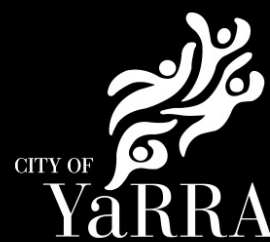


Yarra Libraries Open Library Induction Guide



This induction guide is designed for Open Library un-serviced hours access applicants. This is to ensure the safety and security of everyone using the library.

Purpose

The purpose of this induction is to provide applicants for Open Library un-serviced Hours access with library-specific work, health and safety information. It is an important component of Yarra City Council health and safety policies. A Yarra Libraries staff member is required to read through this document and relay its contents to all applicants for Open Library un-serviced hours access.

Eligibility:

- Safety and security are our top priority for Open Library un-serviced hours access. All applicants must be at least 16 years old, complete a building and safety induction and formally agree to the terms and conditions.

General conditions of use

Access to the building:

- Approved users are required to scan their library membership number upon each entry for access outside regular opening hours. This requirement is for the user's safety and security.
- The use of library membership belonging to other authorised users or any other attempts to access the library under false pretences is strictly prohibited. Authorised applicants are not allowed to assist unauthorised individuals in gaining access to the library during non-standard opening hours.
- Approved users are required to exit and re-enter by using their library barcode when the library closes for the day. Users acknowledge and understand that this requirement is to ensure they are registered as being on the premises.
- Tailgating is prohibited. All approved users entering the library outside normal opening hours must have their own library card, except for children under the age of 16 years, who must be accompanied and supervised by an authorised member at all times.
- Children/youth under the age of 16 are not eligible for Open Libraries un-serviced hours access membership but may accompany a parent/carer/guardian who has access.
- Children/youth under the age of 16 must not be left alone in the library and must be within eyesight of the parent/guardian at all times. If unattended children/youth are found in the library, security and Police may be notified and access privileges revoked.
- Applicants who bring in a person/s under the age of 16 will assume responsibility for the child (or children) and follow guidelines relating to their safety.

If you have trouble using your library card, please speak to a staff member during standard opening hours or send your enquiry to yarralibraries@yarracity.vic.gov.au

For any building access issues outside normal opening hours, please contact **9205 5555**

See here for Open Library opening hours available at each branch:
<https://library.yarracity.vic.gov.au/hours-and-locations/open-library>

Disability Access:

- Each library location is fully accessible for mobility impaired and wheelchair patrons. See [Appendix](#) for access location details.

Areas of Access:

- Users have access to the library spaces only – see [Appendix](#) for permitted areas.
- Returning items – please return borrowed library items via outdoor secure returns chutes only. Only items returned through the outdoor secure returns chute will be registered as returned by borrowers.
- Borrowing items – any items you wish to take home must be borrowed through the self-checkout system or using the Libraries Victoria app.
- Free Wi-Fi access is available at all times.
- Public PC access is available at all times.
- Public printing and photocopy facilities are available at all times.

Air conditioning, heating and lighting:

- The air conditioning units are programmed to operate automatically during library hours and temperature settings are remotely controlled.
- The lighting system is switched on automatically when motion is detected.

Maintenance Issues:

- Approved applicants are responsible for ensuring the safety and security of the library. In the event of after-hours emergencies, such as power failure or blocked plumbing, applicants should promptly contact Yarra City Council's 24-hour contact number at **9205 5555**.

Meeting Room Access:

- Meeting room bookings are managed by the Yarra City Council venues and events team. Contact venues and events on 9205 5555 to hire a meeting room. See <https://arts.yarracity.vic.gov.au/book-a-venue> for more information.
- Study spaces (the two small booths located on the first floor of Bargoonga Nganjin, North Fitzroy Library) can be freely booked by library members online: <https://library.yarracity.vic.gov.au/using-the-library/book-a-study-space>

Smoking (including vaping and e-cigarettes):

- Smoking, vaping and e-cigarettes are prohibited in all areas of the library grounds, both indoors and outdoors, including within 5 metres of the main entrance of the library.

