Centrally supported rooms aim to provide high quality learning spaces that support an excellent student learning experience and staff teaching experience. The rooms are used by many people so the following code of practice has been drawn up to promote effective and considerate use of the rooms and facilities.

Safety
The lecturer (or nominated person) is responsible for the emergency evacuation; they must familiarise themselves with the emergency evacuation procedures. See the information sheet in the teaching room. For emergencies out of office hours please contact our Security Control Centre 24 hour phone line on 0191 208 6817.

Room booking
The timetable display will indicate the times that the room is booked for formal teaching or maintenance. If the room is not booked you may use it for private study but students must vacate the room in adequate time so as to not delay the start of the next scheduled teaching session indicated on the timetable. If you have a problem regarding your booking contact Timetabling Services on 85451 or 0191 2085451.

Housekeeping
The lecturer (or nominated person) is responsible for ensuring that the room is left clean and tidy for the next user. The aim is for the rooms to be in as good a state at 5pm as at 9am.
- Please recycle your waste by placing it in the appropriate bins provided
- Writing surfaces should be cleaned at the end of every session, ready for the next user
- Any class resources, including blue tacked papers on walls and un-used handouts must be removed at the end of each lesson
- Don’t forget your personal belongings including USB sticks
- Only use dry wipe markers on white boards to prevent permanent damage to the surface
- Catering is the responsibility of the person who ordered it and must be removed prior to the start of the next timetabled session

Eating and Drinking
Eating in centrally supported rooms is not permitted. Drinks should be in bottles or capped containers.

Induction Loop
In rooms identified by the blue induction loop logo, an induction system is installed. This system is maintained and monitored by Audio Visual Services. To ensure audio is going to the system please use a wireless microphone (where available) or ensure the fixed mic on the AV lectern shows a solid red light to indicate it is switched on and working. Users of the system, please switch your hearing aid to ‘T’.
If you need any help In operating the system please call 82627 or 0191 208 2627.

Web Cam
A web camera is installed in this space.
This camera will be occasionally accessed by authorised NUIT / Student Services staff to facilitate efficient diagnosis and resolution of audio-visual faults, power down audio-visual equipment when not in use, and for space usage audit purposes. Please note that the cameras:
1. Are deployed on a secure network and password protected
2. Do not record images and no data is stored
3. Do not have audio capability (i.e. there is no microphone)
For more information please contact the IT Service Desk on it.servicedesk@ncl.ac.uk

Updated November 2018