Accessibility guide
Contents

3 Welcome

4 Getting to the Library

10 Map
   Ground
   Lower Ground 1 and 2
   Level 1

12 Getting around the Library
   Macquarie Street building
   Mitchell Library building

14 Accessible facilities
   Toilets
   Hearing assistance
   Mobility aids
   Lockers
   Computers
   Wi-Fi
   Printers and photocopiers
   Height-adjustable tables
   Adaptive technology

16 Engaging with our collections and services
   Requesting material
   Special formats
   Exhibitions
   Learning programs
   Events
   Companion Card
   Tours

18 Accessing the collection online
   Library website
   Using the catalogue
   Manuscripts, Oral History and Pictures catalogue
   Eresources
   Digital transcription

20 Further information
   Opening hours
   Emergency evacuation

Important building work as part of our master plan is being carried out until mid 2018. Learn more at www.sl.nsw.gov.au/ourvision
Welcome

With close to six million items in our collections and instant access to online information services around the world, the State Library is the major public reference and information service for the people of NSW.

The Library aims to enable full and active participation in and access to its collections, services, programs and workspaces by the whole community including people with disability, people who are culturally and linguistically diverse and people with prams. The Library offers access to its collections through services in two reading rooms, regularly changing exhibitions and displays, tours, education programs, public events, movies, and special events for Friends and supporters.

This guide offers information on how to access the Library and its services. We are committed to making our facilities and services more inclusive. To that end, the Library has established an Inclusion Advisory Committee who meet quarterly to provide formal advice to the State Librarian. In addition to the Committee, the Library proactively seeks feedback from its readers and visitors as to how we can become more inclusive. Write to us at the Library, telephone (02) 9273 1414 or go to www.sl.nsw.gov.au/feedback.
Getting to the Library

The State Library is located at Macquarie Street in Sydney. There are two connected buildings: the Mitchell Library building and the Macquarie Street building. There is a wheelchair accessible ramp, tactile tiles and an automatic door at the entrance to the Macquarie Street building.

The Mitchell Library building is only wheelchair accessible from within the Macquarie Street building.

Trains
Martin Place Station is 200 metres from the Library and wheelchair accessible. From the station, proceed along Macquarie Street to the ramp into the Macquarie building, which is located at the intersection of Hunter Street.

Information: www.sydneytrains.info/Accessibility information: www.sydneytrains.info/travelling_with_us/bus-accessibility

Buses
There are bus stops in Elizabeth Street near Martin Place (240 metres away) and Castlereagh Street near Martin Place (350 metres away).

The closest bus stop is on Macquarie Street, 10 metres from the Library, near Hunter Street. However, it is only serviced by Route 200 — which travels between Chatswood and Bondi Junction — on weekdays in peak hours.

Information: www.sydneybuses.info/Accessibility information: www.sydneybuses.info/travelling_with_us/bus-accessibility

Ferries
The nearest ferry terminal is at Circular Quay, approximately 750 metres from the Library. Buses can be taken from Circular Quay to Elizabeth or Castlereagh streets.

Information: www.transportnsw.info/Accessibility information: www.transportnsw.info/en/travelling_with_us/access-ferries.page
Car parks
The Library has a limited number of parking spaces available for people who require mobility parking. Contact the Library on (02) 9273 1600 before you visit for information on availability. The underground car park has an exit via stairs. If you are unable to use stairs, please inform us and an alternative car park will be arranged.

Mobility car spaces for the public are located at:
- Shakespeare Place at the corner of Macquarie Street and the Cahill Expressway (four places)
- Hospital Road, south side near Macquarie Street (two spaces, right behind Library)
- 155 Macquarie Street near the Bent Street intersection (two spaces, 120 metres from the Library)
- Macquarie Street near the Reserve Bank building just beyond Martin Place Station (two spaces, 230 metres from the Library)


Drop-off areas
There is an accessible drop-off area 65 metres from the Library in front of St Stephen’s Church at 174 Macquarie Street. People who require a closer set-down point can contact Library Security on (02) 9273 1600 to make suitable arrangements.

