The Sir Duncan Rice Library - Co-Labs
Laurence Bebbington, May 2016
QG GEN018 [https://www.abdn.ac.uk/library/documents/guides/gen/qggen018.pdf]

At a glance: in this space

<table>
<thead>
<tr>
<th>Group work</th>
<th>Priority to 3 or more</th>
<th>Wired/wireless access</th>
<th>Hot/Cold Drinks</th>
<th>No eating</th>
<th>Silent mode only</th>
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<tbody>
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What are Co-Labs?
Co-Labs are spaces designed for group or similar collaborative work, such as working on group presentations, group projects etc.

What's in them?
Co-labs include:
- a PC
- a plasma screen for viewing DVDs or online content
- multiple ports for headphones
- seating for between four and seven people

Where are they?
There are co-labs on floors 3, 4, 5 and 6 of The Sir Duncan Rice Library. These are arranged in clusters of four, giving 16 Co-Labs in total. Turn to the right as you come out of the public lift: they are located in the north-east corner on each of these floors.

Co-Labs are numbered as follows:

| Floor 3 – 329, 330, 331, 332 | Floor 4 – 429, 430, 431, 432 |
| Floor 5 – 529, 530, 531, 532 | Floor 6 – 629, 630, 631, 632 |

If you need to report a fault (e.g. with an aspect of IT) please identify the relevant Co-Lab when doing so. Report faults to the Floor 1 Information Centre.

How do I book a Co-Lab?
You don't! Co-Labs are non-bookable, freely available spaces for groups to use. Please note that groups of 3 or more are given priority for this space. If your group is fewer than 3 please move if asked to do so.

Conduct in Co-Labs
These spaces are governed by Library Regulations, so please remember:
- Eating is not allowed in these spaces.
- Hot and cold drinks in covered containers can be consumed here.
- Mobile phones must be switched to silent/vibrate – no conversations should be started or taken on the floors. Use the stairwells in the north core only for short calls.
- Respect the facilities and please do not put feet on chairs, desks etc.
- Do not move furniture into or out of the Co-Lab area.
- When working collaboratively please pay due attention to the needs of others nearby.

Thank you for your cooperation. For more information on rooms and facilities see: www.abdn.ac.uk/library/facilities/rooms-and-spaces/