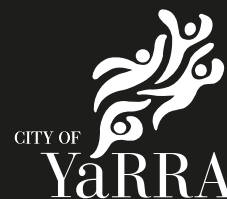


# Open Library

## Terms & Conditions



The following terms & conditions apply to the use of the Open Library service. These are in place to ensure the safety and security of all individuals using the library facilities.

### To qualify for Open Library access, applicants must:

- Be at least 16 years of age.
- If under 18, have a parent, guardian, or carer act as a guarantor.
- Complete a building and safety induction and formally agree to the Open Library Terms and conditions
- Be an existing Yarra Libraries member or become a member prior to applying.
- Understand that access privileges must be renewed every 12 months. Renewal instructions will be sent via email prior to expiry.

#### More information

If you would like to know more about Open Library, contact us on **1300 695 427** or visit [yarracity.vic.gov.au/libraries/hours-and-locations/open-library](http://yarracity.vic.gov.au/libraries/hours-and-locations/open-library)



#### National Relay Service

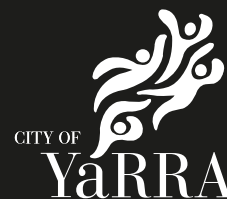
TTY 133 677 then (03) 9205 5055

#### Languages

中文 9280 1937 Italiano 9280 1931 Tiếng Việt 9280 1939  
العربية 9280 1930 Ελληνικά 9280 1934 Español 9280 1935 Other 9280 1940

# Open Library

## Terms & Conditions



### Access Open Library

#### Open Library applicants must adhere to the following entry requirements:

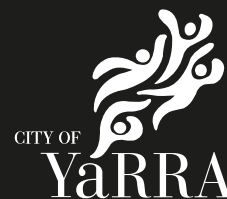
1. Authenticate access by entering their library membership number and PIN each time they enter the library during un-serviced hours. This ensures applicants safety and security.
2. Use the access panel to enter membership details either manually or by scanning a physical or digital library card. Note: Alphanumeric membership numbers (e.g., COYL000) must be scanned using the barcode scanner, as they cannot be entered manually.
3. Observe access hours, which are from 8am to 10pm daily, including public holidays. An exception applies to Bargoonga Nganjin, North Fitzroy Library, where Sunday access is limited to 10am–6pm.
4. Children under 16 may accompany a parent, guardian, or carer with authorised access during un-serviced hours.
5. Applicants bringing children under 16 are fully responsible for their safety and must follow all related guidelines.
6. Children must not be left unattended and must always remain within eyesight of their parent or guardian. If found alone, security and police may be contacted.
7. Exit the library at closing time with all personal belongings. Re-entry is permitted only once the access panel is reactivated. This process ensures accurate registration of presence.
8. Follow automated exit announcements at the end of un-serviced hours. Failure to leave the premises may result in security intervention.
9. Familiarise yourself with emergency exits, evacuation plans are displayed throughout the library.
10. Conduct themselves in accordance with the Yarra Libraries Conditions of Entry: [yarracity.vic.gov.au/things-to-do/libraries/hours-and-locations#conditions](http://yarracity.vic.gov.au/things-to-do/libraries/hours-and-locations#conditions)
11. Access only permitted library spaces:
  - Bargoonga Nganjin, North Fitzroy Library**
    - Access is limited to the library spaces on the Ground Floor, Level 1, and Level 2.
    - The rooftop garden is not accessible during Open Library un-serviced hours.
  - Carlton Library**
    - Access is limited to internal library spaces only.
    - Courtyard is not accessible during un-serviced hours.
  - Collingwood Library**
    - Access is limited to internal library spaces only.
  - Richmond Library**
    - Access is limited to the library floor on Level 1.
    - The lift is not accessible from the library floor during un-serviced hours.

Applicants are encouraged to familiarise themselves with the available services and facilities. For a detailed overview, refer to the Appendix outlining available services and facilities.

