# Somerville Library Borrowing Items

ourlibrary.mornpen.vic.gov.au

*Ideas. Information. Inspiration.*

OUR LIBRARY

MORNINGTON PENINSULA *Shire*

# Acknowledgement

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their Elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation, and renewal; and that the Bunurong people's living culture continues to have a unique role in the life of this region.

# Guidelines

Thank you for choosing to use a Social Story written for Somerville Library.

This Social Story is suited for a person who may live with autism spectrum disorder, a language disorder, social communication difficulties and/or a cognitive delay/disability.

For your Social Story to be successful, we recommend you follow these guidelines.

• Read Social Story often and preferably two weeks in advance of visit.
• Social Story to be read and shared in an environment free of distractions.
• Be calm, comfortable and honest when reading a Social Story.
• Help the participant comprehend key points and consistently monitor for level of understanding.
• Once the visit has taken place, revisit the Social Story to celebrate success.

# Accessibility

- One accessible parking space at the opposite end of the block of shops that the library is in.

- General street parking with a one-hour limit.

- Parking also available next to the library in the Aldi carpark with a two-hour limit.

- Small lip at entry into library.

- Outside entry with undercover area.

- Entry to library is through a manual glass door that you push to open.

- Visual communication board to support customer communication.

- Library floor surface – short pile carpet and tiles (toilet area).

- One all gender toilet within library (no ambulant or baby change). No accessible toilet within library. Nearest is at 10 Edwards Street, Somerville (Fruit Growers Recreation Reserve).

- Food and drink permitted in library.

- Large print materials available.

- Furniture includes corner couches, armchairs and seats, some with back and armrests.

- Free Wi-Fi.

- Library closes each day between 1pm and 2pm.

**Libraries Victoria app**

The Libraries Victoria app is a handy way to keep your library account up to date, access library resources and find out about upcoming events.

Use the app to:

- Keep a digital copy of your Mornington Peninsula Libraries membership card.

- Keep track of your current loans and renew your items.

- Search our catalogue.

- Place holds and check their status.

- Link your family's accounts and store multiple Mornington Peninsula Library cards in one convenient location.

- Scan the ISBN barcodes of books you find in stores or other libraries to see if we hold them at our library.

**Self-Serve Kiosks**

Self-serve kiosk home screen features an accessibility button at bottom centre. Accessibility options include:

- **Lowered instructions**. Lowered instructions make it easier for people to understand instructions and follow along

- Enlarged font selection

- Verbal instruction mode for spoken guidance

- "English" button on bottom left allows language selection.

**Computer Accessibility**

Users that require advanced accessibility on library computers can use ChromeVox. ChromeVox provides spoken feedback to navigate web pages.

You can turn ChromeVox on or off from any page by pressing Ctrl + Alt + z.

To enable ChromeVox on library computers:
1. Open the Chrome browser and go to Settings.
2. From there, select "Advanced," then "Accessibility,"
3. Under the "Accessibility" section, toggle the ChromeVox option to enable it.

To enable ChromeVox on library tablets:
1. Press and hold the Volume down + Volume up buttons for 5 seconds.
2. While holding the buttons, you'll hear a sound to indicate it's working.
3. Keep holding the buttons, then ChromeVox will start speaking.

# Sensory Guide

A sensory guide helps people understand what they might feel, hear, see or smell.

It's useful for people who are sensitive to sensory experiences, such as those with autism spectrum disorder or sensory processing disorder.

This guide can be helpful in preparing for new or challenging situations.

