

LIBRARY GROUP STUDY ROOMS - BOOKINGS - CHW

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
- Maximum eight people per room
- 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 & LCD Smart boards.

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| Approved by: | SCHN Policy, Procedure and Guideline Committee | |
| Date Effective: | 1 st April 2017 | Review Period: 3 years |
| Team Leader: | Department Head | Area/Dept: CHW Library |

CHANGE SUMMARY

- Access to the wireless keyboard and mouse for each Study Room is available at the Library desk. Out of Hours users now have access to these at all times.
- The Library email address has changed to SCHN-CHW-LibraryNRAH@health.nsw.gov.au.

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.

TABLE OF CONTENTS

| | |
|--------------------------------------|----------|
| Background & Purpose..... | 3 |
| Equipment..... | 3 |
| Conditions of Use..... | 3 |
| Out of Hours Use..... | 4 |
| Restrictions | 4 |
| Booking Process | 4 |

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 for the designated period of the contract.

Equipment

- Group Study Rooms are equipped with power, data ports & LCD Smart boards.
- A wireless keyboard & mouse are available, from the library staff, for use with the smart boards.
- Group Study Rooms can accommodate a maximum of eight people.

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).
- Rooms may be booked by groups of students with or without instructors/supervisors.
- Bookings may be any length, but the Library reserves the right to time-limit during periods of high demand.
- All bookings will need a confirmation from Library Staff, which will indicate which Room is booked.
- Group Study Room users must vacate the room when requested by a group with proof of a valid reservation.
- 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.
- 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 for extended periods of time.
- 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 hour's periods with confirmation from library staff.
- Out of Hours users with bookings who wish to use the smart boards will have access to the wireless keyboard and mouse on the shelves at the Library desk.

Restrictions

- Student study groups only, no meetings
- Maximum eight people per room
- One University or College cannot book all rooms at the same time, limiting access from other groups.
- Rooms must be left neat & tidy

Booking Process

- Bookings may be made via Outlook email calendar bookings. Select the date & time for the booking and select an available Group Study Room and send the request.
- A tentative reply will be received by the person or group making the booking along with a 'Library Group Study Room Booking' form, which needs to be completed & returned to the library.
- The library will then send an official confirmation of the booking.
- Full details available from the Medical Library Intranet page.
- Contact The Medical Library via email on SCHN-CHW-LibraryNRAH@health.nsw.gov.au or via phone on (02)98453832.

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