

ACCESSING THE LIBRARY

The **My Open Library service** offers extended opening hours by providing library access to My Open Library members from 8am to 10pm every day. Staffed hours continue on the normal schedule. You must be 16 or over to register for this service. Under 16s can access only with a parent or guardian.

During MOL hours, to access the library, you need your MOL library card and PIN.

For Health and Safety Reasons, each My Open Library member must follow these steps, even if they are visiting with another My Open Library Member.

Entering Library

- Hold your card under the barcode reader beside the front door. The barcode must be facing up and the numbers facing in.



- When you hear a beep, enter your PIN. The door will open automatically. Wait in the lobby until the door has closed.
- It is your responsibility not to let anyone else in as you enter.
- You must enter separately when visiting with another My Open Library member.

Exiting Library

- To exit press button and door will open automatically. The fire exits are alarmed and should only be opened in an emergency.



THE LIBRARY IS MONITORED BY CCTV AT ALL TIMES

SECURITY

The Library is monitored by CCTV at all times in accordance with Kilkenny County Council CCTV and Audio Recording Policy.

If you feel unsafe in the library, someone follows you in without validating their card or in case of an emergency you can:

- Use the intercom to contact the security monitoring company.
- Use MOL phone, a direct line to the emergency services 112/999.
- The library eircode is R95 AH33



CLOSING TIME 10PM

- Please follow the audio instructions and leave the library on time.
- The alarm will set automatically at 10pm. Anyone remaining in the library will activate the alarm and the security company will attend.
- Failure to comply with closing procedures may result in withdrawal of My Open Library privileges.



Castlecomer Library

My Open Library Information Leaflet



DAY	Staffed Hours	My Open Library Hours
Monday	No Staff	8am – 10pm
Tuesday	10am – 8pm	8am – 10am, 8pm – 10pm
Wednesday	10am – 5pm	8am – 10am, 5pm – 10pm
Thursday	10am – 5pm	8am – 10am, 5pm – 10pm
Friday	10am – 1pm	8am – 10am, 1pm – 10pm
Saturday	10am – 1.30pm	8am – 10am, 1.30pm – 10pm
Sunday	No Staff	8am – 10pm



Castlecomer Library

Floor Plan

Emergency Procedure

➤ In the event of a fire alarm **EXIT** activation or a power cut, you should exit the library through the nearest emergency exit.

➤ A fire alarm will trigger red lights in the building, a siren and an audio recording instructing you to evacuate.



➤ There are 2 emergency exits, one at the front and one at the back of the building.

➤ The assembly point is in front of the primary school adjacent to the library.



➤ A first aid box is available in the library to the left of the main door as indicated on the library floor plan.