**At Somerville Library, I might:**

**Feel**
- Change in ground surface
- Heating/Cooling
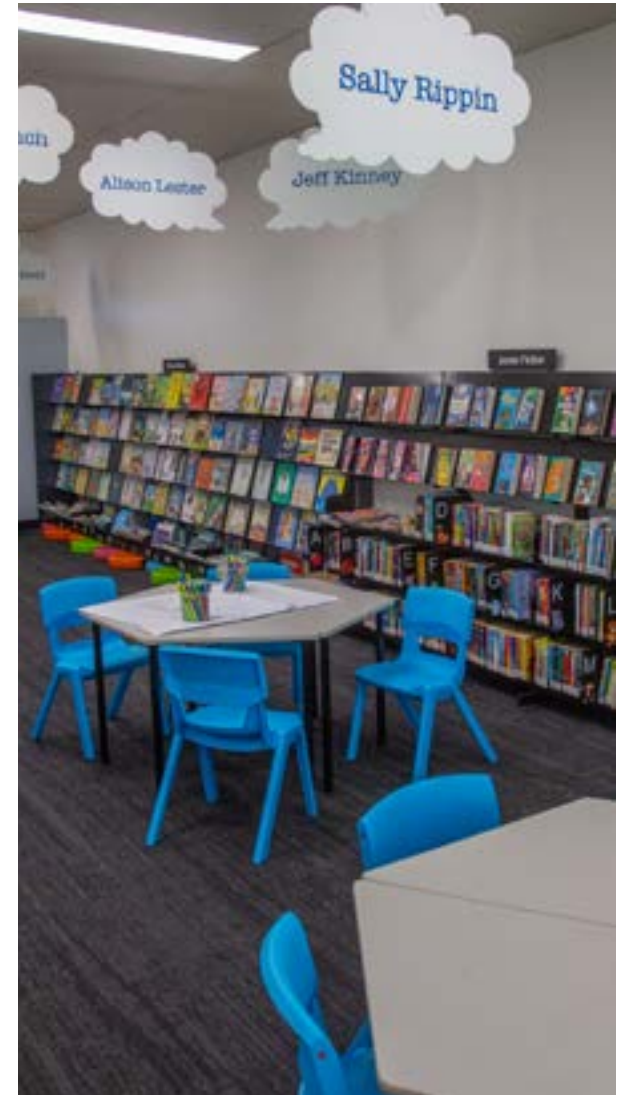- Shared personal space

**Hear**
- Boom gate bells from nearby railway line
- Children playing (Storytime sessions)
- Computers
- Council staff talking on phone
- Heating/Cooling
- Library trolleys rattling
- Photocopier/Printer
- Scanner beeps (self-serve kiosk/borrowing books)
- Sirens from emergency vehicles
- Telephones
- Traffic

**See**
- Digital screens

**Smell**
- Food/Drink

# Communication Board
## Somerville Library

This communication board uses symbols to share wants, needs, and thoughts, assisting individuals with communication challenges.

An example; first, we will go to the toilet, then we will go to the computer.
Ways to use communication boards:

1. Point to symbols to convey messages.
2. Speak in full sentences pointing to assist board users.
3. Read words aloud while pointing, allowing partners to respond with "yes" or "no."
4. Encourage others to support communication difficulties by using the board.

| FIRST | NEXT | THEN |
|-------|------|------|

| | | | | |
|---|---|---|---|---|
| Yes | Accessible parking | Customer service | Deaf/Hard of hearing | EFTPOS | Emergency |
| No | | | | | |
| Help | First Aid | Forms | Headphones | How much? | Large Print |
| I want | | | | | |
| Something is wrong | Library | Library activities | Membership | Printer | Public computer |
| Where is | | | | | |
| | Question | Receipt | Social Story | Storytime | Talking books |
| | Toilet | Wi-Fi | Write it down | | |

I am going to Somerville Library to borrow some items.

There are books, DVDs and magazines at the library.

I can borrow as many books and DVDs as I like, for up to three weeks.

