



Library Planning Sheet

We are going to the library on:
(List Day, Date and Time.)

The name of the library is:

The address of the library is:

I plan to:
(ex: find a book, get a movie, go on the computer)



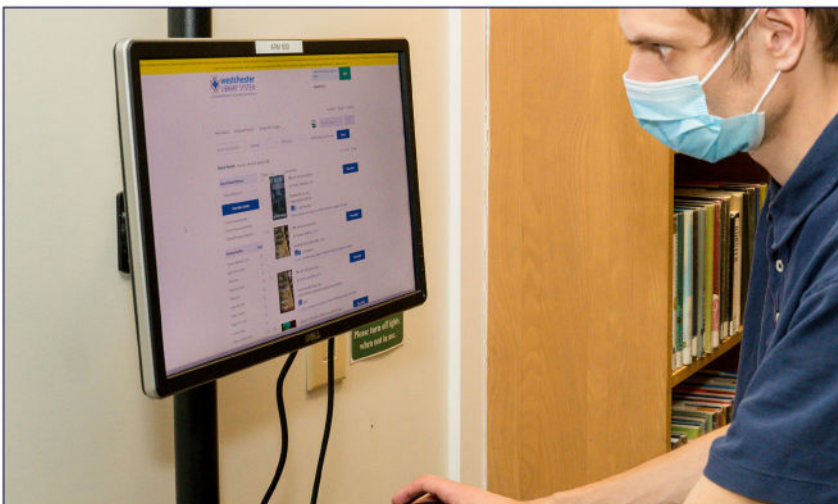
Library Schedule 1 / Check Box When Done



- Put books or other media in return boxes.



- Walk in the library.



- Search for a book or media of interest on the computer.



Library Schedule 2 / Check Box When Done



- Pick out your book and/or media.



- Bring book/media to check-out desk.



- Give check out person your library card.



Pick up book/media.



Leave the library.

Notes:



Library Self-Checkout 1 / Check Box When Done



Go to Self-checkout area.



Scan the library card.



Scan each book/media.



Library Self-Checkout 2 / Check Box When Done



- Take your book/media and leave the library.

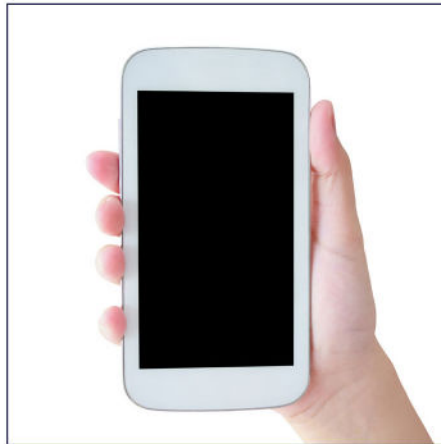
Notes:

PACKING LIST Library

Schedule



Phone



Wallet



Headphones



Items to Return



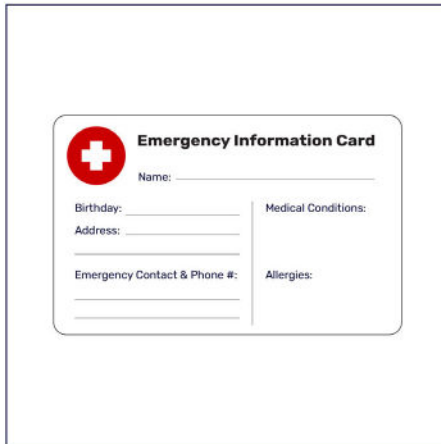
Library Card



Keys



Emergency Information Card



RULES Library

Phone on silent.



No food or drink.



Keep your voice level low.



Follow all posted signs.



IF/THEN SCENARIOS

IF I forget my library card ...

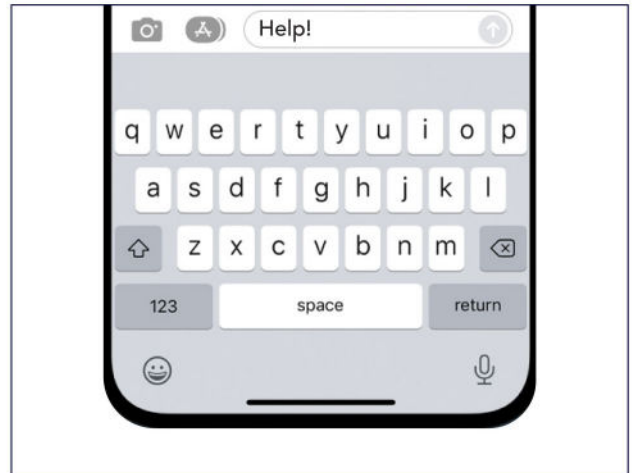
THEN I get my ID out of my wallet to show the front desk.



IF I need help finding something ...

THEN I can point to what I am looking for.

I can type a message on my phone and show it to librarian.



IF I have a question ...

THEN ask the librarian.



IF/THEN SCENARIOS

IF I am done before it is time to leave ...

THEN I can listen to music or read a book.



IF I have trouble with the computer ...

THEN ask the librarian to help me.

