

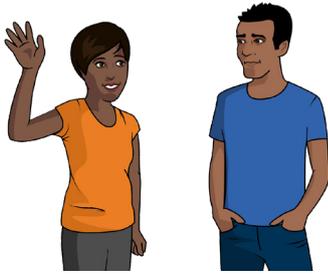


City of  
**KINGSTON**

**KINGSTON**  
LIBRARIES

# Kingston Libraries Going to the library





At Kingston Libraries you can:

- meet the friendly staff



- become a library member



- borrow books and other items



- use the computer and printer



- use the WiFi



- work in a quiet study area



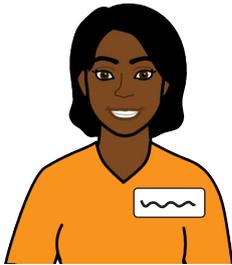
- come to programs.



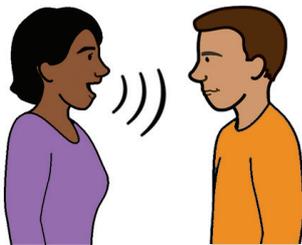
Kingston Libraries are open to everyone.



The library staff are here to help you find and do what you need to when you are at the library.

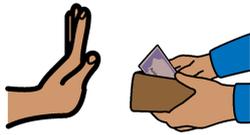


You can find a library staff member by looking for a person wearing a Kingston Libraries name badge.

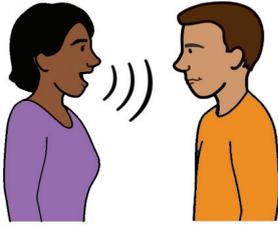


You can go up to library staff to ask for help.

Library staff might also come up to you to ask if you need help.



It is free to become a library member.



You can speak to library staff about becoming a member.



When you become a member, you will get a membership card.



Your membership card lets you borrow books and other items.



To become a library member, you will need to show your ID and give library staff some details including your:



- name



- address



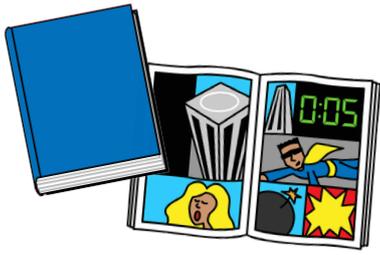
- email address (if you have one)

- phone number



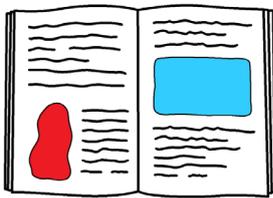
- date of birth.

If you lose or damage your membership card, you can contact the library and they will give you a new card.

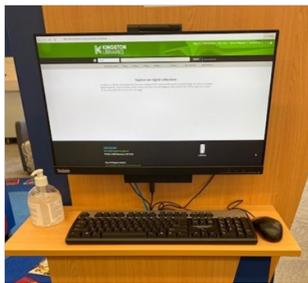


You can borrow lots of different items from the library, including:

- books
- graphic novels and comics
- movies
- music CDs
- magazines
- video games.



To borrow something from the library, you need to be a library member and show your membership card.



You can find what you want to borrow on the library shelves or using the library catalogue computers.



If you cannot find what you want, you can ask library staff to help.

If an item you want is at a different library branch, library staff can have it sent to your closest library for you to collect.

When you have found what you want to borrow, you can:

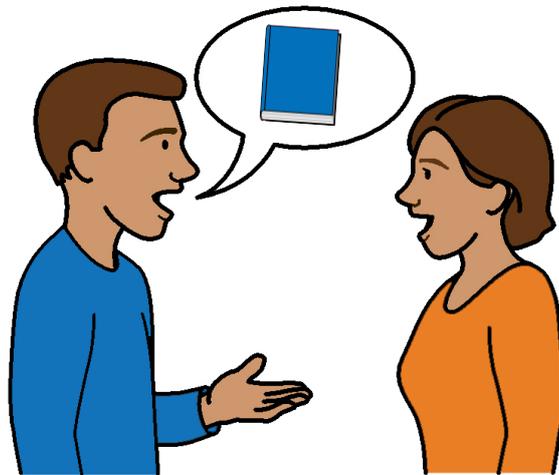


- take your items to the library desk—a staff member will help you borrow your items

or



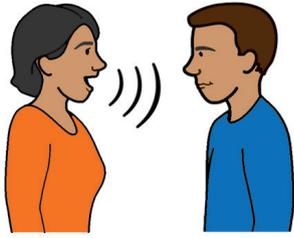
- take your items to the kiosk—scan your membership card and the items you want to borrow.



You can put items on hold. This means you can ask for an item to be kept for you when it is returned by another person.



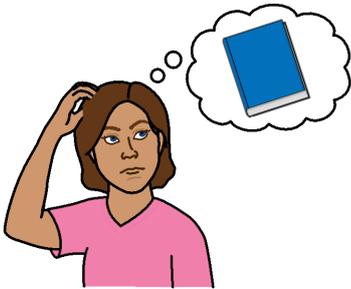
Library staff will contact you when your hold item is ready to be collected.



When you borrow an item, the library staff or the kiosk will tell you when the item needs to be brought back to the library.



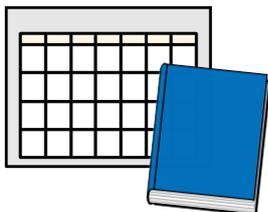
Bringing items back on time means that other people can borrow the item when you are finished with it. There are no fines for returning an item late.



