

## University Library - Bookable Study Space Conditions of Use

By booking a study room in the library you agree to abide by the following terms and conditions:

1. The bookable rooms and spaces in the Library may be booked by University of Wolverhampton students only
2. Bookings can be made up to 1 week in advance
3. Do not book a space on anyone else's behalf or provide your login details to others to book a room
4. Only book rooms where your need matches the specified capacity levels e.g. do not book a group study space for individual study.
5. It is the responsibility of the booking owner to ensure that capacity doesn't exceed that which is specified on the booking system.
6. To optimise the use of the limited spaces, rooms require checking in/out. You must be physically in the space when checking in. If you do not check in to the space within the first 30 minutes of the booked time, the system will assume you no longer need the space and will be made available for others to book.
7. If a room is left unoccupied for more than 30 minutes, your booking may be cancelled, and any belongings left in the space will be taken into lost property.
8. Do not leave personal belongings unattended. Library staff and/or Campus security staff will routinely check these spaces and will remove any items left unattended
9. Chairs are provided to accommodate up to the maximum capacity - do not bring in extra seats, tables or other furniture from other rooms or parts of the Library
10. Every effort should be made to avoid excess noise. Soundtracks or music, for example, should not be heard outside the booked room. If noise carries outside of the room and causes disruption to other library users, Library staff and/or Campus Security will ask you to lower the volume and could ask that you leave
11. The library currently operates a no hot food policy which also applies within bookable spaces
12. Please leave the room clean, tidy and ensure all equipment has been reconnected
13. University staff, including Library and Campus Security, reserve the right to enter any study room at any time. Students must be prepared to show their ID card to any member of University Staff
14. The person making the booking is responsible for all losses and damages
15. Any misuse of the group room facilities may result in disciplinary action

For any queries relating to these terms and conditions, please contact a member of the team via [Library Assist](#)