**Carmarthen Unlocked Library Evening Access**

Thank you for booking a room at Carmarthen Library.

Your booking is outside our staffed hours, so you will need to use our unstaffed access system (Libraries Unlocked) to enter the building.

Libraries Unlocked access is available from 19:15 – 21:00 on Mondays & Thursdays evenings.

To use Libraries Unlocked a group leader, and as many attendees as possible, will need to be a registered Libraries Unlocked Carmarthenshire Libraries user. This needs to be arranged in person at the library desk during normal opening hours, at least 24 hours prior to the room booking. You will need photo ID with proof of address to join the library if you have not done so before.

Once registered, the building can be accessed using your library card and PIN at the card reader pedestal outside the main entrance.

* Scan your library card at the reader slot (barcode facing upwards)
* Enter the PIN code associated with the card using numeric keypad
* The building doors will open.

We suggest the following:

1. If possible, test accessing the building prior to your meeting when library staff are still present, and any issues can then be resolved. The counter staff will enable the system for testing purposes on request.
2. If some or all of your group do not have Libraries Unlocked access, the group leader should access the building using their library card and then wait for the other group members to let them into the building. Note: do not admit anyone who is **not** part of your group.
3. The group leader will be informed and should take note of emergency escape routes and evacuation procedures while registering to use Libraries Unlocked. If you are already a personal user of Libraries Unlocked and become a group leader, please inform staff so they can explain the procedures again. A safe guide can be found in each room.
4. If you have particular IT requirements for your group, please discus these with the counter staff prior to your meeting.
5. In case of any kind of emergency, telephone 999.

**If you have any questions or feedback about Carmarthen outside staff hours, please contact us during opening hours on 01267 224824 or email us at** **ecslibrary@carmarthenshire.gov.uk**