### This is My Library

### The Colona Library





# This is MY Library A personal tour in print

**The purpose of this book** is to help pre-teach what the structure and routine of a library experience will be like. With this book, individuals will gain a visual familiarity of their own library so that they can feel comfortable during their visits, be able to use the services, and interact appropriately. This customizable book has been designed for individual libraries to insert their own photographs in order to develop a personalized "library tour."



### This is MY library.



This is my library, the Colona Public Library. We come to the library to access information and services. There are books I can read, I can research information, and there are programs and services I can participate in.

### These are the times I can use my library.

Monday-Friday: 10-8

Saturday: 10-3

**Closed Sunday** 

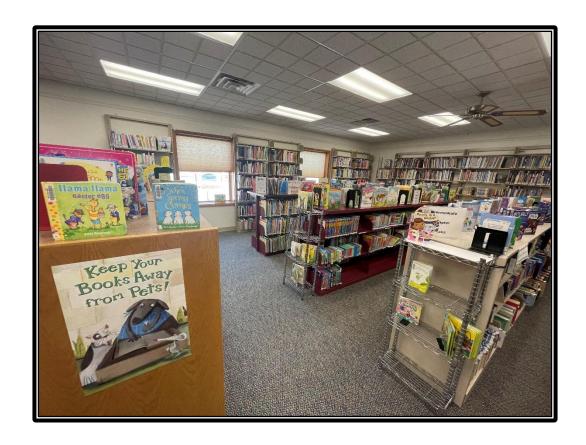
There are specific days and times I can use my library. The library staff can provide me with a library schedule.

### This is where I can find the librarians at my library.



The librarians are able to teach the community how to access, evaluate, and use information resources through my library. They can help if I have problems at the library. Librarians can usually be found at check-out desks.

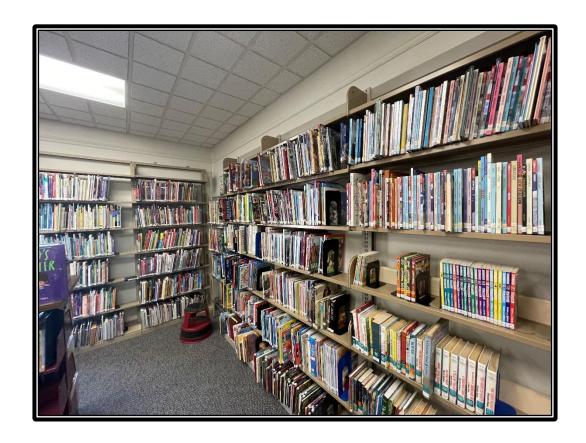
### This is the children's section and the parenting section.



You can find board books, early reader books, and picture books in this area. The parenting books can be found on the bookshelf by the door, next to the children's section. These are located right as you walk in the front door.

New books and seasonal books can usually be found on top of the shelves.

### This is the children's nonfiction section.



This includes the kids, juvenile, and young adult nonfiction books. This is located on the wall around the children's section.

### This is the Juvenile and Young Adult Section.



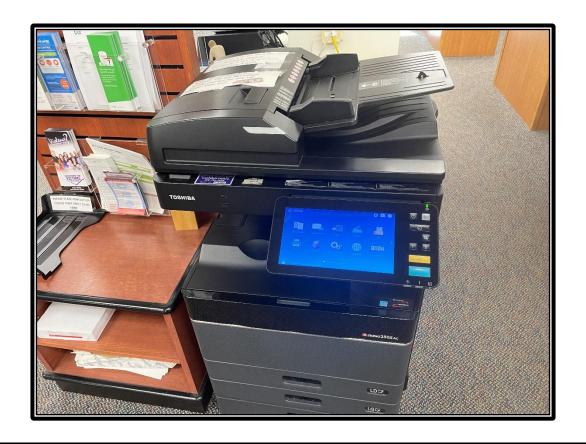
Books in this area are put on the shelf by author's last name and then by title. The juvenile section (marked with a J on the sticker) is located next to the children's section. The young adult section (marked with YA on the sticker) is located on the wall after the nonfiction section. New books are usually displayed on top of the shelves, on a display cart, or displayed facing forward on a shelf.

### This is the DVD section.



I can find movies and TV shows here. To check out a DVD, bring it to a librarian who will swap it out so you can have the actual movie/show. This is located next to the children's section by the front door and is before the new books.

