

The Circle

The Circle in Reid Library is one of two unique learning spaces available to UWA staff and students for the purposes of UWA teaching, research, or community engagement. It allows for flexible configuration of tables and chairs to suit a range of scenarios, from discussion panels to group activities.

Centrally located on the ground floor, The Circle is a large, flexible space for up to 60 people (in theatre configuration) designed to host teaching, exhibitions, seminars, and other events. The glass walls are soundproof but showcase the activities in The Circle to library users in the surrounding area.

This space is available to library users as collaborative study space when not booked.

Booking a learning space

The Learning spaces at Reid Library (The Circle and The Helmsley) are often in high demand and it is advisable to book a learning space well in advance to avoid disappointment.

Booking requests can be submitted via: <http://library-uwa.libcal.com/booking/reidlearningspaces>

Bookings can be made up to 12 months but no less than 48 hours in advance and for a total of up to 4 hours per group per day across both spaces. The minimum number of participants required to book a space is 20. Please remember to include any set-up and re-set/clean-up time in your booking

Bookings are limited at peak times, such as study and exam weeks.

Room configuration

The default room configuration for the Circle is a collaborative arrangement, with 8 tables arranged around the room. Each table seats up to 6 people (48 people total).

A number of alternative room configurations are available to suit a range of scenarios from discussion panels to group/collaborative activities. The total number of people that can be accommodated depends on the configuration, with a maximum of 60 people in theatre configuration.

Alternative room configurations are outlined in **Appendix A - The Circle Room Configuration**.

Technology

Presenter Technology in **The Circle** includes:

- In-built PC with room speakers
- Wireless keyboard/mouse

- Wireless presenter controller with laser pointer (available upon request)
- Projector and drop down projection screen
- Ability to connect your own device via wired (HDMI - cables available from the Information desk) and wireless (Windows, OS X, ChromeOS, iOS and Android supported) available on projector. Wireless presentation requires the wePresent application to be installed on your device (downloadable from <http://www.wepresentwifi.com/downloads.html>).

Support

Please make yourself known to Library staff at the Reid Library information desk on the ground floor as you arrive for your booking and let them know again when you leave. Staff at the information desk can also provide support relating to facilities and technology during your booking, or escalate the issue as required.

Setting up

We recommend you book the space allowing adequate time for your own setup.

Library staff will assist in setting up tables and chairs according to your chosen seating configuration before your UWA teaching, research or community engagement session.

Student groups using the learning spaces must setup and reset the room configuration. A wireless keyboard/mouse for operating the in-built PC, the presenter controller (if requested) and HDMI cables (if required) are available from the Information Desk.

Packing up

Library staff will assist you to re-set the furniture configuration if required. Please leave the room free from rubbish and take everything you brought with you when you leave. If any extra cleaning is required following the use of the room, please advise Library staff as you leave.

Consumption of food/drinks

Catering of any kind is not permitted in the learning spaces unless arranged prior to the event by contacting roombookings-lib@uwa.edu.au. A separate request may be submitted for use of a Function Space.

Please abide by the Library's [food and drink policy](#). Two drinking water fountains are located on the ground floor, as well as the Quobba Gnarning café.

