

## Notices of Library Research Room Usage

Approved by Divisional Leaders' Meeting on September 1, 1998.

Amended by Executive Meeting on December 15, 2000.

1st amendment made by Divisional Leaders' Meeting on September 13, 2006.

2<sup>nd</sup> amendment made by Divisional Leaders' Meeting on December 15, 2006.

### I. Purpose

The research rooms were established for NSYSU graduate students and full-time faculty members with positions above instructors/lecturers or to compose theses in cases of needing independent space or substantial amounts of time for data examinations.

### II. Application Criteria

National Sun Yat-sen University (NSYSU) graduate students and fulltime faculty members with positions above instructors/lecturers.

### III. Application Method

Qualified applicants should approach the circulation desk located on the third floor and retrieve keys to the research rooms in person during library opening hours. Student identifications or service identifications are required.

### IV. Rules

- A. Each qualified applicant may only book for one research room at a time (equivalent to borrowing one book).
- B. The research rooms on fifth to eighth floors may be booked for one month. If rooms are booked by other applicants after the 1 month period, the keys must be returned promptly. If no bookings have been made, the applicant may extend booking periods once. If other applicants make bookings during the extended period, a notice will be issued and the current applicant must return the key within a week.
- C. An overdue fee of NTD \$5 is charged every day after the booking period ends. After the 4<sup>th</sup> day of overdue, an NTD \$1,000 fine is charged (to ensure the rights of the next user).

- D. Rooms 901-906 on the ninth floor may be reserved for six months at a time. Please make bookings at the circulation desk.
- E. Research rooms 907-914 and research rooms on the tenth floor are open for one-day bookings; no extensions and reservations in advance are allowed.
- F. If the intended research rooms (fifth to eighth floors) have been booked, please make reservations via library's catalog system. When the previous applicant has returned the key, an automatic email will be sent to the next applicant, who must complete the booking process within 5 days.
- G. Online reservation method:
  - 1. Example: To reserve a research room on fifth to eighth floors, select "title" and enter "research room key." The search results shall be displayed. Code "K000501" represents the first research room on the fifth floor. The numbering of the research rooms on each floor is arranged in the same pattern. Please book for research rooms using the above method.

V. Maintenance:

- A. Smoking and eating are prohibited in the research rooms. Do not obscure the glass panel on the doors with objects. Do not move chairs and cushions from the open areas into the research rooms.
- B. Books that have not been checked out from the circulation desk must be returned to the shelves or book return carts each day. If books are found in the research room, the staff will return these books to the shelves.
- C. Please maintain the tidiness of the research rooms. Avoid leaving personal valuables in the research rooms as the library is not responsible for safekeeping. Please be considerate for future users and remove all books and personal objects from the research rooms upon returning of the rooms.
- D. The locks to the research rooms are routinely changed. Please do not replicate the keys or lend the keys to others. Violators will receive one-year suspension from using the research rooms.

E. To effectively maintain the usage of the research rooms, the library has the right to conduct unscheduled checks. Additional information will be delivered on hard-copy notices.