

Protocol for the use of Cloisters, Stocker Room and the Collaborative Work Space

This protocol (appendix 1) has been prepared to clarify the use of the Cloisters and associated areas.

In summary the Cloisters would have flexible usage during conference periods and it would only be used for non-library purposes in term time if there were exceptional circumstances.

The protocol further clarifies that the Cloisters would remain in use as library space during the Easter vacation, unless agreement was reached with the College Librarian, and that in the event of a dispute Library Committee would make the final decision.

The protocol was reviewed and approved at Academic Committee in TT17 Wk2.

The Governing Body are requested to review and approve this protocol.

Matt Hill
Domestic Bursar
May 17

Appendix 1

Protocol for the use of Cloisters, Stocker Room and the Collaborative Work Space

Cloisters

Term Time (including 0th and 9th week)

Reading room.

Bookable in exceptional circumstances with approval of Domestic Bursar, in liaison with College Librarian, appropriate College Officers and staff.

Vacation

Michaelmas Vacation: Admissions and Reading Room.

Easter Vacation: Reading room unless Conference use agreed by Fellow Librarian and College Librarian. In case of dispute then Library Committee for decision.

Summer Vacation: Conference/Event use from the end of 9th week Trinity Term until -1st week Michaelmas term.

Note: Regular access by Library staff in agreement with the Conference Manager to manage book stock during summer vacation (Minimum 2 hours twice per week but likely to be more around conference use) and to include 1 week full access during the summer (probably 3rd or 4th week of August each year).

Cloisters Collaborative Work Space

Term Time

Bookable via the Librarian.

Vacation

Michaelmas Vacation: Admissions and Bookable via Librarian.

Easter Vacation: Bookable via Librarian unless Conference use agreed by Fellow Librarian and College Librarian. In case of dispute then Library Committee for decision.

Summer Vacation – Conference Use from the end of 9th week Trinity Term until -1st week Michaelmas term.

Stocker Room

Term Time

Bookable meeting room during Michaelmas and Hilary term.

Additional Reading room during Trinity term.

Vacation

Michaelmas Vacation: Admissions/Conference use.

Easter Vacation: Conferences from end of 8th week Hilary term until 0th week Trinity term.

Summer Vacation – Conference Use from the end of 9th week Trinity Term until -1st week Michaelmas term.

Matt Hill
Domestic Bursar
April. 17