Taxis
Taxis may use the accessible drop-off area in front of St Stephen’s Church. An alternative taxi drop-off point is located on Macquarie Street towards Martin Place Station, 140 metres from the Library. The nearest taxi rank is in Phillip Street adjacent to the Sofitel Wentworth Hotel (200 metres from the Library). If a closer drop-off is required, please contact Library Security on (02) 9273 1600.
GROUND
Mitchell Library Reading Room
Macquarie Street building

LOWER GROUND 1
Governor Marie Bashir Reading Room
Macquarie Street building

LEVEL 1
Mitchell Library building

Mitchell Library Reading Room
A
Sir William Dixson Research Library
B
Dixson Room
C
Donald and Myfanwy Horne Room
D
Friends Room
E
Gallery Room
F
Macquarie Room
G
Metcalfe Auditorium
H
Mitchell Vestibule
I
Shakespeare Room
J
Special Collections area
K

Governor Marie Bashir Reading Room
LG1 (Lower Ground 1)
Get a Library card, book a PC, printing, photocopying, adaptive technology, study rooms, height adjustable tables, recently received books, magazines & newspapers
The Verandah
LG2 (Lower Ground 2)
Help with your research, requesting items and copying. Reference books, family history & local history, study rooms, PCs
Dalgety Walkway
Glasshouse Learning Space

Amaze Gallery
Galleries

Baby change facilities
Cafe Trim
Exhibition/display area
Information desk
Library Shop
Wheelchair accessible

State Library of NSW Accessibility Guide
Getting around the Library

**Macquarie Street building**

The Macquarie Street building entrance is wheelchair accessible.

The Macquarie Street building entrance is on the ground floor and has:

- an information desk with staff who can assist you
- the Library Shop
- Cafe Trim
- the Metcalfe Auditorium
- the Macquarie Room
- an accessible toilet, and baby change facilities.

**Lifts**

Two lifts allow access from the ground floor to level 1 to provide access to the Mitchell Library building and the Galleries, and LG1 for the Governor Marie Bashir Reading Room. These are wheelchair accessible, have braille signage on the controls and audible information on arrival.

To get to the Mitchell Library building from the Macquarie Street building, use the lift from the ground floor to level 1 and move across the glass bridge and through the Galleries.

LG1 in the Macquarie Street building has the Verandah area (an open area just outside the reading room), lockers, toilets, the Glasshouse Learning Space and connects to the Dalgety Walkway.

LG1 in the Governor Marie Bashir Reading Room includes a service desk, public access computers, adaptive technology, recent newspapers and
magazines, and a browsing collection of new books.

LG2, accessible by lift within the Governor Marie Bashir Reading Room, has a reference collection, a service desk, study rooms, Family History service point and resources, and past newspapers.

Guide dogs are welcome within the Library.

**Mitchell Library building**

The Mitchell Library building does not have a wheelchair accessible entrance. Those requiring wheelchair or ramp access are directed to enter through the Macquarie Street building. Once in the Macquarie Street building you can use the lift to level 1 to cross the glass bridge through to the Galleries in the Mitchell building up until 5 pm. Then a lift in the Mitchell building provides access to the ground floor of the Mitchell building where you will find:

- the Mitchell Library Reading Room
- the Special Collections area
- the Dixson Room
- the Shakespeare Room
- the Friends Room and Gallery Room
- lockers
- accessible toilets.

To move between the ground floor and level 1, where the Galleries are located, use the lift in the Mitchell building. Staff at the information desk inside the Mitchell Library Reading Room can provide directions.
Accessible facilities

Toilets
Accessible toilets with baby change facilities are located on the Macquarie Street building ground floor and Mitchell Library Building ground floor. The accessible toilets in the Macquarie Street building have braille signage.

Hearing assistance
In the Macquarie Street building, there is a hearing loop in the Metcalfe Auditorium, one-to-one hearing assistance at the Family History and LG1 service desks, and a hearing system in the Glasshouse Learning Space.

There are two hearing loops in the Mitchell Library building:
- Dixson Room
- Sir William Dixson Research Library.

Mobility aids
The Library can provide wheelchairs to assist visitors to move around the Library. Please see staff at the Information Desk in the Macquarie Street building foyer.
Lockers
Lockers are available in the Macquarie Street building on LG1 and on the ground floor of the Mitchell Library building. The lockers are accessible to visitors who use wheelchairs but do not have braille signage. Please ask staff at an information desk for assistance.

