

Local Studies



- Discover our Local Studies Collection online at www.cavanlibrary.ie
- You can access our Local Studies collection at Johnston Central Library. You need to be a registered member to view material.
- You cannot photocopy Local Studies material
- You must take special care using Local Studies material. Please do not write, lean or place any object on top of these items.
- Do not remove reference material, journals, or newspapers from the library.

Event Spaces and Public Notice Boards

- Read our Library Events policy online at www.cavanlibrary.ie or at your local library.
- We are happy to display community notices in our libraries. You must get permission from library staff to post any item. Our notice boards cannot be used for commercial purposes.

www.cavanlibrary.ie



How you can help us?

Our rules and regulations help everyone enjoy our services.

- Show respect for users and staff.
- Do not leave bags on the library floor.
- Do not bring food or drinks into the library.
- Please refrain from making or taking calls on your mobile phone in the library.
- On grounds of Health & Safety all animals with the exception of Guide Dogs must remain outside the building.

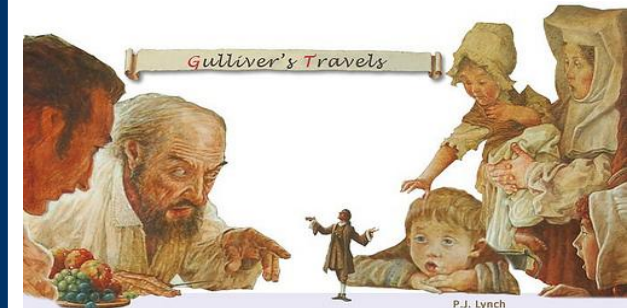
Remember

- **We reserve the right to refuse entry or restrict services.** Any member of the public causing difficulties for other users or for library staff will be asked to leave the library.
- You must comply with the Copyright and Related Rights Act 2000.
- We adhere to National Child Protection Guidelines. Children must be accompanied by an adult at all times. Parents/guardians are responsible for their children in the library, their children's selection and use of library materials and services, including access to the Internet.
- We comply with Health & Safety legislation and provide a safe place for all users and staff.

Cavan County Council's Library Service



Rules and Regulations



To learn more about Cavan Library Service see www.cavanlibrary.ie

Joining the Library

- It is free to join Cavan County Council's Library Service. You can apply in person in your local library or online at www.cavanlibrary.ie
- You must show photographic identification (ie. Driving Licence) and proof of current address (i.e. Utility Bill / Bank Statement) to join.
- Children and young people under the age of eighteen years must get permission from a parent/guardian to join the library. A parent/guardian must provide identification as above to activate a child's membership.
- Students who are not permanently resident in Co. Cavan and are not members of their local Library must show photographic identification and provide a guarantor's proof of address to activate membership.
- Cavan Library members will have access to all books and stock from the 344 public libraries in Ireland.
- Remember to bring your library card with you when you visit the library. If you forget your card, you will be asked for some form of identification
- Beware of lending your library card to anyone as you are responsible for items borrowed on it. Please report lost library cards immediately.
- Let us know if you change your address, phone number or email address.
- A PIN will be issued with your membership card at the time you join the library. This number will be required to use our PCs or online services including accessing your own library account online. You can access your library account and change your PIN online at: www.cavanlibrary.ie
- It is your responsibility to ensure that your PIN is not shared with anyone else.

Using the Library

Membership:

- Members can **borrow** up to 12 items including DVDs for a period of three weeks and **reserve** up to 12 items.

All members have access to our **Online Library Services**. See www.cavanlibrary.ie for:

- **ebooks / eAudiobooks**
- **500 Online Courses**
- **Online Magazines**
- **International Newspapers**
- **Online Language Learning**

Fines and Charges

- You will be charged €0.05 per day for any items not returned or renewed by the due date.
- You can renew your items online at www.cavanlibrary.ie. You can renew by telephone or in person at a branch.
- Register your email address and you can receive an email reminder 3 days before your item is due back.
- Overdue notices will be sent out by email, text message or print. If you wish to avail of our text messaging service you can login to your online library account at www.cavanlibrary.ie to 'opt in'.

Photocopying and Printing

- You can photocopy from library stock, subject to copyright restrictions.
- Photocopying and printing charges are:
Black and White (A4) 25c per page
Colour (A4) €1.00 per page
Microfilm printout 75c per page

Using the Library (continued)

- You are asked to pay promptly any fees and charges, including fines for late return of items, associated with the use of library facilities, materials and services.
- You must pay the replacement cost of items that are lost or damaged.
- Parents and legal guardians are responsible for any charges or fines incurred by their children in their use of the library.
- Patrons who accrue €20.00 in fines will have their borrowing privileges withdrawn.

Computers and Wi-Fi

- You must be a registered member of the library to use computer and Wi-Fi facilities.
- Computer sessions are available for a maximum of 55 minutes per day. You can book a session in advance.
- There is free Wi-Fi in your library. You need your library card number and pin number to access our Wi-Fi service.
- **Please use the Internet responsibly.** Do not distribute, sell, lend, read or view material that is obscene or violent, or which may be offensive to other users.
- Respect the law regarding Shareware, Public Domain, Freeware Software and copyright regulations relating to information, pictures and material in other formats.