

Rosebud Library



Access Key

Updated December 2023 V1.0

ourlibrary.mornpen.vic.gov.au
Ideas. Information. Inspiration.



Acknowledgement

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their Elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation, and renewal; and that the Bunurong people's living culture continues to have a unique role in the life of this region.



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Glossary

Actively supervise - Parents and carers must have their children within eyesight at all times.

AFFL - Above finished floor level.

Communication Board - Helps people share information and ideas using symbols.

TGSI - Tactile ground surface indicators. Tactile means using your touch to feel and understand things around you. Tactile ground surface indicators help people who have trouble seeing or who are unable to see things clearly. TGSI are often found on footpaths, stairs and train station platforms.

Guidelines



MORNINGTON
PENINSULA
Shire

Thank you for choosing to use an Access Key for Rosebud Library. This customised accessibility guide provides convenient information about accessing this library. Access Keys are universally designed and suitable for all people, regardless of ability.

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 should be read and shared in an environment free of distractions.
- Access Keys can be read independently or shared with a friend, family member, carer or support worker to prepare for the visit.
- If sharing the Access Key with someone, help them comprehend key points, consistently monitoring their level of understanding.
- If sharing the Access Key with someone, contextualised photographs can be used to summarise information and experiences.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page [26](#).
- Safety information is located on page [27](#).

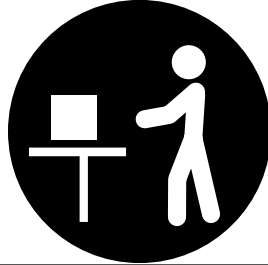
Mornington Peninsula Shire hereby acknowledges the support and assistance provided by [Access Ability Australia](#) in helping to prepare the Rosebud Library Access Key.

We express our sincere appreciation to Access Ability Australia for their pivotal role in assisting Mornington Peninsula to highlight its commitment to accessibility and inclusion through this comprehensive guide. Their expertise and support have played a vital role in ensuring that Rosebud Library is welcoming to all individuals in our community.

Question



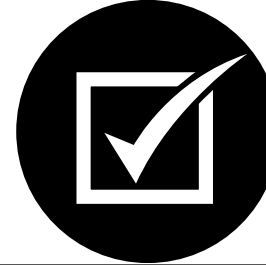
I want



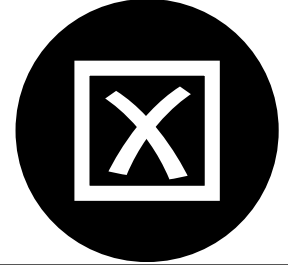
Where is



Yes



No



Help



Something is wrong



Write it down



Deaf/Hard of hearing



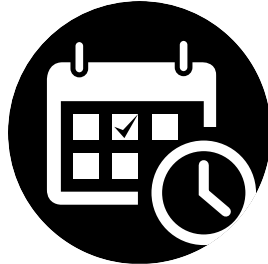
Membership



Accessible toilet



Booking



Drinking fountain



Library activities



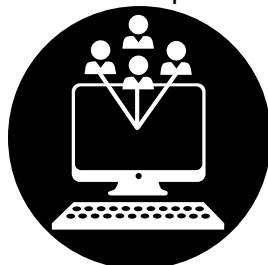
Printer



Programs/Activities



Public computers



Recharge station



Quiet space

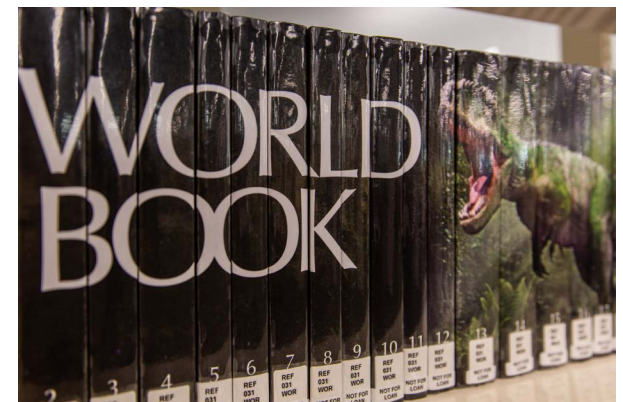


Wi-Fi



Did You Know?

