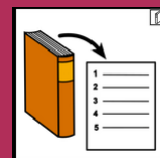


Bibliotecas Públicas Municipales de Madrid

Guía visual





1. ¿QUÉ ES UNA BIBLIOTECA?



2. ¿QUIÉN TRABAJA EN UNA BIBLIOTECA?

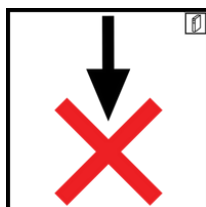


3. NORMAS DE LA BIBLIOTECA



4. ¿QUÉ HAY EN UNA BIBLIOTECA?

- ♦ MATERIALES
- ♦ MOBILIARIO



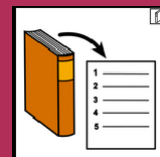
5. ZONAS

- ♦ ZONA BEBETECA
- ♦ ZONA INFANTIL
- ♦ ZONA DE ADULTOS



6. EL CARNÉ

- ♦ ¿CÓMO TENER EL CARNÉ ADULTO?
- ♦ CON EL CARNÉ ADULTO PUEDO
- ♦ ¿CÓMO TENER EL CARNÉ INFANTIL?
- ♦ CON EL CARNÉ INFANTIL PUEDO



7. PRÉSTAMO

- CÓMO HACER EL PRÉSTAMO
- ¿CUÁNTO MATERIAL ME PUEDO LLEVAR A CASA?
- ¿CUÁNTO DURA EL PRÉSTAMO?
- DEVOLVER EL MATERIAL
- PENALIZACIONES



8. ¿CÓMO BUSCAR UN LIBRO?



9. EXPURGO

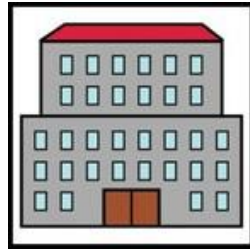


10. HORARIO

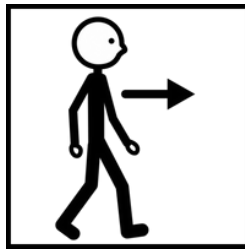


11. ASEOS

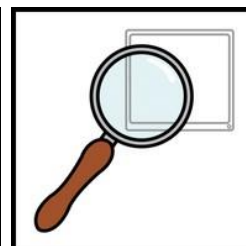
¿QUÉ ES UNA BIBLIOTECA?



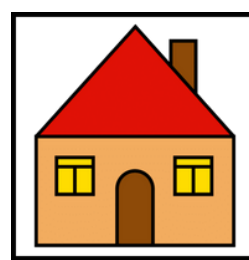
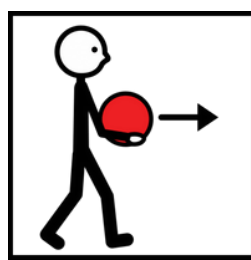
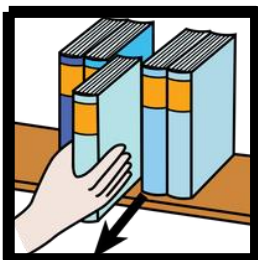
UNA BIBLIOTECA ES UN EDIFICIO DONDE HAY LIBROS.



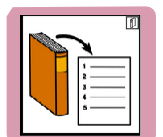
A LA BIBLIOTECA PUEDEN IR TODAS LAS PERSONAS DEL BARRIO.



EN LA BIBLIOTECA LEES, ESTUDIAS Y BUSCAS INFORMACIÓN.



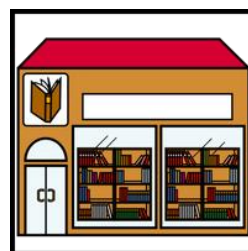
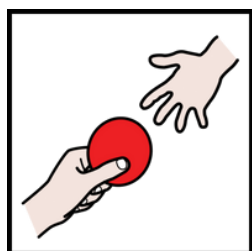
PUEDES COGER LIBROS Y LLEVARLOS A CASA.



2. ¿QUIÉN TRABAJA EN UNA BIBLIOTECA?



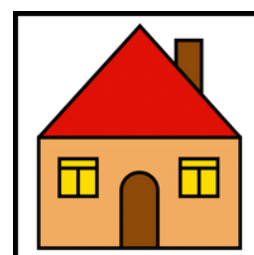
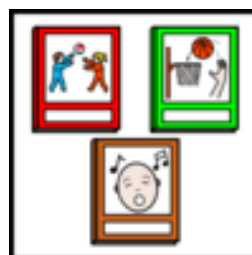
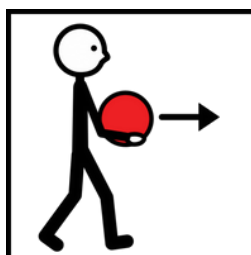
EN LA BIBLIOTECA HAY BIBLIOTECARIOS.



EL BIBLIOTECARIO DA INFORMACIÓN DE LA BIBLIOTECA.



EL BIBLIOTECARIO AYUDA A BUSCAR LIBROS.



EL BIBLIOTECARIO TE AYUDA A LLEVARTE LIBROS A CASA.



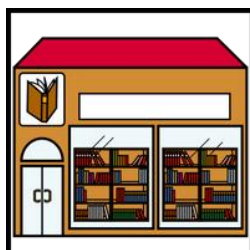
3. NORMAS DE LA BIBLIOTECA



NO ROMPER MATERIALES DE LA BIBLIOTECA.



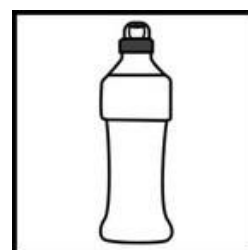
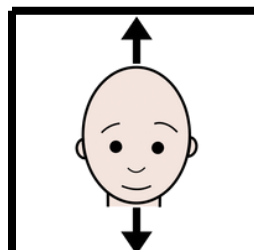
EN LA BIBLIOTECA NO SE GRITA.



EN LA BIBLIOTECA NO SE FUMA.

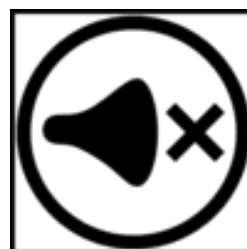


EN LA BIBLIOTECA NO SE PUEDE COMER.



EN LA BIBLIOTECA NO SE BEBE EN VASO, SE BEBE EN BOTELLA.

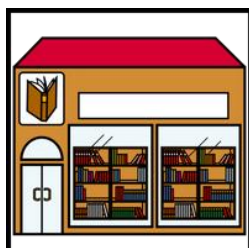
3. NORMAS DE LA BIBLIOTECA



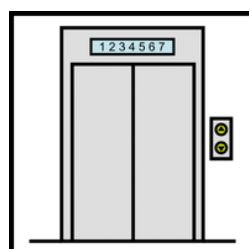
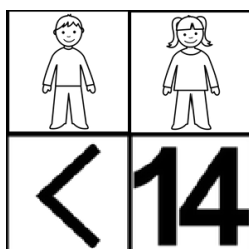
EN LA BIBLIOTECA LOS DISPOSITIVOS TIENEN QUE ESTAR SILENCIO.



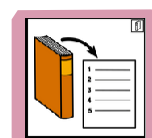
EN LA BIBLIOTECA NO SE GRABAN VIDEOS.



