

Information for Teachers –

Visiting The John Rylands Library

Is there a charge to visit the library?

Entry to the library is free. Our school and college workshops and tours are also free.

What about a risk assessment?

The Library is a low hazard environment. Our risk assessment for school and college visits is included on page 5 to assist you in carrying out a risk assessment specific to your group or class.

Can I visit the library before I bring my class?

Yes. We recommend you make a pre-visit to familiarise yourself with the building and facilities. If necessary we can be available to meet you on weekdays by arrangement.

The Library is open:

- 10.00am to 5.00pm Tuesday to Saturday
- 12.00noon to 5.00pm Sunday and Monday.

The building is also open late on the third Thursday of each month till 6.45pm.

Are any workshops available for school and colleges?

Yes, information about our range of KS2 to post-16 workshops is available on our website. Our workshops are free. We can adapt workshops (to a degree and with sufficient notice) if you have specific requirements.

Some of our workshops include a tour of the building but, if not, then you will need to decide if you want to book a tour in addition to the workshop.

Most of our workshops last for two hours. We can be flexible with the times of workshops but generally run the morning session from 10.00am to 12.00 noon and the afternoon session from 12:30pm to 2:30pm (or 1.00pm to 3.00pm). Most school and college visits to the Library are for a half day of approximately two hours.

If you are going to arrive late and/or need to leave early, let us know as soon as possible, as we may be able to shorten or adapt a workshop.

We do not have the capacity to run more than one workshop at a time. So that we can offer the opportunity to visit the library to as many pupils as possible we do not book two different workshops for the same class on the same day.

Where do the workshops take place?

We have one Education Room where we hold workshops so we can only accommodate one group or class at a time. We can accommodate a maximum of 32 students (plus accompanying adults) in the Education Room. Some workshops include tours and activities in other parts of the building and you are welcome to leave items in the Education Room, which will be locked during these times. The John Rylands Library cannot take responsibility for any lost or damaged items.

Are any educational resources available?

See the Resources page on the Education Visits section of our website. If you have a suggestion for a resource let us know.

Do you offer schools and colleges guided tours?

Yes. Most of our workshops include the opportunity to view the building but we also offer stand-alone tours of this building. These generally last about 45 minutes. The content of the tour covers the history of the library and its collections of rare books and manuscripts. If necessary we can adapt the tour to emphasise a specific aspect of the library and its work appropriate to the interests of curriculum focus of the group. Tours include the opportunity to view items from our collections displayed in our exhibitions.

How do I book a workshop or tour for my class or group?

First of all email or phone us to check availability and arrange a provisional booking. We will then email you a booking form to complete. Once you return this we will confirm your booking. We take bookings on a first-come, first-served basis and do get fully booked at busy times of the year. Our email is jrl.education@manchester.ac.uk and our phone number is 0161 306 6558.

Can I just bring my class or group to visit without booking a workshop or tour?

Yes. You are welcome to visit on a 'self-programmed' basis but we recommend that you let us know the date and time of your visit beforehand because access to parts of the building may, very occasionally, be restricted due to maintenance work or events.

What happens if the fire alarm is activated?

Library staff will lead you and your group out of the building and to the assembly point. There are refuge areas for people who are unable to use the stairs to evacuate the building.

What are the arrangements for eating lunch?

We do not have a dedicated lunch space for school groups and the café is not available for groups to eat a packed lunch.

Food and drink (other than bottled water) may not be consumed in the historic part of the Library. This policy is to protect the building and our collections from vermin and spillages.

We can arrange for your group/class to eat a packed lunch in our Education Room in exceptional circumstances but this must be agreed in advance. We would ask to think carefully before requesting this as the time required for eating and cleaning is likely to prevent us offering a workshop to another class on the same day.

Food and drink can be purchased in our café. Contact us if you would like to pre-purchase food and drink from the café for your group or class and we will put in in touch with the Café Manager.

There are spaces outdoors a short walk away from the Library in the city centre where groups could picnic during good weather. There are also many restaurants and cafes in the Spinningfields area that may be appropriate for older students.

What about access for people in wheelchairs?

Apart from the original, historic entrance on Deansgate and the historic toilets in the basement of the older part of the library all other public areas of the building are accessible for people in wheelchairs.

Where exactly is the library?

The library is on Deansgate, near the junction with Bridge Street and John Dalton Street (postcode M3 3EH). The library should not be confused with the University's Main Library building on Oxford Road, which is about 1.4 miles or a 30 minute walk away.

Where can my coach drop off?

Coaches can drop off on Deansgate. There is no parking at the Library.

How do I get to the library on public transport?

The Library is served by many bus routes. The nearest tram stops are St Peter's Square (10 minutes' walk) and Deansgate-Castlefield or Victoria (both 15 minutes). The nearest rail stations are Salford Central (10 minutes' walk) and Deansgate or Victoria (both 15 minutes).

