



Leabharlanna
Chontae
Mhuineacháin



My Open Library (MOL)

Clones Branch Library

My Open Library (MOL) is a service that facilitates the use of the library outside staffed times. **There is no staff present.** Issues (excluding security issues) that occur during MOL times should be recorded on a comment form available on the library desk or emailed to cloneslibrary@monaghancoco.ie. The premises are CCTV monitored on a 24/7 basis.

My Open Library Terms and Conditions

1. Members must be 16 years or over to become a MOL member. Members aged 16 and 17 can access the MOL service unsupervised but must have parental consent to become a MOL member.
2. Members must have an up-to-date membership with no fines or lost items linked to their existing account to become a MOL member.
3. Members must understand and comply with the '[Bye-laws for libraries](#)' and the '[Library Membership rules](#)'.
4. Members must be informed and aware of the layout and operations of the library when in unstaffed MOL mode. This information is provided to each member in an induction given by library staff as part of the joining process for MOL.
5. 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.
- 6. Only parents/guardians can bring children under 16 into the library during MOL hours and must always be present when the children are in the library.**
7. If an instance occurs that a MOL member is left alone with an unattended child, they must comment form available on the library desk or emailed to cloneslibrary@monaghancoco.ie, including details of the date and time.
8. Members must use their own card only and must not allow others to use their card.
9. Each member must swipe their card on every occasion they enter the library. They cannot enter without swiping even if they are accompanying another MOL member.
10. It is the responsibility of each MOL member to ensure that they do not allow or facilitate access to the library of any other person and must ensure that the front door is completely closed after their arrival and after exiting. The only exceptions to this are if access is required by Emergency Services.
11. It is the responsibility of each MOL member to be aware of their environment when entering/exiting the library and to wait beside the door until it is closed.
12. The main entrance to the library is wheelchair-accessible. In the event of a fire please exit through the main door or the exit fire doors. (The emergency exit route is attached).

13. Upon hearing the Fire Alarm, members must leave the building immediately.
14. In case of a medical emergency, members should use the dedicated Intercom to call for assistance or dial 112 or 999. The Eircode is **H23 RW70**.
15. Upon registration you must make staff aware if you have any mobility issues or hearing difficulties that would prevent you from hearing the Fire Alarm.
16. Personal items are the responsibility of MOL members.
17. Food is not permitted in the library during MOL hours. Members are permitted to bring their own bottles of water to consume.
18. Animals are not permitted on the premises, except for guide dogs.
19. Members must understand the emergency evacuation procedures for the library during *My Open Library* hours.
20. 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.
 - 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. Using tobacco products including electronic cigarettes
 - h. Removing materials from the library without first checking them out.
 - i. Leaving your belongings unattended in the library especially overnight.
 - j. Not evacuating when the alarm system is triggered or at the end of the permitted MOL hours.
 - k. Intentionally setting off the alarm systems
21. MOL members in breach of these terms and conditions will have their access to the MOL service suspended. The periods of suspension are at the discretion of Monaghan County Libraries. Users may be permanently suspended from the service for serious breaches of the terms and conditions.
22. MOL members in breach of these 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.
23. Parents/guardians are responsible for ensuring their children adhere to the policies above and are responsible for the behaviour of their children in this unsupervised service.
24. During the course of our activities we will collect, store and process personal data using CCTV and surveillance systems for the purpose of ensuring the security of Monaghan 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. Monaghan 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 see our My Open Library (MOL) Privacy Notice on our website here: [My Open Library Privacy Notice - Library](#) or a copy is available upon request'.