Yarra City Council is a child-safe organisation with zero tolerance for child abuse. If a child or young person is at risk of harm or abuse, it must be reported immediately by calling Victoria Police on Triple Zero (000) without delay

# Open Library

## Terms & Conditions



### Open Library applicants must not:

- Use another applicant's membership or attempt to gain access under false pretences. This is strictly prohibited.
- Assist unauthorised individuals enter the library during un-serviced hours.
- Enter the library when feeling unsafe. Applicants are encouraged to prioritise their personal safety and remain vigilant at all times.
- Must not leave personal items unattended at any time.

### Emergencies

Open Library applicants must follow these procedures in the event of an emergency:

1. Evacuate promptly by following the broadcasted emergency instructions during un-serviced hours.
2. Proceed to the designated emergency assembly point after evacuation. Refer to the Appendix for specific assembly point locations.
3. Immediately contact Emergency Services by calling 000 if under threat or encountering an emergency situation.
4. In the event of after-hours building maintenance issue, such as power failure or blocked plumbing, applicants should promptly contact Yarra City Council's 24-hour contact number at 9205 5555.

Open Library applicants must not:

5. Re-enter the building until authorised by emergency personnel.

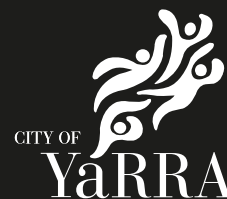
### Enforcement

Failure to comply with any of the stated conditions may result in the revocation of access to the Open Library service by Yarra Libraries.



# Open Library

## Terms & Conditions



## Appendix

### Service & Facilities

#### Print, scan and copy

- Public self-service printing and photocopy facilities are always available.

#### Computers and Wi-Fi

- Free Public Wi-Fi and PC access are always available.

#### Borrowing & Returning

- Borrowing items – any items you wish to take home must be borrowed through the self-checkout kiosks or using the Libraries Victoria app.
- Borrowed library items must be returned via the outdoor or indoor secure returns chutes. Only items returned through these chutes will be officially registered as returned.

#### Meeting Rooms

Open Library applicants do not have access to meeting rooms, with the following exceptions:

- Study Rooms on Level 1 of Bargoonga Nganjin (North Fitzroy Library)
- Study Booths at Richmond Library

To hire a meeting room, please contact City of Yarra Venues and Events on **9205 5555** or See <https://www.yarracity.vic.gov.au/things-to-do/find-a-venue> for more information.

If you have trouble using your library card, please speak to a staff member during standard operating hours or send your enquiry to [yarralibraries@yarracity.vic.gov.au](mailto:yarralibraries@yarracity.vic.gov.au)

For any building access issues outside normal operating hours, please contact **9274 2700** (number can also be found above the Open Library access panel at each branch).

### Accessibility: Parking & Toilets

#### Bargoonga Nganjin, North Fitzroy Library:

- Disabled parking bays are available on Best Street.
- Disabled toilets are available on all levels.
- Level 1 and 2 are accessible via the Lifts.

#### Carlton Library:

- Disabled parking bays are available on Newry St
- Disabled toilets are available on the mezzanine level (outside the children's space).

#### Collingwood Library

- Disabled parking bays are available outside adjacent to the Collingwood train station.
- Disabled toilets are available.

#### Richmond Library:

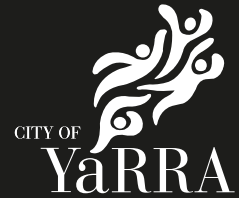
- Disabled parking bays are available nearby.
- Disabled toilets are available.

### Safety & Security

- Duress Alarms (Fixed Duress & Portable Duress):
  - A duress button is situated at the customer service desk.
  - Portable duress pendants are available at the customer service desk.
  - These can be activated at any time if you feel threatened or unsafe.
  - Duress buttons will activate a signal to security and will result in an immediate patrol call-out if requested.
- Yarra City Council uses CCTV throughout the library, which monitors library premises on a 24-hour basis. Open Library applicants acknowledge and agree they will be recorded

