

## Local Studies



- Discover our Local Studies Collection online at [www.cavanlibrary.ie](http://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](http://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](http://www.cavanlibrary.ie)

## How can you 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 except for Guide Dogs must remain outside the building.

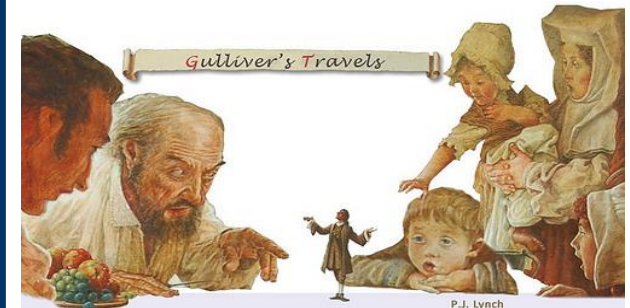
## Remember

- **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 always be accompanied by an adult. 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](http://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](http://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 can use their membership card to borrow items in any public library in the Republic of 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 number will be given to you when you join the library. Using your library membership number and your PIN number you can login to your online library account and access a wide of online library services. You can change your PIN number online at: [www.cavanlibrary.ie](http://www.cavanlibrary.ie)
- Do not share your PIN with anyone else.

## Using the Library

### Membership & Borrowing

- Members can borrow up to 12 items including DVDs for a period of three weeks.
- All members have access to the Library Catalogue online at [www.cavanlibrary.ie](http://www.cavanlibrary.ie) and can search catalogue and reserve up to 12 items.

### Online Library Resources

Library members have free access to our online library resources including

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

### Renewing & Reminders

- Please return your books on time to allow other library members to enjoy our collection.
- You can renew items online by logging in to your account at [www.cavanlibrary.ie](http://www.cavanlibrary.ie). You can also renew by telephone or in a library branch.
- Register your email address to receive an email reminder to return your items. Register your mobile phone number to receive a SMS text when your items are overdue. To 'opt in' to these services login to your online library account.
- Library membership, borrowing and access to online services will be blocked when you have overdue items after a certain period.
- You must pay the replacement cost of items that are lost or damaged.

## Printing/Photocopying

### Photocopying and Printing

- You can photocopy from library stock, subject to copyright restrictions.
- **Self-Service** Printing, Scanning & Photocopying is available in Cavan, Cootehill & Bailieborough libraries. B&W - €0.20 Colour - €0.60
- Check with our other libraries to find out about their printing/photocopying service.

## Computers and Wi-Fi

- You must be a registered member of the library to use computer and free Wi-Fi facilities. You will need your library card and PIN number to access these services.
- Computer sessions are available for a maximum of 55 minutes per day. You can book a session in advance.
- **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.

Find opening hours for your local library at [www.cavanlibrary.ie](http://www.cavanlibrary.ie) or pick up our information leaflet in branches.  
**We look forward to seeing you at your local library soon!**