How to book a Room in the McClay Library

**Group Study Rooms**

The McClay Library has 23 group **study rooms** available to students, 2 of which may be booked by Support Providers to use with their students. **Block bookings** for the entire semester can be booked by contacting Sally Bridge, Information Services Disability Co-ordinator, at [s.bridge@qub.ac.uk](mailto:s.bridge@qub.ac.uk). The following conditions apply for booking these rooms:

* Bookings should be made at least 48 hours before the first session is required
* No more than 3 hours per day per Support Provider is permitted
* Bookings can only be made to start on the hour
* You should occupy the group study room which you have booked within 10 minutes of the start of the booking period or the room will be freed up for others to use.
* If you are unable to use the room on a particular week contact Sally Bridge to request a cancellation so that other students can have the opportunity to use the room.

**One off sessions** should be booked by the student using an online booking form which can be accessed from the services section of Queen's Online. Any of the 23 group study rooms can be booked in this way for periods of between 1 and 3 hours for use on the same day or the following day.

Alternatively there are study rooms available in the Biomedical Library (MBC) and the Medical Library (RVH) which can be booked by contacting the libraries directly.

Whilst working in the McClay Library please observe the Library Study Environment Policy on noise and food:

* The Library is divided into whisper and silent study zones. The location of these zones is well signposted and leaflets showing the location of the zones are available throughout the building. Mobile phones should routinely be set to silent and only used in stairwells
* While drinks with secure lids (both hot and cold) are allowed in any area of the library (except the Special Collections Reading Room, food should only be eaten in the student lounge area of the ground floor.

**Library Passes**

To gain entry to the McClay Library please contact Queen’s Register of Support Providers about obtaining a Support Worker Library Pass. You will need to bring your pass with you each time you want to use the Library to obtain admission.