



# Terms and Conditions

My Open Library members **in breach of these terms and conditions will have their access to the My Open Library service suspended** for a period ranging from weeks to months to 1 year, depending on the severity and reoccurrence of the breach.

The **period of suspension will be at the discretion of Offaly Libraries**. Users may, at the direction of the County Librarian, be permanently suspended from the service for serious or repeated breaches of the terms and conditions.

Members in breach of the terms and conditions will be informed of this breach and the date from which this suspension will be enforced.

Members have **30 days** to appeal the suspension.

The appeal should be in writing/email ([myopenlibrary@offalycoco.ie](mailto:myopenlibrary@offalycoco.ie)) for the attention:

**County Librarian,  
Offaly County Library Service,  
O'Connor Square,  
Tullamore,  
Co. Offaly, R35 X226.**



I (We), the undersigned, have received and agreed to the terms and conditions as outlined in this document and to Offaly Libraries Customer Code of Conduct.

**Member Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

MY OPEN LIBRARY

 **Leabharlanna  
Libraries**  
Comhairle Chontae Uíbh Fhailí  
Offaly County Council



# Terms and Conditions

## Members must :

- have a current valid library account..
- be 16 years or over.
- use their own library card only
- not allow others to use their library card
- must not keep their library card and PIN together. If a library card is lost or stolen, please inform the library as soon as possible.

16+

Members aged 16 and 17 must have parental consent to become a My Open Library member and their parents/guardians must also be a My Open Library member.

## It is the responsibility of each member :

- to ensure that they do not allow or facilitate access to the library of any other person.
- to scan their card and enter their PIN on every occasion they enter the library
- on entering the library to wait beside the door until it locks.



## Parents/Guardians/Carers:

- may bring children under 16 into the library during MOL hours and must be present at all times.
- are responsible for ensuring the safety and wellbeing of their children.
- are responsible for the behaviour of children or people in their care.
- when coming to the library as a family, both parents need to be members and must scan their library cards separately.

## Children:

- If a member is left alone with an unattended child, they must remain in view of CCTV cameras and contact An Garda Síochána.
- It is necessary that any infringements or concerns regarding child protection breaches are reported to An Garda Síochána,
- Where there is an immediate concern contact TUSLA ([www.tusla.ie](http://www.tusla.ie)) or the HSE ([www.hse.ie](http://www.hse.ie)).





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## Building Induction

- My Open Library members need to attend a health and safety building induction before membership can be activated.
- Members may use the My Open Library service in other branches of Offaly County Council where available, provided they have undertaken that health and safety building induction with library staff.



## Health and Safety

Members must :

- phone an ambulance 999 / 112 in the case of a medical emergency.
- allow emergency services into the library.
- bring a mobile phone with them during MOL hours and ensure it has sufficient battery power.
- understand and adhere to the emergency evacuation procedures for the library during MOL hours.
- not place cables, bags, laptops, leads or any items where they may cause a trip hazard.
- notify staff of any incident via email, phone or in person during staffed hours.
- not bring animals on the premises with the exception of guide dogs.
- not bring food in to the library.

It is advised that headphones/noise reduction devices are not used during My Open Library hours.

## Exiting the building:

- When leaving the building members should bring all of their belongings with them.
- Ensure the door closes behind you after you exit.
- Re-entry is dependent on the occupancy of the building.
- Offaly County Council reserves the right to suspend the service temporarily due to technical issues and/or on health and safety grounds etc



MY OPEN LIBRARY



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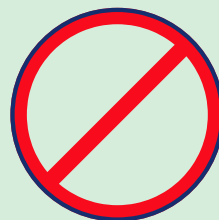
## Customer Code Of Conduct

- My Open Library members must abide by Offaly Libraries Customer Code of Conduct.



## Unacceptable behaviour includes but is not limited to:

- The use of threatening or abusive behaviour towards customers or staff.
- Partaking in any illegal activity.
- Interfering with or damaging library property.
- Entering areas of the library marked Staff Only.
- Non-compliance with health and safety procedures and fire drills.
- Being under the influence of alcohol or drugs.
- Non compliance with the Copyright Act 2000.
- Using tobacco products including electronic cigarettes.
- Removing materials from the library without first checking them out.
- Leaving your belongings unattended in the library.
- Being in the library for purposes other than using library services.
- Deactivating self-service equipment.
- Photography, filming , recording, or live streaming without permission



## Personal Property

- Management cannot be held responsible for the loss or damage , however caused, to personal property in the library.

