
UTS: LIBRARY

Facilities Use Codes

UTS Library Facilities

Approved by: University Librarian

Date: _____

Review Date: _____

Responsible Officer: Director, Education & Research Services Unit,
University Library

Objective

The Facilities Use Codes governs the procedures for use of UTS Library facilities.

Scope

The Facilities Use Codes covers:

- UTS Library rooms available for general hire (Lecture and Training Rooms)
- UTS Library Group study rooms, Individual study rooms and Presentation practice rooms for the exclusive use of UTS and INSEARCH students
- use of space immediately outside the UTS Library entrance (external space)
- filming and photography inside the UTS Library facilities.

Definitions

Commercial Client	Refers to an organisation external to UTS, not part of the library profession, operating a 'for-profit' business.
Current UTS Student	Means any person, whether or not they also have another role at UTS, such as that of staff member, who is currently enrolled at UTS. This includes those enrolled in faculty-based short courses and continuing professional education.
Hirer	Means the person responsible for and with authority for booking a venue or otherwise using space at the UTS Library. Where no fees apply, the term is interchangeable with 'User'.
Library Profession	Refers to any organisation whose primary business is the library and information services (LIS) sector. This does not include organisations marketing to or providing services and products to the LIS sector.
Not for Profit Client	Refers to an organisation external to UTS, not part of the library profession, operating a 'not for profit' business or event.
User	Means the person responsible for and with authority for booking a venue or otherwise using space at the UTS Library. Where fees apply, the term is interchangeable with Hirer.
UTS Library	Refers to the City Campus Library and any other service locations approved by the University Librarian and all electronic facilities provided by the University Library.
UTS Library Client	Means any person who legitimately borrows, accesses or otherwise uses UTS Library resources, services and facilities.
UTS Library Staff	Means any person employed by the UTS Library, whether full time, part time, casual or on a contract basis.
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Lecture and Training Rooms

Lecture and Training Rooms at the UTS Library are primarily for the use of UTS Library staff but may be made available to colleagues within UTS and the library profession, if not needed by the UTS Library staff.

Hire charges apply and are available in the *General Hire and Costing Schedule*. See *Lecture and Training Rooms Contract*.

Lecture and Training Room venues are:

Room Number	Room Name
CM05A.4.k	Lecture Room
CM05A.2.c	Training Room 2.c

UTS Library: Study Rooms

The UTS Library Group study, Individual study and Presentation practice rooms are available only to UTS Library staff and current UTS students. No hire charges apply but bookings are compulsory. Bookings can be made directly at <http://www.lib.uts.edu.au/roombooking/>.

These rooms cannot be booked for teaching. Bookings for Group study and Presentation practice rooms can be made for a 2 hour period. Bookings for Individual study rooms can be made for a 4 hour period. Consecutive bookings are not allowed. See Booking rules and conditions at <http://www.lib.uts.edu.au/roombooking/>

UTS Library External Space

Current UTS students may apply to use the area immediately outside the main entrance of the UTS Library. This area is not available to any external groups. No hire charges ordinarily apply but written permission is compulsory. See *Library External Space: Application to Use*. Conditions apply to use of the Library external space. See *Library External Space: Conditions of Use*. Use of the Library external space must comply with Sydney City Council regulations and any other statutory compliance issues. It is the responsibility of the Applicant to ensure compliance with appropriate regulations.

Filming at the UTS Library

Current UTS students and staff, and external groups may apply to use the UTS Library premises for filming purposes. The Library is often chosen by students for project and assignment work and occasionally by external groups requiring a library backdrop. Charges may apply and written permission is compulsory. See *Filming at the UTS Library: Application to Film*. Conditions apply to use of the Library for filming purposes. See *Photography and Filming at the UTS Library: Conditions of Use*. UTS Library appreciates receiving a copy of any production made which features the Library.

