New member? ☐

Aged 16 or 17 ☐

Moate My Open Library User Policy

My Open Library is a service which facilitates the use of the library outside of opening hours with staff. There are no staff present when My Open Library service is in operation. Patrons must be 16 or over to register for this service. The library is CCTV monitored on a 24/7 basis.

All Issues that occur during My Open Library times should be emailed to molmoate@westmeathcoco.ie. For issues relating to security, members can contact the monitoring company by mobile phone **091 384922**

Library Eircode no. is N37 EP22

My Open Library Terms and Conditions

1. Library Members must be 16 years or over to become a member of My Open Library. Members aged 16 and 17 must have parental consent to become a My Open Library member.
2. Only Parents/Guardians/Carers **can bring children under 16** into the library during My Open Library hours and **must always be present when the children** are in the library. When entering the library as a family, both parents are required to scan their cards separately.
3. Library Members must have an up-to-date library membership in order to become a My Open Library member.
4. Staff Members will inform all new MOL members of the layout and operations of the library as part of the induction process.
5. Members must complete an induction at each My Open Library service used.
6. Library Members are required to have a mobile telephone with them while using My Open Library service. **If Library members require emergency assistance, they should contact the Security Company on 091 384922.**
7. Members must keep their library card and PIN separately and not share use with others. If a library card is lost or stolen, please inform Westmeath Libraries as soon as possible.
8. It is the responsibility of each My Open Library member on entering the library to wait beside the door until it is closed. No tailgating should be allowed.

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9. In the case of an emergency, library members are asked to phone 999 or 112. The Library **Eircode is N37 EP22**. Members should allow the emergency services into the library.
10. Library Members must adhere to the emergency evacuation procedures for the library during My Open Library hours.
11. Library Members must adhere to the "Leave no trace policy" i.e. you must bring home your rubbish.
12. Library Members must ensure electronic devices are on silent mode and use headphones with electronic equipment.

Westmeath Libraries reserves the right to suspend the service temporarily due to technical issues and/or on health and safety grounds etc.

Unacceptable Behaviour while using the *My Open Library* service, includes but is not limited to-

a) Behaviour that is disruptive and interferes with the use and enjoyment of library facilities.

b) Harassment of other people present by use of offensive or inappropriate language.

c) Use of violence or threat of violence towards other people present.

d) Malicious damage to and/or theft of Westmeath Libraries property.

e) The use of alcohol or illicit drugs or being under the influence of the same.

f) Personal property being left unattended, especially overnight.

g) Smoking and the use of tobacco products including electronic cigarettes.

h) Entering areas of the library marked No Entry/ Staff Only.

i) Non-compliance with health and safety procedures and fire drills.

m) Partaking in any illegal activity

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Suspension Protocols

***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, Library Headquarters, Áras an Chontae, Mount Street, Mullingar, N91 FH4N or library@westmeathcoco.ie

By entering the library during *My Open Library,* members are agreeing that they have clearly understood the terms and conditions of using the library as a *My Open Library* member.
Users may be permanently suspended from the service for serious breaches of the terms and conditions.

Westmeath County Council reserves the right to update these terms and conditions as required and will post any updates on www.westmeathcoco.ie **and on the display screens in the library.**

Privacy

During our activities we will collect, store and process personal data using CCTV and surveillance systems for the purpose of ensuring the security of Westmeath County Council property and safety and the safety and security of its visitors; for crime prevention and to facilitate investigations relating to criminal matters and the investigation of offences. Westmeath County Council is the data controller in respect of this data. For full details of the collection, processing and sharing of your personal data by us and your rights in this regard please visit our website.