### This is the printer/fax machine/copier.



It is 10 cents per side of a black and white page to copy and print. For colored print and copy, it is 25 cents per page. This is located between the librarian's desk and the new adult books. Ask a librarian to help.

## This is where you can find newly acquired books for the adult section.



This is located behind the printer/fax machine/copier and in front of the computers.

### These are the computers.



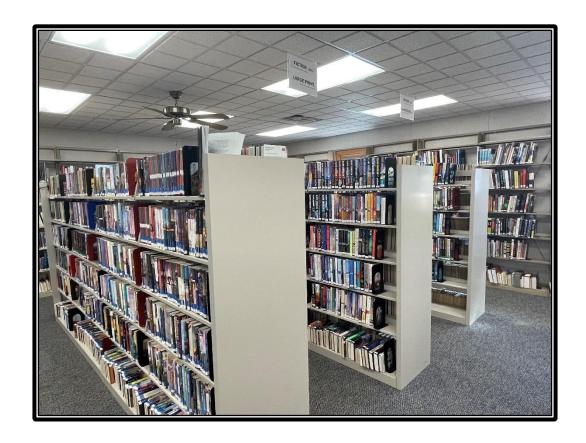
Please sign in at the librarian's desk to use a computer! The computers are located beyond the new books against the wall.

# This is where you can find video games, magazines, and audiobooks.



These can be found on the edge of the adult section by the tables found next to the new books.

#### This is the adult section.



The books here are separated into different categories such as mystery, western, fiction, and nonfiction.

Nonfiction located against the walls in this area. There is also a section for adult books in large print. These books may have sensitive topics or advanced language that kids and teens may not be able to understand. This area can be found by the back door past the video games.

### This is Playroom, Meeting Room, and Bookstore.



This can be found next to the front doors (on the opposite side of the door from the children's books).

### This is the display table and the bathrooms.



The display table has books based on what month it is, March was Women's History Month! Both bathrooms are gender neutral but one is for employees only. There is a drinking fountain between the bathrooms and the display case. These can be found next to the librarian's desks.

This library has plenty of seating options, does not have stairs, and has automatic doors.

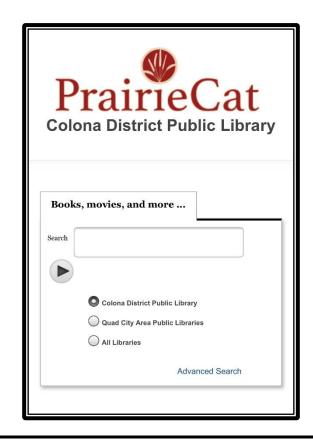


### This is a library card.

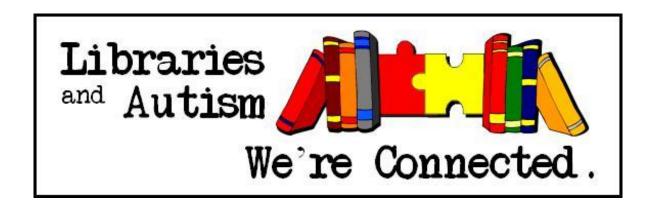


Having a library card at my library lets me check out things like books, DVDs, and CDs. A librarian can provide me with more information about getting and using my library card. The tan card (left) is for people under the age of 18 and the maroon (right) card is for adults. To get a card, you must bring proof of address and have a librarian create a card for you.

### This is how I find a book at my library.



I can look for books in my library's computerized catalog. I can search by title or author or subject. I can do this on computers at the library or from home. If the Colona Library doesn't have a book, you can use PrairieCat to have it sent from another library to the Colona Library to pick it up.





innovative solutions for the library professional

www.libraryconnections.net MegandDan@libraryconnections.net

MegandDan@librariesandautism.org

#### **Dan Weiss**

Director, Fanwood Memorial Library

14 Tillotson Rd. Fanwood, NJ 07023 Phone: 908.322.6400 www.fanwoodlibrary.org

#### Meg Kolaya

Director, Scotch Plains Public Library

1927 Bartle Ave. Scotch Plains, NJ 07076 Phone: 908.322.5007 www.ScotLib.org

Designed by Adrienne Robertiello Meg Kolaya & Dan Weiss Copyright © 2008