



Knowledge Commons Group Study Rooms

1. For the Seats & Spaces Reservation Page: [Click here](#)
2. Select the options below and then select **Show Availability**.

1

Location

2

Zone

3

Category

Capacity

Filters

Accessible Seat/Space
 Power Available

4

Show Availability


3. The info button shows the room information and features inside the room.

Info

Info Room 2 (2 - 4 people) - G

Info Room 3 (2 - 4 people) - G

Room 1 (2 - 5 people) - Group Study Capacity: 5 x



A collaborative space for group work and studying purposes.

Group Study Room Capacity: **2 - 5 Students.**

Features

1. PC
2. Whiteboard
3. Whiteboard Markers: collected at the information desk (A group member's student card must be handed in at the information desk in order to receive the markers. The student card will be returned after the markers are returned).

Power Available

Directions

Enter the Chancellor Oppenheimer Library (Main Library). Walk past the information/security desk, the Vincent Kolbe Knowledge Commons is on the right hand side. Walk towards the study carrels on your right, room 1 is the first room closest to the window.

- 4. Select the date (you can view room availability two weeks in advance). Select a green slot. The booking slot will change from green to orange once selected.**

Wednesday 24 January 2024

Go To Date < >

Use the Arrows to change the date!

Space	11:00am	11:30am
Info Room 1 (2 - 5 people) - Group Study 🙋	Available	Available
Info Room 2 (2 - 5 people) - Group Study 🙋	Your Booking	Your Booking
Info Room 3 (2 - 5 people) - Group Study 🙋	Unavailable/Padding	Unavailable/Padding

■ Available
 ■ Your Booking
 ■ Unavailable/Padding

- 5. Default slot is 1 hour. You can book a maximum 3-hour slot per group, which can be booked at once or at different times.**

You need to wait three consecutive hours before making another booking on the same day.

You can change your booking using the arrow.

Room 2 (2 - 5 people) - Group Study: 11:00am Wednesday 24 January 2024 until...

4:30pm 31 March, 2023
 4:35pm 31 March, 2023
 4:40pm 31 March, 2023
 4:45pm 31 March, 2023
 4:50pm 31 March, 2023
 4:55pm 31 March, 2023
 5:00pm 31 March, 2023

12:00pm 24 January, 2024

- 6. Select *Submit Times*.**

- 7. Read the TERMS AND CONDITIONS and Select *Continue*.**

- 8. Fill in the booking Form. The system will limit you to a three hour per session, in which you will need to wait three hours before booking another slot.**

Student or Staff Number * SMTJOH005

Group Members student numbers * LKJGJHF008
SJKFGH009
JHGTYU013

Affiliation * Undergraduate

Faculty * Commerce

I adhere to terms and conditions * Yes

I adhere to sanitising my hands and space * Yes

I adhere to checking in within 15 minutes with the QR code at the Seat/Room or my booking will be automatically cancelled by system. * Yes

We collect your information when you complete any online form available on our websites. We use the information to review and respond to your application, query, or request. When appropriate, we will provide more detail about how we use your information on the form. For more information, please read the [Privacy Notice for UCT websites](#).

Room 3 (2 - 5 people) - Group Study: Sorry, this exceeds the 180 minute booking limit.

9. You will be sent a Confirmation email with the check-in code.

The following bookings have been confirmed:

Chancellor Oppenheimer Library >> Vincent Kolbe Knowledge Commons

Room 3 (2 - 5 people) - Group Study: 10:55am - 1:55pm Wednesday 24 January 2024.

Directions:

Room 3 (2 - 5 people) - Group Study: Enter the Chancellor Oppenheimer Library (Main Library). Walk past the information/security desk, the Vincent Kolbe Knowledge commons is on the right hand side. Walk towards the study Carrels on your right, room 3 is the second room closest to KC staff offices.

