

# HOW TO USE THE LIBRARY



**The library is a great place to take newcomers for a community outing to introduce services they provide.**

## Library Orientation

Locate the library closest to the newcomer's home and offer to take them on a first visit to orient them to all the resources and opportunities that libraries offer.

- Help them apply for a library card.
- Browse book sections.
- Demonstrate how to look up books.
- Encourage the family to check out a book.
- Discuss library etiquette such as keeping books in good condition and returning them on time to avoid a late fee.
- Walk through the process of reserving a computer for internet use and other computer programs.
- Speak with a library staff member or locate information about programs the library provides, or current events that the family may enjoy. Also, ask if the library has books in the newcomer's language.

## Possible Free Services

- GED Services
- Online and in-person homework tutoring
- One-on-one job coaching
- ESL tutoring or classes
- Story time for children

### REMEMBER TO

- Log your volunteer hours