

# I am going to Portarlington library



Before I go to the library



If I am nervous about going I can talk  
to someone and ask questions first.  
I can call 057 8643751  
I can ask for a tour of the library.



# About the library

The staff at the library are friendly and can answer any questions I have about the library.



The library is usually a quiet place where people talk quietly, relax and read books.



Sometimes it might be noisy.  
If it is noisy I can talk to a  
librarian.



# How I become a member of the library

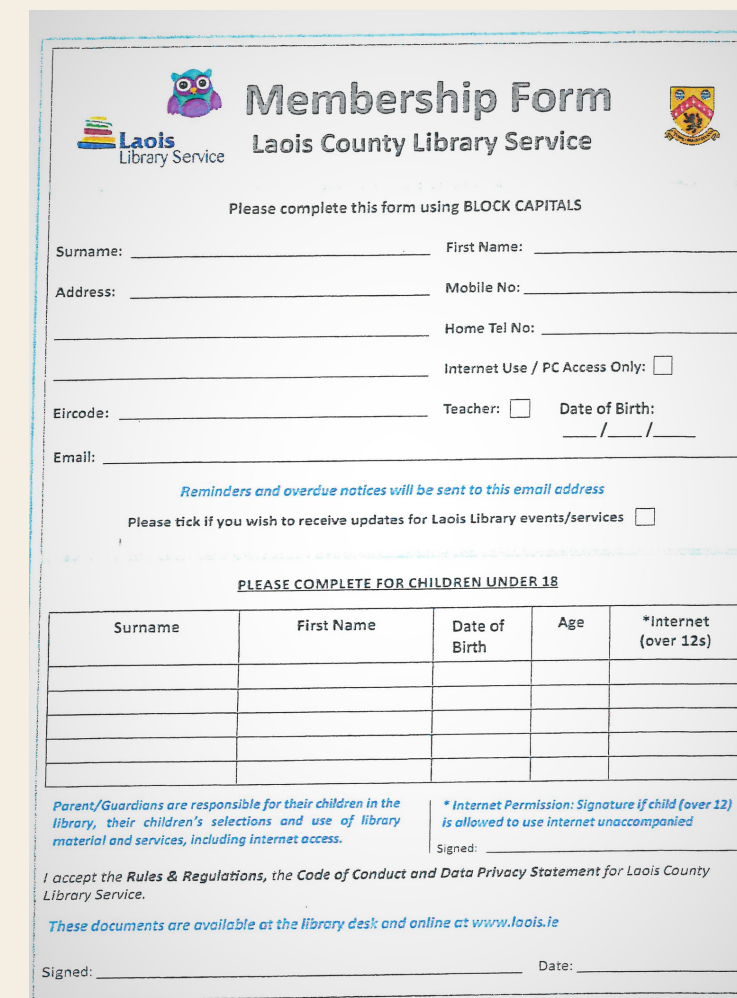
When I get to the library I will see a desk



I can talk to someone who works there about becoming a member of the library



I or the adult who is with me will have to fill out a membership form and show the staff some identification.



**Membership Form**  
Laos County Library Service

Please complete this form using BLOCK CAPITALS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
Home Tel No: \_\_\_\_\_  
Internet Use / PC Access Only:   
Eircode: \_\_\_\_\_ Teacher:  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Email: \_\_\_\_\_

*Reminders and overdue notices will be sent to this email address*  
Please tick if you wish to receive updates for Laos Library events/services

**PLEASE COMPLETE FOR CHILDREN UNDER 18**

Surname	First Name	Date of Birth	Age	*Internet (over 12s)

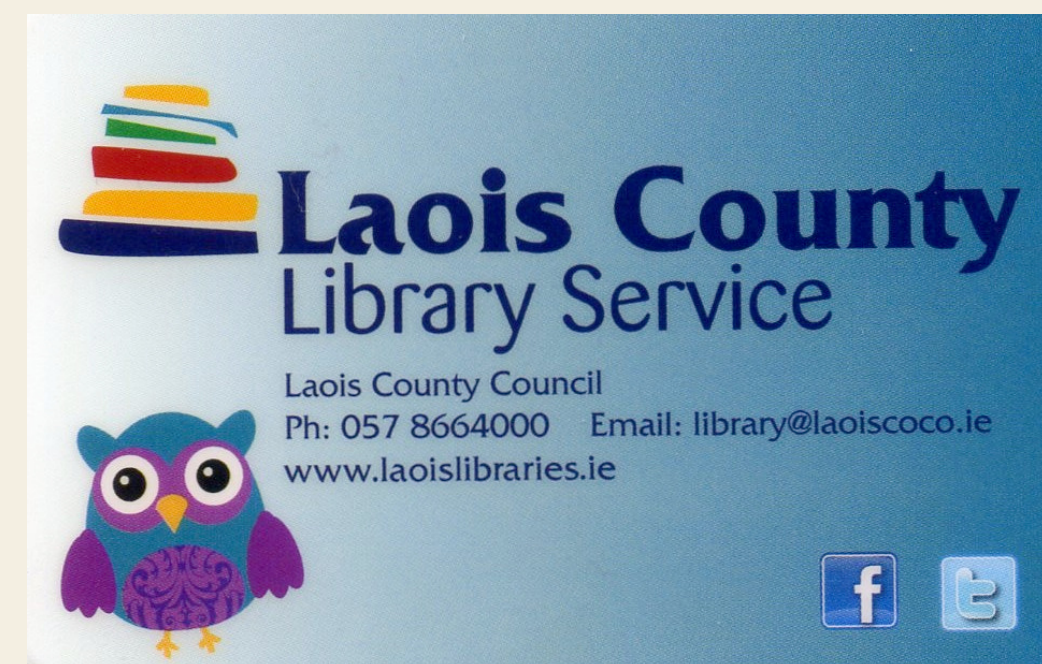
Parent/Guardians are responsible for their children in the library, their children's selections and use of library material and services, including internet access.      \* Internet Permission: Signature if child (over 12) is allowed to use internet unaccompanied  
Signed: \_\_\_\_\_

I accept the Rules & Regulations, the Code of Conduct and Data Privacy Statement for Laos County Library Service.

These documents are available at the library desk and online at [www.laois.ie](http://www.laois.ie)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

When I join the library I will be given my own library card



# When I visit the library

In the library there will be shelves of books,  
and DVDs



I can sit in a chair to read a book



I can play with the toys in the library



I can borrow a books or DVDs to take home with me.





# Borrowing books and DVDs

If I want to borrow a book I can talk to a member of the library staff.

They will show me how to borrow the book or DVD and tell me when I need to bring it back to the library



# Computers

The library will also have some computers.

A member of staff can show me how to use the computers.



# What if I need the toilet ?

There are toilets that I can use in the library.

I can ask a member of staff to show me where they are.



# Leaving the library

When it is time to go I will leave the library through this door.

