

# Going to the Library

A social narrative for visiting Galaxie Library



DAKOTA  
COUNTY  
LIBRARY





# Library

Soon, I will go to the library. This story is about how to visit the library.

Many people go to libraries. A library is a public place where I can look at books. A library may also have magazines, DVDs, music CDs, and computers.





## Entering the Galaxie Library

When I arrive at the Galaxie Library, I will walk up the sidewalk to enter the building through the glass doors.

# How to Use the Library

When I'm inside the Library, I will use my inside voice when I talk to others. My voice should be quiet, so others can focus on their work.

I will use walking feet and keep my hands to myself.

This helps keep myself, others, and materials at the library safe.







# Library Card

This is a library card. If I want to take library materials home with me, I need to use a library card. I will bring this card with me when I visit the library.





# Librarians

A librarian works at the library. I can ask him or her a question. They can help me find what I am looking for.





# Lobby

In the library's lobby area, I will see different types of seats and tables. I can use this area for resting and waiting.





## Restrooms

If I need to use the restroom during my visit to the library, I will use the restroom inside the library. The restrooms are located near the entrance of the library in the hallway. These restrooms have automatic toilets that may flush on their own.





# Family Restroom

If I need to use the restroom with my family, I will use the Family Restroom at the back of the Children's area. This restroom has a manual toilet that I can control myself.



# Water Fountain

If I need a drink of water while I am visiting the library, I can use the water fountain. The water fountain is located near the entrance of the library in the hallway.





# Things to Do at the Library

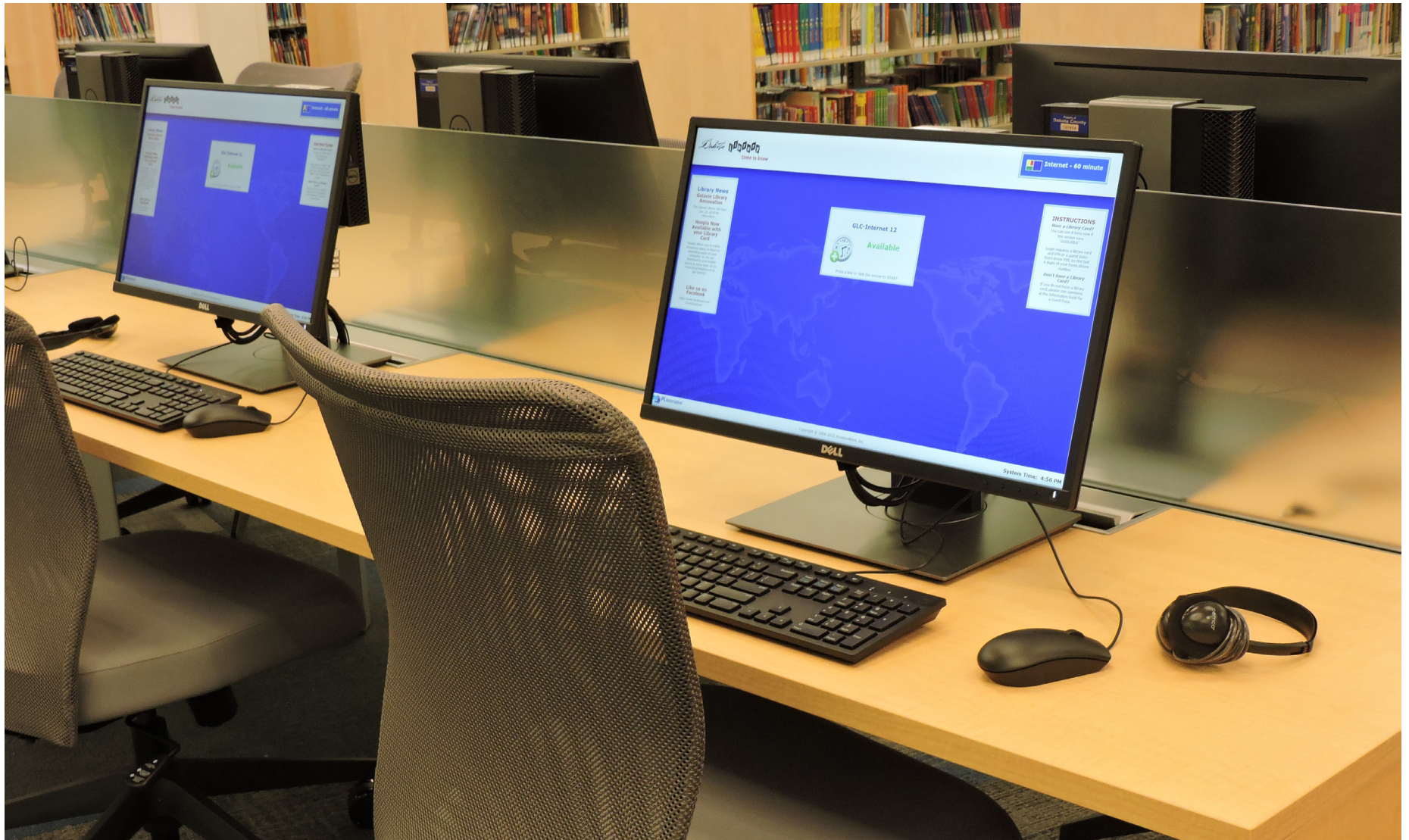
There are many things to do in the library.





