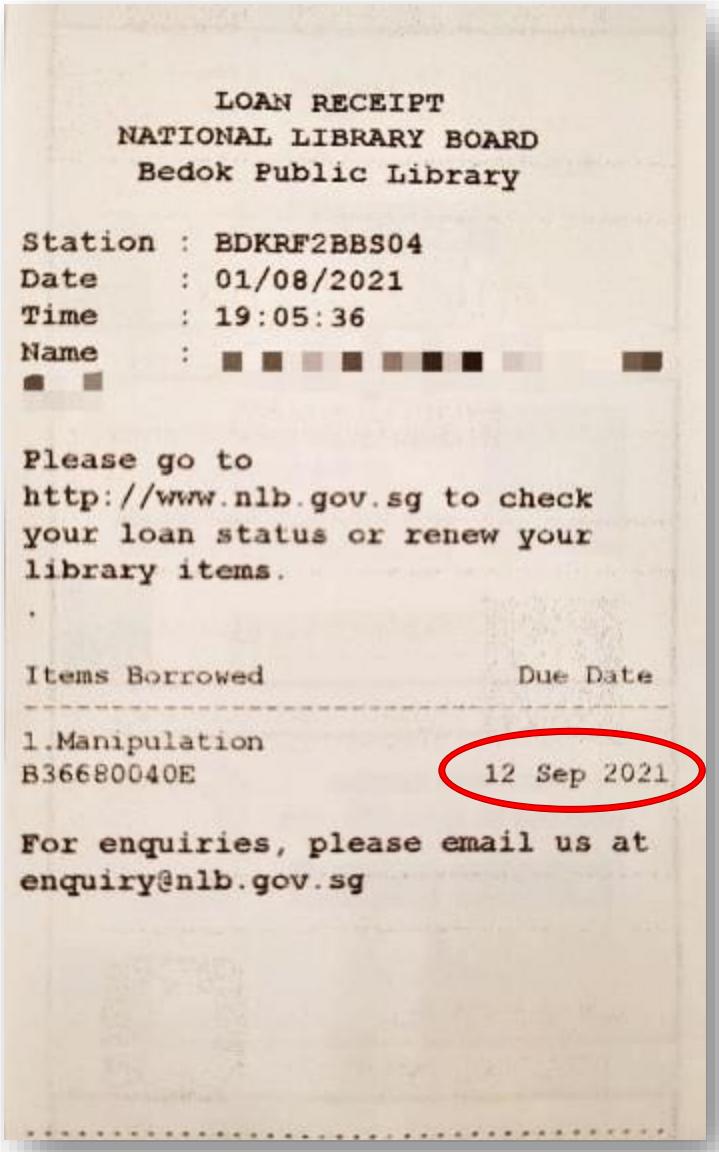


I can also borrow or reserve books using the **NLB Mobile app!**

Services



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



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.

I can leave the library at the exits on level 2 or 3.



Level 2 exit

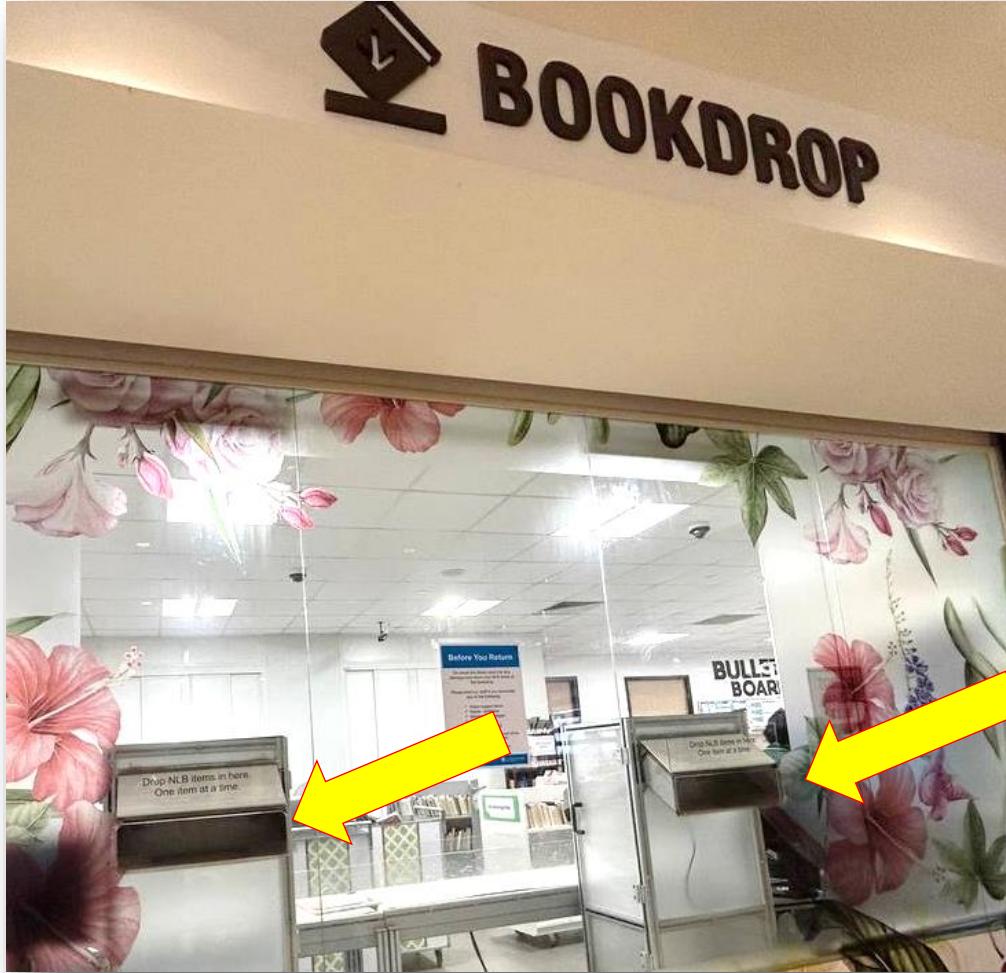


Level 3 exits



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 at level 3.



This is the **Bookdrop**.

I have to drop in the items one at a time.

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.