



**Darebin
Libraries**

Borrowing and Returning Items

A Social Story



Borrowing an item

There are lots of different things I can borrow from the library, including books, movies and music. When I have chosen what I would like to take home, it is time to borrow them.



This means that the library is lending them to me and I don't keep them forever. I can have them for three weeks before I need to bring them back to the library.

I use a special computer to borrow my books. It's called a Borrowing Kiosk.

My adult can use the Borrowing Kiosk and I can learn how to use it too.



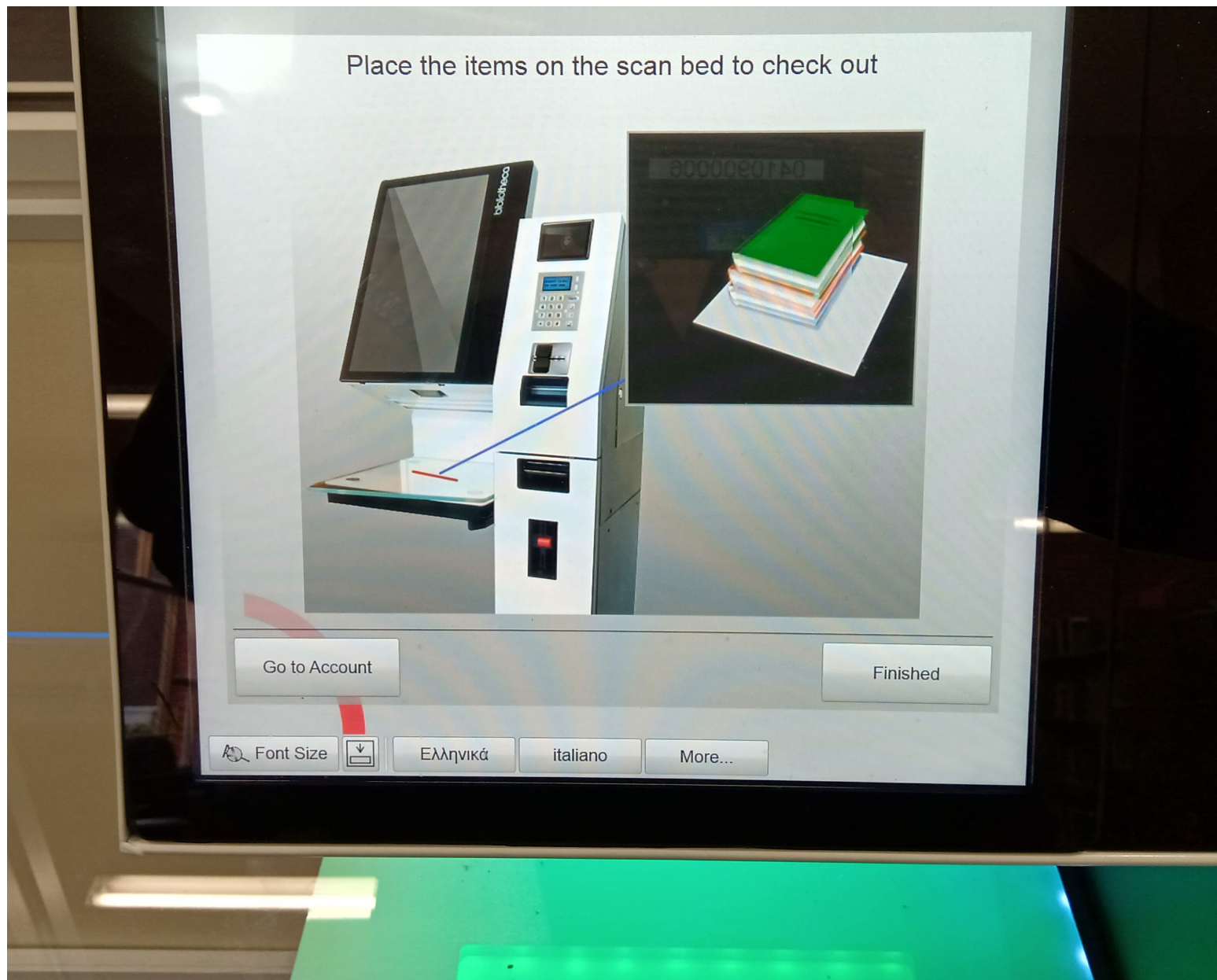
How to use the Borrowing Kiosk

First I need to scan my library card.

