

# This is My Library.

## The Milton Public Library



[www.thejointlibrary.org/autism](http://www.thejointlibrary.org/autism)



This is the Milton Public Library.



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This is my library, **the Milton Public Library**. We come to the library to access information and services. There are books I can read, information I can research, and programs and services in which I can participate.

These are the Children's staff members at my library.



Ms. Sara, Head of Children's



Ms. Tory, Children's Librarian



Ms. Elaine, Asst. Children's Librarian



Ms. Liddie & Ms. Nikki, Children's Library Assistants

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My Children's librarians plan library programs and develop the library collection of books and equipment for kids. A librarian is able to teach the community how to access, evaluate and use information resources through my library. These staff members can help if I have problems or questions at the library.



This is how I know who works at my library.



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People who wear nametags like 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.

These are the times I  
can use my library.

A photograph of a white rectangular sign with an orange border, mounted on a dark, textured background. The sign features the Milton Public Library logo at the top, which consists of a stylized open book icon above the word "MILTON" in large blue letters, with "PUBLIC LIBRARY" in smaller blue letters below it. Below the logo, the sign displays the library and book shop hours for each day of the week. The days are listed in blue on the left, and the hours are listed in blue on the right, with the day of the week repeated for each row. The sign is framed by a thick black border.

|            | <u>Library Hours</u> | <u>Book Shop Hours</u> |
|------------|----------------------|------------------------|
| <b>Mon</b> | <b>9am-9pm</b>       | <b>Closed</b>          |
| <b>Tue</b> | <b>9am-9pm</b>       | <b>10am-2pm</b>        |
| <b>Wed</b> | <b>9am-9pm</b>       | <b>Closed</b>          |
| <b>Thu</b> | <b>1pm-9pm</b>       | <b>2pm-4pm</b>         |
| <b>Fri</b> | <b>9am-5pm</b>       | <b>Closed</b>          |
| <b>Sat</b> | <b>9am-5pm</b>       | <b>10am-2pm</b>        |
| <b>Sun</b> | <b>Closed</b>        | <b>Closed</b>          |

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There are specific days and times I can use my library. The library staff can provide me with a library schedule. I can also find the library's hours on its website, [www.miltonlibrary.org](http://www.miltonlibrary.org).

# My library has rules.



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I need to pay attention to library rules that may prevent me from using cell phones, eating, drinking, and sleeping. I should look for signs around the library that will tell me about these rules. My library is here for the community so I always need to be considerate of other people's needs.

This is the bathroom in my library.

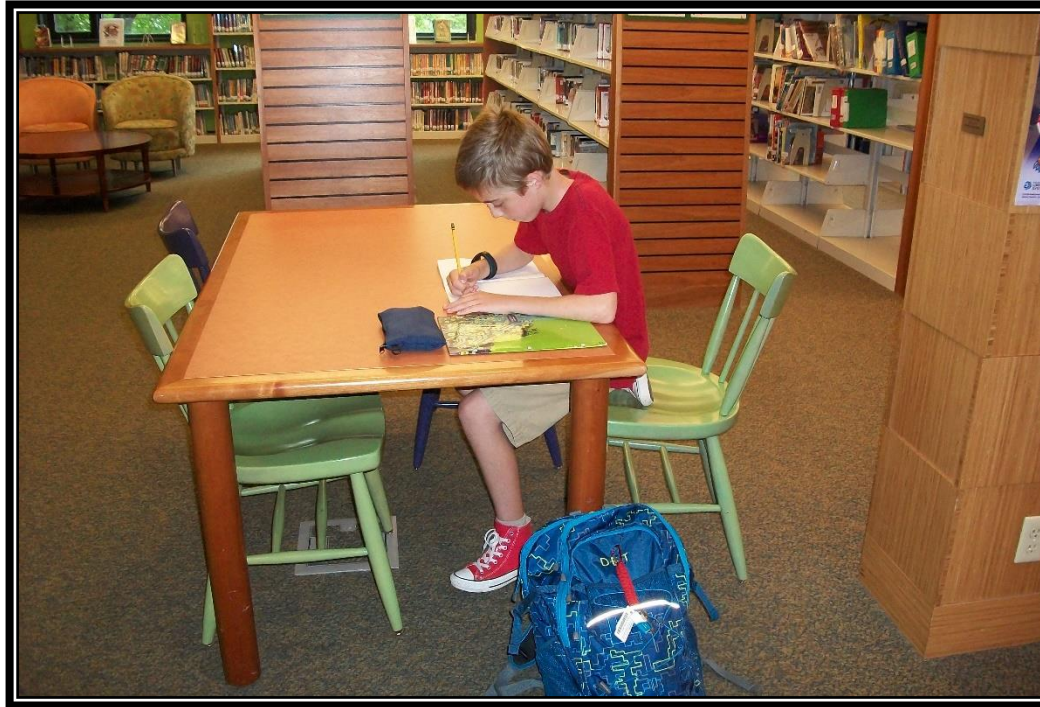


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A staff member can show me how to get to the bathroom. It may be called by other names – a restroom or a lavatory. The bathroom in my library is there for me to use as needed. It is inappropriate to use the restroom for other activities other than 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.