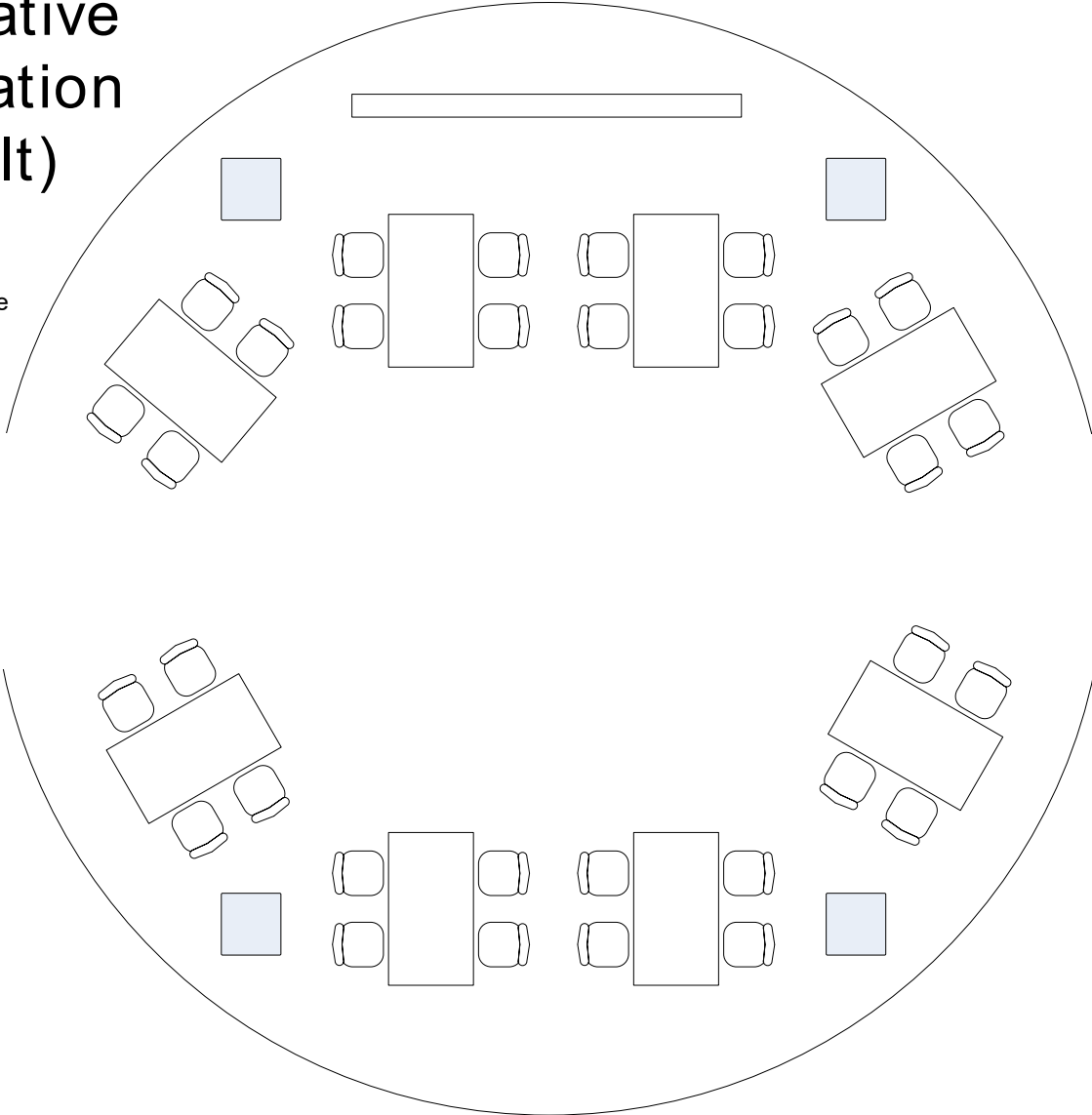
Fees

You must let us know if a fee is being charged to participants attending your event.

Appendix A – The Circle Room Configuration

Collaborative Configuration (Default)

