



Integrated Pest Management Policy

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1 Authority

State Librarian and Chief Executive Officer.

2 Responsibilities

It is the responsibility of all State Library of Queensland staff, volunteers, onsite contractors, building tenants, and visitors to abide by this policy to ensure an integrated response to the management of pests within State Library spaces.

3 Policy statement

This policy outlines the management of the risk to State Library's collections posed by the potential outbreak of pests, mould, and other contaminants, which is a shared responsibility of all staff, volunteers, tenants, contractors, and visitors.

4 Purpose

This policy provides for the effective management of controls to address the risk of pest outbreak and damage to assets held within State Library buildings.

5 Scope

This policy applies to all permanent, temporary, and casual staff, volunteers, building tenants, and onsite contractors, along with visitors to the State Library facilities at South Bank, Cannon Hill, and Anzac Square Memorial Galleries.

The Cairns building is an office environment and is outside the scope of this policy. The Brisbane Tool Library is outside the scope of this policy. Premises where State Library collection items may be held for short term or long term periods (including items loaned for exhibition, items loaned to clients, items sent to vendors for digitisation, and items stored at offsite facilities such as Queensland State Archives) are outside the scope of this policy.

Word	Definition
Assets	Collections, corporate records, and ICT infrastructure.
BMS	Building Management System. Allows us to monitor and track the relative humidity and temperature in defined areas within the building.
Contaminants	Mould and other living organisms which have a harmful effect on State Library's assets.
ICT	Information and Communications Technology
IPM	Integrated Pest Management
Mobi-gas	An anoxic fumigation system utilising nitrogen gas in a tent chamber to derive an oxygen level reduced to 0.2-0.4 ppm
Non-collection storage areas	Areas where large numbers of non-collection related items are stored and are potential attractants for pests. Includes the loading dock, bookshop stock storage, Exhibitions store, Disaster Store, Records store, Conservation consumables store, and kitchens.
Pests	Insects and rodents which have a harmful effect on State Library's assets
Quarantine	A facility where collections are sent for inspection, cleaning, and treatment to prevent the entry of pests, mould, and other contaminants. The action of isolating a collection or area to prevent the spread of pests, mould or other contaminants.
Records	Corporate Government Records

7 What is Integrated Pest Management (IPM)?

State Library recognises Integrated Pest Management (IPM) as a best practice, effective, and environmentally sensitive approach to the management of pests. IPM programs use information on the life cycles of pests and their interactions with the environment, in combination with available pest control methods, to manage pest damage by the most economical means, with the least possible hazard to people, collections, and the environment.

The term "integrated" refers to the involvement of all State Library staff, contractors, volunteers, and visitors in the insect and mould control program, and the use of information on all aspects of the pests, the collections, the building, and its environment.

An understanding of pests and their behaviour is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food, and shelter. Pest populations can be controlled by creating inhospitable environments, by removing some of the basic elements that pests need to survive, or by simply blocking their access into buildings. A major attraction of pests to State Library buildings is food consumed by staff and visitors, along with plant life brought into the facility.

The guidelines and procedures associated with this policy will apply best practice regarding prevention, and address escalated risks resulting from external collections entering the building along with food consumption, and plants within State Library.

8 Application of IPM

State Library applies five elements in its prevention and response in the Integrated Pest Management Program. These include:

- Monitoring (Prevention)
- Quarantine (Prevention and Response)
- Food and beverage consumption guidelines (Prevention)
- Housekeeping, cleaning, and signage (Prevention)
- Outbreak response (Preparedness/Reactive).

8.1 Monitoring

State Library prevents the risk of pest outbreak by monitoring pest activity throughout the South Bank and Cannon Hill facilities. This monitoring includes the placement of more than 200 pest (sticky) traps in common pest traffic areas within each building. Primary locations are where walls meet floors, and corners. The primary focus for these pest trap locations is in repositories, galleries, the ICT server room, and bulk stores. These traps should not be moved or tampered with, and only handled by Preservation Services staff.

