**Ware Library Visual Story**

outside view of a large brick building with a sign saying library


**Ware Library, 87 High Street, Ware, SG12 9AD**

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| www.hertfordshire.gov.uk/libraries | **HCC Logo GREEN (2019-02)** |

**Opening Hours:**

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| **Monday** | 10.00am | - | 5.30pm |
| **Tuesday** | 10.00am | - | 5.30pm |
| **Wednesday** | 2.00pm | - | 5.30pm |
| **Thursday** | Closed |  |  |
| **Friday** | 10.00am | - | 5.30pm |
| **Saturday** | 10.00am | - | 5.00pm |
| **Sunday** | Closed |  |  |

This is a simple guide to help people visiting Ware Library for the first time, if you have any questions, please ask the staff.

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| **A person sitting at a desk in a library** | This is the help desk. It is downstairs.  Ask here if you need help or have any questions.  If it is busy you may need to queue. |
| A person sitting at a desk with a computer and showing her staff badge | Library staff are here to help.  All library staff wear a badge like this. |
| children's library with a low table and chairs in the middle  and shelves of books around the room | This is the children’s library. |
| **headphones** | Sometimes we have noisy times in the library and you may wish to visit at a quieter time.  Or you can bring some ear defenders to wear. |
| pink self service kiosk | This is one of our self-service kiosks. There are two kiosks at Ware Library.  You can borrow, renew and return books at this machine.  You can also check your account and pay for things with a debit or credit card. |
| cid:e43681d1-e20f-4615-8f86-7795d43b3938@Hertfordshire.gov.uk | Take the things that you want to borrow, renew or return to the kiosk and follow the clear instructions on the screen.  Library staff will be nearby and you can ask them for help.  If it is busy you may need to queue. |
| shelves with magazines on display | Ware Library has magazines as well as books. Some magazines are for reference in the library only and some magazines are available for you to borrow. |
| cid:f84901bb-bfbf-4603-adb8-67b20b990467@Hertfordshire.gov.uk | This is a Library card.  When you become a member of the Library you are given a card like this. You use the card to borrow books, as well as access Public Computers, and search for and renew books online. |
| rows of bookshelves seen from above | This is part of the main library where many of the books are kept.  Staff are always nearby and you can ask them for help finding a book. |
| A computer on a desk | This is one of the computers (PCs) for use by the public. There are four PCs available for use at Ware Library.  You log in to the PC using your Library card number and PIN.  You can use a PC for up to 2 hours, free of charge.  You can print documents from the PCs for a small fee. |
| large room with table and chairs, bookshelves on the back wall | This is the quiet study area, upstairs in the gallery above the main library.  There is free Wi-Fi in the library.  wifi logo  Ask staff for login details. |
| cid:f94e889b-6ec2-43de-943b-e2672901d095@Hertfordshire.gov.uk | These are the stairs from the main library leading up to the gallery and quiet study area. |
| outside view of a path with a bench and bushes either side | This is the Page Courtyard. It is a peaceful little courtyard garden in the heart of Ware Library. |
| A group of potted plants | It is a nice quiet spot to sit and read, or enjoy the flowers and birdsong. |
| A group of people sitting on a bench | There are always friendly, helpful staff on hand to help and answer any questions you might have.  We look forward to seeing you at Ware Library soon.  For further information ask a member of staff, or visit our website at:  [www.hertfordshire.gov.uk/warelibrary](https://www.hertfordshire.gov.uk/warelibrary) |