Computers
The Verandah in the Governor Marie Bashir Reading Room has Express PCs, which can be used by anyone visiting the Library. If you have a Library card, you can use PCs in the Governor Marie Bashir Reading Room, which have access to the internet, the Library's eresources and Microsoft Office software (Word, Excel and PowerPoint). If you require assistance with using a library computer, please see staff at a service desk.

Wi-Fi
The Library provides free Wi-Fi access in all areas. Please select ‘SLNSW’ from the list of available networks.

Printers and photocopiers
The Library has printers/photocopiers in both buildings. In the Macquarie Street building, they are on both levels of the reading room and in the Verandah. They are also located in the Special Collections area of the Mitchell Library Reading Room.

Height-adjustable tables
Height-adjustable tables are available in both the Mitchell Library and the Governor Marie Bashir reading rooms.

Adaptive technology
The Library has a dedicated PC with adaptive technology in Governor Marie Bashir Reading Room, including the following:

- Readit Air is an automatic reader that converts printed documents to large print or speech in over 15 languages. It is designed to help people with a print disability or who have trouble reading. It works by automatically scanning a document and identifying the language. Documents are then captured and read back in a natural voice in just two to three seconds.


- JAWS software is used to access websites, databases and the computer catalogue. Due to the complexity of JAWS, prior knowledge is expected. For information about training courses run by Vision Australia call 1300 847 466.

Specialised equipment includes:

- Scanning systems for people with a print disability. Kurzweil 3000 scans and reads books, magazines and newspapers and is suitable for people who have some experience using a computer.

- A Microspeed trackball mouse: an alternative mouse to assist with hand control can be requested at the service desk on LG1.

- A large print keyboard.

For assistance in using adaptive technology, please see staff at the service desk on LG1. Further information is available at: www.sl.nsw.gov.au/about-library-access-inclusion/adaptive-technology
Engaging with our collections and services

Requesting material
The Library is a reference library and collection items can be physically viewed in the Governor Marie Bashir and Mitchell Library reading rooms.

Requests to use published items in the Library can be made via the online catalogue. For newspapers, magazines, films or original unpublished materials, a paper request slip is required, which can be completed with staff at a service desk.

Once you have submitted your request it may take up to 24 hours for the item to be available. If you are travelling from outside of Sydney and have limited time at the Library it is recommended that you request items in advance.

To request original material, rare printed material, newspapers, magazines, films and videos before you visit, use the Access to Collections request form at www.sl.nsw.gov.au/access-collections-request.

Some collection items may be borrowed through an interlibrary loan at your local public library, an academic library or work library. Please contact (02) 9273 1414 for more information on interlibrary loans.

Special formats
The Library has a range of collection items in formats suitable for people with print disability and for culturally and linguistically diverse communities. These include talking books, large print books, ebooks and full-text electronic newspapers and journals. Large print
and talking books are available for loan by contacting a local public library and asking them to organise an interlibrary loan.

The Library has a limited braille collection. For access to more braille material, contact Vision Australia on 1300 84 74 66 or go to www.visionaustralia.org

Exhibitions
Exhibitions at the State Library engage audiences with the extraordinary range, breadth and depth of our collections. The Library’s exhibitions are designed to be inclusive with all items and signage displayed at an accessible height. Video content screened as part of exhibitions is captioned or audio described.
To view the exhibition program go to: www.sl.nsw.gov.au/whats-on

Learning programs
The Library offers learning programs and resources which promote engagement, creativity and curiosity for all ages. Some programs are held in the Glasshouse Learning Space which is wheelchair accessible and has a hearing system. It is recommended that clients advise of any special requirements when booking.

Events
The Library provides talks on literary, historical and contemporary issues, movies, workshops and courses as well as viewings of the Library’s rich collections. Events are held in a range of locations across the Library. Each venue is wheelchair accessible. The Library offers a range of accessible facilities and inclusive services. Should you require any assistance in relation to access of these services, please contact our Client Services Officer on 9273 1770 or via email: bookings@sl.nsw.gov.au

For people who are deaf or hard of hearing, the Library provides captions at major events, including the NSW Premier’s Literary Awards and the NSW Premier’s History Awards. For enquiries about Auslan interpreters for events, please contact (02) 9273 1770 or bookings.library@sl.nsw.gov.au and provide a minimum of 10 working days’ notice.

