



Research Commons Seminar Room

1. For the Seats & Spaces Reservation Page: [Click here](#)

2. Select the options below and then select **Show Availability**.

1 Location Chancellor Oppenheimer Library

2 Zone Research Commons

3 Category Seminar Room

Capacity Space For 1-6 people

Accessible An accessible space/seat is required.

Powered Power is required at the space/seat.


4 [Show Availability](#)

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

Space

[Info](#) Research Commons Seminar Room (Capacity 6)

Research Commons Seminar Room (1 - 6 people) (Chancellor Oppenheimer Library: Research Commons)
Capacity: 6



The Research Commons seminar room is available for group bookings by UCT Master's, PhD, Postdoctoral students and staff only. The seminar room may only be used during the Research Commons opening hours.

Group Study Room Capacity: **1 - 6.**

Features

1. Whiteboard
2. Whiteboard Markers are placed in the room. If the Markers are dry, please inform the staff member on duty.

Accessible Friendly: No
 Power Available: Yes

Directions

From the Library foyer, walk down the long passage until you reach the Research Wing in Jagger Level 5. Take the spiral staircase up to Jagger Level 6, and then further up to Research Commons on Jagger Level 7.

- 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.**

Friday 2 June 2023

Go To Date < >

Use the Arrows to change the date!

| Space | Friday 2 June 2023 | | | |
|-------------------------------------------------|---------------------|--------------|--------------|-----------|
| | 8:00am | 9:30am | 10:00am | 10:30am |
| Info Research Commons Seminar Room (Capacity 6) | Unavailable/Padding | Your Booking | Your Booking | Available |

Available
 Your Booking
 Unavailable/Padding

- 5. Default slot is 1 hour. You can book a maximum 4-hour slot per group, which can be booked at once or at different times. You need to wait four consecutive hours before making another booking on the same day.**

You can change your booking using the arrow.

- 2:30pm 1 June, 2023
- 2:35pm 1 June, 2023
- 2:40pm 1 June, 2023
- 2:45pm 1 June, 2023
- 2:50pm 1 June, 2023
- 2:55pm 1 June, 2023

Research Commons Seminar Room: 1:40pm Thursday 1 June 2023 until... 2:40pm 1 June, 2023

- 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 four hours per session, in which you will need to wait four hours before booking another slot.**

Fill out this form to complete the booking.

Full Name *

Email *
Enter @uct.ac.za, @myuct.ac.za addresses only

Student or Staff Number *

Affiliation *

Faculty * **Research Commons Seminar Room: Sorry, this exceeds the limit 240 minutes**

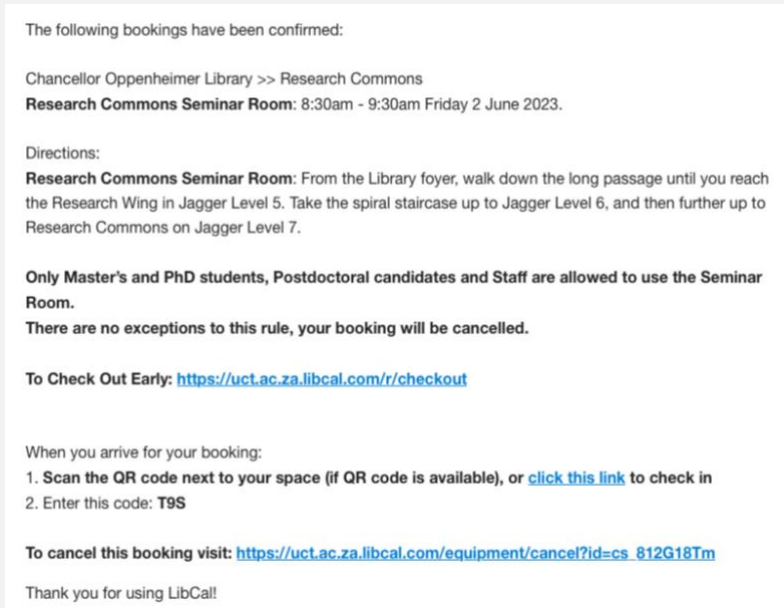
I acknowledge that my booking will be cancelled if I am not a Master's, PhD, Postdoctoral student or staff. * Yes

