

## HELENA KENNEDY READING ROOM GUIDELINES

1. There are three desk spaces in the Helena Kennedy Reading Room within the Bonavero Institute that are designated as ‘hot seats.’ They are clearly marked on the desk plan on the Reading Room wall.
2. Hot seats are available to any University of Oxford DPhil and MPhil students in law and related subjects with a research interest in human rights. They are allocated daily on a first come – first served basis from 08:00 to 20:00, Monday to Friday (except bank holidays). Outside of these hours the Institute’s doors no longer open automatically and retrieving items from the Reading Room will generally not be possible. Any items left unattended in the Reading Room after 20:00 are liable to be removed without notice.
3. When you arrive, please sign into the provided Guest Book indicating your name, Email address, the table you will use and the current date. Hot seats can be left unattended for up to 90 minutes without forfeiting the right to use the desk space, but must be vacated otherwise.
4. Hot seat users may use the coffee and tea making facilities in the Institute Kitchen across from the Reading Room at no charge, provided they treat the space respectfully and clean up after use. This includes putting any used mugs and spoons in the dishwasher and placing used tea bags and coffee in the correct bins.
5. Hot seat users may also make use of the adjacent Common Room for group work and discussions, provided that it does not clash with a meeting or other Institute event.
6. The Reading Room is not a library. It does not require complete silence, and interaction with other users is very much encouraged, but it is not a purely social space. We encourage conversation, debate and coffee in the Reading Room, but please respect the needs of the other users: refrain from making phone calls (or skypeing) while in the Reading Room, and move prolonged conversations and passionate debate to the Common Room.
7. In that spirit, we ask that desk spaces that are allocated to Visiting Scholars, resident students and other named individuals are not used, even when the individual is absent from the Reading Room. You can clearly identify the available hot seats on the desk plan on the Reading Room wall.
8. We reserve the right to ask anyone to leave if they do not respect the rules outlined above or cause a disturbance.