

Membership

Rules and Regulations

Rules and Regulations - Full Version

Joining and Using the Library

1. Membership is free and available to all.
2. You may obtain your library card by [registering online](#). Then call to your nearest South Dublin branch library with the number you obtained when you registered online. Proof of your address and photo ID are required to collect your library card.
3. If your address is outside South Dublin County you must also provide evidence that you work, study or carry on business in South Dublin County in order to use the Digital Book site.
4. Two forms of identification – are required - one containing both name and address (a recent utility bill) and the other should be photo ID such as a passport or driving licence. These are required for applying for library membership and replacement library tickets.
5. Adult Membership is available to all aged 15 years and over. Adults use adult public access computers.
6. Young adult membership is available to all members aged 12 to 14 years provided that a guarantor's consent has been given. Young Adults may not use junior public access computers and must use adult public access computers.
7. This membership gives access to both Children's and Adult Collections.
8. A Personal Identification Numbers (PIN) is associated with each library card. You may need your PIN to access some services. If you do not have a PIN you may obtain a printout of your PIN at the desk in any of our libraries on presentation of your library card. Please guard your PIN carefully.
9. Age restrictions on any library item must be adhered to and the libraries strongly encourage and promote the exercise of parental responsibility in this matter.
10. Children are required to have a parent or guardian act as co-signatory to their membership application.
11. Bring your library card with you each time you visit the library as it will enable you to carry out a range of activities such as issuing, renewing or booking and using a computer.
12. Your library card may be used at any South Dublin County library branch or at the Mobile Libraries and items borrowed may be returned to any of our libraries.
13. Adults and young adults may borrow up to ten items, while children may borrow up to six items.
14. The loan period is normally twenty-one days with the exception of some special categories of materials. Library materials may be renewed in person, by telephone or online at www.southdublinlibraries.ie, provided no other customer has requested the items.
15. You may renew items up to a maximum of three times.
16. Fines, as determined from time to time and as displayed in the library, plus postage, will be charged on overdue items.

17. Loss /Damage to Library materials: Library customers, or their guarantors, are responsible for any items lost or damaged while on loan to them.
18. Loss of your library card should be notified to the library immediately as you are responsible for all transactions on your card prior to this notification.
19. You must be a registered library member in order to use internet and computer services.
20. Computers sessions may be booked by telephone, in person or online.
21. South Dublin County Libraries cannot accept responsibility for material lost or corrupted while being processed on our computers.
22. South Dublin County Libraries cannot accept responsibility for the quality of information contained on any website accessed in our libraries.
23. Viewing of offensive or pornographic material and websites will result in immediate withdrawal of all I.C.T and library services.
24. South Dublin County Libraries reserves the right to refuse admission to anyone who behaves in an abusive or threatening manner to library staff or customers.
25. Anyone who wilfully damages library materials or property and who is in breach of these regulations may have all rights of admission withdrawn.
26. Young children must be accompanied by an adult at all times in our libraries.

Rules and Regulations - Short Version

Joining and Using the the Library

1. Membership is free and available to everyone.
2. Proof of address and photo ID is required to collect your library ticket and apply for a replacement card.
3. If you are under 15 years old, you must get a parent or guardian to countersign your application and act as your guarantor. This means that they take responsibility for how you use the library.
4. Adults and Young Adults use Adult public access computers while children use junior public access computers.
5. Please bring your library card with you each time you visit the library as it will enable you to carry out a range of activities such as borrowing, renewing loans or booking and using a computer
6. Adults can borrow up to ten library items while children may borrow six items at any one time.
7. You can renew your loans provided no other customer has requested the items.
8. Fines, as displayed, plus postage costs will be charged on overdue items.
9. Abuse of staff, customers or any library facilities may result in a withdrawal of access to library services.

What are the different categories of borrower?

There are 3 main categories - adult, young adult and junior.

A junior borrower is entitled to borrow 6 items from the junior section of the library only. The age profile is generally 0-12 years. Junior members use junior public access computers.

A young adult borrower (12-14 years) must have a parent authorisation form signed in the library by a parent and can borrow items from the adult and junior libraries. Young adults may not use junior public access computers and must use adult public access computers. The library is bound by the laws of the Irish Film Censor's Office in regard to the lending of DVD materials.

Adult borrowers may borrow up to 10 items from the adult and junior sections of the library.

How much does it cost?

There is no charge for joining South Dublin County Libraries. Nor is there any charge for the classes, talks and events we hold on a regular basis in all our branches for adults and children. There is a small fine when an item is returned late and a small charge for reserving a book or other item.

Who can join the library?

Anyone who brings proof of their address and photo ID is welcome to join the library. Membership is open to people of all ages from birth up.