STUDENT USER GUIDE

Booking Library Group Study Rooms

Information Services : 26 January 2024

Support: Dubailibhelp@hw.ac.uk

Direct Phone No: +971 4 571 7185

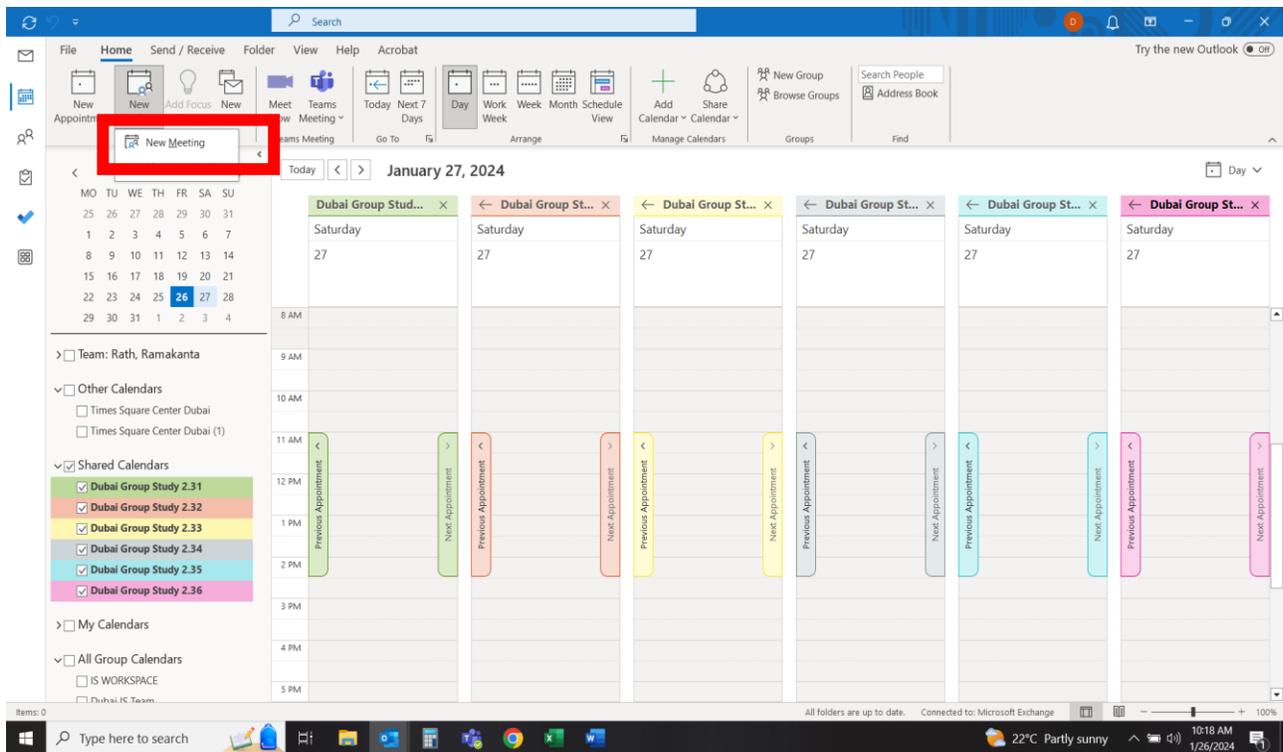**Trunk Line: +971 4 571 7000 (Ext. 5)**

Booking a Group Study Room inside the Dubai Campus library

(Rooms 2.31 – 2.36)

Terms & Conditions

1. Booking can be made 48 hours prior to the desired date.
2. Library Group Study Rooms are for project workgroup and discussion (not for attending lectures), students should use the library quite room or other spaces for attending online lectures.
3. One (1) slot per student per day (one booking request is allowed per student per day).
4. Library Group Study Rooms are **dedicated for group usage only. Single occupancy is not allowed**, so individuals are advised to use other spaces within the library.
5. A booking slot is for a maximum of 1 hour.
6. Maximum of six (6) students are allowed to use the Group Study Room
7. Student must come on time. The booking will be canceled if there is a no-show for 15 minutes.
8. Ensure proper usage of the AV devices.
9. Ensure proper and meaningful booking title is mentioned in your request.
10. Eating is STRICTLY PROHIBITED.
11. The library team will monitor the utilization of the rooms to ensure proper usage.
12. Always maintain proper decorum by being courteous and respectful. Any misbehavior and misuse of this facility shall invoke disciplinary action.
13. Do not leave your belongings and the room unattended. This may result in the removal of your belongings by the Security team.
14. All booking requests will be handled and moderated by the Library Helpdesk.
15. Students are advised to check the room availability before submitting any booking request, this can be done by scanning the QR code of the room and checking the calendar for a free time slot.
16. Declined requests are due to one of the following reasons:

- A booking conflict (the room is already booked).
- You have exceeded the permitted maximum booking time of 1 hour per day.
- Multiple booking requests under the same user per day.
- The user requesting the booking is blacklisted.