Alcohol:

- Alcohol consumption is prohibited on all library premises indoors and outdoors.

Personal Property

- Yarra Libraries does not take any responsibility for the loss or damage to the user's equipment or personal possessions.

Code of Conduct

- Library users are expected to co-operate and interact in a polite and manner with patrons and staff. Discrimination on grounds of age, sex, racial, disability and any other forms of discrimination will not be tolerated.
- Yarra Libraries have a commitment to maintain a safe and healthy environment for all and expect library users to be considerate and respectful of others. Please be aware that disruptive behaviour and excessive noise are not tolerated in any area of the library.
- Aggressive behaviour will not be tolerated.
- Please refer to Library Policy section 28: <https://library.yarracity.vic.gov.au/about-us/library-policies>

Safety & Security

Closed-Circuit- Television (CCTV):

- For safety and security purposes Yarra City Council uses video equipment throughout the library which monitors library premises on a 24 hour basis. Users acknowledge and agree they will be recorded while in the library.
- Entrances, exits and all internal areas (excluding toilets) are monitored.

Duress Alarms (Fixed Duress & Portable Duress):

- A duress button is situated at the customer service desk, and portable duress pendants are available at the customer service desk. These can be activated at any time if you feel threatened or unsafe.
- Duress buttons will activate a signal to security and will result in an immediate patrol call-out if requested.

Child Safety:

Yarra City Council is a child-safe organisation and has a zero tolerance for child abuse.

<https://www.yarracity.vic.gov.au/news/2018/07/18/introducing-our-child-safe-standards>

Children may be harmed because they are being physically, emotionally or sexually abused or neglected. If you are concerned about the safety of a child or young person, call:

- Department of Health and Human Services – child protection on **1300 664 911** (out of hours **13 12 78**).
- If you believe a child or young person is in immediate danger, call **000** without delay.

Emergencies

- Emergencies can happen anytime, which may threaten people, property and/or environment.
- In the event of emergency evacuation of the building where no library staff are present, you will be responsible for following emergency evacuation procedures and exiting the building.

- Emergency procedures and floor plans are posted throughout the library. Approved applicants should take note of their nearest emergency exits – see [Appendix](#) for evacuation plans for each location.
- Only re-enter the building when authorised to do so by the emergency authority.

In a major emergency such as fire, medical emergency, gas leak etc. always call **000** and ask for Fire, Police or Ambulance.

Emergency Assembly Points:

- In the event of an emergency evacuation, you must evacuate to the evacuation assembly point.
- See [Appendix](#) for designated emergency assembly points.
- Approved applicant must familiarise themselves with the evacuation diagram and evacuation assembly points before the event commences.
- Evacuation plans have been installed throughout the building in accordance with the building permit.

Termination of Open Library un-serviced hours access

Failure to comply with any of these conditions will result in your access being revoked by Yarra Libraries. Any breach of the terms and conditions, including providing misleading or incorrect information on an application, may result in immediate termination of your access.

Appendix

Disability Access

Bargoonga Nganjin, North Fitzroy Library:

- Entry is available through the main entrance (St Georges Road) access to level 1 and 2 is via the lift by the main office.
- Disabled toilets are available on all levels.
- Disabled parking bays are available on Best Street.

Carlton Library:

- Carlton Library is accessible for mobility impaired and wheelchair patrons. Entry is available through the main entrance (Rathdowne St).
- Disabled toilets are available on the mezzanine level (outside the childrens space).
- Disabled parking bays are available on Newry St

Collingwood Library

- Collingwood Library is fully accessible for mobility impaired and wheelchair patrons. Entry is available through the main entrance (Stanton St).
- Disabled toilets are available.
- Disabled parking bays are available outside adjacent to the Collingwood train station.

Richmond Library:

- Richmond Library is fully accessible for mobility impaired and wheelchair patrons. Entry is available through the main entrance (Charlotte St).
- Disabled toilets are available.
- Disabled parking bays are available near.

