



NATIONAL UNIVERSITY  
Learning Resource Center

*Education that works.®*

# ***LEARNING ROOM RESERVATION***



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# **LEARNING ROOM RESERVATION**

Refers to the rooms for reservations for academic-related activities (**meetings, seminars, workshops, and presentations**) of the University.



# Learning Rooms

These are the different learning rooms available for reservation for academic and non-academic activities, with availability varying based on the type of activity and the specific learning room.



**Conference  
Room**



**E-Library**



**Recreational/  
Periodicals**



**Multimedia  
Room**





## RULES AND REGULATIONS

- ✓ The Conference Room was designed for academic-related activities, such as **group meetings, discussions, studying, and presentation** at the National University.
- ✓ Reservation of the conference room is on a **first-come, first-served basis**. Learning room reservations forms may be obtained at the Readers' Services Counter.
- ✓ Reservations shall be made at least **two (2) days** before the scheduled activity. However, walk-in reservations are only allowed subject to room availability.
- ✓ **Online reservations is not accepted.**







## RULES AND REGULATIONS

- ✓ The utilization of the **conference room** is limited to a maximum of **three (3) hours** per group.
- ✓ Reservations will be considered **canceled** if LRC users arrive **30 minutes past the scheduled time**.
- ✓ A minimum of **three (3)** and a **maximum of six (6)** persons per group is permitted.
- ✓ As courtesy to other LRC users, **discussions are allowed at a minimum noise level**.
- ✓ The use of conference room for **online classes is not permitted**.





# RULES AND REGULATIONS

- ✓ Food and drinks are not allowed inside the conference room.
- ✓ Any damage/s that occurred during the use of the conference room shall be charged against the group who used the facility.
- ✓ Violations shall be subject to disciplinary action.
- ✓ The Readers' Services Librarian/in-charge has the right to cancel or revoke the confirmed reservation in cases of misrepresentation and violation of the policies, rules, and regulations.



# PROCEDURES ON RESERVATION OF THE CONFERENCE ROOM

## Step 1



### **INQUIRE FOR THE AVAILABILITY OF THE CONFERENCE ROOM**

- The LRC users shall inquire to the Readers' Services Librarian/in-charge the availability of the conference room.

## Step 2



**MAKE A RESERVATION** - The LRC users shall make a reservation to the conference room.



# PROCEDURES ON RESERVATION OF THE CONFERENCE ROOM

## Step 3



**ACCOMPLISH THE LEARNING ROOM RESERVATION FORM** - The LRC users shall accomplish the Learning Room Reservation Form.

## Step 4



**APPROVE AND SIGN THE RESERVATION** - The Readers' Services Librarian/in-charge shall approve and sign the Learning Room Reservation Form.

## RULES AND REGULATIONS

- ✓ The **Recreational/Periodicals** was design to provide opportunities for users to engage in **leisure activities, relax,** and **enjoy** their vacant time.
- ✓ Reservation of the **Recreational/Periodical Room** is on a **first-come, first-served basis**. Learning room reservations forms may be obtained at the Readers' Services Counter.
- ✓ Reservations shall be made at least **two (2) days** before the scheduled activity. However, walk-in reservations are only allowed subject to room availability.
- ✓ **Online reservations is not accepted.**





## RULES AND REGULATIONS

- ✓ The utilization of the Recreational/Periodicals is limited to a maximum of **three (3) hours per group**.
- ✓ Reservations will be considered canceled if LRC users arrive **30 minutes** past the scheduled time.
- ✓ A minimum of **three (3)** and a maximum of **five (5)** persons per group is permitted.
- ✓ As courtesy to other LRC users, noise should be kept to a minimum level.
- ✓ **Food and drinks are not allowed** inside the Recreational/Periodicals.





## RULES AND REGULATIONS

- ✓ Any damage/s that occurred during the use of the Recreational/Periodicals shall be charged against the group who used the facility.
- ✓ **Violations shall be subject to disciplinary action**
- ✓ The Readers' Services Librarian/in-charge has the right to cancel or revoke the confirmed reservation in cases of misinterpretation and violation of the policies, rules and regulations.
- ✓ Board and card games are accessible for recreational purposes. To borrow these items, please proceed to the Readers' Services counter.



# PROCEDURES ON RESERVATION OF RECREATIONAL/PERIODICALS

## Step 1



**REQUEST FOR A RESERVATION** - The LRC users request to make a reservation in the Recreational/Periodicals.

## Step 2



**ACCOMPLISH THE LEARNING ROOM RESERVATION FORM** - The LRC users shall accomplish the Learning Room Reservation Form.

# PROCEDURES ON RESERVATION OF RECREATIONAL/PERIODICALS

## Step 3



**APPROVE AND SIGN THE RESERVATION** - The Readers' Services Librarian/in-charge shall approve and sign the Learning Room Reservation Form.

## Step 4



**BORROW BOARD AND CARD GAMES** - If the LRC users wish to borrow board and card games, they shall seek assistance from the Readers' Services Librarian/in-charge.

*Note: Board and card games can only be played within the Recreational/Periodicals.*



## RULES AND REGULATIONS

- ✓ The **Multimedia Room** was designed to accommodate any academic-related activities (**meetings, seminars, trainings** and **workshops**) of the University, subject to the rules and regulations of the Readers' Services.
- ✓ Reservation of the Multimedia Room is on a **first-come, first-served basis**. Learning room reservations forms may be obtained at the Readers' Services Counter.
- ✓ Reservations shall be made at **least two (2) days** before the scheduled activity. However, walk-in reservations are only allowed subject to room availability.
- ✓ **Online reservations are not accepted.**



# RULES AND REGULATIONS

- ✓ Multimedia room utilization is limited to a maximum of **eight (8) hours**, and a **maximum of forty (40) users** are **permitted**.
- ✓ Reservations will be considered **canceled** if LRC users arrives one **(1) hour past the scheduled time**.
- ✓ For security and safety of the materials, the multimedia room is strictly for faculty, employee, and university officials' use only.
- ✓ The use of Multimedia Room for **classes is not permitted**.
- ✓ **Food and drinks** are occasionally allowed inside the Multimedia Room subject to the **approval** of the University Librarian.



# RULES AND REGULATIONS

- ✓ The LRC users **must ensure the area is clean** and that the lights and air condition units are turned off before leaving the area.
- ✓ Any damage/s that occurred during the use of the multimedia room shall be charged against the group who used the facility.
- ✓ Violations shall be subject to disciplinary action.
- ✓ The Readers' Services Librarian/in-charge has the right to cancel or revoke the confirmed reservation in cases of misrepresentation and violation of the policies, rules, and regulations.





# PROCEDURES ON RESERVATION OF MULTIMEDIA ROOM

## Step 1



**REQUEST FOR A RESERVATION** - The LRC users request to make a reservation in the Recreational/Periodicals.

## Step 2



**ACCOMPLISH THE LEARNING ROOM RESERVATION FORM** - The LRC users shall accomplish the Learning Room Reservation Form.

# PROCEDURES ON RESERVATION OF RECREATIONAL/PERIODICALS

## Step 3



**APPROVE AND SIGN THE RESERVATION** - The Readers' Services Librarian/in-charge shall approve and sign the Learning Room Reservation Form.

## Step 4



**CONFIRM THE RESERVATION** - The Readers' Services Librarian/in-charge shall notify the LRC users of the confirmed reservation and discuss the rules and regulations inside the multimedia room.