The barcode on my library card needs to line up with the red light.



Now it's time to scan my books! The screen will look like this.



I can scan them in piles of five, or one by one. It doesn't matter which way up the books go. DVDs and CDs are borrowed in the same way.



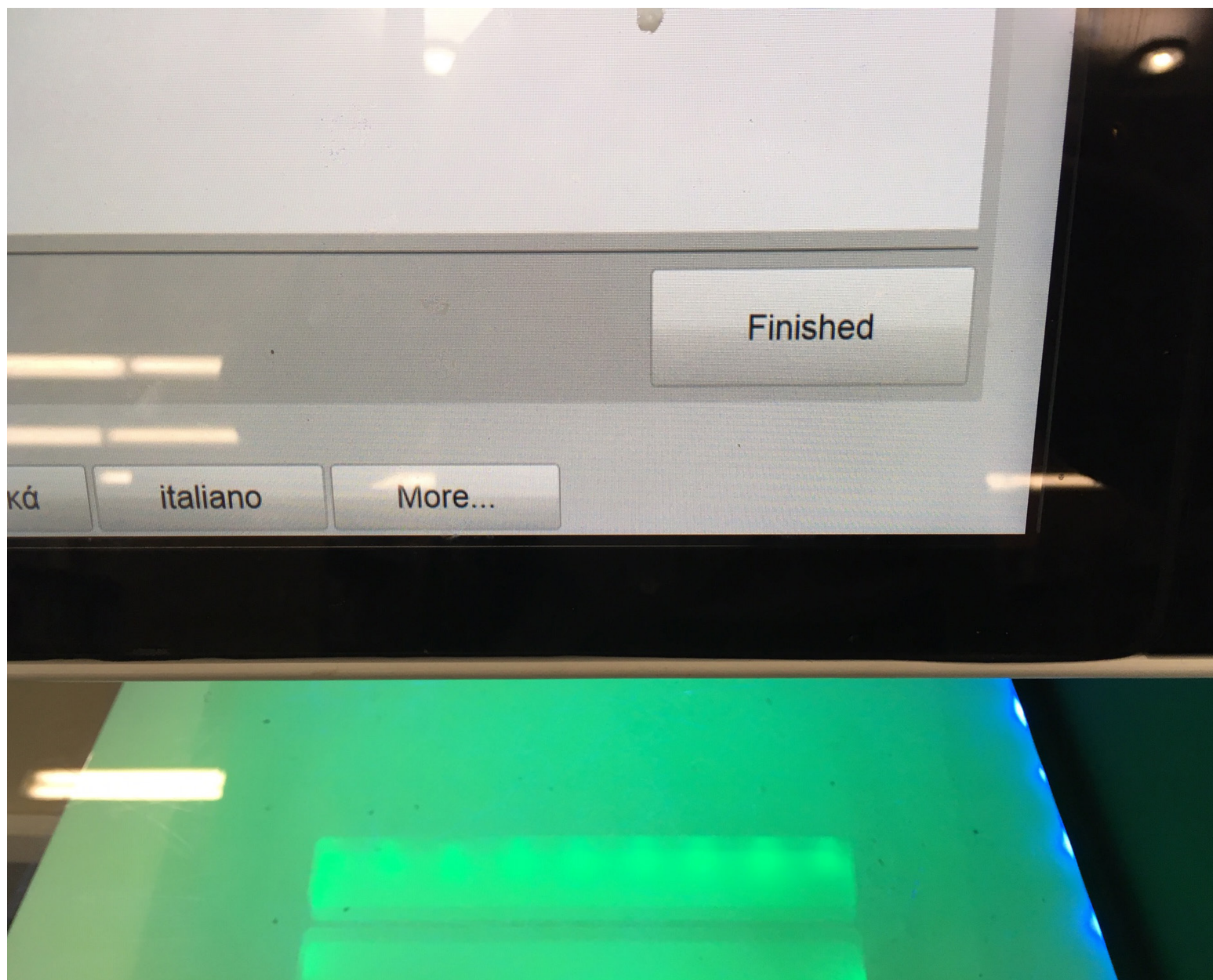
I watch the screen to make sure all of my books come up on the screen in green.
This means they have scanned and I can take them home.



