

How to use the Commons library

Easy Read Guide

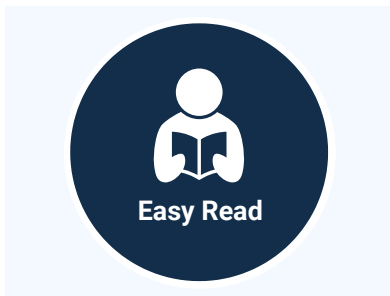
2023



How to use this guide



The Commons librarians wrote this guide.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.



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.

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



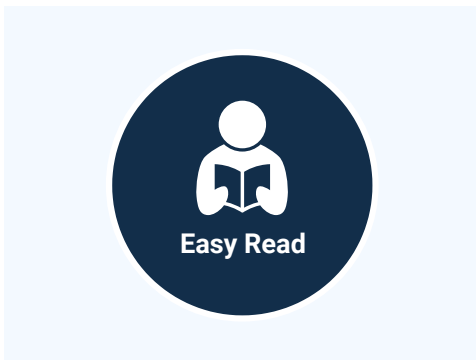
You can find this information on the Commons website

www.commonslibrary.org



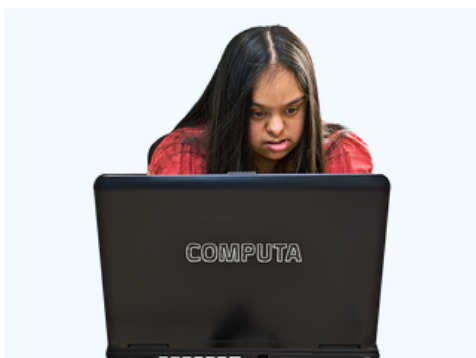
This information might be in:

- an article
 - a video
 - a podcast
-



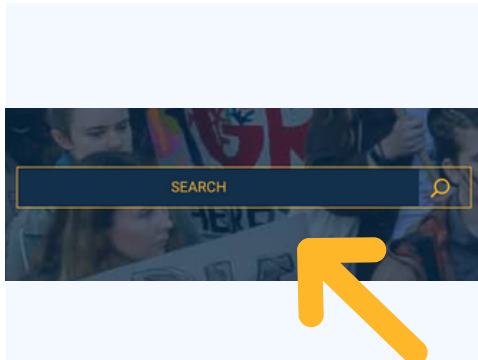
There are also

- training guides
 - interviews
 - Easy Read articles
-



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

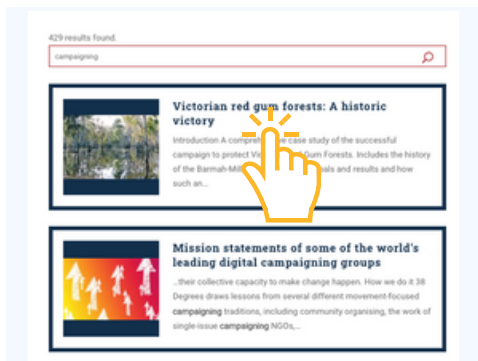
The search box



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



Type in a word you are looking for information about.



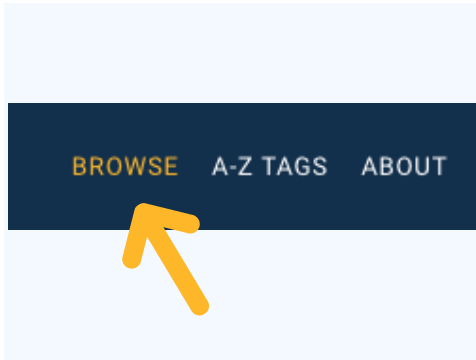
It will show you a list of resources.

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

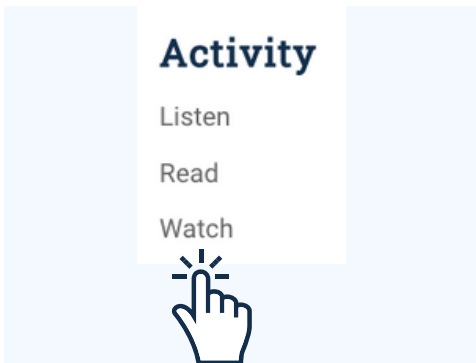


Another way to find information is the browse page.

<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.

What would you like to do?



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

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commonslibrary.org/tag/easy-read



Acknowledgement of Country

The Commons Library recognises the First Nations people of Australia.



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