

## **Discussion Rooms**

Group discussion rooms are available in the Central Library on Level 1 and Level 2. There are 3 discussion rooms on Level 1 that can accommodate up to 15 persons. There are 3 smaller discussion rooms with a capacity to accommodate 8 to 10 persons and one room that can accommodate up to 12 persons in Level 2.

Rooms can be reserved by intimating the Librarian in writing the date, time period and number of persons. Librarian may be contacted by email ([centrallibrary@kluniversity.in](mailto:centrallibrary@kluniversity.in)) or over phone (Extn 1888) to know the availability.

The following guidelines shall apply:

The discussion rooms are available for use of all bona fide students, faculty, and staff of the University.

The reservation is made on first-come-first-served basis.

The person reserving the room is responsible for the room and equipment and held liable for damages/losses caused by negligent use.

The rooms shall be used for group discussions only and not for other purposes.

The tables and chairs provided in the room only to be used; no furniture should be brought from outside the room.

Food items and snacks are not allowed inside the discussion rooms. The room should be left clean and tidy.

A maximum time of 2 hours is allowed for each reservation.

The discussions should not generate unnecessary noise in the Library.

### **Furniture needed:**

**White Board, Internet points, TV, video/DVD player, LED projector and screen**