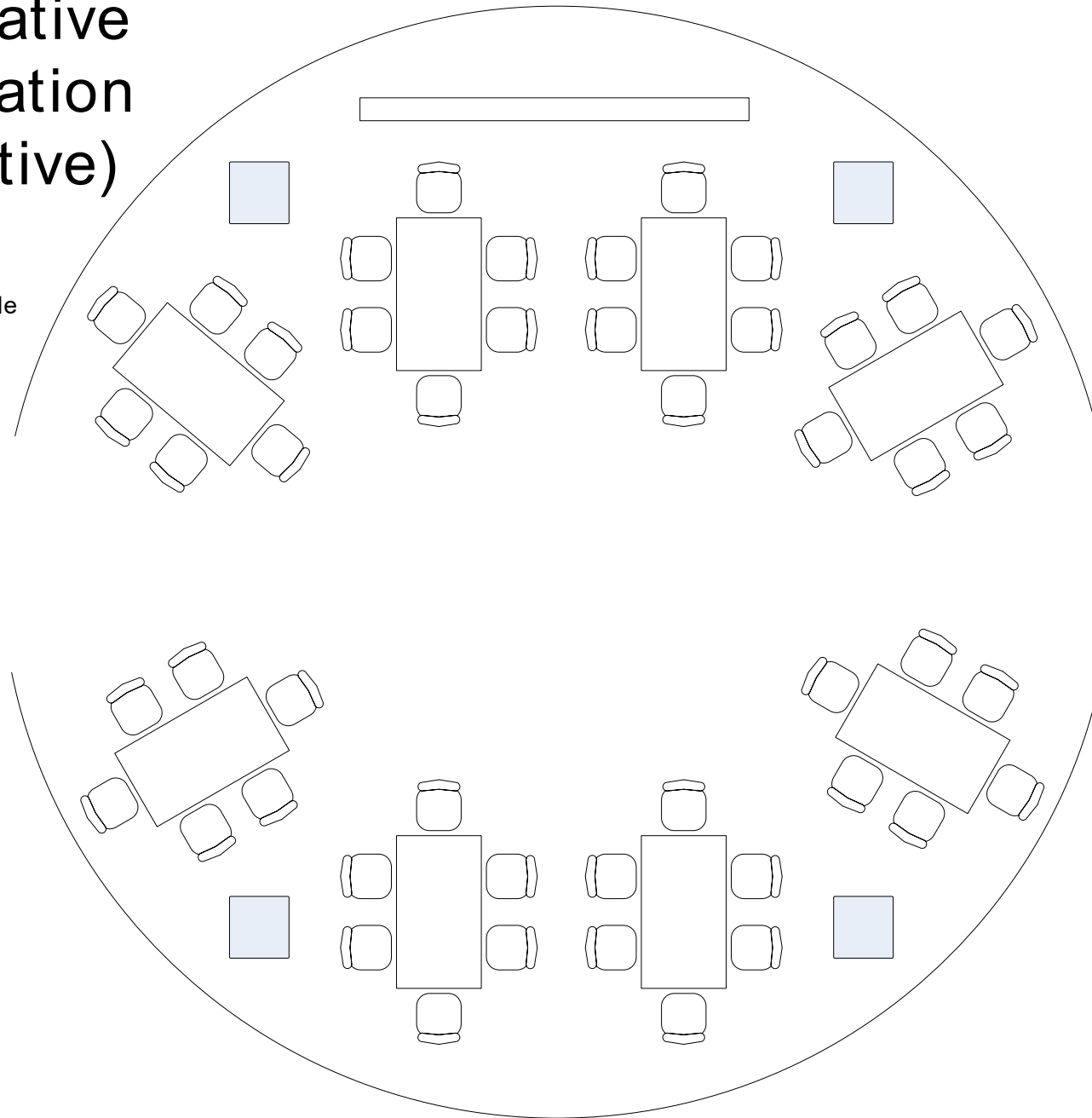
32 Seats
8 Tables
4 Chairs per table



Collaborative Configuration (Alternative)

