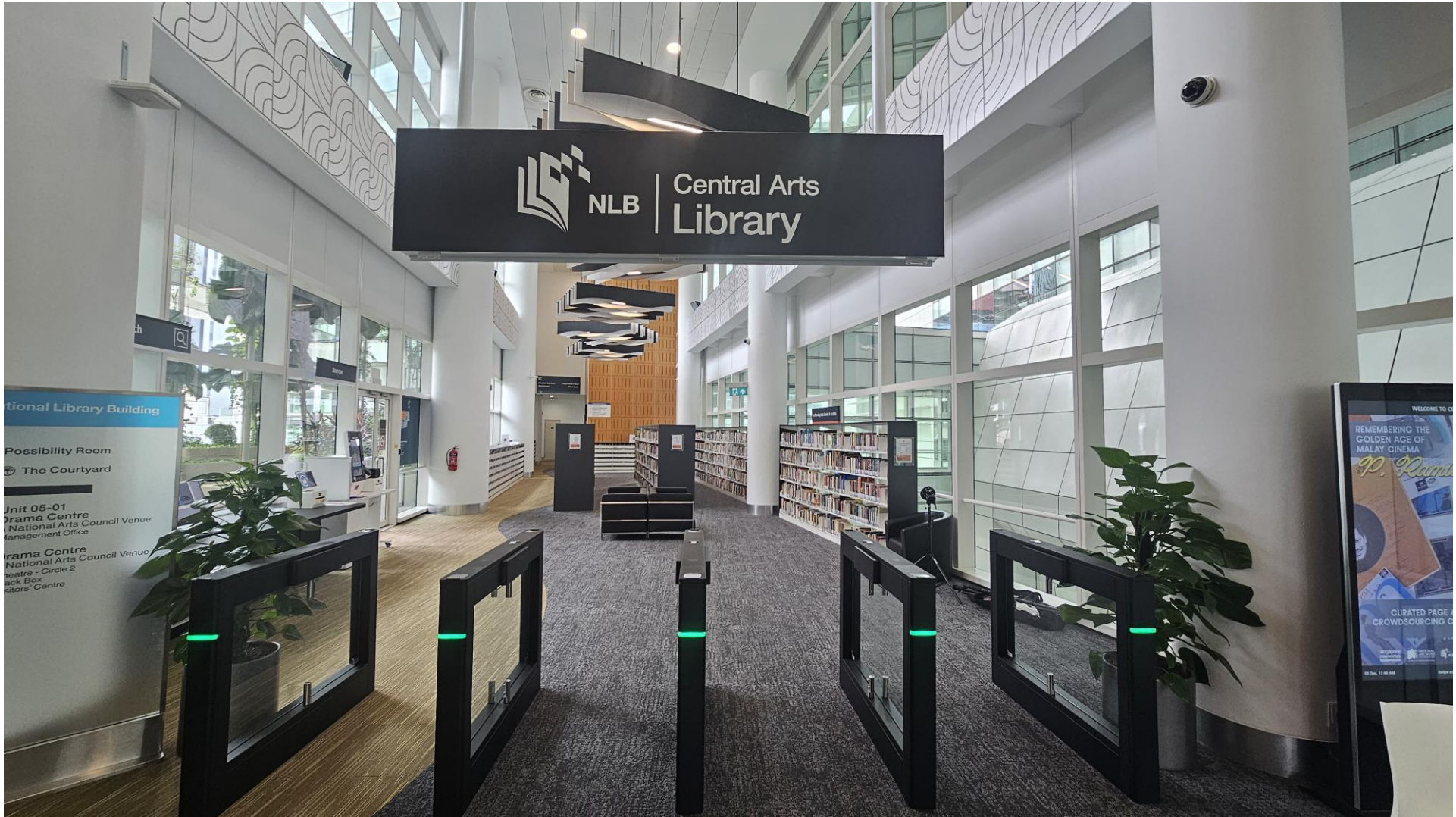


# Central Arts Library Social Story





## Contents

- Library Etiquette & Safety Precautions
- Library Staff
- Library Space
- Services (Borrowing Book Station, CD Unlocker, Catalogue)



I am at Central Arts Library.

