

# VISITING THE LIBRARY



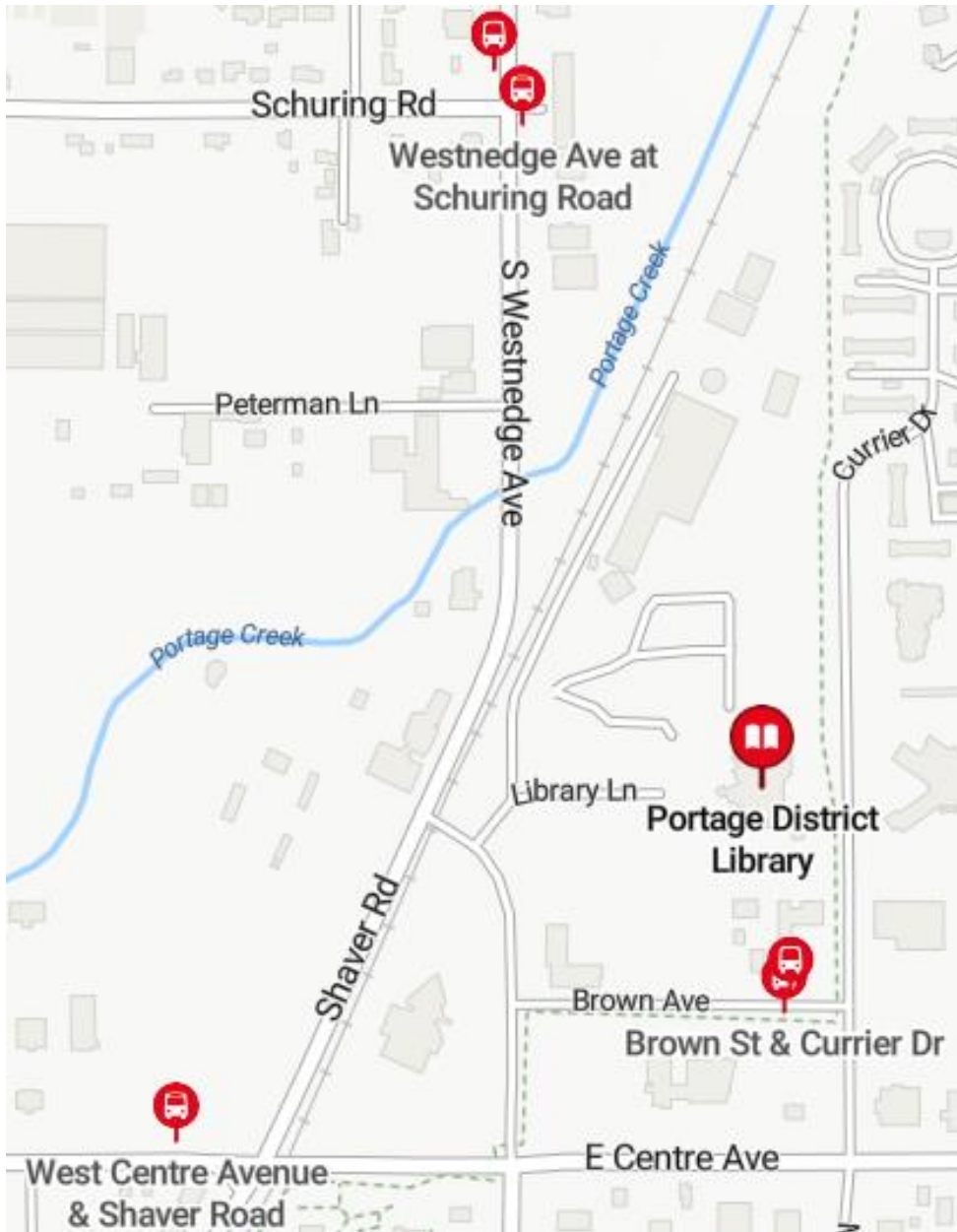
Portage District  
**LIBRARY**

300 Library Lane  
Portage MI  
269.329-4544

This book was made to help prepare you to visit the Portage District Library. We hope reading it will help you feel comfortable during your visit.