Permitted Access Areas

Bargoonga Nganjin, North Fitzroy Library:

- Open Library un-serviced hours access grants access to only the library spaces on the ground floor and level 1.
- The Rooftop garden is not open during Open Library un-serviced hours
- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear.
- Know where emergency equipment, such as defibrillators and fire extinguishers, are located (see section 17 for detailed floor plans).
- Return furniture to its place.

Carlton Library:

- The Open Library un-serviced hours access only grants access to internal library spaces.
- The courtyard is not accessible during un-serviced hours.

Collingwood Library

- The Open Library un-serviced hours access only grants access to internal library spaces.

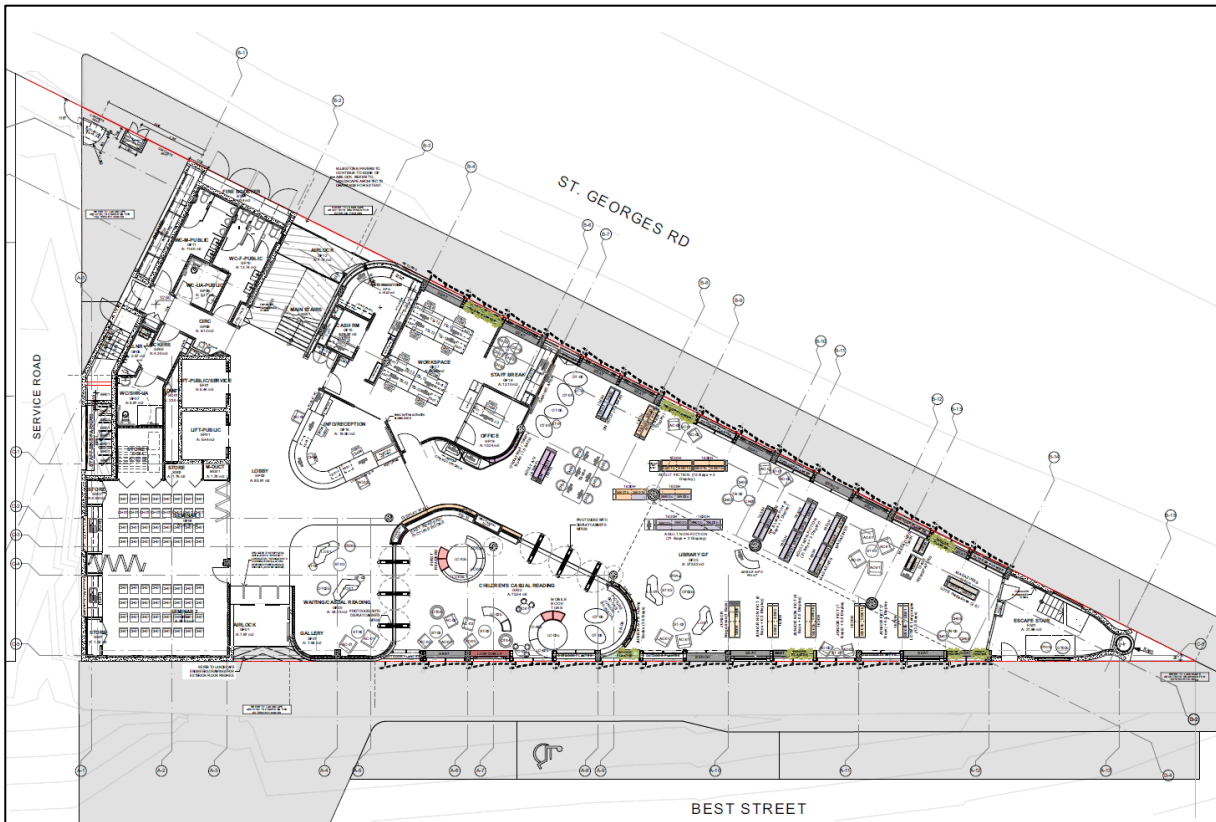
Richmond Library:

- Open Library extended hours access grants access to only the library space on ground floor.

