

**SIR DUNCAN RICE LIBRARY**

**ROOM BOOKING INFORMATION**

**General guidelines:**

**Please note we are unable to accept bookings from students, for use by societies, or course coded teaching.**

* To qualify as an internal booking, a staff member must be present at all times. This person must read all the guidelines and sign the request form to accept responsibility. If no staff member is present, bookings will be classed as external and room hire charges will apply. Charges will also apply if any surplus funds are to be generated from your booking.
* All requests (including completed forms) must be received and confirmed at least 72 hours before you wish to begin your booking (weekends/Public Holidays are not included in these 72 hours). Requests can only be actioned during working hours.
* Please be aware that access to the room will only be for the times stated in your confirmation email. This must include all of your/Catering’s/AV’s set up and tidying of the area.
* The room key can be issued after 08:35 on a weekday, 09:10 on a Saturday and 11:10 on a Sunday (if the library is open). There may be a slight delay to give desk staff adequate set-up time. External attendees should be able to gain access through the gates after 08:45 on a weekday (08:55 during the library exam period), and once staff have set up for the day on a weekend. Access before these times will not be possible.
* Organisers will be required to provide a list of external attendees well in advance of the booking start date. This information allows us to prepare for your booking and have passes ready for their arrival. All other attendees are to bring a library valid UoA ID card to gain access.
* Please be mindful that we are an Academic Library and cannot accommodate events involving singing, dancing, musical instruments or other activities which could disturb our students. If you have any queries about this, please contact us to discuss your requirements in more detail.

**For further guidelines about bookings in the Sir Duncan Rice Library, please read the sections below.**

**Thank you.**

**Catering Guidelines and Useful Links**

Catering consumed as part of a booking must be purchased from Campus Services. This is arranged separately. No hot food is permitted anywhere in the Sir Duncan Rice Library.

* Delivered Catering: <http://www.abdn.ac.uk/staffnet/working-here/delivered-catering-442.php>
* How to order: <http://www.abdn.ac.uk/staffnet/working-here/how-to-order-453.php>
* Telephone: 01224 273959 or email: hospitality@abdn.ac.uk

All catering is to be cleared up and left outside the meeting room ready for collection. Please arrange for any catering to be picked up at the end of your booking by Hospitality.

Use the cleaning materials provided to wipe down tables or spillages. Thank you.

*Thank you.*

**Room Keys and Access Rights**

**Please note, our access policy changed on the 22nd May 2017**

* Rooms will be locked prior to the start of your meeting.

On arrival at the Sir Duncan Rice Library the room booker or named person responsible on the day (adminroombookings require written notification prior to the meeting) must sign for, and collect, a room key from the Welcome Desk. Whenever the key holder leaves the room, the door must be locked and key returned to the desk prior to exiting through the gates.

**The authorised person/people must leave their staff card at the Welcome Desk before a key will be issued to them. This will be returned once the room has been locked and key handed back/responsibility passed to another authorised staff member whose card has also been left at the Welcome Desk.**

***Please note, it will not be possible to sign keys out to students.***

* If any external visitors are attending the meeting: At the Welcome Desk, they will be marked off the list of official visitors (provided well in advance by the room booker) and issued a returnable pass which will provide access through the gates into the library. Please ensure your attendees return their pass whenever leaving the building at all, even for a short break. Another will be issued on their return.

**Fire Alarm Information**

* The fire alarm is tested every Tuesday around 09:00. An announcement will be followed by a test of the fire alarm.
* At other times, if the alarm does sound please calmly make your way to the nearest fire exit and leave the building using the stairwells in the North and South of the building. Please congregate at the Fire Safety Point near the bottom of the Academic Plaza, and await instructions from the Fire Marshall.
* ***Fire egress:*** The library has 2 fire evacuation lifts which can be used by trained staff in the event of the building being evacuated. One beside the stairs in the North and South cores. If you are unable to use the stairs for evacuation, you should make your way to one of these lifts and use the green communication point near the lift to alert staff of your location. Please let adminroombookings know in advance if anyone attending your event may require assistance in the event of an evacuation.

**Room Temperature/Faults**

If you experience the room as feeling too hot or too cold (or notice any other room faults), this will need to be reported through Fault Reporting and resolved by Estates. We are unable to adjust the building temperature ourselves.

