

HOW TO FIND AND USE A STUDY SPACE in the PPLS Library

- You **do not need to book a study space in advance**.
- Simply turn up at a study centre and find a free desk.
- **You must check in to the desk by scanning the QR code.**
- Download the **SeatEd @ UoE** app which will allow you to check into a study space by scanning the QR code on the desk. If you do not have a smartphone, you can check in using the [online web-form](#).
- When you leave, **make sure you check out**.

- Your check in will automatically expire after 4 hours (or until 10 minutes before the building closes). If you want to stay longer, simply scan the QR code again. You can do this as many times as you need to when the building is open.
- This may be inconvenient, but it means that desks are not left empty for long periods if someone has left and forgotten to check out. We know study spaces are in short supply so we don't want to leave empty desks.
- Your check-in will show in your booking history on SeatEd and importantly will show you when your check-in ends i.e. after 4 hours.
- To prevent desk blocking by people failing/forgetting to check-out, someone else who scans the QR code on a desk will override any existing check-in held by another person.
- If you have problems checking in or out, please ask the PPLS Librarian in Room G3
- If you don't check-out, you will be assumed to be using the study space until the end of the 4-hour period or until someone else checks into the space, whichever is first.
- If there is a positive COVID-19 case in that area during that 4-hour period, you may then be contacted by NHS Test and Protect and required to self-isolate. This is why it's important to check-out when you leave, so that we know you are no longer using the study space.
- This is similar to how desk occupancy worked prior to SeatEd, i.e. if you are not physically present at your desk another person would see the desk as free and then occupy it themselves.
- If you do not check-out, and check-in to a desk elsewhere, then this new check-in will automatically check you out of any other check-in you held.
- Study spaces are in short supply. If you are going to be away from your study space for a long period of time, please be considerate of others and clear the space and check out.
- Face coverings are currently required while seated in all study spaces. · Please refer to current University guidance
<https://www.ed.ac.uk/news/covid-19/health-safety-travel/hygiene-and-health>
- You are responsible for cleaning your study space before and after you use it. Cleaning materials are provided at cleaning stations.

BOOKABLE STUDY SPACES

- There is a small number of bookable study spaces for students who need certainty that a space will be available in the Main Library.
- If you cannot attend your booked study space, please make sure you cancel your booking so that someone else can use the space. Please give as much notice as possible.
- Bookable study spaces are located within the marked zone on Floor 3, and the reading rooms on Floor 5 (silent/PG areas) of the Main Library. There are no walk-up desks available in these areas. There are 65 bookable spaces available to PG Students only, in the red zone on the 5th Floor with an additional 59 spaces bookable to all students in the Yellow zone on the 3rd Floor as well as 104 bookable spaces on the 5th Floor, Blue zone
- To make a booking in advance or on the day, use the SeatEd @ UoE app, or if you do not have a smartphone, you can book using the online webform. See <https://www.ed.ac.uk/is/study-space>
- Each student will be able to book a maximum of 12 hours per week, subject to availability.
- Please remember to check in and check out of your booked study space.

TEST AND PROTECT

One of the key mitigation measures is the NHS Scotland Test and Protect system.

We want to be able to provide information to the NHS about close contacts should a positive COVID-19 case be confirmed in one of our study centres. If we are not able to provide information about who used nearby desks after a positive case is identified, anyone who was in the building at the time may be asked to self-isolate.

To avoid this, we must ensure that everyone using a study space checks in and out of their study space. This will allow us to identify only those people who were in adjacent desks at the same time should this information be requested by NHS Test and Protect.