

SAG Family History Research Centre & Library Conditions of Entry - from 18 October 2022

The SAG Library will be open: Tuesdays, Thursdays, 1st & 3rd Saturday of the month (with the exception of public holidays) from 10.00am – 3.30pm.
Please note that January and December differ. Consult www.sag.org.au/visitus for current information.

The health, safety and well-being of our wonderful volunteers and our staff remain our priority.

- Masks are no longer mandatory in the Library but are strongly encouraged.
- Staff, volunteers, members and visitors etc are encouraged to wear a mask when they are unable to maintain a physical distance i.e. whilst approaching/helping someone with a research/Library question.
- Please note that the kitchenette is only open to staff and volunteers at this time.
- Bookings are no longer necessary.

By visiting the Library, you agree to the entry requirements below.

Conditions of Entry:

- Agree to abide by all current NSW Health Public Health Orders in addition to the Library requirements.
- On arrival at the Library, you are required to check in with staff at Library reception/Customer Service desk.
- If you are feeling unwell and/or exhibiting flu like symptoms, please consider visiting the Library at a later date when you feel better.
- Masks no longer mandatory but strongly encouraged.
- Staff, volunteers, members and visitors are encouraged to wear a mask when they are unable to maintain a physical distance i.e. whilst approaching/helping someone with a research/Library question.
- Only staff and volunteers will be permitted to use the kitchen at the present time.
- Physical distancing of 1.5m between staff, volunteers and visitors to be maintained.
- Hand sanitiser is available and we encourage you to clean your hands regularly whilst in the Library.
- Non-Members (including non-financial members) are required to pay a day research fee of \$20.00 on arrival.
- Scanning and photocopying of most items is available but there are additional costs for this. Copyright restrictions apply.
- Treat volunteers, other visitors and staff with courtesy and respect.

General Library Guidelines:

- All bags must be stored in the lockers which are provided free of charge and only research papers can be taken into the Library/Archives.



- Only pencils are to be used when consulting manuscript material or using books.
- No alterations are to be made to any material, including changing, adding or removing information, or altering the order of material within an item. If you believe that information in a file is incorrect, please speak to a staff member who will explain how you can supply revised or additional information.
- Resource material must not be removed from the buildings.
- No smoking is permissible in either building.
- Mobile phones must be switched off or to silent and if it is necessary to answer a call this must be taken outside.
- In consideration of others, conversations between individuals should be carried out away from where research is being conducted.
- Children under 16 years of age can only be admitted into the Library/Archives if accompanied by an adult member/visitor.
- Volunteers are on duty to give advice and guide your research, but should not be asked to conduct searches which you can reasonably undertake yourself.
- All members and visitors are expected to treat volunteers and staff with respect; and will be asked to leave if their behaviour is not conducive to a safe and pleasant environment.
- USB drives can only be used on designated scanners within the buildings. A daily fee applies to their use and copyright restrictions apply to any downloads.
- If you intend to use our resource material for purposes other than personal research, you should firstly consult with staff.

Copying and Copyright:

- Copying of any resource material, either digital or print must comply with the current Copyright Regulations and be for personal research purposes only, unless special permission has been obtained in writing from us, and/or the Copyright Holder.
- Photocopies can be arranged with staff or volunteers on duty. Copies will be done for you and charges are applicable.
- Digital copies may be taken on your own camera; phone or tablet without charge but flash photography is not permitted.

Accessibility Information and Location:

- Our Library is at 2/379 Kent Street Sydney. This is on the western side of Kent Street between King & Market Streets, and slightly closer to Town Hall than Wynyard railway station. The nearest commercial car park is a few doors along at 383 Kent Street and it offers reasonable weekend and early-bird rates, especially if pre-booked. There is a cycle way along this part of Kent Street and street parking is extremely limited
- The Library building has two lifts and is equipped with accessible toilet facilities.
- If you prefer not to use the lift, you can reach the second floor via the fire stairs. Please call us on (02) 9299 5151 on approach so we can arrange access through the fire door if you are not using the lift.

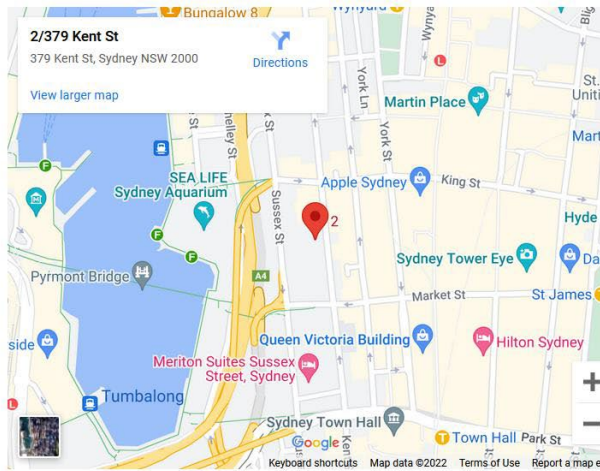


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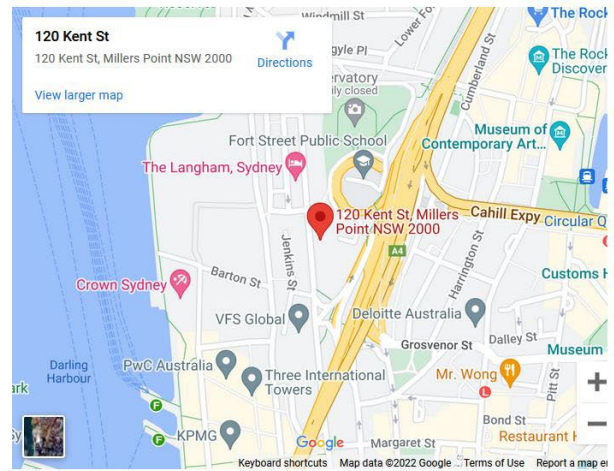
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T: 02 9247 3953

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SAG Library & Shop



SAG Archives



What to bring:

- Your own face masks. Hand sanitiser is provided in the Library.
- Pencils, stationery, USB etc.

We look forward to seeing you soon!