

Out of Hours Libraries



Out of Hours libraries offer adults (aged 18 years and over) controlled access to library facilities outside of normal opening hours, providing a limited but important range of services on a self-service basis, including broadband/ Wi- Fi access, printing facilities, study space and book borrowing.

This service has been funded in eight pilot libraries by the Department of Agriculture, Environment and Rural Affairs (DAERA) to support computer access in rural areas.

The Out of Hours Service is enabled by technology which works with our existing infrastructure to provide self-service kiosks, public access computers, lighting, and security.

Adults register as an Out of Hours member and then can access the library when in Out of Hours mode using their PIN and card. To get into the library they will use an access point at the front door.

CCTV cameras record who is coming in and out and staff will view this video the following day to ensure customers are working within agreed terms and conditions.

Guidance and Advice for the User



Access to the building:

- do not write your pin on the back of your card – staff can provide you with a memorable pin
- if you forget your pin, you will be asked to provide identification (evidence of your name and address) to receive a new pin

Library building:

- remember you are in a public building
- don't leave your belongings unattended
- respect the property and privacy of other customers
- ensure you understand the health and safety procedures including fire safety procedures.

In the case of an emergency:

- if you have a mobile phone bring it with you when using the Out of Hours service
- ring 999 if you are concerned for your safety - we provide access to this number from a library phone
- if you have a query ring our customer support line, available from 9:15am - 4:45pm. This is free of charge from the library phone found on the customer desk.
t: 0345 4504580

