

# Hampton Park Library Access Key

Updated May 2024





# Contents and Glossary

<u>Guidelines</u>	<u>3</u>
<u>Communication Board</u>	<u>4</u>
<u>Did You Know?</u>	<u>5</u>
<u>Getting There</u>	<u>6</u>
<u>Parking</u>	<u>7</u>
<u>Welcome</u>	<u>8</u>
<u>Entry</u>	<u>9</u>
<u>Staff</u>	<u>10</u>
<u>Toilets</u>	<u>11</u>
<u>Library Membership</u>	<u>12</u>
<u>Library Collection</u>	<u>13</u>
<u>Borrowing Items Self-Checkout Machine</u>	<u>14</u>
<u>Borrowing Items Customer Service Counter</u>	<u>15</u>
<u>Program of Events</u>	<u>16</u>
<u>Library Services</u>	<u>17</u>
<u>Computers</u>	<u>18</u>
<u>Adding Credit to a Membership</u>	<u>19</u>

<u>Printing</u>	<u>20</u>
<u>Photocopying</u>	<u>21</u>
<u>Scanning</u>	<u>22</u>
<u>Returning Items</u>	<u>23</u>
<u>Accessibility</u>	<u>24</u>
<u>Safety</u>	<u>25</u>
<u>Contact Us</u>	<u>26</u>

<b>AFFL</b>	Above Finished Floor Level.
<b>DAISY Player</b>	Digital Accessible Information System in a digital talking book format.
<b>Genre</b>	A style or category of art, music, or literature.
<b>PIN</b>	Personal Identification Number. Issued with every new library membership.

Thank you for choosing to use an Access Key for Hampton Park Library.

For your Access Key to be successful, we recommend you follow these guidelines:

- Access Keys are available online to help you prepare for your visit in advance.
- Access Keys can be read independently, or discussed with a friend, family member or carer to prepare for the visit.
- Access Keys can be used after your visit to reflect on your experience.
- Accessibility information is located on page [24](#).
- Safety information is located on page [25](#).
- Download Access Key in its entirety - 26 pages in total.





# COMMUNICATION BOARD

Accessible Toilet



Deaf / Hard Of Hearing



No English



Time



Quiet Place



Toilet



Rest Area



Phone



Shop



Bus



Membership



Book an Event



Wi-Fi



I Want



How Much?



Yes / No Question



Write it Down



Something is Wrong



First Aid



I Need Help





# Did you know?

Hampton Park Library is operated by Connected Libraries and proudly supported by City of Casey.  
Hampton Park Library is one of seven libraries operated by Connected Libraries.

All Connected Libraries are a part of the [Libraries Victoria Network](#) giving members access to more public library catalogue items.

## Library Services

- 4-Week loans with no limit on number of items for books, audiobooks,
- CD-ROMs and book/CD kits.
- 2-Week loans for unlimited magazines, up to 20 DVDs, up to 20 music
- CDs, up to 10 e-Books and up to 10 e-Audiobooks per member.
- Unlimited downloads of e-Magazines.
- Computers and colour printing services.
- Free Wi-Fi.
- Guided tours of Hampton Park Library can be arranged by prior appointment.

Please call (03) 9792 9497 and enquire with the Library team.

### Useful Links

- [Book a Meeting Room](#)
- [Book Groups](#)
- [Connected Libraries Events](#)
- [Code of Conduct](#)
- [Contact Us](#)
- [Home Library Service](#)
- [Kanopy](#)
- [Library Catalogue](#)
- [Membership Terms & Conditions](#)

# Getting There

Hampton Park Library is located at 22 Stuart Avenue, Hampton Park, behind Hampton Park Shopping Centre.

[See Google Map reference here.](#)

The nearest bus stop is located approximately 200 metres from the library, on Stuart Avenue.

For information on how to get to Hampton Park Library, please visit [Public Transport Victoria](#).





The most convenient parking for Hampton Park Library is located directly outside the entrance.

There is:

- General parking with no restrictions.
- Two accessible bays approximately 15 metres from the entrance.

Overflow parking is located within the Hampton Park Shopping Centre.



# Welcome

Welcome to Hampton Park Library.

We are open 6 days a week with the exception of public holidays.

