

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 and computers.
- Library Group Study Room 1 has a Smart board and Library Group Study Rooms 2, 3 and 4 have LCD screens.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st October 2020	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 in each of the rooms or by contacting a library staff member.
- Library Group Study Rooms 2, 3 and 4 now have LCD screens and only Library Group Study Room 1 has a Smart board.
- Rooms may be booked by an individual participating in a Zoom or other online training session.

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 for the designated period of the contract.

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. Contact a library staff member if needed.
- 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).
- 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 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.
- 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 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.
- The wireless keyboard and mouse for computers in each room are available in the rooms.

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
- Personal items may not be left unattended in the Group Study Rooms

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.
- Group Study Rooms are listed under rooms in Outlook. Library group study room 1 would be - RES-SCHN-CHW-MedicalLibraryStudyRoom1. Other rooms follow the same style and use the number of the room to identify.
- 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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