How many adults do I need to bring?

We recommend a minimum of two but you will need to check your local authority or school guidelines. Most KS2 classes with around 30 children typically bring 4 or 5 adults. Accompanying adults should be prepared to be involved in the workshops.

Who's responsible for supervising my class or groups?

You will need to make sure that children under the age of 16 in your care are supervised by you at all times. The Library is open to the general public and can be busy. The Historic Reading Room is available for the public as a study space and, although we do not expect people to be silent, you may want to remind pupils of the need to consider other visitors, readers and staff.

What should I do when I arrive at the library?

Let reception know you have arrived and how many are in your group. If you are taking part in a workshop or tour, the leader of the session will meet you in the Library's entrance. Lockers are available for coats and bags (returnable £1 coin required).

What exhibitions are on?

See our website for details of the library's changing exhibition programme and any associated activities for school and college groups. The Rylands Gallery displays a changing selection of items from the library's collections.

Where are the toilets?

There are two sets of toilets in the building. Toilets in the modern extension are in the basement below the entrance and can be accessed by lift or stairs. The larger historic toilets are in the basement of the Victorian part of the building and can only be accessed by stairs.

How can I provide feedback to the library?

You are welcome to email any comments or queries to the Education and Learning team at jl.education@manchester.ac.uk. If you participate in a workshop we will ask you to complete a feedback form during the workshop.

Where else can I visit with my group or class?

The following cultural attractions are within 10-15 minutes walking distance of the Library. All offer activities for visiting schools and college groups.

- People's History Museum
- Manchester Art Gallery
- Manchester Cathedral
- National Football Museum
- Museum of Science and Industry

What else does the University of Manchester offer for schools and colleges?

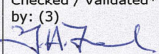
The Manchester Museum, The Whitworth and Jodrell Bank Discover Centre all offer education programmes for schools and colleges.

Information about support for schools and colleges at the University's Main Library building is available here:

<http://www.library.manchester.ac.uk/about/widening-participation/>

Information about support for schools and colleges across the University is available here:

<http://www.manchester.ac.uk/connect/teachers/>

Date: (1) 10/8/2015	Assessed by: (2) Bernie McGrath	Checked / Validated* by: (3) 	Location: (4) JRL Deansgate	Assessment ref no (5)	Review date: (6) Aug 2016
Task / premises: (7) School visits to the library where the class or groups moving around the building or participate in activities in the education room.					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Group visit	Fire	Anybody Smoke inhalation Burns	Trained fire marshals on site at all times and an evacuation plan in place. When in the education room the leader of the session will advise the groups of the nearest exits and in the event of a fire alarm being activated escort the group out of the Library to the muster point. Session leader will have a radio to communicate with other staff/Duty Officer and be aware of any special needs that may effect evacuation.	Medium	A
Guided Tours and on-gallery activities	Slips, trips and falls	Anyone Minor cuts and bruises	Public areas and education room kept free from obstruction. Handrails on stairs and reminders to be careful particularly on the stone stairs. Children accompanied and supervised by a responsible adult. Special needs accounted for in routes taken.	Low	A
	Presence of the public/individuals not known to the school or library staff	Children Risk of physical or psychological harm	Children under the age of 16 to be supervised at all times (Library policy). Pupils under the age of 18 on an educational visit will have a responsible adult with them.	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

University risk assessment form and guidance notes.
Revised Aug07

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Education activities	Use of glue, ink and other craft substances	Those involved in the activity. Skin irritation and inhalation	All substances are child friendly. Gloves are available for use with ink and with other substances if there is a known allergy. Activities are supervised	Low	A
	Use of scissors, printing press, craft equipment e.g. awls	Those taking part in the activity Cuts, trapped fingers	Scissors are child-friendly. Other equipment is only used as relevant to the activity and pupils are briefed on its safe operation. The printing press is only used with a trained member of staff in attendance. Activities are age appropriate. Children are supervised.	Low	A
Viewing rare collection items	Hazardous material - mould and dust	Those involved in the activity Allergies activated	Schools should alert the education team to any severe allergies prior to the visit. Any items that pose a higher risk are viewed through Perspex or not used. Staff only handling items and a distance from materials is maintained.	Low	A
Environmental hazards	Thermal comfort	Anyone visiting the building Discomfort from being too hot or cold	Building kept at reasonable temperature within the constraints of a Grade I listed building.	Low	A
	Hygiene and welfare	Anyone General discomfort and risk of infection	Toilet facilities are provided with hot water, soap and towels. No smoking in the building. The tables are cleaned after messy activities if the pupils are eating lunch. Pupils are provided with hand washing facilities after activities.	Low	A

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