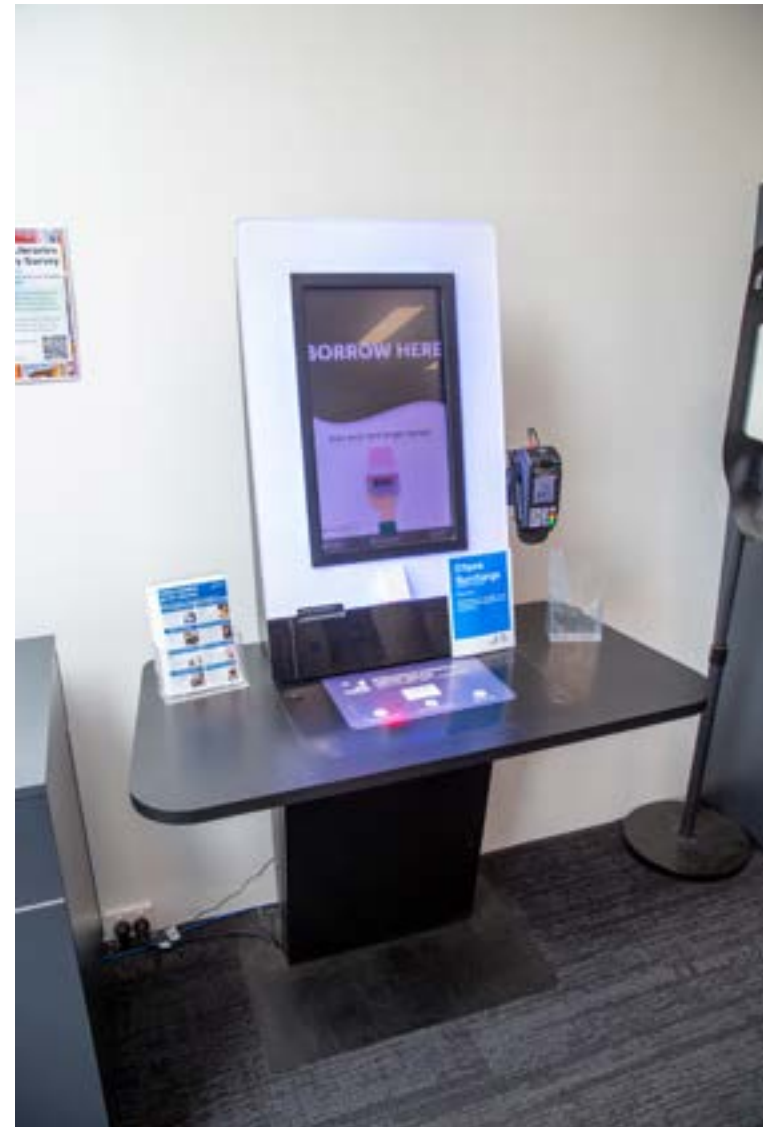I can borrow as many magazines as I like, for up to one week.

Items can be borrowed from the self-serve kiosk.

A self-serve kiosk looks like a big computer screen, sitting on a table.

It lets me borrow items by myself, without a library staff member.

There is one self-serve kiosk at the front of the library.

First, to start borrowing, I need to scan my library card under the scanner.

The scanner is at the bottom of the self-serve kiosk, in the centre.

The scanner has a sign that says, "scan your library card here".

The barcode on my library card needs to be flat and facing up to the scanner.

If I do not have my library card, I can type in my library number on the screen. The screen will prompt "manual barcode entry". This is where you enter your library card number.