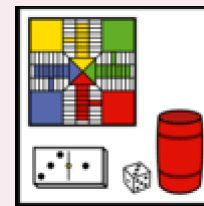
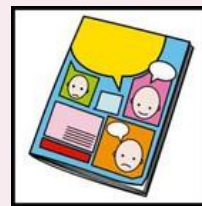
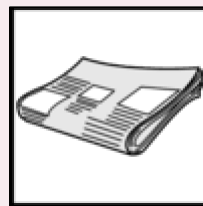
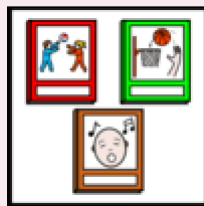
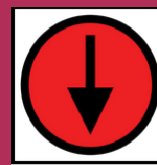
EN LA BIBLIOTECA NO SE HACEN FOTOS.



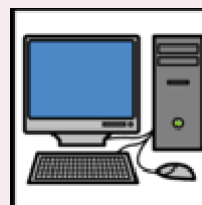
LOS MENORES DE 14 AÑOS VAN ACOMPAÑADOS EN EL ASCENSOR.



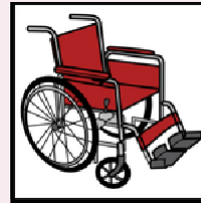
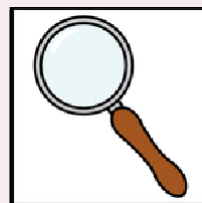
4. ¿QUÉ HAY EN UNA BIBLIOTECA?



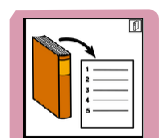
LIBROS, REVISTAS, PERIÓDICOS, CÓMICS Y JUEGOS DE MESA.



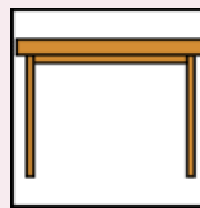
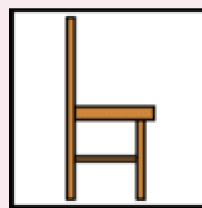
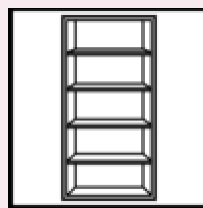
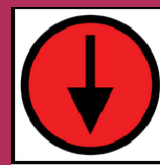
DVDs, DISCOS, AUDIOLIBROS, ORDENADORES Y WI-FI.



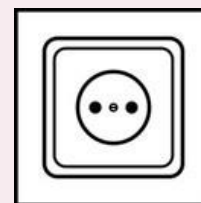
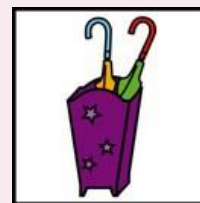
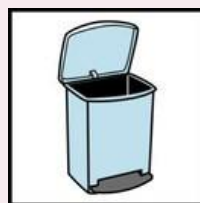
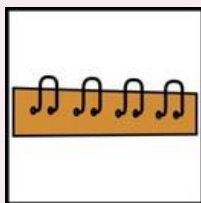
LIBROS DE LECTURA FÁCIL, LUPAS, SILLAS DE RUEDAS, BUCLE MAGNÉTICO.



4. ¿QUÉ HAY EN UNA BIBLIOTECA?



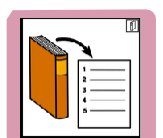
HAY ESTANTERIAS, MESAS Y SILLAS.



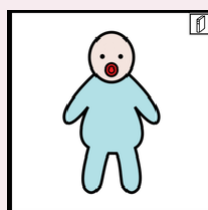
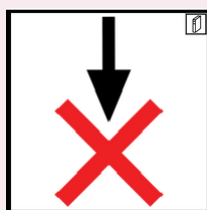
PERCHEROS, BASURAS, PARAGÜEROS Y ENCHUFES.



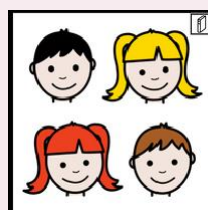
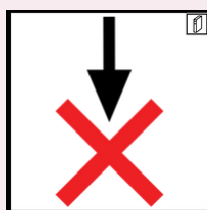
HAY BAÑOS.



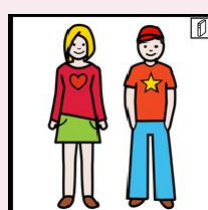
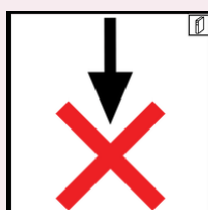
5. ZONAS EN LA BIBLIOTECA



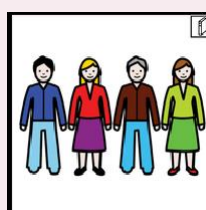
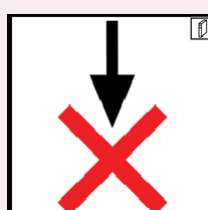
ZONA BEBETECA HAY MATERIALES DE 0 A 5 AÑOS.



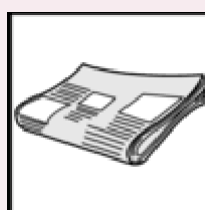
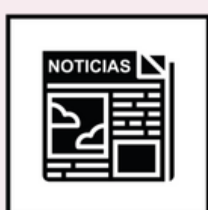
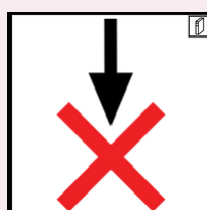
ZONA INFANTIL: HAY MATERIALES DE 6 A 14 AÑOS.



ZONA JUVENIL: MATERIALES PARA MAYORES DE 14 AÑOS.

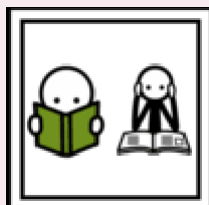
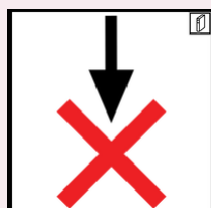


ZONA DE ADULTOS: MATERIALES PARA MAYORES DE 18 AÑOS.



HEMEROTECA: PERIÓDICOS Y REVISTAS.

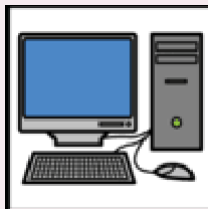
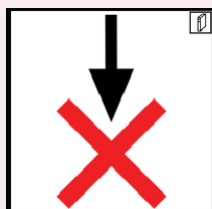
5. ZONAS EN LA BIBLIOTECA



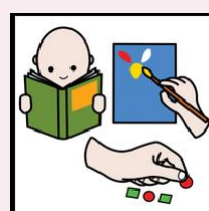
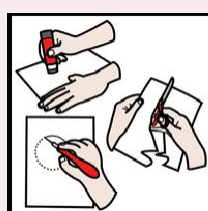
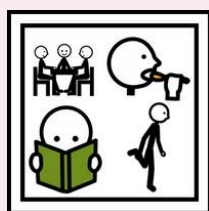
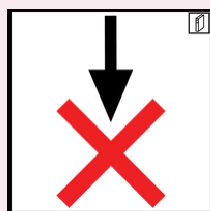
SALA DE ESTUDIO PARA MAYORES DE 14 AÑOS.



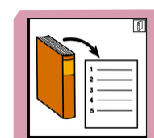
SE USA PARA LEER, ESTUDIAR O TRABAJAR EN SILENCIO.



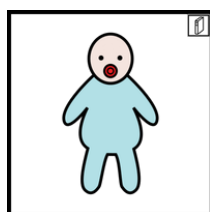
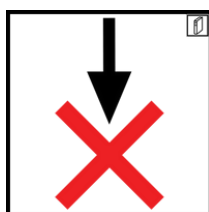
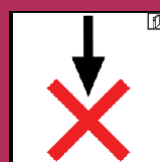
LA ZONA DE ORDENADORES CONECTADOS A INTERNET.



