

LIBRARY GROUP STUDY ROOMS – CONDITIONS OF USE AND BOOKINGS PROCEDURE®

DOCUMENT SUMMARY/KEY POINTS

- Grant funding from HWA (Health Workforce Australia) was received to provide enhanced learning spaces.
- Study Rooms are strictly for group study purposes & unable to be booked as Meeting Rooms
- Numbers must adhere to the room capacity listed in the LibCal booking. These numbers may vary due to changes in physical distancing rules.
- One University or College cannot book all rooms at the same time, limiting access from other groups
- Rooms must be left neat & tidy
- There will be a 15 minute grace period for reservations.
- Group Study Rooms are equipped with power, data ports and computers.
- Library Group Study Room 1 has a smart board and Library Group Study Rooms 2, 3 and 4 have LCD screens.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st December 2023	Review Period: 3 years
Team Leader:	Department Head	Area/Dept: CHW Library

CHANGE SUMMARY

- Library Group Study Rooms are now booked through LibCal and Outlook bookings are no longer accepted.

READ ACKNOWLEDGEMENT

- Nursing, Medical & Allied Health students &/or their supervisors/instructors should read and acknowledge they understand the contents of this documents.
- Students and/or supervisors from other areas of the hospital should be aware of this document.

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Background & Purpose

- Grant funding from HWA (Health Workforce Australia) was received to provide enhanced learning spaces & is linked to increased student numbers.
- Study Rooms are strictly for group study purposes & unable to be booked as Meeting Rooms.

Equipment

- Group Study Rooms are equipped with power, data ports & computers.
- Library Group Study Room 1 has a Smart board and Library Group Study Rooms 2, 3 and 4 have LCD screens.
- A wireless keyboard & mouse are available in each room for use with the computers.

Conditions of Use

- Priority usage of Group Study Rooms is for student study groups of two or more with prior reservation.
- Students may be from Medical, Nursing, Allied Health streams or students from other areas of the Hospital, including post-graduate students.
- Student affiliations (Universities, Colleges) must be identified at time of booking (this is for reporting purposes & to ensure proper usage).
- Groups of staff/students studying without affiliation to a university or college may book the room but only for educational purposes.
- Rooms may be booked by groups of for study or educational purposes, with or without instructors/supervisors.
- Bookings are for a maximum length of 4 hours. Back-to-back bookings are allowed, but the Library reserves the right to limit this during periods of high demand.
- Unbooked rooms will be open to general library users until next booking.
- An individual may use a Group Study Room, but only as a walk-in if no reservation is currently in place. Rooms may not be booked for individual study.
- Walk-in Group Study Room users must vacate the room when requested by a group with proof of a valid reservation.
- Rooms may be booked by an individual participating in a Zoom or other online training session.
- Those booking & using a room are responsible for keeping it clean & tidy. If this is not undertaken future bookings will be affected.
- Personal materials may not be left unattended in the Group Study Rooms without notifying library staff.

- There will be a 15 minute grace period for reservations. If the group has not arrived within the grace period, the reservation will be forfeited and available for others to book/use.
- Rooms should be vacated promptly after the booking time has elapsed and when the next booking group has arrived.

Out of Hours Use

- Bookings can be made for out of hours periods using the LibCal booking system.
- The wireless keyboard and mouse for computers in each room are available in the rooms.

Restrictions

- Student/education study groups only, no meetings.
- Numbers must adhere to the room capacity listed in the LibCal booking. These numbers may vary due to changes in physical distancing rules. One University or College cannot book all rooms at the same time, limiting access from other groups.
- Rooms must be left neat & tidy.
- Personal items may not be left unattended in the Group Study Rooms.

Booking Process

- Bookings may be made via LibCal, using the QR codes or dedicated computer in the Library, by following the booking link on the Medical Library Intranet page, or by going to <https://schn.libcal.com/reserve/groupstudyrooms>.
- The person or group making the booking must complete a booking form and then the booking will automatically be confirmed.
- Bookings made via Outlook will not be accepted and the person or persons making the booking will be advised to book using LibCal.
- More details are available via the Medical Library Intranet page.

Contact the Medical Library via email on SCHN-Library@health.nsw.gov.au or via phone on (02) 9845 3832

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