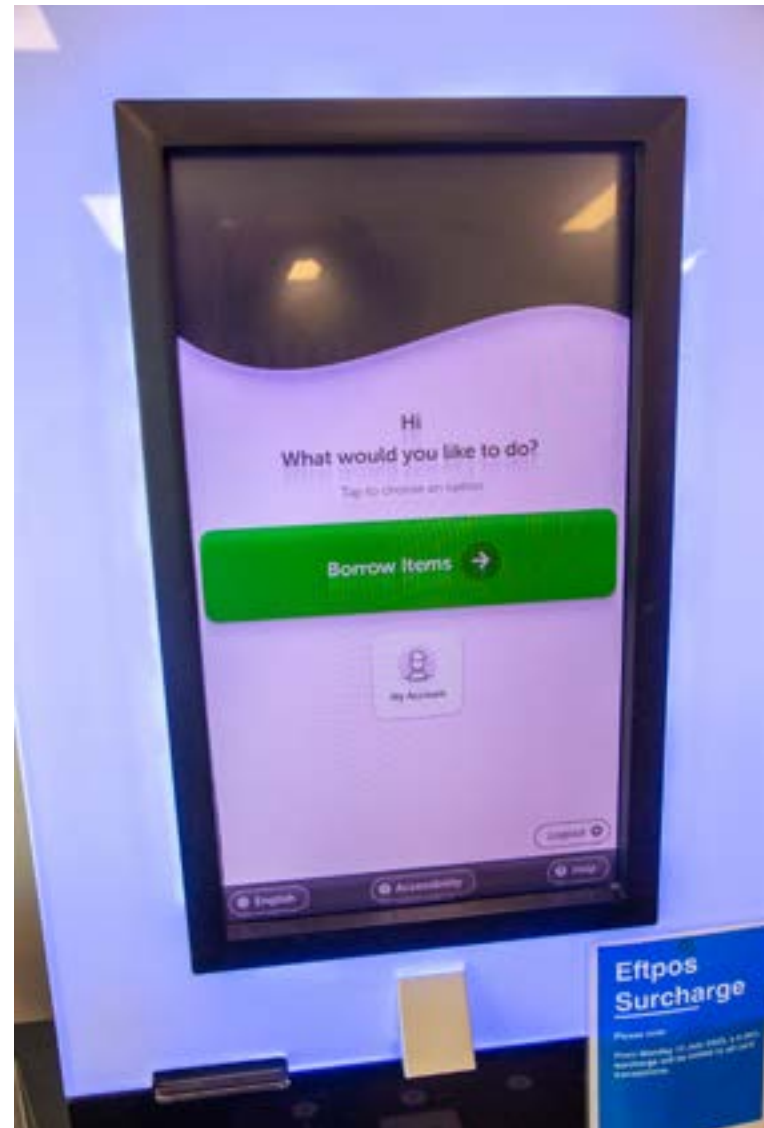If I have saved my library card to the [Libraries Victoria app](), I can find my library number there.

Library staff can help me too.
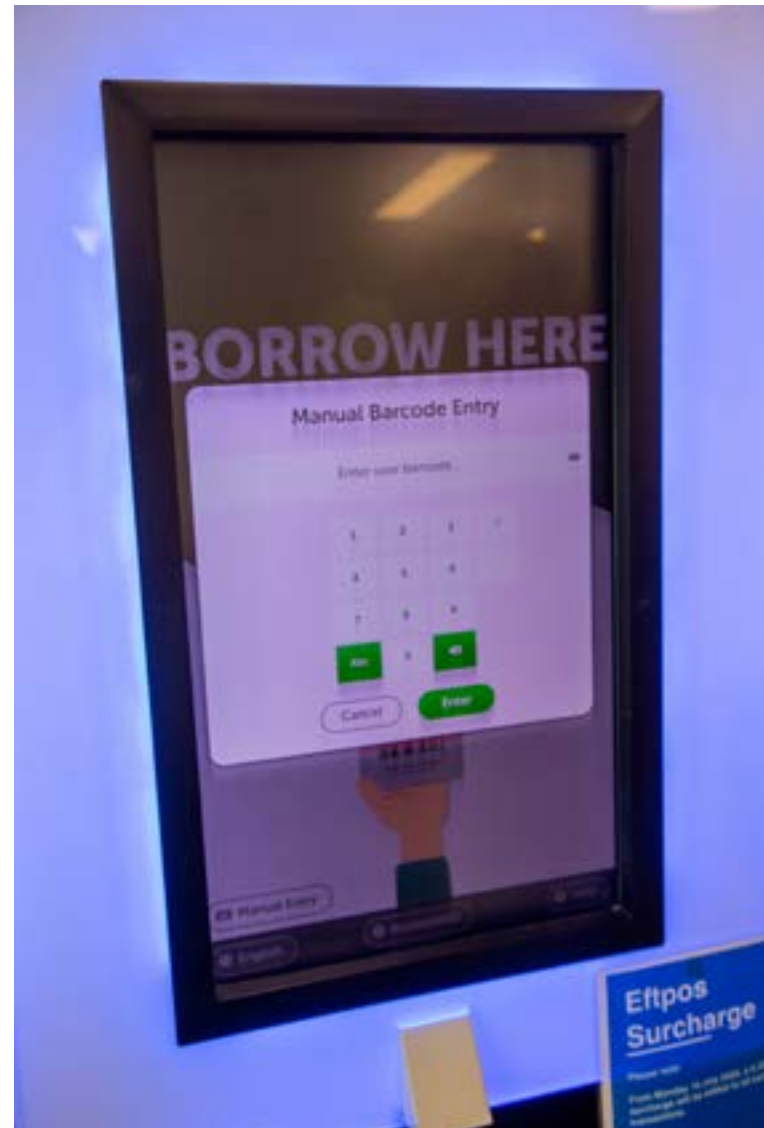
Next, I will hear a beep.

