

Policy for use of Library Group Rooms

Where are the Group Rooms?

The following library has Group Room facilities:

- Medical Library – 3 Group Rooms

Who may use the Group Rooms?

Students:

Groups of up to 10 students may use Group Rooms for academic study and information literacy development activities. Students may book a Group Room in advance or use the room without booking if available. To secure uninterrupted use of a Group Room, booking is advisable. Booked use for groups takes precedence over unreserved use by groups or individuals.

Times of slots booked are displayed daily outside the Group Rooms.

Library staff:

Library staff may book Group Rooms for Library staff meetings and Library-led training for University staff and/or students.

Academic staff:

Group Rooms are intended for use by students and for essential Library staff meetings and Library-led training. Exceptionally, and in consultation with a Subject Librarian, members of academic staff in the Faculties of Medicine and Dentistry and Medical and Veterinary Sciences may book a Group Room for information literacy group work. Subject Librarian agreement is needed for every use by academic staff, and the Subject Librarian will make the booking. Requests should be made at least two weeks before the required booking date, and a Subject Librarian must be present during the session.

How long is a booking slot?

Bookings are for slots of up to 2 hours. Bookings are not accepted for consecutive 2 hour slots.

How may I book a Group Room?

The deadline for placing a booking is 4pm on the working day before the date that the room is needed.

Students and Library staff:

- at the relevant library information desk
- by telephone or email to the relevant library

Academic staff:

- contact your Subject Librarian