

EXPANDED access

Expanded Access Hours (EAH) offer patrons access to participating Timberland Regional Library (TRL) facilities beyond staffed open hours. Registered patrons will receive an access card or key fob and have the opportunity for the use of computers, printing, materials selection, check out and basic account resolution.

Patron Agreement

By registering for EAH patrons acknowledge and agree to the following terms of acceptable use:

Access

- To access EAH patrons must:
 - Register in-person at a TRL location.
 - Be 14 years of age or older.
 - Have a qualifying Library account.
- EAH is available 7:00 a.m. – 8:00 p.m. 7 days a week. (Outside of regular open hours)
 - There will be a series of announcements before the 8 pm closure to remind you that it's time to head out.
- Patrons must use their own access card or key fob to gain access to EAH services.
 - Report the loss of an access card or key fob to staff as soon as possible. There is no charge for a replacement.
- While using EAH, patrons **must not** allow other individuals into the library.
 - There is an exception for minor children or any adult that you are the caregiver of. In this case you must maintain supervision while using EAH.
- The rules applicable to EAH will be posted in each Library offering EAH. If those rules or any rules or policies of TRL are violated, the opportunity to participate in EAH will be rescinded.

Safety

- Video surveillance is being conducted for the safety and security of the patrons and the property.
- A phone may be used to call 911 emergency services if needed.
- If there is a power outage, please leave the library.
- Check your local branch for the location of emergency exits.

Meeting Rooms

- Some branches allow after-hours use of meeting rooms. These reservations may start before 7 am or end after 8 pm. If patrons are using a meeting room during your visit, assume they have made a reservation and respect their privacy.
- Do not let any meeting room users into the main library. Meeting room users who want to access the main library are encouraged to sign up for EAH.

Staff

- During EAH, staff will not be available for assistance. If you need help using the computers, copier, or checkout machine, have staff show you how during open hours. We're always happy to help and we want you to have a successful visit!
- If staff are present outside of regular open hours, they are here for specific purposes and are not available to assist patrons. Please respect their time and wait for open hours to ask for assistance.
- Janitorial or facilities staff may be present during your visit. They may need to work or clean near you and could be using noisy equipment.

General

- Feel free to leave a note if something isn't working while you are here, we appreciate you letting us know.
 - If you would like staff to follow up remember to include your contact information.