

This leaflet provides information for people registered to use the My Open Library service at Pembroke Library. My Open Library offers extended opening hours from 8 am to 10 pm every day for people who register as My Open Library members. My Open Library membership is open to over 16s. Under 16s can access only with a parent or guardian.



Entering and Exiting the library

1. You must have your library card and PIN. Scan your card under the barcode reader beside the front door.
2. The barcode must be facing up and the numbers facing in. When you hear a beep, enter your PIN. The door will open automatically for 15 seconds.
3. Wait in the foyer until the door has closed. It is your responsibility not to let anyone else in. You must enter separately from any other My Open Library Member.
4. When exiting the library press the blue button located on the left hand side of the door.

THE LIBRARY IS MONITORED BY CCTV AT ALL TIMES.

Entering the toilet



- The accessible toilet is located on the ground floor (indicated on the Map).
- You will need your library card to use the toilet.
- Scan your card under the barcode reader beside the door. The barcode must be facing up with the numbers facing in.
- Push open the door and manually lock the door behind you.
- To exit, unlock the door and press the switch beside the door to open it.
- In case of emergency use the intercom inside the toilet to contact the monitoring company who will assist you.



Closing time

The library closes at 10 pm sharp. Please follow the audio instructions and leave the library on time. The intruder alarm will set automatically at closing time. Anyone remaining in the library after 10 pm will activate the intruder alarm, alerting the monitoring company.

Reporting Issues



Email myopenlibrary@dublincity.ie to report any issues arising while using My Open Library at Pembroke library. In the case of an emergency, follow the procedure below.

Emergency Procedure

In the event of a fire alarm, flashing strobe lights and a siren will be triggered in the building. Please leave the library through the nearest emergency exit. In the event of a power cut, emergency lighting will activate. Please leave the library through the nearest emergency exit.

In the event of all emergencies, the platform lift will default to the ground floor where it will remain stationary and out of action. Do not use the lift in an emergency. Anyone requiring assisted evacuation from the first floor should wait for assistance in the 'Area of Refuge' at the top of the stairs. (as shown on the map)

There are two emergency exits (as shown on the map)

- Opposite the bottom of the stairs.
- Through the main front door.



The Assembly Point is the high wall adjacent to the library, RDS, Anglesea Road. Turn left when you exit the library. The high wall should be immediately visible.



If you feel unsafe in the library, or someone follows you in without using their card and PIN:

Use the red emergency phone to contact the monitoring company or use your mobile phone to contact the monitoring company on 049-9527100



In the case of an emergency use your mobile phone to call **999 / 112** for emergency services.

The Library Eircode is D04 H765

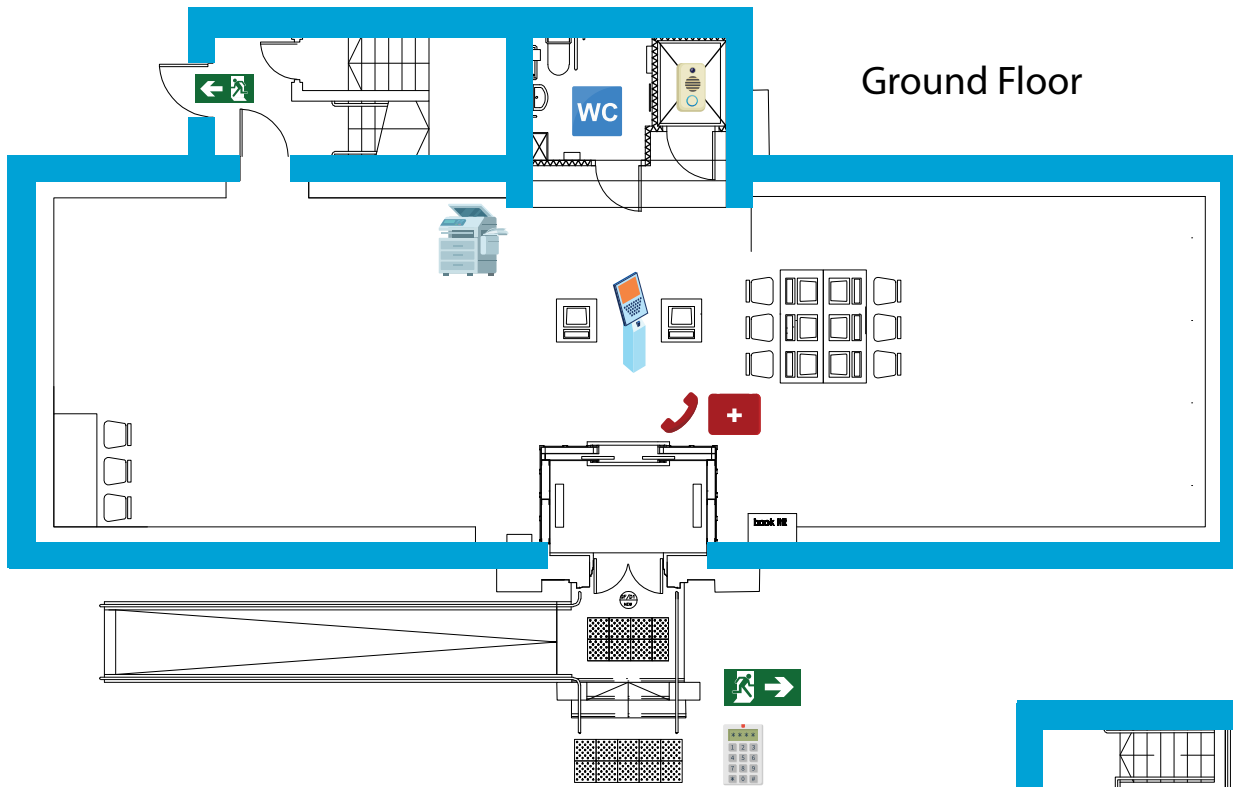
A First Aid Box is located on the wall next to the emergency phone.



