

Moe Library

1-29 George Street

Moe, Victoria, 3825

Phone 03 5135 8500

library@latrobe.vic.gov.au

www.latrobe.vic.gov.au/library

Access Key

A customised accessibility guide



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

AFFL - Above finished floor level.

Braille - Written language for people with vision difficulties. Raised dots represent characters and are felt with a person's fingertips.

Changing Places - A facility for people who cannot use standard accessible toilets. They provide extra features and more space to meet the needs of people with disabilities or additional requirements.

E-Resources - Electronic resources. These are library materials that are available in digital format and are accessed electronically. For example, electronic books.

Genre - A style of art, music, or literature.

Members - A person who has signed up for membership to attend and use the library.

PIN - Personal Identification Number. Issued with every new library membership.

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.

USB - Universal Serial Bus. USBs allow you to connect computers with devices such as photocopiers and printers.



Guidelines

Thank you for choosing to use an Access Key for Moe 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 to 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 participant, help the participant comprehend key points, consistently monitoring for level of understanding.
- If sharing the Access Key with participant, 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 [32](#).
- Safety information is located on page [33](#).
- Download Access Key in its entirety – 34 pages in total.

Latrobe City Council hereby acknowledges the support and assistance provided by [Access Ability Australia](#) in helping to prepare the Moe Library Access Key.

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

Conditions of Entry

Latrobe City Council are committed to providing high quality customer service in an open, inviting and safe environment at all times.

When visiting a Latrobe City Council Library and Service Centre, please abide by the following:

- Treat staff and other patrons with courtesy and respect
- Abusive, indecent or offensive language and behaviour will not be tolerated
- Do not remove, damage or interfere with any displays, equipment or the facility
- Children under the age of 12 must be actively supervised at all times by an adult
- Do not bring alcohol or illegal drugs onto the premises. If you are intoxicated or affected by illegal drugs, you will not be allowed to enter
- Smoking or vaping is not permitted anywhere within 50 metres of the entrance
- Be considerate of others when using mobile phones and/or other equipment
- Clear your space when you leave and put all rubbish in the bins
- Attend to all personal belongings. Latrobe City Council is not responsible for personal belongings left unattended
- No animals are permitted to enter except for assistance animals within the meaning of the Disability Discrimination Act 1992
- Patrons must follow staff instructions at all times.





Access
Ability
Australia

Communication Board

Latrobe City Libraries

April 2026 V1



Yes



No



Write it down



First Aid



Toilet



Earmuffs/Sensory Kit



Deaf/Hard of hearing



I don't speak English



Recharge station



Something is wrong



Public transport



Shower



Maternal child health



Meeting rooms



Tea and coffee area



Public computers



Printer



Membership



Library activities



Emergency relief
information



Did you know?

- Moe Library is part of Latrobe City Council and incorporates the Service Centre in Moe. It is spread over two levels.
- We offer:
 - Changing Places
 - all genders accessible toilet, child toilet, parent room and men/boys and women/girl's toilets
 - 3-week loans on all items available for borrowing, with a limit of 30 items
 - public computers and free Wi-Fi access
 - colour copying, printing and scanning
 - seven meeting rooms (one with access to a kitchenette)
 - podcast studio
 - research room
 - maternal and child health services
 - community kitchen
 - free tea and coffee facilities
 - study tables and chairs
 - a study nook on level one
 - events and programs for people of all ages
 - eBooks and eAudiobooks.
- You can use your library card at any library that is part of the "Libraries Victoria" network.
- Our home library service delivers to members who are unable to access the library in person as per the Guidelines for Australian home library services.
- Our Seed Library is open for library members. You can choose an envelope of seeds to grow in your own garden.
- Free school holiday activities are available for the entire family.
- We provide basic digital and technology support.
- Follow Latrobe City Council on Facebook, Instagram and YouTube.
- To get in contact with us, call 03 5135 8500 or email us at library@latrobe.vic.gov.au.

Acknowledgement

Latrobe City Council acknowledges that we live, work and play on the traditional land of the Braiakaulung people of the Gunaikurnai nation and pays respect to their Elders past and present.