If you have any questions before you arrive, please call us at 269-329-4544. We want to help make your visit calm, enjoyable, and educational.



There are many ways I can get to the Portage District Library.

If I ride the bus, the Kalamazoo Metro Transit Bus Route 26 for West Centre arrives at the bus stop 691 at Brown and Currier. Then, I will walk one block to the Library.

If I arrive by car, parking is in front and on the side of the Library building.

If I ride my bicycle, the Library has a rack near the entrance where I can chain it for safety. Bicycles are not allowed inside of the Library.

I can use the ramp at the front door for wheelchair and walker access or walk up the ramp or stairs to the automatic doors. I will hear a sliding noise as the doors open.





On my right, I will see a shelf with **Books for Sale** from the Friends of the Library.

I can purchase these items at the **Check-Out Desk**.



As I enter the building through the automatic doors, I will see the **Café** on my left.

I can buy drinks and snacks from these machines to enjoy in the **Café**.

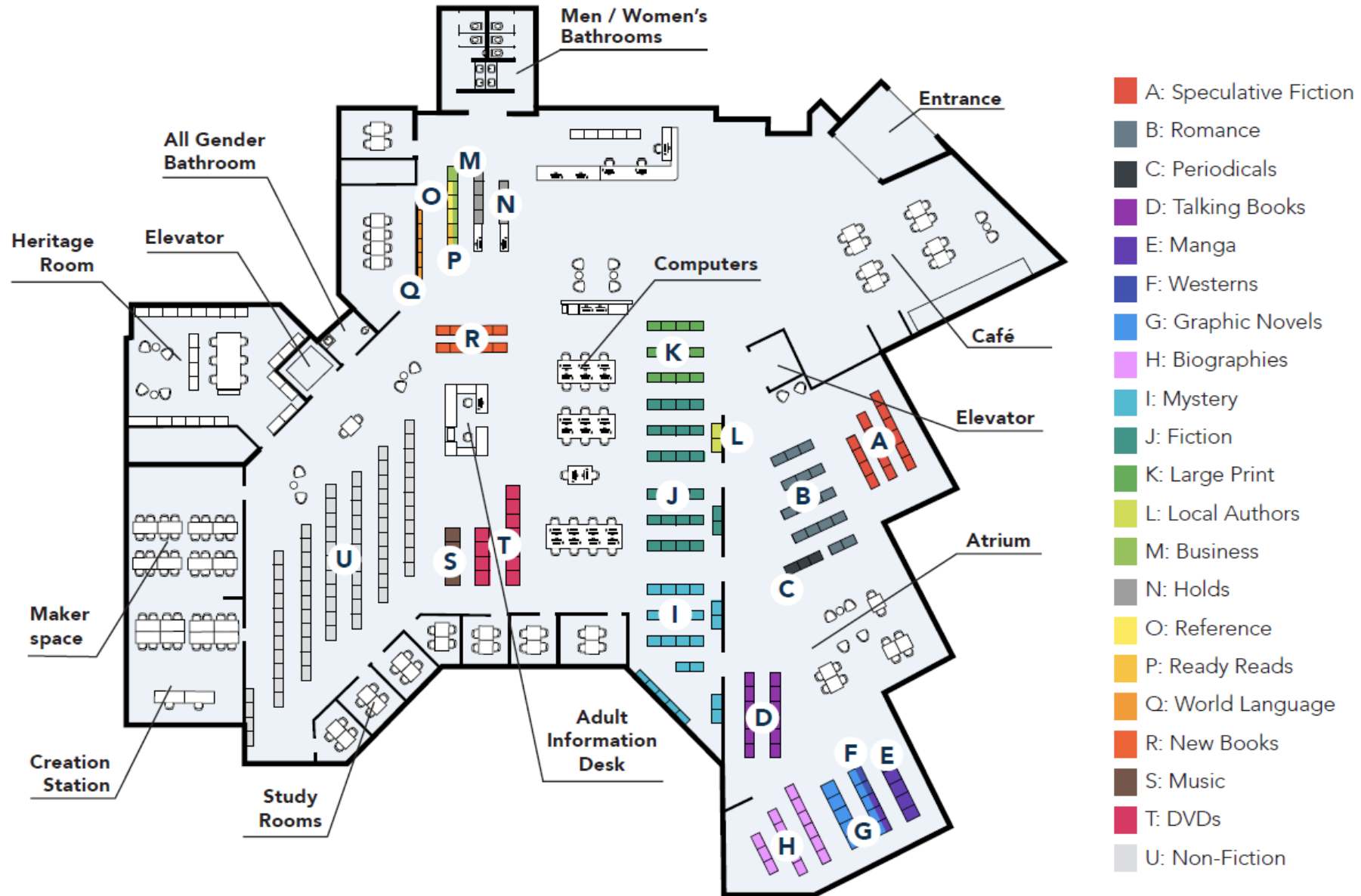
I can sit at the tables by myself or with friends.

