

National Sun Yat-Sen University Office of Library and Information Services Guidelines for Discussion Rooms

Approved and Amended by the Divisional Heads Meeting of the Office of Library and Information Services on June 6, 2021

- I. These guidelines are purposed by the National Sun Yat-sen University Office of Library and information service (hereinafter referred to as “ the Office”) to provide a rational use of the space for faculty and students to teach and research in the library.
- II. Faculty, staff, workers, and students may apply for the discussion room to use for teaching, researching, or studying based on these guidelines.
- III. Reservation guide and available hours for discussion room:
 1. Users shall log in to the i-Space system to make the reservation on their own.
 2. Discussion rooms are divided into two categories according to the size of the space and the minimum number of reservations:
 - a. Small discussion room: can hold up 3 to 8 people, at least 2 people to reserve and check in the discussion room.
 - b. Large discussion room: can hold up 6 to 12 people, at least 5 people to reserve and check in the discussion room.
 3. Users can reserve a maximum of 4 hours for each time within 14 days, for a total of 16 hours within 14 days.
 4. When making a reservation, the minimum sets of library IDs based on guideline 2 shall be entered. An ID is limited to reserve one discussion room at a time.
 5. The applicant must proceed with the borrowing procedure with the minimum sets of library IDs within 15 minutes of the scheduled reservation time of discussion room to begin use. Those who fail to show up in time will result in cancellation of the booking and release to other patrons.
 6. During the period of use, user should leave and enter with the ID card. The system will automatically release the space if the user leaves for over 20 minutes.
 7. If there is no other reservation within the renewal period, the user can use the indoor card reader to extend their reservation period 20 minutes before the end of the original period. Only one extension is allowed, for a maximum of 2 hours.
 8. If applicants can't arrive at the scheduled time, one of them should cancel the reservation 30 minutes prior.
- IV. If users violate the following rules three times, their reservation rights will be suspended for 30 days:
 1. To transfer or swap the discussion room with others.
 2. Smoking, eating or making noises in the room.
 3. Bring unborrowed books into the room.
 4. Do not check in on the scheduled reservation time or cancel the reservation based on the rules.
 5. Posting posters or covering up the windowpane.
 6. Bringing equipment from other rooms without asking.
 7. Do not keep the discussion room clean and tidy up after using.
- V. For deliberate damage to the discussion room equipment, the user will be suspended for 30 days and shall bear the responsibility of compensation.

VI. The user should take out their personal belongings. For those who do not take out in time, the office will remove all the personal belongings and not be responsible for keeping them.

VII. The guidelines have been implemented following approvals of Divisional Heads Meeting of the Office of Library and Information Services. The same procedure shall be carried out when amendments are to be made.