# Melton Library and Learning Hub Access Key

**31 McKenzie St**

**Melton 3337**

**Phone: 9747 5300**

**Website:** [**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries)

**Version 1.0**

**Updated October 2019**

## Glossary

**AFFL - Above Finished Floor Level.**

**PIN - Personal Identification Number.**

**TGSI - Tactile ground surface indicators. A tactile ground surface to assist pedestrians who are visually impaired. Often found on footpaths, stairs and train station platforms.**

## Guidelines

**Thank you for choosing to use an Access Key for Melton Library and Learning Hub.**

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

**Access Keys preferably to be obtained two weeks in advance of visit.**

**Access Keys to be read calmly and confidently in an environment free of distractions.**

**An adult/carer is to read the Access Key with the participant as often as required, to ensure the participant understands the Access Key.**

**Help the participant comprehend the key points of the Access Key, consistently monitoring for level of understanding.**

**If using the Access Key as a reflective tool, 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.**

**Download Access Key in its entirety - 24 pages in total.**

## Did You Know?

**Welcome to Melton Library and Learning Hub.**

**We are open seven days a week with the exception of all public holidays.**

**For information on opening hours please refer to our website on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Using-the-library/Contact-Melton-City-Libraries**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Using-the-library/Contact-Melton-City-Libraries)

**Melton Library and Learning Hub is split across two levels with lift access.**

**An undercover area is available at the front of the library and a shade covered area is available at the rear of the library.**

**Melton Library and Learning Hub is proudly supported by the Melton City Council.**

**View the Melton City Council Combined Action Plan on the following link.**

[**https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies/Melton-A-City-for-All-People**](https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies/Melton-A-City-for-All-People)

**Melton Library and Learning Hub is split across two levels; referred to as ground level and level 1.
Lift access is available. Lift access to level 1 is located behind the customer service desk on the ground level. This lift is audio enabled and has raised tactile buttons at 1050mm AFFL.**

**Drinking fountains located on both levels.**

**Melton City Council customer service is located at the library customer service desk.**

**There is a café within the library.**

**Membership is free.**

**Follow us on Facebook on the following link.**

[**https://www.facebook.com/cityofmeltonlibraries/**](https://www.facebook.com/cityofmeltonlibraries/)

**View our online collection on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/eCollections**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/eCollections)

**Our Home Library Service is for people who are unable to leave the home. Learn more on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Libraries-A/Using-the-library/Home-library-service**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Libraries-A/Using-the-library/Home-library-service)

**Melton City Libraries app can be downloaded from the App Store or Google Play.**

**A free Freegal music collection. Learn more on the following link.**

[**https://meltonvicau.freegalmusic.com/home**](https://meltonvicau.freegalmusic.com/home)

**A free Kanopy movie selection. Learn more on the following link.**

[**https://melton.kanopy.com/**](https://melton.kanopy.com/)

**Free Wi-Fi with membership.**

**Find out What’s On at the library. Learn more on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events) **A range of spaces are available for booking online on the following link. Fees apply.**

[**https://www.melton.vic.gov.au/Out-n-About/Community-facilities/Venues-for-hire**](https://www.melton.vic.gov.au/Out-n-About/Community-facilities/Venues-for-hire)

**Hearing loops in various locations throughout the library. Please see staff for guidance.**

**Interpreter service available at Melton City Council. Please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Melton Library and Learning Hub on 9747 5300. Opening hours 8:30am-5pm - Monday – Friday.**

## Getting There

**Melton Library and Learning Hub is located at 31 McKenzie Street, Melton.**

**For more information, visit Google Maps on the following link.**

[**https://www.google.com.au/maps/place/Melton+Library+%26+Learning+Hub/@-37.6851673,144.5816548,18.29z/data=!4m5!3m4!1s0x0:0x3b5525c972617bfc!8m2!3d-37.68493!4d144.5820556**](https://www.google.com.au/maps/place/Melton%2BLibrary%2B%26%2BLearning%2BHub/%40-37.6851673%2C144.5816548%2C18.29z/data%3D%214m5%213m4%211s0x0%3A0x3b5525c972617bfc%218m2%213d-37.68493%214d144.5820556)

**The nearest bus stop is located on Palmerston Street, approximately 200 metres from the rear entry point of the library.
The Melton Bus Interchange is also located on Palmerston Street, approximately 300 metres from the front of the library.**

**There is a taxi zone located in Palmerston Street.**

**For information on how to get to Melton Library and Learning Hub, visit Public Transport Victoria** **on the following link.**

[**www.ptv.vic.gov.au/journey/**](http://www.ptv.vic.gov.au/journey/)

## Parking

**The most convenient parking is located on Henry Street, at the rear of the library.**

**There is:**

**general parking with no restrictions**

**four accessible parking bays approximately 30 metres from the library**

**two 15-minute drop off parking bays.**

**Overflow parking is located on McKenzie Street at the front of the library. Some restrictions may apply.**

**Bike racks can be found at the front and rear entry to the library.**

## Entry

**Entry into the Melton Library and Learning Hub is through a two sets of double glass automated doors and then through security panels.**