Getting There

Moe Library and Service Centre is at 1-29 George Street, Moe.

See [Google Maps](#).

Train

The nearest station is Moe Railway Station, 125 metres from Moe Library. The V/Line regional train to Traralgon will get you there.

Bus

The nearest bus stop is at Moe Railway Station. The Regional Bus to Moe Bus Interchange will get you there.

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



Parking

The most convenient parking for Moe Library is in a carpark next to the library.

Within the carpark, there are:

- two accessible parking bays, 100 metres from the main entrance
- general parking with no restrictions.

On George Street, there is:

- one accessible parking bay, outside the main entrance
- local street parking with varying restrictions. Please observe parking signs
- a 15-minute parking zone outside the front of the library
- bike racks.



Welcome

Welcome to the Moe Library and Service Centre.

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

We are open Monday to Friday from 8:30am to 5:15pm and Saturdays from 9am to 12 noon.

We are closed Sundays and public holidays.

There are undercover areas outside each entrance.

There are bench seats with back and armrests outside the main entrance.



Entry

Main Entrance

The main entrance is on George Street.

There is a flat pathway from the carpark to the entrance doors.

Entry is through two sets of wide, glass, automated sliding doors.

The customer service desk is in front of the main entrance doors, to the left.

The customer service desk has two height levels: the higher level is 1100mm AFFL and the lower level is 950mm AFFL.

There is also a lower height counter at the customer service desk at 850mm AFFL with a knee clearance of 800mm AFFL.

In the entry area, there is:

- a book return chute at the customer service desk
- local area visitor information
- a telephone which takes you directly to visitor information
- council information.

There is a variety of furniture throughout the library including tables, couches, stools, children's furniture, beanbags and seats.

There is lift and stair access to level 1. These are located through the main entrance doors and to the left, past the customer service desk.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Automated doors
Children singing and playing
Telephones



Sights

Bright lights
Glare

Staff

All staff wear black or grey shirts with the white “Latrobe City Council” logo. Staff also wear lanyards and name tags.

Staff are available to help with any enquiries, bookings or to provide assistance.



Changing Places

There is a dedicated Changing Places at Moe Library.

Changing Places toilets have extra features and more space to meet the needs of people with disabilities or additional requirements.

Location: Ground level, after entrance on the right. Enter via a hallway.

Includes:

- all genders, fully accessible toilet and adult change facility with artificial lighting
- push button to open entry door at 1000mm AFFL
- automated, sliding entry door. Door clearance of 900mm AFFL
- push button to lock door at 1200mm AFFL
- push button to open door when exiting at 1000mm AFFL
- cubicle space 2170mm x 3500mm
- grab bars on the right and behind toilet
- toilet with padded backrest

- toilet height 470mm with right-hand transfer
- sink height 840mm AFFL with lever tap 1000mm AFFL
- change mat dispenser at 1350mm AFFL
- sharps unit
- nappy disposal bin
- signage detailing operating instructions for the safe use of the change table and ceiling hoist located on the wall next to the change table
- adult change table - electronically height adjustable and manual foldable table with maximum load 200kg
- Prism Medical ceiling hoist with hoist/carry bar with maximum load 204kg.

Users are required to provide their own sling. Please ensure it is compatible with the hoist. If there is any uncertainty, please do not use hoist.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling



Sounds

Echo
Fan
Toilet flushing
Water running



Sights

Bright lights
Mirror/Reflection



Smells

Air Freshener
Bathroom smells
Disinfectants

Toilets and Parent's Room

Location: Ground level, after entrance on the right. Enter via a hallway.

Includes:

- separate men/boys and women/girl's toilets, including ambulant
- parent's room (pictured) includes:
 - » push button entry door
 - » microwave
 - » couch with back and armrests
 - » seat with back and armrests
 - » children's table and chairs
 - » baby change table
 - » nappy disposal bin
 - » hand towel dispenser
 - » sink
 - » children's sink
 - » children's books
 - » sanitary product dispensing machine.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Children crying/playing
Echo
Fan
Microwave
Toilet flushing
Water running



Sights

Bright lights
Mirror/Reflection



Smells

Bathroom smells
Disinfectants
Food/Drink

Accessible Toilet and Children's Toilet

Moe Library has one all genders accessible toilet.

