



Integrated Pest Management Policy

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Maintained by:	Preservation Services, Content Management
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1 Document Control

2 Authority

State Librarian and Chief Executive Officer

3 Policy Statement

This policy outlines the management of the risk to State Library of Queensland's collections posed by the potential outbreak of pests, mould and other contaminants, thereby negating damage and lengthy quarantining of segments of the building and denying access to content for clients.

4 Purpose

Provision of effective management and controls to address the risk of pest outbreak and damage of assets held within State Library buildings.

5 Scope

This policy applies to all permanent, temporary and casual staff, volunteers, and on-site contractors along with visitors to the State Library facilities at South Bank, The Edge, and Cannon Hill. The Cairns building is an office environment and is outside the scope of this policy.

6 Definitions

Word	Definition
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Asset	Collections, records and ICT infrastructure
Contaminates	Mould and unknown substances impacting on collections and physical storage systems
ICT	Information, Communication and 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
Pests	Insects and rodents
Quarantine	Facility where collections are sent for inspection, cleaning and treatment to prevent the entry of pests, mould and other contaminants (noun) The action of isolating a collection or area to prevent the spread of pests, mould or other contaminate (verb)
Records	Corporate Government Records

7 What is Integrated Pest Management (IPM)

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

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

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

The associated guidelines and procedures developed in conjunction with this policy will adapt best practice in regard to prevention and address escalated risks resulting from unchecked 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. This includes:

- Monitoring (Prevention)

- Quarantine (Prevention and Response)
- Food and Beverage Consumption Guidelines (Prevention)
- Housekeeping, cleaning and signage (Prevention)
- Response to outbreak (Preparedness/Reactive)

9 Monitoring

State Library prevents the risk of pest outbreak by monitoring pest activity throughout the South Bank, The Edge and Cannon Hill facilities. The monitoring is carried out by placement of 200+ pest (sticky) traps in common trafficking areas of pests within each building. Primary locations are where wall meets floor and corners. The major emphasis for the roll out of these traps will be in repositories, galleries, ICT server room, and bulk stores. These traps should not be moved or tampered with and only accessed by Preservation Services.

The retrieving of pest traps and recording of findings is completed monthly along with identification of types of pests which are mapped to their location within the building. The outcomes of these findings are communicated to the State Library's pest control contractor to target the monthly treatment required to eradicate any pest issues. There is provision for the pest contractor to be contacted immediately to fast track treatments for isolated instances particularly if they are a known destructive variety of pests.

Staff who handle collections and/or manage bulk stores are provided with necessary training to identify early tell-tale signs of insect activity either affecting or in proximity to collections and other assets.

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. The atrium of the South Bank building and its walkways are considered external and susceptible to flying pests and not given the same level of attention and rigour as the internal areas of the remainder of the building.

Access to the Building Management System in Preservation Services, allows staff to monitor specified critical climate controls to achieve a hostile environment for pests.

10 Quarantine

The quarantine process and facility is another preventive measure of integrated pest management which is in place to minimise the risk of pests entering the interior of the building with primary focus on repositories, galleries, collection processing areas, ICT server room, and bulk stores. State Library staff ensure that incoming heritage collections are checked in the quarantine facility. New collections which have not been exposed to poor environments do not require checking for pest issues unless there is evidence that items are suspect.

Preservation Services manage the quarantine process and facility which includes registration of incoming collections; processing of collections including inspection, cleaning, and treatment 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.

All living plant life entering the building should be cleared of pest activity by the florist where purchased. If this is impractical, a check by Preservation Services staff is required.

11 Food and Beverage Consumption Guidelines

Food and beverage consumption within State Library buildings are an attractant to pests and

produce 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 and Appendix 2 for SLQ maps provided for client information.

Critical areas within State Library buildings where food and beverage consumption is not permitted include:

- Open and Closed Access Repositories and directly adjacent staff collection processing areas (ante rooms)
- Galleries where original collections or loans from other collections are displayed - slq Gallery, Phillip Bacon Heritage Gallery, Talbot Family Treasures Wall (internal)
- Marcia Sourris and James C Sourris AM White Gloves Room – level 4
- Photographic Cold Stores
- Preservation Services work area including Reformatting Unit at Cannon Hill
- All areas where collections are processed
- All areas on Level 4 (with exceptions as indicated below)
- Digital Archive - Server Room
- ICT work room
- Australian Library of Art Showcase, Level 4
- Cannon Hill repositories and duplicate master microfilm vault
- The Edge - Digital Media Lab, Recording Studio, and Fabrication Lab.

Food and beverage friendly areas within State Library buildings where food and beverage consumption is permitted include:

- Coffee hubs and kitchenettes on all levels (South Bank and Cannon Hill)
- Basement - Facilities Assistant's office
- Infozone, The Corner, kuril dhagun and external decks
- Library Café, Library Shop, Knowledge Walk and all other external areas
- Business Studio
- Queensland Terrace
- Level 2,3,4 & 5 external Knowledge Walk/walkway areas
- All areas where collections are NOT processed
- Volunteers' Lounge, Level 4
- Heritage Collections Learning Room, Level 4
- Boardroom, Level 5
- Executive Offices, Level 5
- Staff Meeting Rooms on all levels, except Level 4
- The Edge (non-studio/lab areas)
- Cairns Office.

