Welcome to the Out of Hours Service. These terms and conditions have been developed to ensure the safety of all users and to supplement the existing Byelaws. These Terms and Conditions may be subject to change. We will notify you of any changes via your current email address.

Terms and conditions:
• you must be 18 years or over and a library member to use the Out of Hours service

• you must show photo ID and proof of address and inform us immediately if there is a change to these details

• children under 18 can use the library only if accompanied for the entire duration of their visit by an adult member. Out of Hours service is an unsupervised service and you are responsible for the children you are accompanying. By permitting entry for children to the Out of Hours library you are consenting to images being recorded and retained by CCTV (yours and theirs).

Staying safe:
• for your safety please read the Out of Hours Guidance for customers that you will receive when you register and attend an induction session

• if you act in a way which is unsafe for you or others, your access to the service will be withdrawn.
Policies and procedures:

• you must adhere to all Libraries NI policies and procedures. These are available on the Libraries NI website. Please note specifically
  - the Library Computers and WI FI Access Conditions of Use. You should note that we monitor access to websites
  - the Data Protection Policy
  - the Procedure for the Use of Closed Circuit Television. Please note all libraries offering Out of Hours service are monitored using CCTV. Your image and details will be recorded as you access the library. We will routinely check CCTV to ensure policies are being followed. You must agree to have your information recorded and stored in order to use the service.

• please encourage your friends and colleagues to become an Out of Hours member. If you provide access to someone who isn’t a registered Out of Hours member (either by providing access when you come in or by giving them your details) you will be in breach of the Terms and Conditions of use and will have your access withdrawn.

We would like to send you information about our services via email. If you agree to being contacted in this way please tick the box.

I hereby apply for membership to use the Out of Hours Service provided by Libraries NI, undertake to pay for any charges incurred including items lost or damaged whilst borrowed on my card, and to comply with all the Libraries NI Byelaws – available at www.librariesni.org.uk and in libraries. I understand that the personal data I have supplied will be held and processed according to current data protection legislation.

I sign to agree the terms and conditions.

Signature........................................................................Date.................

To view Libraries NI’s privacy statement please visit www.librariesni.org.uk or ask staff for a copy.

Borrower number

