

Induction

Applies to: Main Library | Level 01 | Room 1.09 (Carer + Children Room)
Version: 1.3
Date: 27/04/2026
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Role: Facilities Operations Manager

If you require this document in an alternative format, such as large print or a coloured background, please contact is.facilities@ed.ac.uk

Introduction

This document is intended to enable users accompanied by children to access the University Main Library and to study within the Carer + Children Room (room 1.09). It is not intended to change access at other University libraries, nor to change the policy for children in the University Main Library.

Adults **must** be registered to use this room in the Main Library.

In all other areas of the Main Library and other University libraries, adults accompanied by children are **not** permitted to study (30 min maximum visit when accompanied).

The Policy for children in the University Library has been updated to include use of the Carer + Children Room in the Main Library.

Rules

The following rules apply to this room:

- The (adult) Carer(s) remain responsible and liable for the supervision of the children in their care **at all times**.
- An induction form for using the room must be completed by all accompanying adults before first visit.
- Children **must not** be left unattended.
- In order to have a record of children in the building in case of emergency evacuation, all responsible adults **must** sign-in with their children on entry to the Library, and **must** sign-out when leaving the Library.
- It is required that users accompanied by children must use the lifts to access and exit upper floors.
- The room must not knowingly be used by anyone suffering from contagious diseases or from acute feverish illnesses e.g., norovirus, chicken pox, mumps, measles, rubella, scarlet fever, corona virus (covid) ...
- One registered adult user may bring their child or children with them to use the room. They may also bring one accompanying adult, who must also have completed an induction form.
- If you, or your child cannot self-evacuate in the event of an emergency, please contact is.facilities@ed.ac.uk to arrange for a Personal Emergency Evacuation Plan (PEEP) to be created. Please be aware that you may be placing your and the child's safety at-risk by using a building without a PEEP in place.

- For the safety of children, the University Regulations do not permit children to use any library equipment, including computing equipment, nor to use any device on the University wireless network.
- Reservations are not currently possible and this facility is on a first-come, first-served basis.
- Adults are responsible for taking care of the furnishings and equipment used by children accompanying them.
- No objects are to be removed from this room.
- The room should be in a clean and usable condition after use.
- Please make suggestions for improvement or any defects at the reception desk on the ground floor so that we can constantly improve this offer.

Accessing the Carer + Children room

This room is located in the Central Campus, Main Library, 30 George Square. Please see on [Campus maps | The University of Edinburgh](#)

You can use the room during normal opening hours of the Main Library.

Access is restricted to ensure this space is available only to users accompanied by children.

Once you have read and understood this document, please sign and return the Confirmation slip and email it to is.facilities@ed.ac.uk and request access permissions be added to your University card.

This room can be used without prior notice once this document has been read and understood, door access has been added to your University card permissions, and an induction form completed.

Emergency Actions

If the Fire Alarm sounds, please leave by the nearest fire exit (West Stair). This leads out to ground floor, outside the building on the west side. From there, please go to the meeting point at George Square.

Cleaning

This room is inspected three times per day; 10:30hrs, 15:30hrs, and 21:30hrs.

Please note cleaners are only available between 08:00-17:00hrs. Outside these hours, please contact the reception desk at the ground floor, either in-person or by phoning **0131 650 8382**.

If cleaning is required, please contact:

- Facilities Reception Desk
- Facilities email address: is.facilities@ed.ac.uk
- Facilities phone no. **0131 650 8382**

Equipment available

- Capacity is 14 persons maximum. Beyond these numbers, staff may refuse access.

- Three working tables with desktop small power and WiFi for responsible adults
- Children's corner with a children's table, chairs, children's books, and educational toys as well as a sitting area.
- The room is designed primarily for children aged 0 to 8 years but can be used by children of any age (using the legal definition of a child – under 18 years old).
- 2 x bottle warming stations.
- A nappy changing table is available in the adjacent accessible toilet facilities.

Design

This room is unique within the University Main Library as a children-friendly space. When designing the room, the Meadows, trees and nature were the inspiration. When furnishing the room, special attention was paid to safety and colour to create a warm and welcoming environment.

