



Leabharlann UCD
UCD Library

Study Room Rules and Regulations

October 2016

1. Study Room Rules

- 1.1. Rooms are for study purposes only. Tutorials may not be held in the study rooms.
- 1.2. Library staff may inspect rooms to ensure regulations are being complied with, and may request occupier to present identification card for inspection.
- 1.3. No eating, drinking or smoking will be permitted in the rooms.
- 1.4. Important: University College Dublin will not be responsible for any loss or damage of goods or property left on these premises by any persons. Such goods or property are left on these premises at owner's risk.

2. Group Study Rooms

- 2.1. Group Study Rooms are available to all registered UCD Students
See <http://ucd.libcal.com/>
- 2.2. Students must use their UCD email address when booking a room
- 2.3. A maximum of two hours per day can be booked
- 2.4. Bookings can be made up to one week in advance
- 2.5. Groups must consist of three people or more
- 2.6. Students registered with the Access Centre may book group study rooms for individual study purposes. Students who use the rooms to study alone must bring along a copy of their letter of registration from the Access Centre to be shown to library staff upon request.

3. Individual Study Rooms

- 3.1. Rooms are available for the use of following categories of students :
 - (a) Research Postgraduates
 - (b) A limited number are available to Taught Postgraduates, see [https://sisweb.ucd.ie/usis/W WEB WELCOME PAGE](https://sisweb.ucd.ie/usis/W_WEB_WELCOME_PAGE)
- 3.2. Unfortunately, these are not available to Occasional students.
- 3.3. The person to whom the room has been allocated is the only one who may use it. Evidence of identification, ie student card and confirmation email will be requested at key allocation.
- 3.4. Unless issued to you, Library material may not be kept in the study room. Rooms will be checked regularly for such material and if found it will be removed.
- 3.5. Key holders may be requested to vacate rooms to enable maintenance work to be carried out, or for administrative reasons.
- 3.6. A non-refundable charge of 10.00 Euro will be made for replacement of lost keys and failure to return your key on time. Late return of key also precludes you from obtaining a room the following week.
- 3.7. Rooms are allocated on a weekly cycle. A room may be booked for the coming week and a week in advance. Any material left in a room will be cleared by Library staff and will be discarded if not collected with two weeks.
- 3.8. The allocation of keys is administered from the Information Desk, Level 1 (James Joyce Library) and all keys should be returned to that desk before close of service on last working day preceding the next allocation period. There is also a returns box (Red) at the Level 2 desk.
- 3.9. Users who fail to comply with regulations governing allocation or use of study rooms will forfeit the right to use the room for a period determined by the Librarian.