1. Purpose

1.1. The Library’s mission is to create an environment that enriches the student learning experience, facilitates applied research and engages the community through innovative educational services, resources and technologies.

1.2. Space in the Library is primarily intended to provide access to academic collections, services, programs and learning spaces to the University, as well as for Library sponsored or co-sponsored events. Use by external parties for non-Library events remains limited.

1.3. This document explains the policies related to space usage at SIT Library.

2. Usage of Library Space

2.1. Common Library Space

- The Library is a shared space and all patrons are asked to be respectful and considerate to others at all times.
- Throughout the Library, reasonable indoor low volume talking and collaborative work is expected and permitted.
- Students are encouraged to be proactive and approach other students who are noisy or disruptive to be more considerate.
- The Library allows drinks in covered containers.
- No eating is allowed in the Library.
- The Library will not be held responsible for the loss, theft or damage of any unattended belongings.
- Unclaimed unattended items (except for CASH or identification ID) in the library will be passed to SIT Security at the end of each trimester. Unclaimed CASH or identification IDs for a week will be handed to SIT Security immediately.

2.2. Discussion Room

- Discussion rooms are intended for student use.
- Discussion rooms may be booked via the SIT Resource Booking System. Priority is given to students who have booked the room.
- Concurrent bookings on multiple rooms, by the same student, is not permitted.
- Students using the Discussion Rooms are reminded to keep the volume down as the rooms are not sound proof.

SIT Library reserves the right to resolve scheduling problems by adjusting reservations or schedules. Users affected will be notified via email.

2.3. Photo / Video Taking

All commercial or non-commercial requests to take photos or videos must seek prior written arrangements with the Library via our online form.
For personal photography, picture-taking by Library users using hand-held, self-contained cameras is allowed as long as it does not interfere with the privacy and work of other Library's users or staff.

2.4. Exhibition OR Artwork / Project work Installation
Staff and students may request to install artworks or project outputs at the library for short-term display and showcase. Please note that the requestor will need to take full responsibility for the installation and uninstallation of the artworks or course outputs and for any damages that might occur to library property as the result of the installation. Library is not liable for the damage or loss of installed artworks or course outputs. Requests should be made to the Library via the online form at least 2 weeks prior to the event.

2.5. Events
2.5.1. Eligibility
Library spaces are available to SIT departments, divisions and student groups for ad-hoc events such as meetings, workshops, small conferences, special events, or other functions. These spaces are not available for standing meetings, regularly-scheduled class sessions, or recurring events and series.

2.5.2. Fees
The Library does not charge any fees to reserve or use its spaces. However, the Library reserves the right to charge the organizer to cover any damage, loss, or additional cleaning that results from use of these spaces. All setup and cleanup are the responsibilities of the event organizer.

2.5.3. Guidelines
Activities should not disrupt or impact other Library users. The Library reserves the right to ask Event Organizers to discontinue any activity that is disruptive.

The Library only permits drinks in covered containers and does not allow food and eating.

2.5.4. Furniture
Event organizers are not allowed to use furniture or other areas of the Library Spaces that were not stated in their initial request of intend use. All logistics (moving of chairs, tables and room setup) will be handled by the organizer in charge of the event.

Event Organizers are required to return furniture to its original layout and condition before the end of their reservation period.

An event posters, banners or decoration may not be placed on any walls or fixtures of the Library without the prior approval of the Library.
2.5.5. Technology
The Discussion Rooms at the Library are equipped with a whiteboard and a projector or LCD TV. The following equipment are also available for borrowing:
- Presenter clicker
- Portable projector

The Library can provide instruction regarding the use of this equipment, if required. There is wireless connectivity throughout the Library. SIT faculty, students, and staff can access the wireless network using their SIT usernames and passwords.

Arrangements for additional AV equipment or wireless Internet access for guests attending your meeting must be undertaken by Event Organizers, with approval from the Library.

2.5.6. Custodial
A representative from the event organizer must be present in the Library to receive all vendor deliverers or visitors.

The Library spaces are cleaned on a regularly basis under the stipulated SIT cleaning contract. If additional cleaning is required prior to start of event, Event organizers must arrange themselves.

Event Organizers are required to clean up and make sure Library space is returned to its original layout and condition before the end of their event. Any costs incurred for cleaning the premises and reinstating the Library to it’s original condition will be borne by the event organizer.

3. Work Procedures

3.1. Requests
All requests must be made via the form below:
http://singaporetech.libwizard.com/space-request

Submission of request to use the Library space will mean that the user agrees to the Terms and Conditions stipulated in the Library Space and usage Policy and Procedures. Users shall allow at least 3 working days for Library’s approval. The requested date of event should be a minimum of 14 days in advance. For large and complex requests, additional advance notice may be required.

3.2. Blackout period
A week prior and during the whole of the Exam Period is considered the blackout period and no events should be held at the Library.