48 Seats

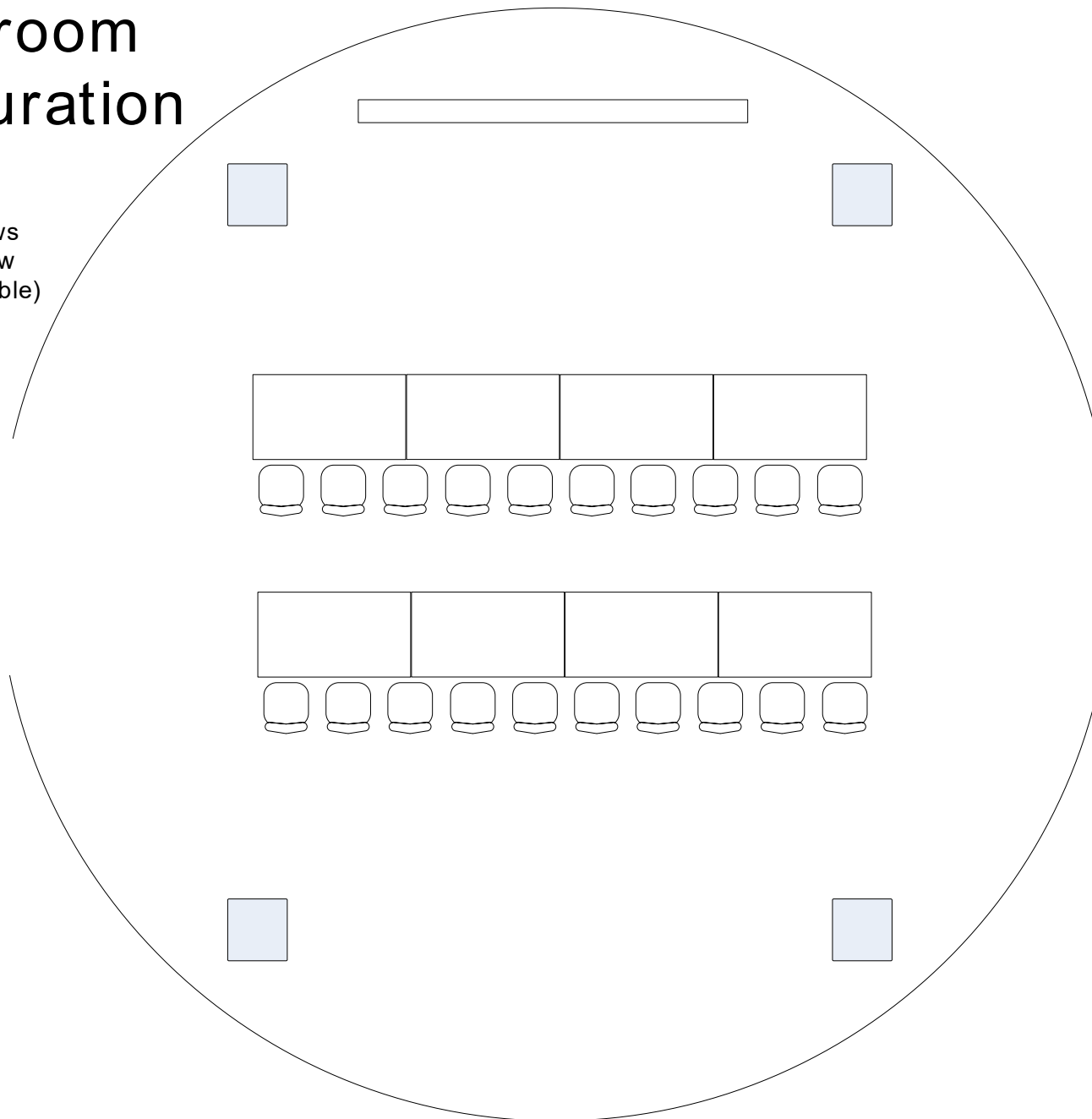
8 Tables
6 Chairs per table



Classroom Configuration

