

EXCURSION MANAGEMENT PLAN

State Library of Western Australia
Perth Cultural Centre, Perth

Phone: +61 8 9427 3202
Fax: +61 8 9427 3256
Email: Ed@slwa.wa.gov.au
Website: www@slwa.wa.gov.au
Contact: Education Officer



Purpose of the Excursion

The State Library of Western Australia is committed to enabling all Western Australians to meet their own learning needs in a rapidly evolving information world. We offer a range of programs for children in years K to 12 which introduces students to:

- The diverse range of resources available (including the J S Batty Library of West Australian History).
- Locating and accessing information resources.
- The important role libraries play in preserving and recording our history.

Teachers are welcome to bring students into the library for unguided visits. We strongly recommend that all groups contact the State Library to book their visit, even if they do not require a guide or other educational services.

Environment

The State Library is located in the Perth Cultural Centre, next to the Western Australian Museum and the Art Gallery of WA. Entry is via James Street or Francis Street. The venue is wheelchair accessible and part of the *You're Welcome* initiative.

The State Library is a secure and enclosed venue, however it is a public building and teaching staff are required to supervise the students at all times whilst in the library.

Free wi-fi access is available throughout the library. Students and staff members are welcome to bring laptops or other portable devices. There are also PCs on each level for accessing the catalogue, databases and online resources. The State Library does not accept liability for any lost or stolen equipment, so please do not leave any valuables unattended.

Each level of the library is fitted with tall shelving units and care should be taken when moving in and around the bookcases.

The resources and services of the State Library are distributed over five levels which are accessible via the central staircase or lift and include:

Lunch spots

Available for students on either the grassed area or the paved area (under cover) directly outside the library (James Street side). The State Library is not a nut-free area.

Toilets and drink fountains (including disabled toilet facilities)

Located at the Francis Street end on the ground floor. There are drink fountains and toilets on all floors of the library except the mezzanine.

Welcome Desk [Ground Floor]

Central reception desk which provides clients with assistance, reception and security services.

Lockers [Ground Floor]

Located opposite the Welcome Desk. Bags are not permitted in the upper floors of the library. They can be collected into a trolley for storing or, alternatively, lockers are available prior to programs.

Discovery Lounge [Ground Floor]

An electronic information centre and community space, which provides visitors with access to computers through State Library workstations or wi-fi access. This space also includes up-to-date newspaper resources, flexible work spaces, and information about the State Library and its services.

Change machine

Located on the ground floor in the Discovery Lounge.

The Gallery [Ground Floor]

This exhibition space has a variety of unique exhibitions throughout the year. It is located near the Francis Street entrance.

The State Library Shop [Ground Floor]

Sells good quality discard books from 50 cents and an extensive selection of new West Australian adult and children's books.

Aroma Café [Ground Floor]

Open during library opening hours. Lunches for students can be arranged by phoning 9427 3102.

The Place [Mezzanine Floor]

An area specially designed for families, children and educational activities.

Genealogy Centre [1st Floor]

An area for family historians to access genealogical resources and records relating to all Australian states, as well as New Zealand and the United Kingdom.

Music and Performing Arts Library [2nd Floor]

This unique public lending music library contains a large collection of items that complement all areas of music study. Includes scores and play scripts for loan, listening and viewing pods. Membership is free.

Stacks [2nd Floor]

An area for mass storage of items. This area is not accessible by the general public but may be included in a guided tour.

J S Battye Library of West Australian History [3rd Floor]

Collects and preserves West Australia's documentary heritage including oral histories, films, maps, books and journals, the pictorial collection, microfilmed past and current West Australian Newspapers.

The PC training room [4th Floor]

A small area for educational programs and is only available through arranged school bookings.

Transport

Transport is to be arranged by the school. The State Library is a short walk from the Perth central train station and is on the Blue CAT bus route. For public transport options, contact Transperth on 13 62 13 or www.transperth.wa.gov.au

Bus parking is available on Beaufort Street (Museum side) or along Francis Street. Please contact the City of Perth on 9461 3885 for further information.

Paid parking facilities for cars is available under the Library (entry from Francis Street) or under the Art Gallery (entry from Roe Street). There are also limited numbers of paid parking bays available nearby in Beaufort, Museum and Francis Street.

Student Capacity

The State Library welcomes students from K to 12. The venue is fully wheelchair accessible with lift access to all areas of the library. Toilet facilities and lowered drink fountains are also available for those requiring wheelchair access.

