This leaflet provides information for people registered to use the My Open Library service at Raheny Library. The My Open Library Service 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, the automatic doors will open as you approach and close behind you when you exit.

THE LIBRARY IS MONITORED BY CCTV AT ALL TIMES.

Entering the toilet

WC

- The accessible toilet is located in the adult library (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

CLOSED

The library closes at 10pm 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 10pm 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 Raheny library. In the case of an emergency, follow the procedure below.

Emergency Procedure

In the event of a fire alarm 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.

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

- The front door to the library
- The emergency exit door from the Children's library to the outside of the building
- The emergency exit door beside the public toilet in the adult library

Please note: the exit to the library garden is locked and not operational during My Open Library hours The Assembly Point is at the library carpark entrance beside Tully's pharmacy.

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

Use the grey 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 **D05VY99**

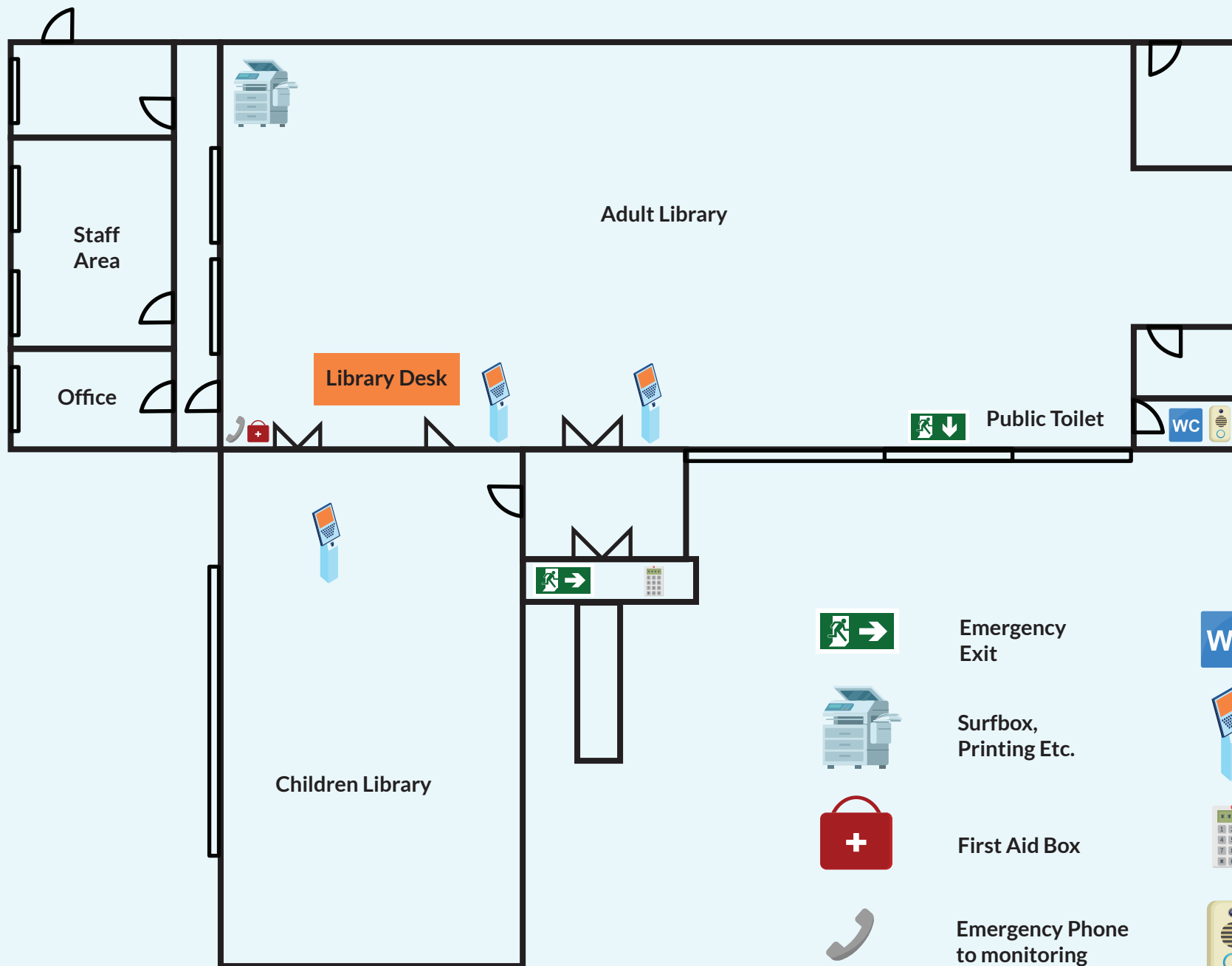A first aid box is located beside the emergency phone.

My Open Library

Raheny Library

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

Leabharlanna Libraries

Comhairle Cathrach Bhaile Átha Cliath Dublin City Council

Staff Area

Office

Adult Library

Library Desk

Public Toilet WC

Children Library

Emergency Exit

Surfbox, Printing Etc.

First Aid Box

Emergency Phone to monitoring company

Public Toilet WC

Self Service Kiosks

Barcode Reader Pin Pad

Intercom to Lift Engineers