20 Seats

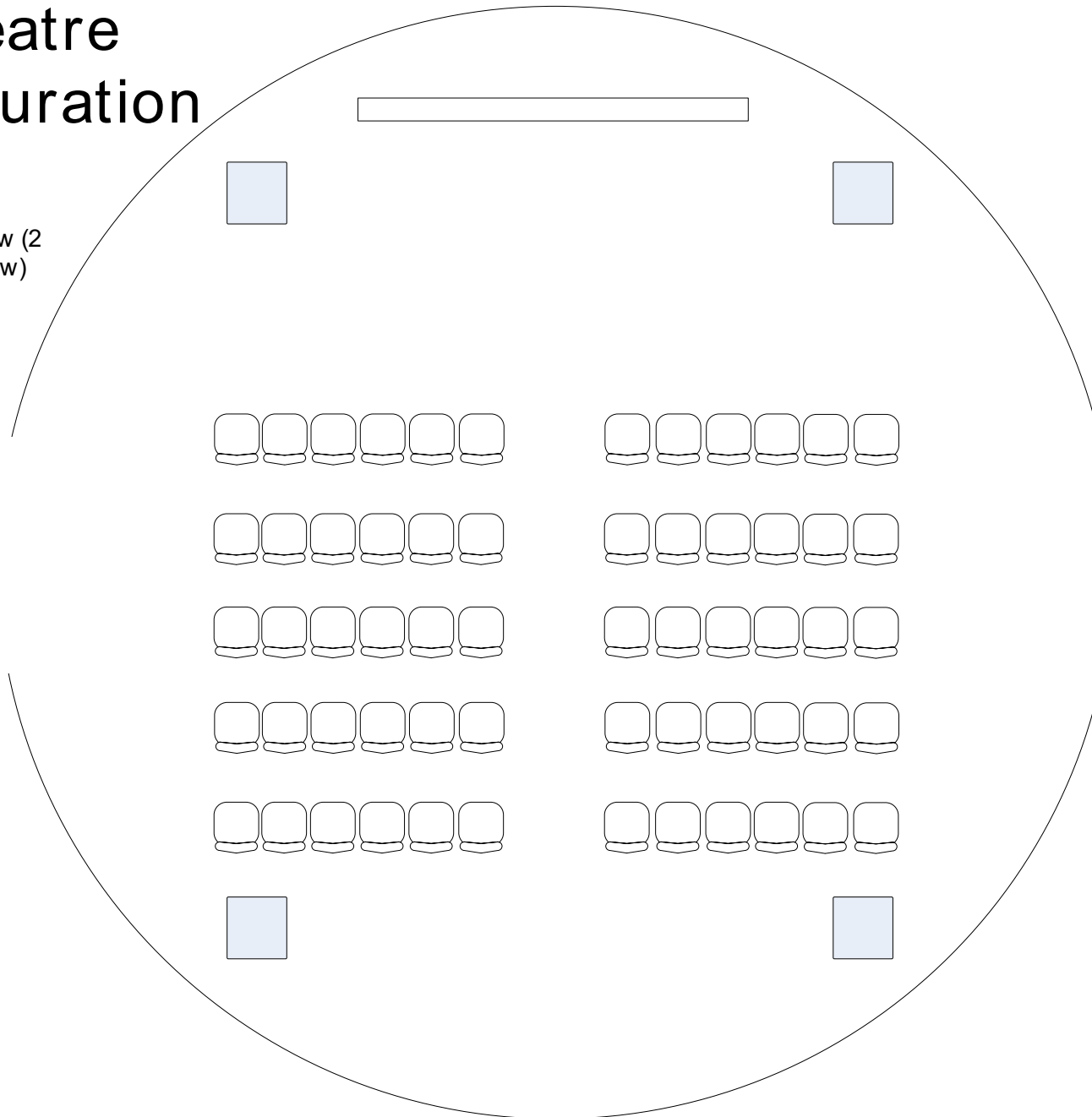
8 Tables in 2 rows
10 Chairs per row
(2 ½ chair per table)