I can find books to read.





I can use the computer.





I can attend a program with other people.





I can use a study room.





## iLAB

With help from a librarian, I can use the iLAB. In the iLAB, I can learn about 3D printing. I can also use one of the Mac computers in the iLAB.

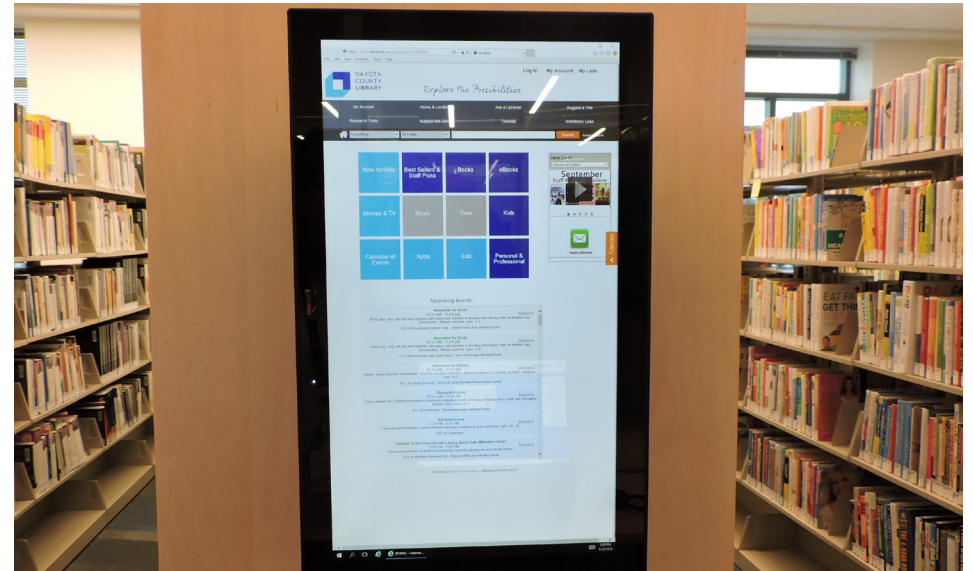
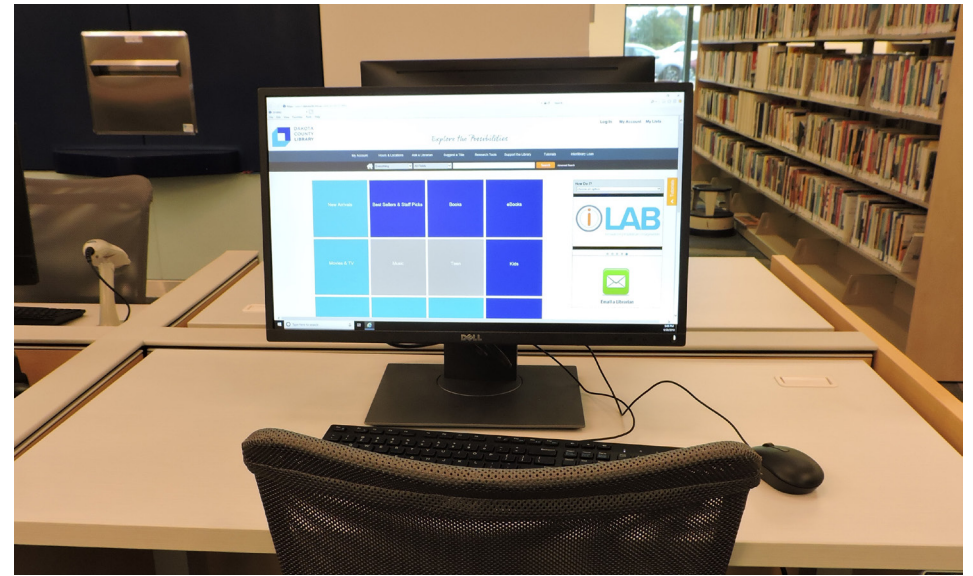


# How to Find a Book

If I want to find a book, I can walk to a catalog computer.

