

USE OF STUDY DESKS POLICY 2023-24

Use of Study Desks in the Library and Room E (First Floor, Easneye House)

1. The following rules apply to all study areas in the Library and to Room E in Easneye House.

- Silence must be observed at all times.
- Conversations should take place outside the Library and Room E
- Laptops and other electronic devices should be used with headphones or with the volume muted.
- No food or drink is permitted other than bottled water
- All library books are to be signed out on student's library cards. Any books that are not signed out will be returned to the shelves by the Library Staff.

2. The study desks in the Oak Room (28 desks) and Library Room A (5 desks) are not to be reserved by individuals and used for extended periods of time. All books and personal belongings must be removed when the desks are not in use. The Library Staff reserve the right to clear away any books and personal belongings that are left on desks for extended periods of time in order to make the space available to other users.

When space in the Oak Room and Library Room A is at a premium, priority will be given to students living offsite (Offsite), students living onsite (Onsite) who are sharing rooms or are living on site with their family and also to external library users, at the discretion of the Librarian. If students with additional needs require a study desk, every effort will be made to provide one.

3. Study Desks in Room E (Easneye House) and Room B in the Library

A limited number of study desks will be reserved for extended use by students who satisfy the following criteria:

- a) MAs or Level 6 (Onsite and Offsite)
- b) AND Attending college in person at least 5 days a week. (Onsite and Offsite)

In addition, students must meet **at least one** of the following criteria.

- c) Onsite students sharing a room (e.g. married couples – with studying or non-studying spouse).

In the case of married couples with both students studying at MA or Level 6, only one student will be eligible for a reserved study space.

- d) Onsite living with family.

Priority will be given to those with young children and those who do not have a separate room in which to study.

- e) Onsite students whose course requires them to live in college during the vacation and therefore may be subject to disruption/disturbance from conferences and maintenance work.
- f) Offsite students whose personal/family situation prevents them from being able to study at home and who therefore have to do their studying at college.

In the event that more applicants meet the criteria than there are available desks in Rooms B and E, the allocation of desks and the period of time for which they can be reserved will be decided by the Librarian in consultation with the Head Student(s) and MA/Level 6 representatives. This decision will be final.

The allocation of desks in Rooms B and E will be made by the Librarian. Potential applicants should not reserve a desk until their application to the Librarian has been accepted.

The rules indicated in 1. above are to be strictly observed in these study areas. Failure to do so may result in the facility being withdrawn.

In the event of there being less applicants meeting the criteria than there are available desks, full-time students from other levels who meet at least one of the criteria listed in 4. c – f may apply to be considered for a reserved study desk. Applications will be considered by the Librarian in consultation with the Head Student(s) and appropriate year representatives. The decision will be final.

4. The Librarian reserves the right to override or review the above policies at any point, as need demands.