

# This is My Library



## The Petersburg Public Library

We come to the Petersburg Public Library to get information and services. There are books we can read or listen to on tape or CDs, information we can research, and programs and services in which we can participate.

This is the front door of the  
Petersburgh Public Library.



To the right of the stairs are our drop  
boxes and farther to the right, around the  
corner, is another entrance to my library.

When my Library is not open I can return books, videos, and other items using the drop boxes located in front of the Library.



I need to put the books in the “Book” drop box on the left and videos and audios in the “Audio-Visual” drop box on the right.

This is the entrance to my Library for anyone with a disability.



If I follow the sidewalk to the right of the book and video drops I will see a ramp that leads to this entrance. This ramp makes it easier for people to get into the library if they have trouble going up stairs. This is the easiest way for people in wheel chairs or using walkers or crutches to get into and out of the library. There are no stairs to climb if you use this entrance.

This is the Director of my library.



Sharon Hodges

My Director plans library programs, develops the library collection of books and equipment, and manages the library staff. The Director is able to teach the community how to access, evaluate and use information resources through my library. She can help if I have problems at the library.

This is how I know who works at my library.

These are the people who work at my library. I know that I can get help by asking my questions to a staff person.

They can help me find the books or services I am looking for. I should treat all library staff with respect and courtesy.



Rory Lynch



Mrs. Hart



Sharon Fleming,  
Assistant Director



Charlotte Neaton



Gene Bogucki



Carol Hovland

This is the circulation desk at my library.



The librarians who work here can help me find the things I'm looking for and answer my questions. This is where I bring books, CDs, DVDs, or other items that I want to borrow.

This is a library card from my library.



I can get my own library card. I need to bring it with me when I go to the library. The card lets me check out books and movies and use the computers.

There are rules about getting and using a library card. A librarian can provide me with more information about getting and using my library card.

This is how I can borrow books from my library.

In order to borrow books from my library, I need to give my library card and the books to the person at the circulation desk. The staff person will return the books and the card to me and tell me when I have to return them to the library.

There are ways I can get books from other libraries and/or on-line. I can ask a librarian how I can get a book or other materials through inter-library loan or access electronic on-line library materials.



These are the times I can use my library.



There are specific days and times I can use my library. The library staff can provide me with a library schedule to take home with me.

This is the door to one of the bathrooms in my library.



A staff member can show me how to get to the bathroom. At my library it is called a restroom. It is there for me to use as needed. It is inappropriate to use the restroom for other activities other than my personal use and cleanliness. I can let the library staff know if I have special needs. I should always respect a person's privacy in the bathroom.

I must respect other people in the library.

I need to behave in an acceptable manner and not be disruptive to others in my library. I should try to respect other people by not disrupting their work or conversations. My behavior should be as calm as possible and I should try to remain as quiet as I can. If someone or something is bothering me, I should try to move to another location or let a library staff member know so that the situation can be handled appropriately.

At the library, I need to be well behaved and respectful of others. No person should harass or threaten another person in my library. I should try not to be disorderly or speak in a loud manner. I should ask a library staff person if cell phones may be used in certain areas of the library. Audio or personal equipment should be used in a way that does not disturb others or interfere with library programs and services.

I must respect my library's property.

My library belongs to my community so I need to be respectful of the books, materials, and property. I should not write on, mark, or break furniture.

Library materials are everybody's property and I should treat them with care. I should be very careful with keeping books readable for all members of the community. I should not tear pages of books or magazines. CDs and DVDs should be cared for with gentle hands. I shouldn't bend, mark or chew on library materials.

Another person may want to borrow the book I have. All the books at my library belong to the community. I need to honor the date that has been indicated for the book and return the book on time. My library can charge me an overdue fine if I keep a book past its due date.

Respectfully, I need to pay the amount specified by the library staff member.

This is the card catalog in my library.



If I want to find a book or movie on my own I can use the card catalog in my library's computerized catalog. I can search by title or author or subject. I can do this on the computer at the library or from home.

The librarian will be happy to help me if I need any assistance with the card catalog.

These are the computers in my library.



There are 2 computers that can be used by anyone who comes to the library and 1 that can be used by those 18 and older.

I can browse the internet to find information on the computer. There are also ways that I may be able to download certain e-books, audio books, music and videos. I can also use a word processor and other applications. I can ask the librarian for help reserving time on a computer and for help using a computer at my library. I need to ask a librarian about the rules my library has on using the computer.

This is the Young Adult section of my library.



This room is on the right as you come in the front door. In this room I can find books and magazines for junior/senior high school aged kids. There is also a table and chairs so I can read or do my homework here if I want to. If I do not know how to find information I can ask a librarian how and where to get help. The work will not be done for me, but I can get guidance on ways to find information and perform certain tasks.

This is where I can find videos and CDs.



On the right, just past the Young Adult section, is the audio/video section. My library has many DVDs, video tapes, and audio CDs that I can borrow.

This is where I can find books for young children.



In this section of my library, across from the circulation desk, there are many fun books for little kids. There are also puzzles and stuffed animals to play with while I am at the library. There are kid-sized chairs and a table to sit at while I am here.

This is the adult section of my library.



Just inside the front door, on the left, is the section where I can find books for adults. There are fiction books arranged alphabetically by author as well as non-fiction books arranged by subject. A staff member would be happy to help me find a book here.

This is the lower level at my library where Story Hour and other programs are held. There are also books, movies, and audio tapes that can be signed out.



This is how I can get to the Lower Level of my library.



Stairway



Lift

My library offers programs, events and classes.

There are interesting and exciting activities at my library. I can ask my librarian for more information about programs and when they are scheduled. I can also learn about programs by going to my library's web site at

[www.petersburghpubliclibrary.org](http://www.petersburghpubliclibrary.org).

If I need any special assistance, I should tell the library staff person ahead of time. I should ask if there are any guidelines or restrictions for an event.