* For Internal University staff you can find the usual fault reporting link here: <http://www.abdn.ac.uk/staffnet/working-here/fault-reporting-789.php>

After reporting: Please notify the Welcome Desk of the Fault + report number so it can be added to the library Sharepoint.page.

**IT Services**

* Our rooms are furnished with projectors, networked PC consoles as well as Skype camera + mic (with the exception of the Breakout Room). Users’ own equipment can now be connected to the console wirelessly. The data cable that connects a laptop from this console is only long enough to be stationed at the computer console. A longer one can be requested in advance from AV. *Please contact AV directly if one is required.*
* All of the 7th floor meeting rooms have telephones which are located at the computer console points. These telephones are capable of undertaking conference calling. Similarly they can only be stationed at the computer console, unless a longer lead is requested from AV.
* The projectors are controlled from behind the computer monitor on the computer console point. The two main features you should require are the On or Off buttons. The console is push button operated. When it stops flashing the unit will be operational. *Please contact AV for assistance.*
* There are two radio mics located in Meeting Room 1. These switch on automatically when removed from the charger. *Please ensure they are returned once you have finished using them.*
* Free wi-fi is available throughout the building. ‘Eduroam’ can be accessed using individual credentials from participating Universities. If external attendees do not have access to Eduroam, they may be able to sign in to ‘Aberdeen City Connect’. We are unable to provide support for these services.

If you have any issues relating to IT or AV, please contact the following:

3000 AV services (urgent) 2961 Audio Visual

 3636 IT Helpdesk (Floor 1 SDRL) AV: mediaservices@abdn.ac.uk

**Closing Times**

The Library has varying closing times at different times of the year, please be sure to check what these may be on the library webpages or enquire when requesting a room. The Library is expected to close promptly. If you think it may be necessary for you to stay later than closing, we will check whether this may be possible. This will impact our staffing levels, and may mean you will be liable for extra costs if the library staff should have to stay past closing time.

**Accessibility Information**

* One Mobility Scooter & one manual wheelchair are available for use within the Library. These can be collected from the Welcome Desk. If you will require these facilities please notify us *well in advance* so that we may book the relevant equipment for you.
* All floors are accessible by lift.
* All meeting rooms are fitted with induction loops for hearing aid users.

**Parking Availability/Taxi details**

* On street visitor parking is available on Bedford Road next to the library.

Please note that Council parking charges apply.

* Library staff are not able to organise parking for external attendees. This must be arranged in advance by the room booker via their department.
* Designated blue-badge parking bays are available by the Special Collections Centre and can be accessed from Bedford Road – Please follow the road round the building to gain access to the spaces closest to the Academic Square. There are also spaces available to the left of the Library bus turning circle, there is no charge for parking in these bays. Please ensure your blue badge is visible.

<http://www.abdn.ac.uk/about/campus/maps/download.php>

* The car park to the south of the library on Bedford Road is available for use after 16:00 on weekdays and all weekend free of charge. During weekdays [10:00 – 16:00] it is for the use of authorised permit holders only. Unauthorised use during this time may result in a £60 fine.
* Dial ‘9’ to get an outside line if using a phone in our meeting rooms. 01224 878787 or 01224 353535 are two options of taxi firms in Aberdeen. Please ask the taxi to come to the Sir Duncan Rice Library turning circle, Bedford Road. This is the disabled parking/drop-off area to the SE of the building (behind the hedge).

**Power Supply and Flipcharts**

Please find a summary of the power supply in each of the Meeting Rooms below:-

* Meeting Room 1 – 1 individual wall mounted socket by the doorway, 4 blocked

 floor mounted sockets by the windows.

* Meeting Room 2 - 4 blocked floor mounted sockets by the computer console.
* Meeting Room 3 - 1 individual wall mounted socket by the doorway.
* Breakout Room- 1 individual wall mounted socket on each of the pillars

(2 in total).

* Seminar Room 224 - 1 individual wall mounted socket on the pillar.

*Should you require, we can also arrange for a limited number of flipcharts and extension cables to be made available during your meeting.* ***Requires advance booking.***

**Useful Contact Information**

If you have any issues when using these rooms please contact the Welcome desk on ext.4505 or you can contact adminroombookings@abdn.ac.uk.