# **Library Etiquette & Safety Precautions**

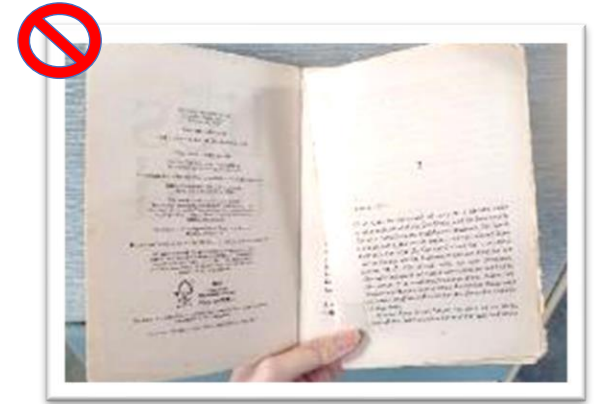
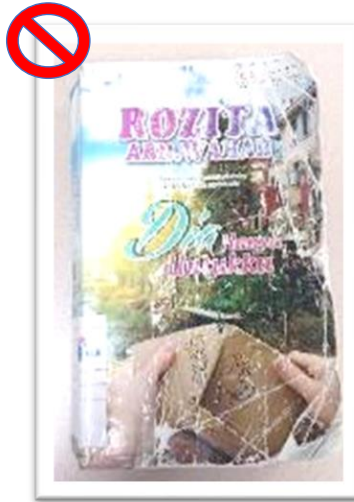
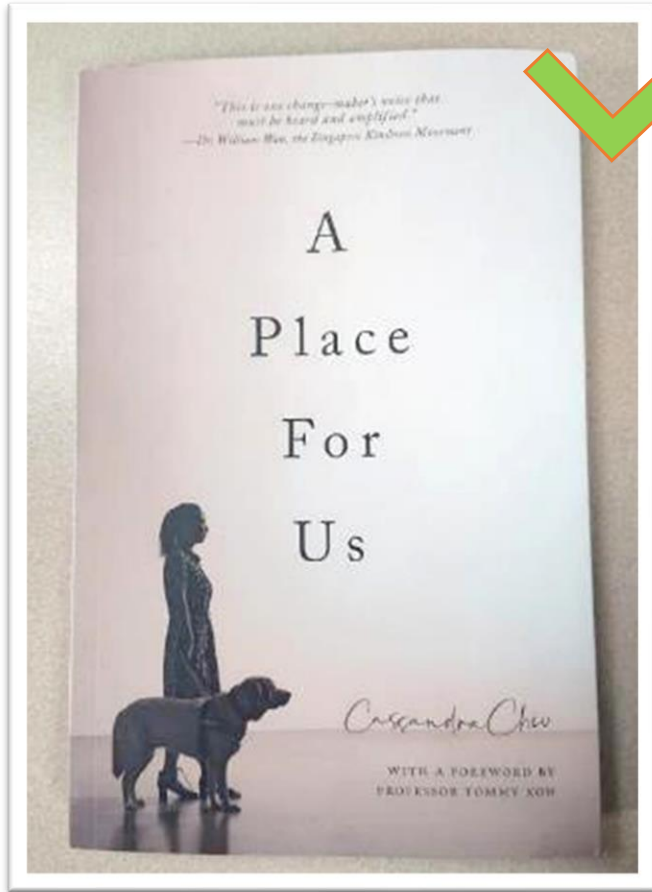
<b>Shout</b> ✗ • Playing • Emergency	
<b>Talk loudly</b> ✗ • Talking outdoors	
<b>Talk</b> ✗ • Talking indoors	
<b>Whisper</b> ✓ • In the library	

A red arrow points to the 'Whisper' row.

Inside the library, I will whisper and keep my voice down.  
I do not want to disturb other people.



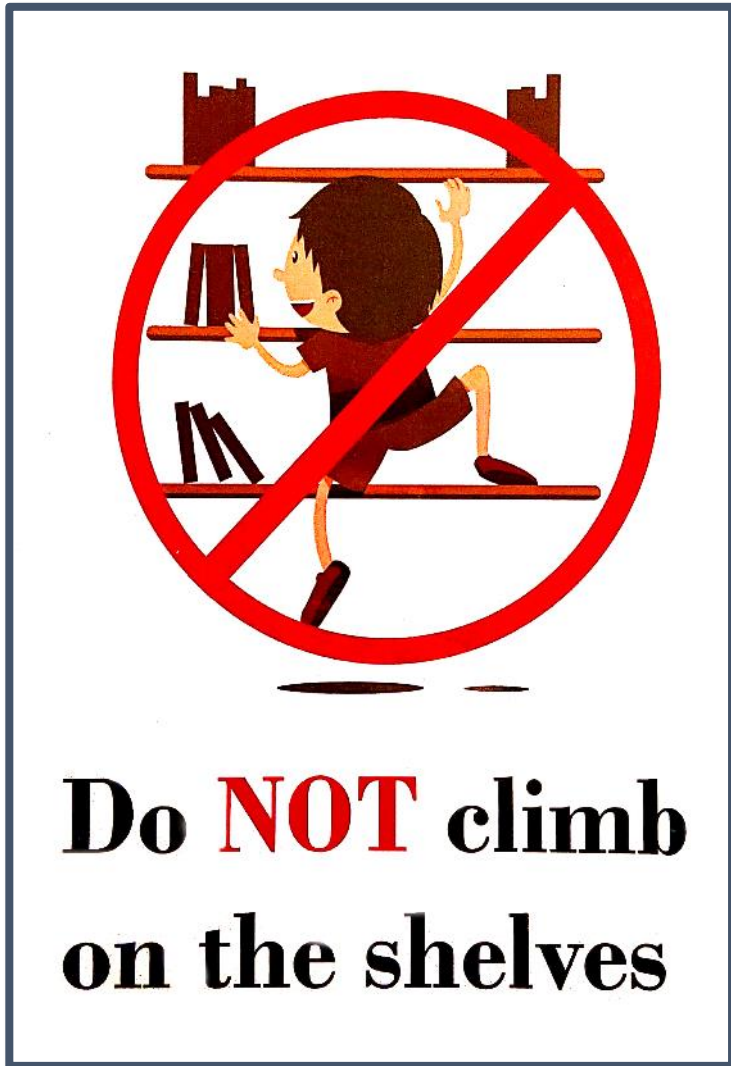
I will walk in the library.  
I do not want to trip or hurt anyone if I run.



I must be careful when I am using library books or other library items.

I cannot tear, fold or step on books because they will be damaged.

Everyone can enjoy the books only if they are not damaged!



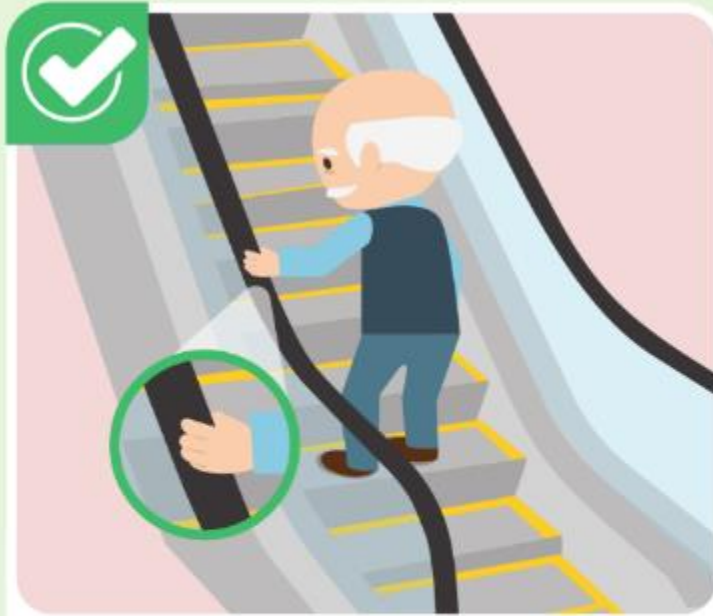
I must not climb on the  
bookshelves.

