

What is 365 Room?

365 Room is a computer room that is open 24 hours a day all year.

Where is 365 Room?

365 Room is located upstairs within the Social Learning Zone opposite the Students Union bar.

Who can use 365 Room?

Current students and staff can obtain access to 365 Room. Your Student ID card acts as your access card and is valid for your time at the University of Bolton. Your access to 365 Room lasts for the duration of your time at the University upon compliance with the regulations listed in this leaflet.

When is it open?

365 Room is open all day, every day, all year. It is closed for maintenance and it may also be closed for events in the Social Learning Zone. Please check notices and the Library website for closure details.

How do I access 365 Room?

To access 365 Room you need to use your Student ID card. Your ID card must be valid to gain access to 365 Room.

Each year your card will become inactive on 30th September. To revalidate your 365 Room access you must re-enrol.

What do I do if I lose my card?

If you lose your Student ID card you will need to obtain a replacement from the Student Centre in Chancellors Mall. There may be a charge for this.

How do I get in and out?

The entry/exit door to the building is outside the Chancellor's Building. You will need to use your Student ID card to open the door.

Entry and exit is controlled using card readers which are located to the side of the doors.

Security

365 Room is under 24-hour CCTV surveillance. In an emergency please use the internal courtesy phone to contact Security by dialling **666**.

Security Guards carry out regular patrols and you may be required to produce your Student ID card for examination by Security Guards and/or University staff.

Emergency Exit

Should you need to exit 365 Room in an emergency and the door has not opened, then press the glass in the green emergency exit box. This is to the left of the exit door. You will now be able to open the door.

Please note that this is alarmed and should only be used in emergencies.

Fire Alarm Testing

The Fire Alarm system will be tested every Monday morning between 09:00 and 09:30.

If you hear the fire alarm sound for longer than a minute during this time please treat it as a real alarm.

If the alarm sounds at any other time, treat it as a real alarm. (Unless you have been notified otherwise).

Fire evacuation

In the event of the fire alarm sounding please leave the building by the nearest exit as quickly as possible observing the following guidelines:

- Do not attempt to log off the PC as this wastes valuable time.
- You do not need your card to open the door, as it will be open automatically.
- Please assemble in the students car park, as far away from the buildings as possible.
- Do not re-enter the building until you are told to do so by the Security Guard.

Facilities

Assistance

If you require assistance during The Library opening hours then please go to the IT Support Desk in the The Library. It is not possible for a member of staff to go to 365 Room.

Fault reporting

If you find any faults with the PCs in 365 Room please e-mail them to IST-Help@bolton.ac.uk Alternatively you can phone the helpdesk on ext 3444. You will need to include the PC number, which is found on the screen eg. 247SLZ21.

Help-phone

There is an internal courtesy phone in 365 Room. This can be used to phone the IT Helpdesk for assistance on ext 3444, or to contact Security by dialling 3700.

Lift

A lift is available next to the stairs opposite the toilets on the ground floor.

Paper

If the paper tray is empty during library opening hours please use the courtesy phone to speak to staff to request that the paper tray be filled, or if there is a paper jam or the printer runs out of toner.

Printer

There is a colour printer in 365 Room. Printouts will be deducted from your print quota. If you are planning to print when the The Library is closed, please ensure beforehand that you have plenty of credit on your print quota.

Rubbish

Please can you make sure that all rubbish is deposited in the bins provided to ensure a pleasant working environment for everyone.

Software

The software available in 365 Room is the standard software available on all networked PCs within The Library. Please note that software which is room-specific may not be available.

Screensaver

If the monitor on the PC you wish to use is blank, then the screensaver may be in operation. Press any key or move the mouse to get the log on screen.

Toilets

There are toilets in the building on the ground floor at the bottom of the stairs, opposite the lift. Should you need help, the toilet for disabled persons has an alarm in it.

365 Room Regulations:

You must not allow any other persons entry to 365 Room.

You must not hold open the 365 Room entry/exit door, doing so will alert a Security Guard.

You must carry your Student ID card when using 365 Room and other University facilities.

When asked to vacate the 365 Room by a Security Guard or a member of University staff you are required to do so immediately.

You must read and understand the Regulations for the use of Computing Facilities as laid out in the Student Handbook and on The Library website.

You are reminded that:

You must not store, create, display, produce or circulate offensive material in any form or on any medium.

You are reminded that you must maintain an environment conducive to study, therefore please behave in an appropriate manner.

Any violation of the regulations stated above could/will result in the immediate suspension of all computing facilities and/or further disciplinary action.

For further information please consult the Student Handbook.



The Library

Guide to Services

365 Room

The 24 hour Computer Room