LA SALA POLIVALENTE PARA HACER ACTIVIDADES DE LA BIBLIOTECA.



ZONA BEBETECA



EN LA BEBETECA HAY LIBROS PARA NIÑOS ENTRE 0 Y 5 AÑOS.

LOMO



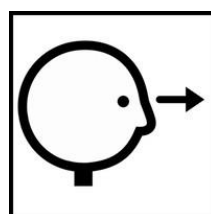
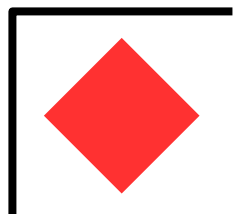
PORTADA



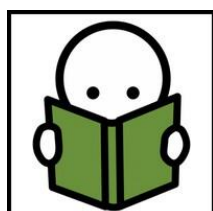
LA ETIQUETA MUESTRA PARA QUÉ ES EL LIBRO.



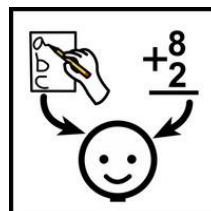
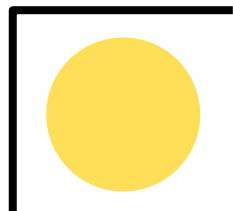
PARA JUGAR. ROMBO ROJO.



PARA MIRAR. CUADRADO AZUL.



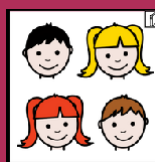
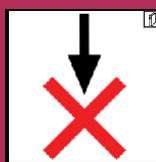
PARA LEER. CÍRCULO AMARILLO.



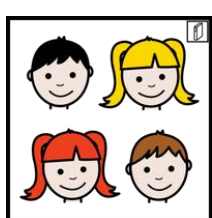
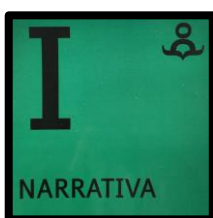
PARA APRENDER. TRIÁNGULO VERDE.



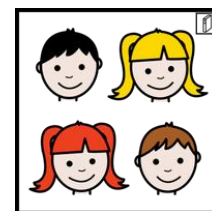
ZONA INFANTIL



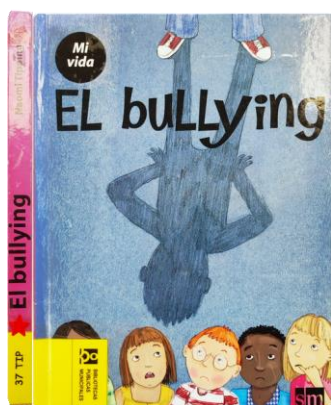
EN LA SECCIÓN INFANTIL HAY LIBROS PARA NIÑOS Y NIÑAS DE 6 A 14 AÑOS.



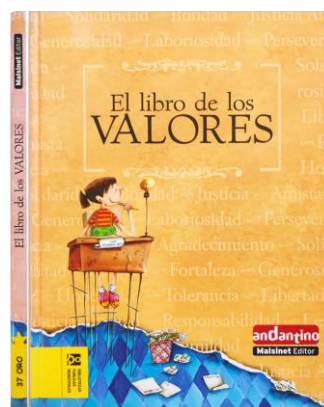
NARRATIVA INFANTIL DE 6 A 14 AÑOS.



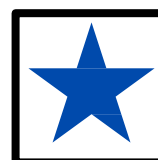
MATERIAS INFANTILES DE 6 A 14 AÑOS.



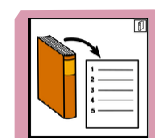
DE 6 A 8 AÑOS

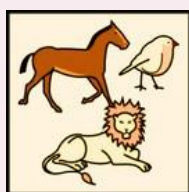
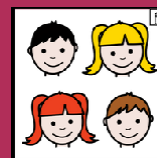


DE 9 A 11 AÑOS



DE 12 A 14 AÑOS

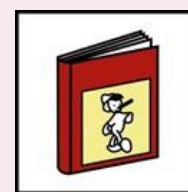




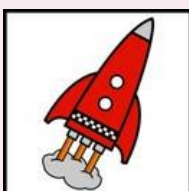
ANIMALES



ACCIÓN Y AVENTURAS



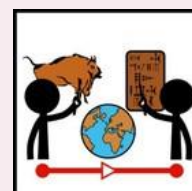
CUENTOS INFANTILES



CIENCIA FICCIÓN



FANTASÍA



HISTÓRICOS



HUMOR



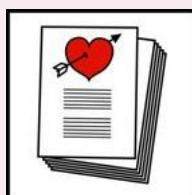
MISTERIO



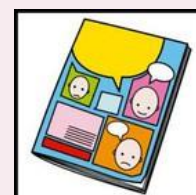
REALISMO



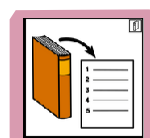
TEATRO



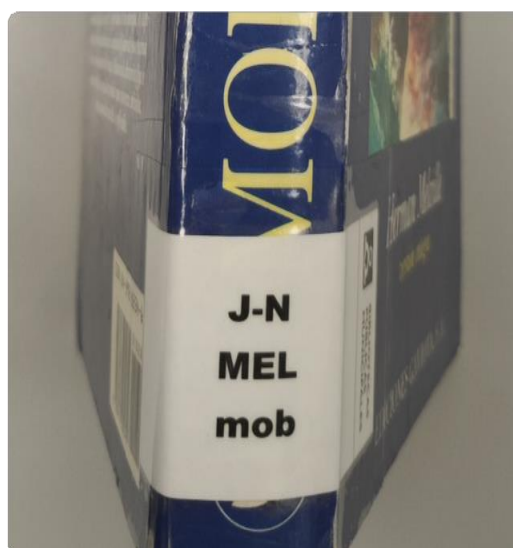
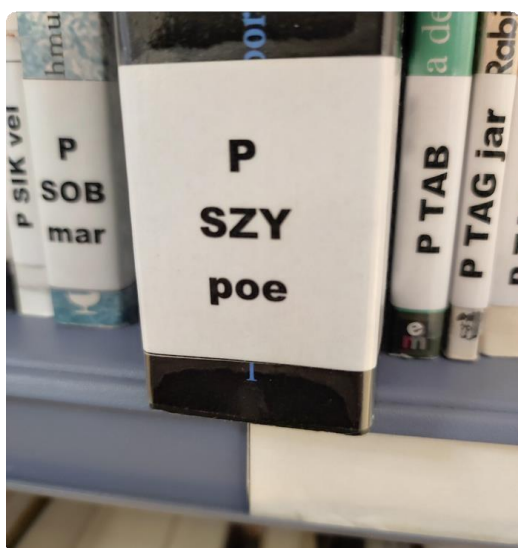
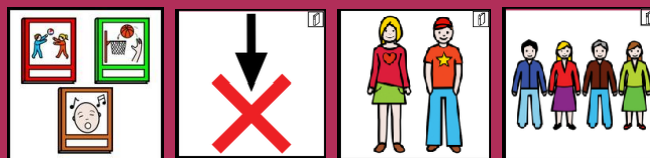
POESÍA



