

Study & Seminar Rooms: Use policies & regulations

In Study & Seminar Rooms the following policies apply:

- Study & Seminar Rooms may be reserved and used by current CITY College students and staff.
- The Seminar Room is primary for scheduled seminars and meetings. Provided the Room is available, students may reserve it for Individual or Group Study. Maximum reservation is 4 hours.
- Reservations may be made in person at the Library Services Desk, or by telephone for up to 2 days in advance.
- Consecutive bookings are not allowed. Maximum booking for each individual or group of students is 4 hours.
- If you don't appear within 10 minutes of the start of your booking, your booking is automatically cancelled.
- When not reserved, Study & Seminar Rooms are open on a first come, first served basis.
- Ask at the Library Services Desk for white board markers and for the projector remote.
- Do not leave your valuables unattended in the Study or Seminar Rooms at any time. Secure lockers are available for this purpose.
- Noise should be kept to a minimum.
- Bottled water is allowed, but food, drinks or smoking are not permitted in the Study Rooms.
- Study & Seminar Rooms are available from 9:30am to 20:45pm.

Individuals or Groups of students who fail to comply with the "Code of Good Conduct" will be asked to leave and may be suspended from using the Study and Seminar Rooms in the future.