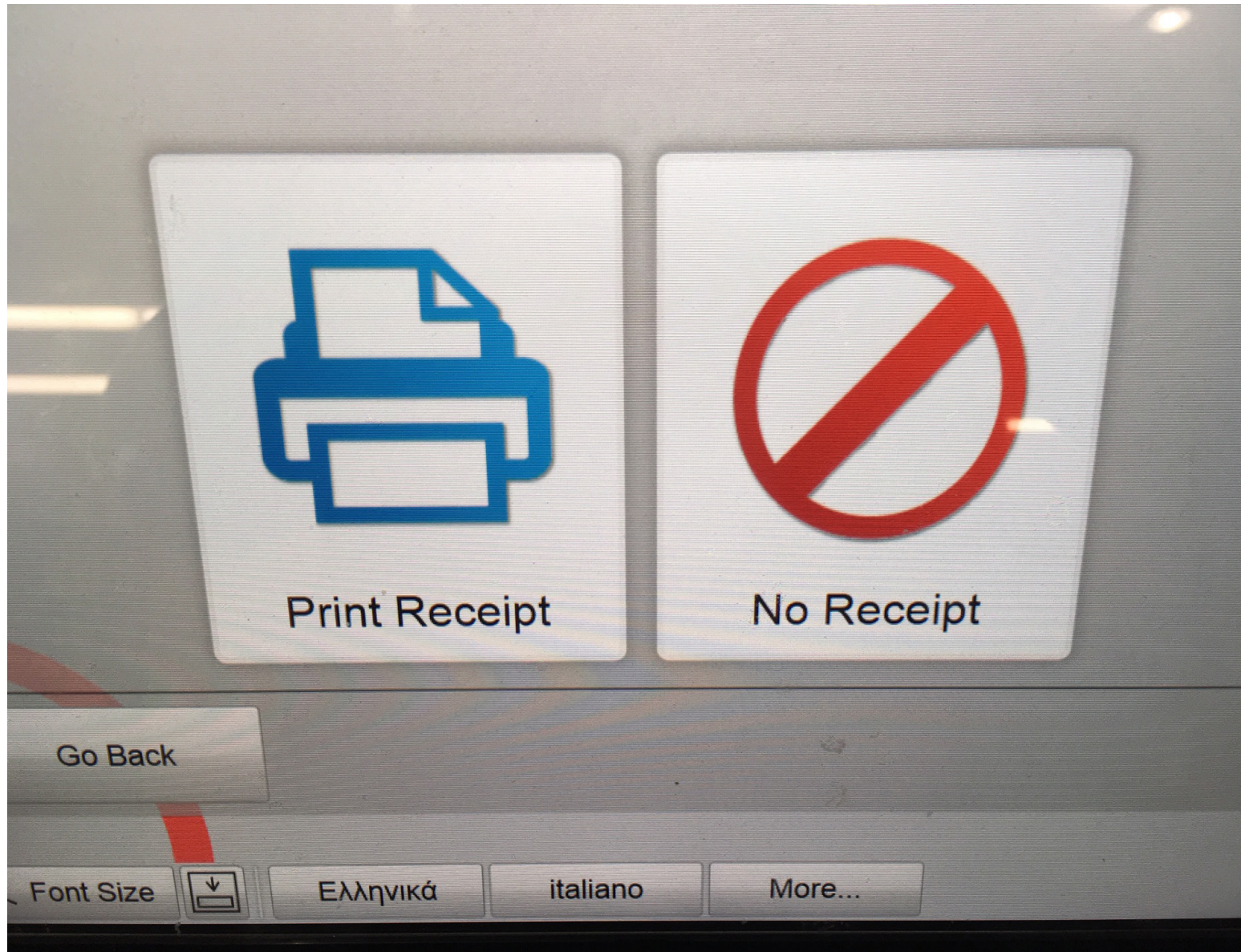
If I get any errors in red, I don't need to worry. I can ask the people who work in the library to help me. They wear a blue uniform and a name tag.



When all the items are scanned, I press finished.



I can choose if I'd like a receipt or not. The receipt will tell me what I have borrowed and when I need to bring them back.



