

Rules for Booking a Study Space in dlr Lexlcon

- This is a pilot Study Spaces Booking system that will run 15 April-15 June 2024. We welcome feedback on this trial initiative: dlrlexiconlib@dlrcoco.ie
- To guarantee a study space we advise booking in advance, if you do not book, we cannot guarantee a study space at times of high demand.
- Spaces available to book during Lexlcon opening hours:
Monday – Thursday: 9.30am – 8pm
-3 available time slots: 9.30am-12.50pm, 1pm-4.30pm and 4.45-7.45pm
Friday – Saturday: 9.30am – 5pm
2 available time slots 9.30-12.50pm and 1pm-4.50pm
- We have 144 designated study spaces on Level 4 and Level 5 in dlr Lexlcon, [Book without power](#). [Book with power](#).
- All bookings must be made using our online booking system. If the session is full and you do not have a booking, you cannot avail of a study space.
- You will need a library card to make a booking.
- If you do not have a card you may apply for a free library card [here](#) or at any library once you have valid photo ID and proof of address. If you are under 18 a parent/guardian must act as guarantor.
- Bookings can be made no more than two days in advance.
- Bookings are limited to two sessions per day, with a maximum six sessions per week.
- Users must check-in on arrival with a member of staff on either Level 3, 4 or 5 and will be asked to produce their library card to show proof of their booking.
- If more than 30 minutes late for a session, it will be cancelled and become available for booking by another user.

- Study spaces are in high demand, if a user doesn't appear for two consecutive booked sessions they will have to report to a member of staff before they can place any further bookings.
- Users must sit at the numbered desk/seat that they have booked. If they sit at a desk that has been booked by somebody else they will be asked to move.
- Users must vacate the study space promptly when their designated time slot has finished.
- Only the designated, numbered study spaces are to be used for studying while all remaining seating in the library is to be left free for other library users.
- Library furniture should not be moved from its usual location.
- Users are at all times responsible for their own property. Library staff are not responsible for any belongings that are left unattended. Items may be placed in lost property if the study space is left vacant for over one hour and the space reallocated to another student.
- For Health & Safety reasons, the areas around study spaces, bookshelves, aisles and floor space must be kept clear and free of trip hazards.
- Please note: the library is a shared space with many events and exhibitions taking place.
- You are requested to respect library staff and other users. Just as the customer is entitled to the highest level of customer service, members of staff should receive the same levels of respect and courtesy from the customer. Anyone displaying disruptive behaviour will be asked to leave the premises. [Code of Conduct for customers/users of dlr Libraries](#)