CÓMICS

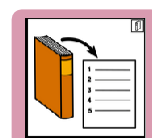
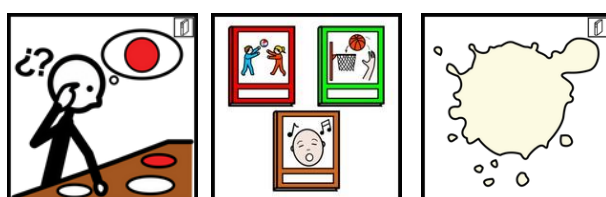
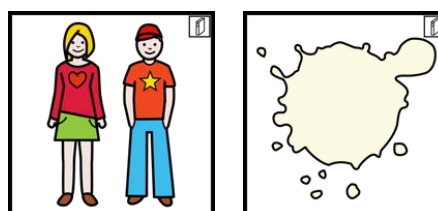
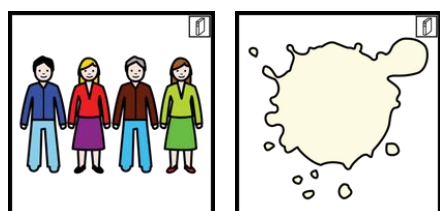


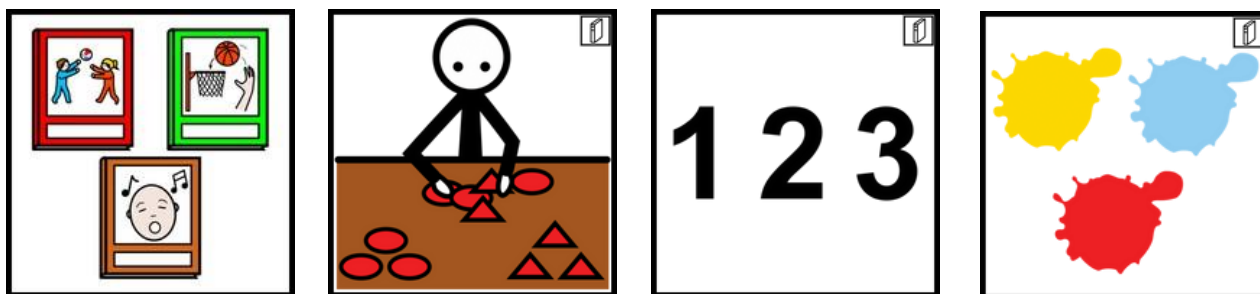
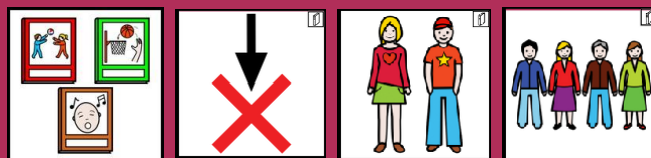
ZONA ADULTOS Y JOVEN



ADULTOS: TEJUELO BLANCO.

JUVENIL: TEJUELO BLANCO.

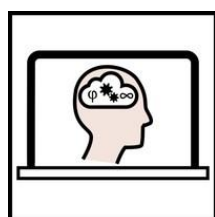




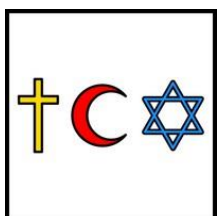
LOS LIBROS ESTÁN CLASIFICADOS POR NÚMERO Y COLOR.



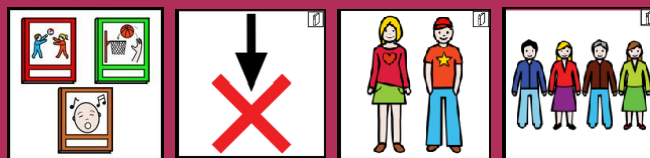
GENERALIDADES. NÚMERO 0, COLOR MARRÓN.



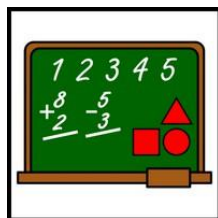
FILOSOFÍA. NÚMERO 1, COLOR ROSA.



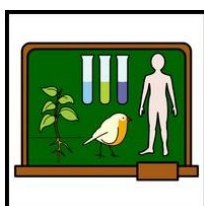
RELIGIÓN. NÚMERO 2, COLOR MORADO.



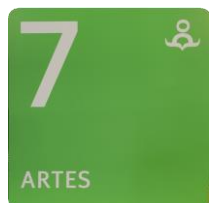
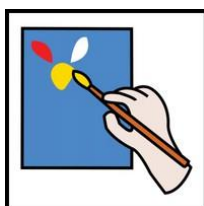
CIENCIAS SOCIALES. NÚMERO 3, COLOR NARANJA.



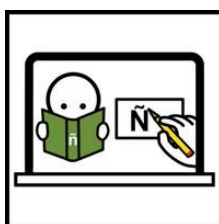
CIENCIAS PURAS. NÚMERO 5, COLOR AZUL OSCURO.



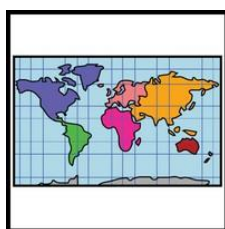
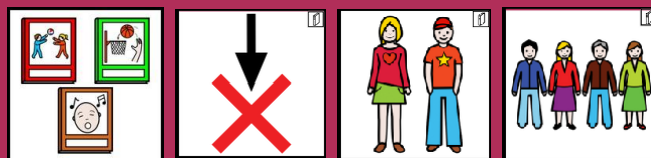
CIENCIAS APLICADAS. NÚMERO 6, COLOR AZUL CLARO.



ARTE. NÚMERO 7, COLOR VERDE CLARO.



LENGUA Y LITERATURA. NÚMERO 8, COLOR AMARILLO.



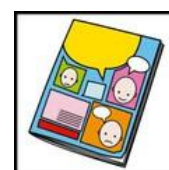
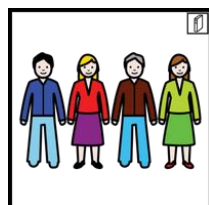
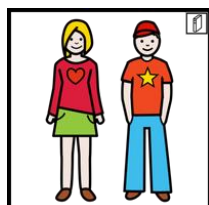
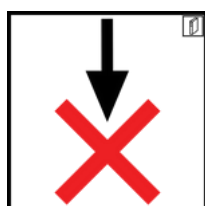
HISTORIA Y GEOGRAFÍA. NÚMERO 9, COLOR VERDE OSCURO.



BIOGRAFÍAS. LETRA B, COLOR VERDE OSCURO.



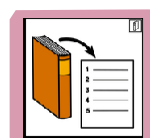
LIBROS SOBRE MADRID. LETRA M, COLOR BLANCO.



REVISTAS CÓMICS



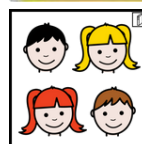
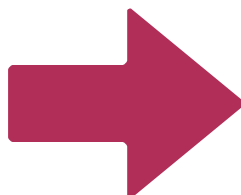
DVD MÚSICA



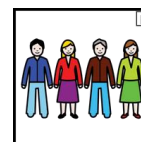
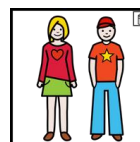
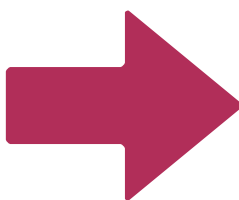
6.EL CARNÉ DE BIBLIOTECA



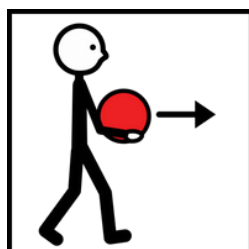
CARNÉ INFANTIL



CARNÉ JOVEN Y ADULTOS



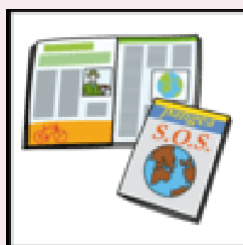
6.EL CARNÉ DE BIBLIOTECA



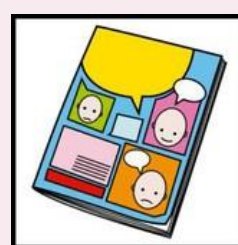
EL CARNÉ TE PERMITE LLEVAR A CASA.