- Rosebud Library is proudly owned and supported by the Mornington Peninsula Shire.
- We offer:
 - » a range of items available to borrow including books, magazines, CD's, DVDs and CD audiobooks
 - » access to our eLibrary, including e-books, audiobooks, digital magazines and newspapers and movie and music streaming
 - » special collections area including books, historical photos, microfiche records and resources to help research [local and family history](#)
 - » events and programs for people of all ages
 - » public internet computers and free Wi-Fi access
 - » colour copying, printing, and scanning
 - » study area
 - » community room.
- Mornington Peninsula Shire's Universal Design Policy is available [online](#).
- See our [website](#) for information on our Home Library Service.
- We have a range of services and activities available for [kids and teens](#).
- Log on to one of our [encyclopaedic tools](#) if you want to check a simple fact or do some general research.
- Art and crafts tutorials are available [online](#).
- [Training courses](#) are available to help you achieve your personal and professional goals.
- Currently, we offer personalised [1:1 Tech](#) help.
- See our [website](#) for information on our Seed Libraries.
- See our [website](#) for Job Help resources.
- We offer [Small Business Help](#).
- Download the [Libraries Victoria app](#) to keep your library account up to date, access library resources and find out about upcoming events.
- Follow us on [Facebook](#) and [Instagram](#).
- Have your say by phoning us on (03) 5920 1230 or by filling out our "[Ask a Librarian](#)" form.



Getting There

Rosebud Library is at McDowell Street, Rosebud.

See Google [Maps](#).

Bus

The nearest public bus stop is at Rosebud Village Shopping Centre on Point Nepean Highway, 200 metres from Rosebud Library. Bus routes 788 and 887 will get you there.

There is a [FlexiRide bus](#) that stops outside the front of the library. This bus needs to be pre-booked and operates 8am to 3:45pm, Monday to Friday.

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



Parking

The most convenient parking for Rosebud Library is within a dedicated carpark onsite. This carpark is shared with other local businesses.

There are:

- 2 accessible parking bays, 30 metres from the entry to the library
- general parking with some restrictions
- bike racks outside the front entrance to the library.



Welcome

Welcome to Rosebud Library.

For office hours and contact details please visit our [website](#).

We are open Monday to Saturday, excluding public holidays.

