



# Open Library Use Policy

Approved by:	ECRL Management
Date approved:	2026-03-31
Date last reviewed:	2026-03-31

Cyril Ward Memorial Public Library, a branch of Eastern Counties Regional Library (ECRL), offers extended open hours using Open Library technology. These extended hours are available to library cardholders aged 19+ in addition to the regular staffed hours. The conditions and rules outlined in this policy are required to maintain ECRL's insurance for collections and equipment at the Cyril Ward Memorial Public Library.

Open Library technology allows ECRL to provide expanded access to the collections, public computers, Wi-Fi, and a comfortable indoor space.

To maintain a safe and welcoming environment while maintaining the security of ECRL property, this library is monitored by video surveillance. Extended hours are offered at the discretion of ECRL Management. An individual's access to Open Library services will be revoked if they do not follow ECRL policies.

Use of the library during extended hours is strictly at your own risk. Anyone accessing the space during extended hours must be able to safely exit the building in the event of an emergency.

## Scope

Individuals who access the Cyril Ward Memorial Public Library during extended hours are required to comply with this policy.

## Rules of Conduct

The following rules apply to anyone who accesses the Open Library during Extended Hours:

- **Extended (unstaffed) access is available only to users aged 19 and older. The individual (19+) who provides access to anyone aged 18 or younger must remain in the library for the duration of visit and will be held responsible for the behaviour and conduct of any guests they provide access to.** This is a condition of ECRL's insurance policy for the Open Library and is taken very seriously.
- **All library materials borrowed during extended hours must be checked out using the self-service kiosk.** Users are not permitted to leave the building with materials that

have not been checked out properly. It is not permissible to leave a note on the staff desk to report that items were taken.

- Library users are not permitted to provide access to others. This includes opening the door for others and/or sharing their library card number or PIN.
- **All user(s) and their guest(s) are responsible for complying with all ECRL policies**, available online at <https://ecrl.ca/about-us/policies/>.
- Users must take care to ensure the door closes securely behind them when entering or exiting the building.
- Windows must not be opened.
- Users must leave the building before closing time (9pm). Audio alerts will provide notice of closing times. The security system will automatically activate after closing.

## Using Library Services

Users are encouraged to request a demonstration from staff during regular hours on how to use the PIN pad to enter the library.

Limited library services are available during extended hours. If a user is unable to access the services they need during extended hours, they must return during staffed hours for assistance.

If a user is unable to check out an item using the self-service kiosk, they must leave the library material(s) at the library and return during staffed hours for assistance.

Printing and photocopying fees must be deposited into the cash box located on the wall above the printer.

## Reporting Issues

Issues relating to technology, library services, or the facility should be reported in a timely manner via email ([admin@ecrl.ca](mailto:admin@ecrl.ca)) or phone (1-855-787-7323). Call 911 in the case of an emergency.

## Questions?

If you have any questions or concerns about this policy or its related procedures, please email [admin@ecrl.ca](mailto:admin@ecrl.ca).