



# Offaly Libraries

## My Open Library POLICY

**My Open Library (MOL)** allows access to the library outside of staffed times, between 08.00 – 22.00 daily.

There are no staff present during My Open Library Hours.

**Offaly Libraries My Open Library Policy** has been created:

- to ensure a welcoming environment for reading, learning, and enjoyment of other library services.
- to protect the rights and safety of Library members and staff.
- for the preservation and protection of library materials, equipment and facilities.

Emergency procedures and contact numbers will be outlined during induction and are available in the MOL brochure of the branch.

Issues that may occur during MOL hours should be recorded by **email** to the MOL Library or by **phone** / **in person** during staffed hours.

**CCTV** is in operation in all library premises on a 24/7 basis.

Our premises have a secure communication facility connected to our on-call security company.

Our **on-call security company** is available via phone and intercom to attend on site if necessary on a 24/7 basis.

**Security Company Phone number: 091-384922**



**Leabharlanna  
Libraries**

**Comhairle Chontae Uíbh Fhailí**  
Offaly County Council