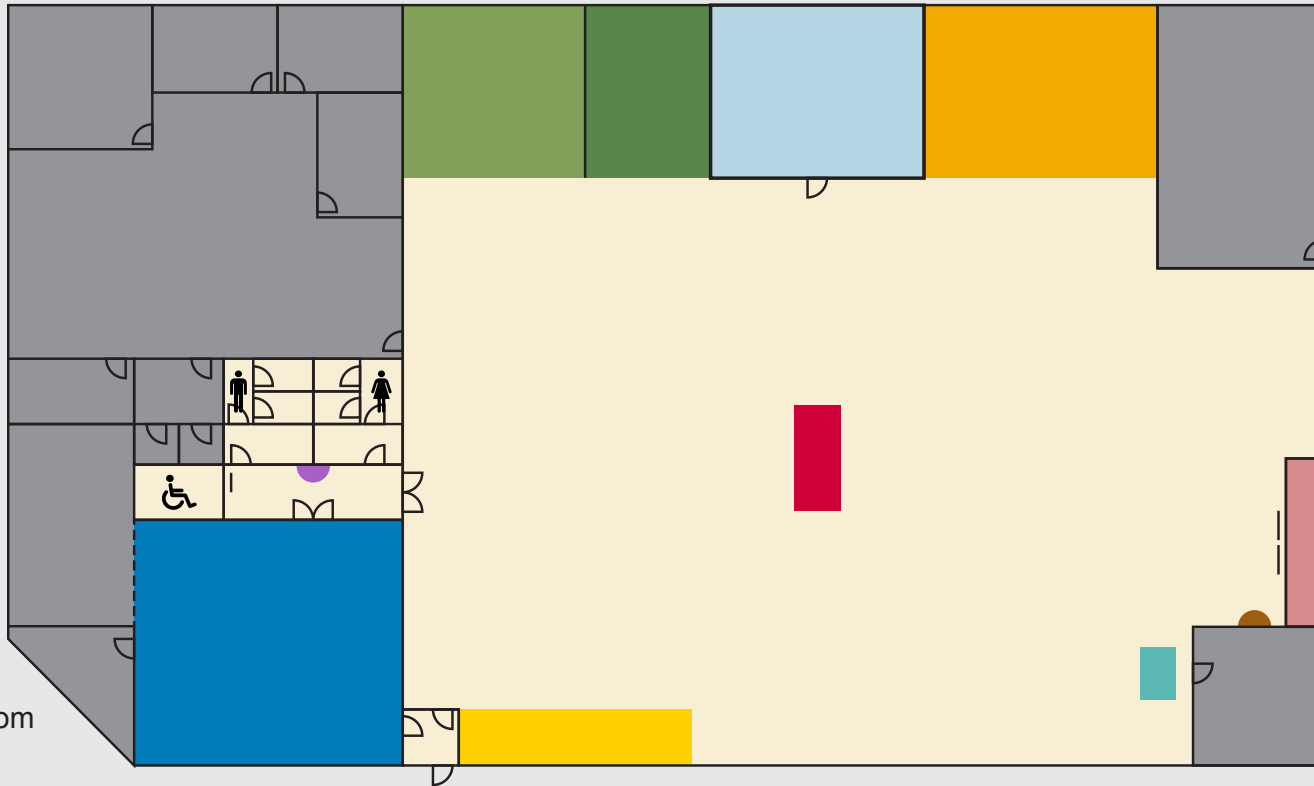
There is an undercover area outside the entrance.

There are bench seats with no back or armrests outside at the entrance.



Legend

- ❶ Main Entrance
- Entry Foyer
- Information Desk
- Young Adult Area
- Junior Area
- Computer Area
- Study Area
- Community Room
- Special Collections Room
- Service Pod
- Water Fountain
- Internal Return Chute
- External Return Chute
- Staff Only



McDowell Street



Accessible Parking and General Parking

Entry

Entry to Rosebud Library is through 2 automatic sliding doors. Each door has a 1530mm space for you to pass through.

Door 1 takes you to an entry foyer.

Door 2 takes you into the library.

There are security panels positioned at the entry doors with a 920mm space for you to pass through.

There is a service pod on the left, after entry. This is not always staffed.

The information desk is located in the centre of the library.

Furniture includes armchairs, coffee tables and a long table with stools.

There is a communication board at the information desk to support customer communication.



Sensory Guide



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Automated doors
Security panel alarm



Sights

Glare

Staff

Our Library in your pocket



Download the app!

ourlibrary.mornpen.vic.gov.au/app

- Search our collection
- Renew loans
- Manage your account
- Link family members' cards
- Find fun Library events
- Web printing from home



Rosebud Library staff wear lanyards and name tags. They are available to help with any enquiries, bookings or to provide assistance.



Toilets

Rosebud Library has one set of public toilets

Location: back of the library.

Includes:

- one all gender, accessible toilet with artificial lighting
- manual sliding door with an 800mm space for you to pass through
- latch lock at 800mm AFFL
- cubicle space 2745mm x 2045mm
- grab bars to the right and beside toilet
- toilet height 440mm AFFL with right hand transfer
- sink height 820mm AFFL with lever tap 950mm AFFL
- baby change area.

Separate men/boys and women/girl's toilets.

Sensory Guide



Feel

Change in ground surface
Heating/Cooling
Shared personal space
(excl accessible toilet)



Sounds

Toilet flushing
Water running



Sights

Mirror/Reflection



Smells

Bathroom smells
Disinfectants

Library Membership

A library **member** is a person who has signed up for membership to attend and use facilities or access resources.