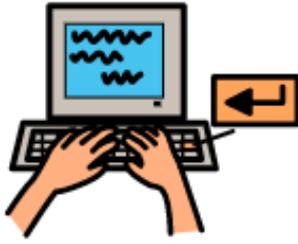
If an item gets lost or damaged when you have it, you should contact the library to let them know.



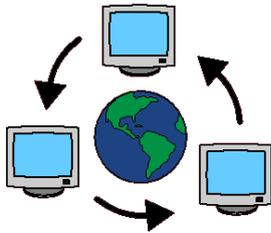
You can return items by putting them into the return chute. There will be a return chute on the outside of the library so you can put items back even if the library is closed.



You can renew items. This means you can ask to borrow the item for longer. Library staff can help you renew items.



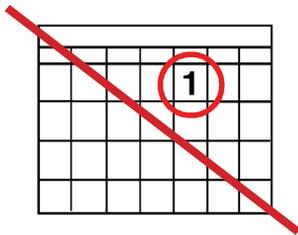
You can use a computer at the library.



You can use a computer to access the internet and do other work.



You can make a computer booking online or by calling the library.



You do not need a booking to use a computer. If a computer is not being used by someone else, you can use it.



Library staff can help you to use the computer.



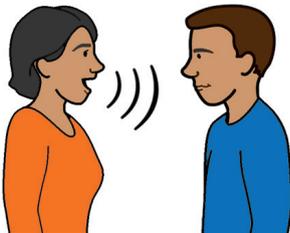
You can use the printer at the library.



The printer can be used to print, photocopy and scan.



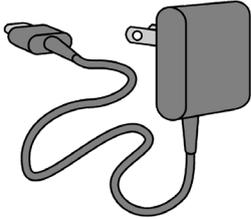
There is a cost for printing and photocopying.



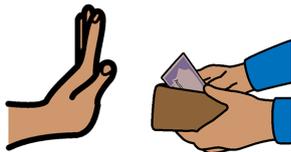
Library staff can tell you how much your printing will cost and help you to use the printer.



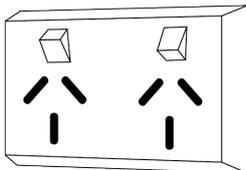
You can use the WiFi at the library.



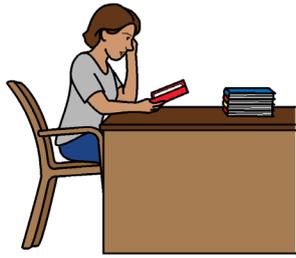
You can connect your own device, like a laptop, phone or tablet, to the WiFi to access the internet.



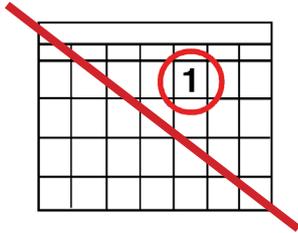
It is free to use the library WiFi.



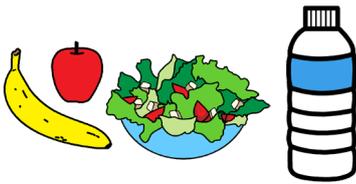
You can use power points in the library to charge your devices.



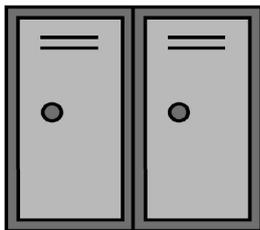
You can work in a quiet study area at the library.



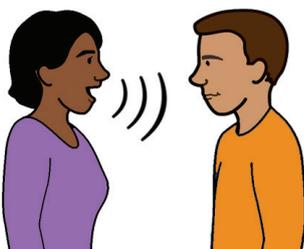
You do not need to book to use the quiet study spaces.



You can eat and drink in the library.



Lockers are available for you to store personal items.



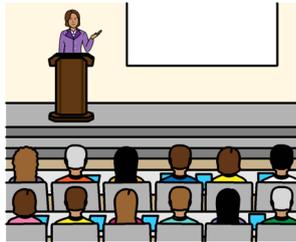
You can speak to library staff to find out more about quiet study areas, eating and drinking in the library and using the lockers.

Kingston Libraries run lots of programs.

For example:



- story times for children



- author talks



- workshops



- brain training



- craft groups or Maker Mornings.

Speak to library staff about programs running at your library.



Staff can give you a “What’s On” brochure to take home and learn about the programs you can take part in.

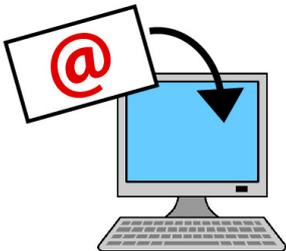
Kingston Libraries can be contacted in different ways:



- Using the Kingston Libraries app



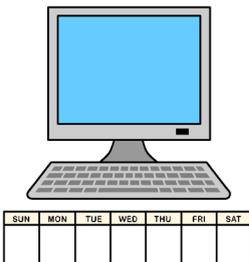
- Phone call: 1300 135 668



- Email: [library@kingston.vic.gov.au](mailto:library@kingston.vic.gov.au)



- Website: [library.kingston.vic.gov.au](http://library.kingston.vic.gov.au)



- Computer bookings: [pharos.kingston.vic.gov.au](http://pharos.kingston.vic.gov.au)



- Visit in person

Produced by Scope's Communication & Inclusion Resource Centre

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