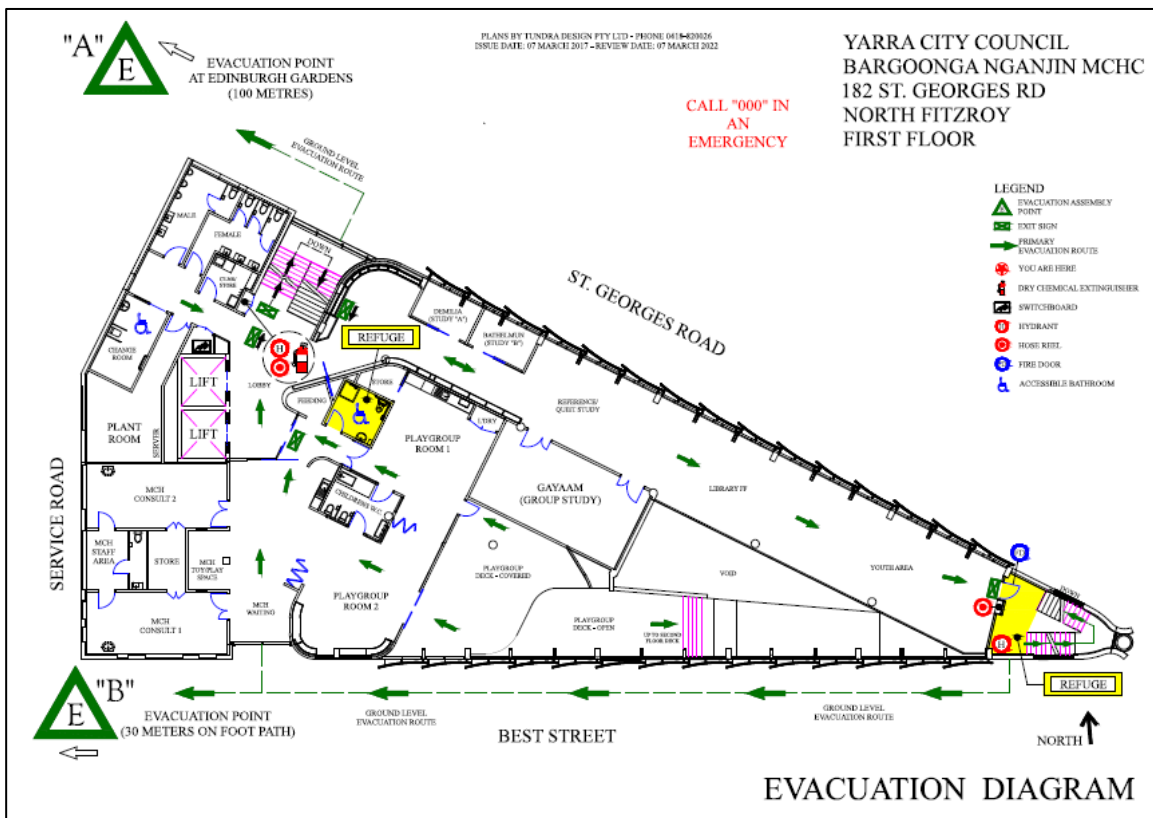
Evacuation Plans

Bargoonga Nganjin, North