If I climb on the shelves, they may  
topple and books will fall off the  
shelves.

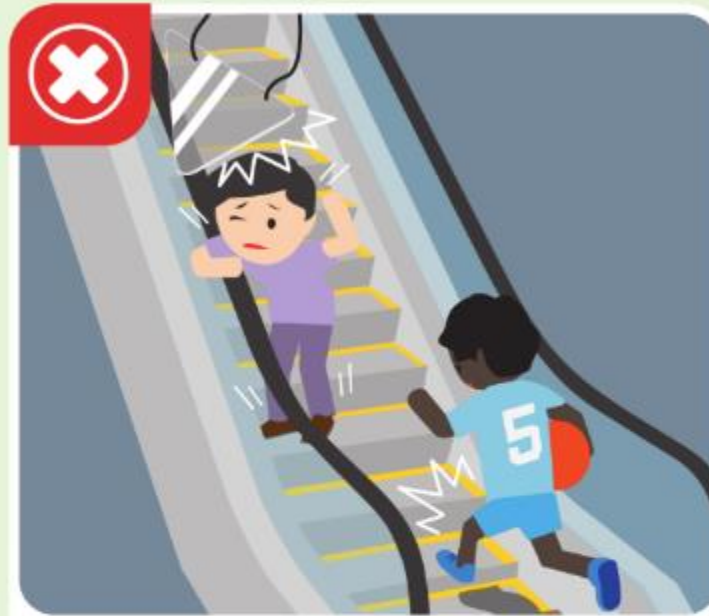
I do not want to hurt myself or  
others if I fall or when the books or  
shelves hit me.

# When using the escalator, I must follow these safety measures:

8



I shall hold on to the handrail and stand still when going up or down using the escalator.



I will not run, jump or play on the escalator. I do not want to hurt myself or others. I shall not lean over the handrail too.



I must not stop or loiter at the landing area so that I do not obstruct other people.

Retrieved 30 Apr 2021 from [bca.gov.sg/public/general-public/Escalator-Safety2](https://bca.gov.sg/public/general-public/Escalator-Safety2)

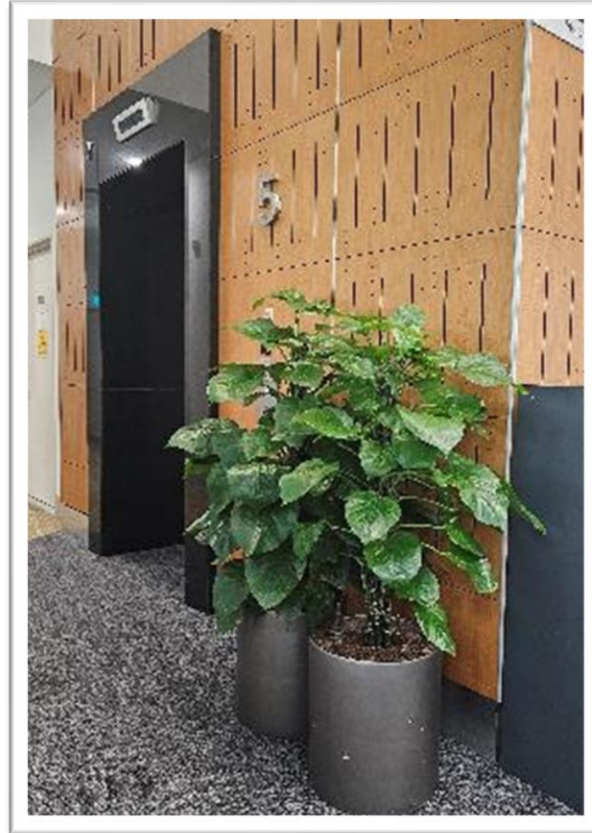


When using the escalator, I must follow these safety measures:

9



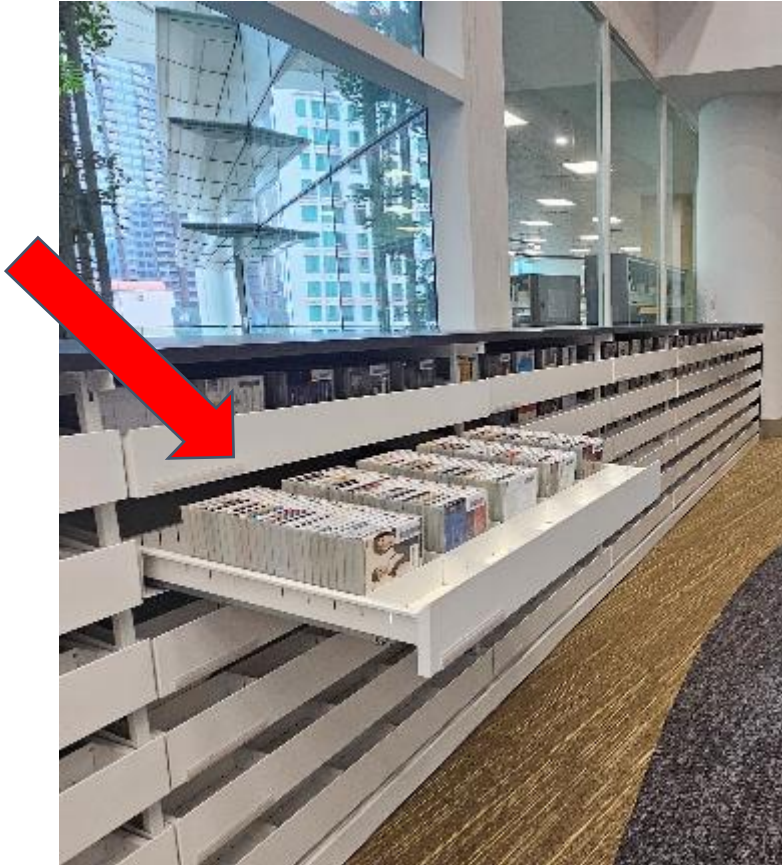
Retrieved 30 Apr 2021 from [bca.gov.sg/public/general-public/Escalator-Safety2](https://bca.gov.sg/public/general-public/Escalator-Safety2)