Preservation Services staff conduct regular inspections of the building and report any changes which would escalate likelihood of entry of pests into the building interior. Staff, and where possible, contractors and visitors, are expected to report pest sightings and potential issues to FFA and Preservation Services as soon as possible. Access to the Building Management System (BMS) in Preservation Services, allows staff to remotely monitor critical climate controls (relative humidity, and temperature) which are specifically set to maintain a hostile environment for pests.

8.2 Quarantine

The quarantine facility is another preventive measure of IPM which is in place to minimise the risk of pests entering the interior of the building. All incoming heritage collections are processed through a quarantine facility before entering the building. (Collections acquired 'as new' are exempt from the quarantine process unless there is evidence of pest or mould activity.)

Preservation Services manages the quarantine process and facility which includes the registration of incoming collections, and the inspection, cleaning, and treatment of collections, utilising Mobi-gas, freezing and anoxia applications where required. This occurs before collections are cleared to enter the upper levels of the South Bank building, or Cannon Hill.

All living plant life entering the building (South Bank or Cannon Hill) should be checked and cleared of pest activity before entering the building. If staff are unsure how to conduct a pest check, they must wait in reception with their plants or flowers and ask Preservation Services staff to perform the check for them. Exclusions apply for plant life in the following areas: the Welcome Desk; Infozone; the Queensland Terrace; the River Decks; The Edge; Meeting Rooms 1A and 1B; and all outdoor State Library spaces.

8.3 Food and beverage consumption guidelines

Food and beverage consumption within State Library buildings is an attractant for pests and increases the potential risk of pest outbreak if not effectively managed. Dedicated food and beverage consumption guidelines mitigate this risk. They inform staff and clients of where food and beverage consumption is permitted and the critical zones where it is restricted. See Appendix 1 for a summary of spaces where food and drink consumption is and isn't permitted.

Exemptions

Application must be made to the Senior Conservator for an exemption to use restricted spaces for hospitality for State Library events. This provision is made available to create a balance between managing the pest risk while enabling greater engagement capacity with clients and visitors. These spaces are identified in Appendix 1. In circumstances where the Senior Conservator does not recommend the approval of an exemption, the Lead, Preservation Services has final signoff.

Each application will be assessed on the capacity to effectively manage the risk to collections and assets and will only be approved if provisions sufficiently mitigate the risk. Where events require extra or targeted cleaning regimes by cleaning contractors, the fee to do so will be met by the event coordinator/client.

8.4 Housekeeping, cleaning, and signage

State Library recognises that a contributor to the prevention of a pest outbreak within State Library buildings is the **prompt** removal of foodstuffs and beverage containers where consumption has occurred. To achieve this, a strict cleaning regime is in place, including the provision of adequate bins with self-closing lids, daily waste removal, and clear signage. Foodstuffs should not be left uncovered for lengthy periods of time, and all food should be stored in airtight containers overnight.

8.5 Outbreak response

Pest outbreaks, when they occur within a State Library building, will be responded to promptly. The response will be based on salvage procedures as outlined in the Collections Disaster Plan, in conjunction with quarantine treatment procedures, and in liaison with relevant pest contractors. Any quarantining of public spaces and/or collection spaces impacting service delivery will be communicated to clients as appropriate.

9 Essential considerations

The Queensland *Human Rights Act 2019* protects the human rights of individuals in Queensland. The *Human Rights Act 2019* requires all public entities to act and make decisions in a way that is compatible with human rights. In practice this means considering human rights in a broad range of activities, from administrative and human resource decisions, to policy, procedures, and service delivery decisions. The human rights protected under the Human Rights Act 2019 are not absolute and in many instances an individual's human rights may have to be balanced against the rights of others or against public policy decisions.

Consideration of the *Human Rights Act 2019* must be given when applying this policy. In conducting actions within the scope of this policy, the impact on the *Human Rights Act 2019* will be considered (see State Library decision-making process).

10 Risk management and mitigation

Risks have been identified and mitigated against in the State Library's Risk Profile register.

