My Open Library Moate

Induction Procedures
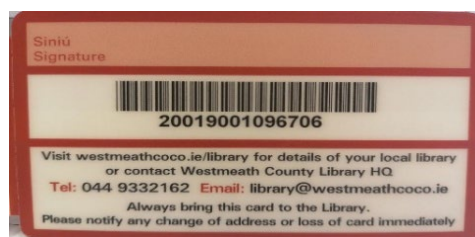
Day	My Open Library Hours	Staffed Hours
Monday	8am – 10pm	10.00am – 5.00pm
Tuesday	8am – 10pm	10.00am – 5.00pm
Wednesday	8am – 10pm	10.00am – 5.00pm
Thursday	8am – 10pm	10.00am – 8.00pm
Friday	8am – 10pm	10.00am – 1.00pm 1.30pm - 5.00pm
Saturday	8am – 10pm	No Staff
Sunday	8am – 10pm	No Staff

Service Available to:

- ➢ **Adults**
- ➢ **16 -17 years with parental consent**
- ➢ **Families and children (when accompanied by a registered adult)**

Accessing /Exiting the Library During Unstaffed Hours

- ➢ **To access the library, you need your Westmeath Library Membership card and PIN**

- ➢ **Scan your card under the MOL reader positioned beside the entrance door. The barcode should be facing upwards (approx. 3 inches under the scanner/reader) When you hear a beep, enter your 4-digit PIN into the keypad and press enter.**
- ➢ **Once you have entered your PIN, the automatic door will open and you will have a number of seconds to enter the library before the automatic door closes behind you.**
- ➢ **It is the responsibility of each member to wait until the door closes and ensure that no tailgating takes place.**
- ➢ **To exit, please press the disabled button on right hand side of lobby internal doors. The door will close automatically on exit.**

My Open Library Moate

The Library is monitored by CCTV.

A First Aid box is available in the library at the Staff Desk.

In the event of a fire alarm activation or a power cut, you should exit the library through the nearest emergency exit. There are 2 emergency exits in Moate Library, one at the front and one at the back.

Please follow Fire evacuation procedures which are posted throughout the library. The designated Assembly Point is on the left-hand side beside the bicycle racks.

At 10pm, please follow the audio announcement instructions and leave the library on time. The alarm will set automatically at closing time. Anyone remaining in the library will activate the alarm and a security company will attend.

Emergency Contacts

In the event of a fire or medical emergency, dial 999 or 112 - if you have a hearing or speech impairment, you can register for the emergency texting service at 112.ie

