

## Easy English



# How to borrow from the library



The words **we**, **us** and **our** in this book mean

**Kwinana Public Library.**

We say **the library.**



We have lots of things in the library. Like

- books
- CDs
- DVDs.

We call all the things **items**.



You can take items home.

We say you **borrow** them.



You must bring the items back to the library.

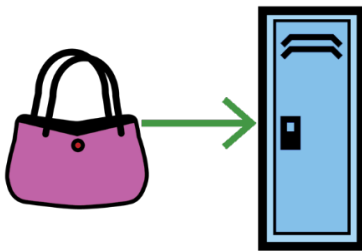
We say you **return** them.



## Look around the library

You may **not** know what you want to borrow.

You can just look around.



You can put your bag in our locker.

Like you do **not** have to hold it all the time.



When you find an item you like



- you can put it in our trolley

**and**

- look for more items.



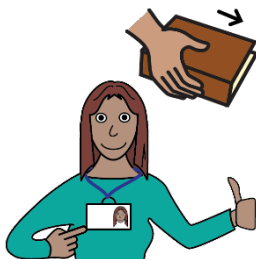
## Borrow your items

You must tell our computers when you borrow an item.

We say you **check out** the item.



You can use our **self check** machine to check out the item.

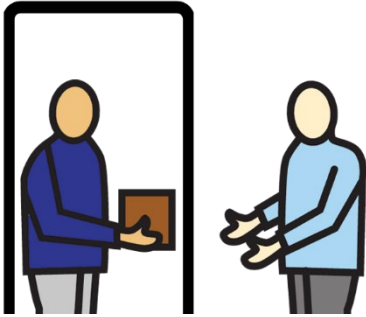


Or you can ask a library worker to check out the item for you.



Sometimes you may borrow items that are hard to carry.

Like they are big **or** heavy.



You may pick your items up outside.

Tell us when you want to do this.



## Return your items

We tell our computers when you do **not** have the item anymore.



When you bring back an item

- put it on the **self return book shelf**



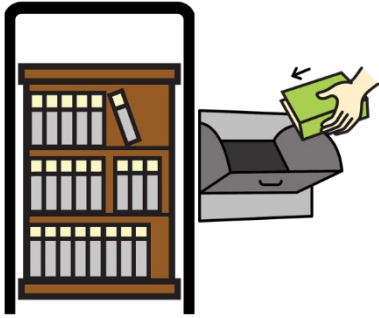
or

- give it to a library worker



or

- drop it in the **returns chute**.



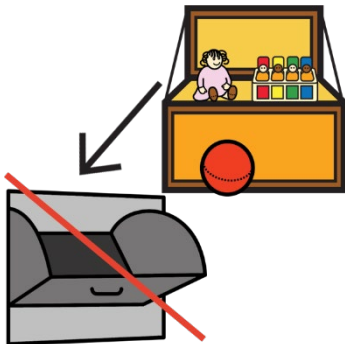
The returns chute is a slot outside the building.

It is on **Peel Row**.



You can use the returns chute at any time.

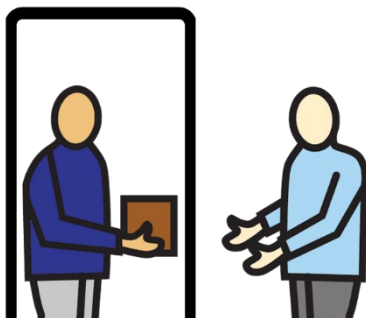
Like you can return your items when the library is closed.



Some items are too big for the returns chute.

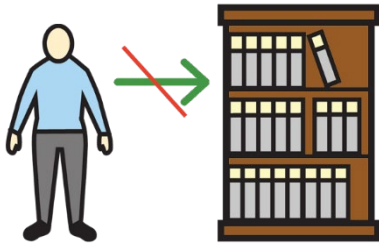
They do **not** fit in the slot.

You must return big items when we are open.



You may return big items from outside.

Tell us when you want to do this.



## Use the home library

Sometimes you can **not** go to the library.



Like

- you have a health problem



or

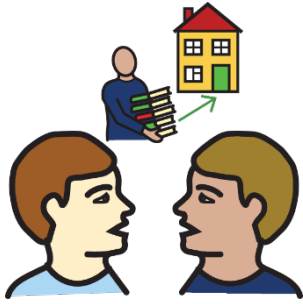
- you are a full time carer.



We have a **home library** service.

Like we can bring library items to your home.



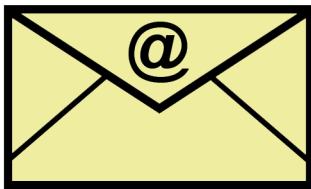


Ask us how to get our home library service.



You can phone us.

- **08 9236 4300**



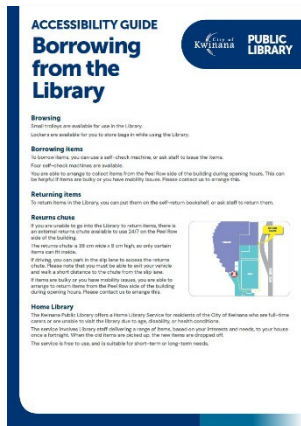
You can email us.

- **[library@kwinana.wa.gov.au](mailto:library@kwinana.wa.gov.au)**



Or you can go to our website.

- **[www.kwinana.wa.gov.au/city-life/facilities-and-public-spaces/kwinana-public-library/home-library-service](http://www.kwinana.wa.gov.au/city-life/facilities-and-public-spaces/kwinana-public-library/home-library-service)**



## About this book

This book helps you understand our accessibility guide

**Borrowing from the Library.**

# VisAbility

The Accessible Information Service at VisAbility wrote the Easy English.

February 2025.

We use pictures from

- Easy on the i
- Mulberry Symbols
- The Noun Project
- and
- City of Kwinana.