Anyone may use this space for reading, playing board games, or engaging in quiet conversation.

Sometimes the **Café** is noisy when there are many visitors arriving for library programs.

Sometimes, I like a map to help me navigate through a new place.

## Upper Level



Ahead, on the right, I will see the **Check-Out Desk**. The computers at the **Check-out Desk** make beeps and other sounds as people use them. They also have telephones at the desk that ring loudly when someone calls for assistance or information.

At the **Check-Out Desk**, I can...

- Get a Portage District Library Card
- Borrow library materials for a specified number of days
- Pick up books I have requested from MeLCat
- Find more information about our library and events



Beyond the **Check-Out Desk**, I will see two rows of bookshelves. Each item has a white, paper wrapper attached. These are the **Hold Shelves** where books wait to be picked up by specific library members who asked for them.

I may retrieve any materials I have placed on hold from these shelves by looking under my last name. I still need to check-out my **Holds** at the **Check-Out Desk** before I leave the Library.





Looking across the aisle from the **Hold Shelves**, I see the **NEW Books** shelving.



As I walk further into the library, I see the **Adult Information Desk**.

Library workers at this desk answer questions and give directions or assistance to anyone.

I can borrow noise-dampening headphones, tinted glasses and fidget devices from the **Adult Information Desk** for use during my visit. I need to return them before I leave, so they are available for my next visit.

In front of the **Adult Information Desk** are 22 **Public Computers**. With my library card or a guest pass, I can use these computers to access the internet or use MS Office software.



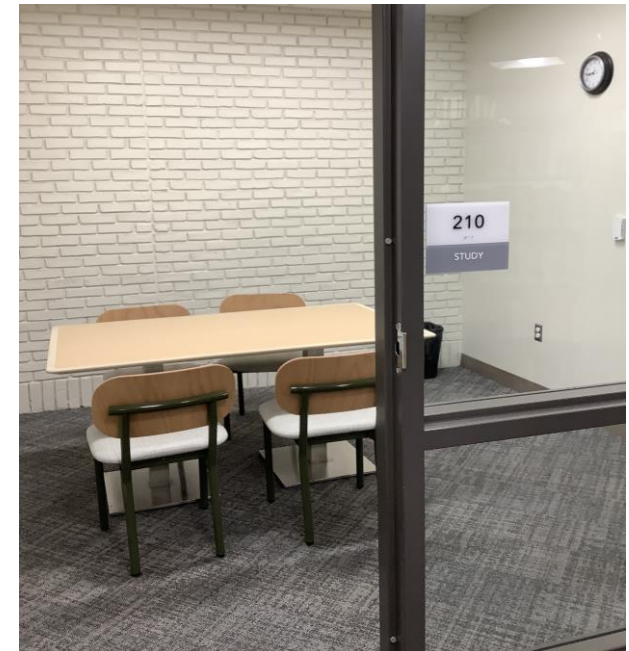
I can also **print, fax, copy** and **scan** documents at the **Print Station** nearby. I can ask the Library workers at the **Adult Information Desk** to help me. The printers and scanners make humming noises when in use.