For information on opening hours please visit the [website](#).

There is a small undercover area located directly outside the entrance.



Entry into Hampton Park Library is via two sets of glass automated doors:

Enter the foyer via a set of double glass automated doors with a clearance of 1550mm. Veer to the left and pass through two security panels with a clearance of 860mm. Then, enter the library via a single glass automated door with a clearance of 1020mm.

There is a library customer service counter located directly to the right of the library entrance.

There is a visual Communication Board at the customer service counter to support confident communication.



**Feel**

Change in ground surfaces



**Sounds**

Automated Doors  
People  
Security panel alarm  
Traffic

All staff wear lanyards and name badges.

A team of library staff are available to assist with any enquiries, bookings or to provide assistance.



# Toilets

At Hampton Park Library, there is one set of toilets.

Location: Within the foyer.

Includes:

- One unisex, accessible toilet with artificial lighting.
- Manual door opening inward. Door clearance of 870mm. Latch lock at 1200mm AFFL.
- Cubicle space 2000mm x 1950mm.
- Grab bar to the right and behind toilet.
- Toilet height 470mm AFFL. Right hand transfer.
- Sink height 760mm AFFL with lever tap at 880mm AFFL.
- Baby change area.
- Separate male and female toilet with sensor lighting.



### Feel

Shared personal space



### Sounds

Echo  
Hand dryers  
People  
Toilet Flushing  
Water running



### Sights

Mirror/Reflection



### Smells

Bathroom smells  
Disinfectants



# Library Membership

Joining the library is free and open to anyone.

Membership to this library also entitles you to use your library membership at other [Libraries Victoria Network](#) participating branches throughout Victoria. Look for the [Libraries Victoria Network](#) logo at participating branches.

You can sign up online or visit us in branch for a full library membership.

## Online Membership

Online membership allows you to place holds online, however, it does not allow you to borrow or use library computers. Click [here](#) to sign up for online membership.

## Full Library Membership

Full library membership is issued in branch. Personal identification is required.

Limited membership, which restricts borrowing, is available for those who cannot provide identification.

Applicants under the age of 18 must have their membership application signed by a parent/guardian.

A library card will be given with each membership.

PIN numbers are generated with each new membership. PIN numbers can be changed. See staff for assistance.



Hampton Park Library has an extensive range of items available for loan including:

- Books (fiction and non-fiction)
- Large print books
- Audio books
- Magazines
- DVD's
- Book, magazine and newspaper collections in a range of languages. View our catalogue online or see staff to check if your language is available
- e-Books, e-Magazines, online movies, e-Audiobooks, music and learning resources all through our e-Collection
- A DAISY player is available for loan and reservation. Reservations can be made online or with library staff
- Sustainable Home Audit Kit
- Lendable laptop and desktop computers are available.

All items are catalogued. A library catalogue is a register of items.

There are touch screen catalogue computers available to look up item availability placed throughout the library. See staff for assistance.

The library catalogue can also be accessed through the main public computers in the library.

Members can search required items by author, title, subject or series. All book genre areas and adult non-fiction are categorised into sections.

Large print books are identified with an 'LP' on the book spine.

Book genre signage is placed at the end of aisles on the shelving units.

Items can be placed on hold using the catalogue computer, online or with library staff. Pick up locations can be selected accordingly.

Items can be renewed twice unless they are reserved by another member.



# Borrowing Items Self-Checkout Machine

Members can independently borrow items using the self-checkout machines.

Hampton Park Library has 2 self-checkout machines located adjacent to the customer service counter.

## To borrow items

1. Tap the screen and select borrow.
2. Scan your library barcode.
3. Place item on the pad, facing either way. If borrowing multiples, place all items on pad together (4 maximum at one time).
4. Loan is confirmed with a green tick. If a red circle with an error message is displayed, see staff for assistance.
5. Select 'Finish without receipt' or 'Finish with receipt' or 'Email Receipt'.

## To renew items

1. Tap the screen and select renew.
2. Scan your library barcode.
3. Tap 'view account'.
4. Tap the yellow circle next to each item you wish to renew. A 'Renew all' button is available at the bottom of the screen.
5. Renew is confirmed with a green tick. If a red circle with an error message is displayed, see staff for assistance.
6. Select 'Finish without receipt' or 'Finish with receipt' or 'Email Receipt'.

