



## Guidelines for school students visiting the State Library

The State Library is committed to provide a welcoming and safe environment for research, study and learning.

These guidelines have been developed to assist students and teachers visiting the State Library of NSW to comply with Department of Education and Training risk assessment guidelines for excursions.

- **Minimum adult to child ratio**

Kindergarten – Year 2	-	1 adult per 5 students
Year 3 – Year 6	-	1 adult per 10 students
Secondary students	-	1 adult per 20 students
- For maximum comfort and storage at the Library, please advise students to bring a **small bag**. Students should avoid bringing valuables to the Library. All bags must be placed in secure storage at the Library. The Library accepts no responsibility for lost property.
- Be **considerate** of all Library visitors. Keep noise to a minimum. Turn off mobile phones or personal audio devices such as electronic games, pagers or CD players in public areas.
- **Photography** is not permitted in the exhibition galleries. Photography in the reading rooms is only allowed with the permission of the Officer in Charge.
- Please **walk** and do not run in the Library.
- Students are required to use the **stairs** and not the lifts. Please use the handrails when moving up and down the stairs. Disabled access is available.
- Students are required to stay under the direct **supervision** of their teacher and supervising adult at all times.
- **Eating and drinking** are not permitted anywhere in the Library.
- Please bring a **pencil** as pens are not permitted in the exhibition galleries.