

# UTS Student Spaces Booking and Use Guidelines

Issued by: UTS Library

Dated: 11 April 2019

Last amended: 26/05/2020

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## 1. Student Spaces

1.1. The following student spaces are managed (including bookings for events in these spaces) by the UTS Library on behalf of the DVC Education and Students:

- a) Informal learning spaces in Building 2, Levels 4-7 including the Learning Commons and Group Study Rooms
- b) UTS Reading Room (CB02.05 and CB02.06)
- c) UTS Blake Library (CB02.07 – CB02.09) including the Alumni Green (North) and Broadway (South) Terraces
- d) UTS Blake Library Training Rooms (CB02.06)
- e) Scholars Centre (CB02.10)
- f) Student Learning Hub (CB02.04), including the desks, consult rooms, utility room, and Learning Commons
- g) Green Space (CB05A.01).

## 2. Booking management

- 2.1. The Library's primary responsibility is to ensure a quality study and research environment is maintained in the student spaces listed in section 1.1.
- 2.2. The spaces listed in 1.1 are not available for hire to external parties.
- 2.3. Bookings (including for photography and/or filming projects) of spaces listed in 1.1 require prior written approval by the University Librarian or delegate (see Schedule 1).
- 2.4. The University Senior Executive may make direct requests to the DVCE&S to override these guidelines for special event bookings.

## 3. Prioritisation for use of informal learning spaces

- 3.1. Individual and group learning activities by UTS student are prioritised activities for the informal learning spaces including:
  - a) Learning Commons (CB02.04 – CB02.07)
  - b) Group Study Rooms (CB02.04 – CB02.06)
  - c) Green Space (CB05A.01)
- 3.2. UTS students and staff will have access to the areas listed in 3.1 out of hours via their UTS identity card
- 3.3. UTS students will be able to book individual and group learning facilities in these areas for a period of up to 3 hours and may use these facilities on an ad hoc basis when they are not booked by others
- 3.4. The spaces listed in 3.1 may be available for events coordinated by UTS units (on request) outside of session, StuVac, and assessment periods (see Schedule 1).
- 3.5. The Collaborative Classrooms (CB02.04 – CB02.07) and UTS Blake Library Training Rooms (CB02.06) will be available to UTS students as informal learning spaces when there are no timetabled or booked activities.

## 4. Prioritisation for use of Library spaces

- 4.1. Individual and group research and learning activities are the prioritised activities in the:
  - a) UTS Library (CB02.07-CB02.09)
  - b) UTS Reading Room (CB02.05 & CB02.06)
- 4.2. The UTS Blake Library will be available to Library members and visitors during published Library hours only and is not available for event bookings.
- 4.3. The North and South terraces (CB02.08) will be available as part of the Library. They may be closed in addition to published Library hours in line with appropriate security measures.
- 4.4. Individual and group learning activities by UTS students are the prioritised activities for the:
  - a) Group Study rooms in the Library (CB02.08)
  - b) Assistive Technologies rooms in the Library (CB02.08)
- 4.5. Group Study rooms will be available for UTS students to book for individual or group learning activities. Group Study rooms may also be used by UTS students on an ad hoc basis when they are not booked by others.
- 4.6. Assistive Technologies rooms are accessible via registration with the UTS Accessibility Service.
- 4.7. Individual research and learning activities are the prioritised activities in UTS Reading Room.
  - a) The UTS Reading Room is open to the public during published Library hours only.
  - b) The UTS Reading Room is not available for event bookings.
  - c) The UTS Reading Room terrace (CB02.05) will be available as part of the Reading Room. It may be closed in addition to published Reading Room hours in line with appropriate security measures.
5. Prioritisation for use of Student Learning Hub spaces
  - 5.1. Student support service and engagement activities are the prioritised activities in the Student Learning Hub (CB02.04).
  - 5.2. The Student Learning Hub will be available to UTS students as informal learning space when there are no booked activities.
6. Prioritisation for use of training and research spaces
  - 6.1. Research and study skills development are the prioritised activities in the Library Training Rooms (CB02.06).
  - 6.2. Focused research by visiting scholars and invited UTS postgraduate research students are the prioritised activities in the Scholars Centre (CB02.10).
    - a) The Visiting Scholars offices are available for visiting scholars as approved by the Office of the Vice Chancellor (see Schedule 1).
    - b) The meeting rooms, quiet rooms and hot desks (see Schedule 1) will be available for bookings by UTS Postgraduate Research Students in the second and third stage of their candidature.
7. Food and drink in Student Spaces
  - 7.1. Cold and room temperature food and drinks may be eaten in Student Spaces listed in 1.1 as long as they do not impact on other client's use of these spaces for prioritised activities.
  - 7.2. Hot food and large meals are not permitted in the Student Spaces listed in 1.1 except for booked events.
    - a) Hot drinks are permitted as long as they are within an enclosed container.
  - 7.3. Alcohol is not permitted in student spaces, except for booked events where UTS Security have approved responsible service of alcohol.
8. Photography and filming in Student Spaces
  - 8.1. Rights to use the spaces listed in 1.1:
    - a) Must not impede the prioritised use of the spaces.

