

Letchworth Library Visual Story






Letchworth Library, Broadway, Letchworth, SG6 3PF

www.hertfordshire.gov.uk/libraries



Opening Hours:

Monday	 10.00am	-	 6.00pm
Tuesday	 1.00pm	-	 7.00pm
Wednesday	 10.00am	-	 6.00pm
Thursday	Closed		
Friday	 10.00am	-	 6.00pm
Saturday	 10.00am	-	 5.00pm
Sunday	Closed		

This is a simple guide to help people visiting Letchworth Library for the first time, if you have any questions, please ask the staff.



This is Letchworth Library



This is the help desk.



Ask here if you need help or have any questions.

If it is busy you may need to queue.



Library staff are here to help.

All library staff wear a badge like this.



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 with you to wear.

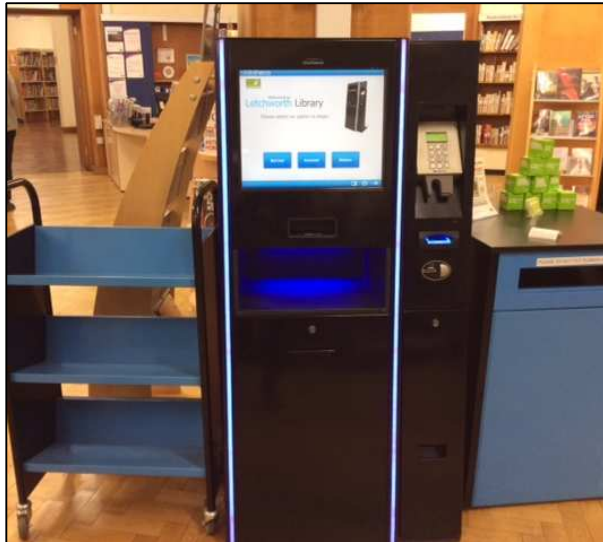


This is a library card, you will get one when you become a library member.



You need a library card to borrow books and DVDs and to use the computers.

To get a library card, ask the staff at the help desk.



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.



This is the children's area.



There are lots of books you can borrow.



If you cannot find a book you are looking for, you can ask the library staff to help.



You can also borrow magazines and DVDs and books you can listen to on CD.





There is a toilet in the library. The toilet is upstairs.



If it is busy you may need to queue.



These are the computers. They are downstairs. 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.



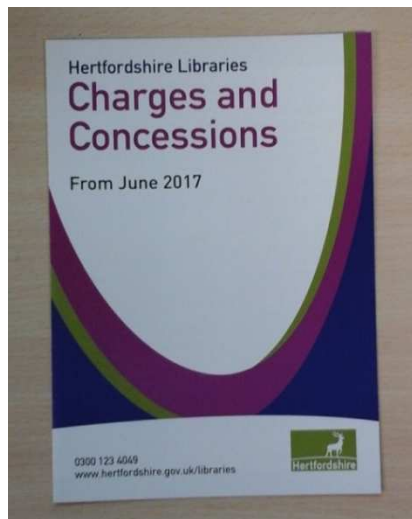
This is the quiet study area. There is free Wi-Fi in the library.



Ask staff for login details.

Desks with power sockets are available.

You can charge your own device here.



We charge for some library services.

Please ask staff for more information or for a leaflet.





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.





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
- Telephone: 0300 123 4049
- Textphone: 0300 123 4041



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:

[Letchworth Library](#)

Please come back soon.

