

Bedok Public Library Social Story

Contents

- Library Etiquette & Safety Precautions
- Library Staff
- Library Space
- Services



I am at Bedok Public Library.

Library Etiquette & Safety Precautions

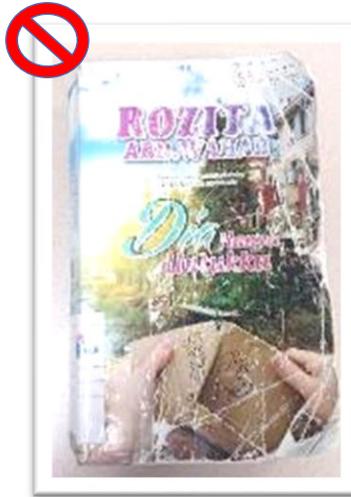
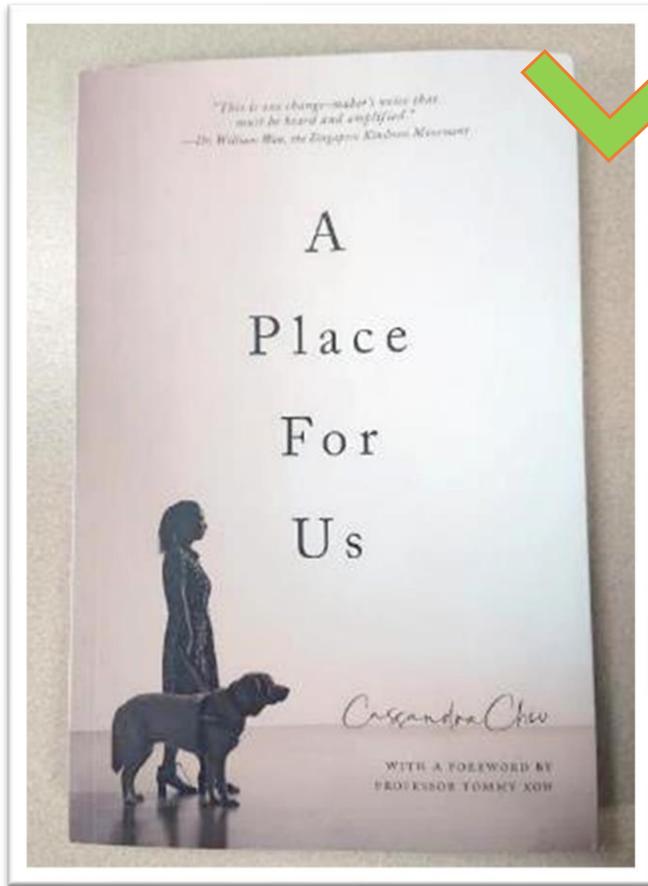
Shout ✘ • Playing • Emergency	
Talk loudly ✘ • Talking outdoors	
Talk ✘ • Talking indoors	
Whisper ✔ • In the library	

A red arrow points to the 'Whisper' row.

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
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.

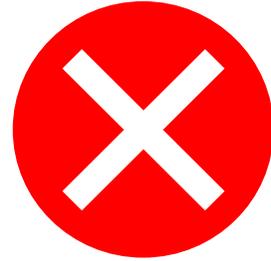
If I push the plants, they may topple over and I may break the plant.

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:

10



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.



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.



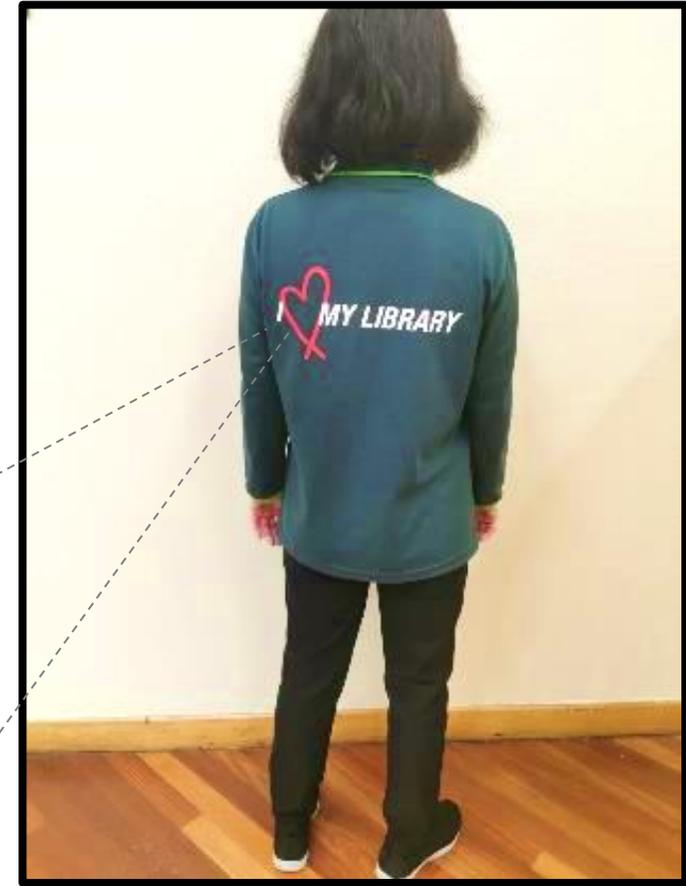
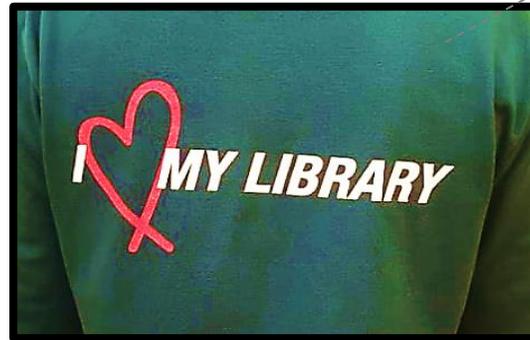
I must close the drawers fully.