Location: Ground level, next to the East End meeting room kitchenette.

Includes:

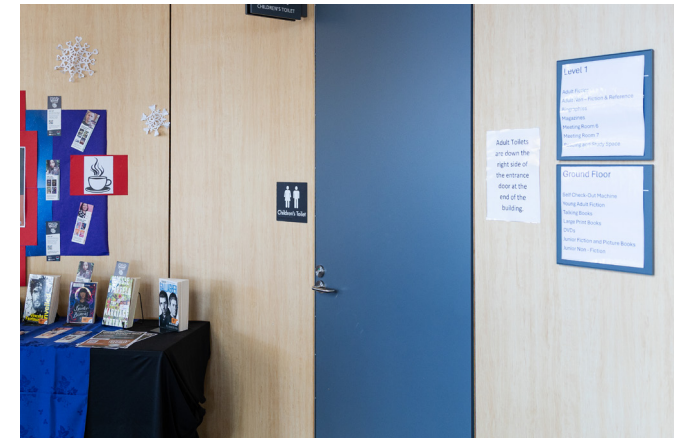
- one all genders, accessible toilet with artificial lighting
- manual door that you push to open with an 850mm space for you to pass through
- twist lock at 1050mm AFFL
- cubicle space 3000mm x 2350mm
- grab bars to the left and behind toilet
- toilet with padded backrest
- toilet height 450mm AFFL with left hand transfer
- sink height 850mm AFFL with lever tap 1000mm AFFL
- hand towel dispenser
- sharps unit
- nappy disposal bin
- sanitary bin
- baby change area.

There is one children's toilet.

Location: Ground level, in front of the stairs.

Includes:

- children's toilet
- children's sink
- hand towel dispenser.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling



Sounds

Children crying/playing
Echo
Fan
Toilet flushing
Water running



Sights

Bright lights
Mirror/Reflection



Smells

Bathroom smells
Disinfectants

Library Membership

A library member is a person who has signed up for membership to attend and use the library.

Membership is free and available to anyone.

Membership at Moe Library allows you to use your library card at any of the other Latrobe City Council libraries. Ask staff about borrowing materials from other libraries.

There are different types of memberships.

Online Membership

You can join online to become an online member. Online membership gives you access to our eLibrary resources using your online membership number. These include ebooks, eaudiobooks, digital magazines, digital newspapers and streaming film services.

Full Membership

You can go online to fill out an Online Membership Form. Once you complete the form, you will be given a temporary membership number that allows you to reserve library items by placing holds on the Latrobe City Libraries catalogue. You will also have access to some online resources such as eBooks and streaming films.

You need a full membership card to borrow physical items and use the library's online services. To do this, please visit the library and bring the following items with you:

- your temporary user number which you received online
- personal identification which shows name and address.

If you are aged under 16, your parent or guardian must attend the library to authorise your membership and provide their personal identification to sponsor your membership.

Members with a full membership can:

- borrow up to 30 library items
- download eBooks and eMagazines
- borrow items from other Victorian public libraries through Libraries Victoria
- access online resources
- use the free public access computers and Wi-Fi network
- use the library's facilities, including meeting rooms
- join in a range of social and learning events and programs.

Rural Membership

A rural membership is available for people who live in Latrobe City, but live more than 10 kilometres from a library. A rural membership allows you an extended loan period of six weeks instead of the usual three weeks.



Library Membership

Brighteyes Membership

Brighteyes memberships are available for children from birth to six years.

Brighteyes members receive:

- a special membership card
- calico library bag
- book mark
- access to borrow picture books, junior fiction and non-fiction and children's DVDs and CDs
- no fines on items borrowed from Latrobe City libraries.

Junior Membership

Junior memberships are available for children and young people aged seven to sixteen years.

Junior members receive:

- a special membership card
- calico library bag
- book mark
- access to borrow junior fiction and non-fiction, graphic novels, and children's DVDs and CDs
- access to a range of online resources like Kanopy Kids movie streaming, eBooks and eMagazines, audio books, fun learning activities, homework help and much more
- no fines on items borrowed from Latrobe City libraries.

