

Booking of Node Spaces by Students

Library Opening Hours

0800—1630 hours

Monday—Friday (School Days only)

Booking Guidelines for Students

- 1) Students are entitled to book the four discussion rooms—Nary 1, Nary 0, Lemma 2 and Lemma 3.
- 2) Booking is limited to a maximum of two sessions of 2 hours a week.
- 3) Only one room can be booked for any time slot.
- 4) Students can book the rooms one week in advance, including the current week.
- 5) Usage of Discussion Zone (Phi Commons), Quiet Room and Study Zone (Proton and Neutron) does not require booking.

The following usage requests must be approved by staff and can only be done through them.

- 6) Booking for Electron and Vivo
- 7) Usage of library spaces after 4.30pm
- 8) Set up of additional ICT equipment and/or request for ICT or logistical support

Library Space for booking	Facilities, Access and Recommended Use	Booking Protocol
Discussion Room Nary 1	<ul style="list-style-type: none"> 1 table with 6—8 chairs TV Screen that enables projection from laptop <p>Recommended for small group discussions, consultations and assessments.</p> <p>Booking is limited to a maximum of two sessions of 2 hours a week.</p> <p>Only one room can be booked for any given time slot.</p> <p>Students can book the rooms one week in advance, including the current week.</p>	<p>Book via https://library.nush.app/</p> <p>You must key in the room pin that is indicated on the monitor of the library counter. Please check with the librarian for issues in keying in the pin.</p> <p>Decentralised lights and air-con for each room. Please switch off after usage.</p>
Discussion Room Nary 0		
Discussion Room Lemma 2		
Discussion Room Lemma 3		
Tiered Seating Area Vivo	<ul style="list-style-type: none"> Tiered seating area that can accommodate about 25—28 students. No projector and projector screen, unless approval is given for set-up by IT dept. <p>Suitable for performance, open discussions and presentations.</p> <p>As it is an open area that can be accessed by all students, users who have booked the space may have to ask other users to vacate.</p>	<p>Students are able to use the space for independent events, if their proposal to library committee is approved. However, students will not be able to book the space. Hence staff will book on behalf of the students.</p>
Group Study Area Electron	<ul style="list-style-type: none"> Enclosed venue that can be accessed by both staff and students through the library. 	

Library Space for booking	Facilities, Access and Recommended Use	Booking Protocol
	<ul style="list-style-type: none"> Projector, screen and mobile flipchart whiteboards are available. Currently there are 6 tables with 4 chairs, though the space can accommodate more. <p>Suitable for events, seminars, workshops, discussions and seminars with group work and use of ICT.</p> <p>When Safe-Distancing Measures are lifted, Electron will be opened for students' regular usage (for reading, studying etc). Hence users who book the room for events will need to ask the other users to vacate.</p>	
Discussion Zone	Open space that can be used for discussions and consultations.	
Phi Commons	No booking required	
Quiet Room and Study Zone	Partitioned tables that can be used for studying, reading and assessments.	
Proton & Neutron	No booking required	

Floor plan of Node