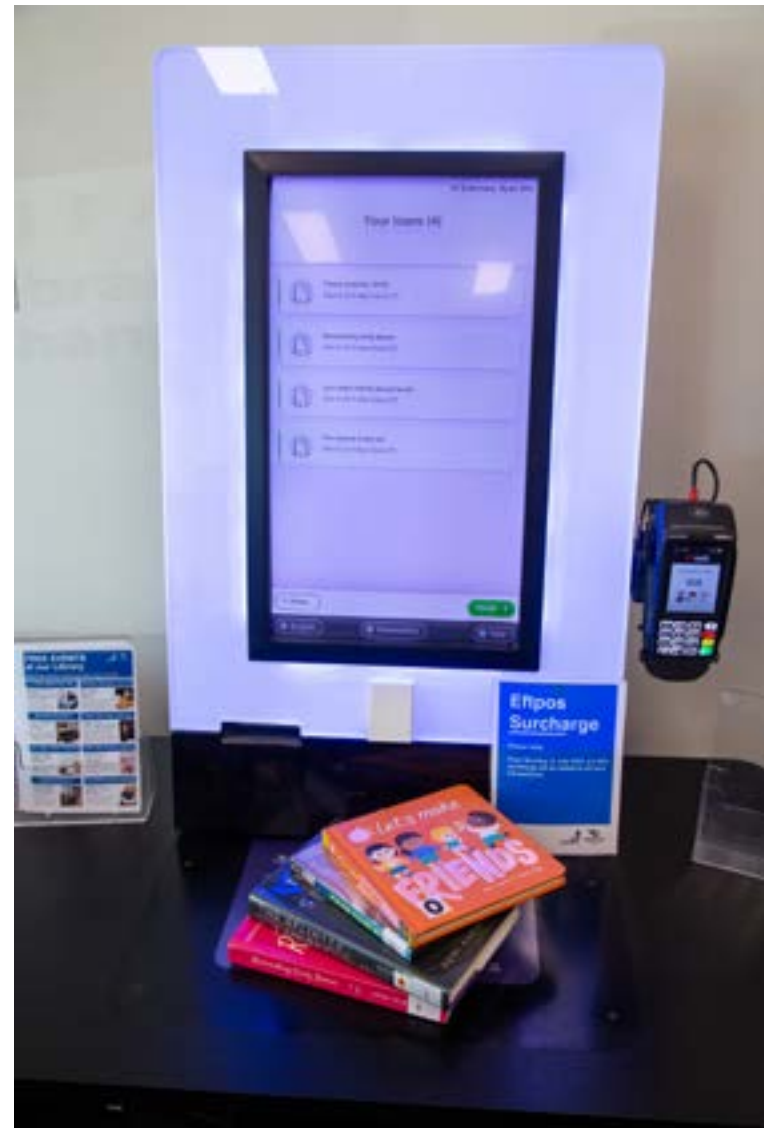I need to press the big, green band on the screen that says, "Borrow Items".

It is then important to remove my library card from the scanner.

Next, I place my library items on the self-serve kiosk table.

I can place four library items at a time.