Membership is free.

There are 3 types of memberships/cards.

Full Membership

A full membership is open to any Victorian resident and allows you to borrow library items, use online services, public computers, Wi-Fi as well as photocopying, printing and scanning services.



Once you have applied online for a full membership, you need to come into our library with your personal identification showing your current address. You will then be given a library card. Full memberships lasts for 3 years.

You can also attend the library in person to become a member. Go to the information desk and show your personal identification with a current address. You will be issued with a library card.

Membership at Rosebud Library entitles you to use your library card at any of the other Mornington Peninsula Shire libraries. Ask staff about borrowing materials from other libraries.

Web Membership

A web membership is available to any Australian residents and allows you access to the electronic collection only, such as e-books, streaming services and databases.

Once you have applied online for a web membership, you will be able to start using your membership immediately.

Please see our [website](#) to join online for a Full Membership or Web Membership.

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

Please ask staff to help with your library PIN. A **PIN** is a Personal Identification Number. It is issued with every new library membership.

Temporary Card

People who want to join the library temporarily can apply for a temporary card. This allows access to the computers and photocopier for a 3-month period. Please see staff at the information desk.

Library Collection

Rosebud Library has many items available for borrowing.

We offer:

- 3-week loans on most items available for borrowing. Magazines are 1-week loans
- no limit on the total number of items that can be borrowed
- 10-item limits on eBooks and audio books using [BorrowBox app](#).

Physical items like books and DVDs are identified by labels on the spine. Picture books and CD's have labels on the front. Magazines have a tag on the back.

Items for borrowing are categorised and can be found in specific parts of the library. Categories include:

- adult fiction and non-fiction
- junior collection
- young adult collection
- Italian collection
- DVD's
- CD's

- magazines
- audio books
- large print items – located at front of the entry doors. Large print items are identified with an “LP” on the book spine
- **VOX** collection. A VOX is a picture book that uses an audio recording to read a story to you. You push a button that allows you to read and listen to a story at the same time.
- graphic novels (young adult and junior)
- biographies
- special collections.

Some items are for use in the library only. These items have a “not for loan” sticker on the spine. These may include items from the Special Collections room, iPads and reference items such as dictionaries, Melways and thesauruses.

There is a mixture of seating options throughout the library including tables, chairs, coffee tables, stools and children's furniture.

There are many **eResources** that can be accessed from home using your library card and PIN. eResources are electronic resources. These are library materials that are available in digital format and are accessed electronically. These include:

- digital storytimes
- AUSLAN storytimes
- LOTE storytimes
- eBooks and eComics
- audiobooks
- digital magazines
- digital newspapers
- movie streaming
- music
- Haynes car and motorcycle manuals.

Please see our eLibrary on our [website](#).

If you are looking for an item that is not available from our collection, you are able to submit a new item request [online](#). The item you are requesting needs to have been published/released in the last 5 years.

Reservations

Rosebud Library items are **catalogued**. A catalogue is a register of items.

There are 3 catalogue computers to look up item availability. Two are located near the Special Collections room and 1 after the entry doors, to the left, near the service pod.

The Rosebud Library catalogue can also be accessed from the library computers, through the Libraries Victoria app or online through our [website](#).

You can search for an item by key words, author, title, subject or series.

Items can be reserved using the catalogue computer, online, through the Libraries Victoria app, over the phone or with Rosebud Library staff.

When the item is ready to collect, you will receive an email or text message to let you know that it is available. You have seven days to pick it up.

Reserved items need to be collected from the reservation shelves, which are located at the front of the library to the right. Items are filed alphabetically under surnames.

Members are independently able to collect their items from the reservation shelves to borrow.



Borrowing Items

Self-loan stations are used to borrow items.

Self-loan stations allow you to independently borrow and renew library items and check your library account.

They offer many language choices and font sizes.