I will 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.

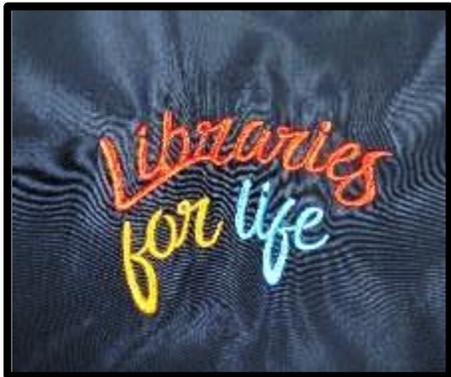
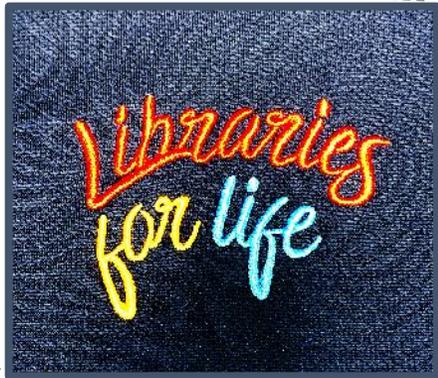
15



Library Staff

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

16



Library Staff

Library Space

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

18



Library Space

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

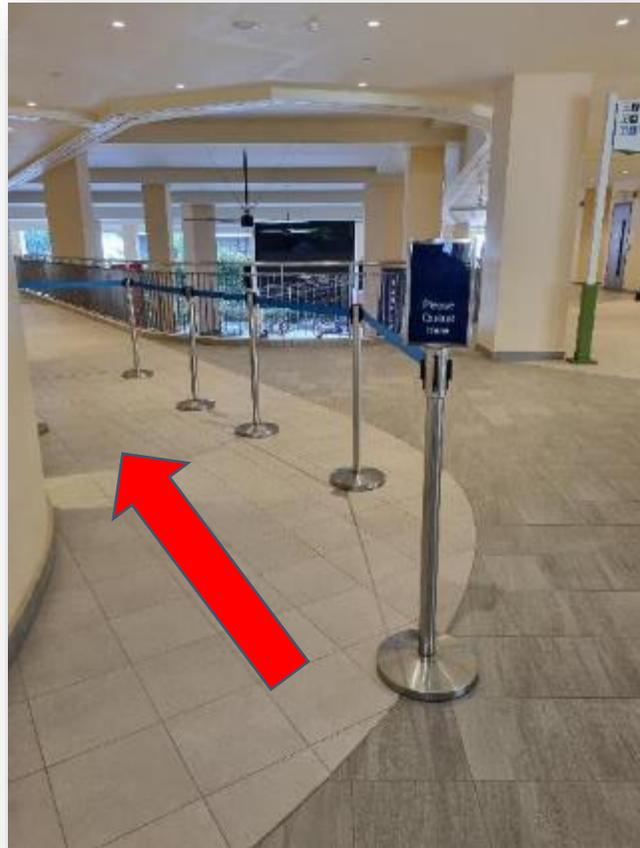
19



Library Space

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

20



Queue at level 2



Queue at level 3



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

I will wait for the library staff to come.

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.



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.



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 sit and read at this Story Circle.



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



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.



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.



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.



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



I can pay for printing by using:



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.



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.

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!**

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.

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.