There are potted plants like these all over the library.

I must not play with them or push them over.

If I push the potted plants, they may topple over and break. I do not want to cut myself on the broken pot pieces.

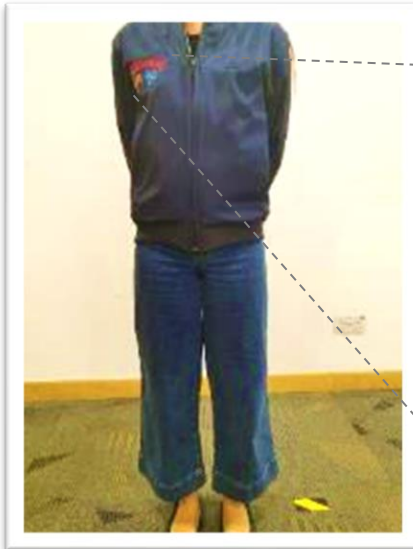
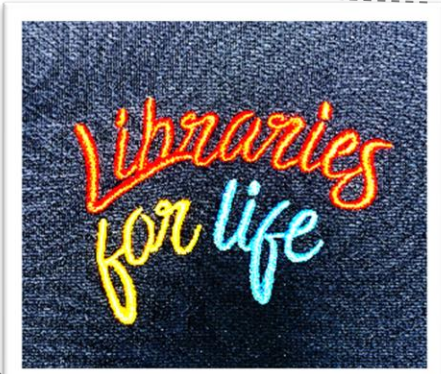


I must close the racks fully.  
I will not leave any racks open in case other people walk into or trip over them.

# Library Staff

# I can get help from library staff who wear these uniforms

13



**Library Staff**

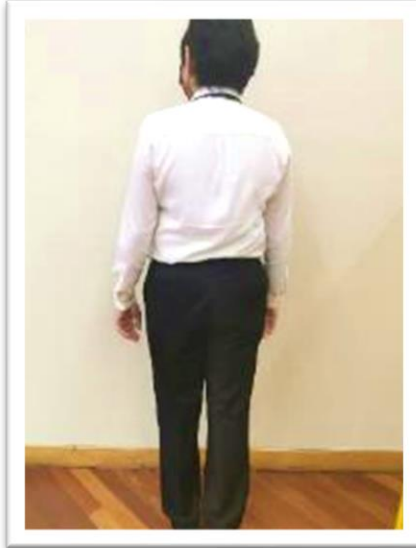
I can get help from library staff who wear these uniforms

14



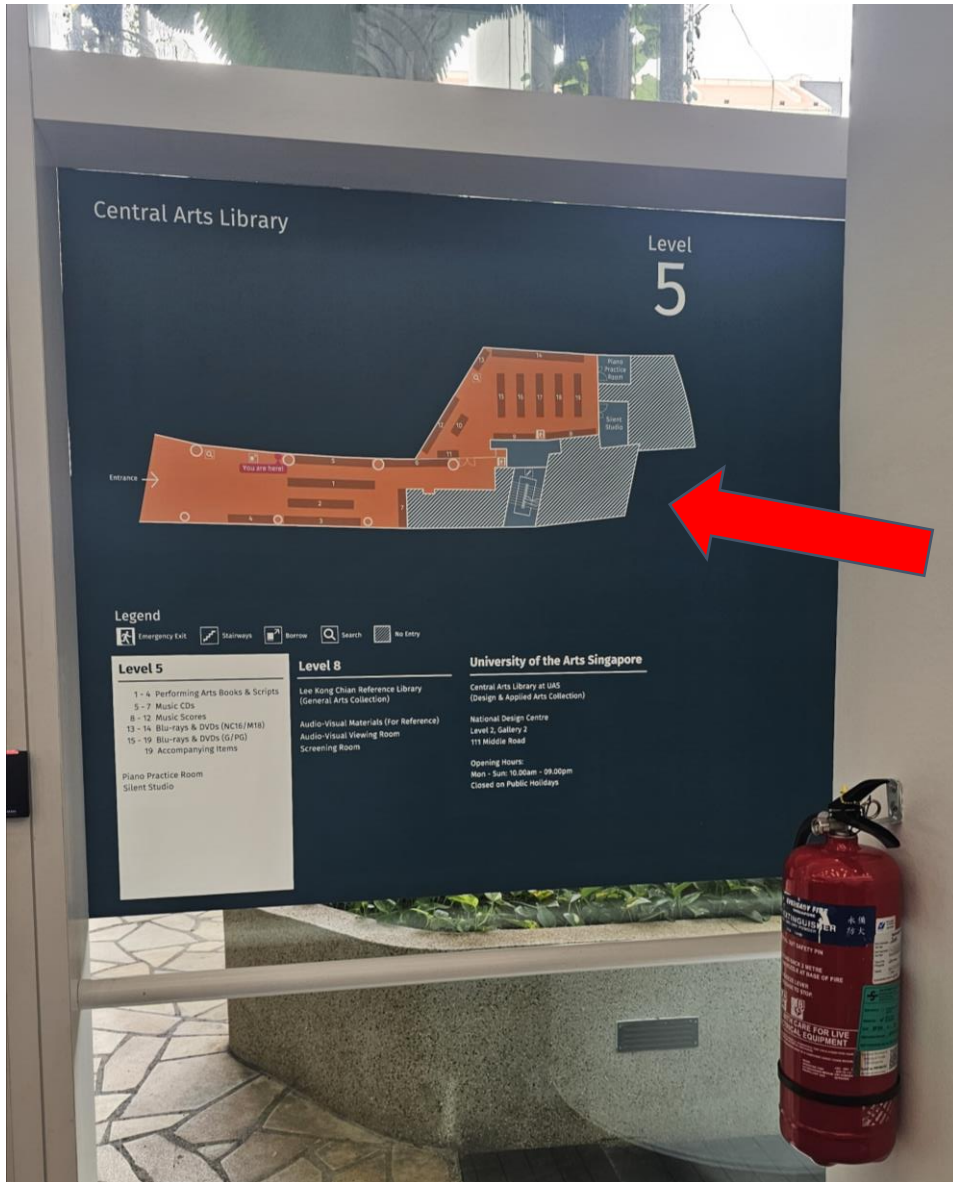
# I can get help from library staff who wear these uniforms