Items can also be renewed [online](#) through the library website. Membership details are required.



# Borrowing Items Self-Checkout Machine

These machines can also be used to check the status of a membership account.

## To check account

1. Tap the screen.
2. Scan your library barcode.
3. Tap 'View account' to view items which are currently out on loan.
4. Tap 'View reserved items' to view items that are currently placed
5. on hold for you.



# Borrowing Items Customer Service Counter

Items can be borrowed at the customer service counter.

Membership details are required.

For information on borrowing, please click [here](#).

Items can be renewed twice unless they are reserved by another member.

Members with 6 or more overdue items will have their borrowing rights restricted.

Damaged or lost items incur a fee.



# Program of Events

Hampton Park Library provide a program of regular events including:

- Pre-school programs.
- After school and school holiday programs.
- Young adult events.
- Technology and e-Learning.
- Craft groups.
- English as a Second Language groups.

Staff are on hand to provide assistance.

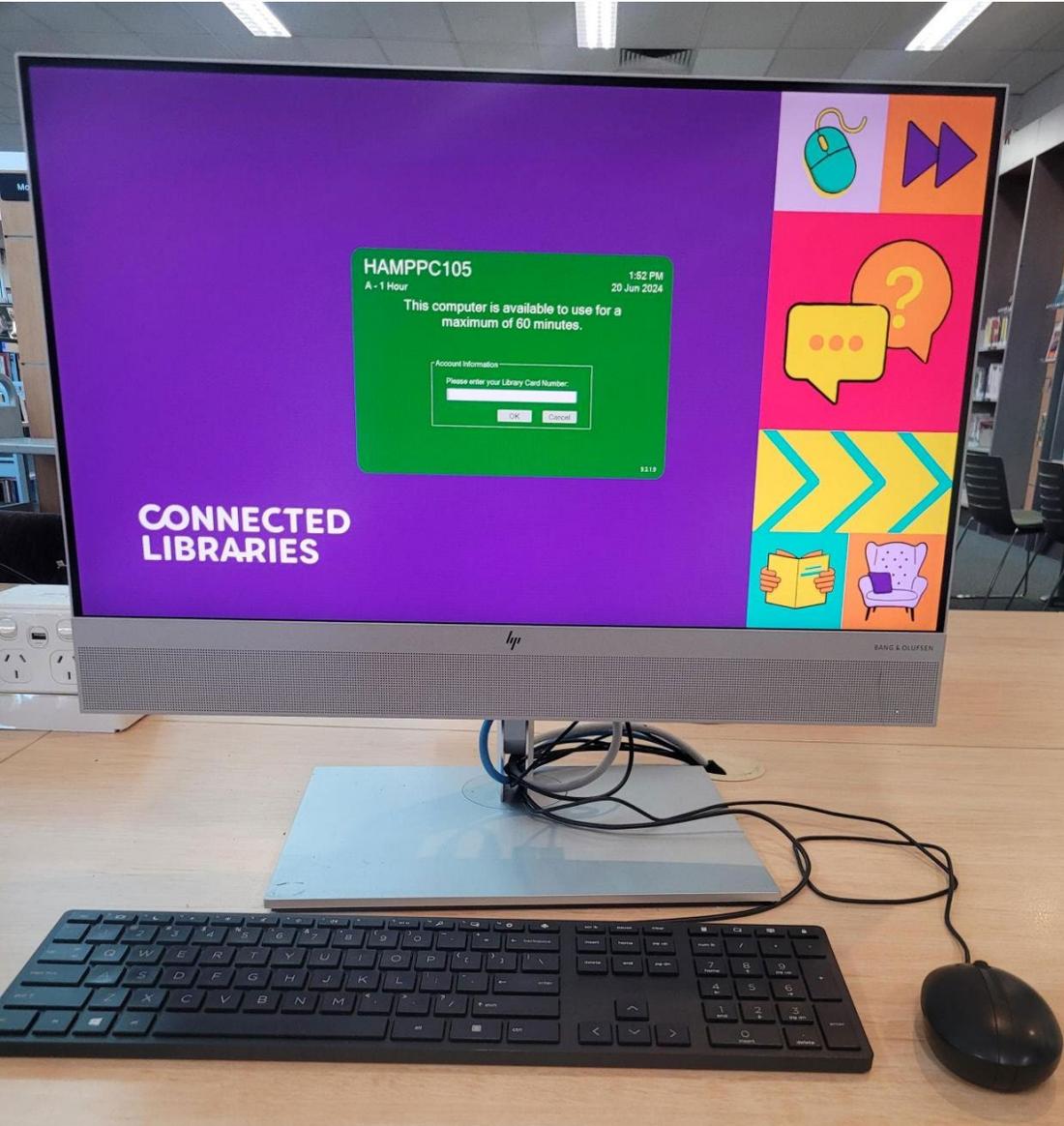
To find out what's on, patrons can pick up a What's On Guide from any of our six libraries or visit the [events page](#) on our website.

