



Comhairle Contae Lú
Louth County Council

New member?

Aged 16 or 17

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:

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

Parent/Guardian
Name:

Parent/Guardian
Phone number:

Parent/Guardian
Email Address:

Do you have a medical condition that may hamper your exit from the building in case of emergency? If so, please speak with a member of staff. By signing this form, you are stating that you have clearly understood the terms and conditions of the *My Open Library* membership status set out overleaf. 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 _____

Staff Signature: _____

For Office Use Only

Over 16 Photo ID

Internet Approved

Account Check Check PIN Toilets Exits Self Service access to ICT equipment

Areas unavailable during MOL

Approved Link account for parent and child Update account information.

Parent / Guardian photo ID supplied (for 16 & 17 year olds only)

My Open Library - User Policy

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

My Open Library is a service which facilitates the use of the library outside staffed times. Please note that there are no staff present. Issues (excluding security issues) that occur during *My Open Library* times should be recorded in the log book. For issues relating to security, see item 10 below. The premises is CCTV monitored on a 24/7 basis.

My Open Library terms and conditions:

1. Members must be 16 years or over to become a '*My Open Library Member*'. Members aged 16 and 17 must have parental consent to become a '*My Open Library Member*'. Parents/Guardians of those aged 16 or 17 must also be current members of the Library.
2. Members must have an up-to-date membership with no fines or lost items linked to their existing account in order to become a '*My Open Library Member*'.
3. Members must be informed and aware of the layout and operations of the library when in its unstaffed '*My Open Library*' mode. This information is provided to each member in a brief induction given by library staff as part of the joining process for *My Open Library*.
4. Members 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.
5. **Only Parents/Guardians/Carers** can bring children under 16 into the library during *My Open Library* hours and must be present at all times when the children are in the library.
6. Members must use their own card only and must not allow others to use their card.
7. Each member must swipe their card on every occasion they enter the library and cannot enter without swiping while accompanying another member.
8. **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 exceptions to this are set out in terms 5 and 11.
9. **It is the responsibility of each '*My Open Library Member*' on entering the library to wait beside the door until it is closed.**
10. Members must bring a mobile phone with them when using the library during *My Open Library* hours. In the event of an emergency or if a health & safety issue arises please phone emergency services 999 or 112.
11. In the case of a medical emergency, the members are asked to phone an ambulance 112 from mobile phone or 999 from Emergency Phone. Library **Eircode no. is A92 XH22.** Members should allow the ambulance staff into the library and complete details of the incident in the log book.
12. Members must understand the emergency evacuation procedures for the library during *My Open Library* hours.
13. **Unacceptable Behaviour while using the My Open Library service, 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.

My Open Library members in breach of these terms and conditions will have their access to the *My Open Library* Service suspended. The 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.

My 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 and the date from which this appropriate suspension will be enforced. Members have 30 days to appeal the suspension. The appeal should be made in writing/email for the attention of the County Librarian.

14. Parents/Guardians/Carers are responsible for ensuring that their children adhere to the policies above and are responsible for the behaviour and safety of their children at all times.

15. All children under the age of 16 will be accompanied by a responsible adult while using *My Open Library*. Young People aged 16 to 18 can use *My Open Library* having been inducted and receiving written parental consent. Parents must be present at induction and will be contacted if any issues regarding the *My Open Library* have arisen.

16. Please visit our website on <https://www.louthcoco.ie/en/services/library/online-services/data%20protection%20statement/> to read our Data Protection Safety Statement for Louth Libraries

17. Management will not accept responsibility for the loss or damage to any personal belongings left unattended on these premises.