**Watford Central Library Visual Story**



**Watford Central Library, Hempstead Road, Watford WD17 3EU**

**Opening Hours:**

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| --- | --- | --- | --- |
| Monday | 9.30am | - | 6.00pm |
| Tuesday | 9.30am | - | 7.00pm |
| Wednesday | 9.30am | - | 6.00pm |
| Thursday | 9.30am | - | 7.00pm |
| Friday  ***Self-service***  ***Full service*** | 9.30am  1.00pm | -  - | 1.00pm  6.00pm |
| Saturday | 9.30am | - | 4.00pm |
| Sunday | 1.00pm | - | 5.00pm |

This is a simple guide to help people visiting Watford Central Library for the first time.

If you have any questions please ask the staff.

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| front of brick building with Public Library written on the wall | This is Watford Central Library   |
| reception desk with bookshelves in the background | This is the help desk. Ask here if you need help or have any questions.    If it is busy you may need to queue. |
| a woman smiling showing her staff badge | Library staff are here to help. All library staff wear a badge like this.   |

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| **headphones** | Sometimes we have noisy times in the library and you may wish to visit at a quieter time.    Or you can bring some ear defenders to wear. |
| a selection of fidget toys | You can borrow fidgets and ear defenders to use while you are in the library.    Just ask a member of staff.  If all the fidgets and ear defenders are being used by other people, you may have to wait. |
| a person giving a fidget toy back to another person in the library | Before you leave the library give the fidgets and ear defenders back.   |
| library card front and back | This is a library card, you will get one when you become a library member.    You need a library card to borrow books and to use the computers. |
| person sitting behind a desk looking at a computer. 2 chairs in front of the desk. A sign on the wall says enquiries | To get a library card, ask the staff at the help desk. |

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| pink self service kiosk | This is a kiosk. You can borrow and return books here.    Follow the instructions on the screen. Ask the library staff if you need help.  If it is busy you may need to queue. |
| large open space with low bookshelves | This is the children’s area.   |
| several stools in the middle with bookshelves on the back wall | This is the teenage area.   |
| books on shelves | There are lots of books you can borrow.   |
| shelves with magazines on display | You can also borrow magazines.   |
| large open space with rows of bookshelves | This is the library Self-service area.    It is open at set times when the main library is closed. |
| a computer on a desk | During library Self-service, you can borrow and return items, and use our computers and printers.   |
| toilet sign with stylised pictures of a woman, a man, a person changing a baby and a person in a wheelchair | There is a toilet in the library.  If it is busy you may need to queue.   |
| desk with 3 computers in a row | These are the computers. Library members can use them for free for one hour a day.    If the computers are busy you may need to book. Ask the library staff if you need help. |
| open wooden double doors leading to stairs | These stairs go up to the Local Studies Library and CreatorSpace.   |
| lift door | This is the lift you can use to go upstairs.   |
| open door with a sign above saying CreatorSpace | This is the CreatorSpace area.   |
| 3D printer | This is an area where you can use equipment like a 3D printer and AppleMac computers.    You need to pay to use this equipment. |
| open door showing a large space with tables an chairs - sign above the door says reference and local studies | This is the Local Studies Library.    The Local Studies Library is the quiet study area. |
| large room with tables and chairs and a book display | There is free Wi-Fi in the library.   wifi logo  Ask staff for login details. |
| cid:e43681d1-e20f-4615-8f86-7795d43b3938@Hertfordshire.gov.uk | When you are ready to leave the library, take the things that you want to borrow to the kiosk and follow the instructions on the screen. Ask the library staff if you need help.    If it is busy you may need to queue. |
| cid:4c311b1f-8343-42b0-8ecf-9e181c4cca5d@Hertfordshire.gov.uk | You can take the things you have borrowed home. Print a receipt so you know when you need to bring them back to the library.    Remember to return or renew your items on time to avoid charges.  You can renew your items at the kiosk or:   * ask at the desk * online at [www.hertfordshire.gov.uk/libraries](http://www.hertfordshire.gov.uk/libraries) * Telephone: 0300 123 4049 * Textphone: 0300 123 4041 |
| cid:38b11f0d-3e1d-4975-99eb-d73f8a421c04@Hertfordshire.gov.uk | We hope you enjoyed the story.  If you need any extra help or information please ask a member of staff.    For more information on the library please visit our website:  [www.hertfordshire.gov.uk/watfordlibrary](https://www.hertfordshire.gov.uk/watfordlibrary)  Please come back soon. ☺ |