Online bookings can also be made [here](#).





# Library Services



Hampton Park Library offers a range of services for members.

Membership is required to access most of these services.

Printing and photocopying incur a fee.

These services are paid for using library membership with a credit balance.

Library services include:

- Computers
- Adding Credit to a Membership
- Printing
- Photocopying
- Scanning

Computer use with internet access is free with membership.  
Hampton Park Library has 16 computers for a maximum use of 4 hours per day.

Bookings are available [online](#) but are not required.

Bookings can also be made over the phone.

Call (03) 5990 0150.

Chairs with backrests are available.

## Computer Use

1. Members are required to log into computers with their library barcode number and PIN number.
2. Members are requested to read and accept computer Terms and Conditions prior to use.
3. A convenient timer will be displayed on the home screen to advise how much time is left.

## To log into the free Wi-Fi

1. Select Public\_Wifi.
2. You will be directed to the Terms and Conditions page.
3. Tick the box which says you agree to Terms and Conditions.
4. Select 'Connect'.
5. Basic computer support can be provided





# Adding Credit to a Membership

The Money Loader is used to add credit to a membership, located next to the photocopier.

## To add money to your library card

1. Press 'Add Balance' on the screen
2. Scan your library card

*If paying with cash:*

3. Select 'By Cash'
4. Put your coins/notes in the machine
5. Press 'Accept and Proceed'

*If paying by card:*

3. Select 'By Eftpos'
4. Select your desired amount and press 'Accept and Proceed'
5. Follow the prompts on the PIN pad

6. To collect your receipt, press 'Yes'.

The Money Loader machine does not accept 5 cent coins.

## Sensory Guide



### Feel

Heating/Cooling  
Shared personal space



### Sounds

Computers  
People  
Photocopier/printer



Printing incurs a fee. Hampton Park Library has one printer. It is located within the public computer area next to the Money Loader Machine.

