

My Open Library

User Terms and Conditions

The My Open Library service provides extended opening hours, allowing access to the library from 8am – 10pm daily including weekends and holidays.

Please note that there will be no staff present during My Open Library hours.

My Open Library members can access all the usual library services such as borrowing and returning items, collecting reserves, meeting room facility, wifi, public computers, self-service printing & photocopying, and study spaces.

This My Open Library policy sets out the terms and conditions of My Open Library membership to ensure a welcoming environment and protect the rights and safety of library members and staff.

The library is monitored by CCTV 24 hours a day.

Terms and Conditions

1. You must have current library membership to become a My Open Library member.
2. When registering for My Open Library you will receive an induction from library staff detailing library layout, self-service options, and safety procedures during unstaffed hours.
3. Members must be 16 years or older.
4. Members aged 16 or 17 must have parental consent to become a My Open Library member and these parents should also have My Open Library membership so they can attend to the child in case of illness/emergency.
5. Parents/guardians are responsible for the behaviour of their children and for ensuring they follow the terms and conditions of this policy.
6. Adult members can bring children under 16 years into the library during My Open Library hours but must stay with their children at all times. **Children cannot be left unattended in the library.**
7. Members must keep their library card and PIN secure. If a library card is lost or stolen, please notify the library staff as soon as possible.
8. Members must use their own card only for access and not allow others to use their card.
9. Each member must swipe their card and enter their PIN every time they enter the library.

10. It is the responsibility of each My Open Library member to ensure they do not allow access of any other person to the library. The next person in the queue must wait until the door closes behind you before they swipe their card for entry.

11. If you feel unsafe at any time the emergency phone located in the hall will connect you to the monitoring company.

12. In the case of a medical emergency please use your mobile phone to contact 112.

The Library Eircode is D13 Y304

Members should allow access to the emergency services and complete details of the incident on the comments form.

13. In the event of the fire alarm sounding, please leave the library immediately, via the emergency exits.

14. The library will operate a Leave no trace policy during My Open Library hours so there will be no bins in the library. Members are requested to take their rubbish home.

15. Please use the slip hazard signs provided in the hallway if you find a slip hazard in the building.

16. Please be respectful of other library users. Unacceptable behaviour includes but is not limited to:

- disruptive, threatening, or abusive behaviour towards other people.
- damaging library property
- interfering with library equipment
- engaging in any illegal activity
- non-compliance with health and safety procedures
- entering areas of the library marked staff only
- being under the influence of alcohol or drugs
- consuming food and drink in the library
- leaving personal belongings unattended in the library

17. My Open Library members in breach of these terms and conditions will have their access to the My open Library service suspended. The period of suspension will be at the discretion of Fingal Libraries. Members may be permanently suspended for serious or repeated breaches of the terms and conditions. Members will have 30 days to appeal the suspension. The appeal should be made in writing/email for the attention of the County Librarian.

18. More details of Fingal Libraries Policies can be found on our website:

<https://bit.ly/FingalPoliciesPlansSchemesStrategies>