15



# Library Space

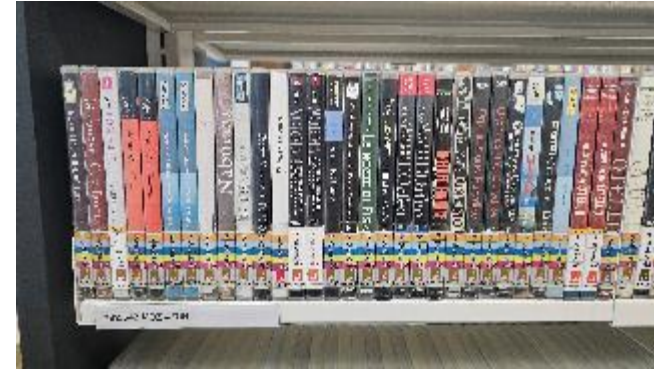




I can find a map like this near the library entrance.

It shows me the layout of the floor and where to go to find various things.

Music Scores



DVD/Blu-ray discs

Music CDs

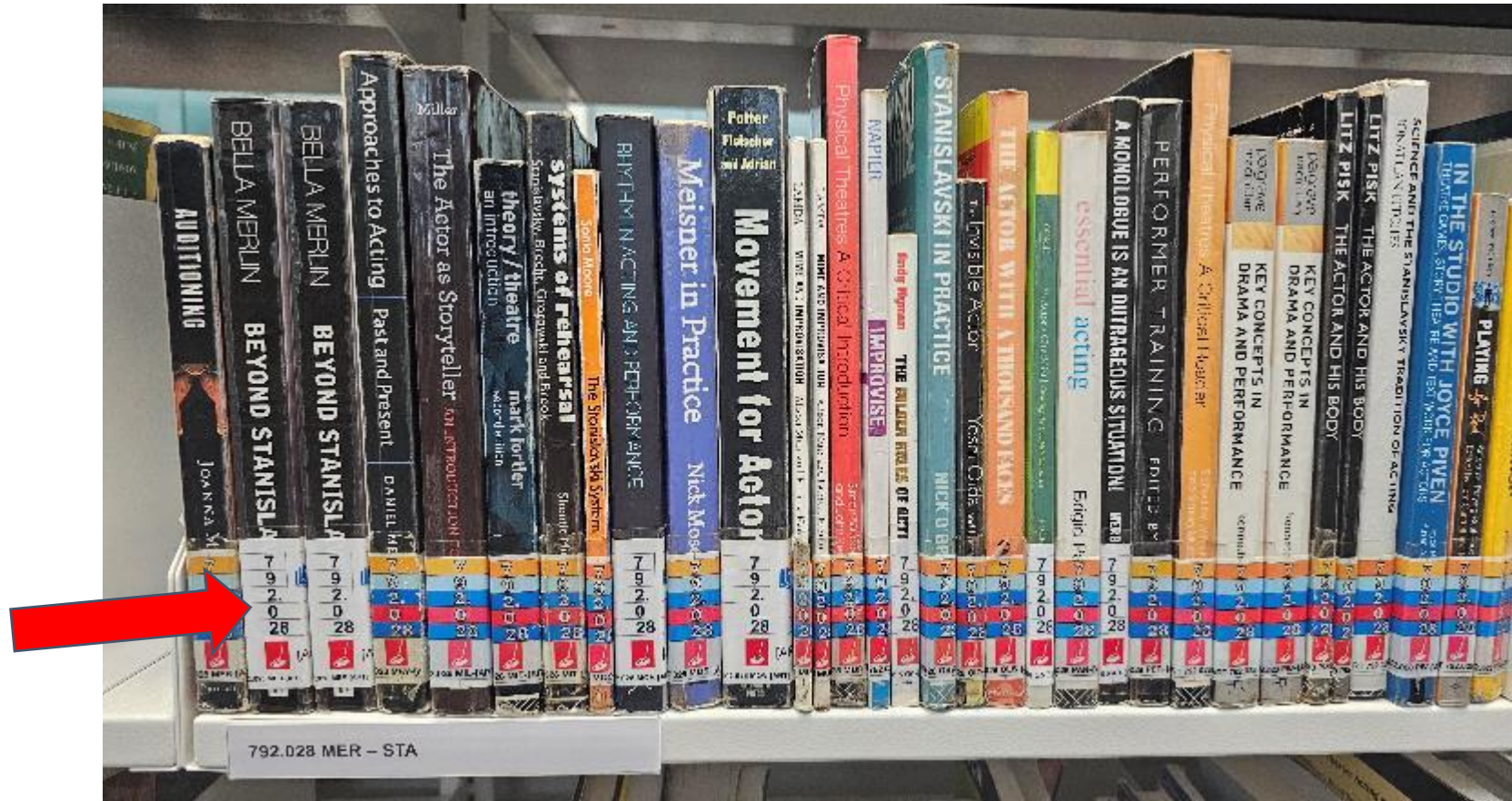


Books

Here, I can explore Music Scores, Music CDs, Books, DVD and Blu-ray discs.



