

## Group Study Rooms

How to book a room in the University Library and the conditions of use.

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There are 5 bookable rooms in the Main University Library. As these rooms were created from a gift of the General Council of the University, they may only be booked by students.

These rooms cannot be used for individual study, each room should be used by a minimum of 2 people and their respective maximum number.

Bookings can be made up to 1 week in advance through the [online system](#), or rooms can be booked for immediate use at the room's door panel.

### How it works

- The study rooms can be booked in slots of 30 minutes for a maximum of 60 minutes; each booking can be for 1 or 2 slots.
- You can have up to 2 bookings in any one week.
- You will receive an email confirming your booking.
- You will need your University ID card and booking PIN to access the room. The PIN is emailed to you as confirmation of your booking.
- Any member of your study group may access the room with their University ID card and the PIN received as confirmation of your booking.
- Your booking will automatically be cancelled if you arrive later than 10 minutes after your booking has started and the room will be released for others to use.
- If you do not enter your PIN when arriving at the room, the system will consider the room unused, your booking will be cancelled after 10 minutes and others could book the room.
- To ensure bookings run to time, please clear the room promptly.
- If you no longer need your study room booking, please remember to cancel it – you can [use the online system](#) to do this.

### Additional conditions of use

- All users of the room are subject to the University Library's Regulations, particularly in relation to standards of behaviour. Any misuse of the study room facilities may result in disciplinary action.
  - Do not make bookings for single study use – users seen on their own in any of the rooms will be approached by members of Library staff and may be asked to leave.
  - Do not leave personal belongings unattended. Library staff will routinely remove any unattended items seen in study rooms.
  - Only use the chairs and tables provided in the room - please do not bring in extra seats from other parts of the Library.
  - Leave the room clean and tidy.
  - Library staff reserve the right to enter any study room at any time and you must be prepared to show your library card to any member of library staff on request.
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