Students may be introduced to:

- Microfilm and microfiche readers (years K-12)
- Current and past national, State and Territory newspapers (years K-12)
- Maps and globes (years K-12)
- Collections specific to their area of study (years 4-12)
- Public music lending library (years 11-12)
- The pictorial, ephemera and oral history collections (years K-12)
- The State Library catalogue and effective web-based research skills (years 6-12)
- The role libraries play in the preservation and storage of historic materials (years K-12)

Supervisor/Supervisory Team

A State Library staff member will be present during assisted programs and tours and can assist with the supervision of students. However, responsibility for maintaining student behaviour and welfare remains with the attending teacher; it is a school requirement to provide a supervisory team for excursions to the State Library. Library staff may lead, demonstrate, and present activities but are not responsible for the supervision of students. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary.

State Library staff members are based at the information desks on the 1st, 2nd and 3rd floors of the library during opening hours. They are always available to assist students in locating information, using machinery or answering any general queries. Desk staff are not responsible for supervising students or managing behaviour.

External Provider Information

All staff members giving guided tours have a current *Working With Children* check.

Librarians working with children:

- Have completed a tour guiding training course and are eligible for membership to the Australian Library and Information Association (ALIA) or have the relevant tertiary qualifications to ensure eligibility for professional membership to ALIA.

Education Officers have:

- Tertiary teaching qualifications, and are registered with the Western Australian College Of Teaching (WACOT) and may be members of the Australian Literacy Education Association (ALEA).

Public Liability Insurance

- **Insurer:** Western Australian Government Treasury Managed Fund (RiskCover)
- **Limit of Cover:** \$250,000,000
- Copies of Public Liability Certificate of Currency documents are available online at www.slwa.wa.gov.au/teachers.html

Supervision Strategies

Maximum guided tour group size is 20 students. Larger groups can be accommodated by splitting into smaller groups, and rotating through programs.

We recommend 1 adult per 6 students for junior primary and 1 adult per 15 students for middle primary and secondary students. Please advise if you have students with special needs.

Teachers are welcome to bring students into the library for an unguided visit. It is recommended that students have a structured learning program and set tasks. Please note that it is the teachers' responsibility to actively monitor student behaviour and intervene when necessary.

Identification of Excursion Participants

It is the responsibility of the school to ensure that students are easily identifiable.

We recommend students wear their school uniform or similar coloured clothing whilst visiting the library. Identification of students can be helpful to library staff, name tags can assist education staff to personalise classes, but is at the school's discretion.

Library staff members are located throughout the building and wear staff security passes and name badges. Education officers can be contacted via the Welcome Desk and wear a name badge with the State Library logo.

Communication Strategies

It is advisable that students have a pre-determined meeting point and time in the library if they are engaging in independent research or are completing self-guided learning activities. It should be noted that the PA system is not available for locating lost students.

Emergency Response Plan

Evacuation Procedures Documents are available in PDF (www.slwa.wa.gov.au/teachers.html) or by phoning 9427 3202.

Teachers can increase safety by always ensuring that they meet the minimum supervision requirements and by strongly encouraging students to stay in their groups and with their adult supervisors.

If evacuation is essential, all visitors will be assembled at the muster point in the Cultural Centre outside the entrance to the Western Australian Museum or another designated safe area. Teachers will need to do a roll call and must immediately notify State Library staff if any students are missing.

It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

While some State Library staff members have First Aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.

Briefing Students and Supervisors

Prior to a visit to the State Library, teachers can prepare students for a visit by:

- Becoming familiar with the State Library Catalogue: www.slwa.wa.gov.au/searchlinks.html or www.slwa.wa.gov.au/find/catalogue
- Accessing relevant websites and electronic resources related to the students topic of study (by arrangement)

It should also be noted that:

- Some electronic resources are freely accessible from home or school by using your public library card number to log in: www.slwa.wa.gov.au/find/electronic_resources/databases_from_home
- Students are welcome to bring laptops into the library and access the free wi-fi network, but must not leave them unattended.
- We recommended that students spend additional time in the library conducting independent research or completing set tasks after the guided tour.

Visitors with booked programs will be met by a library staff member who will welcome and brief students on arrival, outlining expected behaviour and the program. Visitors who have booked self-guided visits should present themselves at the Welcome Desk and inform the staff of their arrival.

School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

The library has limited space available for storage of lunches and school bags. It is preferable to only bring those items that will be used during the visit, and lunches stored in a large tub which can then be stored by library staff. Please note, no food or drinks can be taken into the research areas of the State Library.

Other Relevant Details

If further information is required, or you would like to discuss the content in more detail, please contact the State Library's Outreach team on (08) 9427 3202.

If arriving for booked programs please be punctual, allowing extra time for toilet breaks etc. Late arrival may result in abbreviated tour experiences.



Perth Cultural Centre, 25 Francis St, Perth WA 6000

T +61 8 9427 3111 1800 198 107 (WA Country Callers Only) F +61 8 9427 3256

E info@slwa.wa.gov.au W slwa.wa.gov.au