Communication Library and General Newspaper Archives. Rules for using booths and work rooms

Opening hours

From 8.30 am to 9 pm

Booths

The library has 20 closed booths (5 on the second floor, 9 on the third floor and 6 on the fourth floor).

Booths access
There are two types of booths:

- 3 individual booths on the third floor are for users who are working on research projects and need to use the library intensively. Users: professors, research grant holders and UAB postgraduate students, visiting professors and others.
- 6 individual booths on the third floor, 6 individual booths on the fourth floor and 5 (for two people) booths on the second floor are available to all types of UAB users. Users: groups from any learning cycle, professors and researchers.

Booths for users with disabilities and/or special educational needs

One of the booths on the 4th floor is for priority use for users with disabilities and/or special educational needs.

Group work rooms

The library has 12 group work rooms located on underground floor -1. All of them are equipped with a whiteboard. Users may have access to the rooms in the following order of preference:

- Professor with students meeting for teaching purposes
- Students carrying out teaching practices or group work
- Authorized groups

There are two types of rooms:

- 4 rooms for groups of 3 or 4 people
- 8 rooms for groups of 5 or 6 people

Group work rooms for 5 to 6 people may be used by groups of less than 5 people when the group work rooms for 3 to 4 people are all occupied.
Users: All types of students, professors and authorized personnel

Study room and work room

Access to those 2 rooms at floor -1 is free.

Conditions of use

1. To use the booths and the group work rooms, request the key at the information desk on the ground floor, on presentation of the library card. If the card is blocked or fined you'll not be entitled to loan spaces until the expiration of the penalty. Visiting professors must attach the letter of the department.

2. The normal loan time for the booths and work rooms is, at most, of 4 hours. The duration of the loan is 1 day for the 3 researcher booths on 3rd floor. The keys to the booths and work rooms must be returned when finished.

3. Use of the rooms may be for longer periods, as long as a reasonable request is presented based on the research or teaching that will be carried out.

4. Some of these booths and rooms can be booked in advance through the UAB Libraries website.

5. When the loan of the booth or work room is for longer than one day, bibliographic material from the library may not be left in the room if it is not on loan. In addition, the key must be returned every day. Failure of this condition will end with the user's card blocked.

6. Users are responsible for the booth and work room while it is on loan to them. This even includes short periods of absence during which the user should leave the room locked. The user may not be absent from the booth or work room during the loan period.

7. The work rooms must be occupied by at least 3 users. If this condition is not met the work room must be vacated.

8. The user is responsible for maintaining the booths and work rooms in good conditions; no furniture should be changed or brought in. To not bother other users, please try to speak in a low voice and make as little noise as possible in the group work rooms. Smoking, eating or drinking are not allowed. Mobiles must be turned off. In case of non-compliance with these regulations the user may lose the right of use these areas. The user must pay the cost of making a copy of the key if it is lost.

9. The library is not responsible for the loss of bibliographic documents or other objects left in the booths or work rooms while they are being used.
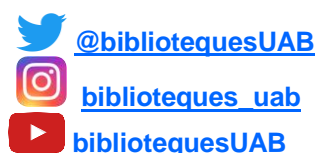
Lack of compliance with these rules

Lack of compliance with these rules may mean the right to use the booths and work rooms will be taken away. Any conflicts that may occur will be resolved in the following manner:

- Normally: The Head Librarian or, if absent, the Head of User Support
- In special cases: The Library Services Director, the Dean and the Centre Administrator

Adopted by the Committee on Library users on September 2013