

Borrower Name: _____ Library Card: _____

My Open Library [MOL] User Policy

My Open Library User Policy has been created to ensure a welcoming environment for reading, learning and other library activities, to protect the rights and safety of library members and staff, and for the preservation and protection of library materials, equipment and facilities.

My Open Library is a service which facilitates the use of the library with no library staff present. Patrons must be 16 or over to register for this service. The library is covered by CCTV on a 24/7 basis.

Issues that occur should be recorded on the comments/feedback form available at the library desk or emailed to arklowlibrary@wicklowcoco.ie. For issues relating to security please read carefully through the terms and conditions below.

My Open Library Terms and Conditions

1. Members must be 16 years or over to become a member of MOL. 16 or 17 year olds must have this form signed by their parent/guardian in the presence of a member of staff.
2. Members must have an up-to-date membership with no outstanding charges linked to their existing account and be in good standing with Wicklow County Library Service in order to become a MOL member.
3. Members must be informed and aware of the layout and operations of the library when it is in its unstaffed MOL mode. This information is provided to each member in a brief induction given by library staff as part of the joining process for MOL.
4. Members are advised not to keep their library card and PIN together. If a library card is lost or stolen, you must inform the library as soon as possible.
5. Members must use their own card only and must not allow others to use their card.
6. Each individual member must swipe their own card to enter the library even if accompanying another MOL member.
7. It is the responsibility of each MOL member to ensure that they do not allow or facilitate access to the library by any other person. If you notice someone gaining access by following you, please stop them.
8. When entering or leaving the library, please take all reasonable steps to ensure no-one else enters at the same time. You will be held responsible for the behaviour of anyone you intentionally allow in.
9. Children under the age of 16 may only use the library during MOL hours when accompanied **at all times** by a Parent/Guardian/Carer.
10. Parents/Guardians/Carers are responsible for ensuring their children adhere to the terms and conditions and are responsible for the behaviour of children in their care.
11. The library's main entrance is wheelchair accessible. In the event of a fire, please exit through the main door if possible or follow the signage to the nearest safe exit.
12. Upon registration you must make staff aware of any disability issues you may have.
13. Upon hearing the fire alarm, members must leave the building immediately.
14. In the event that you discover needles/sharp objects/dangerous materials, do not touch and report to arklowlibrary@wicklowcoco.ie.
15. For their security, members are advised to carry a mobile phone. In the event of an issue relating to security, emergency numbers are located throughout the building.
16. In the event of a medical emergency, members are asked to alert the Emergency Services numbers which are located throughout the library. In the event of a mild medical emergency, items from the First Aid box may be used to treat an injury. This box is located on the wall immediately to the right of the photocopier in the main library. Please ensure that this occurrence has been noted in the comments box or emailed to arklowlibrary@wicklowcoco.ie, noting any supplies used.
17. If you accidentally pull the emergency cord in the public bathroom please press the Reset button on the wall.

18. The Library is not responsible for any loss or damage to personal belongings in the building.
19. Do not place cables, bags, laptops or leads where they may cause a trip hazard.
20. Consuming hot food, take-aways or alcohol in the library is prohibited.
21. Animals are not permitted on the premises with the exception of service dogs.
22. Wicklow County Council reserves the right to suspend access to My Open Library during exceptional circumstances such as weather alerts. Such decisions will be communicated via the library website and social media channels.
23. Unacceptable behaviour while using the MOL service includes but is not limited to:
 - a. The use of threatening or abusive behaviour towards patrons and staff.
 - b. Behaviour that is disruptive and interferes with the use and enjoyment of library facilities.
 - c. Partaking in any illegal activity (including false alarms to emergency services).
 - d. Damaging library property, including emergency equipment.
 - e. Entering areas of the building marked Staff Only.
 - f. Non-compliance with health and safety procedures and fire alarms.
 - g. Being under the influence of alcohol or drugs.
 - h. Non-compliance with the Copyright Act 2000.
 - i. Smoking or vaping on the library premises.
 - j. Removing materials from the library without first checking them out.
 - k. Leaving your belongings unattended in the library especially overnight.
 - l. Not leaving the building at the end of the permitted MOL hours.
 - m. Intentionally setting off the alarm systems.
 - n. Overloading sockets with personal devices.

MOL members who are found to be in breach of these terms and conditions will have their access to the MOL service suspended. The period of suspension will be at the discretion of Wicklow Libraries Management. Users may be permanently suspended from the service for serious or repeated breaches of the terms and conditions.

Members have 30 days to appeal a suspension. The appeal should be made in writing/email for the attention of the County Librarian.

I have read and understand the above terms and conditions of My Open Library membership

Signed: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Staff: _____ **Date:** _____