

UTS CB02 Student Spaces Booking Guidelines

Issued by: UTS Library

Dated: 11/4/2019

Last amended: 13/6/2019

1 Booking management

- (1) Formal learning spaces are managed by the Timetabling Unit in accordance with the Timetabling Vice-Chancellor's Directive, Facilities Hire Vice-Chancellor's Directive and Public Spaces and Facilities Management Vice-Chancellor's Directive.
- (2) Informal learning spaces in the Learning Commons, Group Study Rooms and UTS Reading Room on levels 4 to 7 are managed by UTS Library on behalf of the DVC Education and Students.
- (3) The Library (levels 7-9), including the North and South Terraces, the Library Training Rooms (level 6) and the Scholars Centre (level 10) will be managed by UTS Library
- (4) The Student Learning Hub (level 4), including the desks, consult rooms, utility room, and Learning Commons (including bookings for events in these spaces), are managed by UTS Library on behalf of the DVC Education and Students.
- (5) The University Senior Executive may make direct requests to the DVCE to override these guidelines for special event bookings.

2 Prioritisation for use of informal learning spaces

- (1) Individual and group learning activities by UTS students are the prioritised activities for the informal learning spaces in Building 2 including:
 - (a) The Learning Commons (levels 4-7)
 - (b) Group Study Rooms (levels 4-6)
 - (c) UTS Reading Room (levels 5-6)
- (2) The Collaborative Theatres (GTS levels 4-7) will be available to UTS students as informal learning space when there are no timetabled activities
- (3) UTS students and staff will have access to these areas 24/7 via their UTS identity card
- (4) UTS students will be able to book individual and group learning facilities in these areas, UTS students may also use these facilities on an ad hoc basis when they are not booked by others.
- (5) These spaces are not available for commercial hire to external parties.
- (6) These spaces may be available for events (on request) outside of session time.

3 Prioritisation for use of training, research and collaboration rooms

- (1) Research and study skills development is the prioritised activity in the Library Training Rooms (level 6). When not booked for training purposes, these rooms are available as informal learning spaces.
- (2) Individual and group learning activities by UTS students are the prioritised activities for the Group Study rooms in the Library (level 8). UTS students will be able to book individual and group learning facilities in the Library. UTS students may also use these facilities on an ad hoc basis when they are not booked by others. They will be accessible during Library hours only.
- (3) Individual and group learning activities by UTS students are the prioritised activities for the Assistive Technologies rooms in the Library (level 8). The Assistive Technologies rooms are accessible via registration with the UTS Accessibility Service. They will be accessible during Library hours only.
- (4) The prioritised activity in the Scholars Centre (level 10) is focused research by visiting scholars, UTS postgraduate research students and academic staff. Preference for bookings will be given in the following order:
 - (i) Visiting Scholars (on request of Dean)
 - (ii) Research students with special requirements (on request of the Dean)
 - (iii) Research students with special research requirements (as approved by Library)
 - (iv) Research students in the final write up phase (last 12 months of candidature)

4 Prioritisation for use of outdoor areas

- (1) The North and South terraces (level 8) and UTS Reading Room terraces (level 5) will be available to UTS students and staff, as part of the Library. They may be closed of an evening in line with appropriate security measures.
- (2) These spaces are not available for booking

NOTES

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Administrator: UTS Library

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Related documents:

Timetabling Vice-Chancellor's Directive

Facilities Hire Vice-Chancellor's Directive and Public Spaces

Facilities Management Vice-Chancellor's Directive.