# Open Library

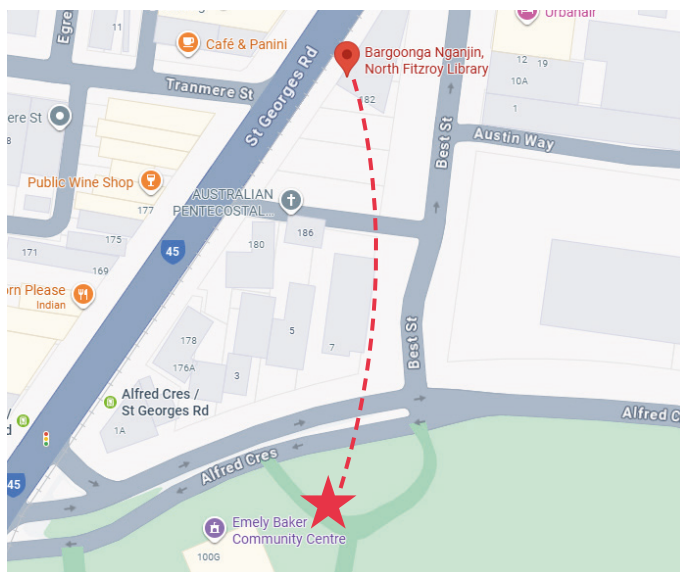
## Terms & Conditions



### Emergency Assembly Points

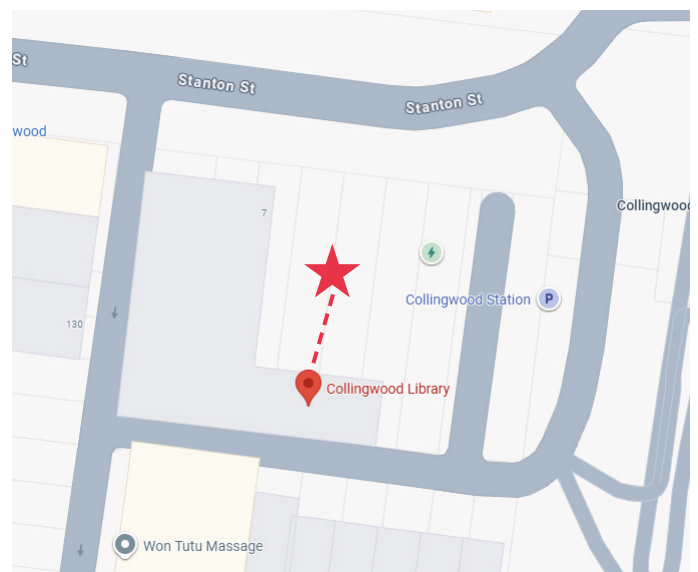
#### Bargoonga Nganjin, North Fitzroy Library

The evacuation point is located 100 metres to the south next to the Emely Baker Building in Edinburgh Gardens.



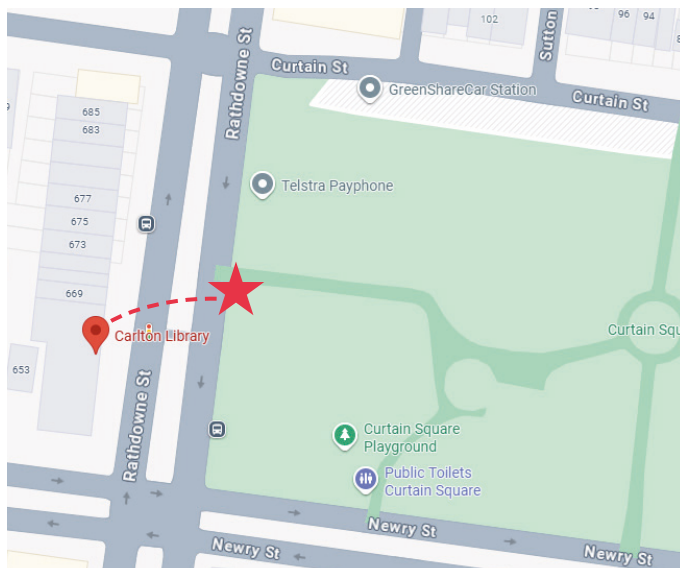
#### Collingwood Library

The evacuation point is located on the lawn outside the library main entrance.



#### Carlton Library

The evacuation point is located at the entrance to Curtain Square (opposite the library entrance Rathdowne St)



#### Richmond Library

The evacuation point is located at the car park area on St Crispin St.