Thanks

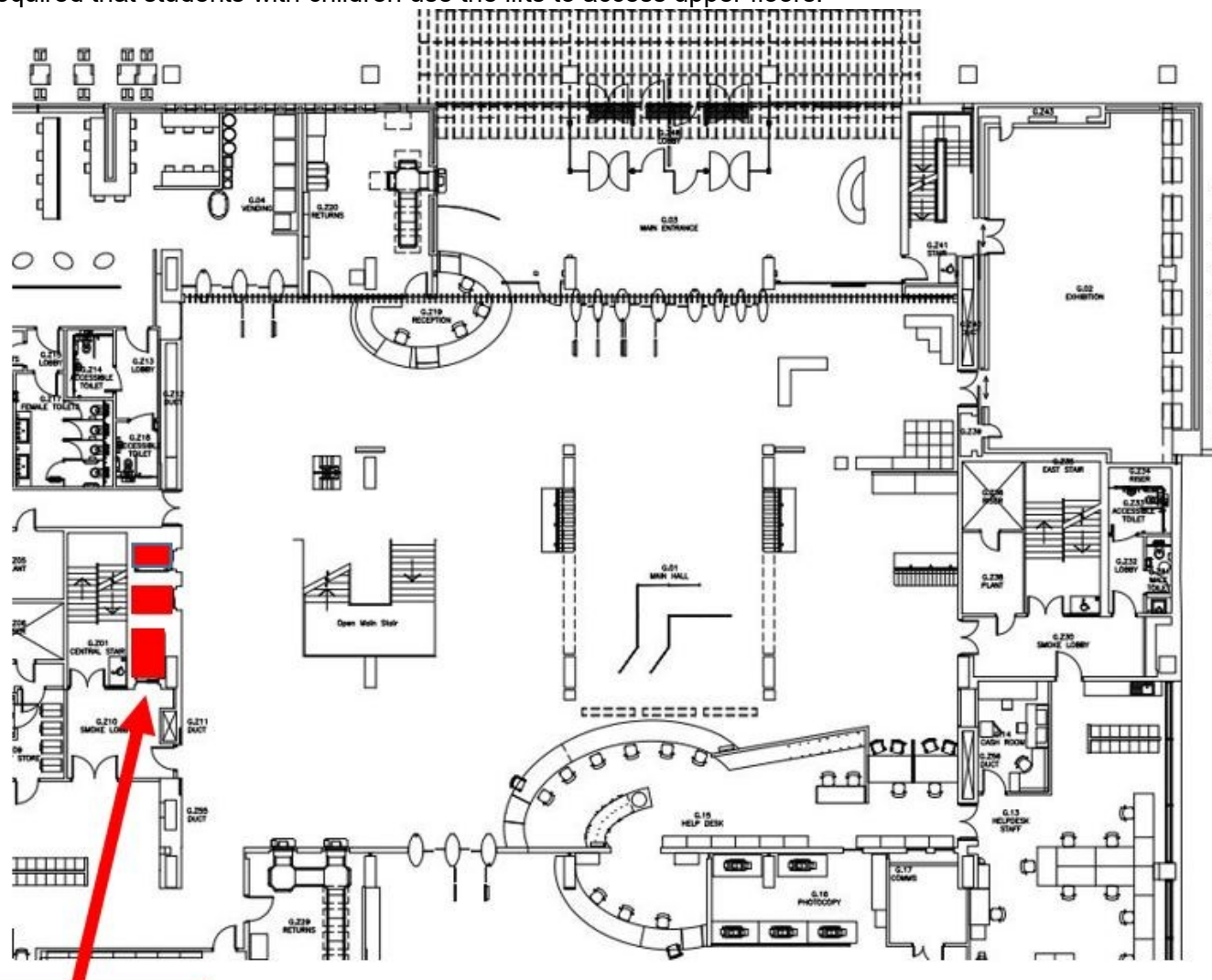
The University would like to thank the following for the support they provided for the establishment and equipping of this room:

- The EUSA Student Parent Representatives,
- University Estates Team,
- ISG Senior Leadership team and
- Lewis & Hickey Architects