LIBROS



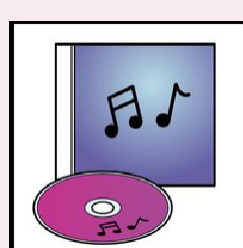
REVISTAS



CÓMICS



DVDS

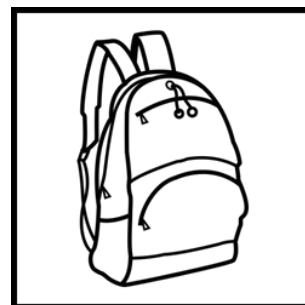
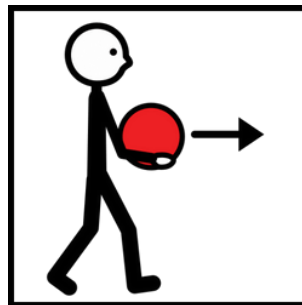


MÚSICA

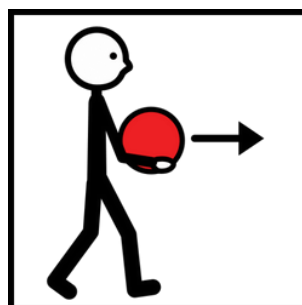


AUDIOLIBROS

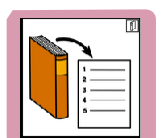
6.EL CARNÉ DE BIBLIOTECA



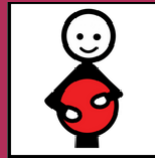
EL CARNÉ PUEDES LLEVARLO EN LA MOCHILA.



EL CARNÉ PUEDES LLEVARLO EN EL MÓVIL.

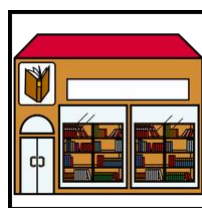
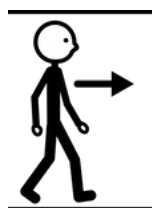


6. CÓMO TENER EL CARNÉ ADULTO



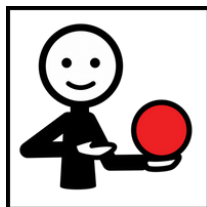
MAYORES DE 14 AÑOS.

1



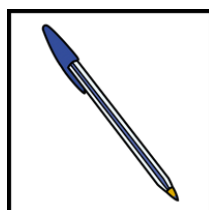
IR AL MOSTRADOR DE LA BIBLIOTECA.

2

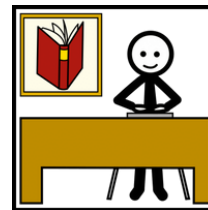
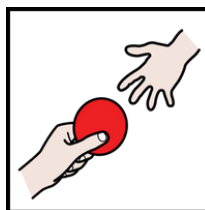


ENSEÑAR EL DNI AL BIBLIOTECARIO.

3

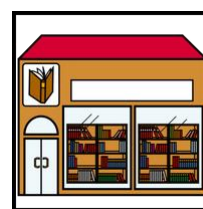
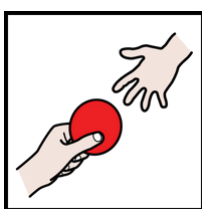


FORMULARIO	
APELLIDOS	
NOMBRE	
DIRECCIÓN	
TELÉFONO	
POBLACIÓN	
MOTIVO	
Fecha y firma	



RELLENAR EL FORMULARIO, SE LO DAS AL BIBLIOTECARIO.

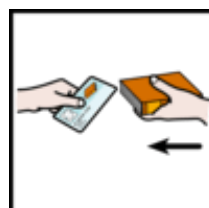
4



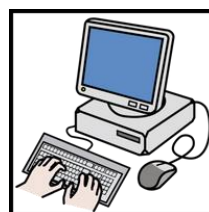
EL BIBLIOTECARIO TE DA EL CARNÉ DE BIBLIOTECA.



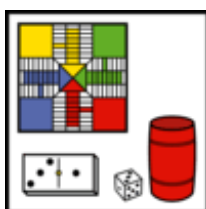
6. CON EL CARNÉ ADULTO PUEDO



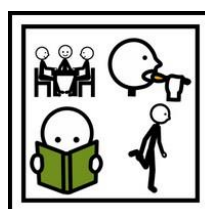
COGER PRÉSTAMOS.



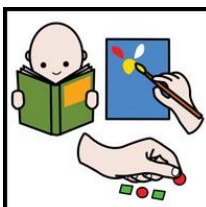
USAR LOS ORDENADORES.



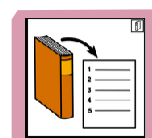
JUGAR A JUEGOS DE MESA.



RESERVAR LA SALA POLIVALENTE.



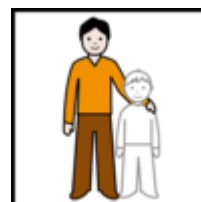
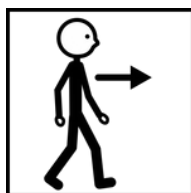
APUNTARME A ACTIVIDADES DE LA BIBLIOTECA.





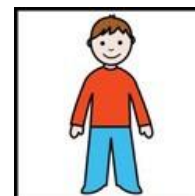
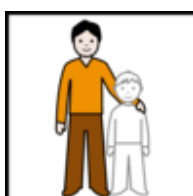
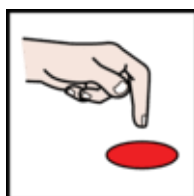
DE 6 A 14 AÑOS.

1



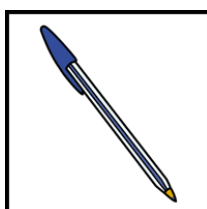
IR ACOMPAÑADO A LA BIBLIOTECA POR UN ADULTO.

2

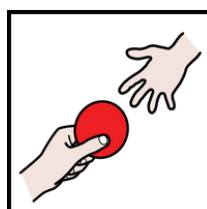


NECESITAS EL DNI DEL TUTOR Y DNI DEL MENOR.

3

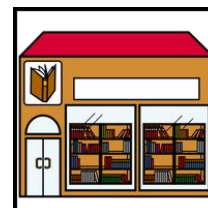
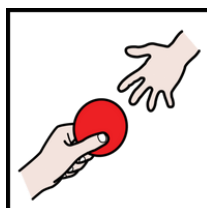


FORMULARIO	
APELLIDOS	
NOMBRE	
DIRECCIÓN	
TELÉFONO	
POBLACIÓN	
MOTIVO	
Fecha y firma	



RELLENAR EL FORMULARIO, SE LO DAS AL BIBLIOTECARIO.

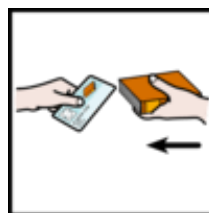
4



EL BIBLIOTECARIO TE DA EL CARNÉ DE BIBLIOTECA.



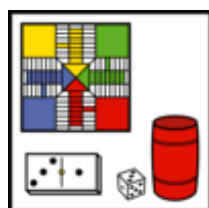
6. CON EL CARNÉ INFANTIL PUEDO



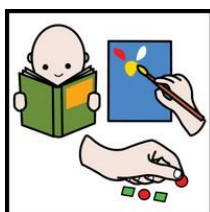
COGER PRÉSTAMOS.