Our Eircode is: N37 EP22

Contact our security company on 091 384922

My Open Library Moate

Moate Library floor plan

My Open Library services

- Library self-service kiosk
- Print, Copy, Go Station
- Internet
- Study table

Map Key

- Push button to unlock gate
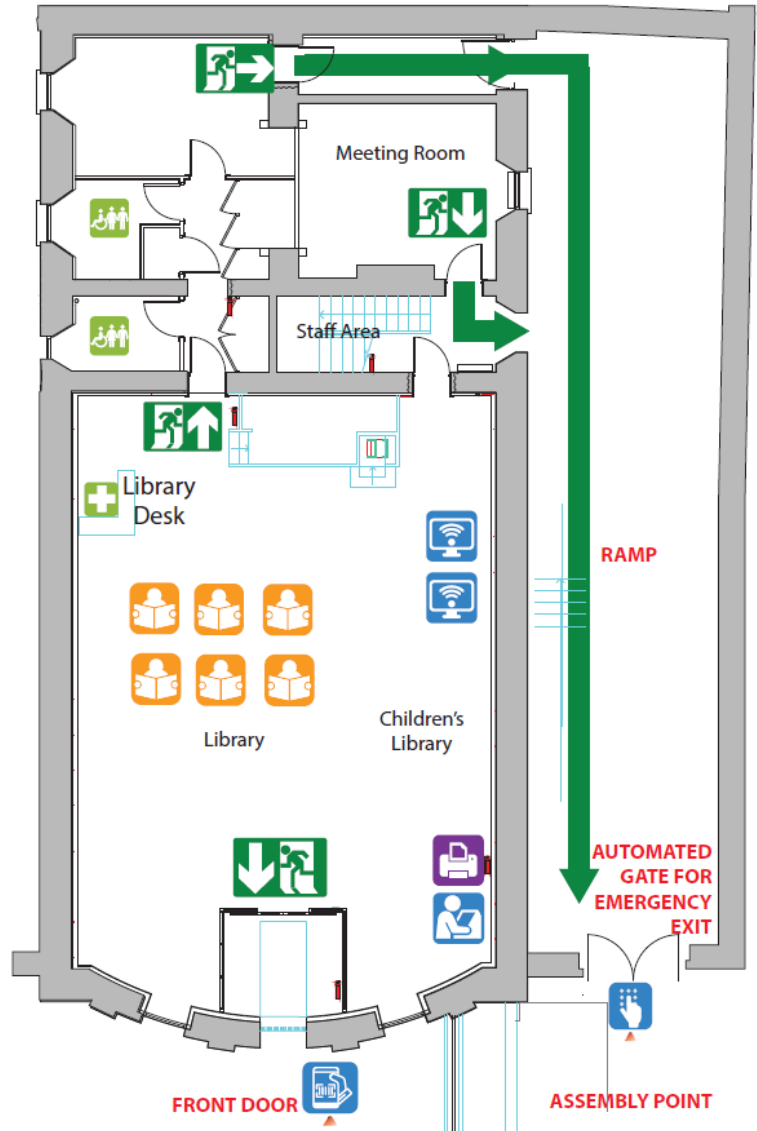- Bar code reader
- Fire exit
- Toilets
- First aid box
- Fire exit route

Meeting Room

Staff Area

Library Desk

Library

Children's Library

RAMP

AUTOMATED GATE FOR EMERGENCY EXIT

FRONT DOOR

ASSEMBLY POINT

My Open Library Moate

Using Our Services during My Open Library

How To Use a Computer

This is a free service. To use a computer, enter your library card number when prompted. The terms and conditions of use will appear on screen. Click "Accept" and the computer will unlock. Please don't save your work to the computer as it will not remain there once your session has finished. If you need to save something, we recommend using a USB key or emailing a copy to yourself.

How to Print

Moate Library uses Print, Copy and Go from Surfbox.

The default printer is Printstation, A4 printing– B&W and Colour,

➢ To print from our library computers send your document to print and the price and page amount should appear as well as a 6 digit release code. Click "OK". **Please remember to write down your 6 digit release code as you must enter this code when you come to the Kiosk to print your documents.**

➢ In addition to using a library computer to have your document printed, you can now email your document or download the PrinterOn Mobile App on your phone or tablet.

➢ You will receive a "Privacy Release Code" which you can enter on the Surf Box Self Service Machine to retrieve your documents. Documents are available for you to print for 72 hours but ONLY with this code.

➢ Both Colour and Black & White printing are available, and all machines accept both card and cash.

For further information visit: https://www.printcopyandgo.com/print_locations/Moate/

Please email support@surfbox.ie or call their support free phone no. 1800 818989 if you experience problems during My Open Library hours.

My Open Library Moate

How to Use the Wifi

Moate Library has free Wifi. Search for Moate Library on your Wifi enabled device. The current password is library1.

How to borrow and return books

Use our self-service kisk to borrow and return items, to renew items, and to see your account information. Follow the instructions on screen. If there are any problems with items, please put them in the Returns box and contact the library during staffed hours.

Closing Time

Before final closing at 10pm, please follow the audio instructions and leave the library on time. The alarm will set automatically at closing time. Anyone remaining in the library after this time will activate the alarm and result in security attending the building.