Past the **Public Computers**, I see doors to several small rooms. These are **Study Rooms** that anyone can use.

I can ask to use a study room at the **Adult Information Desk**.

I can read or have quiet conversation in the study rooms. I can even use one of the study rooms to be alone, if I want.

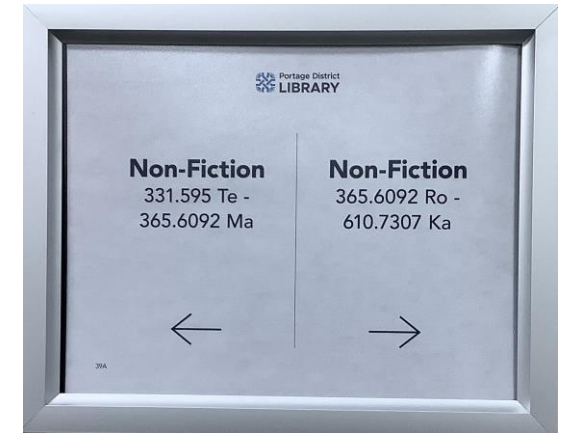
Some study rooms have windows and some do not.



In front of the **Study Rooms** I can find the shelves that hold the **Movies**. The movies are organized by title in their categories, such as Action, Comedy, and Drama.



I can use a **Computer Catalog** to look up books, movies, and other materials that I want to borrow from the library.



Next to the **Computer Catalog**, I can find books that are organized by the Dewey Decimal system. These are **Non-Fiction Books**. Look for signs on the ends of the bookcases to help locate the number ranges in each row of **Non-Fiction Books**.

I can find **Fiction Books** and **Mystery Books** on the shelves just beyond the Public Computers. The Library also has **Large Print Books**.



Beyond the computers, I can walk through the archways to the **Atrium**, a bright room with a high ceiling and many windows.

In the **Atrium** I can find shelving for **Speculative Fiction Books and Romance Books**.



In the **Atrium**, I can also find shelving for: **Talking Books**, **Biography Books**, and **Magazines**, also called **Periodicals**.





In the **Atrium**, I can find a good selection of **Manga** and **Graphic Novels** too.



In the **Atrium**, I can sit at a **table**, or in a **rocking chair** or other **comfy chairs**. I may be comfortable in the **Atrium** because it is filled with natural light.

The **Atrium** is often used for quiet study or reading, but it is okay to have a quiet conversation too. Sometimes I can hear conversations from the **Café** while sitting in the **Atrium**.



There is an elevator to the **Lower Level** in the Atrium. When the elevator doors open, I will hear a double ringing sound.

The **Lower Level** is where I can find books for children and teens. It is also where I can attend scheduled programs. There is another information desk on the **Lower Level**. I can get help there too.

At the back of the library is the **Heritage Room**. I can research information about Portage and Kalamazoo in this room.

The **Heritage Room** contains special collections. Many of the books in the **Heritage Room** cannot be borrowed, so I should only look at them in this room.

The **Heritage Room** is a place for quiet research.



If I register to attend a craft program, I can visit the **Makerspace**. It is near the **Heritage Room**.

Sometimes the equipment used in the **Makerspace** is noisy. There may be different odors in the **Makerspace** from glue, paint, or wood burning.

I can ask about the **Makerspace** programs at the **Adult Information Desk**.



There are two **Public Bathrooms** on the main floor.

I can use either the **MEN's** or the **WOMEN's** bathroom to the left of the **Check-Out Desk**.



