

My Open Library User Terms & Conditions

The My Open Library service offers extended opening hours to library members, on a self-service basis, outside normal opening hours, from 8am to 10pm, every day, including weekends and holidays, with no staff present.

Members can access all the usual services which are available during staffed hours. These include using Wi-Fi, public computers, self-service printing & photocopying and borrowing and returning items.

This document has been created in order to create a welcoming environment for all service users, so please read the following terms and conditions of membership carefully.

My Open Library terms and conditions

1. You must be 16 years or older to become a member of My Open Library.
2. If you are aged 16 or 17 you must have a parent or guardian sign you up at the Library in order to become a My Open Library member. Your parent or guardian is the person that will be contacted if an issue occurs during your usage of My Open Library.
3. Only adult guardians can bring children under 16 years of age into the library during My Open Library hours.
4. You must always stay with your children when they are in the library, as you are responsible for them.
5. You may use the My Open Library service where it is available in other branches of Dún Laoghaire-Rathdown (dlr) Libraries, but you must complete an induction at **each** branch.
6. You must have a current library membership, in order to become a My Open Library member. dlr Libraries can withhold the right of membership.
7. You must keep your library card (or barcode on your dlr Libraries phone app) and PIN secure. If your library card is lost or stolen, please inform Library staff as soon as possible.
8. You must use only your **own** library card (or barcode) and must not allow others to use it. You must always keep it with you. Please swipe your card/barcode every time you enter the library.
9. You must not allow access to the library by another person, apart from children in your care, when entering or exiting. The next person in the queue must wait until the door closes behind you before they swipe their card/barcode to enter.
10. If you feel unsafe at any time, or in an emergency, you can use the intercom in the adult library or in the bathrooms, to contact the monitoring company and ask for help.

11. Please allow access to the emergency services into the library if you contact them. If possible leave details of the incident on the comments form or contact the branch at your earliest convenience.
12. In the event of the fire alarm sounding, please leave the building immediately, via the emergency exits
13. Please be respectful of other users of the service. Unacceptable behaviour includes:
 - a. Disruptiveness to other's enjoyment of Library facilities.
 - b. Harassment or using abusive, racist, obscene or threatening language towards other people.
 - c. Use of violence or threat of violence towards others.
 - d. Illegal activity, such as false alarms to emergency services.
 - e. The use of alcohol or illegal drugs, smoking or vaping in the Library.
 - f. Intentional damage to, or theft of, Library property.
 - g. Entering areas of the library marked Staff Only.
 - h. Non-compliance with health and safety procedures including fire drills or evacuations.
 - i. Consuming food and drink. Bottled water is permitted.
 - j. Interfering with library equipment, sockets, or furniture covers.
 - k. Leaving personal belongings unattended in the library.
14. dlr Libraries reserves the right to contact patrons for essential updates or changes to Terms and Conditions relating to MOL service. dlr Libraries will keep your information secure and only keep the information for the duration that membership extends to.
15. dlr Libraries reserves the right to suspend the service temporarily due to technical issues and/or on health and safety grounds.

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 dlr Libraries. Users may be permanently suspended from the service for serious or repeated breaches of the terms and conditions. Members have 30 days to appeal the suspension. The appeal should be made in writing/email for the attention of the County Librarian.

The document 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.

All current DLR Council and DLR Library Policies apply during staffed and My Open Library hours, please see Here <https://libraries.dlrcoco.ie/using-your-library/policies-and-publications>).

Please sign to agree these terms and conditions on the following page in order to join the My Open Library Service. We ask for your information only for the purposes of joining and administering My Open Library membership. It is used solely for the purpose for which it is intended and we never share your information with third parties. We store your information only for the duration that membership is required by you.

Please note that CCTV footage is recorded on a 24/7 basis and may be viewed live by the security company on activation of alarms or by calling the monitoring company. This system is for the protection of the Library users, the staff and the protection of council property. For further information on the scheme, please contact Corporate Services in Dún Laoghaire-Rathdown County Council on 01 2054700.