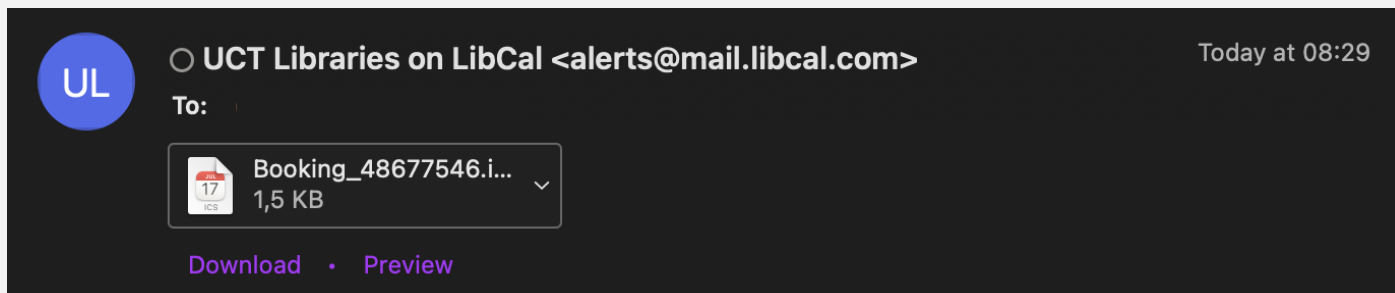
To Check Out Early: <https://uct.ac.za.libcal.com/r/checkout>

When you arrive for your booking:

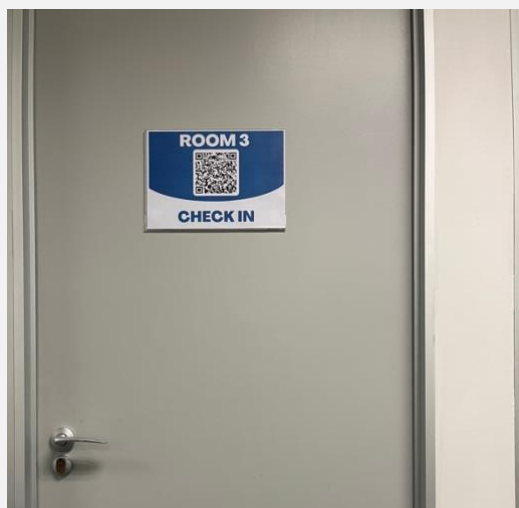
1. Scan the QR code next to your space (if QR code is available), or [click this link](#) to check in
2. Enter this code: 5S2

To cancel this booking visit: https://uct.ac.za.libcal.com/equipment/cancel?id=cs_oKP2xjSn

10. You can add the ical link to your Outlook or Google calendar to keep track of your bookings



11. Scan the QR code at the door or the instructional sheet in the room.



12. Put in the check in code from your email.

Check In

Enter the Check In code that was emailed to you when you created your booking.

Check In Code

Check In



TERMS AND CONDITIONS

- **Bookings may be made online through our booking system.**
- **Two or more (no more than 5) students may use the group study rooms.**
- **Use of the rooms by students working alone is prohibited.**
- **One member of the group must book the group study room on behalf of his or group. The person who makes the booking is responsible for the good order of the room at the end of the session and must ensure that all items borrowed for the session are returned to the front desk.**
- **Groups have a 15-minute grace period in which to honour their bookings.**
- **Groups may book a room for a maximum of three hours per session.**
- **Consecutive sessions (more than three hours) are not allowed, either in the same or another room.**
- **Bookings which exceed three hours will be cancelled**
- **Students who book a room for three hours must wait three consecutive hours before booking another room on the same day.**
- **If your group study room booking is unoccupied for 15 minutes, your booking will be cancelled – e.g. If you have a 3-hour slot and leave for an hour, the remainder of your booking will be cancelled.**
- **Groups MAY NOT extend their booking by making further bookings in the name of other members. This constitutes fraud.**
- **Room 4 & 9 is a quiet study room, maximum 2 students at all times.**
- **Room 5 cannot be booked by students - First come first serve.**
- **Room 5 cannot be booked for the next hour, can only be used for a duration of 50 minutes.**
- **To borrow accessories (whiteboard markers, headset) please go to the information desk.**
- **Cell phones must be set to silent mode.**
- **You must exit the library to make or take calls.**
- **No food or drink may be opened or consumed in the rooms.**
- **The rules about noise and noise levels to be strictly observed**

These Policies exist to ensure fair and equitable use of the facilities by all students who need to use the group study rooms. Extraordinary requests should be referred to the staff member or library buddy on duty.