

STATE LIBRARY OF WESTERN AUSTRALIA

GUIDELINES FOR BAGS AND OTHER ITEMS IN THE LIBRARY

1. Purpose

To inform staff and clients about bags and other items that can be brought on to Library premises and 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 processes in place that protect these 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 outlines the types 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

Ground Floor

Clients bringing large bags, suitcases and any other large items into the State Library may keep those items with them in all areas of the ground floor if they do not obstruct walkways or constitute a hazard.

Bicycles may not be brought into the Library; racks are available outside the south side entrance.

Standard supermarket shopping trolleys may not be brought into the Library.

Mezzanine, Level 1 (excluding Studio 001), Level 2 and Level 3 (excluding Leah Jane Cohen Reading Room)

Small to medium sized bags of any kind may be brought onto all levels. However, large suitcases and other large items are not permitted.

Children's prams used to transport babies and young children may be taken to all floors.

Skateboards and scooters are permitted to be carried securely, or walked in the case of electric scooters; they must not be ridden at any time.

Leah Jane Cohen Reading Room, Level 3

Small bags and personal belongings taken into the Reading Room are to be stored in the lockers provided. The staff member present will issue a key for access.

Clients must take their belongings with them when they leave the Reading Room and return the key to the staff member.

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.

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

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

Venue hire facilities (all levels)

People attending a training course or event at one of the State Library's commercial venues may bring larger bags / items.

Studio 001 (Level 1)

Larger bags / items may be taken into Studio 001 by members with existing bookings.

Items allowed on all floors (excluding Reading Room)

- Musical instruments
- Children's prams used to transport babies and young children
- Portable shopping bag trolleys for personal use
- Skateboards and scooters, so long as they are carried or walked, in the case of electric scooters, and they do not become a hazard. They must not be ridden in the Library.

Unattended items

Clients are asked not to leave belongings unattended. Unattended bags and other items 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.

Library staff have the right to inspect bags as a client enters or leaves the Library.

4. Documentation

Nil

5. Responsibilities

Manager: Client Services

6. References

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

7. Authorisation and Review

Approved by	Manager: Client Services on 30/12/2020
Review date	30/12/2022