- b) Commercial photography and/or filming requires a commercial agreement between UTS and the third parties involved and approval from the University Librarian or delegate (see Schedule 1).
  - c) Photography and/or filming by UTS staff and/or students requires approval based on details of the purpose, content and logistics (see Schedule 1).
  - d) Personal (non-commercial, non-business (UTS), non-project (student)) photography and/or filming in the spaces listed in 1.1 is permitted.
- 8.2. Exclusive right to access spaces listed in 1.1 will be allowed only after hours with an approved booking from the University Librarian or delegate (see Schedule 1).
- 8.3. Photography and/or filming in the spaces listed in 1.1:
- a) Must cease when directed to do so by a Library staff member.
  - b) Should keep noise and distraction to an absolute minimum.
  - c) Must comply with the relevant laws, regulation, policy, and guidelines relating to privacy, permission, and use of images/footage.
- 8.4. The use of photographic or cinematic equipment in the spaces listed in 1.1:
- a) Must not disturb, inhibit the movement of, or pose risks to any staff or clients.
  - b) If likely to disrupt may only take place out of hours with exclusive access rights.
- 8.5. Photography or filming of exhibitions and/or collections is permitted when incidental.
- a) Systematic recording of a whole or substantial part of an exhibition and/or collection requires prior written permission from the University Library or delegate (see Schedule 1). This may be withheld for copyright or preservation reasons, or because of the disturbance it may cause to others.

## Notes

Date adopted: 11/04/2017

Date commenced: 19 August 2019

Administrator: UTS Library

Review date: June 2020

Related documents:

- UTS Student Rules

## Amendment History

Section/clause	Changes	Date approved
1	Inclusion of UTS Blake Library and UTS Reading Room following their opening in CB02 in November 2019. Inclusion of Green space (CB05A.01).	24/1/2020
7, 8	Inclusion of Library filming and food and drink guidelines. These guidelines replace the following Library guidelines: <ul style="list-style-type: none"> <li>• <a href="#">Facilities Use Codes</a></li> <li>• <a href="#">Food and Drink in the Library</a></li> <li>• <a href="#">Library External Space - Conditions of Use</a></li> </ul> <a href="#">Photography and Filming at UTS Library - Conditions of Use</a>	24/1/2020
3.3	Correction to period individual and group learning facilities can be booked and Library consultation room numbers Addition of UTS Campus Policy under related documents	10/3/2020

# UTS Student Spaces Booking and Use Guidelines: Schedule 1

Issued by: UTS Library

Dated: 20/01/2019

Last amended: 26/05/2020

This is Schedule 1 and should be read in conjunction with the UTS Student Spaces Booking and Use Guidelines

Space	Bookable by			Booking Process	
	Students	Staff	Externals	Space	Photography/filming
UTS Central Learning Commons (CB02.04-CB02.07)	Yes	Yes	No	<p>Submitted via the UTS Central Student Space Booking Request form.  <a href="https://www.lib.uts.edu.au/form/963907/student-spaces-booking-request-events">https://www.lib.uts.edu.au/form/963907/student-spaces-booking-request-events</a></p> <p>Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• Student Learning Hub Manager</li> </ul>	<p>Commercial:            Contact UTS Facilities Hire  <a href="https://www.uts.edu.au/partners-and-community/venues-and-facilities">https://www.uts.edu.au/partners-and-community/venues-and-facilities</a></p> <p>Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p> <p>Non-commercial, non-personal:            Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p>

<p>UTS Central Group Study Rooms</p> <ul style="list-style-type: none"> <li>• CB02.04.163</li> <li>• CB02.04.165</li> <li>• CB02.04.211</li> <li>• CB02.05.165</li> <li>• CB02.05.167</li> <li>• CB02.05.169</li> <li>• CB02.05.171</li> <li>• CB02.05.173</li> <li>• CB02.05.281</li> <li>• CB02.05.283</li> <li>• CB02.05.285</li> <li>• CB02.05.287</li> <li>• CB02.06.165</li> <li>• CB02.06.167</li> <li>• CB02.06.169</li> <li>• CB02.06.171</li> <li>• CB02.06.175</li> <li>• CB02.06.281</li> <li>• CB02.06.283</li> <li>• CB02.06.285</li> <li>• CB02.06.287</li> </ul>	Yes	No	No	<a href="https://www.lib.uts.edu.au/roombooking/">https://www.lib.uts.edu.au/roombooking/</a>	<p>Considered part of UTS Central Learning Commons</p>
<p>Greenspace (CB05A.01)</p>	No	No	No	<p>Not available for bookings</p>	<p>Commercial:  Contact UTS Facilities Hire  <a href="https://www.uts.edu.au/partners-and-community/venues-and-facilities">https://www.uts.edu.au/partners-and-community/venues-and-facilities</a></p> <p>Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul>

