

UTS Informal Learning Spaces Booking and Use Guidelines

Issued by: UTS Library

Dated: 11 April 2019

Last amended: 7/5/2024

1. Purpose
 - 1.1. These guidelines detail the management of access, use and bookings for the informal learning spaces by UTS Library as described in Schedule 1.
 - 1.2. The guidelines are to be read in conjunction with the UTS Campus Policy, UTS Student Rules, Code of Conduct and Students Rights and Responsibilities Policy.
2. Scope
 - 2.1. UTS Library manages informal learning space through the following activities:
 - 2.1.1. Ensuring spaces are maintained and improved in line with respective student needs and expectations.
 - 2.1.2. Managing and approving bookings, including for photography and/or filming, according to the priorities of each space.
 - 2.1.3. Communication with clients and stakeholders on space usage and availability.
 - 2.1.4. Management and use of the booking system (Study Spaces)
 - 2.2. The spaces covered by these guidelines are managed in collaboration with Facilities, Security, Central Services, faculties, and other units from UTS.
3. Principles
 - 3.1. UTS informal learning spaces are prioritised for the use of UTS students for the purpose of individual and group study.
 - 3.2. UTS students will have equal access to all informal learning spaces.
 - 3.3. When not timetabled or occupied for a booked activity, training rooms and classrooms should be accessible to UTS students for use as informal learning spaces.
4. Guidelines
 - 4.1. Expected behaviour and use of informal learning spaces.
 - 4.1.1. Different informal learning spaces are zoned to reflect the expected behaviour and noise levels as detailed in Schedule 1.
 - 4.1.2. Food and drink are permitted in informal learning spaces for personal consumption, and in a manner that does not impact others or create mess.
 - 4.1.3. Alcohol is not permitted in informal learning spaces, except for booked events where UTS Security have approved responsible service of alcohol.
 - 4.2. Booking for individual or group study are to be made via the Library's *Study Spaces* booking platform with the following system rules:
 - 4.2.1. Bookings are limited to current UTS students and UTS College students.
 - 4.2.2. Each student is limited to a maximum of two hours of bookings per day.
 - 4.2.3. Repeat bookings (by the same individual for the same space) of any length require a two-hour window between bookings.
 - 4.2.4. Spaces will be made available for booking 7 days in advance.
 - 4.3. Booking for events, photography, or filming by students for the purpose of coursework or assignments is permitted without prior booking or approval with the following conditions:
 - 4.3.1. It must comply with relevant laws, regulation, policy, and guidelines relating to privacy, permission, and use of images/footage.
 - 4.3.2. It must not disturb, inhibit, or pose a risk to other clients in informal learning spaces.

- 4.4. Booking for events, photography, or filming by staff and community must follow the relevant process and receive approval in advance.
- 4.4.1. Enquiries about booking for events, photography, or filming are to be made via email to library.bookings@uts.edu.au
- 4.4.2. All commercial booking enquiries are to be made via email to facilitieshire@uts.edu.au
- 4.4.3. Event, photography, or filming bookings in informal learning spaces are permitted only outside of main calendar session dates.
- 4.5. Bill posting/postering
- 4.5.1. Bill posting/postering refers to any signage that is displayed in informal learning spaces that is not wayfinding.
- 4.5.2. Student, club, and UTS signs/posters are permitted in approved locations (e.g., pin boards).
- 4.5.3. Commercial posters are not permitted and will be removed without notice.
- 4.5.4. Any posters that are out of date, damaged, or otherwise deemed unsuitable in line with [Campus Policy | University of Technology Sydney \(uts.edu.au\)](#) will be removed.

Approval information

Guideline owner	Manager, User Experience; UTS Library
Guideline contacts	Manager, User Experience; UTS Library Senior Specialist, Facilities and Experience; UTS Library
Approval authority	Director, User Experience, UTS Library
Date Adopted	11/4/2019
Date Commenced	19/8/2019
Review date	30/6/2025
Superseded documents	UTS Student Spaces Booking and Use Guidelines

Version history

Section/clause	Changes	Date approved
20/1/2020	Inclusion of UTS Library and Reading Room following their opening in CB02 in November 2019. Inclusion of Green space (CB05A.01). Inclusion of Library filming and food and drink guidelines. These guidelines replace the following Library guidelines: <ul style="list-style-type: none"> • Facilities Use Codes • Food and Drink in the Library • Library External Space - Conditions of Use Photography and Filming at UTS Library - Conditions of Use	24/1/2020
30/4/2024	Name change from UTS Student Spaces Booking and Use Guidelines to UTS Informal Learning Spaces Booking and Use Guidelines. Update to all guidelines and schedule.	7/5/2024