I can find large signs hanging from the ceiling to find directions for where I need to go.



Books are arranged on the shelves by category like this.

I can use the numbers to find the books I want to read.

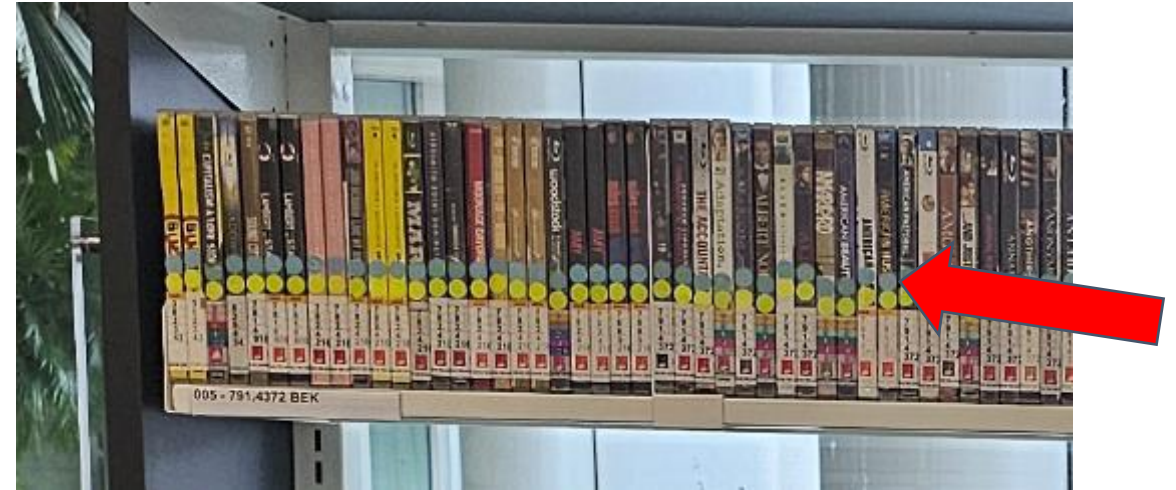


I can find music scores over here.

I can use the numbers to find the music scores I want to use.

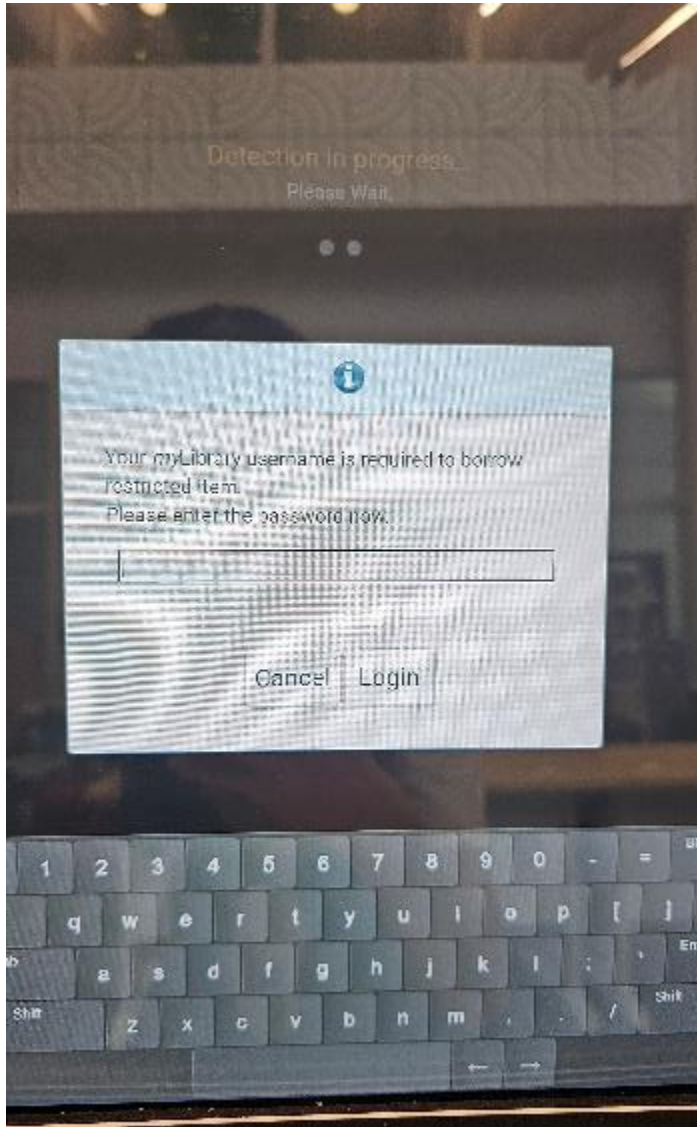


I can explore PG and PG13 film-related audiovisual materials like DVDs and Blu-ray discs here.



The blue sticker indicates NC16 and M18 DVDs and Blu-ray discs.

I can explore NC16 and M18 film-related audiovisual materials like DVDs and Blu-ray discs here.



