

This leaflet provides information for people registered to use the My Open Library service at Drumcondra Library. The My Open Library service offers extended opening hours from 8am until normal opening times and from normal closing times until 10pm every day for people who register as My Open Library members. On the days the library is closed, the My Open Library service will be available from 8am – 10pm. You must be 16 or over to register for this service. 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 silver and blue 'Press to open' button located on the right hand side of the door.

THE LIBRARY IS MONITORED BY CCTV AT ALL TIMES.

Entering the toilet



- The accessible toilet is located in the adult library (indicated on the Map)
- Turn the handle to open the door and manually lock the door behind you.
- To exit, unlock 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 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. We are located in a quiet residential area. Please be mindful of our neighbours when leaving the building at night.

Reporting Issues



Email drumcondralibrary@dublincity.ie to report any issues arising while using My Open Library at Drumcondra 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 two emergency exits (as shown on the map)

- The front door to the library
- The emergency exit door at the rear of the building.



The Assembly Point is at the street light pole in front of the library building.

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



Use the 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 **D09PT78**

A First Aid Box is located beside the emergency phone.

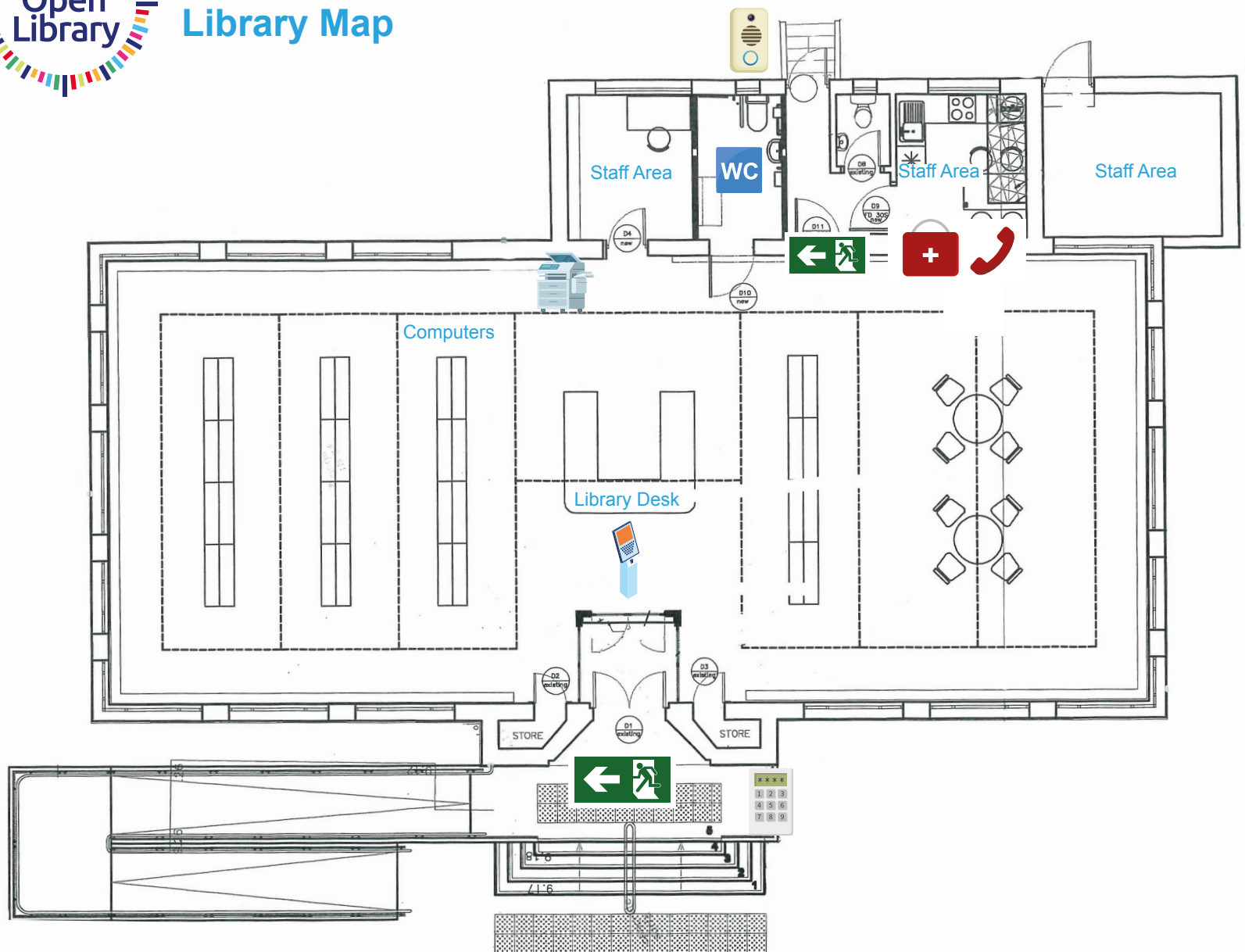


Drumcondra Library

| Day | Staffed Hours | My Open Library |
|-----------|-------------------------------------|--------------------------------------|
| Monday | 10.00am - 1.00pm 2.00pm - 5.00pm | 8.00am – 10.00am 5.00pm – 10.00pm |
| Tuesday | 12.45pm – 4.00pm 4.45pm – 8.00pm | 8.00am – 12.45pm 8.00pm – 10.00pm |
| Wednesday | 10.00am - 1.00pm 2.00pm - 5.00pm | 8.00am – 10.00am 5.00pm – 10.00pm |
| Thursday | 12.45pm – 4.00pm 4.45pm – 8.00pm | 8.00am – 12.45pm 8.00pm – 10.00pm |
| Friday | 10.00am - 1.00pm 2.00pm - 5.00pm | 8.00am – 10.00am 5.00pm – 10.00pm |
| Saturday | 10.00am - 1.00pm 2.00pm - 5.00pm | 8.00am – 10.00am 5.00pm – 10.00pm |
| Sunday | No Staff | 8.00am – 10.00pm |



Drumcondra Library Map



Key:



Accessible WC



Self Service Kiosk



Barcode Reader & Pin Pad



Intercom to Monitoring Company



Emergency Exit



Surfbbox Printing



First Aid Box



Emergency Phone



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Leabharlanna
Libraries