

# **Plain English Guide to the County Library**

## **Introduction**

The County Library Tallaght is a large, bright two storey building beside the County Hall and the Luas Red Line terminus

The Adult and the Children's Library are downstairs. Both libraries have large collections of books, CDs and DVDs. The Adult Library also has newspapers and magazines and comfortable seats.

There is a teenage section, upstairs with books, computers, CDs and DVD's.

The Local Studies Collection, which contains the history of local areas, is also downstairs in the Adult Library.

There are computers with internet access for you to use free of charge.

## **Joining the Library**

To join the library please bring some identification such as a driving licence or a household bill to the Library. You may register for your library card on one of the library computers or you may join online at [www.southdublinlibraries.ie](http://www.southdublinlibraries.ie).

When you join the library you will be given a library card to sign, with your own personal membership number printed on it. You will also be given a PIN (Personal Identity Number) which you will need to use the computers .

Bring your card with you on every visit to borrow books, to use the self service or computers.

## **Borrowing**

Adults may borrow up to 10 items with their library card. Items may include books, CDs or DVDs.

Children may borrow up to 6 items including children's CDs and DVDs. You may keep books and CDs for 3 weeks and DVDs for 1 week.

You do not have to keep items for 3 weeks and can return them at any time before they are due back. You can borrow and return at our self services desks. . There are three self service units downstairs and one upstairs.

If you wish to keep library items for longer, there are a number of ways to do this.

You can phone the library

Use the internet by logging on to [www.southdublinlibraries.ie](http://www.southdublinlibraries.ie)

Bring the items back to the library to renew

You will be asked to pay a fine of 25 cent on each item which has not been returned to the library on time. The fine goes up by 25 cent per week or part of a week.

## **Finding a Book**

Fiction books are on the shelves in alphabetical order by the author's surname.

For example John Grisham books are shelved under **G** for Grisham

Non-fiction books are on the shelves in number order using a numbering system called the Dewey Decimal System. There is a list of subjects on the side of each shelf which tells you what kind of books you can find there.

## **A Brief Guide to the Dewey System**

Subjects are divided into 10 main groups on the shelves represented by a series of number. The numbers are printed on the spine of the book. The books are broadly numbered by their subject in the following way:

000 General Works, including encyclopaedias & general reference books

100 Philosophy & psychology

200 Religion

300 Social Sciences, education , true crime, careers  
400 Languages  
500 Maths & science  
600 Medicine & technology, childcare, health, cooking, gardening  
700 Art, sport, hobbies, films and music  
800 Literature  
900 History & geography, biography & autobiographies

**The library also has a number of other collections including:**

Large print books  
Books for teenagers  
Books in many languages  
Flash Collection – popular books which can be borrowed for 10 days.  
CD's  
DVDs  
Books on CD  
Local Studies- the history of the County

Ask a member of staff if you are not sure where to find things.

There are 4 (Online Public Access Computers) in the Adult Library and 2 in the Children's Library. You can use these computers to find a book by typing in the author's or the name of the book.

You can also use the OPAC to register for a library card .

**Computers and the Internet**

The County Library has 120 computers which you can use free of charge. Adult computers can be used for up to 1 hour at a time. There are also express computers downstairs which you can use for 15 minutes. You can use any of our computers to search the internet and use email. . We also have a range of computer packages available including: Microsoft Word and

Powerpoint The Library has the Official Driver Theory Test CD-ROMs and ECDL Training.

The library also offers computer classes free of charge. There is usually a waiting list for these classes. Please ask at the library desk.

You can also use your own laptop in the library to access the internet and to print as there is wireless broadband

### **Assistive Technology**

We have wheelchair accessible tables and a specialised keyboard , mouse and touch screen for people with mobility difficulties.

Our assistive technology computers also have packages such as Kurzweil and Zoomtext which help people with literacy, sight or mobility difficulties.

### **Library Events**

The County Library has a large programme of events and these include exhibitions, a parent and toddler group, children's storytelling, language and computer classes, author visits, art and music workshops, lectures, book and film clubs.

Details of these programmes are available on the library website and at the library desk.

### **Our Website**

If you log onto the Libraries website at [www.southdublinlibraries.ie](http://www.southdublinlibraries.ie) you can:

Join online (you need to bring identification with your name and address when you come to the library to collect your library card. )

Renew your loans  
Reserve books and other items  
Look at your library account  
Download audio books to your MP3 or iPod  
Download ebooks (books in electronic format) and audio to your laptop or computer for 3 weeks.

Staff will be happy to help you.

## **Hours of Opening**

We are open:

Monday to Thursday from 9.45am to 8.00pm

Friday and Saturday from: 9.45am to 4.30pm

We are open at lunchtime each day. The library does not open on the Saturday and Monday of Bank holiday week-ends.

## **Further Information**

The County Library Tallaght is part of the South Dublin County Council Library Service which includes libraries in Lucan, Ballyroan, Castletymon, Clondalkin, Whitechurch and a mobile library service.

You can use your library card at any of these libraries.

If you are not able to visit the library because of a disability, old age or illness, please ask about our Home Library Service