# Brotherton room and group study table booking request form

Venue Brotherton Room [ ]  Group Study Table [seats 10 maximum] [ ]

Details of group/course/module:

Course code:

Session leader name:

School:

Address/Library barcode:

Telephone/extension:

Email:

Details of session Bookings are 10am-4pm Monday-Friday

Date of session Start: Finish:

Is this a recurring session? Yes [ ]  No [ ]

If yes, please give details of all sessions:

Number of expected attendees for each session:

Type of group (delete as appropriate): University of Leeds / Non-University of Leeds

Undergraduate year = Postgraduate taught [ ]  Postgraduate research [ ]

Type of session: Teaching [ ]  Workshop [ ]  Other [ ]

(if ‘other’ please provide details)

Please talk to a member of staff if you require further information

Please note, sessions can only be booked if using Special Collections material

### Room layout (for Brotherton Room bookings)

[ ]  Boardroom 1: Chairs sat around long table (max 12 chairs)

[ ]  Boardroom 2: Chairs sat around wide table (max 14 chairs)

[ ]  Cruciform: Tables set up in cross formation (max 16 chairs)

[ ]  Study group: Chairs set about 3 tables (max 22 chairs)

### Presentation equipment

The room is set up for PC use. If you are bringing a Mac you will need to provide an adaptor. Special Collections cannot provide IT support during events.

[ ]  Bringing own laptop – you will need an Eduroam login for Wifi

[ ]  Require Library laptop – you must bring presentation on portable USB drive

[ ]  Projector and screen

[ ]  Speakers

## Special Collections material request for session

Complete your requirements below (note max 10 items). The list is required at least 2 weeks in advance of your event

You may return the booking form without this information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Shelfmark | Author | Title | Date/edition/details |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Guidance notes for using the Brotherton Room & Group Study Tables

* All events must be confirmed by Special Collections.
* Please arrive 15 minutes before your event is due to start to check that you are happy with the layout of the material.
* As the event organiser you are responsible for returning the Brotherton room key and for ensuring that your group are aware of fire exits and rules about food and object handling.
* No food or drink may be taken into the Brotherton Room or Group Study Area, this includes bottled water, sweets and gum.
* When your booking is confirmed, you will be sent information about handling historic objects. Please ensure that members of your group are given guidance before any handling sessions commence.
* Please only use pencils for making notes. If your group do not have pencils please ask in Special Collections and we will provide some.
* The Brotherton Room has CCTV cameras which are monitored by Reading Room staff during sessions. Staff may interrupt the session if necessary.
* The Brotherton Room is a storage facility as well as a teaching space. Reading Room staff may have to retrieve items during your session. They will try to be as discreet as possible.
* There is a wheelchair-accessible lift at the entrance to the Brotherton Library providing access to Special Collections on Level 4. Further details can be found on the library website at <https://library.leeds.ac.uk/info/1201/borrow_renew_return/27/disabled_customers>