					<p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p> <p>Non-commercial, non-personal: Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p>
Greenspace Group Study Rooms & Sandpit (CB05A.01)	Yes	No	No	<a href="https://www.lib.uts.edu.au/roombooking/">https://www.lib.uts.edu.au/roombooking/</a>	Considered part of Greenspace
UTS Blake Library	No	No	No	Not available for bookings	<p>Commercial: Contact UTS Facilities Hire <a href="https://www.uts.edu.au/partners-and-community/venues-and-facilities">https://www.uts.edu.au/partners-and-community/venues-and-facilities</a></p> <p>Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p> <p>Non-commercial, non-personal: Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p>

UTS Blake Library Group Study Rooms & Group Study Pods <ul style="list-style-type: none"> <li>• CB02.07.230A</li> <li>• CB02.07.230B</li> <li>• CB02.07.230C</li> <li>• CB02.07.230D</li> <li>• CB02.08.111</li> <li>• CB02.08.113</li> <li>• CB02.08.115</li> <li>• CB02.08.121</li> <li>• CB02.08.125</li> </ul>	Yes	No	No	<a href="https://www.lib.uts.edu.au/roombooking/">https://www.lib.uts.edu.au/roombooking/</a> (Library opening hours)	Considered part of UTS Blake Library
UTS Blake Library terraces <ul style="list-style-type: none"> <li>• Alumni Green (North)</li> <li>• Broadway (South)</li> </ul>	No	No	No	Not available for bookings	Considered part of UTS Blake Library
UTS Blake Library Exhibition spaces	No	No	No	Not available for bookings	Considered part of UTS Blake Library
UTS Blake Library Training Rooms <ul style="list-style-type: none"> <li>• CB02.06.270</li> <li>• CB02.06.280</li> </ul>	No	Yes	No	Submit booking via corresponding Outlook calendar. Approval required by Student Learning Hub Manager	Considered part of UTS Blake Library
UTS Blake Library Consultation Rooms <ul style="list-style-type: none"> <li>• CB02.07.250</li> <li>• CB02.07.251</li> </ul>	No	Yes	No	Submit booking via corresponding Outlook calendar. Approval required by Student Learning Hub Manager	Considered part of UTS Blake Library
UTS Reading Room	No	No	No	Not available for bookings	Commercial: Contact UTS Facilities Hire <a href="https://www.uts.edu.au/partners-and-community/venues-and-facilities">https://www.uts.edu.au/partners-and-community/venues-and-facilities</a>  Approval required by University Librarian or delegate:



					<ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p> <p>Non-commercial, non-personal: Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p>
Student Learning Hub (CB02.04.210)	Yes	Yes	No	Approval required, contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a>	<p>Commercial: Contact UTS Facilities Hire <a href="https://www.uts.edu.au/partners-and-community/venues-and-facilities">https://www.uts.edu.au/partners-and-community/venues-and-facilities</a></p> <p>Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul> <p>Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a></p> <p>Non-commercial, non-personal: Approval required by University Librarian or delegate:</p> <ul style="list-style-type: none"> <li>• UTS Library Director, User Experience and Planning</li> <li>• UTS Library Communications Manager</li> </ul>

					Contact via <a href="mailto:library.bookings@uts.edu.au">library.bookings@uts.edu.au</a>
Student Learning Hub Consultation rooms <ul style="list-style-type: none"> <li>• CB02.04.270</li> <li>• CB02.04.271</li> </ul>	No	Yes	No	Submit booking via corresponding Outlook calendar. Approval required by Student Learning Hub Manager	Considered part of Student Learning Hub
Scholars Centre (CB02.10) <ul style="list-style-type: none"> <li>• CB02.10.105</li> <li>• CB02.10.107</li> <li>• CB02.10.221</li> <li>• CB02.10.223</li> <li>• CB02.WS10.20001</li> <li>• CB02.WS10.20002</li> <li>• CB02.WS10.20003</li> <li>• CB02.WS10.20004</li> <li>• CB02.WS10.20005</li> <li>• CB02.WS10.20006</li> <li>• CB02.WS10.20007</li> <li>• CB02.WS10.20008</li> <li>• CB02.WS10.20009</li> <li>• CB02.WS10.20010</li> <li>• CB02.WS10.20011</li> <li>• CB02.WS10.20012</li> </ul>	Yes	No	No	<a href="https://www.lib.uts.edu.au/roombooking/">https://www.lib.uts.edu.au/roombooking/</a> (Library opening hours)	Not available for photography/filming bookings
Scholars Centre Visiting Scholars Offices <ul style="list-style-type: none"> <li>• CB02.10.211</li> <li>• CB02.10.213</li> <li>• CB02.10.215</li> </ul>	No	Yes	No	Submit booking via corresponding Outlook calendar. Approval required by the Office of the Vice Chancellor	Not available for photography/filming bookings