

# COMMUNICATION LIBRARY AND GENERAL NEWSPAPER ARCHIVES, RULES FOR USING THE BOOTHS AND WORK ROOMS

## Schedule

The schedule is from 8:30 am to 9 pm.

## Booths

The library has 13 closed booths (4 on the second floor and 9 on the third floor)

In addition, there are 4 booths on the fourth floor, 2 for users with reduced mobility and 2 for visually impaired users. The UAB Solidarity Foundation is in charge of this booths through the Programme for Students with Special Needs (PIUNE).

Consult the [Protocol for using booths for disabled persons](#).

## Booths access

There are two types of booths:

- The 9 booths on the third floor are for **individuals** and 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.
- The 4 booths on the second floor are **for groups** of 2-3 people. The main purpose of these booths is for studying, mainly for audiovisuals learning as well as for research purposes. Users: groups from any learning cycle, professors and investigators.

## Group work rooms

The library has 12 group work rooms located on underground floor -1. 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
- Authorised 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

Users: pre- or postgraduate students, professors and authorised personnel

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.

## Conditions of use

1. To use the rooms, request the key at the information desk on the ground floor, on presentation of library card. You must present your 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 and photocopy of identity card or passport.
2. The normal loan time for the booths and work rooms is, at most, a day. The keys to the booths and work rooms must be returned when finished. Failure of this condition will end with the user's card blocked.
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.  
In the case of the group work rooms, reservations may be made by the methods stipulated by the library at least 24 hours in advance.  
In the case of the booths, the request must be addressed to the Head Librarian; the duration of the research must be stated and, in the case of visiting professors and research grant holders, approval must be granted by the Head of the Department.
4. When the reservation for 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 everyday. Failure of this condition will end with the user's card blocked.
5. 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 for more than an hour; if this condition is not complied with, the user may lose the right of use.
6. 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. If this rule is not complied with 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.
7. 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.

## Information on computers

All booths come with computers that are connected to the UAB computer network and have the typical computer programs and internet connections installed.

Anyone who uses the computers in the booths must know how to use the programs installed on the computers. The library will not give help on how to work the programs.

Go to the information desk on the second floor (Mediateca) if you have a problem using the computer.

## 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 14 September 2010

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