Fitzroy Library

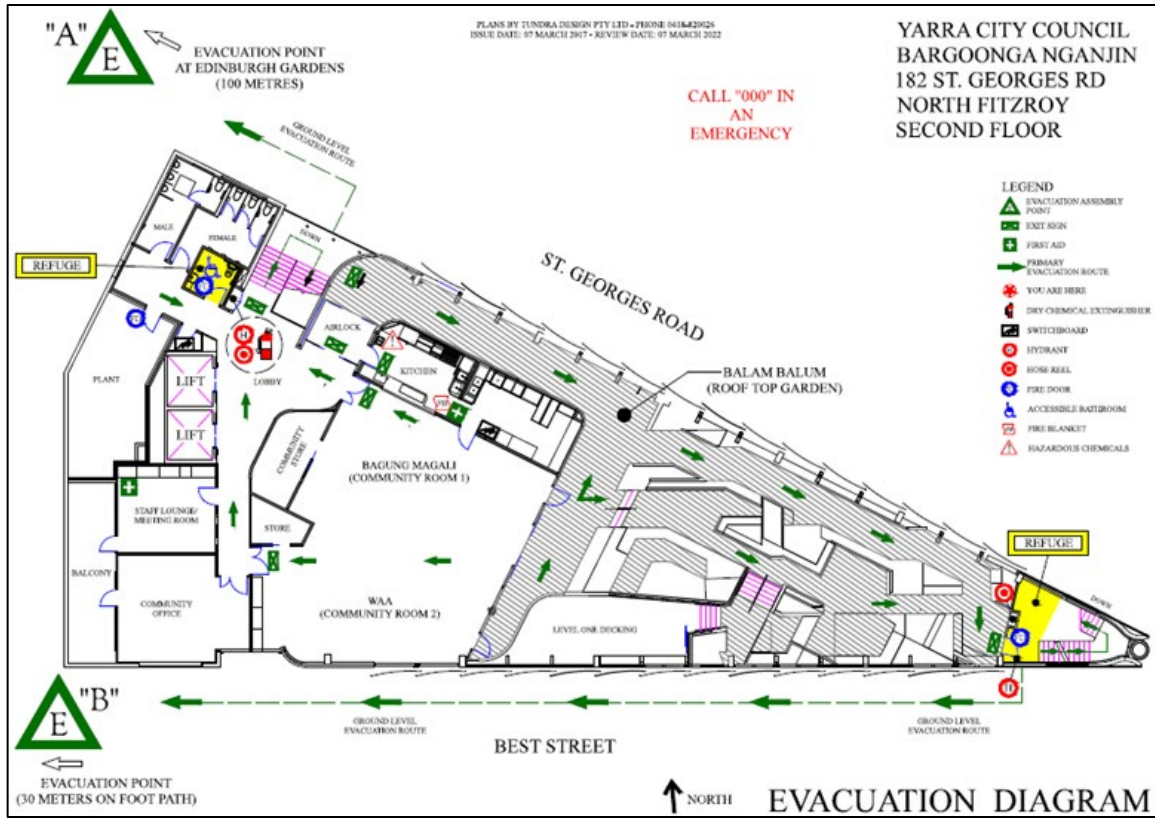
Ground Floor