Dubai Group Study Room Booking Procedures

1. Use your student MS Outlook to book a room.

2. Click calendar icon and click New Meeting.

3. Fill up the required details.

4. Select your intended time and date.

5. In the location section, type 2.31 to 2.36 to check availability.

6. Click "Send"

7. Wait for the email confirmation/approval.

Email Booking Confirmation (Status: Pending for Approval)

This email will be received by the students notifying them that the system has **RECEIVED** the booking and is pending for approval.
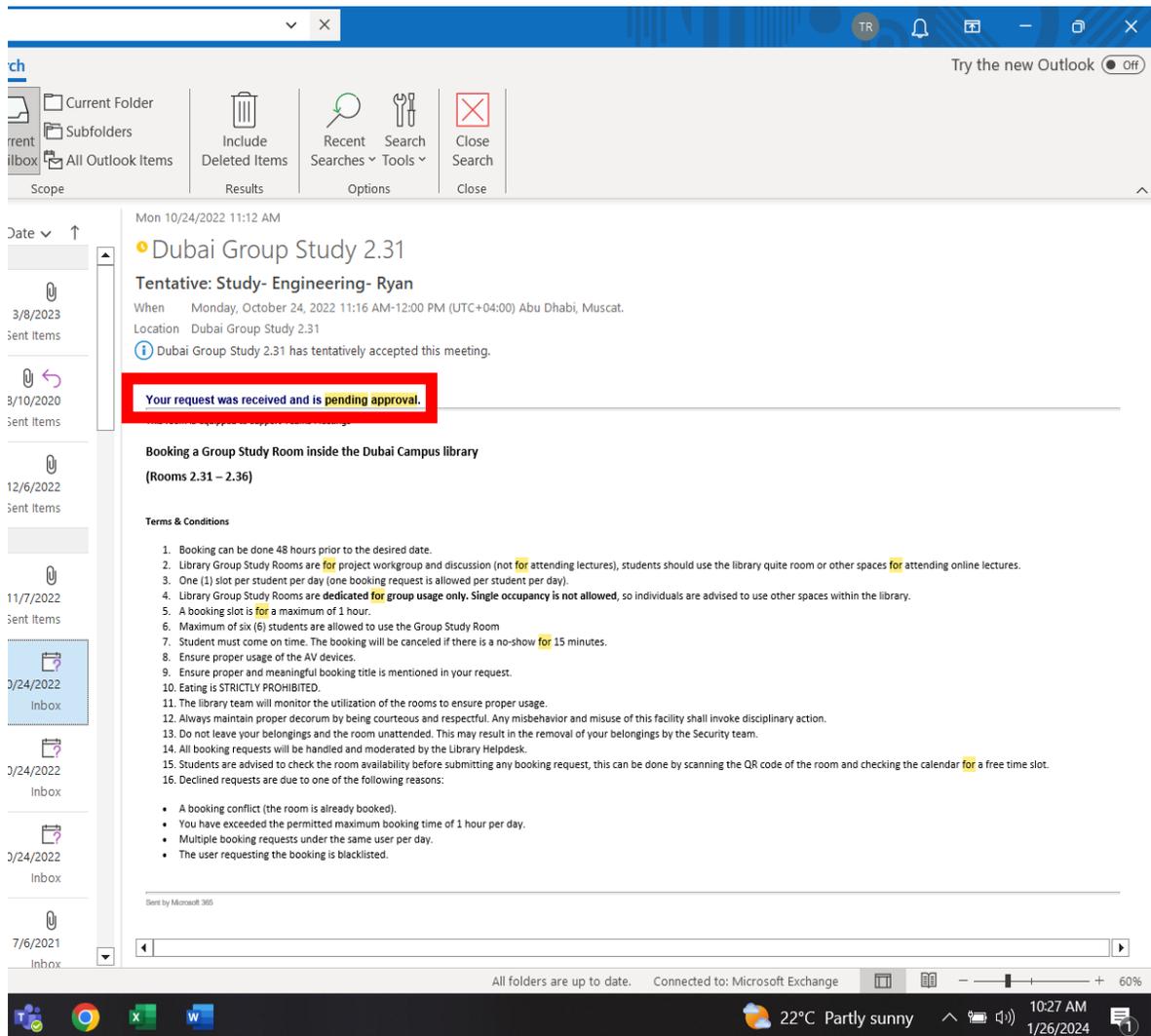
Email Booking Confirmation (Status: Approved)