For both Brighteyes and Junior memberships, a parent or guardian must sign up their child at the library. Please bring personal identification.

Important: Adult materials cannot be borrowed on Brighteyes and Junior memberships.

Each library membership card has a user ID number. This is also your membership number. To use the online library catalogue, you need to key in this number to the User ID box.

You can ask for a library **PIN** from library staff. A PIN is a Personal Identification Number. Your membership number, together with your PIN number, allows you to access the library catalogue online to place holds, renew loans and access online resources.

For more information on joining the library and your membership responsibilities, please see our [website](#).



Library Collection

Moe Library has many items available for borrowing.

Items such as books, magazines, CDs and DVDs are identified by labels on the spine and barcodes on the front.

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

Categories include:

- fiction and non-fiction books of all genres for all ages (there are separate children's and young adult's sections within library)
- eBooks and eAudiobooks
- DVDs
- family and local history resources
- large print fiction books. These are located on shelves in front of the customer service desk. They are identified with an LP on the spine of the books.
- magazines
- newspapers
- online databases
- talking books.

Collections are available in languages other than English, both online and in the catalogue.

Some items are for use in the library only. These may include games, printed newspapers, most current issues of a magazine, ex Yallourn collection items, dictionaries, atlases, street directories and restricted local history collections.

Books that cannot be borrowed will have a sticker on them reading 'Reference'.



Reservations

Moe Library items are catalogued. A catalogue is a register of items.

There are three catalogue iPads to look up item availability. These are located in front of the customer service desk, within the children's area and on level one.

The Moe Library catalogue can also be accessed 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 in person with Moe Library staff.

Visit our website to learn how to reserve an item online.

If you chose to get updates, you will receive an email or text message when your item is ready to pick up. You have 14 days to pick it up.

Reserved items need to be collected from shelves in front of the customer service desk.

Shelves are signed "Holds". Items are sorted by members' last names in alphabetical order. Members can find and borrow their own items.



Borrowing and Renewing Items

There are two ways to borrow items from Moe Library.

Self-Serve Kiosk

Moe Library has one self-serve kiosk located in front of the customer service desk.

The self-serve kiosk allows you to independently borrow and renew library items and check your library account.

It offers increased font sizes.

You will need your library card.

Staff members can help you learn to use the self-serve kiosks.

Customer Service Desk

Staff at the customer service desk can help you borrow items.

You will need your library card or photo ID.

You can renew your items:

- online through the [library catalogue](#)
- through the [Libraries Victoria app](#)
- over the phone by calling us 03 5135 8500
- via email library@latrobe.vic.gov.au
- in person with Moe Library staff.

Items can be renewed up to two times unless they are reserved by another library member and are not overdue.

For more information on borrowing and renewing, please see our [website](#).



Computers

We offer free computer and internet access.

Computers are located past the customer service desk, to the left.

You need a valid library membership or guest pass and to accept our guidelines. A guest pass is available from the reception desk.

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

You need to be 12 years or over to use a computer.

Library computers allow you to access the library catalogue, your library account, browse the internet and use Microsoft programs such as Word, Excel and PowerPoint.

People who have a Library membership can pre-book a computer in person at the library or by phoning the library on 03 5135 8500. You cannot prebook a computer on a guest pass.

Computers can be booked for an initial 30 or 60-minute session. The computer screen

has a countdown of how long you have left. Sessions can be extended by 30 minutes at a time, subject to availability. Your computer session cannot be extended if there is a booking in the next time slot.

Computer bookings will be cancelled if the session is not started within 10 minutes of the scheduled starting time.

The computer area has tables and chairs on wheels.

You need to bring your own headphones if you want to listen to music, talking or videos.

Staff are available for basic computer support.

Please see our [website](#) for more information and Public Computer Terms and Conditions.



SENSORY GUIDE



Feel

Heating/Cooling
Shared personal space



Sounds

Automated doors
Children playing/singing
Computers



Sounds

Heating/Cooling
Photocopier/Printer
Telephones



Sights

Digital screens

Photocopying, Printing and Scanning

There is one photocopier at Moe Library that is used for photocopying, printing, and scanning.

