# How to use the Commons library

Easy Read guide 2023

The Commons Social Change Library

www.commonslibrary.org

## How to use this guide

The Commons librarians wrote this guide.

We wrote this guide in an easy to read way.

If you would like this guide in an alternative format please contact us.

Contact details are at the end of this guide.

You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

## How to use the Commons library

### What is the Commons Library

The Commons Library is a website with many helpful resources.

In the Commons Library you can find information about how to make the world better.

For example

* making things fairer for people
* looking after the environment

The Commons has information about all these ways like:

* Telling people what is happening
* Taking action
* Working in groups

### What information is there

You can find this information on the Commons website

<https://www.commonslibrary.org/>

This information might be in:

* an article
* a video
* a podcast

There are also:

* training guides
* interviews
* Easy Read articles

We will now look at the different ways to find information in the Commons library.

### The search box

One way is to use the Search Box on the front page.

Type in a word you are looking for information about.

It will show you a list of resources.

Click on the title you want to look at.

This will open a new page so you can see what it is about.

### The browse page

Another way to find information is the browse page.

<https://commonslibrary.org/browse/>

The browse page is good to look at when you want to see what you can find.

You can click on the links under the different headings such as

* Activity
* Formats
* Topics
* Collections

You can do this by yourself or with other people. Ask for help if you get stuck.

### Listen, read, watch

You can get information in different ways.

Sometimes instead of reading you might like to listen to a podcast or watch a video.

To do this click on the link that says Listen or Watch.

This will take you to a list of podcasts and videos.

Click on the one you would like to look at.

### A – Z Tags

Another way to see what is in the library is to go to the A - Z tags page.

<https://commonslibrary.org/tags/>

A tag is like a keyword.

A keyword is a word that describes what the information is about.

The tags are organised in alphabetical order from A - Z.

This page can help us find the things we are looking for.

### Beginners Guides

There is a lot of information in the library.

Sometimes this can be confusing.

We have created guides to help introduce you to different topics.

Go to

<https://commonslibrary.org/new-to-activism-organising-and-campaigning-start-here/>

These guides are useful to use when learning about a new topic.

## Contact us

You can email us:

librarian@commonslibrary.org

You can write to us:

Commons Library Ltd

Level 21/ 567 Collins Street,

Melbourne, VIC, 3000

You can visit our website:

www.commonslibrary.org

Fill in the online contact form:

https://commonslibrary.org/contact/

You can subscribe to our newsletter by sending an email to:

librarian@commonslibrary.org

## More information

**Easy Read guides**

More Commons Library Easy read guides

[commonslibrary.org/tag/easy-read](file:///C%3A%5CUsers%5Cjo%5CDropbox%5CTranscriptions%5CFolderA%5CFolder%20Jo%5CMARK%5CFiles%20for%20proofreading%5Ccommonslibrary.org%5Ctag%5Ceasy-read)

**Acknowledgement of Country**

The Commons Library recognises the First Nations people of Australia.