### Library Planning Sheet

We are going to the library on:
(List Day, Date and Time.)

The name of the library is:

The address of the library is:

I plan to:
(ex: find a book, get a movie, go on the computer)
- Put books or other media in return boxes.
- Walk in the library.
- Search for a book or media of interest on the computer.
Library Schedule 2 / Check Box When Done

☐ Pick out your book and/or media.

☐ Bring book/media to check-out desk.

☐ Give check out person your library card.
Library Schedule 3  /  ✓ Check Box When Done

☐ Pick up book/media.

☐ Leave the library.

Notes:
Library Self-Checkout 1 /  ✔ Check Box When Done

- Go to Self-checkout area.

- Scan the library card.

- Scan each book/media.
Take your book/media and leave the library.
PACKING LIST

☐ Schedule

☐ Phone

☐ Wallet

☐ Headphones

☐ Items to Return

☐ Library Card

☐ Keys

☐ Emergency Information Card
Phone on silent.

No food or drink.

Keep your voice level low.

Follow all posted signs.
IF/THEN SCENARIOS

IF I forget my library card ...

THEN I get my ID out of my wallet to show the front desk.

IF I need help finding something ...

THEN I can point to what I am looking for.

I can type a message on my phone and show it to librarian.

IF I have a question ...

THEN ask the librarian.
IF/THEN SCENARIOS

**IF** I am done before it is time to leave ...

**THEN** I can listen to music or read a book.

**IF** I have trouble with the computer ...

**THEN** ask the librarian to help me.