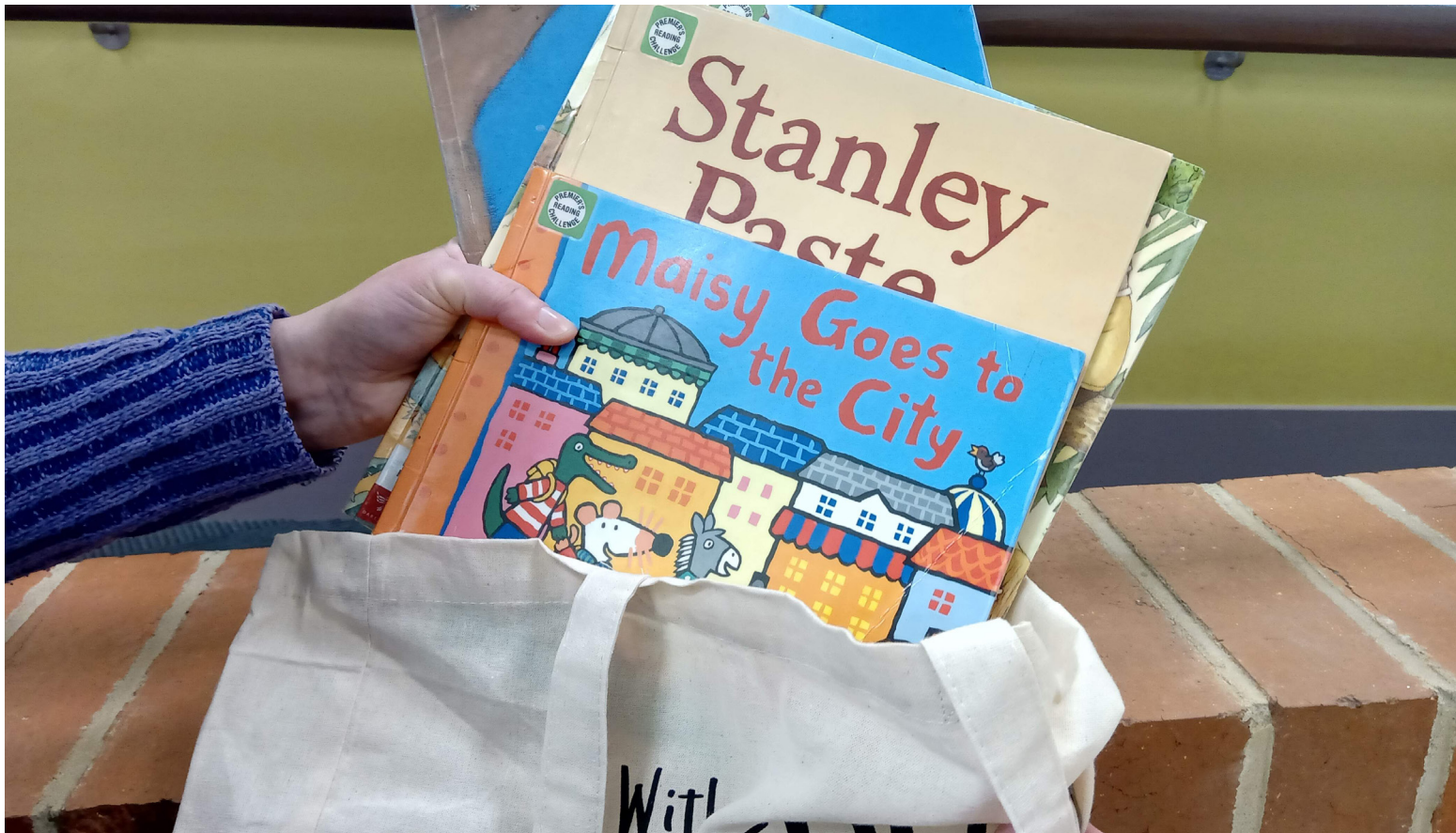
Now I'm all done. I can take the library items home with me for three weeks.



Returning my books

After three weeks, I need to return the things I have borrowed from the library so that other children can borrow them. My family will help me know when it's time to take my books and other things back to the library.

Before I go, I will need to find all of the things we borrowed at the library.
I might put them in a bag to make them easier to carry.



If the library is open, I will go through the sliding glass doors into the library.
The doors make a noise! Inside the library, I will put my books into the return chute.
I can do this one at a time or in handfuls.



Sometimes a librarian will be at the chute, ready to look after the things I have brought back. They might say hello.



If the library is closed, I will use the return chute outside the library. First, I will hold one of my library items against the sign. It makes a small beeping noise and the light goes from blue to green.



Then I will pull the handle to open the chute and put all of my library items inside. I might not be able to reach the handle, but my family can help.



After I have put all of my items into the chute, I will close it. When the library opens again, a librarian will look after the things I have returned and put them on the shelf for another family to borrow.