11 References

The Policy is supported by:

- [Preservation Policy](#)
- Quarantine procedures for incoming material
- Exemption for Food and Beverage Consumption request form
- Integrated Pest Management Procedures (for staff)
- General specifications for Climate control

12 Approval

Vicki McDonald

10/06/2021

State Librarian and Chief Executive Officer

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Summary of Food and Beverage consumption guidelines

Space	Use
Level 0	
Basement (excluding Facilities Assistant's office)	No food or beverage is to be consumed in any area of the basement (except Facilities Assistant's office) as it is a high-risk area for pests and rodent activity and breeding due to unrestricted access/entry points. Food and beverages stored in sealed containers for the purposes of catering and stocking the Library Café are permitted.
Level 1	
Welcome Desk	Food and beverage permitted
The Studio	Food and beverage permitted
All Lifts - Public and BOH	Sealed food and beverage containers permitted, including catering
Infozone	Food and beverage permitted
The Corner	Food and beverage permitted
kuril dhagun	Food and beverage permitted
Knowledge Walk	Food and beverage permitted
Library Café	Food and beverage permitted
Library Shop	Sealed beverages only (eg, bottled water, sealed coffee cups)
Arts Queensland APAF (Arts Property and Facilities) staff areas	Food and beverage permitted
River decks	Food and beverage permitted
Level 2	
Level 2 foyer areas	Food and beverage permitted in external areas of level 2 including Queensland Terrace
Auditoriums 1 & 2*	Bottled water only
Open Access Collection	Bottled water only
Queensland Writers Centre – staff area	Food and beverage permitted
Queensland Writers Centre – workshop area	No food or beverage permitted due to close proximity to collections
Reading Room areas*	Bottled water only
Red Box, Poinciana Lounge*	Bottled water only
Public meeting rooms*	Bottled water only
slq Gallery*	No food or beverage permitted
Level 3	
Level 3 foyer areas	Food and beverage permitted
Newspaper Reading Area	Bottled water only
Open Access Collection Reading Room* and Micrographic equipment	Bottled water only
Public Meeting Rooms*	Bottled water only
Staff Meeting Room 3	Food and beverage permitted
Staff desks	Food and beverage permitted
All areas where collections and permanent records are processed and used (including staff areas)	No food or beverage permitted

Space	Use
Level 4	
Level 4 foyer areas, including study nooks along walkway	Food and beverage permitted
Public meeting rooms*	No food or beverage permitted
Heritage Collections Learning Room	Food and beverage permitted
Marcia Sourris and James C Sourris AM White Gloves Room	No food or beverage permitted
John Oxley Library Open Access Shelves	No food or beverage permitted
Phillip Bacon Heritage Gallery	No food or beverage permitted
Australian Library of Art Showcase	No food or beverage permitted
Talbot Family Treasures Wall*	No food or beverage permitted
John Oxley Library Heritage Collections Area	No food or beverage permitted
John Oxley Library Quiet Study Space	Bottled water only
Level 4 staff areas including all areas where collections and permanent records are processed and used, and staff meeting tables and meeting rooms	No food or beverage permitted
Level 5	
Level 5 foyer areas	Food and beverage permitted
Staff meeting rooms/spaces	Food and beverage permitted
All areas where collections and permanent records are processed	No food or beverage permitted
Staff desks (with the above exception)	Food and beverage permitted
slq Boardroom	Food and beverage permitted
Conservation Lab	No food or beverage permitted
The Edge	
Digital Media Lab	Bottled water only
Fabrication Lab (Clean Lab)	Food and beverage permitted
Fabrication Lab (Machine Shop)	Bottled water only
Recording Studio	Bottled water only
The Edge – all other spaces	Food and beverage permitted
Cannon Hill	
All areas where lending collections are processed, incl despatch	Sealed coffee containers at desks permitted
All areas where Queensland Memory collections (including Legal Deposit) are stored or processed	No food or beverage permitted
Cairns office	
All areas	Food and beverage permitted
Anzac Square Memorial Galleries	
WWI Memorial Gallery and WWII Gallery	Bottled water only
Post WWII Gallery & Staff areas	Food and beverage permitted

Areas marked with an asterisk () are available for hospitality purposes at State Library events via an exemption application.