

## Key Texts bookings and Study room/CETLE Room table bookings

### Key Texts bookings

You can book up to three Key Texts items at any one time up to three weeks in advance. You can book an item for a minimum of 30 minutes and up to a maximum of 4 hours or overnight. Please note: your booking will lapse if the item is not collected within the first 30 minutes of the booking.

#### To book a Key Texts item during the day:

- Select the Start and End dates (i.e. the same day) of your booking by clicking on the >
- Select the Start and End times of your booking by clicking on the ▼

#### To book a Key Texts item overnight:

Day	Start of booking	End of booking	Start hour	End hour
Mon-Fri	Select the date you want to borrow the item	Select the NEXT day' s date	Select a start time from 6pm onwards	Select OVERNIGHT option at the bottom of the dropdown list
Sat & Sun			Select a start time between 2pm and 5.30pm	

If you have booked a Key Text item correctly it will be issued to you for the duration of your booking.

Always check the due date AND time on your receipt.

### Fines

Fines for the late return of Key Texts items are £1.00 per hour, or part of an hour.

### Study room/CETLE Room table bookings

You can book the Study room or one table in the CETLE Room at any one time up to three weeks in advance. You can book the study room or a table for a minimum of 30 minutes and up to a maximum of 4 hours. Please note: your booking will lapse if the key/pass is not collected within the first 30 minutes of the booking.

#### To book the Study room/a CETLE Room table:

- Select the Start and End dates (i.e. the same day) of your booking by clicking on the >
- Select the Start and End times of your booking by clicking on the ▼

Always check the due date AND time on your receipt.

### Fines

Fines for the late return of keys/passes are £1.00 per hour, or part of an hour.