I will have to be 16 or 18 years old to borrow the NC16 or M18 audiovisual materials.

I need to have a myLibrary account too.

I need to key in my myLibrary password on the screen when I borrow NC16 or M18 audiovisual materials.





The yellow stickers tells me that this is a Blu-ray disc.  
The orange sticker tells me that this is an international film.



I can find all the attachments here.



This is the piano practice room.

In this room, I can practise my piano playing skills.

I can only use this room if I have made a booking for it.

Rates	
	2024 Fee Rates GST-inclusive
Piano Practice Room (Weekday Per Hour)	\$8.65
Piano Practice Room (Weekend Per Hour)	\$12.22



This is the Silent Studio.

I can use this room to practise music by myself or with others and hear everyone with headphones!

I can only use this room if I have made a booking for it.

Rates	
	2024 Fee Rates GST-inclusive
Silent Studio (Weekday Per Hour)	\$10.69
Silent Studio (Weekend Per Hour)	\$14.77



This is the screening room.

In this room, I can only watch audiovisual materials borrowed from Central Arts Library or Lee Kong Chien Reference Library materials.

I can only use this room if I have made a booking for it.

Rates	
	2024 Fee Rates GST-inclusive
Screening Room (Weekday & Weekend Per Hour)	\$8.65



I can look for this sign to find the toilets outside the library at Level 5.



This sign shows me the wheelchair accessible toilet.

# Services



These machines are called **catalogue stations**.

I can find them all over the library.  
I can use them to search for books I want to read.





This is a **book borrowing station**. I can borrow books using this station.



When borrowing DVDs, Blu-rays or music CDs, I need to insert the item into the left side of the **CD unlocker** to borrow it. If successful, the audio-visual material will be unlocked.



This machine is called the **CD unlocker**. This can be found near the **borrowing station near the gantry**.

If I borrow audiovisual items using the NLB mobile app or the borrowing station near the lift, I must check that my audiovisual items are **unlocked** before I leave the library.

Experience the **revamped**

# NLB MOBILE APP

New look, improved navigation, and personalised recommendations



The diagram illustrates the features of the NLB Mobile App. At the center is a smartphone displaying the app's interface, which includes a greeting 'Hi Alicia', a 'Libraries of Work' section, a 'New Books' section, and a 'New eBooks' section. Surrounding the phone are four callout boxes, each with an icon and a description of a feature:

- Read eNewspapers and eMagazines:** Enjoy complimentary access to local (SPH) and international eNewspapers and eMagazines.
- Find a Title:** Browse and borrow a title. Choose from over 900,000 copies of eBooks and audiobooks.
- Scan and Borrow:** Beat the queue at the libraries! Scan and borrow physical materials easily.
- Manage Your Account:** Check your loan records, reservations, due dates of items, and pay outstanding fees.

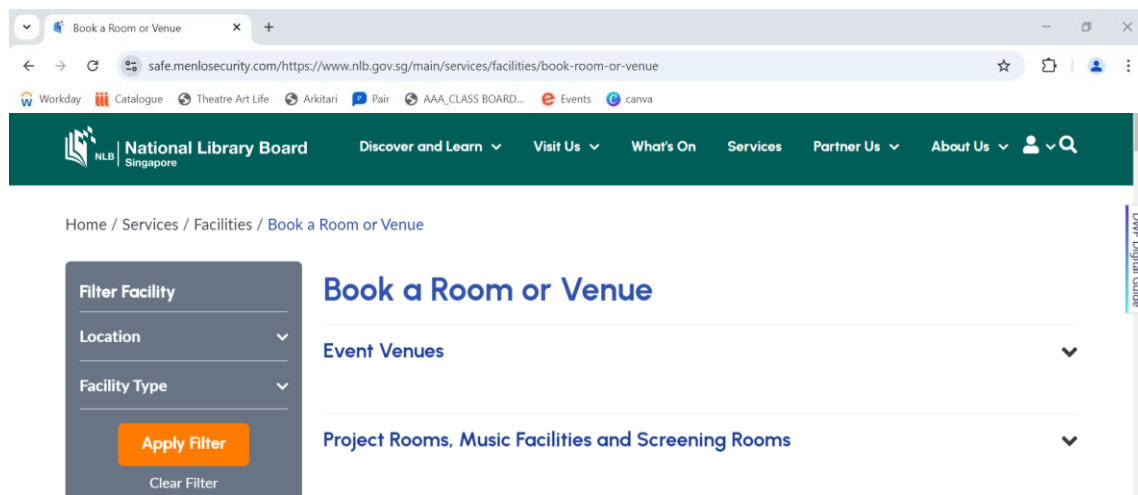
At the bottom of the diagram, there are two QR codes for downloading the app: one for the App Store and one for Google Play. A text box next to them says: "Don't miss out on these useful features and more! Scan the QR code or visit [go.gov.sg/nlb-mobile](https://go.gov.sg/nlb-mobile) to download." The NLB logo and "National Library Board Singapore" are at the bottom right.

I can also borrow or reserve books and music scores using the **NLB Mobile app!**



A large QR code is centered on a white background. In the middle of the QR code is a circular logo with a stylized 'G' and the text "GO.gov.sg". Below the QR code, the URL <https://go.gov.sg/nlb-mobile> is printed.

I can scan this QR code to download the app using Google Play or Apple App Store.



I can also book the facility rooms such as **Piano Practice Room, Silent Studio** and **Screening Room**.



<https://go.gov.sg/cal-facilities>

I can scan this QR code to make booking

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**New booking** ✕

To start, please enter your email address.  
You'll be the holder of this new booking.

1 EMAIL

Next

### Log in to NLB

2

OR

Remember me

[Forgot password or can't login? Reset login now](#)

[How do I register?](#)

To book a facility, I can log in to my Skedda Account with my email.

