

WARRANDYTE LIBRARY OPEN LIBRARY: Application form and conditions of use

Introduction & Purpose

This form explains the terms and conditions for using Warrandyte Library during times when library staff are not on site.

These conditions help keep everyone safe and help protect the library building and facilities.

By applying for Open Library Access, you agree to follow these conditions.

Whitehorse Manningham Libraries (WML) may refuse an application or cancel Open Library Access if these conditions are not followed.

Whitehorse Manningham Libraries is a Child Safe organisation. Any immediate concerns relating to the safety of a child or young person must be reported to Triple Zero (000) and reported to the library by email childsafetyofficer@wml.vic.gov.au.

Open Library hours

	Staffed opening hours	Self Service Access hours
Monday	No staffed hours	8:00 AM-10:00 PM
Tuesday	10:00 AM–5:30 PM	8:00 AM-10:00 AM 5:30 PM- 10:00 PM
Wednesday	10:00 AM–5:30 PM	8:00 AM-10:00 AM 5:30 PM- 10:00 PM
Thursday	1:00 PM–5:30 PM	8:00 AM-1:00 PM 5:30 PM- 10:00 PM
Friday	1:00 PM–5:30 PM	8:00 AM-1:00 PM 5:30 PM- 10:00 PM
Saturday	9:00 AM–1:00 PM	8:00 AM-9:00 AM 1:00 PM- 10:00 PM
Sunday/Public Holidays	No staffed hours	8:00 AM-10:00 PM

Terms and Conditions

Your Open Library membership

- Once your application is approved and you complete the induction, your library card will be activated for Open Library Access.
- Your library card is for your use only. Do not lend it to anyone else.
- You are responsible for how your library card is used during Open Library Access hours.
- If these conditions are not followed, your access may be cancelled.
- Open Library access is valid for 12 months and can be renewed.
- For help with your library card, including lost, stolen or faulty cards, contact the library during staffed hours or email web@wml.vic.gov.au.

Entering the library

- People under 18 years of age cannot apply for Open Library Access.
- Children and young people may enter with a parent, carer or guardian who has Open Library Access.
- Children must always be supervised and must not be left alone in the library.
- Everyone must use their own library card to enter the building.
- Do not allow other people into the building without using their own card.
- If you are in the library during staffed hours and wish to stay after staff leave, leave the building, wait until the access keypad has been reactivated and re-enter using your library card. This ensures the system records that you are in the building.
- You can enter the library through either the Yarra Street entrance or the rear entrance.

Using the library

- The WML Code of Conduct, membership conditions and library rules apply at all times.
- To borrow items, use the self-check kiosk or the WML app.
- To return items, use the external returns chute or self-return using the self-check kiosk. Please do not leave items on the service desk.
- Available services include Wi-Fi, public computers, printing and photocopying.
- Open Library users may only use public library areas: Staff workrooms and other areas of the Warrandyte Community Centre are not available.
- During Open Library Access hours, staff are not available to assist. Assistance may be available by phone from another library branch during staffed hours. Sometimes staff may be working on site but may only be able to provide limited help.
- Open Library Access is available only during approved hours. A recorded message will play at 9:45pm and 9:55pm Please leave the building before the security alarm is activated.

- Alcohol, smoking and vaping are not permitted in the library.
- Smoking/vaping is not permitted within 4 metres of the library entrance.
- The lift operates during all staffed and Open Library Access hours.
- Lights and heating/cooling will operate automatically when you enter the building.
- Building issues: Urgent issues call Manningham Council on 9840 9333. Non-urgent issues call 9896 4333 or email web@wml.vic.gov.au.

Safety and Emergencies

- The library may close on days with a high bushfire risk. Please check the library website or social media before visiting.
- Security cameras operate throughout the library for safety and security.
- Cameras record library entrances and public areas. Toilets are not monitored.
- Before using the library, take a moment to locate emergency exits, evacuation maps and fire extinguishers.
- If there is an emergency: follow any recorded emergency instructions, leave the building using the nearest safe exit, call Triple Zero (000) if emergency services are needed and do not return until authorised.
- Mobile phone coverage can sometimes be unreliable at Warrandyte Library.
- Phones are available at the service desk.
- A duress alarm is available at the customer service desk and in the after-hours tub.
- Use the duress alarm only if you feel unsafe or threatened. Security company will call to find out the nature of the emergency. Please answer service desk phone if you have used the duress alarm.
- Do not enter the library if you feel unsafe.
- Look after your own safety and keep your personal belongings with you at all times.