I adhere to terms and conditions * Yes

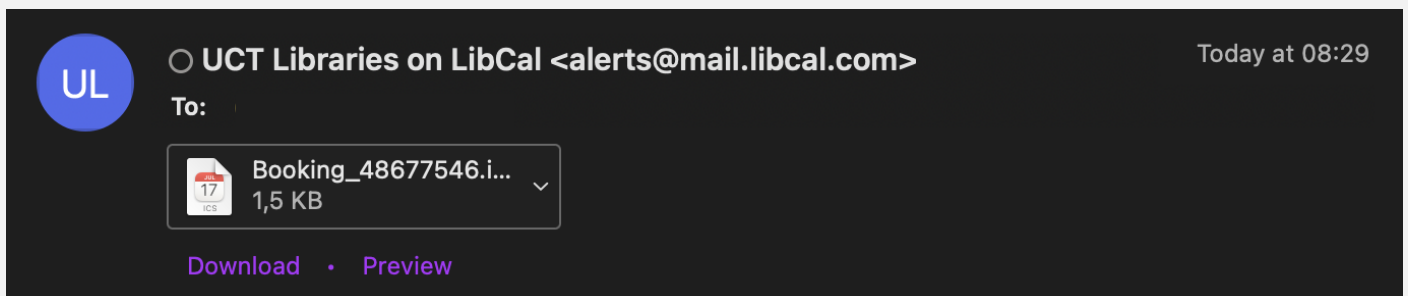
I adhere to checking in within 15 minutes with the QR code at the Seat/Room or my booking will be automatically cancelled by system. * Yes

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](#).

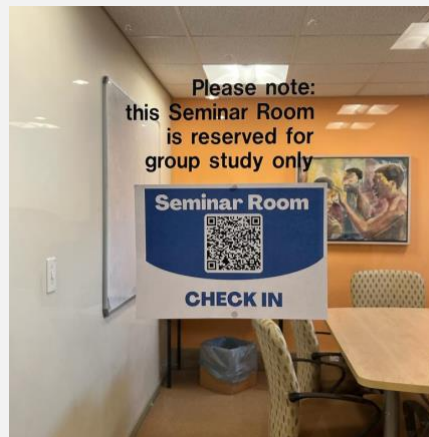
9. You will be sent a Confirmation email with the check-in code.



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



TERMS AND CONDITIONS

- 1. Only Master's and PhD students, Postdoctoral candidates and Staff are allowed to use the Seminar Room.**
- 2. The Seminar Room cannot be used for departmental meetings and seminars. The space is solely for student and staff use for academic purposes.**
- 3. One or more (no more than 6) people may use the room.**
- 4. One member of the group must book the Seminar Room on behalf of the group.**
- 5. The person who makes the booking is responsible for the condition of the room at the end of session and the conduct of the group.**
- 6. Group bookings will be cancelled fifteen (15) minutes after the initial booking time, if the group has not arrived.**
- 7. All rooms must be vacated ten (10) minutes prior to the Research Commons closing.**
- 8. Groups may book a room for a maximum of four hours per session.**
- 9. Consecutive sessions (more than four hours) are not allowed.**
- 10. If your group study room booking is unoccupied for 15 minutes, your booking will automatically be cancelled by the system– e.g. If you have a 4-hour slot and leave for an hour, the remainder of your booking will be cancelled.**
- 11. Groups MAY NOT extend their booking by making further bookings in the name of other members. This constitutes fraud.**
- 12. The room may only be used for academic purposes.**
- 13. No food consumption is allowed in the Seminar Room.**
- 14. The Research Commons will not be held liable for loss or damage of items left unattended in the room.**
- 15. If you do not adhere to our terms and conditions, you will be blacklisted and your services suspended in the Research Commons.**
- 16. If you have problems booking a room, contact Ask-A-Librarian.**

These policies exist to ensure fair and equitable use of the facilities by all students and staff that need to use the Seminar Room.