

# 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.
  - Patrons 18 years of age and older may admit minor children or any adult for whom they are the caregiver. 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 If those rules or any rules or policies of TRL are violated, the opportunity to participate in EAH will be rescinded.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.

## Branch Specific Information

### Amanda Park

- Use front door for entry and exit; other exits are for emergencies only.
- Access main library area and restroom; reserve meeting room in advance via TRL.org.
- Carry keycard when leaving main library area.
- No food or drinks allowed in the library.
- Report issues via email or phone during open hours, noting date and time.
- Restroom may be locked during Expanded Access Hours (EAH) due to maintenance issues like clogs or messes; water supply may be affected during extreme cold.

### Elma

- Please enter and exit through the front door only; we need to keep track of who is in the building.
- In case of emergency, exit through any door.

### Hoodsport

- You may use the main library space and the restrooms. The meeting room will be closed and locked. If you would like to use the meeting room, please make a separate reservation for that space.
- When accessing the restrooms, the door to the hallway will lock behind you. Make sure to bring your keycard/fob with you so you can get back into the main Library. Please do not prop open the hall door.
- Emergency exits are located along the wall with all the windows, and in the meeting room.

### Ilwaco

- You will find the access door toward the back of the building. Drive into the alley between the hospital and the library and park on the right-hand side. The door with the wheelchair ramp is the after-hours entrance.
- Access to the Community Building hallway (front entry), community meeting room, and hallway restrooms is not allowed. Do not enter the hallway area.
- Restroom for use during EAH hours is located in the staff workroom. To access the restroom – go to the workroom door. The door is labeled staff only. This is the staff work room. You may enter this door and access this area to use the restroom only.

### McCleary

- An emergency exit is located at the end of the hall.

### Naselle

- For bathroom access, bring your access card or key fob with you in case you get locked out of the main library.
- When you re-enter the main library, please make sure the hallway door is closed.

### Ocean Park

- If you need to use the restroom, please take your keycard or fob with you; you will need to scan it to get back into the library.

### Packwood

- The second story is restricted to staff only. No one is permitted upstairs during expanded access hours.
- Please do not open any exterior doors other than the one which is set up for expanded access entry/exit in the main room.
- Please do not open the window to the park.

### Salkum

- Please enter and exit through the front door only.
- You may use the main library space and the restrooms. If you would like to use the meeting room, please make a separate reservation for that space.
- Restrooms are located in the hallway heading to the community room. Please take your keycard or fob with you; you will need to scan it to get back into the library. Please do not prop open the door.
- An Emergency Phone is located on the main desk. It is not to be taken outside or in the bathroom. It is to call for emergency services only.

### Tenino

- Use the front door for entry and exit; other exits are for emergencies only.
- The restroom may be locked during Expanded Access Hours (EAH) due to maintenance issues.
- You may use the phone on the front desk in an emergency.
- If you see anything needing staff attention, please leave a note on the main desk or call and leave a message.

### Westport

- An Emergency Phone is located on the main desk. It is not to be taken outside or in the bathroom. It is to call for emergency services only.
- Entering staff areas is not permitted.
- Please help us protect our library by not having food or liquids in the building.
- If you have an issue you would like us to know about email us or call us during open hours. Please note the date and time of the issue.