**A library customer service desk located on the ground level.**

**If entering from the Henry Street carpark, first walk through an open hallway and then turn left into the library.**

**If entering the library from McKenzie Street, the customer service desk is located ahead of the entrance, to the right.**

**The second library customer service desk is located on level one, in the centre of the library.**

**For your comfort, a range of furniture options are available.**

**These include chairs with backrests and some with armrests as well as tables.**

**Wi-Fi is available with membership.**

### Sensory Guide Entry

#### Feel

* **Change in ground surface**
* **Cooling**
* **Heating**

#### Sounds

* **Automated doors**
* **People**
* **Traffic**

#### Sights

* **Glare**

#### Smells

* **Drink**
* **Food**

## Accessible Toilet with Change Facility

**At Melton Library and Learning Hub there is a fully accessible toilet with adult change facility.
This toilet has extra features and more space to meet the needs of people with severe and profound disabilities.**

**Location: On level 1, above the children’s section. Lift access is available.**

**Includes:**

**a unisex, fully accessible toilet and adult change facility with sensor lighting**

**manual door opening inward**

**door clearance of 870mm**

**cubicle space 2570mm x 3460mm**

**grab bars to the left and behind toilet**

**toilet with left-hand transfer**

**adult change table with maximum load 120kg.**

**Waverley Glen C450 ceiling hoist with a Standard Yoke with maximum load 204kg.**

**Please remember to bring your own sling and ensure it is compatible with hoist.
If there is any uncertainty, please do not use hoist.**

### Sensory Guide Accessible Toilet with Change Facility

#### Feel

* **Change in ground surface**
* **Cooling**
* **Heating**

#### Sounds

* **Echo**
* **Fan**
* **Hand dryer**
* **Toilet flushing**
* **Water running**

#### Sights

* **Bright lights**

**Mirror : Reflection**

#### Smells

* **Bathroom smells**
* **Disinfectants**

## Toilets

**At Melton Library and Learning Hub there are three sets of toilets.**

**Location: On ground level, at the rear entry point of the library, in a hallway.**

**Includes:**

**a unisex, accessible toilet with artificial lighting**

**manual door opening inward**

**door clearance of 870mm**

**cubicle space 2160mm x 2480mm**

**grab bars to the right and behind toilet**

**toilet with right-hand transfer**

**separate male and female toilets with ambulant access.**

**Location: On ground level, at the rear of the children’s section.**

**Includes:**

**parent room with unisex, accessible toilet with artificial lighting**

**parent room with push button operated automated glass sliding door**

**door clearance 1 metre**

**chairs with backs and armrests, microwave and sink**

**baby change table**

**a unisex, accessible toilet cubicle including children’s toilet**

**manual door opening inward**

**door clearance of 880mm**

**cubicle space 2530mm x 2680mm**

**grab bars to the right and behind toilet**

**toilet with right-hand transfer.**

**Location: On level one, in the centre of the library. Lift access is available.**

**Includes:**

**Separate male and female toilets with ambulant access.**

### Sensory Guide Toilets

**Feel**

* **Change in ground surfaces**
* **Cooling**
* **Heating**
* **Shared personal space**

### Sounds

* **Echo**
* **Fan**
* **Hand dryer**
* **People**
* **Toilet flushing**
* **Water running**

### Sights

* **Bright lights**
* **Mirror : Reflection**

#### Smells

* **Bathroom smells**
* **Disinfectants**

## Membership

**You can apply for membership online or in the branch and requires proof of identity.**

**Applicants under 18 years require membership to be signed by parent or guardian.**

**A library barcode and PIN are generated with each membership.**

**To learn more about conditions of membership, visit our website** **on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Using-the-library/Fees-and-membership-conditions**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Using-the-library/Fees-and-membership-conditions)

## Library Collection

**Melton Library and Learning Hub has an extensive range of items available for loan including:**

**• books (fiction and non-fiction)**

**• large print books**

**• audio books**

**• magazines**

**• DVDs**

**• magazine and newspaper collections in a range of languages; see staff to check if your language is available**

**• online resources including e-Books, e-Magazines, movies, music and learning resources all through our e-Collection on the following link**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/eCollections**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/eCollections)

**The catalogue is available via touch screen computers in the library, online and through the library app.**

**Using the catalogue, members can search for items, place a hold and select the pick-up location. Reservations are held on the shelf for ten days.**

