

# STATE LIBRARY OF WESTERN AUSTRALIA

## GUIDELINES FOR BAGS AND OTHER ITEMS IN THE LIBRARY

### 1. Purpose

To ensure the safety of the State Library's collections, facilities and staff while maintaining adequate client access.

### 2. Context

The State Library contains valuable collections and it is important to have in place processes that protect those collections from theft and pests. One of these processes is a limit on the size of bags that clients can bring into areas where collections are stored. Bags not only provide a means of stealing materials, but also of bringing food into collection areas which can attract pests.

This guideline provides guidance on the types and dimensions of bags and other items that can be brought into the State Library and the areas in which they can be admitted.

### 3. Guideline Statement

#### Zone 1 Ground Floor

Clients bringing large bags, backpacks and other large items into the State Library may keep those items with them in all areas of the ground level as long as they do not block walkways or constitute an occupational safety or health hazard.

Bicycles may not be brought into the Library.

#### Zone 2 Mezzanine Level

Children's prams (and bags for baby usage) may be taken onto the Mezzanine level when taking children into the Place. No skateboards or other large items are allowed.

#### Zone 3 First & Second Levels

A small bag, backpack or laptop bag may be brought into secure library areas. However large bags and backpacks (with dimensions greater than 48 x 38 cm), skateboards and other large items are not permitted where the collections are housed.

#### Zone 4 Third Level

A small bag, backpack or laptop bag may be brought into secure library areas. However, large bags and backpacks (with dimensions greater than 48 x 38 cm), skateboards and other large items are not permitted where the collections are housed.

#### Zone 5 Leah Jane Cohen Reading Room

No bags are allowed in the Leah Jane Cohen Reading Room where clients can access archival and special collections. Lockers are provided for the storage of personal items for registered members of the Library whilst using the Leah Jane Cohen Reading Room.

## Zone 6 Designated Venue Hire Facilities

People attending a training course or event at one of the State Library's commercial venues may bring in a bag if they have the appropriate visitor sticker (available from the Welcome Desk on the ground level) identifying them as a venue patron.

### **Items allowed into all Zones except Zone 5 (LJCRR)**

- Bags larger than 48 x 38cm accompanying a person with a disability or necessary for medical items.
- Small musical instruments i.e. violins, flutes, trumpets.
- Children's prams (and bags for baby usage) when taking children into the Library.

### **Bag storage on 3<sup>rd</sup> floor**

1. Clients must retrieve their belongings before leaving the State Library and return their keys to the 3<sup>rd</sup> floor desk. Failure to return keys will result in a block on State Library membership and invoicing for lost item.

2. At close of business each day, all lockers are emptied. If bags or other items remain in a locker at closing they will be inspected by authorised Library staff and recorded as lost property.

3. The Library reserves the right to dispose of unclaimed items or hand them to the Police.

4. The State Library of Western Australia shall not be liable for any loss or damage to any valuables or personal property left in the lockers.

5. Items left in the locker(s) will attract a cumulative storage fee of \$10AUD, per locker, per night. These fines must be paid in full prior to the return of any items.

6. Contaminated or perishable items left in the lockers will be subject to immediate disposal by authorised Library staff.

### **Unattended bags**

Unattended bags in the State Library may be removed for security reasons.

### **Responsibility for bags**

The State Library of Western Australia is not responsible for any damage or loss that may occur in the State Library to clients' bags or other belongings.

### **4. Documentation**

Nil

## 5. Responsibilities

Director Client Services is responsible for this guideline.

## 6. References

- Regulations for the Conduct of the State Library
- Library Use Policy
- Food and Drink and Mobile Phone Usage in the State Library Guidelines

## 7. Authorisation and Review

Approved by	Manager: Client Services on 10/12/15
Review date	10/12/18