Companion Card
Companion Card provides fair ticketing for people with disability who require a companion to accompany them. Where entry fees apply to programs or events, carers of Companion Card holders are invited to attend free of charge. Please advise at the time of booking. Further information: www.companioncard.org.au

Tours
The Library provides regular, free, one-hour history and heritage tours for up to 10 people at 10.30 am Monday to Friday. The tours are wheelchair accessible. For enquiries about Auslan interpreters for tours, contact (02) 9273 1770 or bookings@sl.nsw.gov.au
Accessing the collection online

Library website
The Library website has been developed in accordance with Web Content Accessibility Guidelines (WCAG) 2.0 to ensure content is available to the widest possible audience, including readers using assistive technology or accessibility features.

For information about website accessibility go to www.sl.nsw.gov.au/website-accessibility

Using the catalogue

The Library catalogue contains records of all collection items. Some accessible formats include large print and talking books.

The following are search strategies for these accessible formats:

• Large print books — at the Advanced Search screen, select ‘Call Number’, ‘contains’, and type in ‘LP’. This will find large print collection items. Results can be refined with options on the right-hand side of the screen.

• Talking books / audio visual material — at the Advanced Search screen, select ‘Audio Visual’ as the material type.
Manuscripts, Oral History and Pictures catalogue
archival.sl.nsw.gov.au

This catalogue provides a more directed search of manuscripts, oral history and pictures collections. Identify collection items in specific formats through searching in the ‘Advanced’ Search screen and selecting relevant entries from the ‘Type of material’ field. To find items that have been digitised, select the ‘Digital content’ button at the Search screen.

Eresources
www2.sl.nsw.gov.au/eresources

Go to eresources to find an annotated listing of internet links and databases that can be used at the Library, including access to selected databases from home. Newspapers, journals, ebooks and family history resources can be searched and accessed. Ebooks can be downloaded, displayed onscreen or listened to. The list includes online resources and newspapers in languages other than English.

Digital transcription

Some of the Library’s oral history and manuscript collections are being made more accessible through digitisation and text transcription by digital volunteers. Examples include transcriptions of audio interviews with Nimbin residents in 1973, the Sydney Harbour Bridge builders, as well as First World War diaries and the Sir Joseph Banks archive.

Further information

State Library of NSW
The State Library of NSW is one of the great libraries of the world with unrivalled historical and contemporary collections. Close to six million items are available including books, manuscripts, maps, photographs, paintings and architectural plans.

The Library offers online content including ebooks, ejournals and databases as well as a growing collection of digitised material, such as personal diaries and letters.

Opening hours
Governor Marie Bashir and Mitchell Library reading rooms
Monday to Thursday 9 am to 8 pm
Friday 9 am to 5 pm
Weekends 10 am to 5 pm

The Special Collections area is closed on Sundays.

Galleries: until mid 2018
The exhibition program will be limited during this period while we carry out important building work as part of our master plan. Learn more at www.sl.nsw.gov.au/ourvision

Library Shop
Monday to Friday 9 am to 5 pm
Weekends 11 am to 5 pm

Cafe Trim
Monday to Friday 7.30 am to 5 pm
Weekends 10.30 am to 4.30 pm

Macquarie Street Sydney NSW 2000
Telephone: (02) 9273 1414
Fax: (02) 9273 1255
Email: library@sl.nsw.gov.au
www.sl.nsw.gov.au
Follow us on Facebook Twitter

Become a Friend
Become a Friend of the Library and receive exclusive benefits including our quarterly SL magazine, weekday access to our Friends Room and a 10% discount at the Library Shop and cafe.
Call (02) 9273 1593 or email friends@sl.nsw.gov.au

Find out what’s on
Subscribe to our monthly What’s On enewsletter at www.sl.nsw.gov.au/system/forms/enewsletters.html

For help with your research
Click on the ‘Ask a Librarian’ link on our home page.

Emergency evacuation
In case of an emergency, occupants of the Library may need to evacuate. The Library’s evacuation procedures include evacuation of people with disability, in which case staff will give directions and coordinate assisted evacuation as needed.

If you will require assistance in the event of an emergency please advise staff at the information desk on the ground or lower ground floor in the Macquarie Street building or a Security Officer on the ground floor of the Mitchell Library building.

There are sets of flashing indicators on LG1 and LG2 of the Governor Marie Bashir Reading Room and in the Donald & Myfanwy Horne Room and Sir William Dixon Research Library in the Mitchell Library building to alert people who are deaf or hard of hearing that an evacuation is in progress.