USAR LOS ORDENADORES.



JUGAR A JUEGOS DE MESA.



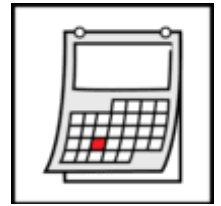
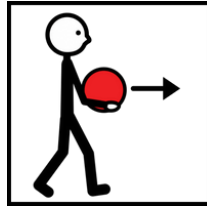
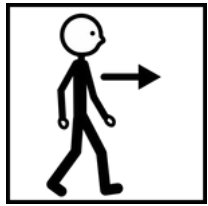
APUNTARME A ACTIVIDADES DE LA BIBLIOTECA.



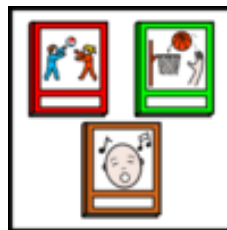
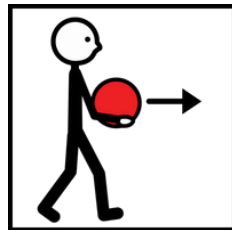
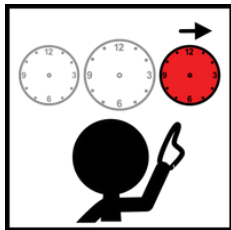
DURA HASTA QUE CUMPLA LOS 14 AÑOS.



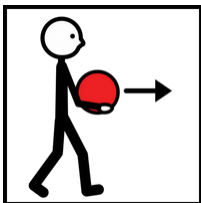
7. QUÉ ES EL PRÉSTAMO



IR A LA BIBLIOTECA LLEVARTE LOS LIBROS A CASA UNOS DÍAS.



DESPUÉS DEBES LLEVAR LOS LIBROS A LA BIBLIOTECA.



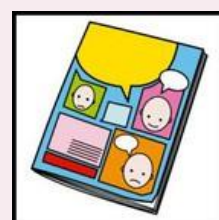
PUEDES LLEVARTE A CASA:



LIBROS



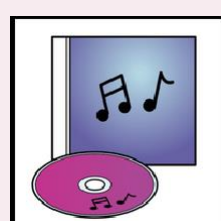
REVISTAS



CÓMICS



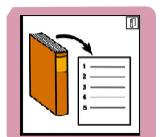
DVDS



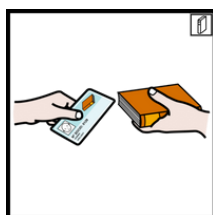
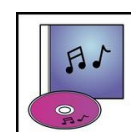
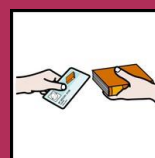
MÚSICA



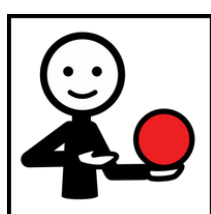
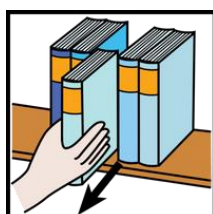
AUDIOLIBROS



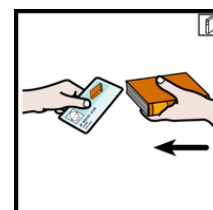
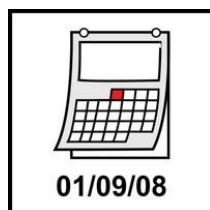
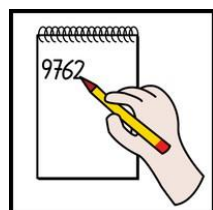
CÓMO HAGO EL PRÉSTAMO



PARA HACER EL PRÉSTAMO NECESITAS EL CARNÉ DE BIBLIOTECA

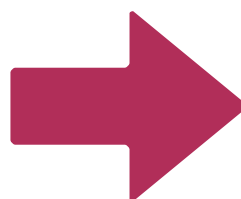


COJO UN LIBRO ENSEÑO EL CARNÉ EN EL MOSTRADOR

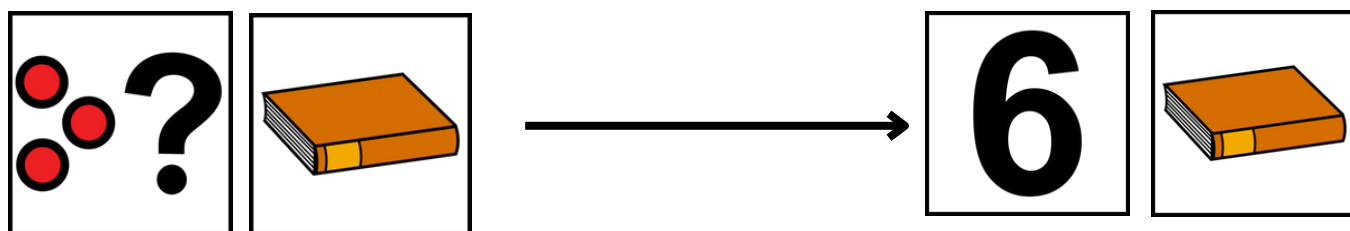
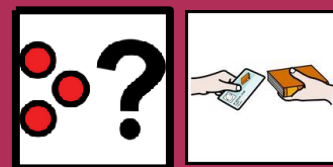


EL BIBLIOTECARIO APUNTA LA FECHA Y ME DA EL LIBRO

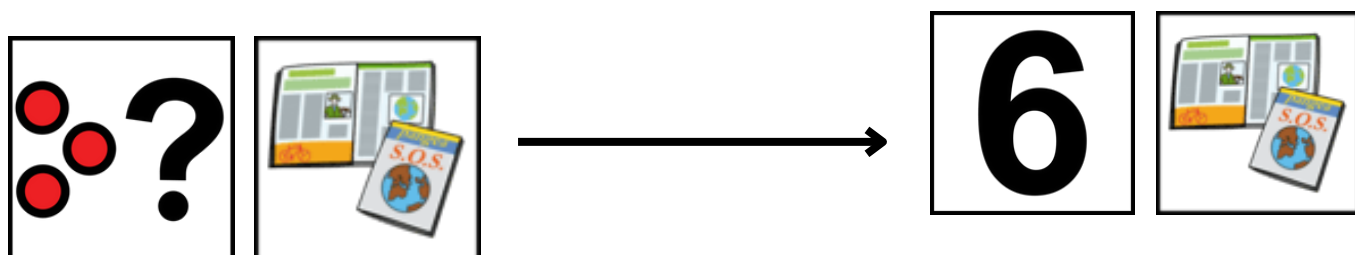
IMPORTANTE



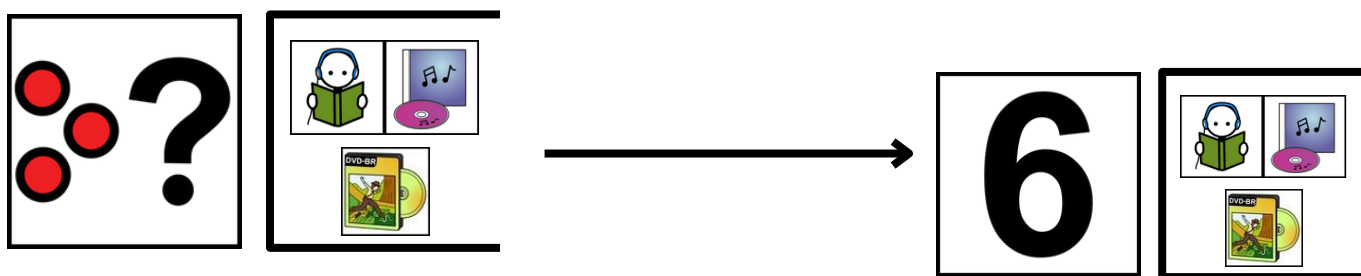
CUÁNTO MATERIAL ME PUEDO LLEVAR A CASA



¿CUÁNTOS LIBROS?



