



Use Policy – Accessibility Support Room

Room 201A, Elizabeth Dafoe Library

How to use the Accessibility Support Room (201A)

1. Book the room online at <https://lib-umanitoba.libcal.com/space/20014>
You may also book the room in person at the Elizabeth Dafoe Library Service Desk, by phone at 204-474-9844 or by email at dafoe@umanitoba.ca.
2. You will receive an email when your booking is confirmed.
3. Check in at the Elizabeth Dafoe Library Service Desk at the start of your booking. To request an extension to your booking, check in at the Service Desk or call 204-474-9844.
4. Check in at the Dafoe Service Desk at the end of your booking to inform staff that you are finished using the room.

Room Booking Policy

- Students who wish to use the room must be referred by Student Accessibility Services.
- The room is booked on a first-come-first-served basis for a maximum duration of 2 hours at a time.
- You can request a longer period if there is no apparent demand at the end of your initial booking, up to a maximum of 4 hours per day. Please check in at the Service Desk or call 204-474-9844 to request an extension to your booking.

Room Rules

Room 201A is designated as a safe study space in Elizabeth Dafoe Library.

Please be aware of the following rules:

1. **Do not consume food in the room.** Students who may have severe allergies with peanuts, citrus, fish, or shellfish products may use the room.* Lidded beverages are permitted.
2. **This is a scent-free zone.*** Refrain from using any perfume, cologne, or other scented products.
3. **Maintain the original condition of the room.** Before you leave the room, restore all the chairs and tables to the original position and clear all garbage. Please do not leave anything behind.
4. **Leave the blinds in the half-open position.** If you need to close all the blinds, please notify the service desk about your requirement at the beginning of your booking. At the end of the booking, please RESTORE to the default, half-open position.

* We are trying to make Room 201A a safe study space for everyone who may use the room. Please note that there is no 100% guarantee. Please use the room at your own risk.

For more information

Visit the Libraries website:

<https://umanitoba.ca/libraries/accessibility-services/assistive-technologies>

Contact us:

Elizabeth Dafoe Library
Service Desk
204-474-9844
dafoe@umanitoba.ca