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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.



I must respect my library's property.



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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.

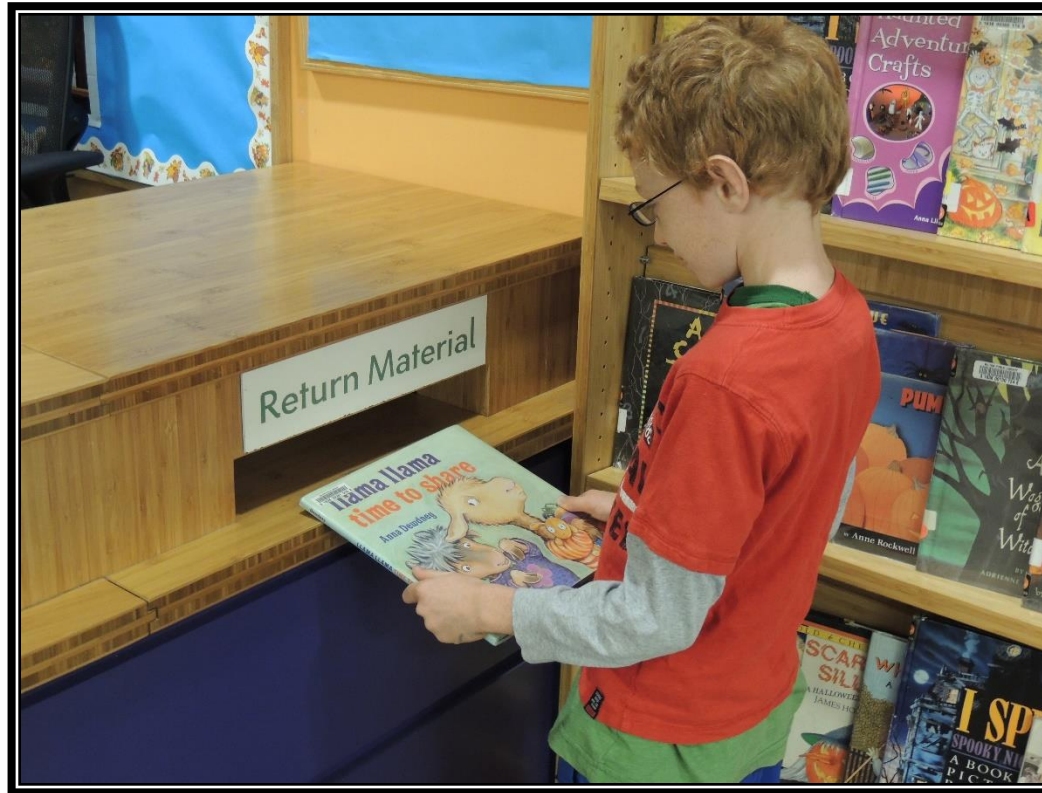
I need to act responsibly in my library.



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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.

Library books belong to the community.



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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.



I need to treat library materials carefully.



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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, magazines or newspapers. CDs should be cared for with gentle hands. I shouldn't bend, mark or chew on library materials.

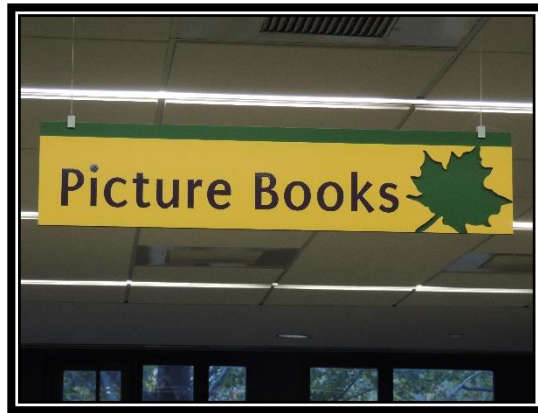
This is how I find a book at my library.