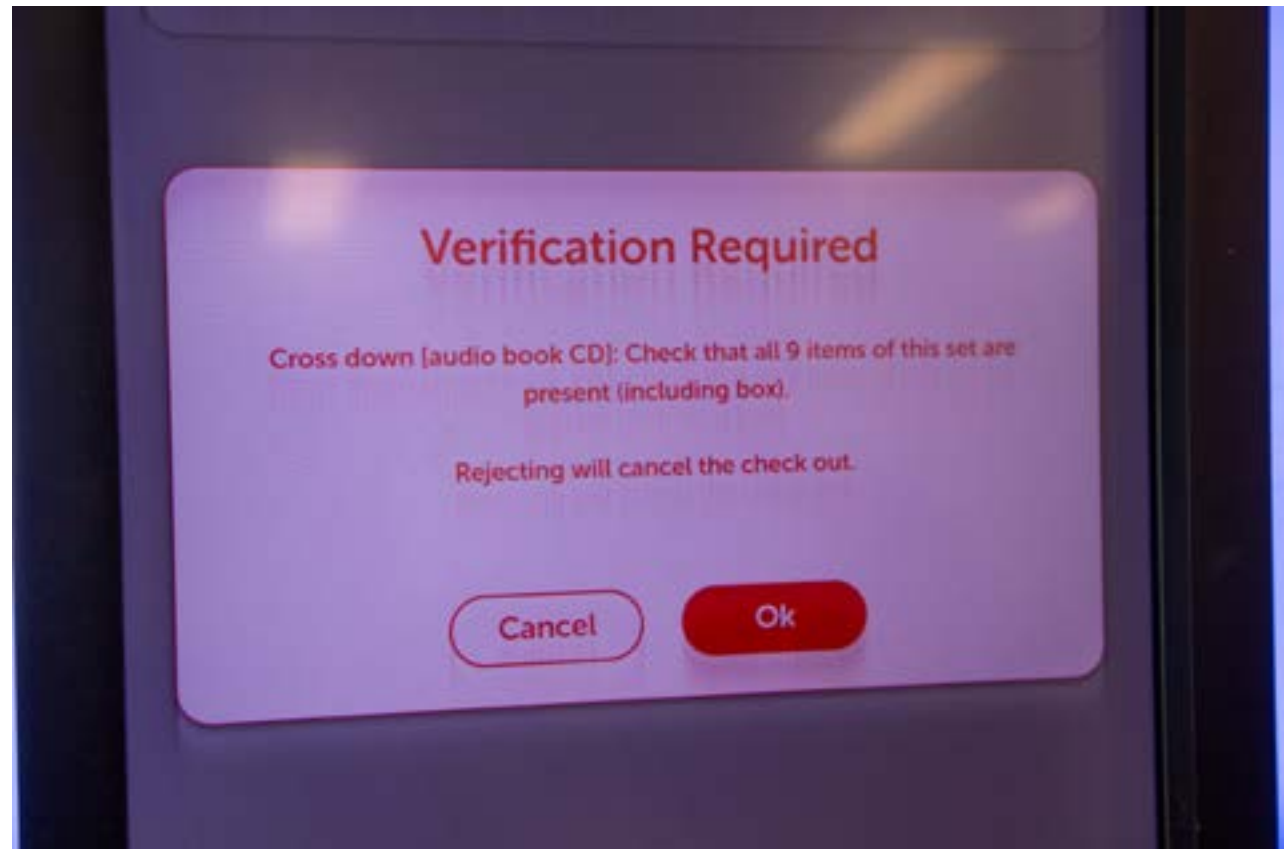The self-serve kiosk will scan the items by itself.

Then, I need to remove the items once the self-serve kiosk has scanned them.

I can keep putting up to four items at a time on the self-serve kiosk table until all my items have been scanned.

If I am borrowing CDs or DVDs, a message will come up on the screen asking me to check how many items (discs and covers) I am borrowing.



**Verification Required**

Cross down [audio book CD]: Check that all 9 items of this set are present (including box).

Rejecting will cancel the check out.