General Terms and Conditions

1. The UTS Library facilities may only be used by non UTS Library staff with the prior written approval of the Director Education and Research Services Unit, UTS Library or an authorised delegated authority. The exception to this is use of Group study, Individual study and Presentation practice rooms.
2. Any use of UTS Library facilities must not interfere with any UTS Library class, activity, event, program or client.
3. The UTS Library may deny an application for hire or use, or may cancel a previously approved application without notice if extraordinary or unusual circumstances warrant such action. The UTS Library also reserves the right to refuse the hire or use of facilities to any applicant without assigning any reason for such refusal.
4. No advertisement may be made in relation to the hiring or use of facilities at the UTS Library without the express prior approval in writing of Director Education and Research Services Unit, UTS Library or an authorised delegated authority.
5. Spaces available generally contain only basic furniture. In general, only the furniture equipment standard to the room is available. Furniture must be returned to its original position and condition at the conclusion of the period of hire or use.
6. No temporary structures may be erected or assembled on UTS Library premises without express prior written permission.
7. No electrical, mechanical or other equipment is to be brought onto UTS Library premises without prior written approval of the Director Education and Research Services Unit, UTS Library or an

authorised delegated authority. Laptops and phones are excepted. Under the terms of the UTS Information Technology Security Policy, laptops may not be attached physically to the UTS Network. No access will be provided to power points when external facilities are used by student groups.

8. The driving of tacks, nails or screws etc. into the woodwork or walls or any part of the building, furniture or fixtures is strictly forbidden. Decorations other than plant or floral will not be permitted either internally or externally without express approval of the Director Education and Research Services Unit, UTS Library or an authorised delegated authority. Users may not without express permission of the Director Education and Research Services Unit, UTS Library or an authorised delegated authority move plants, furniture or equipment within the immediate precincts of the areas made available to them.
9. Hirers or Users of the UTS Library facilities must ensure that the space and its surrounds are left in an appropriately clean condition. The Hirer or User is financially liable for any damages sustained to UTS Library property whether through their own action or through the action of their colleagues, contractors, subcontractors or guests and clients attending any function booked by the Hirer or User, or if the space and surrounds are not left in a reasonable state of cleanliness.
10. Unauthorised sound equipment and musical instruments may not be used on UTS Library premises. Hirers or Users shall describe any amplification and other sound and musical equipment in detail for approval by the UTS Library. Provision shall be made so that utility connections and facilities for mounting loudspeakers are installed in such a way as to control sound direction, establishing a fixed speaker(s) or performer(s) location, facilitate easy set-up of the sound system, control the decibel level of the sound and preserve the aesthetic values of the area. It is important that any noise made does not in anyway disturb Library staff and clients.
11. Hirers are required to comply with the UTS Hirers Liability Insurance conditions available at <http://www.fsu.uts.edu.au/insurance/types/hirer.html>.
12. UTS Library does not provide any audiovisual equipment to Hirers or Users (other than equipment listed as standard for each individual room). Additional charges apply to use of data projectors. The Hirer or User is responsible for ensuring that any UTS Library equipment used during the hire period remains in the same condition as at the commencement of the hire period and that appropriate provisions are made for obtaining and returning the equipment. UTS Library does not accept any liability for loss or damage to equipment organised by the Hirer or User. UTS Library does not provide technical support and the Hirer or User must ensure that they have someone who can operate the equipment provided in the rooms, or brought into the Library.
13. UTS Library will not accept any charges incurred by the Hirer or User for any purposes whilst using UTS Library facilities.

14. The Hirer or User must vacate the premises by the end of the agreed period. Failure to do so may result in extra charges being applied or refusal for future use. The Hirer or User must also remove from the venue all goods; property or material brought in by or on behalf of the Hirer or User. This applies to all equipment, excepting UTS Library equipment already in the room at the beginning of the hire period.
15. All persons on the property of the University are required to abide by its By-Laws, Rules and other regulations. These can be accessed at the UTS Website – <http://www.gsu.uts.edu.au/lrp.html>
16. Smoking is prohibited in all University buildings.
17. Animals and birds are not permitted in the UTS Library, except where refusal breaches the Disability Discrimination Act 1992.
18. Permission to introduce alcohol onto the campus at any function must be obtained in advance. The areas available for hire and use are part of the teaching and study areas of the UTS Library and this must be taken into account when considering allowing alcohol. The sale of alcohol on University premises, except in licensed areas, is illegal.
19. Parking is the responsibility of the Hirer or User and the hiring or booking of a room does not entitle the Hirer or User to parking. City Campus parking is limited to street metered parking and parking stations.

Related UTS Library Publications

Seminar and Training Rooms

- *Lecture and Training Rooms: General Hire and Costing Schedule*
- *Lecture and Training Rooms: Contract*

UTS Library External Space

- *Library External Space: Application to Use*
- *Library External Space: Conditions of Use*

Filming at the UTS Library

- *Photography and Filming at UTS Library: Application to Film*
- *Photography and Filming at UTS Library: Conditions of Use*