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I can look for books in my library's computerized catalog. I can search by title or author or subject. I can do this on computers at the library or from home.

This is where I find a book I want.



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My library is separated into sections. There are books and information categorized in each section. My library staff can help me find the location of the items I am looking for.



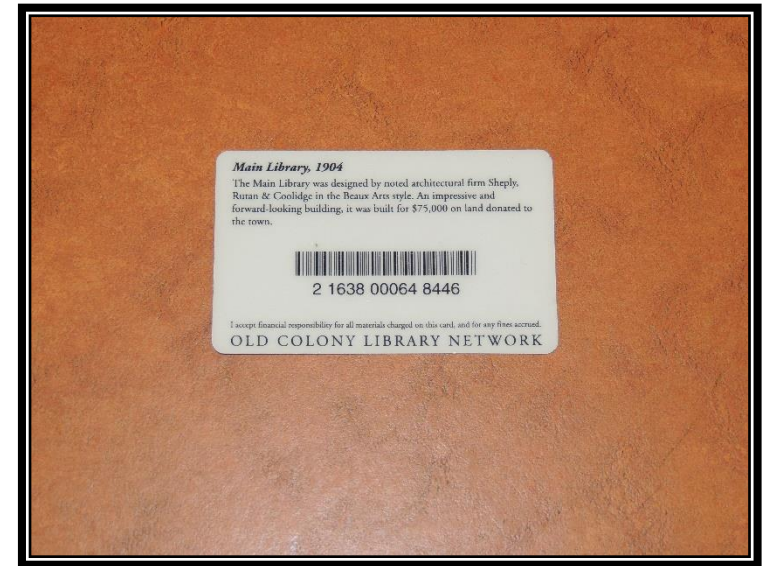
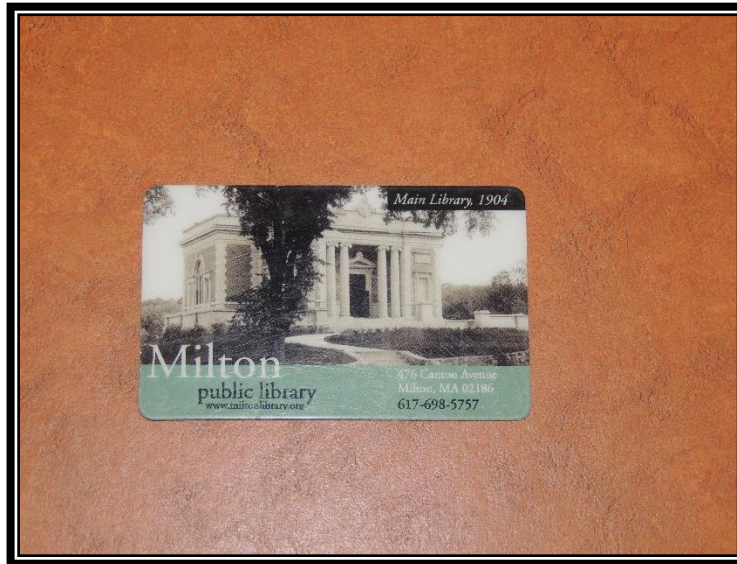
This is the circulation desk at my library.



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The Circulation desk is the place I can use my library card to check out, renew or return books and other materials I've borrowed from the library. My library has rules about which items can be borrowed, when they need to be returned, and the condition in which they need to be returned.

This is a library card.



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Having a library card at my library lets me check out things like books, DVDs, CDs, movies and music. I may get my own library card if I am at least five (5) years old. In order to receive a library card, I must come to the library with a parent who has a photo ID and/or piece of mail with our current address on it. 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.