References

- [UTS Campus Policy](#)
- [UTS Student Rules](#)
- [Code of Conduct](#)
- [Accessibility and inclusion policy](#)
- [Student Rights and Responsibilities Policy](#)

- [Sexual Harm Prevention and Response Policy](#)
- [Equity, Inclusion and Respect Policy](#)
- [Building opening hours](#)

Schedule 1

CB01: UTS Tower			
Level	Room	Space type	Booking and use conditions
03	N/A	Informal learning space	Publicly accessible individual and group study space. Available for bookings outside of Calendar A Autumn and Spring sessions. Bookable via library.bookings@uts.edu.au
05			
06			
05	0003C	Assistive Technology Room	Bookable via the <i>Study Spaces</i> application for individual quiet study by students registered with Accessibility
CB02: UTS Central			
Level	Room	Space type	Booking and use conditions
04	N/A	Informal learning space	Publicly accessible individual and group study space. Available for bookings outside of Calendar A Autumn and Spring sessions. Bookable via library.bookings@uts.edu.au
05	N/A		
06	N/A		
07	N/A		
04	163	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	165		
	211		
04	210A	Student Learning Hub desk	Bookable by staff and students via library.bookings@uts.edu.au
	210B		
	210C		
	210D		
	270	Student Learning Hub room	Bookable by Library staff via Outlook calendars, available for student use when not booked.
	271		
04A	04A	UTS Central Events Foyer	Not managed by UTS Library. Bookable via email events@uts.edu.au
05	Reading Room	Designated space	Available only for events of strategic importance to UTS. Enquire via email library.bookings@uts.edu.au
06			
05	165	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	167		
	169		
	171		
	173		
	281		
	283		
	285		
287			
06	165	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	167		
	169		
	171		
	173		
	175		
	281		

	283		
	285		
	287		
	270	Library training room	Staff may request via Outlook calendars, available to students as informal learning space when not booked
	280		
07	UTS Library	Designated space	Unavailable for any bookings
08			
09			
07	230A	Group study pod	Bookable via the <i>Study Spaces</i> application for individual quiet study
	230B		
	230C		
	230D		
07	250	Library consult room	Bookable by Library staff via Outlook calendars, available for student use when not booked.
	251		
08	111	Group study room	Bookable via the <i>Study Spaces</i> application for individual quiet study
	113		
	115		
	125		
	127		
	212		
08	127	Assistive Technology Room	Bookable via the <i>Study Spaces</i> application for individual quiet study by registered students
10	221	Scholars Centre study room	Bookable via the <i>Study Spaces</i> application for individual quiet study – HDR students only
	213		
	215		
	221		
	223		
	225	Scholars Centre group study room	Bookable via the <i>Study Spaces</i> application for group study – HDR students only
	227		
	Desk 01	Bookable desk	Bookable via the <i>Study Spaces</i> application for individual quiet study – HDR students only
	Desk 02		
	Desk 03		
	Desk 04		
	Desk 05		
	Desk 06		
	Desk 07		
	Desk 08		
	Desk 09		
	Desk 10		
	Desk 11		
	Desk 12		
CB05A			
Level	Room	Space type	Booking and use conditions

01	32C	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	040		
	062C		
CB05D			
Level	Room	Space type	Booking and use conditions
01	003B	Individual study room	Bookable via the <i>Study Spaces</i> application for individual quiet study
	004		
	005		
	023		
	018	Group study room	Bookable via the <i>Study Spaces</i> application for group study
024			
CB06: Faculty of Design, Architecture and Built Environment			
Level	Room	Space type	Booking and use conditions
04	47	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	48		
	49		
	50		
06	104		
	108		
	110		
	112		
	113		
	117		
	118		
	122A		
122B			
CB07: Online Study Rooms			
Level	Room	Space type	Booking and use conditions
02	010C	Individual study room	Bookable via the <i>Study Spaces</i> application for individual quiet study
	010D		
	010E		
	010F		
	010R		
	010S		
	010T		
	010W		
CB08: School of Business			
Level	Room	Space type	Booking and use conditions
04	N/A	Informal learning space	Publicly accessible individual and group study space. Available for bookings outside of Calendar Autumn and Spring sessions. Bookable via library.bookings@uts.edu.au
04	001	Group study room	Bookable via the <i>Study Spaces</i> application for group study
	005		
	006		

	007		
	012		
	013		
	014		
CB11: Faculty of Engineering and IT			
Level	Room	Space type	Booking and use conditions
00	200B	Group study pod	Bookable via the <i>Study Spaces</i> application for group study
	200C		
	200D		
	200E		
	202		
	203		
	204		
	205		
05	206	Group study room	
	208		
	209		
	300-1	Group study pod	
	300-2		
	300-3		