There are 3 self-loan stations at the front of the library. There is also 1 child's self-loan station in the Junior Collection.

You will need your library card.

Staff members can teach you how to use the self-loan stations.

Items are not able to be borrowed from the information desk or service pod.

Items can be renewed through the Mornington Peninsula Shire Library's website or through the mobile app.

Items can be renewed up to three times and are automatically renewed by the



library if the items are not returned by the initial due date. Items are not able to be renewed if they are reserved by another library member.

There are no late fees, however, members who have overdue items may have their borrowing rights restricted.

Click and Deliver is also available. Any Mornington Peninsula Shire resident can have library items delivered to their home. Please see our [website](#) for more information.

Library Events

There are library events for all ages on offer at Rosebud Library and online.

We offer a full program of [storytimes](#) and activities for children throughout the year.

Other [events](#) include speakers, workshops, clubs, technology sessions and community activities.

See our [eNewsletter](#) for the latest library news and events.

Events are promoted through our Social Media pages. [Facebook](#) and [Instagram](#).

Most events require bookings.

Staff are available to help with information and booking.



Computers

You need to have a Full Library Membership or a Temporary Card to use the library computers.

Your membership number and PIN are used to log into the computer.

The library Wi-Fi can be used by members and non-members.

There are dedicated adult, young adult and junior computers at the library.

Bookings are not required to use library computers. However, if you would like to use a computer at a particular time, you are able to make a booking. The

booking is free of charge. Please see our website for information on how to book a computer [online](#).

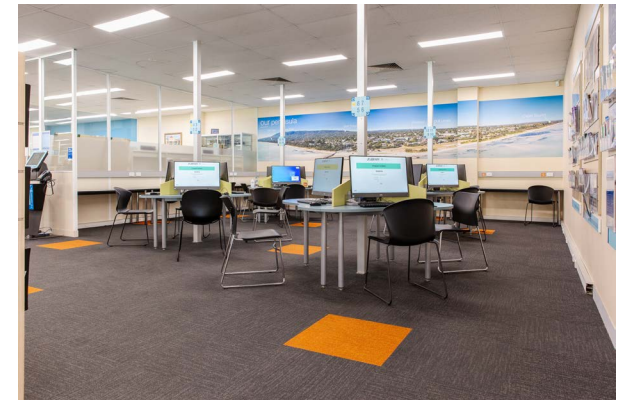
There is a 1-hour time limit on computer use. A 5-minute countdown will appear on the computer screen when you have 5 minutes left. You can ask staff for more time if nobody is waiting to use a computer.

The computer area has tables as well as chairs with backrests.

You need to wear headphones if you want to listen to music, talking or videos. Headphones can be borrowed from the

library. Please go to the information desk and speak with staff.

Staff are available for basic computer support.



Sensory Guide



Feel

Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Photocopier/Printer (adult computer area)
Telephones



Sights

Digital screens

Computers - Chrome Vox

Users that require advanced accessibility on library computers can use **ChromeVox**. ChromeVox provides spoken feedback to navigate web pages.

To enable ChromeVox on library computers:

1. Open the Chrome browser and go to Settings.
2. From there, select “Advanced,” then “Accessibility,”
3. Under the “Accessibility” section, toggle the ChromeVox option to enable it.

You can turn ChromeVox on or off from any page by pressing Ctrl + Alt + z.

To enable ChromeVox on library tablets:

1. Press and hold the Volume down + Volume up buttons for 5 seconds.
2. While holding the buttons, you’ll hear a sound to indicate it’s working.
3. Keep holding the buttons, then ChromeVox will start speaking.



Photocopying, Printing and Scanning

There is 1 photocopier at Rosebud Library that is used for photocopying, printing, and scanning.

It is located to the right of the entry doors, next to the Special Collections room.

You need to have a Full Library Membership or a Temporary Card to access photocopying, printing and scanning services.

Instructions for use are above the photocopier.

You can print from the library computers or from your **USB** attached to your

computer. USBs allow you to connect computers with devices such as photocopiers and printers.

