



# Bags and Belongings Policy

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## 1 Document Control

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Document version approved June 2018.

## 2 Authority

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State Librarian and Chief Executive Officer

## 3 Policy Statement

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The State Library of Queensland is committed to providing a safe and welcoming environment for research, study, recreation and learning. The State Library Bags Policy aims to ensure the safety of the Library's collections, facilities and staff whilst maintaining adequate client access. The State Library provides visitors with a cloakroom facility as a secure location to deposit their personal belongings while visiting the premises.

## 4 Purpose

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The Policy provides guidelines on items that can be brought into State Library.

## 5 Scope

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The Bags and Belongings Policy applies to all visitors to State Library South Bank premises.

## 6 Definitions

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Word	Definition
Bags	Bags are defined as all bags and luggage. This includes, but it not limited to: handbags, laptop bags, suitcases, music cases, backpacks and shopping bags.
Items	Personal items are all items not covered by the definition above which includes, but is not limited to: umbrellas, skateboards and bicycle helmets.
Food &	Any substance that can be consumed, including vegetables and all beverages.

drink	
Organic	Material relating to or derived from living matter.
Bottled Water	Water in a plastic or unbreakable bottle with a secure and covered lid.

## 7 Allowable items & Restrictions

The State Library reserves the right to inspect any item brought into the Library.

Level 1 Business Studio The Edge	Bags, food and drink permitted.
Levels 2, 3, 4 Knowledge Walk balcony areas	Bags, food and drink permitted.
Levels 2 and 3 Reading Rooms	Bags and bottled water permitted.
Level 2 Auditoriums 1 and 2	Bags and bottled water permitted.
Level 4 John Oxley Library <b>Reading Room</b>	Bags and bottled water permitted.
Level 4 John Oxley Library <b>Heritage Collections</b> area <b>Special Restrictions Apply</b>	<p>The following items are permitted in the John Oxley Library <b>Heritage Collections</b> area:-</p> <ul style="list-style-type: none"> <li>• Laptops and other electronic devices</li> <li>• Pencils</li> <li>• Notebooks</li> <li>• Published materials (items must be presented to staff for inspection on entry and exit)</li> </ul> <p>The following items are not permitted in the JOL <b>Heritage Collections</b> area.</p> <ul style="list-style-type: none"> <li>• bags (including laptop bags)</li> <li>• food</li> <li>• drinks (including water)</li> <li>• felt or ink pens</li> <li>• soiled or contaminated material</li> </ul> <p>These items can be cloaked at Level 1 Reception or in the lockers provided on Level 4. Items will be inspected on exiting the Heritage Collection area.</p>
<b>Special Restrictions Apply</b> SLQ Gallery & Phillip Bacon Heritage Gallery (Level 2 & 4)	No food or drink permitted.
Level 5	Staff and visitors– all size bags allowable. Staff and visitors may be required to present bags for inspection upon exit.

## **8 Food and other items**

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### **8.1 Organic Material**

Food or drinks are allowed on Level 1 and the Knowledge Walk balcony areas of level 2, 3 and 4. For collection security it is preferred that organic material is cloaked at reception. However, food can remain in client bags in collection areas on Level 2 and 3 if in a sealed container or bag. Clients who wish to keep organic material e.g. plants or vegetables with them during their visit may be provided with larger bags which will allow for double bagging and knotting. Food must not be eaten or removed from bags in the reading rooms.

### **8.2 Pest Management Inspection**

As a condition of entry the State Library reserves the right to inspect any item brought into the Library. Staff may request to inspect items such as flowers, plants and vegetables.

### **8.3 Other Items**

- Bottled water is allowed in the reading rooms on Levels 2 & 3 and the quiet study area of Level 4
- Skateboards and scooters are required to be left at the Cloakroom on Level 1
- Wet umbrellas are required to be wrapped or left at the Cloakroom on Level 1. Other wet items are required to be left at the Cloakroom on Level 1
- No sharp implements or items which pose a potential safety or security threat (i.e. dangerous goods such as weapons or chemicals, or items with a strong or offensive odour) are to be brought into the Library.

## **9 Special Exemptions**

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### **9.1 Oversized Items**

Certain large items may be permitted to be carried into the main areas of the Library (excluding the John Oxley Library). Visitors who are permitted entry with large items accept that the item must be presented for inspection upon their exit from the State Library premises.

### **9.2 Medication**

Visitors requiring medication for life threatening / serious medical conditions are permitted to take these items in a bag into all areas of the Library including all exhibition spaces and the John Oxley Library Reading Room. Visitors who are permitted entry with a bag containing medication to the John Oxley Library accept that the bag must be presented for inspection upon their exit.

## **10 Cloakroom**

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Items not accepted into State Library under the policy should be checked into the cloakroom. However, visitors' items may be refused from the cloakroom on the basis of weight, quantity or

contents. This policy exists to ensure the safe and efficient operation of the cloakroom.

The following criteria apply:

- Heavy items presenting a workplace health and safety risk may not be accepted
- Excessive number of items may not be accepted
- Items which pose a potential safety or security threat will not be accepted (i.e. dangerous goods such as weapons or chemicals, or items with a strong or offensive odour)
- State Library reserves the right to refuse the cloakroom service for any other items not considered suitable.

## **11 Unclaimed items**

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Visitors are required to retrieve their bags/items upon exit from the premises. Any items unclaimed at closure of State Library on any given day will be inspected by a staff member, in the presence of a State Protective Officer, and a lost property report completed. State Library reserves the right to charge a fee for visitors who deliberately use the cloakroom service as a public storage facility. Unclaimed items will be disposed of.

## **12 Unattended items**

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Visitors are required to keep permitted bags with them at all times. Visitors should take care with personal items and be vigilant in supervising their bags. Bags left unsupervised in any part of the Library may be considered abandoned and may be confiscated by Library security staff. Bags deemed suspect will be cordoned off and managed in accordance with the Library's emergency response procedures. Visitors wishing to retrieve bags that have been impounded by security personnel should direct their enquiries to the security staff on duty, located on Level 1.

## **13 Acceptance of risk**

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The State Library cloakroom is staffed at all times and all reasonable measures are taken to ensure the security of items accepted for cloaking. However, visitors should be aware that items are left at their own risk. Visitors are strongly encouraged to keep their cloakroom token in a secure place as the State Library is unable to accept responsibility for property retrieved from the cloakroom by another person holding the corresponding token.

## **14 References**

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The Policy is supported by:

- SLQ Protective Security Policy and Standard Operating Procedures
- SLQ Integrated Pest Management Policy

## **15 Approval**

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08/06/2018

Vicki McDonald, State Librarian and Chief Executive Officer

Date

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