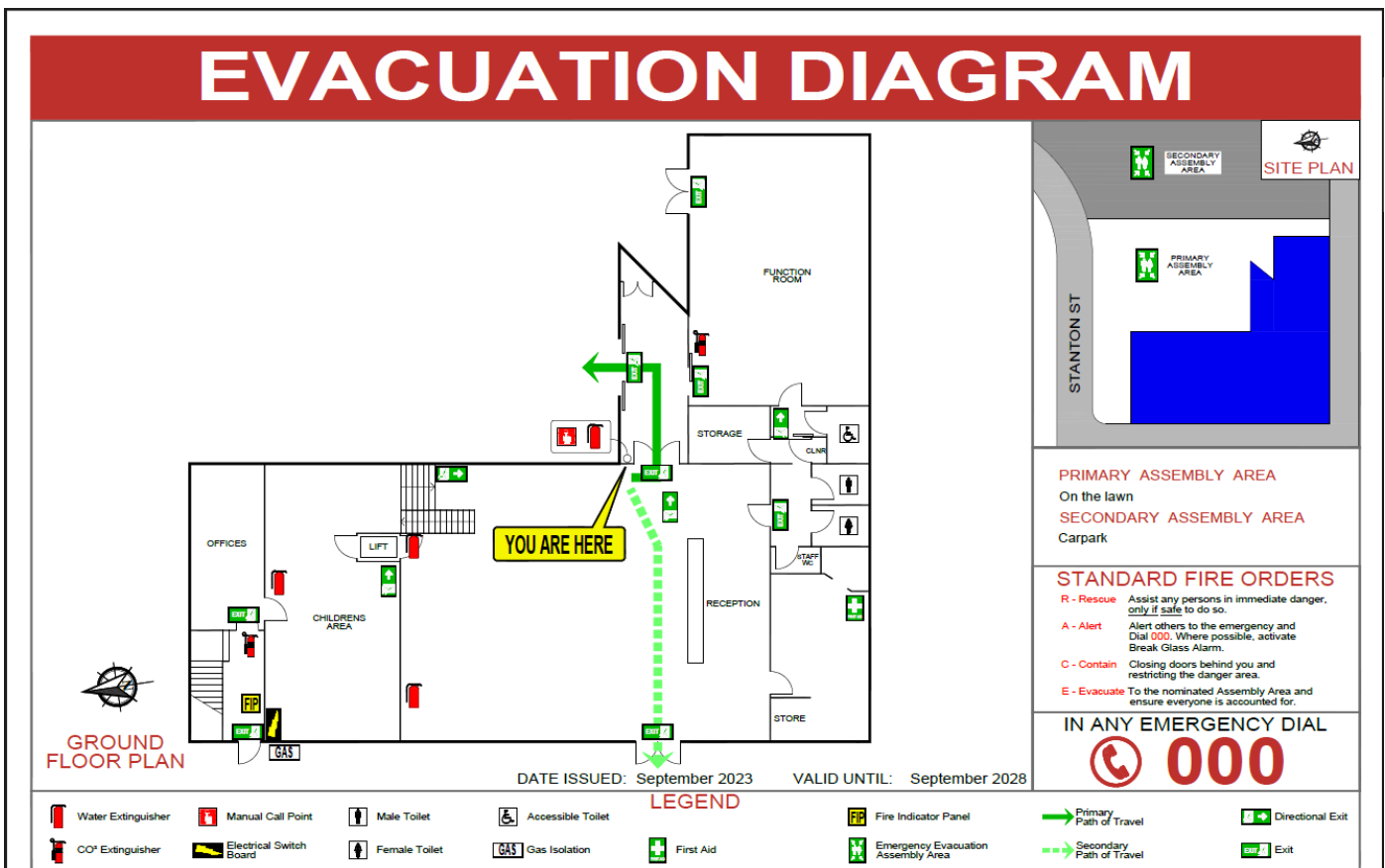
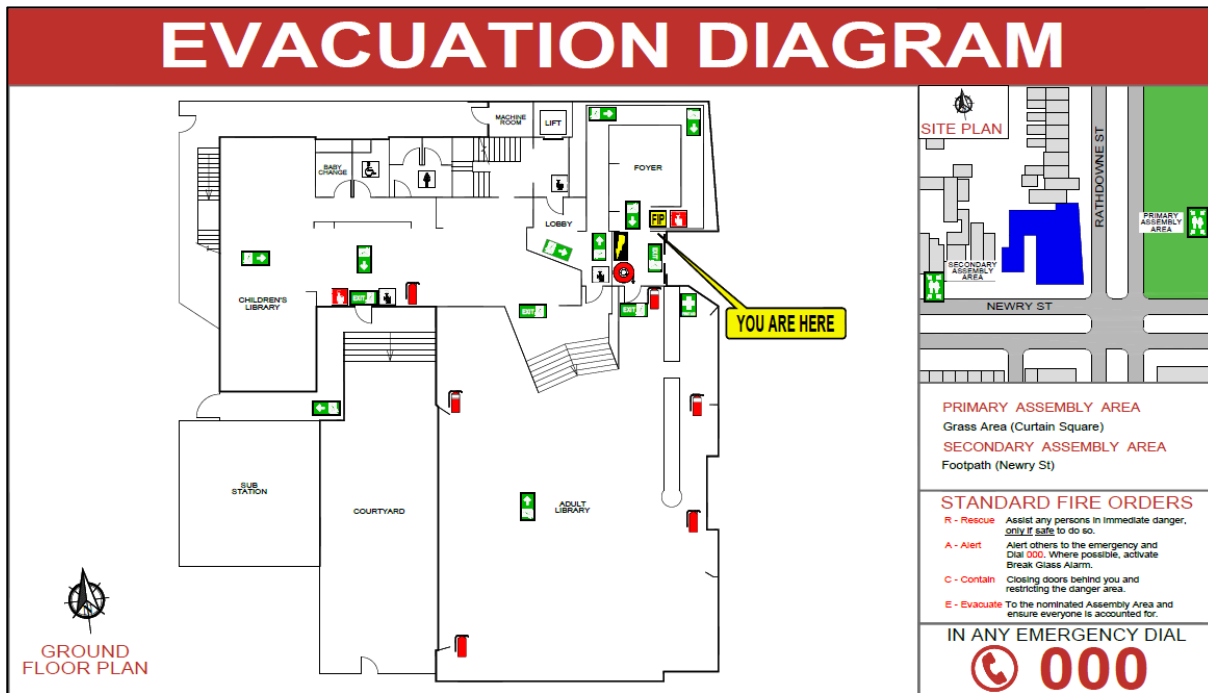