Theatre Configuration

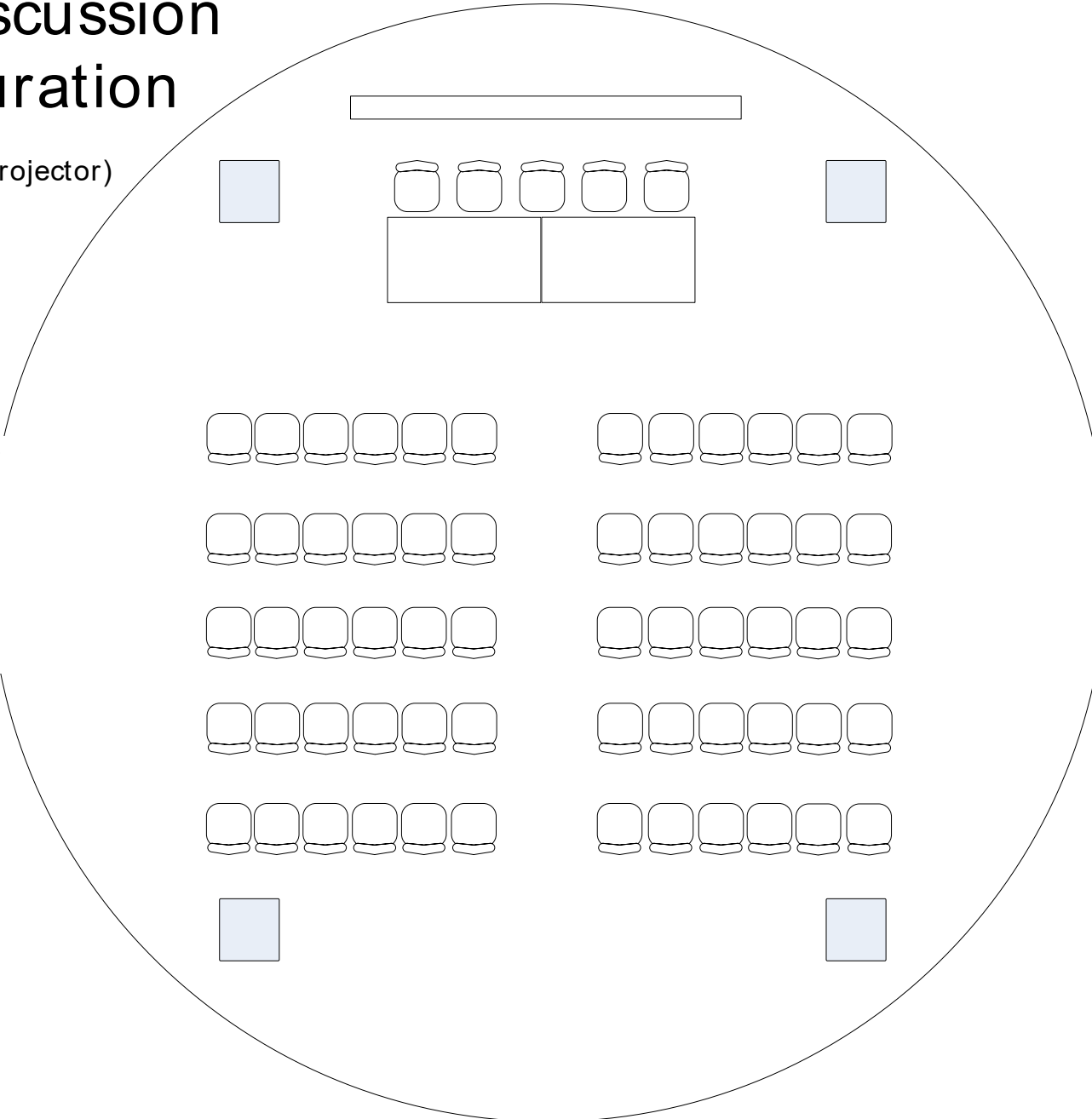
60 Seats

5 rows of chairs
12 Chairs per row (2
chair gap mid row)



Panel Discussion Configuration

- (without projector)
- 5 Panelist Seats**
- 2 tables in 1 row
- 60 Seats**
- 5 rows of chairs
- 12 Chairs per row
- (2 chair gap mid row)



Panel Discussion Configuration

(with projector)

5 Panelist Seats

2 tables in 1 row

50 Seats

5 rows of chairs
12 Chairs per row (2 chair gap mid row excl last row)

