

Tullamore 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:

Are You a Parent with Children under 16 years? If yes, please state year of birth and gender of child.

Are you a Parent of a child/adult with special needs?

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 Member of TM Full sized card PowerPoint Internet Appd

Account Check Check PIN Toilets Exits IT Demo Upstairs

Approved Link account for parent and child. Update account information.

Do you consent to receiving emails from Offaly Libraries Yes No
For 16 & 17 year olds only

Photo ID P/G Ensure Gaurantee Details are Included.

By signing this form, you are stating that you have clearly understood the terms and conditions of this enhanced membership status
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: _____

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 library is a service which facilities use of the library outside staffed times. Members must be able to study independently without the need for supervision, use the ICT equipment and comply with the terms and conditions of use. Please note that there will be no staff present. Issues (excluding security issues) that occur during open libraries should be recorded in the Library comment book, to be found beside the shutters on the library desk.

'My Open Library' terms and conditions:

1. 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.
2. 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'.
3. Members must use their own card only and must not allow others to use their card.
4. 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.
5. **Only Parents/Guardians/Carers** can bring their children under 16 into the library during Open Library hours and must be present at all times.
6. In the case of a medical emergency, the members are asked to phone an ambulance [112 from mobile phone]. Library **Eircode no. is R35X226**. Members should allow the ambulance staff into the library and complete details of the incident in the comment book.
7. **It is the responsibility of each 'My Open Library Member' to ensure that they do not allow or facilitate access to the library of any other person.** The only exception to this is noted in term 5 and 6 above.
8. **It is the responsibility of each 'My Open Library Member' on entering the library to wait beside the door until it is closed.**
9. Members must not keep their library card and PIN together. If a library card be lost or stolen, please inform the library as soon as possible.
10. Members must bring a mobile telephone with them when using the library during Open Library hours. **The phone no. of the Security Company is 086 2214301.** This should be saved to the member's phone.
11. Members must understand the emergency evacuation procedures for the library during Open Library hours.
12. Parents/Guardians are responsible for ensuring their children adhere to the policies above and for the behaviour of their children in this unsupervised service.
13. When coming to the library as a family, both parents need to be members and to scan their cards separately.
14. **Unacceptable Behaviour, includes but is not limited to-**
 - a) The use of threatening or abusive behaviour towards customers or staff.
 - b) Partaking in any illegal activity (including false alarms to emergency services).
 - c) Damaging library property.
 - d) Entering areas of the library marked Staff Only.
 - e) Non-compliance with health and safety procedures and fire drills.
 - f) Being under the influence of alcohol or drugs.
 - g) Non-compliance with the Copyright Act 2000
 - h) Using tobacco products including electronic cigarettes
 - i) Removing materials from the library without first checking them out.
 - j) Leaving your belongings unattended in the library especially overnight.

Open Library members in breach of these terms and conditions will have their access to the Open Libraries Service suspended. The agreed periods of suspension are:

- 1st Occurrence— 2-month suspension
- 2nd Occurrence – 6-month suspension
- 3rd Occurrence— 1-year suspension
- Users may, at the discretion of the County Librarian, be permanently suspended from the service for serious breaches of the terms and conditions.

Open library members in breach of terms and conditions will be informed of this breach by phone call, followed by a letter/email advising them of the breach incurred 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) for the attention of the County Librarian.

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

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.