

Sir Duncan Rice Library

Room Booking Guidelines and Information

Booking Guidelines

- All room bookers and keyholders must read these guidelines in advance of the booking. As a room booker and/or keyholder, you accept responsibility for the room(s) booked at the time and date agreed.
- Internal bookings: the room booker must be affiliated with the University and be present for the duration of the booking. The room booker and/or designated keyholder must be present during the event.
- External bookings: if no staff member is present, bookings will be classed as external and room hire charges will apply. The room booker must be present during the event.
- Charges may also apply if any surplus funds are to be generated from your booking.
- Student bookings: we only accept one-off bookings or a short series. Please contact AUSA or the university central room booking system for regular meetings. The room booker must be present during the event. Rooms for studying can be booked by [emailing Group Study Rooms](#).
- As the room booker you are responsible for ensuring your event's compliance with the [university's Events and Speaker policy](#).
- All requests must be received and confirmed at least three working days before you wish to begin your booking.
- Access to the room will be only at the times stated in your confirmation email. Please include any time required for catering delivery, AV set up and end of meeting clean up in your request.

- Bookers will be required to provide a list of external attendees well in advance of the booking so visitors can be signed in on arrival. All other attendees should bring a valid UoA ID card to gain access. External attendees may be issued visitor passes. Please ensure they return them to the Welcome Desk before leaving the building.
- We are an academic library and cannot accommodate events involving singing, dancing or other activities which could disturb our students. If you have any queries about this, please contact us to discuss your requirements in more detail.

FAQs and further information

For further guidelines about bookings in the Sir Duncan Rice Library, please read the sections below. If your question is not answered, please [email the Welcome Desk](#) and we will reply within three working days.

Room Keys and Access Rights

- All room bookers must read the room booking guidelines.
- Only nominated room bookers can act as authorised key holders.
- Keyholder responsibility can be passed to another nominated person if the Welcome Desk is given their name in advance of the event.
- Rooms will be locked prior to the start of your meeting. On arrival the authorised keyholder(s) must check in at the Welcome Desk, where they will sign the key out. After the event they should sign the key back in before exiting through the gates (the key is tagged and will trigger an alarm).

Catering Guidelines and Links

- Catering must be arranged and purchased through Campus Services. No hot food is permitted in meeting rooms.
- All catering must be cleared up and left outside the meeting room ready for collection. Please arrange for any catering to be picked up at the end of your booking by Campus Services.
- Please let Welcome Desk staff know of any breakages or spillages.
- Rocksalt Hospitality [provides a range of catering options](#) available to order.

IT Services

- All rooms are suitable for hybrid meetings. See the [Digitally Enhanced Learning Spaces Toolkit guide](#) for an overview of equipment.
- All rooms except the Breakout Room are equipped with projectors, networked PC consoles, telephones and a camera + mic. Users' own equipment can be connected to the console wirelessly. The data cable that connects a laptop from this console is only long enough to be stationed at the computer console. A longer one can be requested in advance by [emailing Media Services](#).
- If further information is needed on how our equipment works please [email Media Services](#).
- If you require AV support for the duration of your event, or require any specialist equipment, please [email Media Services](#) in advance to arrange this.
- Free Wi-Fi is available throughout the building. Eduroam can be accessed using individual credentials from participating Universities. External attendees can sign in to Aberdeen City Connect. We are unable to provide support for these services.

If you have any issues relating to IT or AV, please use the below contacts for support. Library staff are unable to assist with problems. Assistance may not be immediately available outside of peak working hours.

- Call AV Services – extension 3000 (urgent) or extension 2961
- Visit IT Service Desk – Sir Duncan Rice Library Floor 1 (Open daily 0900-1645, or at 1030-1645 on Wed only)
- [Email Media Services](#)
- [Use IT Self Service](#) to log a ticket or chat with a member of the team (chat is available Monday – Friday 0800-1630)

Fire Alarm Information

- The fire alarm is tested every Tuesday around 07:00. An announcement will be followed by a test of the fire alarm.
- At all other times when the alarm sounds please calmly make your way to the nearest fire exit. Stairwells are located at the North and South of the building. Please congregate at the fire safety point near the bottom of the Academic Plaza (opposite the main building entrance) and await instructions from the fire marshal.
- **Fire refuge points:** The Library has 2 fire evacuation lifts operated by trained staff in the event of an evacuation. They are located beside the North and South cores. If you are unable to use the stairs for evacuation, make your way to one of these lifts and use the green communication point near the lift to alert staff of your location. See the attached maps for a visual description of the location of our refuge points.
- Please [email the Welcome Desk](#) team know in advance if anyone attending your event may require assistance in the event of an evacuation.

