

# Banagher Library

New member?

Under 18?

## My Open Library Application Form

Please complete the application form below & read the terms & conditions overleaf.

To be signed in the presence of a staff member.

Name:	
Library Card Number:	
Phone Number:	
Email Address:	

Section Below to be filled out by Parent/Guardian for members aged 16 or 17

Parent/Guardian Name:	
Parent/Guardian Library Card Number:	
Parent/Guardian Phone number:	
Parent/Guardian Email Address:	

### For Office Use Only

Over 16  Photo ID  Info Pack  Number of BAN  Full sized card  Notice board  Internet    
 Account Check  Check PIN  Tickets  E  IT  memo  A  loved

For 16 & 17 year olds only

Photo ID P/G

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

## Open Libraries User Policy

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## Open Libraries User Policy

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

### 'Open Libraries' conditions:

- Members must be 16 years or over in order to become an 'Open Library Member'. Members aged 16 and 17 must have parental consent to become an 'Open Library Member'. Parents/Guardians must also be members of Open Libraries.
- Members must have an up-to-date clean membership with no fines or lost items linked to their existing account in order to become an 'Open Library Member'.
- Members must use their own card only and must not allow others to use their card.
- Members must be aware of the associated power point presentation which clearly explains the layout and operations of the library when in its unstaffed 'Open Libraries' mode.
- Parents/Guardians/Carers take total responsibility for children under 16 in their care and must be present at all times. This is an unsupervised service.
- Any 'Open Library Member' who allows or facilitates access to the library to a 'Non Open Library Member' will be in breach of regulations and as such will face loss of membership.
- Members must not keep their library card and PIN together. Should a library card be lost or stolen, members should inform the library of this as soon as possible.
- Members must be aware that the library will not be staffed during Open Library hours.
- Members must bring a mobile telephone with them when using the library during Open Library hours.
- Members must understand the emergency evacuation procedures for the library during Open Library hours.
- By signing this form you are stating that you have clearly understood the terms and conditions of this enhanced membership status
- Parents/Guardians are responsible for ensuring their children adhere to the policies above and for the behaviour of their children in this unsupervised service.

Library patrons are expected to adhere to our Zero Tolerance Policy. This policy on unacceptable behaviour is in operation & enforced to ensure that our customers have an enjoyable library visit.

### Unacceptable Behaviour includes but is not limited to:

- The use of threatening or abusive behaviour towards customers or staff.
- Partaking in any illegal activity (including false alarms to emergency services).
- 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.

**Note: Anyone engaging in disruptive behaviour will be denied further access to the library. All our premises are CCTV monitored on a 24/7 basis.**

I (We), the undersigned, agree to the terms and conditions set out above:

Member: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Signature (to be signed in the presence of library staff) \_\_\_\_\_ Date \_\_\_\_\_

User Id Member: \_\_\_\_\_ User ID Parent/Guardian \_\_\_\_\_ Staff Signature: \_\_\_\_\_