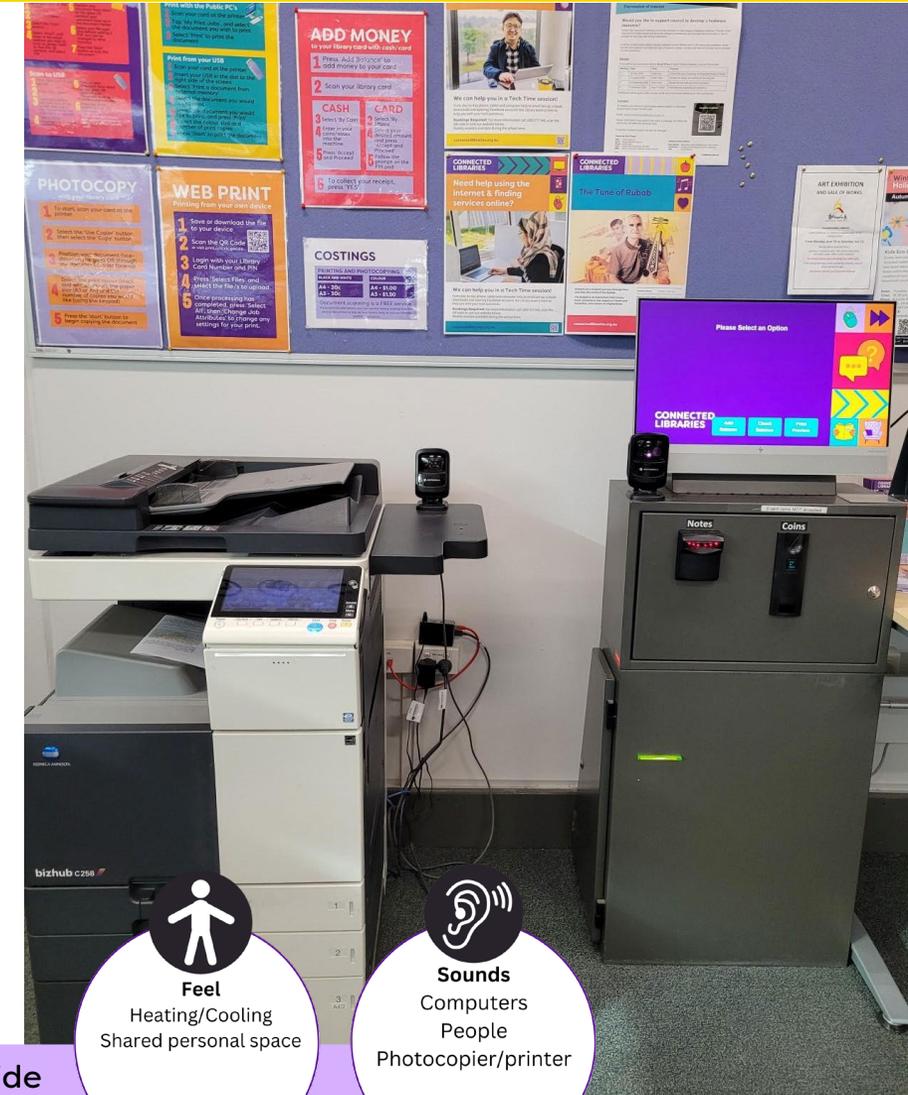
Every computer is linked to the library printer. Documents can also be printed from a USB.

## If printing from a library computer

1. Scan your card at the printer.
2. Enter your PIN.
3. Select the document you would like to print. If your document does not appear, see staff for assistance.
4. Select 'Print' to print the document.

## If printing from a USB

1. Scan your card at the printer.
2. Enter your PIN.
3. Insert your USB on the side of the printer and wait a few seconds for the USB menu to appear.
4. Select 'Print a document from external memory'.
5. Select the document you would like to print.
6. Select 'Print'.
7. Select the print colour (black and white/colour), paper size (A3 or A4) and number of copies (using the keypad).
8. Press the start button to print the document. Remember to remove your USB when you have completed your printing.



## Sensory Guide

**Feel**  
 Heating/Cooling  
 Shared personal space

**Sounds**  
 Computers  
 People  
 Photocopier/printer

# Photocopying

Photocopying incurs a fee.

Hampton Park Library has one photocopier. It is located in the public computer area next to the Money Loader machine.

A black and white or full colour photocopying service is available.

Library paper only to be used.

1. Members must have a credit balance on their membership.
2. Scan library card.
3. Enter your PIN.
4. Select copy.
5. Position your document face down on the glass.
6. Select the print colour (black and white/colour), the paper size (A3 or A4) and the number of copies (using the keypad).
8. Press the start button to copy the document.
9. When finished, remember to remove copies and originals and log out.

Instructions are displayed on the control panel.



The photocopier is used to scan documents. There is no fee to scan.

## If scanning to a USB

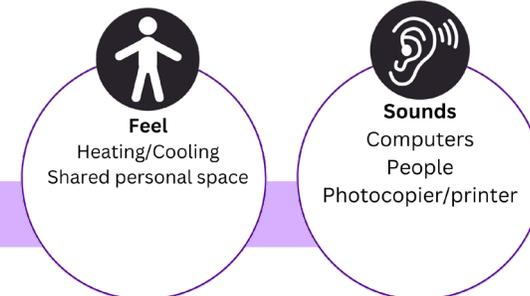
1. Members must have a credit balance on their membership.
2. Scan library card.
3. Enter your PIN.
4. Insert USB on the side of the printer screen and wait a few seconds for the USB menu to appear.
5. Select 'Save document to external memory'.
6. Position your document face down on the glass.
7. Select the scan colour (black and white/colour), the document size (A3 or A4) and the file type (for example, PDF).
8. Press the start button to scan document.

