

## 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?

The library is a calm place for everyone to enjoy.

### *Please:*

- Speak quietly and show respect for the needs of other library users and staff.
- No running or climbing in libraries
- Do not leave bags on the library floor.
- Do not bring food or drinks into the library.
- Refrain from making or taking calls on your mobile phone in the library.

On grounds of Health & Safety all animals except for Guide and Assistance Dogs must remain outside the building.

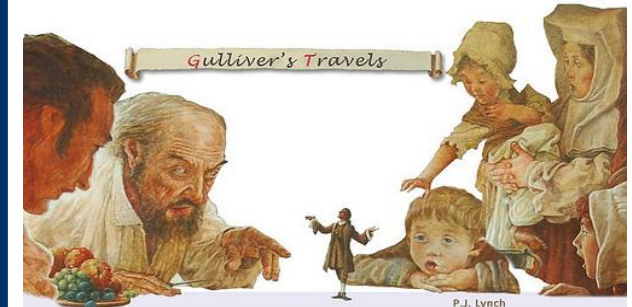
## Remember

- **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.
- You choose a PIN number 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, Virginia & 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!**