



## 1. Purpose

MTU Library's PC & Room booking policy describes how PC's and study rooms can be booked online via the MTU Library website. Library staff recognize how important access to PC's and study rooms are for our patrons and our booking policy aims to make this process as simple and effective as possible.

### MTU PC & Room Booking Policy Objectives

- a. Our campus Libraries are committed to providing high quality PC and room booking arrangements, which will enhance library services and experiences for the MTU community.
- b. MTU Library's PC & Room Booking policy aims to promote the optimum utilisation of bookable PC's & rooms within our various campus libraries during opening times.
- c. The use of Library rooms and PC's within MTU libraries is regulated by this policy.
- d. This policy provides mechanisms via our automated bookings system to reinforce the certainty of bookings (i.e. avoidance of double-bookings etc.)
- e. The policy also informs MTU library users of their own obligations in respect of booking PC's and rooms and using these facilities.

## 2. Scope

This document refers to all matters relating to PC & room bookings in those MTU campus libraries where such facilities are available.

## 3. Definitions

N/A

## 4. Roles and Responsibilities

MTU Library Staff have responsibility for the daily management of MTU Library's PC & Room booking policy and will monitor and review all aspects of the policy as necessary.

## 5. Policy

### PC Booking Policy:

- Only registered MTU students can reserve a computer. (\*MTU staff can also reserve a PC in MTU Kerry campus libraries).
- In those MTU Libraries offering PC booking, a PC can be booked for a pre-determined amount of time. This will be clearly indicated at the initial booking stage.
- When you arrive at the library entrance, you must show your booking confirmation to library staff at the issue desk if requested to do so.



- After arriving at your pre-booked PC, you must check-in by scanning the QR code on the PC desk or using the URL link & code received in your booking confirmation e-mail.
- If you do not check-in within 15 minutes of the booking start time, your PC booking will be automatically cancelled and the computer be made available to another patron.
- Patrons should cancel a booking online if they no longer wish to avail of a PC. The cancellation link is also available in the booking confirmation e-mail.
- MTU Libraries reserve the right to automatically cancel bookings if booking infringements are detected.
- All patrons using library computers are expected to abide by regulations for use of student computers as described in the University's [Internet & E-mail Acceptable Usage policy](#)

### Room Booking Policy

- Only registered MTU students & staff can reserve a meeting room in one of our campus libraries where available.
- While the majority of our bookable rooms are intended for student use, on some of our campuses there are rooms available primarily for use by academic staff.
- Patrons must clearly state their name and provide the necessary details when submitting an electronic room booking. Bookings without the necessary details will not be accepted.
- At the initial online booking stage, the system will highlight the minimum and maximum number of students that can use a room at any one time as well as the time permitted for that booking.
- Bookable Library rooms should only be used for bona fide academic purposes, group study sessions, meetings etc. Where rooms are available for staff use, these should be used for meeting purposes etc. and should not be used to conduct classes.
- Block booking of MTU Library rooms is not permitted and will be automatically cancelled by the system administrator.
- All furniture in MTU Library study rooms should be returned to their original layout before vacating the room. Rooms and associated equipment should be left in good, clean order at the end of your booking.
- All room bookings are at the discretion of the Library and are monitored by an Administrator on a regular basis.

## Document Control

### A. Document Details

<b>Title:</b>	MTU Libraries PC & Room Booking Policy
<b>Owner(s):</b>	MTU Libraries
<b>Author(s):</b>	MTU Cork & Kerry Campus Library Staff



<b>This Version Number:</b>	Version number 1
<b>Status:</b>	Active
<b>Effective Date:</b>	8 March 2021
<b>Review Date:</b>	8 March 2024

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

### B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
N/A	N/A	N/A	N/A	1 March 2024

### C. Relevant/Related Existing Internal/External Documents

<p>Please refer to the MTU Cork &amp; MTU Kerry campus library websites for specific details in relation to local pc and room booking arrangements in each library.</p> <p><a href="https://library.cit.ie/">https://library.cit.ie/</a>  <a href="https://library.ittralee.ie/">https://library.ittralee.ie/</a></p>
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### D. Consultation History

**This document has been prepared in consultation with the following bodies:**

This document has been prepared in conjunction with staff from the MTU Cork & Kerry campus libraries.

### E. Approvals

**This document requires following approvals (in order where applicable):**

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)	08/03/2024	Final Approval
Pat Doherty (MTU Kerry Librarian)	08/03/2024	Final Approval

### F. Responsible for Communication and Implementation

**The Manager/Functional Area responsible for communication and implementation of the policy:**

Title	Functional Area	Date Implemented
Jean Ricken (MTU Cork Librarian)	CIT Library	08/03/2024
Pat Doherty (MTU Kerry Librarian)	ITT Library	08/03/2024