The toilets flush automatically and can make an unexpected, loud sound.

The paper towel and soap dispensers make a humming noise when the paper or soap come out.

I can also use the **All Gender** bathroom. This bathroom is used by one person at a time.



Before I leave the Library, I need to check-out items I want to borrow by visiting the **Check-out Desk**.

If I have items to return or that I don't want to borrow, I can put them in the **Return Slots** near the **Exit**.



The Library has set hours:

Monday-Thursday 9AM to 9PM

Friday 9AM to 6PM

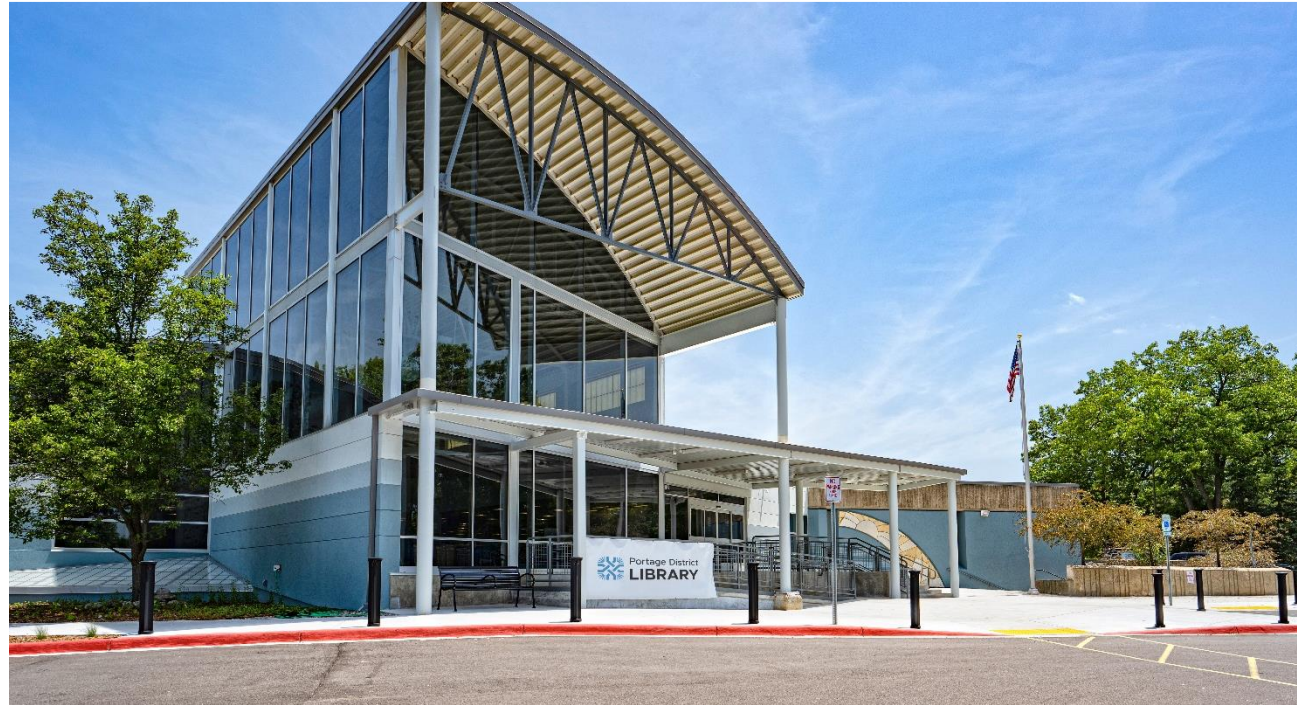
Saturday 9AM to 5PM

Sunday 1PM-5PM (Closed Sundays Memorial Day to Labor Day)

Check our [website](#) for Holiday Closings

If it is closing time or I need to leave, I can come back to the library another day.





**You are Welcome at  
Portage District Library.**

**We hope to see you soon!**