

# UCD School of Music Policy on using the Resource Room / Listening Facility (room LG17)

## Resource Room Facility

The Resource Room facility is available to UCD music students and non-music students taking one or more music modules.

All students using the Resource Room facility must gain permission from the School of Music Administrator.

## Location of Resource Room

LG17 is in the Newman Basement. From room J301 take the lift/stairs to the ground floor. Walk across the ground floor to the lift/staircase beside the Arts Café. At the bottom of the stairs turn left and LG17 is tucked away in the corner.

## Student Access: Permission and Conduct

1. Obtain the key to access LG17 from the School Administrator. The UCD School of Music is located on the 3<sup>rd</sup> floor of the Newman Building (room J301). The School office hours are 8:30 am to 1 pm and 2 pm to 4.30 pm. Note that from time to time the office will be closed.
2. Use the large key to open the outer door of LG17 and the small key to open the grey book cabinet inside the room.
3. Turn on the light switch on the wall outside the main door.
4. Ensure to return the LG17 keys to the School office on the **same day** as the keys are used by staff to access materials. If the office is closed place the keys in the General Post Box beside room J304.
5. Use of the Resource Room is limited to serious study only.
6. The Resource Room must be treated with respect. *Consumption of food is not allowed.* Any rubbish must be placed in the bin. The Gamelan instruments in the room should not be moved without consent from the module coordinator.
7. Students who provide access to other students who are not approved to use the Resource Room will be barred from further use of the room.

**The use of the Resource Room is a privilege for students and failure to adhere to the rules of conduct will result in suspension of permission to use the room. The use of the room will be monitored from time to time.**

## Information on Borrowing Resources

1. All items must be signed in and out using the Sign-In/Sign-Out book located on one of the book shelves.
2. Items borrowed from the Resource Room should not be removed from the Newman Building and may not be borrowed overnight without the permission of a member of staff.

Note: To conserve energy please switch off all lights when leaving the room.