Cancel    Ok

When I have finished borrowing all my items, I can press "finish" at the bottom right-hand corner of the screen.
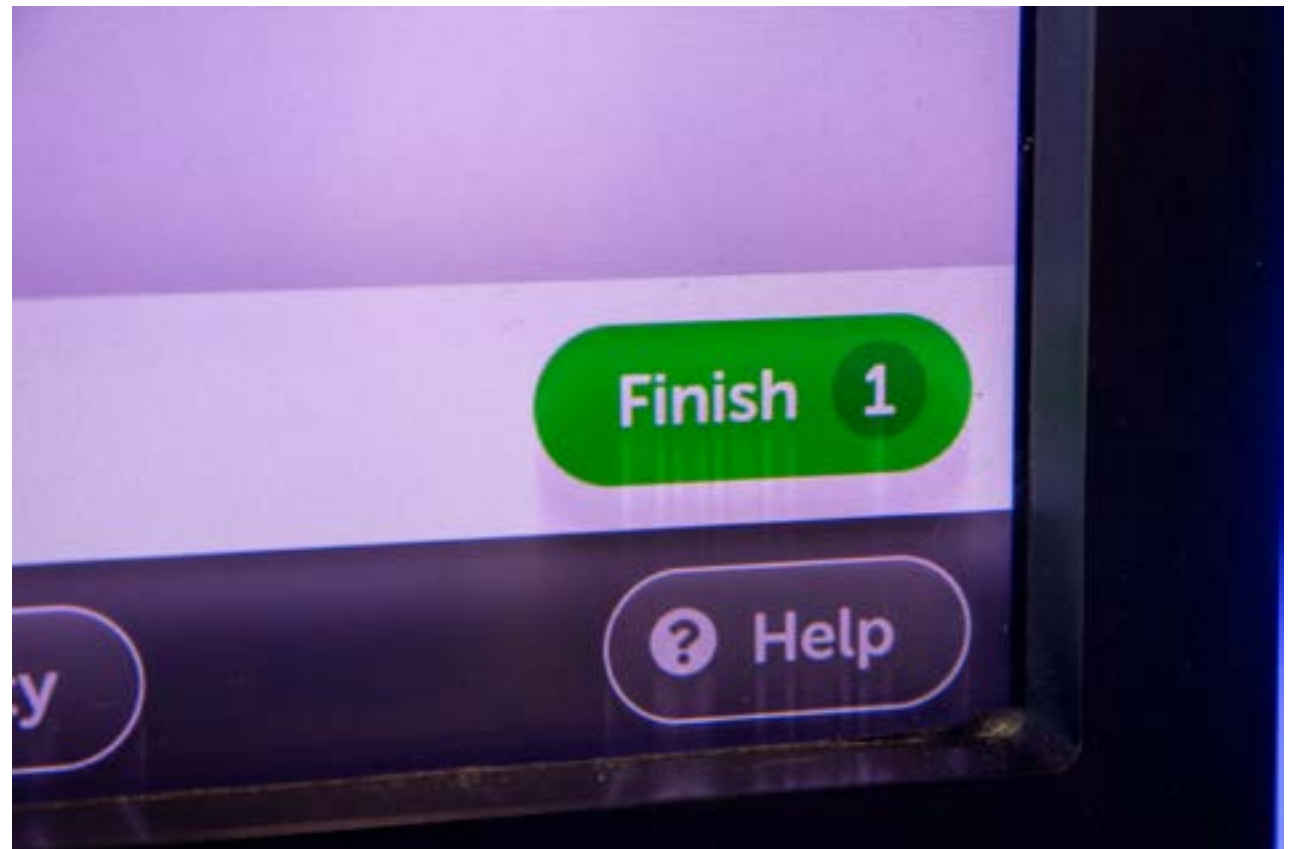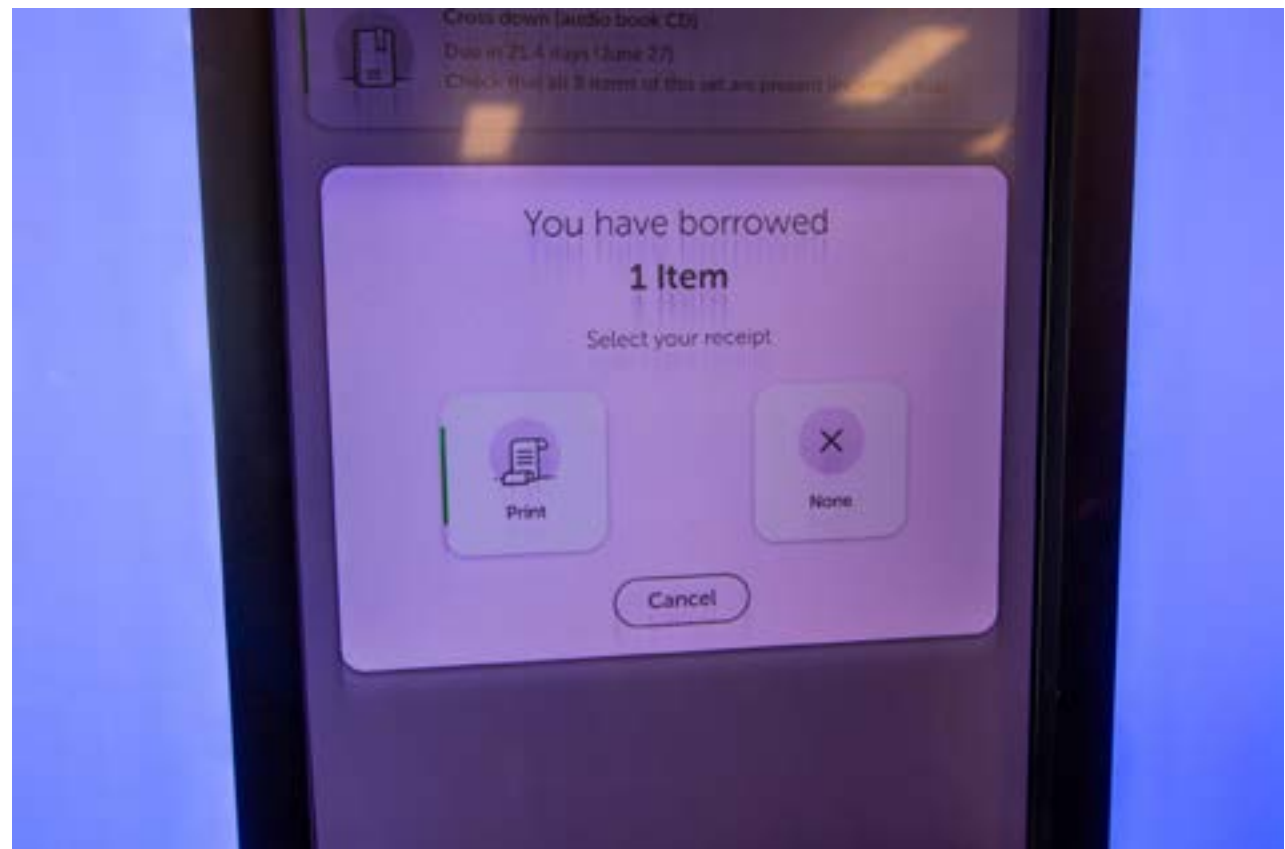
A message will pop up on the screen asking if I would like a receipt.

