"Learning Commons" usage guide

The "Learning Commons", on the south side of the basement of the Central Library, opened in October 2009.

The "Learning Commons" is a space that you can use for a variety of learning activities, such as group learning, preparation for presentations, or writing of essays and reports. You are even allowed to bring in your own laptops. And you can also borrow laptops $\times 1$ at the service desk up to 3 hours. Please feel free to make the most of this multi-purpose learning space, using not only books and magazines, but also databases and electronic journals.

[™] Sophia University's (include Sophia University Junior College Division) students, Faculty and Part-time faculty, staff members only.

Facilities available Learning support zone PC usage area (18 seats) (2 seats) Priority seats for PC users. Graduate students offer guidance Cable LAN access available. on gathering learning resources and searching for information. Please apply at the service desk if you wish to use this facility. Group work area (48 seats) I deal for group learning or Service desk discussions. Please feel free to (Mon–Fri : 10 am–5 pm) move the desks and chairs about Here, you can get help in using to suit your group. the Learning Common, borrow equipment, or submit usage application forms (*). Please Presentation area (34 seats) feel free to drop by with any Use this space for preparing or rehearsing queries. for presentations. Reservation required for large groups. Equipments such as projectors are available for use. Please feel free to enquire. (A usage application form must be submitted. Use of presentation Please refer to item 5 of the section entitled. equipment is limited to students and staff

of the University only.)

"Please note" on the next page.

The "Learning Commons" is available for	r use during the opening hours of the library.
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		Opening hours
Weekdays	During term time	8 am to 10 pm
	During holiday periods	9 am to 8 pm
Saturdays	During term time	9 am to 8 pm
	During holiday periods	9 am to 6 pm
Sundays	During term time	10 am to 6 pm
	During holiday periods	10 am to 6 pm

* "Holiday periods" are in accordance with Sophia University's academic calendar.

% The presentation area may be used for presentations during the following hours.

- Mon–Fri : 9 am to 10 pm
- Sat: 9 am to 6 pm

(* Presentation equipment cannot be used on Sundays and holidays.)

Please note

- 1. You may talk anywhere in the "Learning Commons", but please ensure not to disturb others.
- 2. Eating or drinking is prohibited.
- 3. Please return desks and chairs to their original positions after use.
- 4. You need a Media Center account in order to access the internet from your own laptops.
- 5. Please submit a "usage application form" if you'd like to book the entire presentation area.

Please apply by the day before.

You may submit the application form at the service desk between 10am and 5pm on weekdays, or at the counter in the Circulation Counter on the 1st floor outside of these hours.