When I type in the book's name, the computer will tell me where it is.

If I need help, I can ask a librarian. I can also find books by looking for books on the bookshelves or in bins myself.





## Sounds at the Library

There will be sounds at the library. In the library:

I may hear people moving. I may hear footsteps, items dropping and hitting the floor, and doors opening and closing.





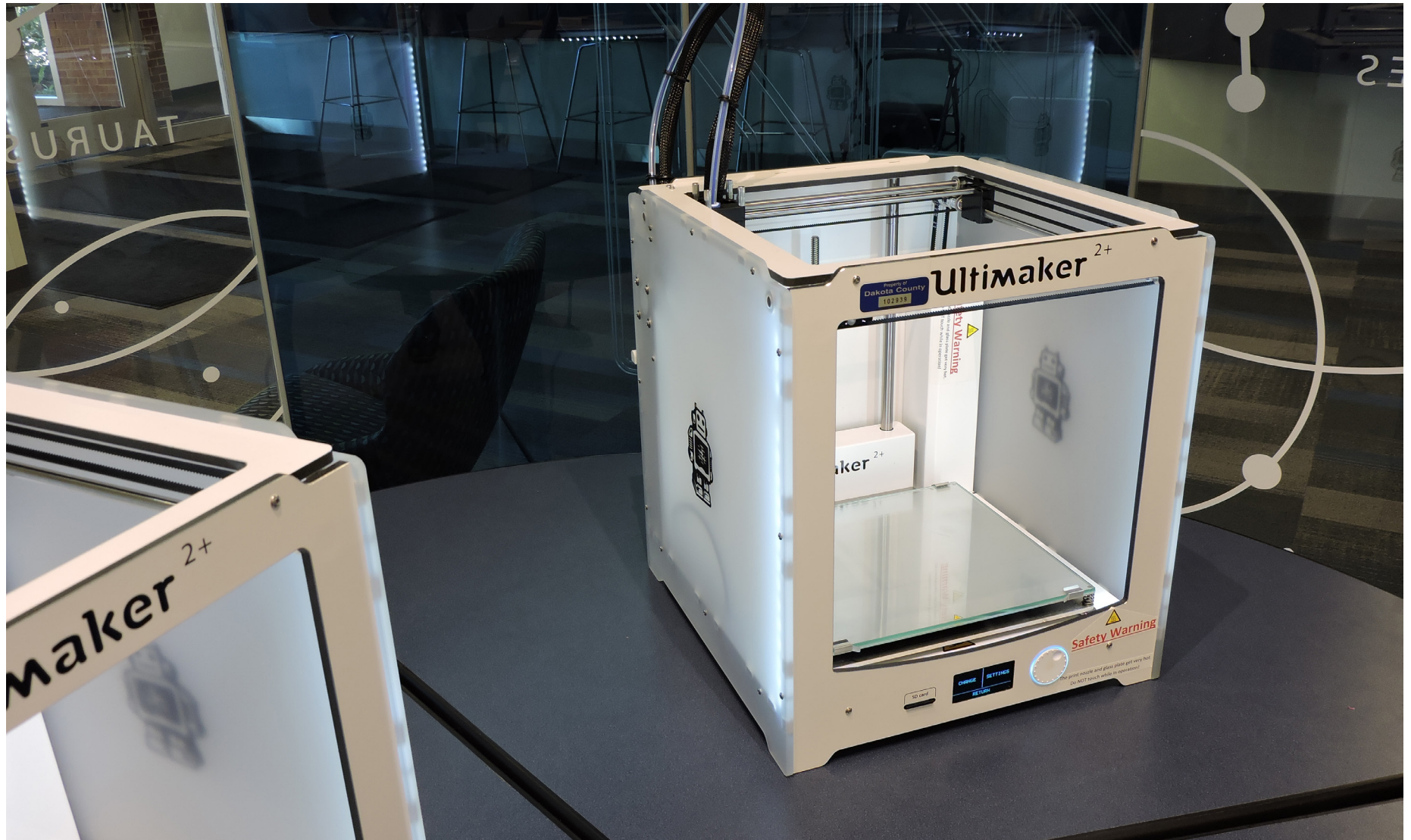
I may hear the sound of the library's conveyor belt machine sorting library books.