Remember to remove your USB when you have completed your scanning.

## If scanning to email

1. Members must have a credit balance on their membership.
2. Scan library card.
3. Enter your PIN.
4. Select 'Scan'.
5. Select 'Email'.
6. Enter the email address you would like the scanned document to be sent to. Press the SHIFT button to access the @ symbol.
7. Select 'OK'.
8. Position your document face down on the glass.
9. Select the scan colour (black and white/colour), the document size (A3 or A4) and the file type (e.g. PDF).
10. Press the start button to scan the document.

If scanning multiple pages at once, speak to staff for assistance.





# Returning Items

Items can be returned in branch during opening hours.

A return chute is located immediately upon entry into the library, at the customer service counter, on the right, at a height of 1000mm AFFL.

An external return chute is available 24 hours a day, 7 days a week. It is located outside the library, to the left of the entrance, at a height of 1200mm AFFL.

If registered to receive notifications, Connected Libraries will notify members of holds and overdues by email, SMS or phone.

Items can also be returned to any Connected Libraries location or a library belonging to the [Libraries Victoria Network](#).



# Accessibility

- Phone and internet booking system
- Customer service counter at a height of 900mm AFFL.
- Additional low height customer service counter at a height of 750mm AFFL located to the left of the main customer service counter. Chairs with backrests are available here.
- Pen and paper for exchange of information available at customer service counter.
- Staff available to read information to patrons if required.
- Printed information may be provided in large print. See staff for assistance.
- Wide internal walkways.
- Clear space between furniture to maneuver a mobility aid.
- Space for persons in a wheelchair to sit with friends.
- Acceptance of Companion cards.
- Assistance animals welcome.
- Self-checkout machine operating height at 1330mm AFFL.
- Chairs with backrests, armrests, couches, beanbags, stools and children's furniture available for seating.
- Study desks available. Clearance of 660mm x 800mm.
- Computer desks available. Clearance of 700mm x 420mm.
- Drinking fountain located in foyer at a height of 1050mm AFFL.
- Entrance to the meeting room from the library is via a set of manual double doors opening inward. Singular door clearance of 790mm. Double clearance of 1580mm.
- Entrance to the meeting room from the foyer is via a set of manual double doors opening outward. Singular door clearance of 800mm. Double clearance of 1600mm.
- We encourage visitors to park prams and mobility aids in the foyer if required - at owners own risk.
- Interpreter service available. Please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Hampton Park Library (03) 8788 8500.
- Hampton Park Library can sometimes attract large volumes of people, especially during after school hours, school holidays and while events are on. If you start to feel overwhelmed by levels of noise, please speak to a staff member who will be happy to assist you in finding a quiet place.

- Contrast decals at 1290mm to 1390mm AFFL on double automated glass doors to enter the foyer from outside.
- Two sets of contrast decals on single glass automated door to enter the library from the foyer. The first at 780mm to 880mm AFFL. The second at 1290mm to 1390mm AFFL.
- Flat surface throughout library.
- Terrain varies between carpet and tiling.
- No contrast on internal window of emergency exit door.
- Artificial and natural lighting throughout.
- All staff have Working with Children Checks.
- Children must be supervised at all times.
- Objects throughout include book display cabinets, book trolleys and furniture.
- It is requested that all visitors and members move throughout the library in an orderly manner, walking only.
- Library staff may not be first aid trained.
- In the event of an emergency, staff will help and direct members and visitors. If there is to be an evacuation, members and visitors will be directed to the nearest exit and designated assembly area.
- Evacuation maps are placed throughout the library.
- Connected Libraries are required to meet government advice during the COVID pandemic. See [our website](#) to check on opening hours and services available.





# Contact us

Hampton Park Library

26 Stuart Avenue,  
Hampton Park Victoria 3976

**Phone** 1800 577 548

**Enquiries** [connectedlibraries.org.au/contact/](https://connectedlibraries.org.au/contact/)

**Website** [connectedlibraries.org.au/](https://connectedlibraries.org.au/)

**CONNECTED  
LIBRARIES**