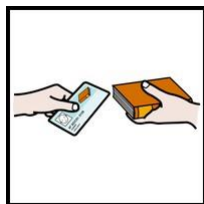
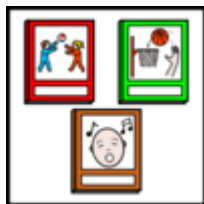
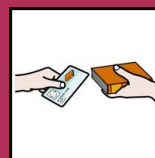
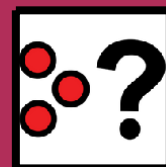
¿CUÁNTAS REVISTAS?



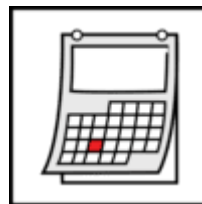
¿CUÁNTO MATERIAL MULTIMEDIA?



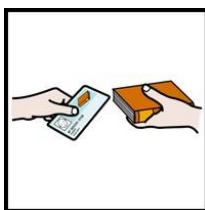
¿CUÁNTO DURA EL PRÉSTAMO?



30

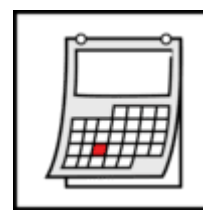


LOS LIBROS SE PRESTAN DURANTE 30 DÍAS.

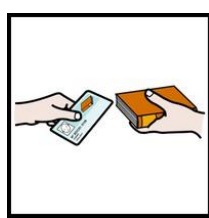


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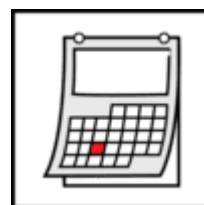
15



SE PUEDE RENOVAR EL PLAZO DURANTE 15 DÍAS MÁS.

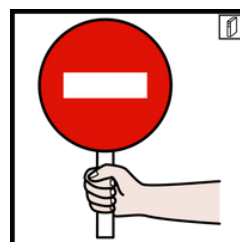
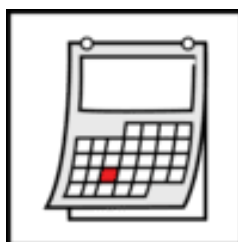
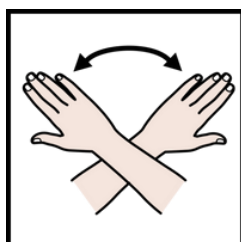


15



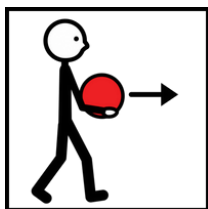
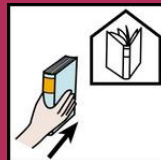
LAS REVISTAS, DVDs Y MÚSICA SE PRESTAN DURANTE 15 DÍAS

IMPORTANTE

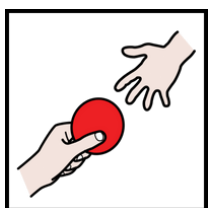


SI SE ACABA EL PLAZO, HAY PENALIZACIÓN

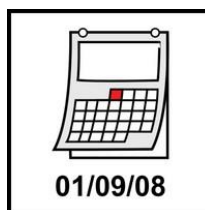
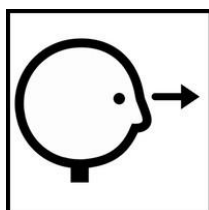




DEBES LLEVAR EL MATERIAL A LA BIBLIOTECA

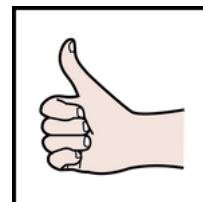
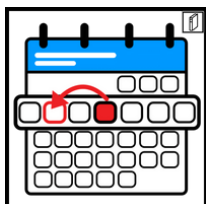
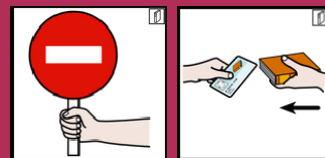


DEVOLVER MATERIALES EN MOSTRADOR

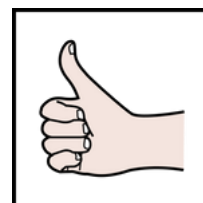
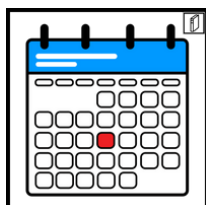


EL BIBLIOTECARIO MIRA LA FECHA DE DEVOLUCIÓN

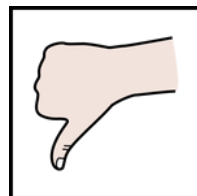
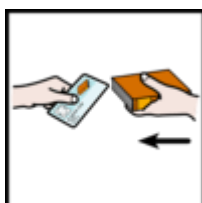




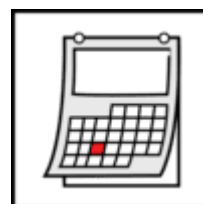
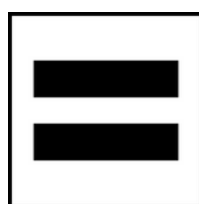
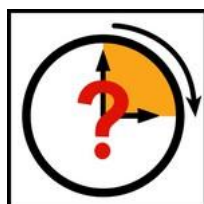
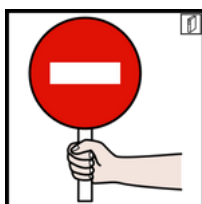
SI LO DEVUELVES ANTES, BIEN



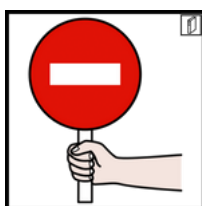
SI LO DEVUELVES EN EL DÍA, BIEN



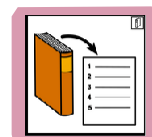
SI LO DEVUELVES MÁS TARDE, HAY PENALIZACIÓN



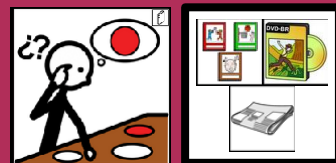
LA PENALIZACIÓN DURA LOS MISMOS DÍAS QUE EL RETRASO



DURANTE LA PENALIZACIÓN NO PUEDO HACER PRÉSTAMOS



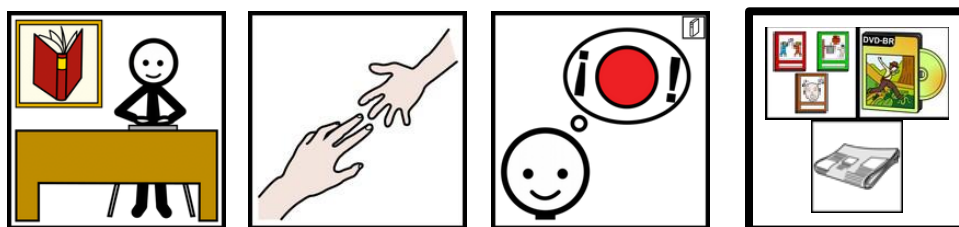
8. CÓMO BUSCAR EL MATERIAL



1. PUEDES PREGUNTAR AL BIBLIOTECARIO EN LA BIBLIOTECA.



DICES AL BIBLIOTECARIO QUE MATERIAL QUIERES.