References

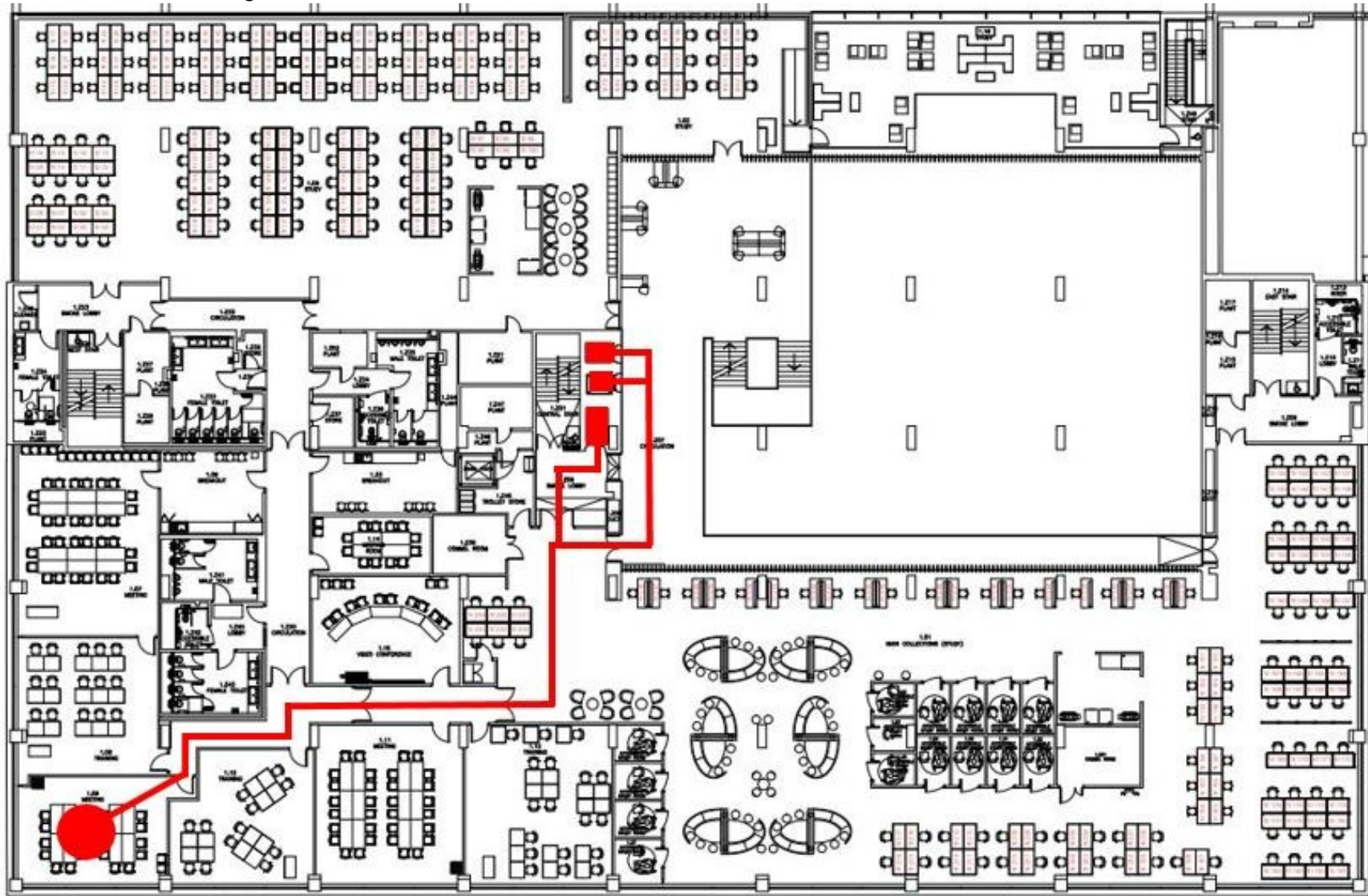
Paper E: Library Access and Facilities for Parents and Carers with Children

It is required that students with children use the lifts to access upper floors.