This email will be received by the students notifying them that the system has **ACCEPTED** the booking.
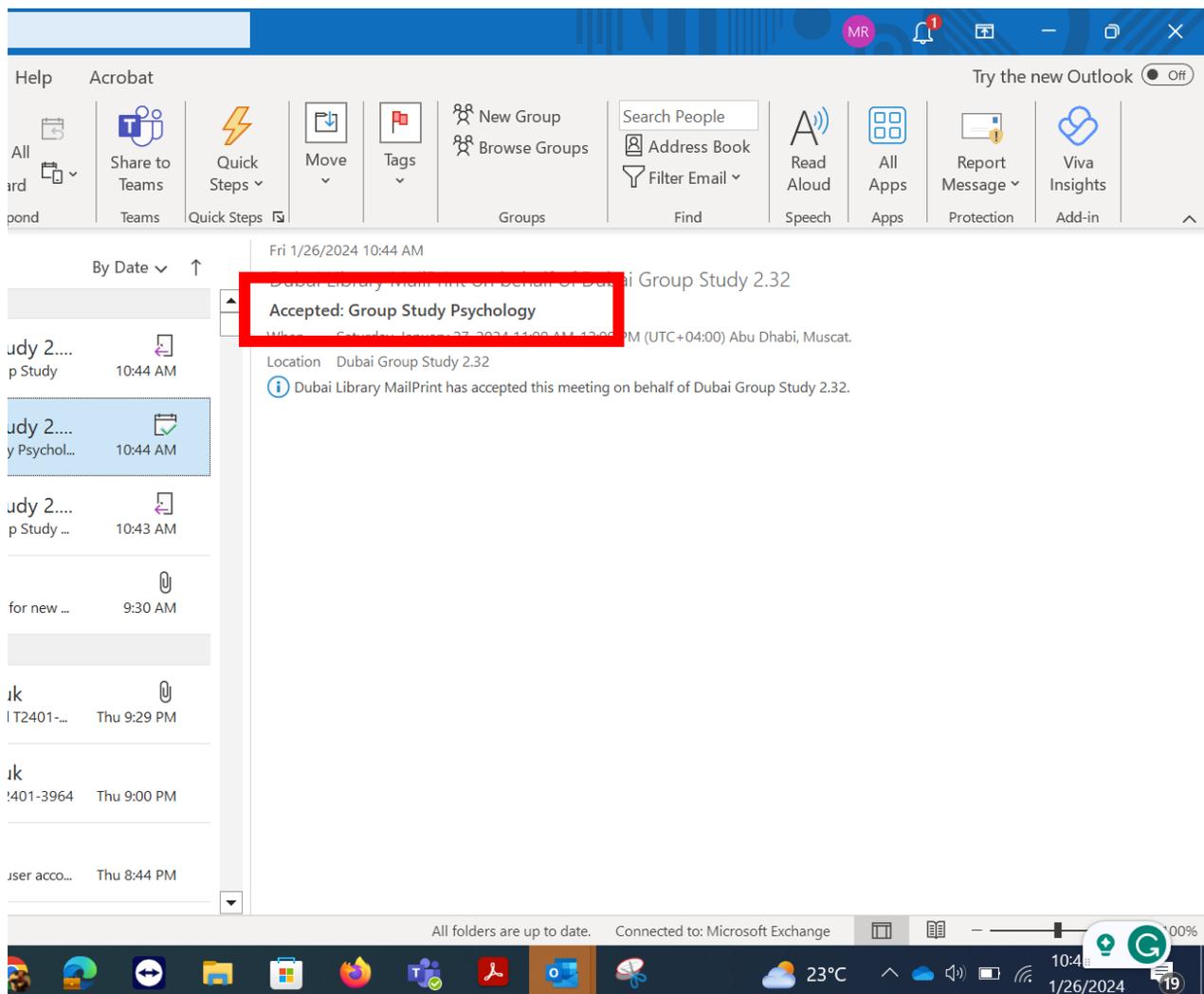
Email Booking Confirmation (Status: DECLINED)