First Floor

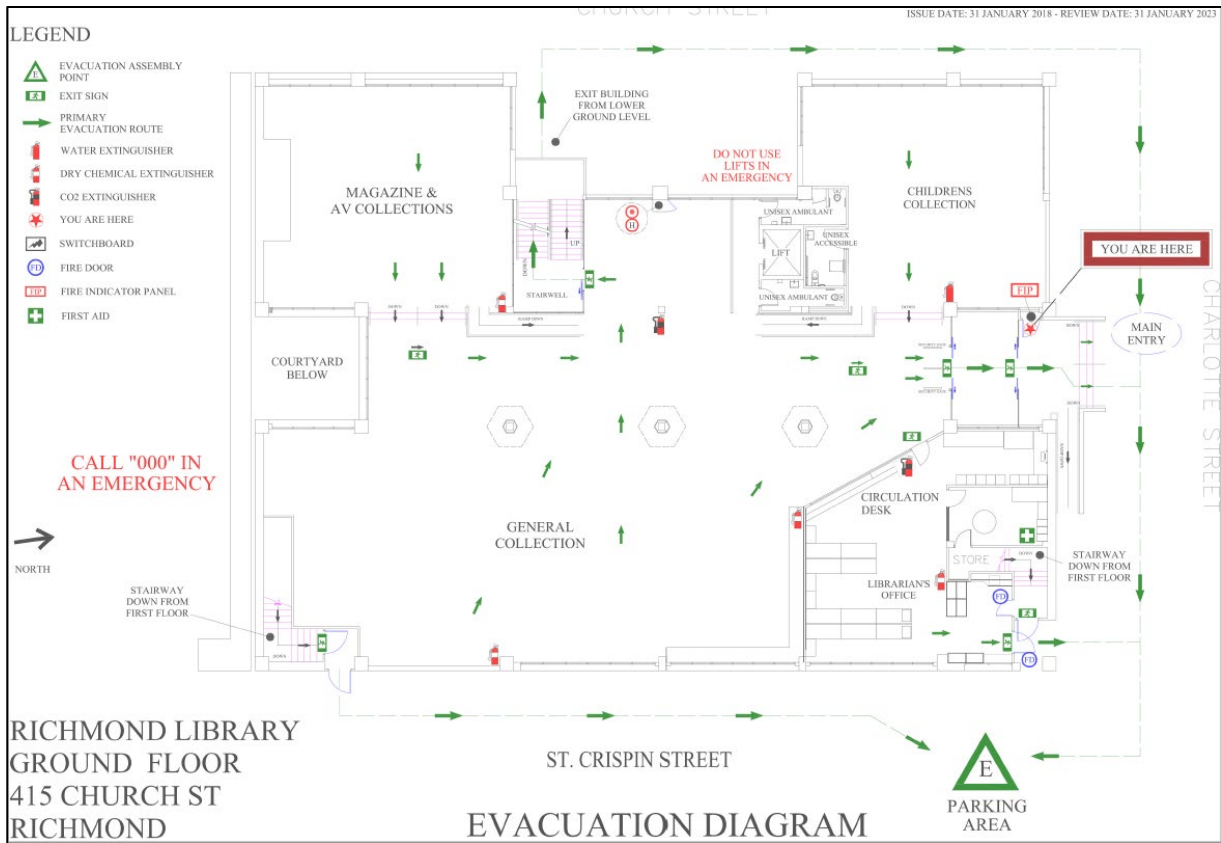


Second Floor





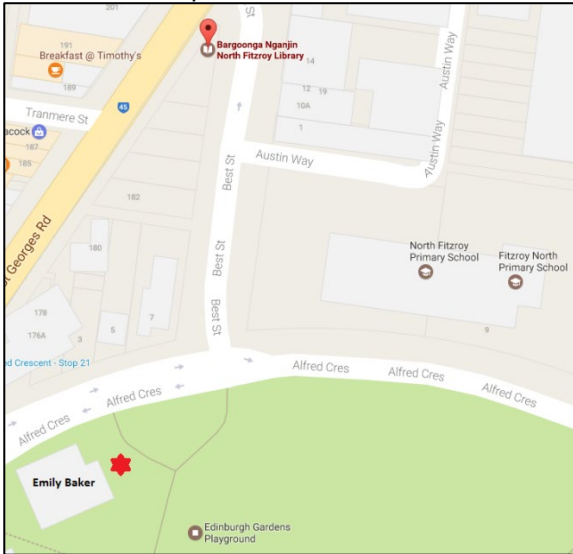
Richmond Library



Emergency Assembly Points

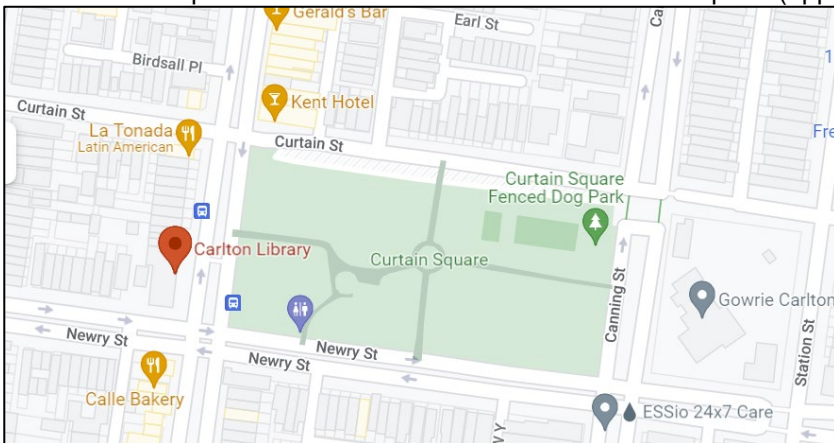
Bargoonga Nganjin, North Fitzroy Library

The evacuation point is located 100 metres to the south next to the Emily Baker Building in Edinburgh Gardens.



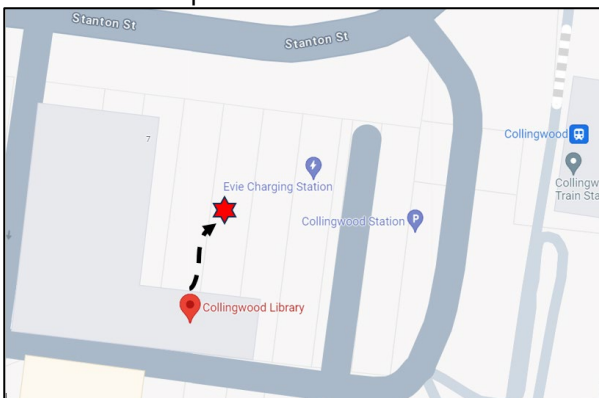
Carlton Library

The evacuation point is located at the entrance to Curtain Square (opposite the library entrance Rathdowne St)



Collingwood Library

The evacuation point is located on the lawn outside the library main entrance.



Richmond Library

The evacuation point is located at the car park area on **St Crispin St.**