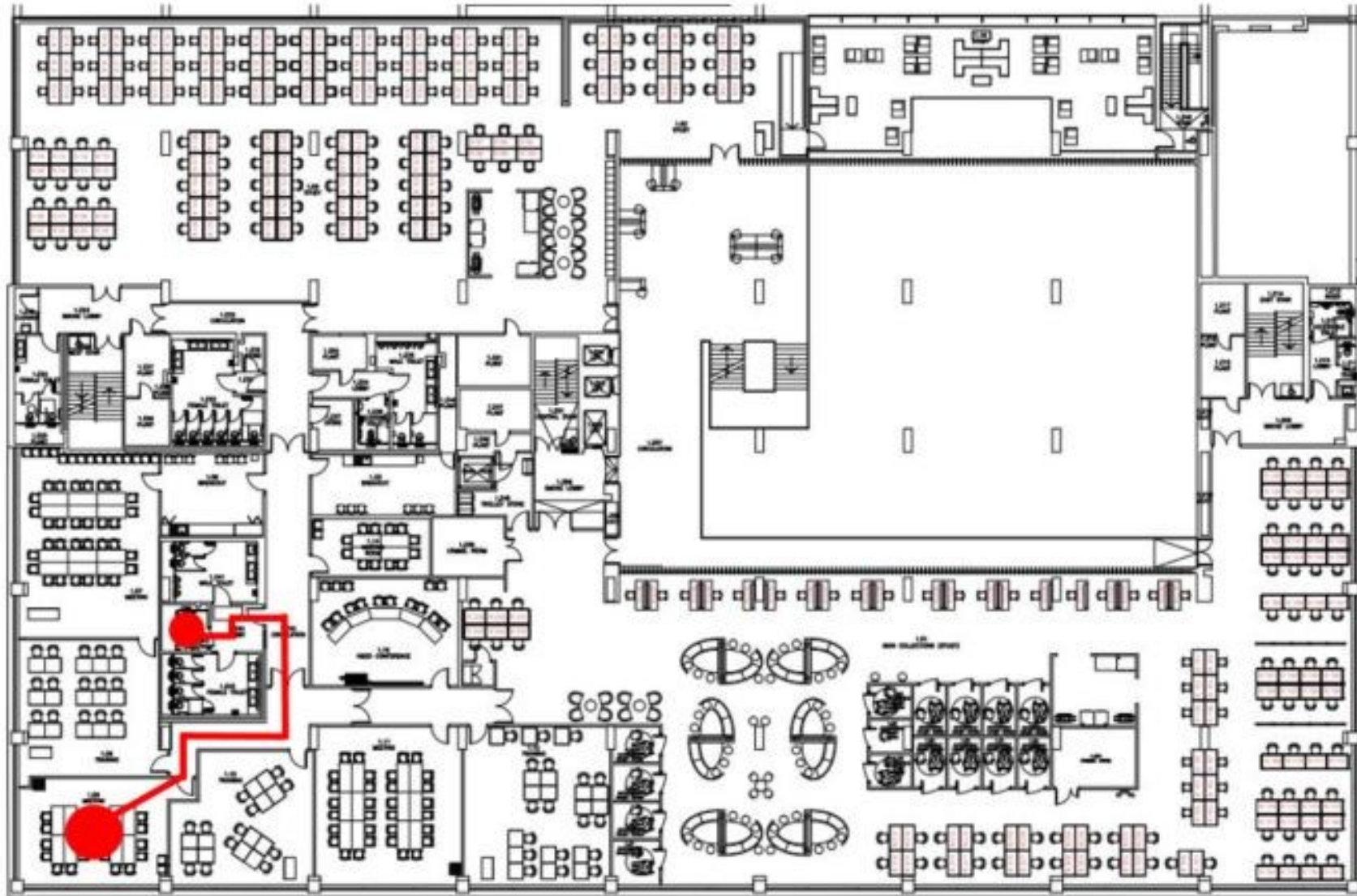


Lifts in Level 00