Pembroke Library

Day	Staffed Hours	My Open Library
Monday	1.00pm - 8.00pm	8.00am - 1.00pm 8.00pm - 10.00pm
Tuesday	1.00pm - 8.00pm	8.00am - 1.00pm 8.00pm - 10.00pm
Wednesday	10.00am - 5.00pm	8.00am - 10.00am 5.00pm - 10.00pm
Thursday	10.00am - 5.00pm	8.00am - 10.00am 5.00pm - 10.00pm
Friday	10.00am - 1.00pm 1.45pm - 5.00pm	8.00am - 10.00am 1.00pm - 1.45pm 5.00pm - 10.00pm
Saturday	10.00am - 1.00pm 1.45pm - 5.00pm	8.00am - 10.00am 1.00pm - 1.45pm 5.00pm - 10.00pm
Sunday	No Staff	8.00am - 10.00pm





Ground Floor



Public Toilet



Self Service Kiosks



Barcode Reader
Pin Pad



Intercom to Lift Engineers



Refuge



Emergency Exit



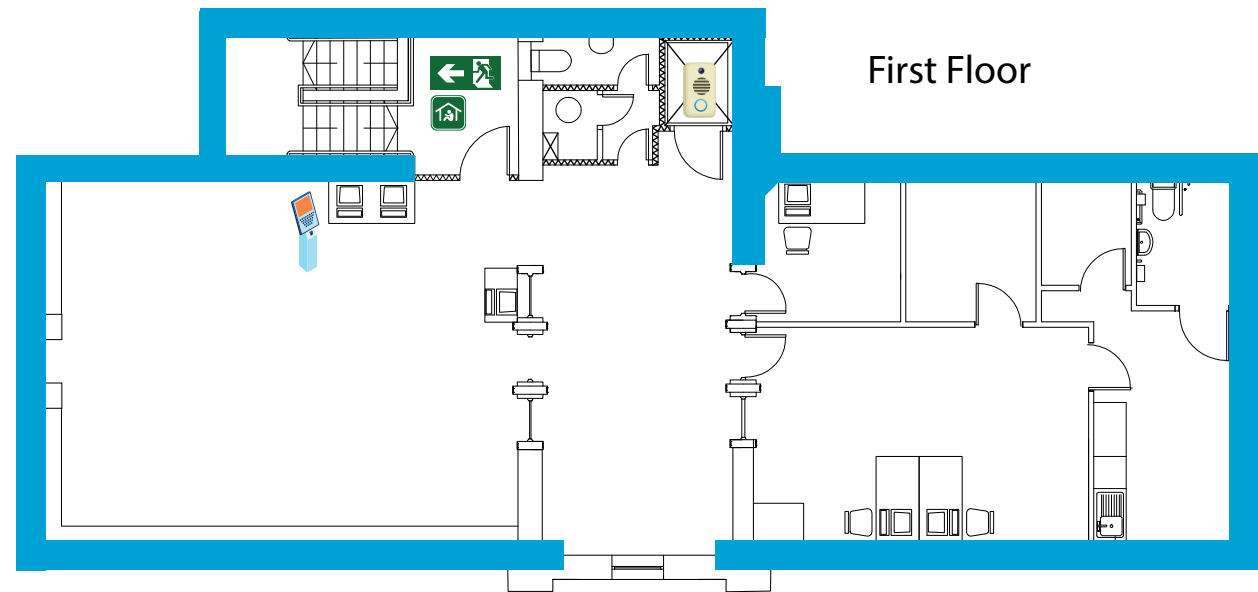
Surfbox, Printing
Etc.



First Aid Box



Emergency Phone to
monitoring company



First Floor