It is located past the customer service desk, in front of the computer area.

Instructions for use are next to the photocopier.

To print, you need to be logged into the library computers, print via email, or print from a Universal Serial Bus (USB). USBs allow you to connect computers with devices such as photocopiers and printers.

Scanning is free. Photocopying and printing incur a charge. Please see our [website](#) for more information on charges for these services.

Pay for these services at the customer service desk. Cash or EFTPOS is accepted. Library staff add your payment to your library membership. You then scan your library card at the photocopier or print from a library computer once logged in.

Staff are available to help with instructions and use.



SENSORY GUIDE



Feel

Heating/Cooling
Shared personal space



Sounds

Automated doors
Children playing/singing
Computers
Heating/Cooling



Sounds

People
Photocopier/Printer
Telephones



Sights

Digital screens

Returning Items

The due date for all library returns is on the receipt that you receive when the items are borrowed or renewed. You can also log into your library catalogue account to see the return due date.

You can choose to receive a reminder four days before your items are due to be returned. Please contact the library to confirm your current mobile phone number and email address and to set up your preferred notification method.

Items should be returned to the return chute at the customer service desk during library hours.

There is one return chute outside the main entrance for after-hours returns. This is available 24 hours a day, seven days a week.

Items can be returned to any Latrobe City libraries.

Members who have items that are seven days overdue will receive a reminder notice and may incur overdue fees and or restrictions.



Meeting Rooms

There are several community meeting rooms available to book.

Important: Please provide your own device and connection cords if you want to use the audio-visual equipment.

Meeting room bookings incur a charge. However, there is no charge for Latrobe City based community groups and not-for-profit organisations.

Please see our [website](#) for more information on how to book a meeting room, costs and terms and conditions.

Staff are able to provide basic technical assistance with audio-visual equipment.

Hirers are required to set up and pack up within the booking time.



Feel

Change in ground surface
(excluding rooms 6-7)
Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Telephones



Sights

Digital screens
Bright lights
Glare
(East End and rooms 6-7)



Smells

Food/Drink

SENSORY GUIDE

Meeting Rooms

Meeting Room 1

Location: Ground level, past the main entrance to the right.