There are two choices:
- Print (print receipt)
- None (no receipt)

If I choose "print receipt", a paper receipt will print out with a list of the items I have borrowed and the date the items are to be returned to the library.

Library staff are available to help me use the self-serve kiosk.

Library staff will be wearing name tags and lanyards.

I can also borrow items from library staff at the information desk.

The information desk is at the back of the library.

I can give the library staff my library card.

If I do not have my library card, I can give them photo identification.

If I do not have photo identification, staff will ask me a few questions to make sure I am a library member.

I then give the staff member the items I would like to borrow.

The staff member will scan the items for me.

The staff member will ask me if I would like a printed receipt or an email receipt.

The library will send me a reminder about the return date via sms or email.

If I do not return items on time, they will be renewed for another three weeks.

Items can be renewed three times.

However, if another member has placed a hold on one of my items, I'll be asked to return the item.



**Did you know Our Library does not charge late fees?**

Items are returned to the library through a return chute.

There is one return chute at the library. It is outside the library, on the street.

It looks like a post box and has a sign that says, "Somerville Library Returns".

The return chute is open 24 hours a day, 7 days a week. I need to pull the handle down on the chute, put my items inside, and lift the handle back up.

I can also go inside the library to return the items, during opening hours.

There is a cabinet inside the library, near the entry doors.

The cabinet has an open slot.

Items can be returned here.

I can also return my library items to a staff member at the information desk.

Somerville Library is a great place to borrow lots of interesting items.

# Somerville Library

## Contact Details
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Phone (03) 5950 1638
Website ourlibrary.mornpen.vic.gov.au

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