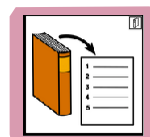
EL BIBLIOTECARIO TE AYUDA A ENCONTRAR EL MATERIAL.



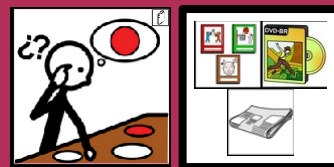
2. PUEDES BUSCAR EL MATERIAL DESDE EL ORDENADOR.



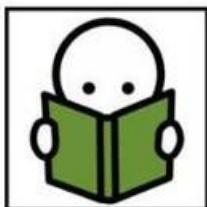
3. PUEDES BUSCAR EN LAS ESTANTERIAS.



8. CÓMO BUSCAR EL MATERIAL



IMPORTANTE



LEO EL LIBRO Y **NO LO GUARDO**



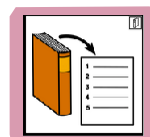
LO DEJO EN EL CARRO

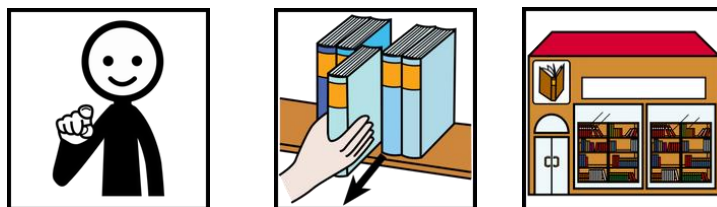


SI NO ME GUSTA EL LIBRO **NO LO GUARDO**

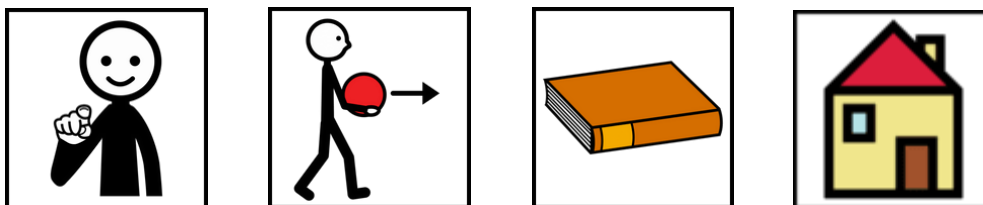


LO DEJO EN EL CARRO



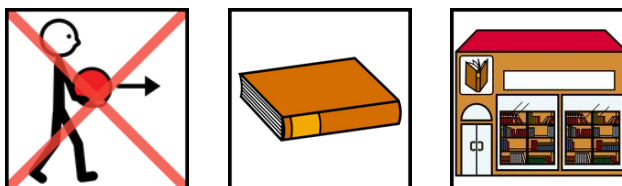


TÚ COGES LIBRO DE LA BIBLIOTECA

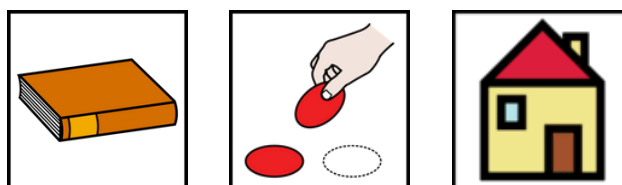


TÚ LLEVAS EL LIBRO A CASA

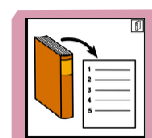
IMPORTANTE

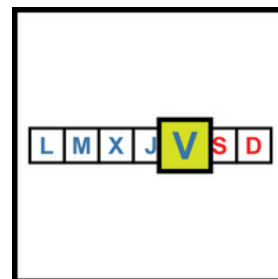
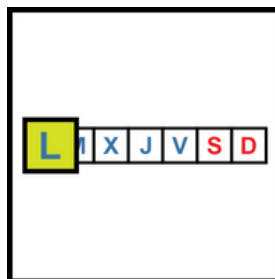
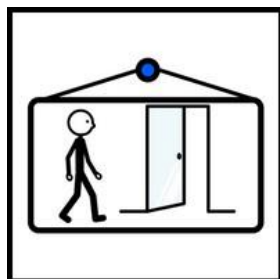


NO SE LLEVA EL LIBRO A LA BIBLIOTECA

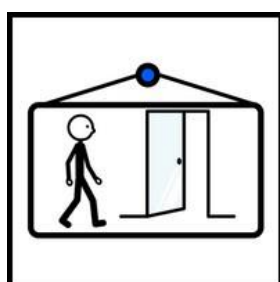


EL LIBRO SE QUEDA EN CASA

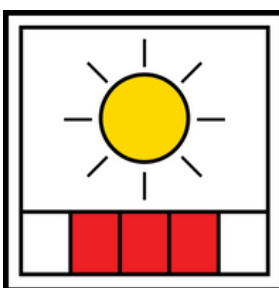
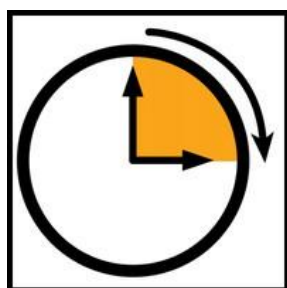




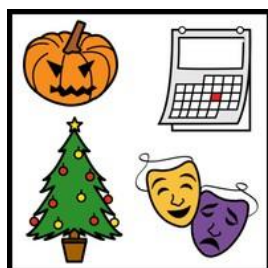
LA BIBLIOTECA ABRE DE LUNES A VIERNES.



ABRE A LAS 08:30 Y CIERRA A LAS 21:00.



EN VERANO CIERRA A LAS 20:00.

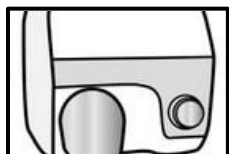


EN DÍAS FESTIVOS ESTÁ CERRADA.



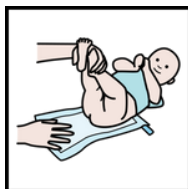


IMPORTANTE



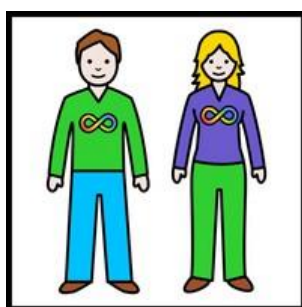
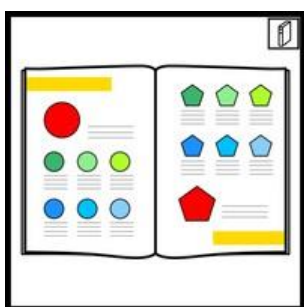
LOS SECADORES DE MANO HACEN RUIDO

IMPORTANTE



EN ALGUNOS BAÑOS HAY CAMBIADOR DE
PAÑALES





ESTA GUÍA ESTÁ ELABORADA FRIEND SPECIALISTERNE Y SU EQUIPO INTEGRADO POR PERSONAS AUTISTAS.

AGRADECEMOS LA COLABORACIÓN DE:

DÍAZ DEL POZO, MARÍA DEL MAR

GARCÍA GOLDBERG, PABLO

GARRIDO MERINO, CARLOTA

LEAL PALM, ANGERY MARÍA

MORILLO AVEDANO, MARCO

RODRÍGUEZ DEL PINO, MIGUEL

ROMERO FERNÁNDEZ, SONIA

SU COMPROMISO Y DEDICACIÓN HAN HECHO POSIBLE
ESTE PROYECTO.

ELABORADO EN NOVIEMBRE DE 2024.