### PAYMENT

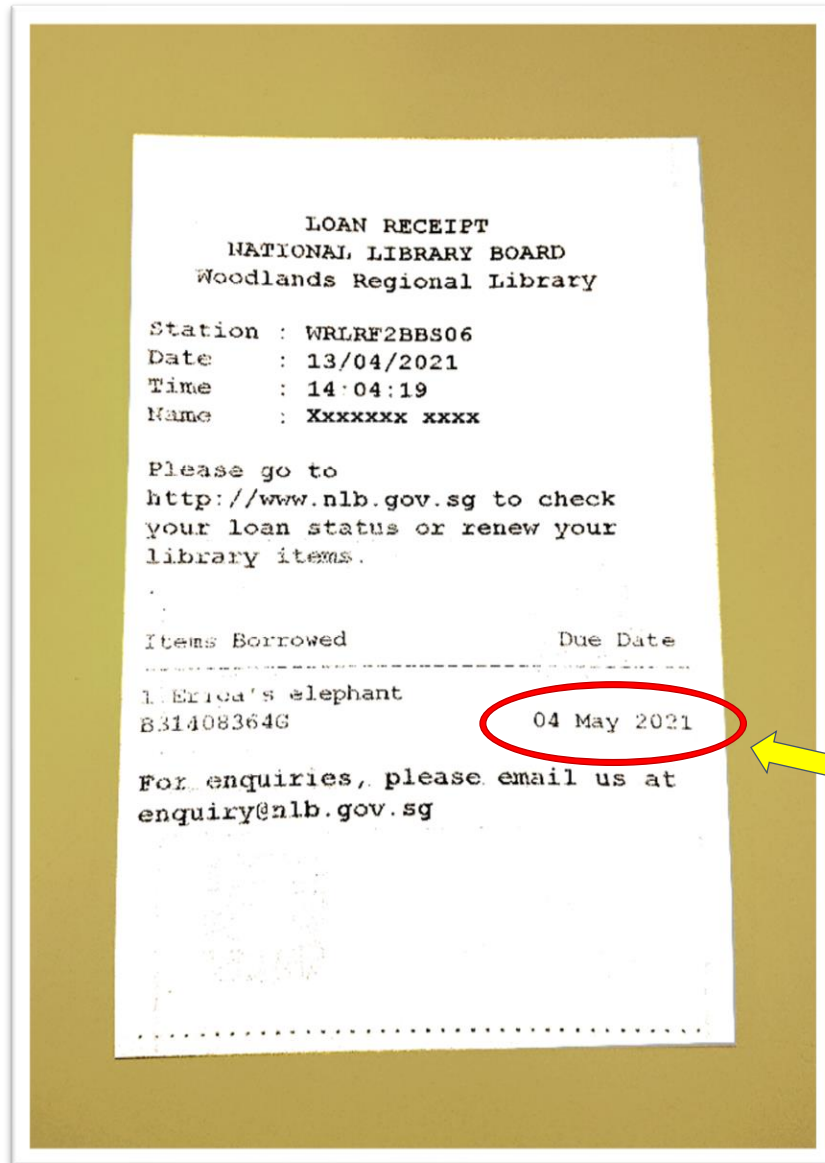
3

HOLDER NAME\*

CARD DETAILS\* [SECURE\\*](#)  Autofill link

I have read and agree to the [terms](#) and [privacy policy](#). I authorize NLB to take payments from my card account in accordance with these terms.\* [Undo card update](#)

I can make payment by entering my debit/credit card details under "Your Profile", and proceed to book the facility afterwards.



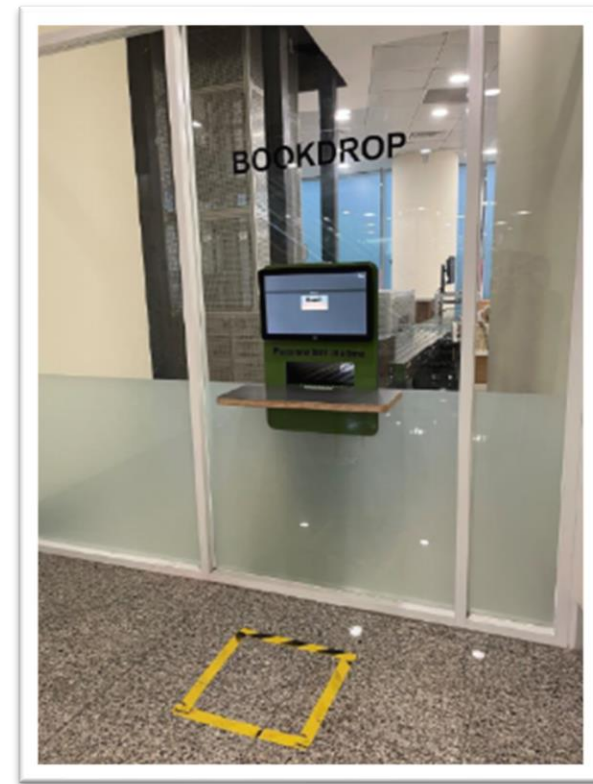
After I borrow a book, I can  
choose to print a receipt.  
The receipt will look like this.

The **due date** for me to return  
the book I borrowed is printed  
here.

I can check the due date on my  
NLB Mobile app too.



Level 1 Bookdrop,  
facing Intercontinental Hotel



Basement1 Bookdrop,  
outside Central Public Library

These are the **Bookdrops**.

I have to return my borrowed books here by the due date.  
I can also return my books at Bookdrops at other branches.





Now I know where to go in the library.

I also know what I can find and do at each level.

If I want to read and listen to stories, I can always come back to visit the library!

If I need more help, I can send an email to [enquiry@nlb.gov.sg](mailto:enquiry@nlb.gov.sg).