

Departmental Booking for Computer Access Labs - 2006

This form must be submitted 2 weeks prior to the commencement to give all students adequate notice that the room is unavailable for general use. Please send this **completed form via email to labbook@usyd.edu.au**

1. Booking Details

Your Name: _____

Your Phone: _____ Fax: _____

Teacher/Lecturer/Tutor/Staff Name(s): _____

Contact Phone(s): _____

Email(s): _____

This booking for: an Exam? or; a Lecture? or; a Tutorial/Training?

Will the class be supervised by your staff during the **full length** of the booking/class? Yes No

Department: _____ Course: _____

2. Which Access Lab(s) do you wish to book?

(Eg: **Education Rm 236** ≈20 PCs, or, **Rm 232** ≈30 PCs, or, **Pharmacy Rm N510** ≈35 PCs, or, **Language Rm 211** ≈15 PCs, or, **Rm 218** ≈25 PCs, or, **McGrath/Carlaw Rm 201** ≈55 PCs, or, **Link Rm 222** ≈50 PCs. *No MACs currently available.*)

A ***Data Projector** is **not** available in the room. For information on getting a Data Projector, go to point "4." NOTES section of this form (page2).]

3. When do you wish to book the lab? (2 weeks notice is required) What is the number of attendees at these times?

Availability: the availability of the labs is subject to the existence of previous bookings, and the faculty booking limits.

Date

Time and Duration of Each Day

_____ From: _____ to: _____ # Attend: _____

_____ From: _____ to: _____ # Attend: _____

_____ From: _____ to: _____ # Attend: _____

Or, Weekly?, on _____ From: _____ to: _____ # Attend: _____

4. Are there dates you will not need the lab? Example: 1st - 30th of April, but not Tuesday 10/4 & 17/4.

5. What software do you need during your booking?

[If this software is **not** already on our system, you will need to organise with the CSO (cso@accesslabs.usyd.edu.au) to have it installed. There is a \$120 per hour installation fee, and there is no guarantee that it will work with the current system.]

6. Do you want the lab staffed by Access Lab staff during your booking? Yes No

[Access lab-staff are familiar with the machines and can help with problems that may arise during your booking. They can also act as supervisors for classes, keeping out people who are not in the class/exam and ensuring that those involved in the class do not abuse the computer access. There is a cost of \$30 per hour for staffing the lab.

If you choose a booking during normal staff hours, this does not mean that lab staff will be able to leave the HelpDesk and attend to issues that may arise as this is not a priority to helping other students, unless you choose to pay for staffing the lab.]

7. Your Account Code for Booking Confirmation. Please provide an account code for this booking, (Please provide the code even if services aren't required at this time, this is for administrative purposes).

Responsibility Code – RC

Project Code

Signature

Bookings will **NOT** be confirmed until this form has been **completed in full**, and you have contacted the Access Labs Supervisor, Melanie Ward on: **Ph: 16870** to confirm the room(s) availability.

School/Departmental Room Booking - Notes

The departments which have provided the space and furnishings for the Access Centres have the right to book the lab in their location for up to 30% of lab opening time. Other departments and schools can also book Access Centres. Our charges are \$1 per computer used per hour.

1. Booking Instructions

To book a centre, fill out the departmental booking [form](#) which you can obtain by downloading the form in [Rich Text Format](#). <http://itassist.usyd.edu.au/student/services/labs/deptbookings.shtml> Booking requests must be sent at least 2 weeks before the booking date. Late bookings can be rejected.

Once you have filled out the form, you can submit it by emailing it, or faxing it to: 9351 6873, or by delivering it to the lab supervisor in Fisher Lab, level 2, Fisher Library F03.

2. Assistance during your class:

Access lab-staff are familiar with the machines and can help with problems that may arise during your booking. They can also act as supervisors for classes, keeping out people who are not in the class/exam and ensuring that those involved in the class do not abuse the computer access. There is a cost of \$30 per hour for staffing the lab.

If you choose a booking during normal staff hours, this does not mean that lab staff will be able to leave the HelpDesk and attend to issues that may arise as this is not a priority to helping other students, unless you choose to pay for staffing the lab.

3. Software requirements

All software must be compatible with Windows XP SP2. Note that your software once installed and functioning is not guaranteed to work after system changes or security updates (eg. Microsoft XP Updates) are applied. In this event if further configuration is required for your software to function, and you still require your software for your booking, updates done by the CSO to the system to enable compatibility will be charged at \$120/hr.

If there is software you require for your class/booking/exam you will need to include details of this when booking a lab. If it's freely available public domain software, include the URL of its location, and we can download it and install it on the computers. If it's a departmental web page that the students need to access, please test that the URL works by making a time with the lab staff in that lab, to check that it is available at least, 5 days before your booking. If it's commercial software, we will have to discuss the licensing, and get the disks or CD ROM to install from at least 2 weeks before the booking date.

We require a minimum of 2 weeks notice to install software. We must have the software **at least 2 weeks** before you wish to run your class/booking/exam. There will be a \$120 per hour charge to set up software we do not already have installed and functioning on the computers. We will not charge you more than once for additional software, under the following conditions:

- 1) If you plan to use this software each year or semester and you require no changes, and;
- 2) We have not upgraded our operating system, and;
- 3) Your software *is the same version* and minor version/patches of your software are not required.

4. Data Projector (Other Equipment)

A Data Projector is not available in the room. You can book one for Education room 236 by calling the Building attendant, however setup is your responsibility, as the attendants will not set it up. With two (2) weeks notice one can be hired from the Access Labs Management and setup by our staff at \$30 flat loan fee.

5. Conditions of Use

- The centre/lab must be left in the state that it was found.
- No food or drink may be consumed in the centre/lab during the course.
- The class must finish at the end of the booking.
- All bookings including free Department bookings must be made **at least 2 weeks in advance** to ensure your booking can be confirmed and adequate signage is displayed for students to be aware that the room is unavailable.