This email will be received by the students notifying them that the system has **DECLINED** the booking. Kindly check T&Cs for possible violations and/or conflict of schedules.
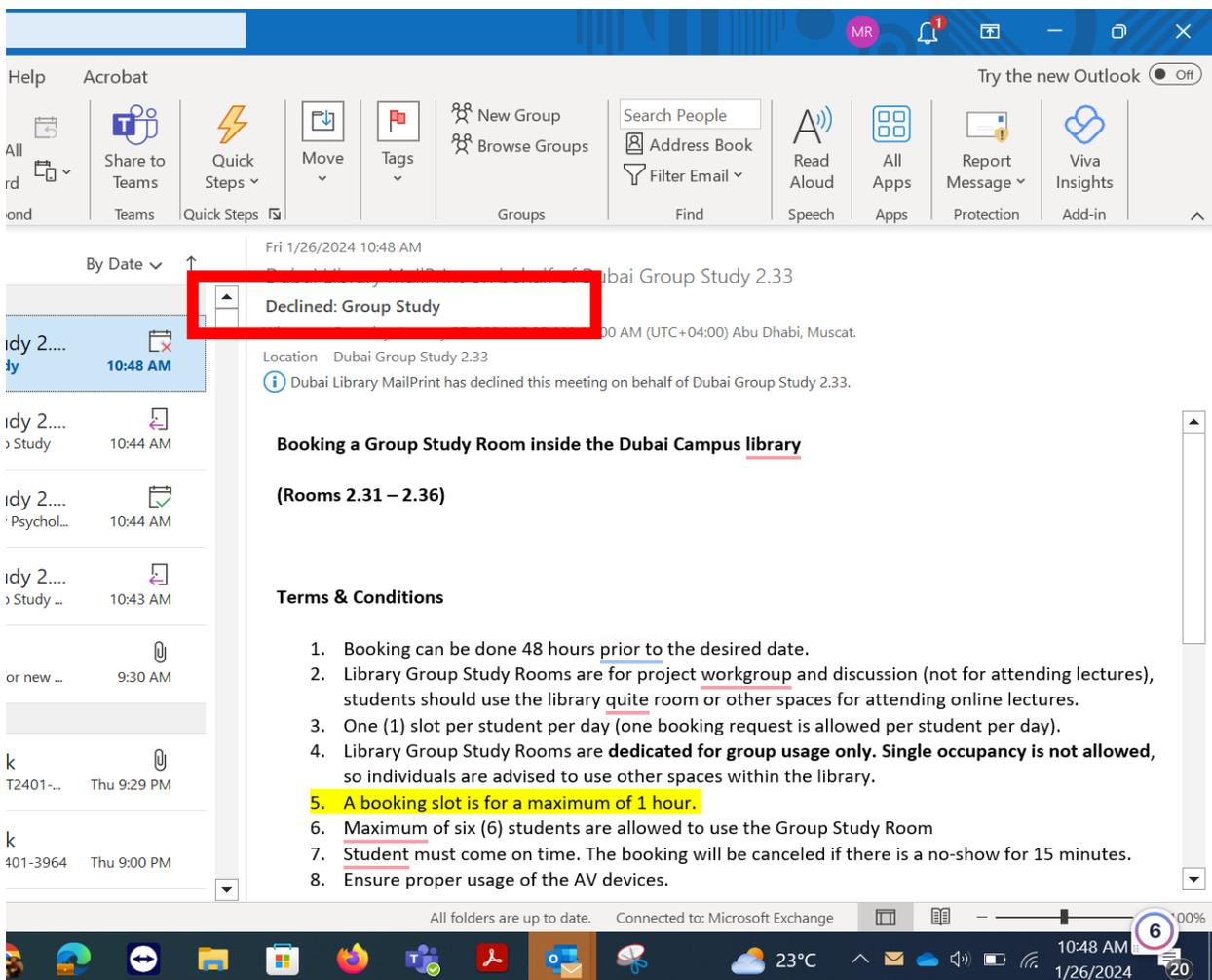
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