Room Faults

- Internal University staff can [report a fault](#) through Estates' fault reporting system. After reporting a fault please notify the Welcome Desk of the fault and report number so it can be tracked by library staff.
- External room bookers can report faults to Welcome Desk staff, either in person or by calling extension 4505 from the meeting room.
- We are unable to adjust the building temperature ourselves. If the room is too hot, you can request a fan from the Welcome Desk.

Parking and Public Transport

- On-street visitor parking is available on Bedford Road next to the Library. Please note Council parking charges apply.
- Library staff are not able to organise parking for external attendees. This must be arranged in advance by the room booker by [emailing Estates](#) with the visitor's car registration details.
- Disabled parking spaces are available by the Special Collections Centre and can be accessed from Bedford Road. Please follow the road around the building to gain access to the spaces closest to the Academic Square. There are also spaces available to the left of the Library bus turning circle. There is no charge for parking in these bays. Please ensure your blue badge is visible.
- The car park to the south of the Library on Bedford Road is available for visitor use after 16:00 on weekdays and free of charge on weekends. On weekdays 10:00 –16:00 it is for the use of authorised permit holders only. Unauthorised use during this time may result in a fine.
- Taxis: Dial 9 for an outside line if using a phone in our meeting rooms. Please ask the taxi to come to the Sir Duncan Rice Library turning circle on Bedford Road. This is the disabled parking and drop-off area to the south east of the building, behind the hedge. Reliable local taxi firms are:
 - Rainbow City Taxis - 01224 878787

- Comcab - 01224 353535

- Local buses: First Bus 19 runs from Union Street every 15-20 minutes and stops on Bedford Road just outside the Library. First Bus 1, 1B and 2 run approximately every 7 minutes from Union Street and stop outside the entrance to the King's College campus on King Street, roughly a 10 minute walk from the Library. The nearest stop for the Stagecoach 727 bus to Aberdeen Airport is Erskine Street, a 10 minute walk from the library.

Accessibility Information

- All floors are accessible by lift.
- All meeting rooms are fitted with induction loops for hearing aid users.
- An accessible toilet is available on all floors.
- One mobility scooter & one manual wheelchair are available for use within the Library. These can be collected from the Welcome Desk. If you will require these facilities, please notify us well in advance so that we may book the relevant equipment for you.
- Baby changing facilities are available in the ground floor accessible toilet.
- See 'Parking and Public Transport' for information on disabled parking spaces.
- See 'Fire alarm information' and attached maps for information on fire egresses and evacuation assistance.
- Digital campus [maps are available](#) for your reference.

Power Supply

The power supply in each of the Meeting Rooms is as follows:

- Meeting Room 1:
 - 1 individual wall mounted socket by the doorway; 1 floor socket with 4 individual sockets; 2 floor sockets with 2 individual sockets; 1 socket on computer console.
- Breakout Room:
 - 3 floor sockets with 2 individual sockets; 1 wall mounted socket on each of the 2 pillars.
- Meeting Room 2:
 - 1 floor socket with 4 individual sockets; 1 socket on computer console.
- Meeting Room 3:
 - 1 wall mounted socket on the pillar; 1 socket on computer console; 1 floor socket with 2 individual sockets.
- Seminar Room 224:
 - 1 wall mounted socket on pillar; 1 socket on computer console.

Items available to borrow

Should you require flipcharts, poster boards or extension cables during your meeting, we have limited numbers available to borrow. Additional power banks for desks are also available. Please inform us of your requirements in advance of your booking.

Opening and closing times

The Library has varying closing times at different times of the year. Please be sure to check what the Library's [current opening times](#) are before booking.

The Library closes promptly each night. If you think it may be necessary for your event to run after our usual closing time, we may be able to accommodate this though you may be liable for extra costs.

Useful Contact Information

If you have any issues when using these rooms, or any questions about your booking, please [send an email to the Welcome Desk](#).