

## *Study & seminar rooms*

### 1 Available in term-time for:

- 1.1 Student group study
- 1.2 Library staff teaching
- 1.3 Demonstrating Library/Information products or services
- 1.4 Library staff meetings
- 1.5 English Language programme to teach Library use

### 2 Available in vacations:

- 2.1 All of the above, plus University staff may also book for other meetings.
- 2.2 Bookings may be made using the Study Room Bookings link from Library Web or the Library catalogue pages. Library staff at iZone or Service Desk are able to assist with placing of bookings, or if problems arise.
- 2.3 There are 12 rooms that may be booked by groups of two or more Lincoln University students for group study. (When using the group areas, remember that noise does spread, so when practising presentations or having lively group discussions, users must be aware of their surroundings.)
- 2.4 In order to maximise the availability of study rooms for all students, they are to be used under the following conditions:
  - a) Maximum booking duration is 2 hours
  - b) Start time must be on the hour or half-hour, (i.e. 00 or 30 minutes)
  - c) No more than 1 booking per user per day
  - d) No more than 3 future bookings per user
  - e) No booking more than one month ahead
  - f) Because rooms are intended for groups of two or more, individuals occupying rooms alone will be asked to leave.
  - g) Rooms are normally for student and Library staff use only; University staff should use the room booking system for staff. If University staff require a booking in the Lincoln University vacation periods, please check with the User Services Librarian or Management Services Librarian first, as rooms may be unavailable for other reasons. The Teaching and Liaison Librarian will act as backup for these enquiries.
  - h) Subject being studied and number of persons in the group must be provided for all bookings.

### 3 Bookings that do not meet these conditions may be deleted by Library staff at any time.

### 4 All equipment supplied in a study room must remain there, unless otherwise permitted by Library staff.

### 5 Food cannot be consumed in these rooms and drinks must be in spill-proof containers.

### 6 Whiteboard eraser and marker packets are available for loan from the Service Desk.

### 7 L076 and L077 have a joint function as teaching space and extension of the iZone and are covered by Library policy 4.2.8. Guidelines for groups using Library teaching lab spaces.

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