Exemptions

Application can be made 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 include:

Level 2 – The Red Box; Poinciana Lounge; Asia Pacific Design Library; Auditoriums; selected areas of slq Gallery

Level 4 – Talbot Family Treasures Wall hallway; John Oxley Library Reading Room; Meeting Room 4D; Marcia Sourris and James C Sourris AM White Gloves Room

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. The nature of auditoriums will see this cleaning as being essential.

12 House Keeping, 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. This will require that a cleaning regime is in place where:

- Areas designated as food and beverage friendly require that staff and clients are responsible for placement of waste into designated bins and that this aligns with the cleaning contractors daily waste removal schedule
- The annual cleaning contract provides for the provision of all cleaning requirements required to assist in the creation of a hostile environment for pests to breed and survive
- Signage is clear to clients where food and beverage consumption is permitted and that this is presented in welcoming and engaging language
- Staff utilising kitchenettes and hubs are individually responsible for placement of their waste into designated bins and the washing of crockery, containers and cutlery they have used
- Staff who work in non-collection areas where food and beverage consumption is not restricted are responsible for ensuring prompt disposal of all food and beverage waste including crumbs and used containers into sealed bins in kitchenettes and hubs resulting in a clean work space
- Sufficient bins are provided in food friendly areas throughout the building in particular client spaces.
- Bins in areas that house food scraps overnight will be sealed and self-closing
- For events which are coordinated by State Library staff, the Event Coordinator is responsible for waste removal and cleaning of the space
- Platters of excess food from State Library events left out in staff areas have a designated staff member to clean up before close of business on that day.

13 Response to Outbreak

Where a pest outbreak occurs within a State Library building, the response outlined in the Collections Disaster Plan salvage procedures in conjunction with the quarantine treatment procedures and liaison with the pest contractor are applied. Any quarantining of internal public and collection spaces are communicated to clients through State Library's Marketing and Communications team.

14 Risk Management and Mitigation

Risk	Description of Risk	Mitigation Management
1	Outbreak of pests, mould, and other contaminate	Collections Disaster Plan Quarantine Treatment procedures
2	If an outbreak occurred, and public perception is that heritage collections are not being effectively preserved by State Library of Queensland	Communications Response (on case by case scenario) with detail provided by the Disaster Recovery Coordinator on the prevention that was in place and the planned response to eradicate the problem

15 References

The Policy is supported by:

- Strategic Plan 2019-2023
- [SLQ Collection Disaster Plan 2016](#)
- [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

16 Approval

State Librarian and Chief Executive Officer

Summary of Food and Beverage consumption guidelines

Spaces	Use
Level 0	
Basement (excluding Facilities Assistant's office)	No Food & Beverage permitted 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
Level 1	
Reception	No Food & Beverage permitted
Business Studio	Food & Beverage permitted
GRAIL staff area	No Food & Beverage consumption permitted at staff desks if collection items are in use
All Lifts - Public and BOH	No Food & Beverage permitted
Level 2	
Level 2 foyer areas	Food & Beverage permitted in external areas of level 2 including Qld Terrace
Auditoriums 1 & 2* Open Access Collection Reading Room areas* Red Box, Poinciana Lounge, APDL* Public meeting rooms* slq Gallery	No Food & Beverage permitted
Level 3	
Level 3 foyer areas	Food & Beverage permitted
Microform Desk and Micrographic Equipment Newspaper Reading Area Open Access Collection Reading Room* Public Meeting Rooms*	No Food & Beverage permitted
Staff Meeting Room 3	Food & Beverage permitted
All areas where collections are processed and used	No Food & Beverage permitted at any desks or trolleys
Level 4	
Level 4 foyer areas	Food & Beverage permitted
Public meeting rooms*	No Food & Beverage permitted
Heritage Collections Learning Room	Food & Beverage permitted
Marcia Sourris and James C Sourris AM White Gloves Room, John Oxley Library Open Access Shelves Phillip Bacon Heritage Gallery, Australian Library of Art Showcase, Talbot Family Treasures Wall*, John Oxley Library Reading Room*	No Food & Beverage permitted
Level 4 staff areas incl river staff meeting tables	No Food & Beverage permitted
All areas where collections and permanent records are processed	No Food & Beverage permitted
Level 5	
Level 5 foyer areas*	Food & Beverage permitted
Staff meeting rooms/spaces	Food & Beverage permitted
All areas where collections and permanent records are processed	No Food & Beverage permitted
Staff desks	Food & Beverage permitted
Board Room	Food & Beverage permitted
The Edge	
The Edge – Digital Media Lab, Recording Studio and Fabrication Lab*	No Food & Beverage permitted
The Edge – all other spaces	Food & Beverage permitted
Cannon Hill	
All areas collections are processed incl despatch	Sealed coffee containers at desks permitted

Spaces		Use
Cairns office		
All areas		Food & Beverage permitted

*Application can be made for an exemption to use some restricted spaces for hospitality for State Library events.