I may hear the sound of beeping and see the security gates flash red. These gates are used by library staff to see if a person checked out a book.





I may hear the sound of the 3D printer, which is used to print an object designed by a computer.





I may hear the sound of loud talking or laughing in the children's area. This is the sound of children playing in the library.





I may hear the voice of library staff making an announcement over the loudspeaker. They are sharing important information with people in the library.





Families bring their babies to the library, so I may hear the sound of babies crying.

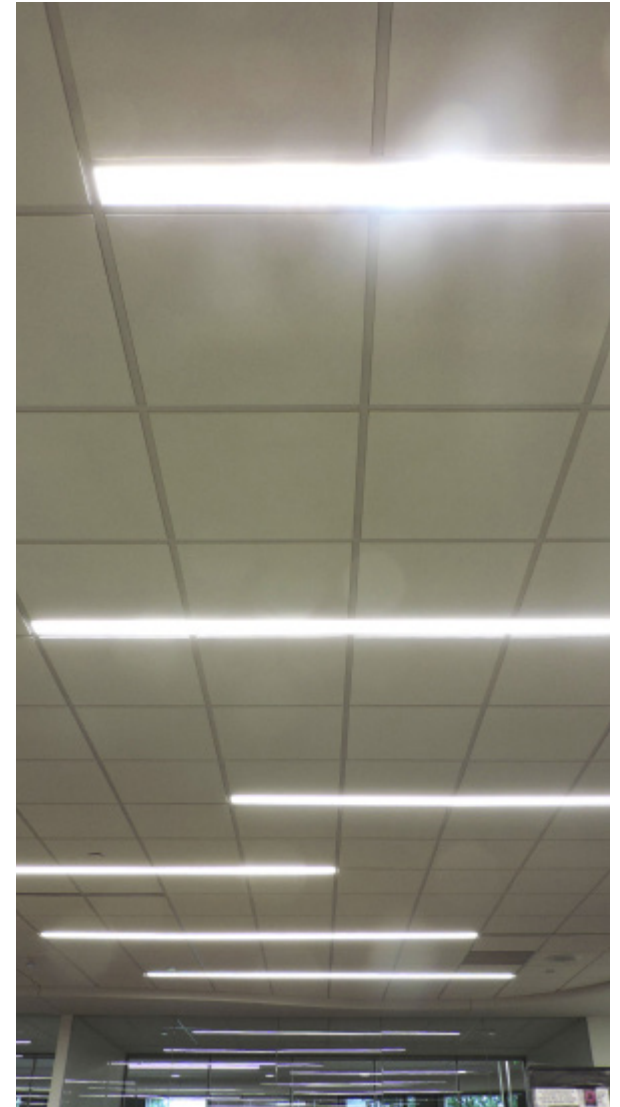




## Lighting at the Library

The library has many windows and lights throughout the building. Light helps people safely find their way through the library. It also helps people see clearly and find the things they need.





While I visit the library, I may see different types lights, including circular lights, globe lights and track lighting on the ceiling.





Some areas of the library are bright and colorful, like the giant Lite-Brite wall in the Children's area and the Children's mural.





Some areas of the library are less bright and less colorful, like the Quiet Zone, the Law Library, and the study rooms.





## Taking a Break

If I need to take a break, I can ask to go to the Calming Space. I can also ask a librarian to use a study room.



# Calming Space

The Calming Space is for those who need to take a break at the library. I can use this room and the things inside to help be calm.

I will handle the materials in this room gently because these materials are for everyone.

I will leave the items in this room at all items. When I am done using this room, I will put away everything where I found it.





# Accessibility Kit

The Accessibility Kit has items I can use while visiting the library.

If I need to use any of these items in the kit, such as headphones, sunglasses, fidgets, or cushions, I can ask the librarian to hand them to me. I can use them at the Library during my visit.

When I am done using the items, I will bring them back to the librarian.







## Preparing to Leave

When it is time to leave the library, I will collect all of my things and select the items I want to check out. I will bring these items and my library card to the checkout desk and ask library staff for help.





## Waiting in Line

I will wait in line if library staff are busy helping other people check out their items. When it is my turn, I can bring my items to library staff.