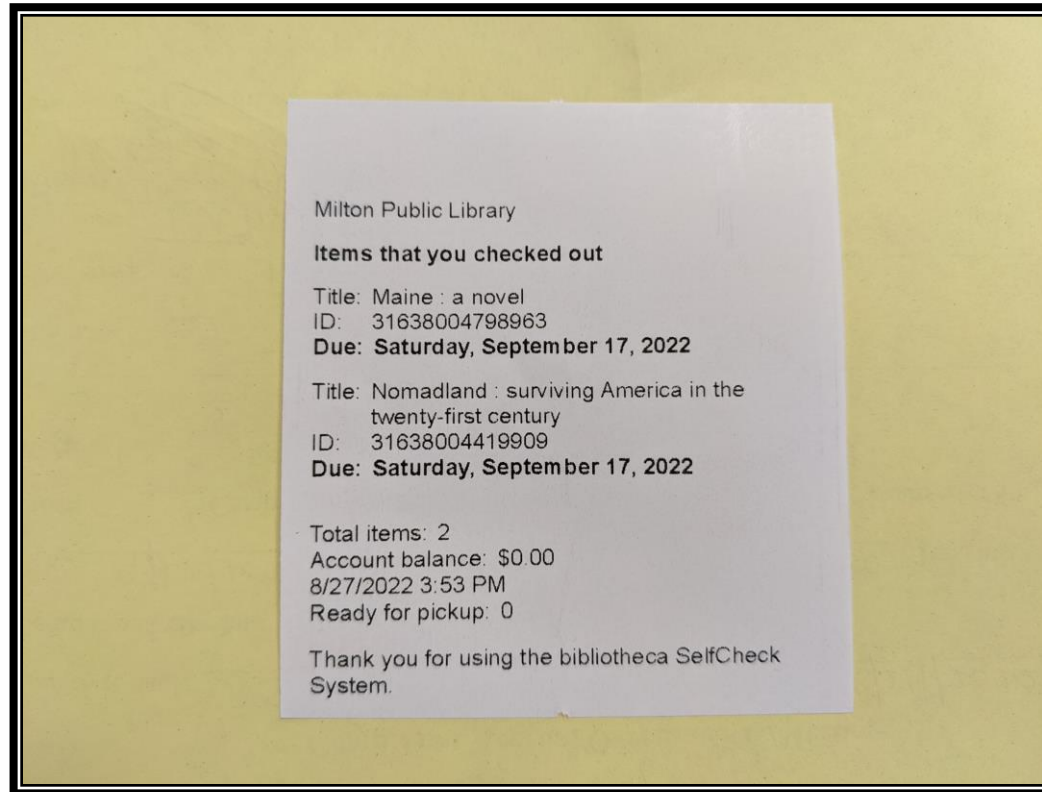


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In order to borrow books from my library, I need to give my library card and the books to a person at the Circulation or the Children's desks. The staff person will return the books and the card to me and tell me when I have to return them to the library.



This is how I know how long I can borrow a book.



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There are rules in my library for the length of time I can keep books, movies and CDs. The librarian will show me where I can know the due date.

This is how to get books my library doesn't own.



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

This is the reference desk.



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My library is separated into sections. The reference librarian and the reference books can help me to answer questions I have and to do research. The reference librarian can help me find the location of the items I need.



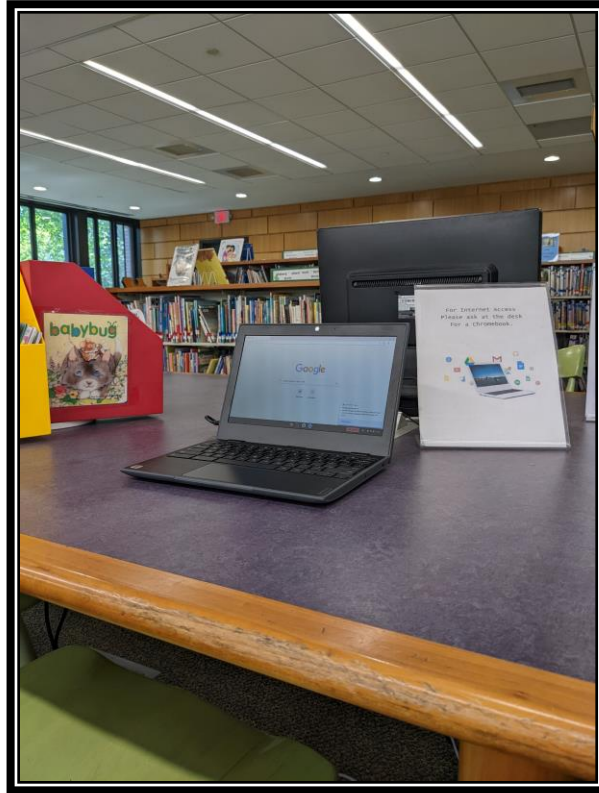
This is a print station.



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This is a machine that can photocopy pages and print documents. My library has one in the Copy Room on the library's main level, and another in the Copy Room on the second floor. It costs \$0.15 per page to print in black and white, and \$0.25 per page to print in color using this machine. I may need to set up a printing account in order to use this machine. I can ask a library staff person for help creating a print account and using the machine.

