

Library Group Study Spaces Guideline

1. Library Rooms and ITGSR **operate from 9.00am to 8.30 pm (Monday to Friday) and 9.00am to 4.30pm (Saturday)***
 - 1 hour prior to Library closing, no walk-in or after-hours usage is not allowed.
2. Student / staff can book the room up to **3 days in advance*** up to 3 hours per day / per user.
3. Current student or staff cards is required to be left and kept at the Information Services Helpdesk as an exchange for the room key.
4. Please collect and return the key at IS Helpdesk as the rooms must be always locked. **Penalty of RM 30** will be imposed against the person who lost the key.
5. AV accessories (remote control, mouse, and keyboard) are provided in the room. Penalty will be imposed against the person who misused / lost the equipment.
6. All bookings will be **cancelled and forfeit if you did not turn up within 15 minutes or leave the room unattended more than 15 minutes.**
7. Please book a room **based on the room capacity** stated in Resource Booker.
8. Please **keep noise to a reasonable level as the room is not soundproof.**
9. The library is not liable for any loss or damage to personal property.
10. AV equipment are **STRICTLY for ACADEMIC PURPOSES** and **VIDEO CONFERENCING/TRAINING SESSION.** Penalty will be imposed for any violations by the students / staff.
11. **NO FOOD and DRINKS** allowed in the room except **WATER BOTTLE.** Users do not comply with these policies will be asked to take food and drink outside the rooms.
12. Leave the room clean and tidy. Furniture may not be brought in or removed from Group Study Rooms (Library and ITGSR).
13. The Library personnel reserves the right to terminate any use of the rooms if it is used not for academic purposes.

**Subject to change*

How to book Library Group Study Spaces

1. Go to the [Student Portal](#) and Choose **Book Study Spaces**
2. On Resource Booker login page, please enter your HWU UserID and password
3. Select Library Group Study Rooms and choose your preferred room either in Library or ITGSR based on the room capacity
4. Fill up required details > click **Book**

You will receive an email confirmation about your booking.

Rooms can be booked online up to **3 days in advance** and are available for **3 hours per day / per user**.

- Weekdays: 09:00 – 20:30
- Weekends: 09:00 – 16:30 **Not applicable for Sunday except during Revision and Examination weeks*

For Library Rooms, keys will be issued at the IS Helpdesk on the 2nd floor of the Library. Student ID cards will be required for swapping with Room Key and for identification purposes upon key issuance.

All keys and IT items (if any) must be returned promptly by the **end of the booking time**.

You can cancel your booking anytime via the confirmation email.

Policy on Library Group Study Spaces Use at Heriot-Watt University Malaysia

Eligible users

Library Rooms:

- The rooms must be used by:
 - **Miller Room / Fleming Room** : 5 or more people at one time (MAX. 10 people)
 - **Bell Room / Maclaurin Room** : 2 or more people at one time (MAX. 5 people)
- The room can be booked by Heriot-Watt University Malaysia students and staff.

IT and Group Study Room (ITGSR):

- The rooms must be used by:
 - **Group Study Room 1 - 3** : 5 or more people at one time (MAX. 8 people)
 - **Group Study Room 4 – 9** : 2 or more people at one time (MAX. 4 people)
- The room can be booked by Heriot-Watt University Malaysia students and staff.

Booking Policies

- Library Rooms and ITGSR **operate from 9am to 8.30pm (Monday to Friday) and 9.30am to 4.30pm (Saturday)***
 - *1 hour prior to Library closing, new walk-in booking or after-hours usage is not allowed.*
- Student / staff can book the room up to **3 days in advance*** for 3 hours per day / per user.
- For Library Rooms, student / staff card is needed for key issuance.
- Any users attempting to stay over the 3 hours limit may have their reservations cancelled and their booking / library privileges may be suspended or revoked.
- The Library personnel reserves the right to terminate any use of the rooms if it is used not for academic purposes.

Using a Booked Room

- The booking is invalid if the room leave unattended more than 15 minutes.
- Students / staff cannot be reserved the room by placing personal belongings. Unattended items will be removed and held at Information Services Helpdesk.
- Furniture, such as chairs and tables, should neither be added nor removed from the room. Students / staff should report missing or extra furniture to the Library.

Conduct

- All users are required to comply with the Library's Guidelines.
- The rooms are intended for collaborative work and informal discussions. Inappropriate behaviour or misuse the room may result asking to vacate the room immediately.
- Minimum noise is allowed to avoid disturb other users. Rooms are not soundproof and loud conversations can be heard in the open areas.

Violation of Room Use Policies

Students / staff found to be violating above policies may be asked to vacate the room. Repeated and severe violations may result in being temporarily (max. 3 months) or permanently blocked from using library facilities including access to 365 Room and Wheesht.

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