

National Sun Yat-Sen University Office of Library and Information Services

Guidelines for Study Carrel

Approved and Amended by the Divisional Heads Meeting of the Office of Library and Information Services on June 15, 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 quiet and private space for faculty and students to write papers and to allocate space resources reasonably.
- II. Faculty, researchers, graduate students, and undergraduate seniors may apply for the study carrel based on these guidelines for conducting research and writing papers.
- III. Reservation guide and available hours for study carrel:
 1. Users shall log in to the i-Space system to make the reservation on their own.
 2. The use of the study carrel is restricted to borrower only, and the loan of the study carrel is on a daily basis, divided into two categories.
 - A. Daily Study Carrel: For the same day use only, reservations can be made 1 day before use.
 - B. Long-term Study Carrel: It can be reserved continuously or separately 60 days before use, the length of the reservation is restricted to 14 days maximum and 3 periods. For example, a borrower can make one reservation for 14 consecutive days, two reservations for 8 days and 6 days separately, or three reservations for 7 days, 4 days, and 3 days separately.
 3. Borrowers shall proceed with the borrowing procedure with their ID cards at the scheduled reservation time of the study carrel to begin use. Those who fail to show up at first day of the reservation period will result in cancellation of the booking and release to other patrons.
 4. If the borrower of long-term study room does not use the study carrel for 2 consecutive days (excluding Saturdays, Sundays and closing days), the system will automatically release the study carrel to other patrons.
 5. If the applicant can't arrive at the scheduled time, the reservation shall be canceled at least 24 hours prior.
- IV. If the borrower violates the following rules for over three times, the borrower's reservation rights will be suspended for 30 days.
 1. To transfer or swap the study carrel with others.
 2. Smoking, eating, or making noise in the study carrel.
 3. Bring unborrowed books into the study carrel.
 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 room without asking.
 7. Do not keep the study carrel clean and tidy up after using.
- V. For deliberate damage to the study carrel 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.