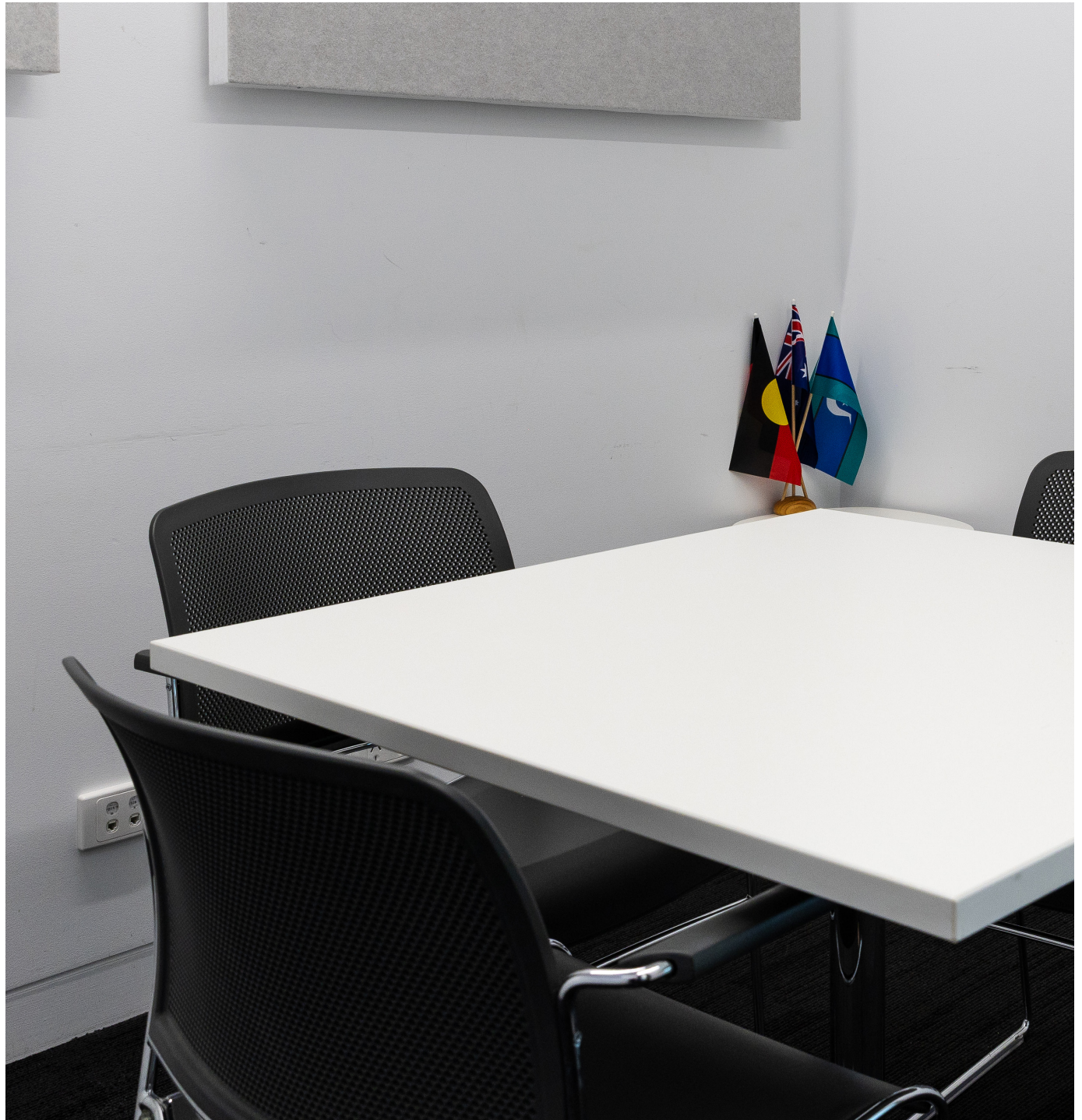
Entry is through a manual door that you push to open with an 850mm space for you to pass through.

Meeting Room 1 is available to book 7-days-a-week from 7am to 10pm.

This is a small meeting room and includes:

- table
- seats with back and armrests

Maximum capacity is 4 people.



Meeting Rooms

Meeting Rooms 3-5

Location: Ground level, through the main entrance, to the right.

Entry to these rooms is through a manual door that you push to open with an 850mm space for you to pass through.

Rooms 3-5 are available to book 7-days-a-week from 7am to 10pm.

There is a meeting room foyer.

The foyer includes:

- round tables
- seats with backrests
- couches with back and armrests
- coffee table
- long, high table
- stools with backrests
- bar fridge
- tea and coffee making facilities
- hot water tap
- bins.

Each meeting room includes:

- tables
- seats with backrests
- whiteboard and projectors
- benches
- audio visual screen (meeting room 5).

Maximum room capacity (theatre style):

- room 3 - 30 people
- room 4 - 20 people
- room 5 - 40 people.

Meeting rooms 4 and 5 has a dividing wall which can be opened, allowing the rooms to be booked together for a larger meeting - 60 people maximum.



Meeting Rooms

East End Meeting Room

Location: Ground level, through the entrance, to the left, at the end of the library building.

It is a function room and is only available for booking during library opening hours.

Entry is through a wide, glass, automated sliding door. A staff member needs to open this door for you.

Includes:

- table
- seats with backrests
- couch with back and armrests
- audio-visual facilities.

The room seats 20 to 30 people, depending on preferred layout.

There is a kitchenette.

Includes:

- kettle
- microwave
- mini fridge
- sink
- bin.

This room also has concertina doors that open into an outside forecourt.



Meeting Rooms

Meeting Rooms 6 and 7

Location: Level 1, on either side of the lift.

Entry to each room is through a wide, glass manual door that you can either push or pull out to open.

Include:

- tables
- seats on wheels
- audio-visual screens
- bench seats with back and armrests.