**Members can borrow up to thirty items at a time.**

**Reservations can be put on items that are currently on loan.**

## Borrowing Kiosks

**You can borrow items using the Borrowing Kiosks.**

**These kiosks are located on the ground floor.**

**Members can also renew items and check their account details using the Borrowing Kiosks.**

**Text on the Borrowing Kiosks is available in a range of languages.**

**There are always library staff members available to provide assistance as required.**

## Program of Events

**Melton Library and Learning Hub provides a range of fun, free and exciting program of events including:**

**• storytimes for children**

**• young adult events**

**• author talks and book chats**

**• technology and eLearning**

**• Family History help**

**• cooking, gardening and craft groups**

**• health and well-being talks**

**• writers’ workshops**

**• events for seniors**

**• school holiday programs.**

**Staff are on hand to provide assistance.**

**To find out more about what's on, members can view our ‘What’s On’ brochure** **on the following link.**

[**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events)

**Bookings are essential for most events.**

**Bookings can be made online on the following link or over the phone by calling 9747 5300.** [**https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events**](https://www.melton.vic.gov.au/Out-n-About/Libraries-and-learning/Libraries/Library-events)

**For convenient access to our event bookings, sign up to our monthly e-Newsletter on the following link.**

[**https://confirmsubscription.com/h/j/25C3EC5F2C7D135B**](https://confirmsubscription.com/h/j/25C3EC5F2C7D135B)

## Library Services

**Melton Library and Learning Hub provides a range of services including:**

**• computers: free**

**• computers with NVDA (non-visual desktop access) assistive technology**

**• Wi-Fi: free**

**• printing and photocopying: small charge applies**

**• scanning: free**

**• Playstations: free**

**• library membership is required to use all services**

**• credit can be added to library card using the Smartloader machine. The machine takes both cash and card payments allowing customers to load and top up credit for photocopying and printing purposes. The machine is located near the computers. For any assistance required with the machine, library staff members are available to assist.**

Sensory Guide Library Services
Feel

* **Cooling**
* **Heating**
* **Shared personal space**

#### Sounds

* **Computers**
* **People**
* **Photocopier**

#### Sights

* **Bright lights**

## Returning Items

**A return chute is located at the rear exit of the library at a height of 1090mm AFFL where items can be returned during opening hours.**

**There is an out of hours return chute located outside the rear entrance at a height of 1100mm AFFL.**

**Items can also be returned at any other library in the consortium.**

## Safety

**Wide solid glazing contrast band at 900mm AFFL to 980mm AFFL on glass entry doors and internal ground level windows.**

**Transparent security panel located in the centre of second set of entrance doors.**

**Flat surface throughout library.**

**Terrain varies between carpet, vinyl and tiling.**

**Artificial and natural lighting throughout.**

**Objects throughout include book display cabinets, furniture, concrete pillars and book trolleys.**

**Underfloor power boxes and floor air vents slightly raised AFFL.**

**Handrails on both sides of all internal steps.**

**TGSI installed prior to all internal stairways.**

**TGSI installed within children’s section to indicate overhead hazard.**

**Small raised edge at courtyard entry/exit door.**

**Level 1 viewing area with glass barrier extending 1075mm AFFL with handrail.**

**Clear, illuminated exit signage.**

**If first aid is required, please see staff at the customer service desks.**

**There is an emergency evacuation map located on the hallway wall nearest to the toilets at the rear of the library.**

**In the event of an emergency, staff will help and direct members and visitors.**

## Access Ability Australia

**Eastern Innovation Centre, 5a Hartnett Drive, Mulgrave, 3170.**

**Mobile: 0403 670 942**

**Mobile: 0412 206 923**

**Email** **info@accessabilityaustralia.com**

**Website** [**www.accessabilityaustralia.com**](http://www.accessabilityaustralia.com)

**Access Keys are designed and developed by Access Ability Australia.**

**To view the full range of free Access Keys available, go to the following link.**

[**https://accessabilityaustralia.com/access-keys-2/**](https://accessabilityaustralia.com/access-keys-2/)

**For Access Keys in braille or audio, please contact us on the following link.**

[**https://accessabilityaustralia.com/contact-us/**](https://accessabilityaustralia.com/contact-us/)

**Please complete our short survey on the following link to help us ensure continuous improvement.**

[**https://www.surveymonkey.com/r/F666XYK**](https://www.surveymonkey.com/r/F666XYK)

**We really appreciate your feedback.**

**© Access Ability Australia, All Rights Reserved. 2019 DISCLAIMER: All materials have been compiled from information available at time of production. They are not intended to replace professional advice including; but not limited to, access audits. All necessary care has been taken to design and produce Work(s). Full implementation guidelines are supplied in accordance with Work(s) in its entirety. You acknowledge and agree that you are using all services and facilities provided by Access Ability Australia at your own risk and you agree to defend, indemnify, save and hold Access Ability Australia harmless from any and all demands, liabilities, costs, losses and claims, howsoever suffered, including but not limited to legal fees that may arise directly or indirectly from any service provided or agreed to be provided by Access Ability Australia. You agree that this indemnification extends to all aspects of the Work(s), including but not limited to implementation and usage. Access Ability Australia are indemnified of all claims, liability, and expenses that may arise from use of Work(s) as per usage and acceptance of these terms and conditions. This Access Key is not to be altered by any parties without express permission of Access Ability Australia.**

**End of document.**