

# The Computer Training Room in the Canterbury Medical Library

The computer training room is in the south-east corner of the library.

## What's available in this room?

There are a total of 28 computers in the computer training room, set-up with internet access on the University of Otago Christchurch (UOC) staff network. The set-up of these computers and configuration of the room is fixed:

- **one** of these computers has been set-up for the trainer or presenter and is linked to the data-show projector
- **sixteen computers** or the first 3 rows of computers, desks and seating are suitable for training purposes
- **twenty-seven computers** are available for short exams. *Note the last row of seven computers face in the opposite direction to all the other computers and are also at some distance from the front of the room making them unsuitable for use for training purposes.*



Front of Training Room



Back of Training Room

## Security

Although this room is on the UOC Security system, access to the room is freely available from within the library itself, between 8.30am – 5.00pm weekdays. However, at 5.00pm, unless other arrangements have been made, the room is then secured on the UOC Security system.

While bookings outside of these times are available, this will require separate security arrangements to be made.

## To request a booking of the library training room:

Contact library staff by email: [librarycml.uoc@otago.ac.nz](mailto:librarycml.uoc@otago.ac.nz) or Rebecca Phibbs 364 0513 (ext 80513) or Carol Davison 364 0507 (ext 80507)

## Please specify:

1. **The date plus start and finish time of the training session or exam**
2. **The number of people attending the session**
3. **Name and contact detail of the person making the booking**
4. **Name and contact detail of the person who will be delivering the session, if it differs from the person making the booking**
5. **If anything other than Internet access or Microsoft Office is required, you will need to let library staff know.**

## Terms of use

- Please leave the training room as you found it, at the start of your session.
- Please be considerate and vacate the room on time. This is particularly important for any bookings close to 5.00pm when the room is secured.