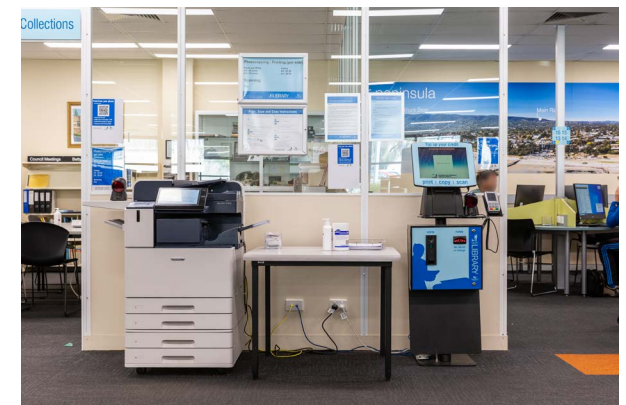
You are also able to print from your device at home. Please see our [website](#) for instructions on how to do this.

Photocopying and printing incur a charge.

There is a top-up kiosk next to the photocopier that allows you to add credit to your library card to use these services. EFTPOS or cash are accepted.

Staff are available to help you use the photocopier and top-up kiosk.

Please see our [website](#) for more information on charges for these services.



Sensory Guide



Feel

Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Photocopier/Printer
Telephones



Sights

Digital Screens



Returning Items

There are 2 external return chutes. These are located on the outside wall of the library, to the left of the entry doors.

Members need to scan their books at the return chutes. Scanning will then open the chute.

The external return chutes are available 24 hours a day, 7 days a week.

There is 1 internal return chute within the library. This is located after the entry doors, on the left.

Items are not to be returned to the information desk or service pod.

Items can be returned to any Mornington Peninsula Shire library.

Members receive an email or text notification three days before items are due for return.

Members also receive an overdue notice if items are not returned by the due date.

Study Area

The study area is located on the left, along the interior wall of the library.

The study area has tables, private study nooks and seats with backrests.

People can also study in the Young Adult section and the Special Collections room.



Sensory Guide



Feel

Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Telephones



Sights

Digital screens
Glare



Smells

Food/Drink

Special Collections Room

The Special Collections room is on the right, past the adult computer area.

Entry is through a manual door that you push open with an 800mm space for you to pass through.

The Special Collections room has items focused on local and family history. Items are not for borrowing and are to remain in the room.

Visitors can also use this room to study.

Includes:

- tables with power points
- seats with backrests
- display cabinets
- shelving
- **microfiche readers.** A microfiche reader is a device that enlarges images on a transparent film to make the images readable.



Sensory Guide



Feel
Heating/Cooling
Shared personal space



Sounds
Computers
Heating/Cooling
Telephones



Sights
Digital Screens
Glare



Smells
Antibacterial wipes/gel

Community Room

The Community Room is located at the back of the library.

Entry is through a hallway with a manual door that you pull out with an 850mm space for you to pass through. This can be opened to double doors with a 1750mm space for you to pass through.

After entering the hallway, entry to the Community Room is on the left.

Entry to this room is through a manual door that you pull out with an 850mm space for you to pass through. This can be opened to double doors with a 1750mm space for you to pass through.

The Community Room is used for events as well as programs and workshops run by Mornington Peninsula Shire Council.

Includes:

- tables
- chairs with backrests
- whiteboards
- sink.

It is also available to book for community and not-for-profit groups. Bookings incur a charge. For more information and to book the Community Room, please come to the library and speak to a staff member.



