

What is *Libraries Unlocked*?

Libraries Unlocked is utilising new technology to enable access to the library when there are no staff present. Access to the library will be by means of a valid temporary library card and a 4 digit PIN that you will be allocated once you have registered for the service, signed the agreement and been briefed by the staff.

Library members can register to use Carmarthen Library during unstaffed hours between:

Mon 19:15 – 21:00

Thurs 19:15 – 21:00

Eligibility

Anyone aged 16 or over can register to use ***Libraries Unlocked*** providing:
They have a valid reason why they need temporary access.

How can I register for *Libraries Unlocked*?

- You need to register your library card with a member of staff.
- You will need to be a full member of Carmarthenshire Libraries.
- You will need a valid reason to access ***Libraries Unlocked***.
- You will need to sign and accept the customer agreement and code of conduct. Customers that do not adhere to this are highly likely to have their eligibility to use ***Libraries Unlocked*** removed.
- The library service reserves the right to refuse to grant ***Libraries Unlocked*** status to customers. An appraisal of previous use of the library will be taken into account when determining eligibility.

How will *Libraries Unlocked* work?

- You will need to scan your library card and enter your PIN using the scanner and keypad at the designated entrance to unlock the door. It is important that you always have your library card with you; otherwise, you will be unable to access the library.

- When the library is unstaffed, the ***Libraries Unlocked*** system will control all the lighting and alarms, there will always be some lighting on but entering the library via your PIN will bring on all the lighting required.
- CCTV cameras have been installed and monitored to ensure the safety and security to you, the equipment, stock and the building.
- An emergency telephone will be available for designated numbers only.
- Fire and emergency procedures will be displayed at the designated entrance.
- Loudspeakers will alert you when:
 - the library staff will be leaving the building.
 - at closing times when there are no staff on site and the building is closing for the day.
- You **must** leave the building when you hear the alert. At closing times, the machines will switch off, the lights will be switched off and the building alarm will be set.
- Please note when library staff leave you will also need to exit the library along with the library staff and then re-enter using you own library card and PIN. This ensures that only registered customers can use the facility in ***Libraries Unlocked*** mode.

What can I do in *Libraries Unlocked* mode?

- Research material.
- Use our public computers.
- Be able to access Wi-Fi.
- Use toilet facilities.

What isn't available in *Libraries Unlocked* mode?

- Sale of any goods
- Printing and photocopying will not be immediately available.