Podcast Studio

Moe Library has a Podcast Studio available to book 7-days-a-week from 7am to 10pm.

Location: Ground level, past the main entrance to the right.

A podcast is a spoken audio episode that you can play on your device. Podcasts can be about any kind of topic including news, stories, hobbies or interviews.

Entry is through a manual door that you push to open with an 850mm space for you to pass through.

Includes:

- tables
- seats with back and armrests
- Rodecaster Pro: an all-in-one audio production device that combines multiple tools such as a soundboard, mixer, recorder and audio interface
- four microphones
- headphones
- computer
- acoustically insulated.

A maximum of four people is permitted in the Podcast Studio at one time.

No food or drink is permitted.

Podcast Studio hirers are required to complete an induction before booking confirmation.

See our [website](#) for information on how to book the Podcast Studio



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Music
(podcast dependent)
Telephones



Sights

Digital screens

Research Room

The Research Room is for family and local history research.

Location: Ground level, past the main entrance to the right.

Entry is through a manual door that you push to open with an 850mm space for you to pass through. You need a staff member to open the door to the Research Room.

Includes:

- a computer
- tables
- seats on wheels
- photocopier and scanner
- newspapers on the microfilm
- local history reference collection and loan collection.

Please see our [website](#) for more information.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Computers
Heating/Cooling
Telephones



Sights

Digital screens
Bright lights

Maternal and Child Health

There are two Maternal and Child Health consulting rooms at Moe Library.

Location: Ground level, past the main entrance to the right. Enter via a hallway.

Entry into each consulting room is through a manual door that you push to open with an 850mm space for you to pass through.

This is a free health service that supports new parents and children from birth to school age.

It is a service run by nurses who can:

- check your child's growth and development
- give health advice on things like feeding, sleep and behaviour
- support new mothers with their physical and emotional health
- give vaccination information
- assist with breastfeeding
- link families with local support services.

Includes:

- children's table and chairs
- children's toys
- chairs
- examination table

- scales
- baby examination/measuring table
- sink.

Please see our [website](#) for more information.



SENSORY GUIDE



Sounds

Babies crying
Children playing
Computers
Heating/Cooling
Telephones



Sights

Digital screens
Bright lights



Smells

Disinfectants
Nappy smells

Community Kitchen

There is a community kitchen available to book.

Location: Ground level, past customer service desk on the right.

Entry is through a manual door that you push to open with an 850mm space for you to pass through.

Includes:

- 4-burner gas stove/oven
- microwave
- fridge/freezer
- dishwasher
- sink
- hot water tap
- cutlery
- pots and pans
- cups and plates
- serving counter to meeting room foyer.

See our [website](#) for information on how to book the community kitchen.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared personal space



Sounds

Cooking equipment
Heating/Cooling
Telephones



Sights

Bright lights
Glare



Smells

Food/Drink

Accessibility

Throughout

- Pathway from accessible parking bays to main entrance with pram ramps.
- Clear path of travel from outdoor to indoor areas.
- External terrain of asphalt and tiles.
- Internal terrain of polished concrete, carpet and wooden floorboards.
- Wide, clear internal and external walkways.
- Clear, large print name tags on staff.
- Clear wheelchair circulation space.
- Spaces for a person using a wheelchair to sit with friends.
- Electric wheelchair/scooter charging point located in the meeting room foyer, near the tea and coffee station.
- Accessible guided tours.
- Water fountain near children's area with lower spout 640mm AFFL and higher spout 870mm AFFL.
- Ground level games area tables 730mm AFFL with knee clearance 700mm AFFL.
- Level one large round table 730mm AFFL with knee clearance 700mm AFFL.
- Level one puzzle table 920mm AFFL with knee clearance 890mm AFFL.
- Mobility aids can be stored but the owner is responsible for them. Please speak to staff if you need help.
- Pen and paper for exchange of information available on request. Go to customer service desk.
- Staff available to read information to members.
- Free Wi-Fi.
- Moe Library is a member of the [Hidden Disability Sunflower Initiative](#).
- Library is supportive and welcoming of LGBTQI+ community.
- Moe Library is Relay Service friendly.