Sensory Guide



Feel
Heating/Cooling
Shared personal space



Sounds
Computers
Heating/Cooling
Telephones



Sights
Digital Screens
Bright lights



Smells
Food/Drink

Accessibility

General

- Accessible website.
- External terrain of concrete, asphalt and tiles.
- Internal terrain of carpet and tiles.
- Wayfinding signage inside library.
- Wide, clear internal walkways.
- Clear wheelchair circulation space.
- Spaces for a person using a wheelchair to sit with friends.
- Storage for mobility aids and prams. See information desk.
- Signed wheelchair/scooter charging point at the front entrance of the library (next to wing chairs and a small table at the front of the library close to the doors). Accessible guided tours.
- Storytime events occasionally use Auslan interpreting.
- Self-serve station with iPads. iPads available for 2-hour loans. Free of charge.
- Controllers for gaming in young adult area. See information desk.
- Water fountain in Community Room hallway 1000mm AFFL.
- Captioning on audio visual screens.

- Pen and paper for exchange of information on request. See information desk.
- Staff available to read information to members.
- Assistance animals welcome.
- Quiet spaces may be available on request. Please see information desk.
- Rosebud Library participates in the [sunflower initiative](#), supporting people with hidden disabilities.
- Library supportive and welcoming of LGTBQI+ community.

Entry

- Pathway length from accessible carparks to entrance doors is 30 metres with gradient 1:103 (0.97%).
- Service pod counter 1000mm AFFL with no knee clearance.

Information Desk

- Height 730mm AFFL with knee clearance 695mm AFFL.

Self-loan Stations

- Counter heights 830mm AFFL with knee clearance 800mm AFFL.
- Screens 1070mm AFFL.

- Child's self-loan station counter height 715mm AFFL with knee clearance 685mm AFFL.
- Child's self-loan station screen 990mm AFFL.
- Screens can be brought down for accessibility for wheelchair user.

Computers

- Adult computer area with 1 accessible keyboard.
- Adult and young adult computer areas table heights 720mm AFFL with knee clearance 690mm AFFL.
- Junior computer area table heights 610mm AFFL with knee clearance 575mm AFFL.
- Catalogue computers next to Special Collections room desk heights 725mm AFFL with knee clearance 695mm AFFL.
- Catalogue computer near service pod desk height 910mm AFFL with knee clearance 875mm AFFL.

Photocopiers

- Operating height 1000mm AFFL.
- Top up kiosk screen height 1250mm AFFL.

Return Chutes

- External return chutes operating height 1250mm AFFL.
- Internal return chute height 1080mm AFFL.

Study Area

- Tables 725mm AFFL with knee clearance 690mm AFFL.
- Private study nooks 715mm AFFL with knee clearance 695mm AFFL.

Special Collections Room

- Tables 725mm AFFL with knee clearance 690mm AFFL.

Community Room

- Tables 730mm AFFL with knee clearance 690mm AFFL.
- Bench 900mm AFFL.
- Manual door leading to evacuation exit point pushes open with a 900mm clearance for you to pass through.
- Emergency exit manual door pushes open with a 930mm clearance for you to pass through.

Safety

General

- Pathway from carpark to entrance doors with pedestrian crossing, no TGSi.
- No smoking or vaping.
- Wet floor signage may be displayed in toilets.
- All staff with Working with Children Checks.
- Fire wardens on site.
- First aid kit in staff area.
- Defibrillator on the wall, near self-loan station at front of library.
- Children aged under 12 years must be actively supervised at all times.
- Objects throughout include book display cabinets, furniture, book trolleys, bookshelves and bins.
- Walking only.
- Evacuation maps are displayed throughout library.
- Illuminated exit signs.
- Pathway from emergency exit doors to emergency assembly area width varies in width between 820mm to 1000mm.
- 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.

Entry

- Entry doors with contrast safety bands 980mm to 1180mm AFFL.
- Mat on floor at entry doors, not colour contrasted.

Community Room

- Doors to Community Room hallway with contrast safety bands 935mm to 1010mm AFFL.
- Exit doors to emergency evacuation point with no contrast safety bands.



Rosebud Library



Contacts

McDowell Street
Rosebud, Victoria, 3939

Phone 03 5920 1230

Website <https://ourlibrary.mornpen.vic.gov.au/Contact-Us/Our-Libraries>

ourlibrary.mornpen.vic.gov.au

Ideas. Information. Inspiration.



MORNINGTON
PENINSULA
Shire