

Room booking policy

NHS Library Musgrove Park Hospital

Introduction

This policy is aiming to regulate the bookings in the library spaces. The main aims of the library are as followed:

- Providing a space for NHS Somerset Foundation Trust staff and students to expand their knowledge and study in a relaxed yet studious atmosphere
- The library staff will facilitate access to resources and provide evidence-based services to help staff in their work.

Bookable study spaces are available for Trust staff and students on placement. See our website for conditions on how to join the library.

Room booking policy

The main library provides areas for individual study and group work. These areas are bookable in advance.

There are:

- Two study booths for individual study with a PC and sockets Please note: these booths are not soundproofed or private.
- Two small group rooms. These rooms can also be booked as a group room for group work. These rooms are furnished with tables and a display screen with PC connection.

Webcams and headphones can be made available on request.

These spaces and rooms, whilst available for bookings to all Trust staff and students on placement, are prioritised for:

- individual study and e-learning
- group study
- library related training sessions

They are not suitable for:

- Hot desking space
- Meetings/MS Teams calls

You will be asked to provide the reason for your room booking at point of request - the library reserves the right to refuse booking requests following their policy of priority.

We will allow block booking requests up to 1 month at a time for daily/weekly bookings and up to 3 months at a time for monthly bookings. This is to allow fair usage of the space.

Booking process

All bookings must be approved by a library staff member.

To request a booking, please use the online Bookwise system here <https://bookwise.tst.nhs.uk/Intranet> When your request has been approved, you will receive an automatic email with confirmation of your room booking. This is the proof that your booking has been approved. If you haven't received this confirmation email please contact the library for more information.

If you cannot use BookWise, please send an email to the library with as many details as possible.

Conditions for using the space

A face covering must be worn on arrival and at all times while in the library, unless you have a medical exemption. This includes anyone seated at a study space.

Bookings are available for specified time periods only.

If you cannot attend at your booked time, please cancel the booking in order to release the space for another user.

Any problems, please report to library@somersetft.nhs.uk

Please clean shared equipment and desk before and after use.

Please leave all spaces clear and tidy at the end of your booking.

Please keep noise levels down by not talking within study spaces.

If you don't arrive within 30 min of the start time of your booking, the library staff will release the space for other staff and students.

Please don't leave your personal belongings unattended. The library cannot be hold responsible for missing personal belongings.

Please follow all the signs and observe the rules during your visit for your safety and the safety of all staff in the building.