Entrance

- External return chute next to main entrance doors 1150mm AFFL.
- Customer service desk with return chute 980mm AFFL.
- Second entrance with exit push button 1100mm AFFL.

Lift

- Buttons outside lift operating height 900mm AFFL.
- Door clearance 950mm.
- Not audio enabled.
- Cubicle space 2000mm x 1400mm.
- Buttons inside lift operating height 1050mm AFFL.
- Buttons inside lift with **Braille**. Braille is written language for people with vision difficulties. Raised dots represent characters and are felt with a person's fingertips.
- Handrails on both sides of lift.

eBook Platform

- Allow users to adjust multiple settings to support visual accessibility (font size and style, background colours). There are also functions such as compatibility with Apple's Voiceover functionality.

Catalogue iPads

- iPad in front of customer service desk 1400mm AFFL.
- iPad in children's area 1000mm AFFL.
- iPad on level one 1450mm AFFL.

Reservations/Holds

- Holds shelves at various heights.

Self-Serve Kiosk

- Operating screen 1200mm AFFL.
- Book table 800mm AFFL.

Computers

- Tables 730mm AFFL with knee clearance 700mm AFFL.
- Tables 730mm AFFL with knee clearance 650mm AFFL.
- Standing desk 770mm AFFL with knee clearance 740mm AFFL.

Photocopier

- Operating screen 1000mm AFFL.
- Library card scanner 1000mm AFFL.
- Document tray/scanner 1050mm AFFL.
- Document collection tray 1130mm AFFL.

Study Nook

- Tables 740mm AFFL with knee clearance 700mm AFFL.
- Seats with backrests.

Meeting Rooms

- Foyer area round tables 730mm AFFL with knee clearance 700mm AFFL.
- Foyer area high tables 900mm AFFL.
- Rooms 1-5 tables 730mm AFFL with knee clearance 700mm AFFL.
- East End room tables 730mm AFFL with knee clearance 700mm AFFL.
- East End room round tables 620mm AFFL with knee clearance 600mm AFFL.
- Room 6 tables 740mm AFFL with knee clearance 700mm AFFL.
- Rooms 6 and 7 exit push buttons 1150mm AFFL.
- Room 7 tables 830mm AFFL with knee clearance 800mm AFFL.

Podcast Studio

- Tables 730mm AFFL with knee clearance 700mm AFFL.

Research Room

- Collections cupboards handle 1300mm AFFL.
- Tables 710mm AFFL with knee clearance 690mm AFFL.

Community Kitchen

- Service counter to meeting room foyer area 900mm AFFL. No knee clearance.

Safety

Throughout

- Pathway from accessible parking bays to main entrance with TGSi.
- Wet floor signage may be displayed.
- All staff have Working with Children Checks.
- Evacuation maps displayed throughout.
- Fire wardens on site.
- First aid kit on wall next to Podcast Studio, in East End meeting room kitchenette and in the community kitchen.
- Defibrillator on wall next to Podcast Studio.
- Objects throughout include book display cabinets, furniture, book trolleys, bookshelves and bins.
- A glass floor you can see through located at the top of the stairs on level one.
- Evacuation chair on level one, attached to wall, on left side of stairs.
- Illuminated exit signs.
- Audible alerts in the case of an emergency.
- 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

- Main entrance doors and surrounding panels with contrast safety bands 1000mm to 1100mm AFFL.
- Main entrance doors with mat on floor. Colour contrasted.
- Second entrance doors and surrounding panels with contrast safety bands 1030mm to 1130mm AFFL.
- Stairs to level one with TGSi top and bottom, handrails both sides, stair nosing and lighting.

Meeting Rooms

- Foyer area with concrete pillar, not colour contrasted to floor.
- East End meeting room internal entrance doors with contrast safety bands 1000mm to 1100mm AFFL.
- East End meeting room external entry door with no contrast safety bands.
- Room 6 entrance doors with contrast safety bands 1020mm to 1120mm AFFL.
- Room 7 entrance doors with contrast safety bands 1000mm to 1100mm AFFL.
- Rooms 6 and 7 with heating vents on floors.





Contact Us

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