

Room Bookings at Luton

Luton Group Study Rooms

There are 7 group study rooms with PCs located within the Luton Campus Library. Bookings may be made on the spot via the touch screen door controller or [online](#).

Features of this service

Keyless entry – ID card swipe entry

On the spot booking/access if room is available

Length of any booking 1 hour - up to 2 hours may be booked sequentially

Number of bookings per person per week 7 (1hr slots)

Available 24/7

Booking cancelled if more than 10 minutes late

- Customers are advised to clear the room 5 minutes prior to the end of the booking period, so it is ready for the next group
- If customers no longer need their group room booking, they will be advised to cancel it

Details of the Rooms

Group Study Room	Capacity	Equipment
Level 4 L407, L408 and L409	Rooms for collaborative work for between 4 and 7 people	Tabled seating with PCs
Level 5 L507, L508, L509 and L510		

Learning Resources and Service Excellence can also offer Presentation Rooms via our [bookable](#) services. There are two available.

Presentation Room	Capacity	Equipment
Level 2 L207 and L208	Classroom style set for practice presentations audience capacity 8 - 10	Large screens and lecterns, lecture has PC, visulaiser, Panopto camera and microphone

Online Bookings

Go to bookaroom.beds.ac.uk

Fill in the details on screens ie ID number; select which room you want (from drop down list) and date then click continue.

In the next screen fill in the time required (time slots which are already booked are indicated) and follow the onscreen instructions.

A PIN will be sent to your University email address to confirm your booking. Make a note of this. Please remember to swipe the entry box with each PIN you have booked. Failure to swipe for each PIN will mean that your booking is cancelled and someone else can book the room.

Staff on the Customer Service desk on level 1 can help with any queries.

On the spot Bookings

There is a booking screen outside every bookable room in a small black box with a touch screen display. This is the door controller.

- A room may be booked using the door controller at any time, providing no-one else has booked the room online, and after 10 minutes if the group who booked it do not turn up. The door controller will show "Room available. Scan card".
- Scan the student/staff card on the door controller: if the room is available, you will be offered options to book for 1 hour, or until the room is next booked.

Instructions: In the "Booking Availability" field if the display is

- Green - it is available for on the spot bookings
- Yellow – it is about to start a book and is unavailable
- Red – booked and in use

Green availability you can book in at the door for a one hour or partial hour slot.

Simply swipe your University ID card and you can enter the room

If the "Booking Availability" is Yellow or Red touch the button and use the up and down arrows on the display to select and book the next available time. Follow the on screen instructions your PIN will be sent to your University email address

Cancelling a Booking

Customers are advised to cancel a booking if they no longer require it. This will free the room up for someone else and not use up their weekly allowance

- cancel from door black controller or [online](#)
- Customers must cancel the booking before the booking slot starts. They will not be able to cancel the booking if the booking slot has already started

Terms and Conditions

1. The bookable rooms in the Luton Library may be booked by University of Bedfordshire staff and students only
2. Do not use anyone else's details to log onto the system
3. These library facilities may be booked for use by groups of a minimum of 4 people and their respective maximum number. If a booking has less than the minimum or more than the maximum number of people for the room in attendance staff or security will clear the room and the booking will be cancelled

4. Bookings can be made up to 1 week in advance through the booking website bookaroom.beds.ac.uk
5. All customers are subject to the University Learning Resources' Code of Conduct and Regulations, particularly in relation to standards of behaviour. Any misuse of the group room facilities may result in disciplinary action
6. Bookings for single study, or less than four people are not allowed – customers seen on their own in any of the rooms will be challenged by members of Learning Resources or security staff and may be asked to leave
7. Do not leave personal belongings unattended. Learning Resources or security staff will routinely remove any unattended items seen in group rooms
8. Chairs and tables are provided in the room – do not bring in extra seats, tables or other furniture from other parts of the Library
9. Every effort should be made to avoid excess noise. Soundtracks or music for example should not be heard outside the booked room.
10. If a room is left unoccupied for more than 20 minutes the booking will be cancelled and any belongings will be taken to security.
11. No food or drink is allowed in any of the group rooms. Any misuse of the group room facilities may result in disciplinary action
12. Customers are asked to leave room clean and tidy
13. Learning Resources staff and security reserve the right to enter any study room at any time. Customers must be prepared to show their ID card to any member of Learning Resources or security staff on request
14. The person making the booking is responsible for all losses and damages
15. Learning Resources hope customers enjoy using this space. Learning Resources welcome any suggestions for improvement. Please complete a feedback form with any suggestions/comments/feedback. This can be done using the Tell Us online or postcards (box next to the Customer Service Desk level 1 or Reception on the ground floor), or, service emails or using the [feedback form](#) on LRWeb