

COVID-19 Recovery
ALDHAM ROBERTS: TEMPORARY OFFICE SPACE FOR POSTGRADUATES

From Monday 29th June LJMU postgraduates will be able to book a study desk at the Aldham Roberts Library. This service is available to both postgraduate research students (PGRs) and taught postgraduate students on Masters courses (PGTs). Bookings will be for a whole day during the current library opening hours: 08:45am – 7pm Mondays to Fridays and 10am – 4pm on Saturdays. There will be no access to books and other library services until after government restrictions are lifted.

**YOU MUST PRODUCE PROOF OF YOUR BOOKING AND YOUR LJMU CARD
TO ENTER THE BUILDING**

Booking procedure

Start from the Library Services web page: ljmu.ac.uk/library

Click on **Book a Library Desk (Postgraduates Only)**

Click on the tile 'Library Desks Aldham' (*no others are visible*)

Pop up message shows re. booking being for one day.

List of desks appears divided by floor.

Desks with no PC are clearly marked in the booking system. All other desks have a PC. Desks/PCs in the Group Study Rooms are marked in the booking system and only one person may use each room.

Select desk you wish to book. Calendar appears (only showing one hour slot, eg. 6-7pm). You can click on 'Available now' (right hand side) to filter on which desks are currently still free. Click on the available slot. Complete booking form with a title. Booking confirmation screen appears. It will look as if you have only booked for one hour, but your booking will be valid for the full day.

You will receive a confirmation email to your LJMU email address. Save or print this and bring it with you to the Library. Enter by the 24-hour door. **You must show both your LJMU card and proof of your booking at Reception.**

Your booking information will be retained confidentially in the LJMU booking system for at least 14 days. If we are informed that anyone using the building has developed Covid-19 symptoms, we may be asked to pass your contact details to the government test, track and trace team. Your details will not be used for any other purpose. If you develop Covid-19 symptoms or have to self-isolate after using the library, please inform the LJMU Incident Management Team by emailing IMT@ljmu.ac.uk.

What to expect in the Aldham Roberts Library Building

We are following all the government guidance on Covid-19 for safe operation of the building.

To ensure physical distancing, only a small number of desks on each floor may be used and these are individually numbered to help you find the space you have booked. The lift is available for one person at a time. There will be signage to guide you round the one-way routes in operation on the staircases.

Toilets are open and there are signs in place to limit the number of people using them. There is no food and drink available and we would advise that you bring your own with you.

The Library has been thoroughly deep-cleaned and daily cleaning has been increased. Cleaning products are available for you to wipe down desks and keyboards before and after use, and hand

sanitiser is available. Regular handwashing remains one of the best ways of preventing infection and the toilets will be well stocked with soap.

Opening the building for postgraduates is intended to provide a quiet work space at a comfortable workstation and access to the LJMU network, including wi-fi. Photocopiers may also be used with care.

If you have any questions, please use the library online chat system to contact us: ljmu.ac.uk/library

Remember to bring your LJMU card and proof of your booking with you. You will not be able to enter the building without these.

Valerie Stevenson
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June 2020