

Open Access Policies and Procedures



FORT WORTH
PUBLIC LIBRARY

Effective September 3, 2022, the Fort Worth Public Library (FWPL) now provides the community with expanded hours beyond the Library's normal operating hours via Open Access, a model of service that allows customers to utilize library resources during morning, evening, and weekend hours that have not traditionally been accessible.

Open Access is currently only available at FWPL's Northwest Branch Library.

Open Access hours*:

Sunday: 8 a.m. – 10 p.m.

Monday: 8 a.m. – 12 p.m.; 8 p.m. – 10 p.m.

Tuesday-Thursday: 8 a.m. – 10 a.m.; 8 p.m. – 10 p.m.

Friday-Saturday: 8 a.m. – 10 a.m.; 6 p.m. – 10 p.m.

* [FWPL holidays](#): closed

Library services available during Open Access:

- Self-service checkout (borrow, return, and renew items)
- Holds pick-up
- Desktop computer access
- Wi-fi access
- Printer/copier services (coin machine accepts coins and \$1/\$5 bills; credit card not accepted)
- Document scanning services
- Restrooms

Library services not available during Open Access:

- Laptop/tablet lending
- Interlibrary loans (ILL) pick-up
- Hotspot lending
- Music instrument lending
- Video game console usage
- Makerspace labs
- 3D printing
- Meeting room reservations

Customer requirements to utilize Open Access:

- 18 years of age or older. Customers under the age of 18 are only allowed in the Library during Open Access hours with a parent or caregiver who is registered to use this service.
- Fort Worth Public Library card holder in good standing.
- Pre-registration. Prior to your first visit to an Open Access-enabled library, a customer must sign and accept the Open Access Customer Agreement Form online. This can be done three ways:
 1. Through the Library's website (fortworthlibrary.org)
 2. In person, at any Fort Worth Public Library location
 3. By contacting the Digital Library (DigitalLibrary@fortworthlibrary.org) to complete the agreement.

All registration forms will be received and approved or denied within 36 hours of submission.

- Customers that do not adhere to this agreement will have their eligibility to use Open Access revoked.

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To access the building:

- You will need to scan your pre-registered, Open Access-enabled FWPL library card using the scanner at the designated entrance to unlock the door. It is important that you always have your library card with you; otherwise you will be unable to access the library.
- If you opted in for Open Access and you misplaced your library card, please notify staff immediately to prevent unauthorized usage.
- When the library is unstaffed, the Open Access system will control the facility's lighting and alarms. The lighting system is activated by motion and may turn off if no movement is detected. Moving around will signal the lights to turn on. Security cameras are installed to ensure your safety and security.
- Fire and emergency procedures will be displayed at the designated entrance.
- Several announcements will be made prior to closing; you **must** leave the building when you hear the final closing announcement. At closing time, the computers and lights will turn off and the building alarm will set itself.

The library reserves the right to refuse Open Access status to any Library customer for cause.