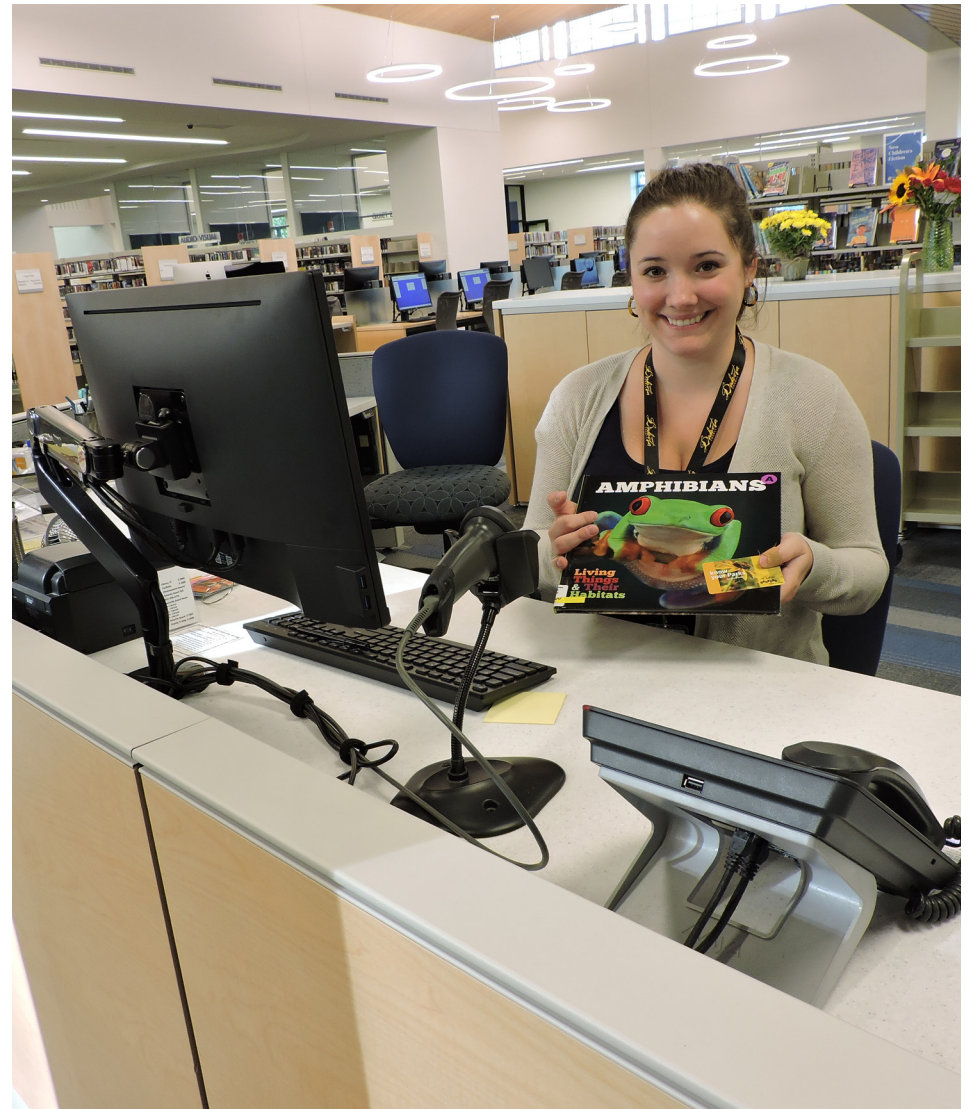


# Checking Out My Items

I need to give my library card to library staff to check out my items and take them home. They will scan it and give it back to me.

Library staff will tell me when I will need to return my items back to the library.

Library staff will print a receipt with a list of all the items I checked out and their due dates. I can take this receipt home with me.





# Self Checkout Machine

I can also choose to use the self checkout machine and check out my items myself.

When the self checkout machine is available, I will scan my library card.

Then, I will place each item on the scanning pad. I will need to scan each item one at a time.

When I am finished, I can decide if I want a printed receipt or not.





# Returning My Library Items

When I am done using the items I checked out from the library, I will need to return them so that other people can use them.

I can return my items inside the library building or through the drive-through window.





# Acknowledgements

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Additional information about accessibility services available at Dakota County Library is available online. Visit [www.dakotacounty.us/library](http://www.dakotacounty.us/library) and search *Accessibility*.







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## Our Vision

Dakota County Library acts as a catalyst, connector, and partner to empower residents to build a successful community.

## Our Mission

Dakota County Library cultivates community, creativity and learning.

## Our Values

We provide positive and welcoming experiences.

We act inclusively, valuing and respecting differences.

We are knowledgeable, engaged and culturally aware.

We value free and open access to information, community talent and technology.

