



## GUIDELINES FOR STUDENT HUBS & PODS

### BISHOPSTOWN CAMPUS LIBRARY – STUDY HUBS

- Study Hubs in the Bishopstown campus library are available to all students **currently registered** in MTU
- Study Hubs are for the purpose of **QUIET group study** during library opening hours.
- A group consists of 3 or more students up to a maximum of 8 students (depending on seating available).
- Students are **limited to one booking per day**, for a minimum of one hour up to a **maximum of two hours per group, per day**.
- 1 study session per group, per day. Recurrent bookings, multiple or consecutive Hub bookings are not permitted and will be deleted by staff.
- Study Hubs reservations start on the hour.
- Only the student who makes the Study Hub reservation can cancel it. You may not book the Hub for any other user.
- Reservations can be cancelled up until the time the reservation starts
- If a Hub booking is not claimed within 15 minutes of its start time, the Hub may be reassigned. Please scan QR-Code on door of Study Hub on arrival to confirm booking.
- Hubs cannot be "reserved" by leaving personal belongings in them. Unoccupied Hubs may be given over to another group.
- The student who reserves the Hub is ultimately responsible for the booking.
- Study Hubs must be given back in the same condition that they were received. Students who damage or deface library property will be held accountable.
- All waste material must be removed from the Hubs on departure. If there is litter in the Hubs on entry, please report this to the Library Issue Desk immediately and we will endeavour to take action against the offenders.
- Normal library regulations apply; please keep noise to a minimum and **never** consume hot food or drinks. Graffiti will not be tolerated and will result in a Fine.
- Library staff reserve the right to withdraw group study Hubs privileges if any of these regulations are not observed or if booking guidelines are abused.

## CSM FLEISCHMANN & NMCI HOLLAND CAMPUS LIBRARIES – STUDY PODS

- Study Pods in the CSM Fleischmann Library & NMCI Holland Library are available to all students **currently registered** in MTU
- Study Pods are for the purpose of **QUIET group study** during Library Opening Hours.
- A group consists of 2 or more students up to a maximum of 4 students.
- Students are **limited to one booking per day**, for a minimum of one hour up to a **maximum of two hours per group, per day**.
- One study session per group, per day. Recurrent bookings, multiple or consecutive Pod bookings are not permitted and will be deleted by staff.
- Study Pod reservations start on the hour.
- Only the student who makes the Study Pod reservation can cancel it. You may not book the Pod for any other user.
- Reservations can be cancelled up until the time the reservation starts
- If a Pod booking is not claimed within 15 minutes of its start time, the Pod may be reassigned. Please scan QR-Code on arrival to confirm booking.
- Pods cannot be "reserved" by leaving personal belongings in them. Unoccupied Pods may be given over to another group.
- The student who reserves the Pod is ultimately responsible for the booking.
- Study Pods must be given back in the same condition that they were received. Students who damage or deface library property will be held accountable.
- All waste material must be removed from the Pods on departure. If there is litter in the Pods on entry, please report this to the Library Issue Desk immediately and we will endeavour to take action against the offenders.
- Normal library regulations apply; please keep noise to a minimum and **never** consume hot food or drinks. Graffiti will not be tolerated and will result in a Fine.
- Library staff reserve the right to withdraw group Study Pod privileges if any of these regulations are not observed or if booking guidelines are abused.