Protocol for use of hot-desking facilities in Warwickshire Libraries

The use of hot-desking supports modern and flexible working by offering a desk space in a convenient local venue. In the case of Warwickshire Libraries for a short period of time. (although it may be possible to stay longer if no one else is waiting to use the space). Warwickshire Libraries welcome WCC staff members to use hot-desking facilities in libraries.

Each library will have staff on duty who can point you in the direction of facilities available, this includes staff toilets, kitchen and rest facilities (these are often quite modest).

The following guidelines are intended to provide clarity and to avoid misunderstandings, but staff will do all they can to support you when you are working in libraries:

- Details of library opening times, locations and facilities can be accessed via Warwickshire County Council/SPP site, staff member, hot-desking directory.
- All Warwickshire libraries offer hot-desking within public areas – space may be limited in some venues, please check the Directory. Wireless facilities are available at all WCC libraries as listed in the hot-desking directory. Whilst People's Network PCs may be available, these are intended for use by the public and are a chargeable service. All Library members are entitled to a free 2 hour session per day, subject to availability.
- Some libraries offer hot-desking working within staff areas – for libraries that offer this service, please ring ahead to pre-book this facility.
- On arrival at a library, please show your WCC ID badge to a member of staff. This is important – it demonstrates that any WCC mobile equipment you might use has passed an electrical safety test, and alerts library staff to your presence should an emergency occur.
- All personal possessions and papers should be kept in close contact and at all times – particularly when working in a public area, and taken away at the end of the hot-desking session.
- Please respect colleagues' privacy and confidentiality, and ensure any facilities used are left as you found them. This includes desk areas, kitchen and toilet facilities. Staff facilities such as toilets and kitchen facilities are usually in a secure area, so you will need to request access from a member of staff.
- Furniture or IT equipment allocated to a hot-desking area should not be removed. If equipment is faulty, please report to a member of staff.
- Some larger sites now offer "follow me" printing in staff areas which you are welcome to use. Where these aren't available, printers within staff areas are available for emergency use only – permission should be sought from a member of staff.

- There are no phones available within the hot-desking areas. Library phones within staff areas are available for emergency calls only – permission should be sought from a member of staff.
- Personal mobile phones should be set to a discrete ring tone or put on silent in order to minimise disruption to others within the vicinity. Discrete use of a mobile phone is allowed within the public library area, but if you are anticipating making a number of calls, or calls of a sensitive nature, a staff area might be more appropriate.
- Photocopiers are available in public areas and charged at 10p per copy.
- Meetings should not be held in hot-desking areas. Some libraries offer meeting rooms which can be booked in advance - check the hot-desking directory.
- Eating and drinking such as bottled water, crisps, biscuits is permitted within public library spaces. The eating of smelly or greasy foods would not be appropriate.