Accessing the library

The **My Open Library Service (MOL)** offers extended 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 years 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 the Library

- Scan your card in front of the black scanner at the bottom of the barcode reader beside the front door. The barcode must be facing in
- When you hear a beep, enter your PIN followed by #.
- Walk up to the front door which will open automatically. Wait in the lobby until the outer doors have closed. Press the green button on your right to open the inner doors.
- 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 the Library

- The library closes at 10pm sharp please follow the instructions and leave the library on time.
- When exiting the library, the internal doors will open automatically, once these close, press the button beside the external doors to open them/exit"

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 or someone follows you without validating their card or in case of an emergency you can:

- Use the intercom to contact the security monitoring company. 01 4584418

- Use the MOL phone, a direct line to the emergency services 112/999.

- The library Eircode is R95 N23R.

SOS

The library is monitored by CCTV at all times

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 be alerted.

- Failure to comply with closing procedures may result in withdrawal of My Open Library privileges.

CLOSED

My Open Library

@ **MAYFAIR LIBRARY**

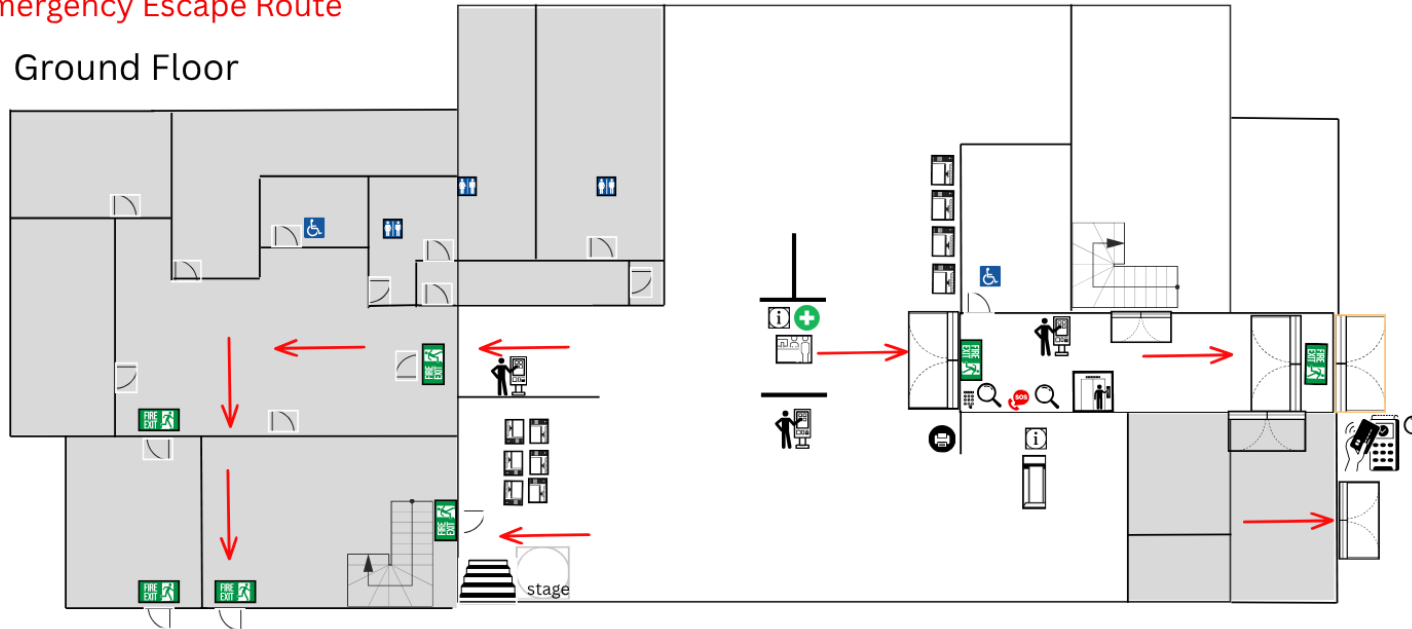|	Staffed Hours	My Open Library Hours
Monday Friday Wednesday Saturday	10am - 5pm	8am - 10am & 5pm - 10pm
Tuesday Thursday	10am - 8pm	8am - 10am & 8pm - 10pm
Sunday	No Staff	8 am - 10 pm

No staff on Saturdays of Bank Holidays
MOL available on Saturday and Monday of Bank Holiday weekends & on Public Holidays

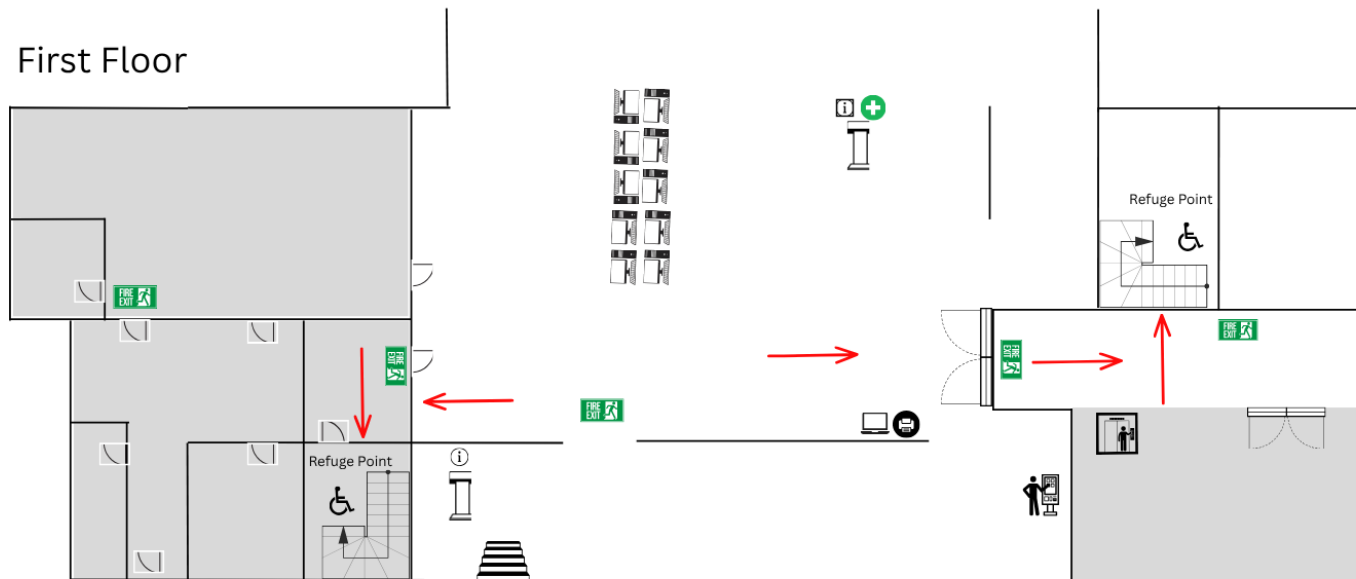**Kilkenny County Council Library Service**

An Roinn Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meán
Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media

Emergency Escape Route

Ground Floor

FIRE EXIT (multiple)

stage

First Floor

Refuge Point

Refuge Point

FIRE EXIT (multiple)

LEGEND

	ENTRANCE
FIRE EXIT	FIRE EXIT
+	FIRST AID BOX
SOS	EMERGENCY SERVICES INTERCOM/PHONE
	COMPUTERS
123456789	PIN ACCESS
	SELF SERVICE KIOSK
	LAPTOPS
	SELF SERVICE PRINTER

Kilkenny County Council
Library Service

My Open Library