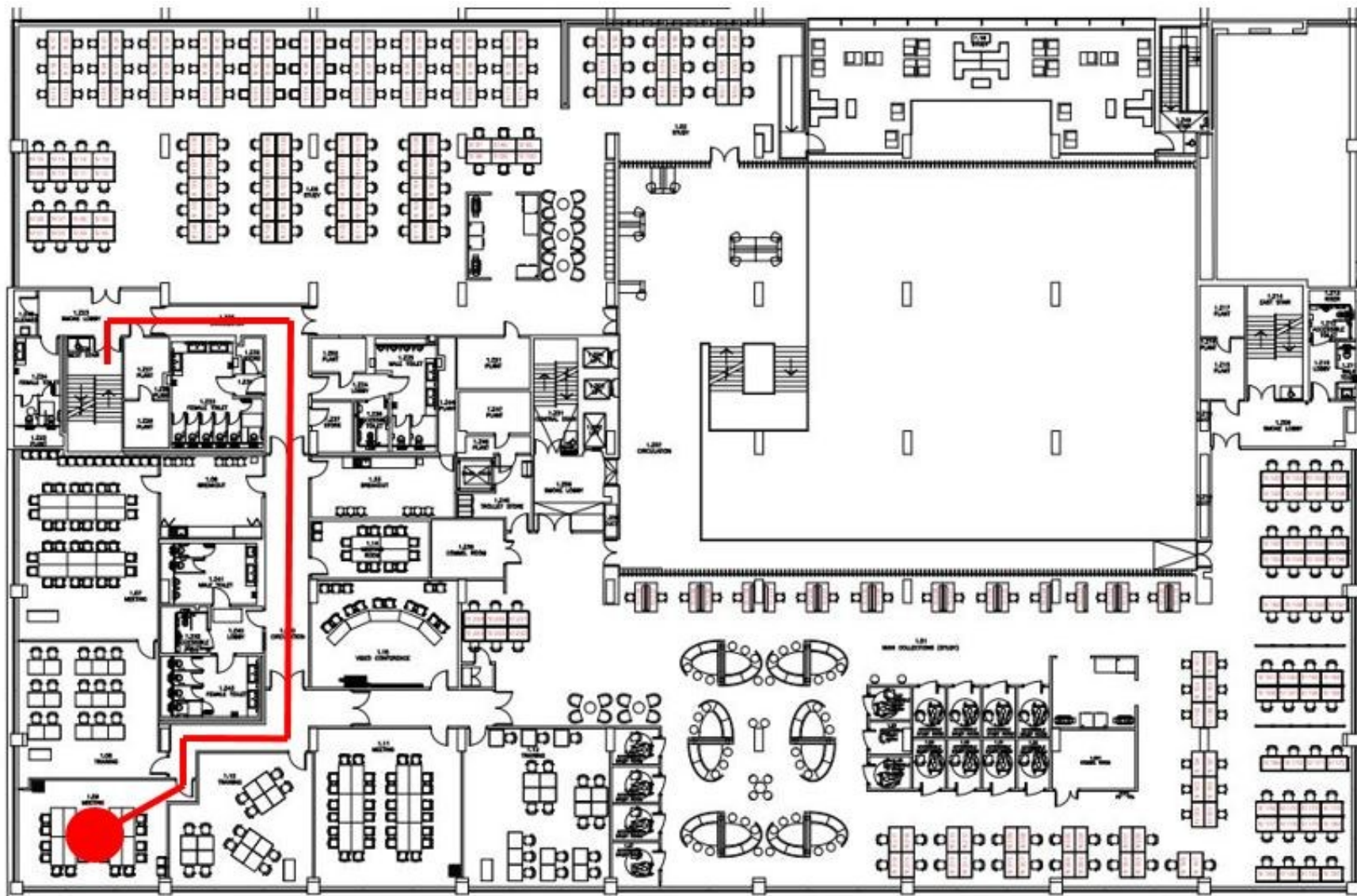
Lifts on Level 01, showing route to room 1.09