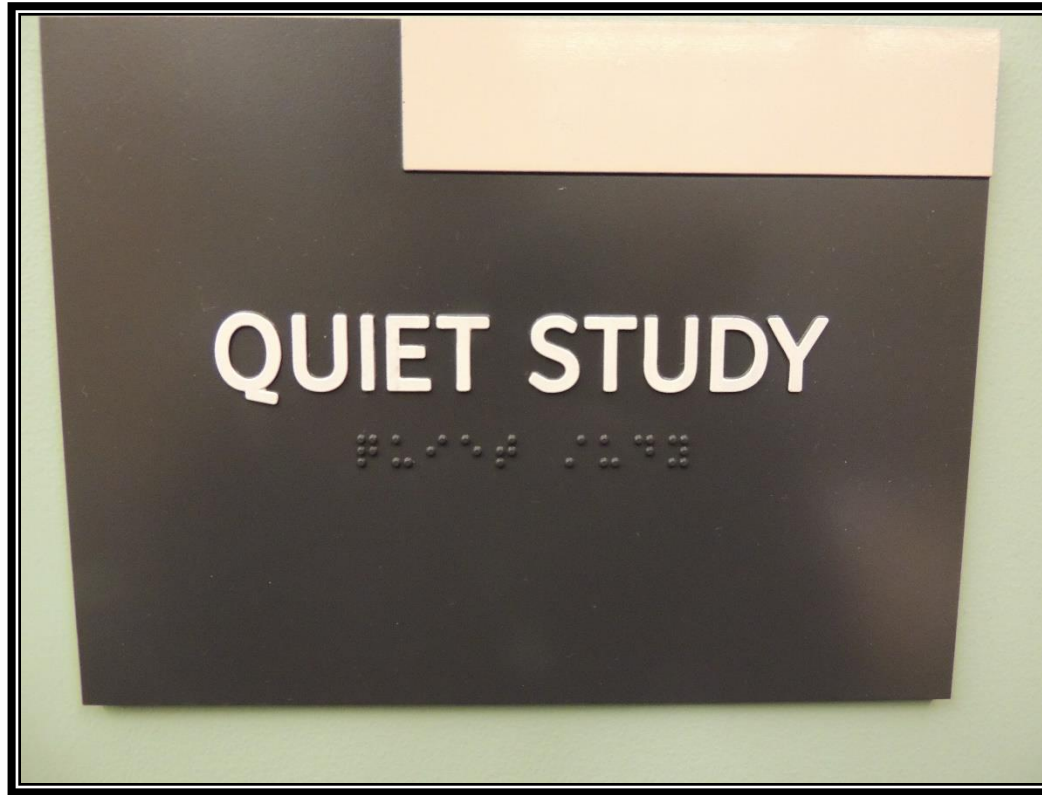
This is a computer at my library.



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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 and using a computer at my library. I need to ask a librarian about the rules my library has on using the computer.

This is a quiet place to read or study.



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There are places in my library I can go to do my work quietly. My librarian can help me find them. I should always be respectful of others who are reading or studying quietly so that they are not disturbed.



I can get help with my research or homework.



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If I do not know how to find information or how to do certain work, 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.

I can read magazines and newspapers.



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In the Periodicals section of my library I can find magazines, journals, newspapers, and other publications. There are magazines and newspapers for many interests for both adults and children. Magazines for kids can be found in the Children's Room, and other periodicals can be found in the East Reading Room. I can get help with periodicals by asking a librarian. I can also ask the librarian how to find old magazines or newspapers.

This is where I can have a snack.



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If I am hungry while I am at the library, there is a café where I can sit and enjoy a snack. It is on the main level of the library to the left of the stairs. Vending machines are available in this café if I have forgotten my snack at home.



My library offers programs, events and classes.



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There are interesting and exciting activities at my library. I can visit my library's website, [miltonlibrary.org](http://miltonlibrary.org), to find information about programs and when they are scheduled. 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.

There are services for people with special needs.



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Many people in my community have special needs. If I need special access, resources or services my library can try to help me based on my personal needs. Special services may include books in alternate formats, book retrieval and/or delivery, specialized computer access, alternative communication tools and other offerings. I can ask a librarian if I need help.



**Come visit us at the  
Milton Public Library!  
We look forward to  
welcoming you here  
very soon.**

**Milton Public Library** (Will Adamczyk, Director)  
476 Canton Avenue, Milton, MA 02186  
Phone: 617-698-5757  
[www.miltonlibrary.org](http://www.miltonlibrary.org)

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[www.thejointlibrary.org/autism](http://www.thejointlibrary.org/autism)

Designed by Sara Truog  
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