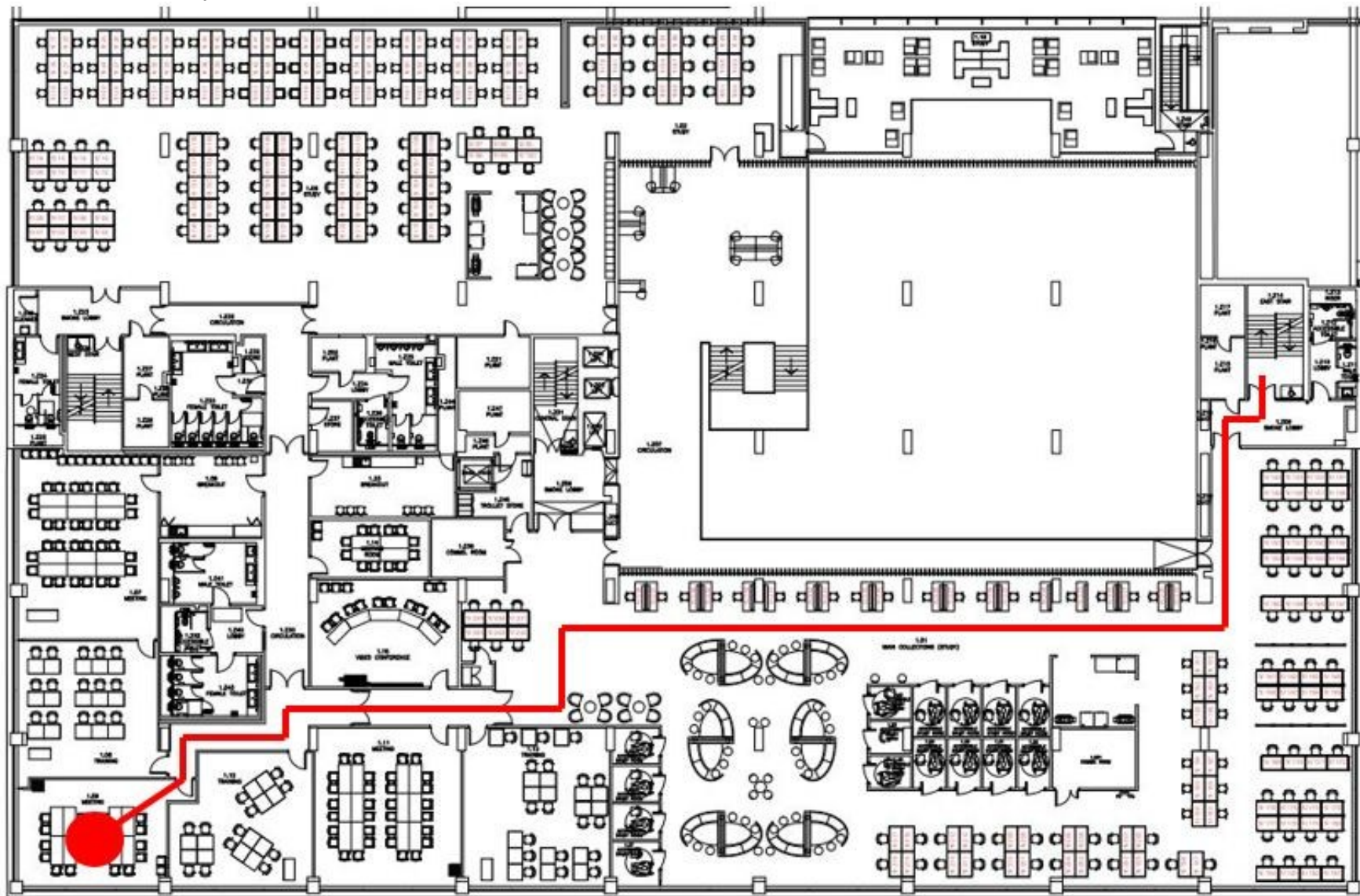
Baby changing facilities are on Level 1, within the local accessible toilet (room 1Z.42)



This is the primary escape route:



This is the secondary escape route:



Refuge Area (Place of relative safety)

If you, or the child in your care cannot self-evacuate, you **MUST** travel to a Refuge Point, remain there, and use the 'green box' to contact the Fire Co-Ordinator.

These are located in the Fire Exit Stairs on each level, and beside the lift, in a protected space (fire resistant construction).

It has a Green Intercom Box as image below. This is activated by the silver button (push and hold). This notifies the Fire Co-Ordinator that someone is in the Refuge Area.



A trained Evacuation Team will either bring Evacuation Chair(s), or use the Fire Evacuation Lift to assist you to evacuate. Please remain beside the Green Intercom Box until called back. Be ready to confirm numbers of people present and status.

Induction Form

Applies to: Main Library | Level 01 | Room 1.09 (Carer and Child Room)

By completing my details below, I confirm that I agree to abide by the rules of the Carer and Child Room as detailed in the Induction document.

Student
Signature
Name
Date
Student email address
Student number

Staff
Counter-signature
Name
Date